

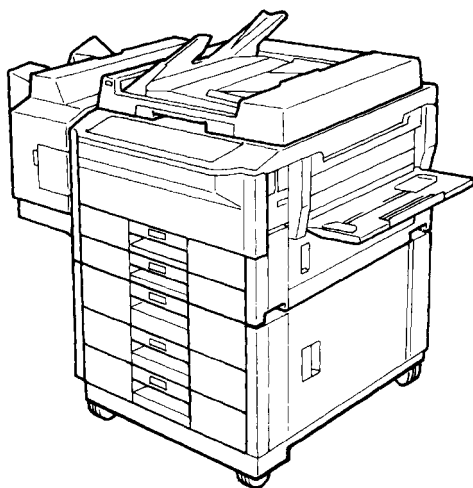


EP1080

Thank you for purchasing the Minolta EP1080.

This operator's manual explains how to operate the copier and replenish supplies. It also gives some troubleshooting tips as well as general precautions to be observed when using the copier.

To ensure the best performance and effective use of your EP1080, 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 clarifying immediately any questions which may arise.



1139O1571A

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Chapters 1 through 3 give the basic information for making copies.

Be sure to read these chapters before attempting to use your copier.

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Chapter 1

Safety Notes

Chapter 2

First Things to Know about
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Chapter 3

Making Copies

Chapter 4

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Using This Manual

Organization

Chapters 1 through 3 give the basic information for making copies. Be sure to read these Chapters before attempting to use your copier.

Chapter 1 Safety Notes

About the operating environments, conditions, and precautions for use.

Chapter 2 First Things to Know About EP1080

A brief description of the system and preliminary information about the different parts of the system.

Chapter 3 Making Copies (Basic Copying)

About how to make basic and system copies.

"BASIC COPYING OVERVIEW" on p. 36

"SYSTEM COPYING OVERVIEW" on p. 64

These pages give you a quick, at-a-glance flowchart for making copies, each step being keyed to a page number on which you will find a more detailed description.

Chapter 4 Special Functions

About the special functions that you can use for specific purposes.

Chapter 5 When Such an Indicator Lit Up

About the various warning indications given on the control panel and steps to take to correct these faulty conditions.

Chapter 6 Troubleshooting

Instructions on how to troubleshoot copier malfunctions.

Chapter 7 Specifications

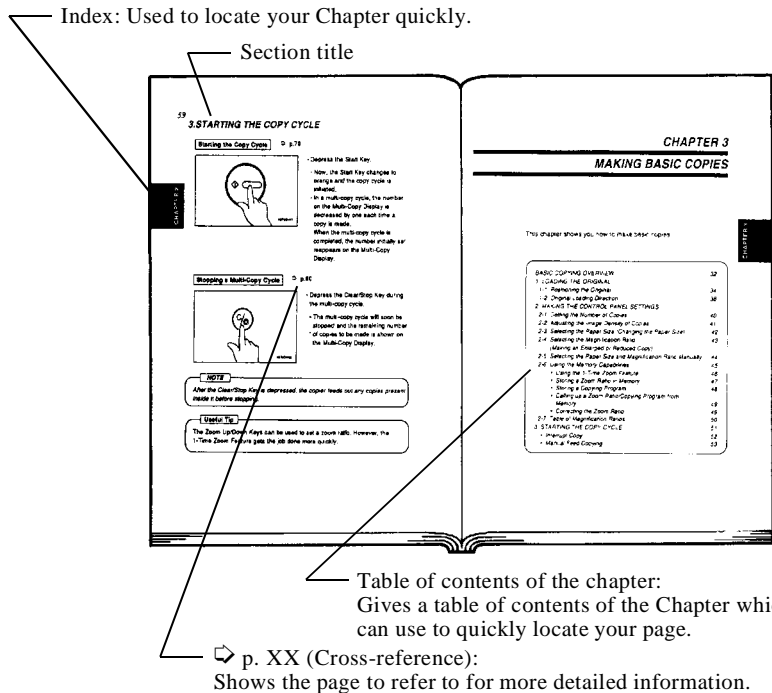
Complete specifications of the copier system and options.

Chapter 8 Miscellaneous

About care of copier and the various possible combinations of functions.

Page Organization

Each page of this manual is basically organized as follows.

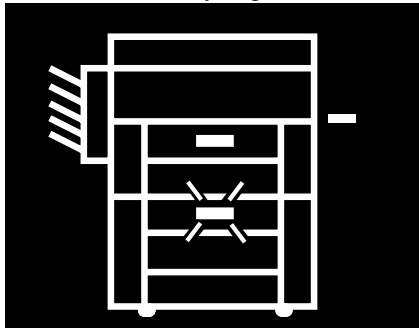


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Control Panel Indicators

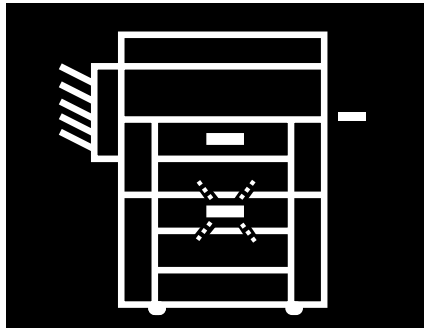
A steady Light or blinking Light Indicator on the control panel is represented as follows.

<Steady Light>



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<Blinking Light>



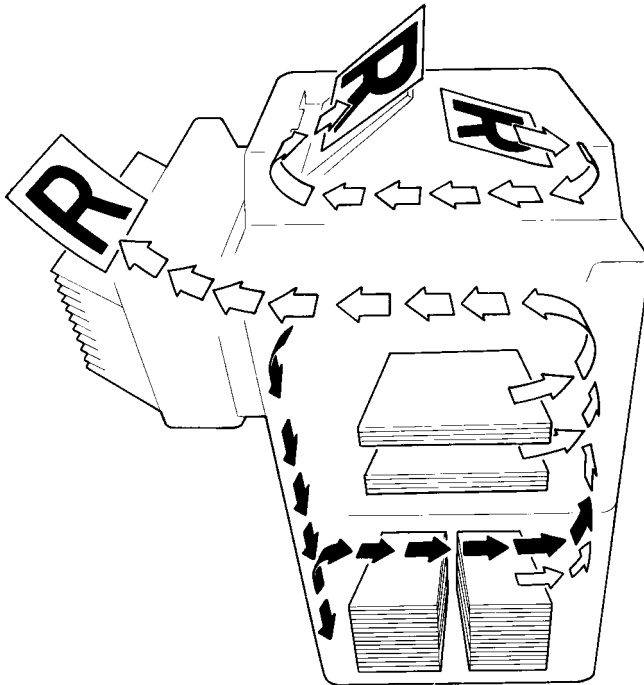
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Terms and Symbols for the Type of Originals and Copy Paper

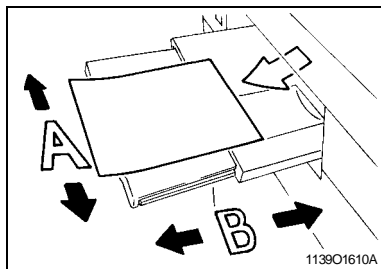
Certain conventions have been adopted and corresponding graphic symbols used in the manual to designate the various types of originals and copy paper. These two pages explain about these conventions.

Copy Feeding Direction

In this copier system, the copy paper is taken up from the right-hand side of the copier and fed through the copier toward the left-hand side, out face up onto the Copy Tray. In the illustration below, the direction in which the paper is fed, as indicated by the arrow, is called the "feeding direction."



"Width" and "Length"

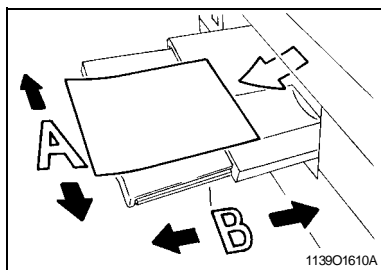



When we talk about the size of the original or copy, we call side A "width" and side B "length."


A: Width

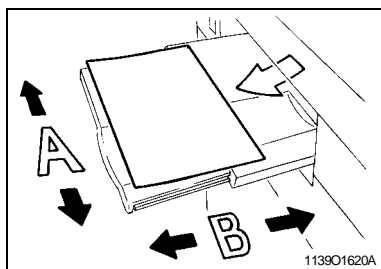
B: Length


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 ".



<Crosswise  >

When the original or copy has a "length" shorter than its "width," we call it "crosswise" and use symbol "C" or ".

Chapter 1

Safety Notes

This Chapter explains about the operating environments, conditions, and precautions for use.

- 1. Installing the Copier*
 - Installation Site 2*
 - Power Source 2*
 - Grounding 2*
 - Space Requirements 3*
- 2. Precautions for Use*
 - Operating Environment 4*
 - Using the Copier Properly 4*
 - Care of Copier Supplies 5*
 - Moving 5*

1. Installing the Copier

Installation Site

To ensure utmost safety and prevent possible malfunctions of the copier, install it in a location which meets the following requirements.

- ◆ A place away from a curtain or other things that catch fire and burn easily.
- ◆ An area where there is no possibility that it might be splashed with water or other liquid.
- ◆ An area free from direct sunlight.
- ◆ A place out of the direct air stream of an air conditioner, heater, or ventilator.
- ◆ A well ventilated place.
- ◆ A dry place.
- ◆ A dust-free location.
- ◆ An area not subject to undue vibration.
- ◆ A stable and level location.

Power Source

The power source voltage requirements are as follows.

- ◆ Use a power source with little voltage fluctuations.

Voltage Fluctuation	: Within $\pm 10\%$
Frequency Fluctuation	: 50/60 Hz Within $\pm 0.3\%$

- ◆ If any other electrical equipment is sourced from the same power outlet, make sure that the capacity of the outlet is not exceeded.
- ◆ The outlet should be located near the machine and easily accessible.
- ◆ Never connect by means of a multiple socket any other appliances or machines to the outlet being used for the copier.
- ◆ If an extension cord is needed, use one with a capacity more than the power consumption of the copier.
- ◆ Make sure that no unusual, excessive force is being applied to the power cord or extension cord.

Grounding

To prevent receiving electrical shocks in the case of electrical leakage, always ground the copier.

Connect the grounding wire to:

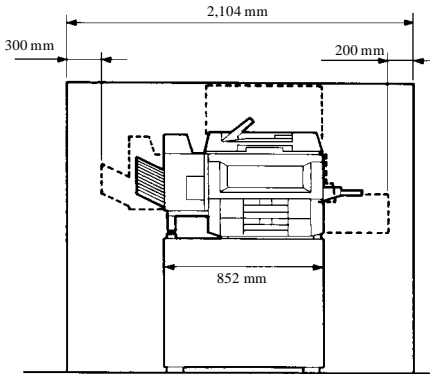
- ◆ The ground terminal of the outlet.
- ◆ A grounding contact which complies with the local electrical standards.

* Never connect the grounding wire to a gas pipe, the grounding wire for a telephone, or a water pipe.

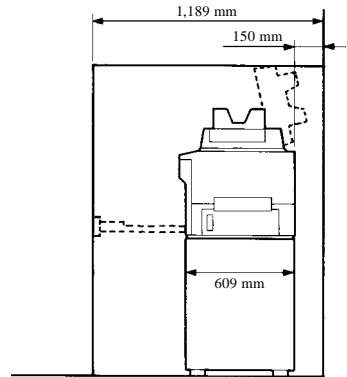
Space Requirements

To ensure easy copier operation, supply replacement, and service maintenance, adhere to the recommended space requirements detailed below.

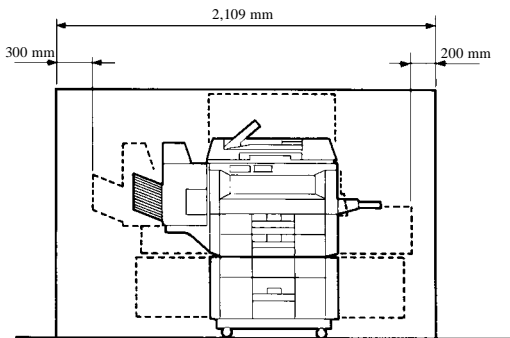
* Be sure to allow a clearance of 150 mm. or more at the back of the copier as there is a ventilation duct.



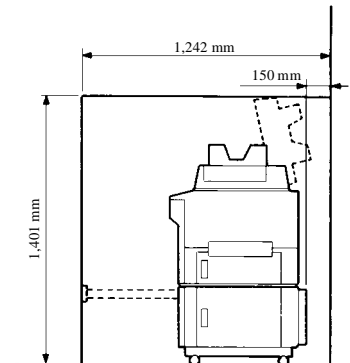
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1139O1720A



1139O1742A



1139O1710A

2. Precautions for Use

Operating Environment

The operating environmental requirements of the copier are as follows.

Temperature	: 10°C to 30°C (50°F to 86°F) with a fluctuation of 10°C (50°F) per hour
Humidity	: 15% to 85% with a fluctuation of 20% per hour

Using the Copier Properly

To ensure the optimum performance of the copier, follow the precautions listed below.

- ◆ NEVER place a heavy object on the copier or subject the copier to shocks.
- ◆ NEVER open any Doors, or turn OFF the copier while the copier is making copies.
- ◆ NEVER bring any magnetized object or use flammable sprays near the copier.
- ◆ NEVER place a vase or vessel containing water on the copier.
- ◆ NEVER drop paper clips, staples, or other small pieces of metal into the copier.
- ◆ NEVER attempt to remove any Cover that is secured.
- ◆ ALWAYS insert the Power Plug all the way into the outlet.
- ◆ ALWAYS make sure that the outlet is visible, clear of the copier or copier cabinet.
- ◆ ALWAYS ensure that the copier does not ride on the power cord or communications cable of other electrical equipment, and it does not get such a cord or cable wedged into its own mechanism.
- ◆ NEVER leave damages or cracks evident on the copier power cord unattended. If you find any of these conditions, immediately shut down the copier, unplug the power cord, and call your Tech. Rep. for appropriate action.
- ◆ ALWAYS provide good ventilation when making a large number of continuous copies.
- ◆ NEVER keep the copier running when it becomes inordinately hot or produces abnormal noise. If that happens, immediately turn OFF the copier, unplug it, and then call your Tech. Rep.

NOTE

= Locate the Copier in a Well Ventilated Room =

A negligible amount of ozone is generated during normal operation of this copier. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive copier operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room be well ventilated.

Care of Copier Supplies

Use the following precautions when handling the copier supplies (toner, paper, etc.).

- ◆ Store the paper, toner, and other supplies in a place free from direct sunlight and away from any heating apparatus. Keep them in a dry, clean environment.
- ◆ Store paper, which has been removed from its wrapper but not loaded into the Drawer, in a sealed plastic bag in a cool, dark place.
- ◆ Use the correct toner for the exclusive use by the EP1080 copier. The applicable copier model name is indicated on the Toner Bottle.
- ◆ Keep supplies out of the reach of children.
- ◆ If your hands become soiled with toner, wash them with soap and water immediately.

Moving

If you need to transport the copier over a long distance, consult your Tech. Rep.



Chapter 2

First Things to Know about EP1080

This Chapter gives you a brief description of the system preliminary information about the different parts of the system.

1. *System Overview* 8
2. *Copier Parts and Accessories*
 - Outside Your Copier* 10
 - Inside Your Copier* 12
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 - Duplex Cabinet and Duplex Unit* 15
 - Duplexing Document Feeder* 16
 - Automatic Document Feeder* 17
 - Staple Sorter and 10-Bin Sorter* 18
 - Multi Bypass Table* 19
3. *Control Panel Keys and Indicators*
 - Basic Panel* 20
 - System Panel* 22
 - Display Panel I* 24
 - Display Panel II* 26
4. *Turning On and Off, and Resetting the Copier*
 - Turning On and Off* 28
 - When Copier is Turned On* 29
 - Auto Copy Start Function* 30
 - Minimizing the Warm-up Time* 31
 - Initial Mode and Panel Resetting* 32
 - Auto Reset Function* 33

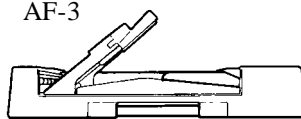
1. System Overview

The EP1080 system can be configured with the following components.

◆ **Automatic Document Feeder AF-3 <Option>**

Permits automatic feeding of multiple originals. ⇨ p. 40.

AF-3

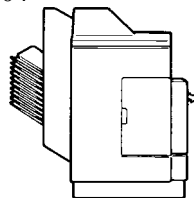


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◆ **10-Bin Sorter S-104 <Option>**

Permits sorting or grouping copies into up to 10 copy sets or stacks. ⇨ p. 74

S-104

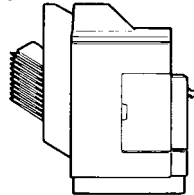


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◆ **Staple Sorter ST-101 <Option>**

Automatically staples the copy sets or stacks that are sorted or grouped the same as with the S-104. ⇨ p. 74

ST-101



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◆ **Duplex Unit AD-3 <Option>**

Turns over 1-sided copies to make 2-sided copies. ⇨ p. 68

AD-3

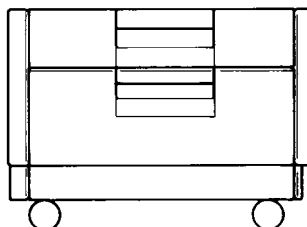


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◆ **Duplex Cabinet PF-1D <Option>**

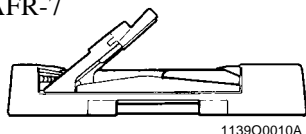
Turns over 1-sided copies to make 2-sided copies. It is also equipped with a storage drawer in which you can keep copy paper and toner. ⇨ p. 68

PF-1D



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AFR-7

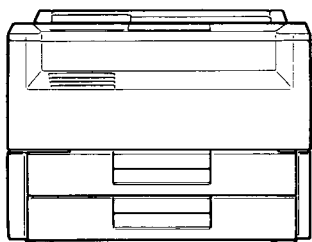


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◆ **Duplexing Document Feeder AFR-7**
<Option>

In addition to the function of AF-3, it can turn over 2-sided originals. ⇨ p. 40

EP1080



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◆ **EP1080**

Equipped with two Paper Drawers to hold up to 500 sheets of copy paper (80 g/m²). The Manual Bypass Table allows you to make a copy on paper which is not loaded in any of the Drawers and which is fed into the copier manually via this Table. ⇨ p. 62

MB-1

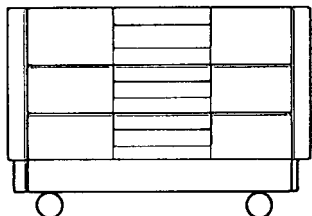


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◆ **Multi Bypass**
Table MB-1
<Option>

Holds up to 50 sheets of special or standard paper which is not loaded in any of the Drawers, allowing you to make copies on them. ⇨ p. 63

PF-201



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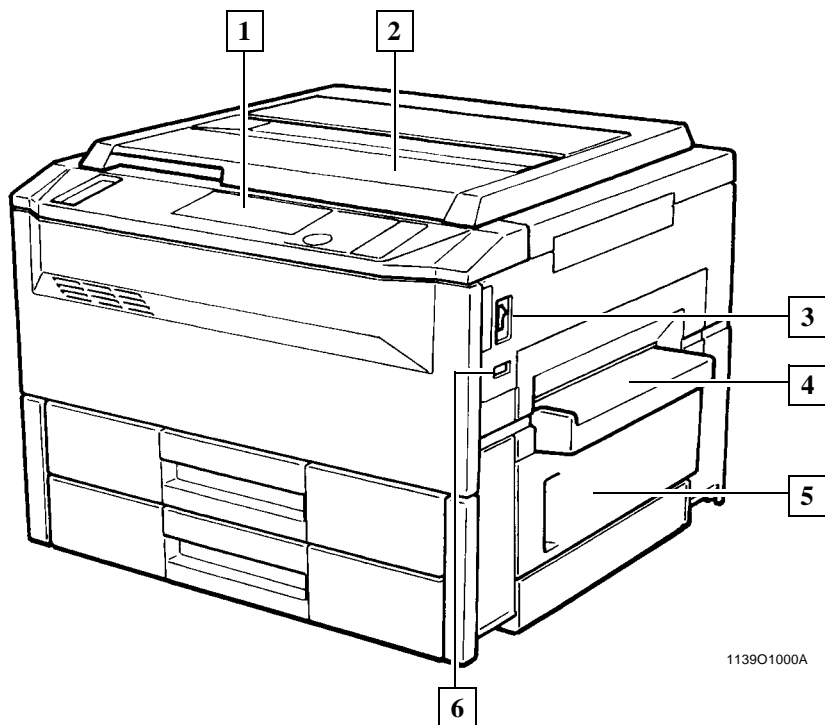
◆ **Paper Feed Cabinet PF-201 <Option>**

Equipped with two paper Drawers to hold up to 1,000 sheets of copy paper (80 g/m²).

When equipped with Duplex Unit AD-3, it permits the copier to offer 2-sided copying capability. ⇨ p. 68

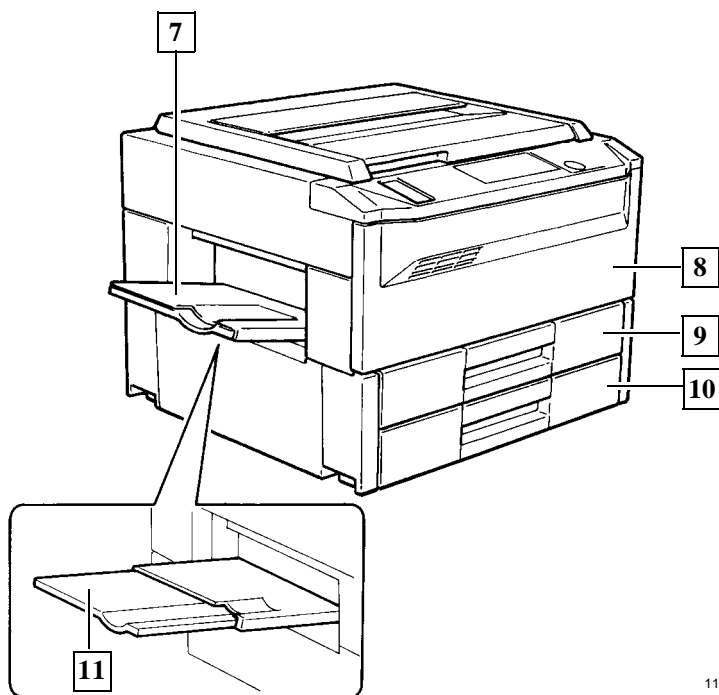
2. Copier Parts and Accessories

Outside Your Copier EP1080



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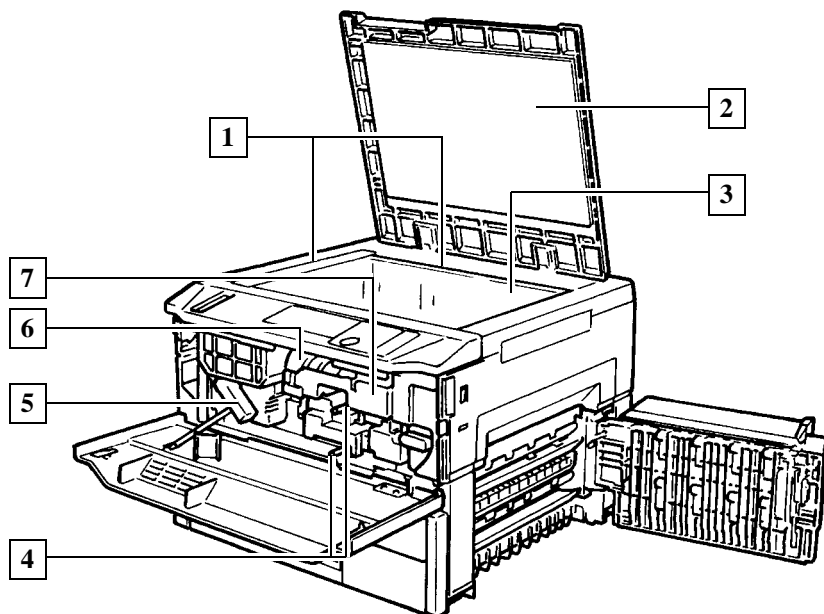
- | | | |
|----------|--|--|
| 1 | Control Panel | : Use to start a copy cycle or make various copying-job settings. ⇨ p. 20 |
| 2 | Original Cover | : Holds the original placed on the Original Glass in position. To place an original, raise the Cover and place it in position on the Original Glass. ⇨ p. 38 |
| 3 | Power Switch | : Use to turn ON and OFF the copier. ⇨ p. 28 |
| 4 | Manual Bypass Table <Accessory> | : Use for manual feeding of paper into the copier. ⇨ p. 62 |
| 5 | Right Door | : Open to clear a paper misfeed. ⇨ p. 136 |
| 6 | Total Counter | : Shows the total number of copies made so far. |



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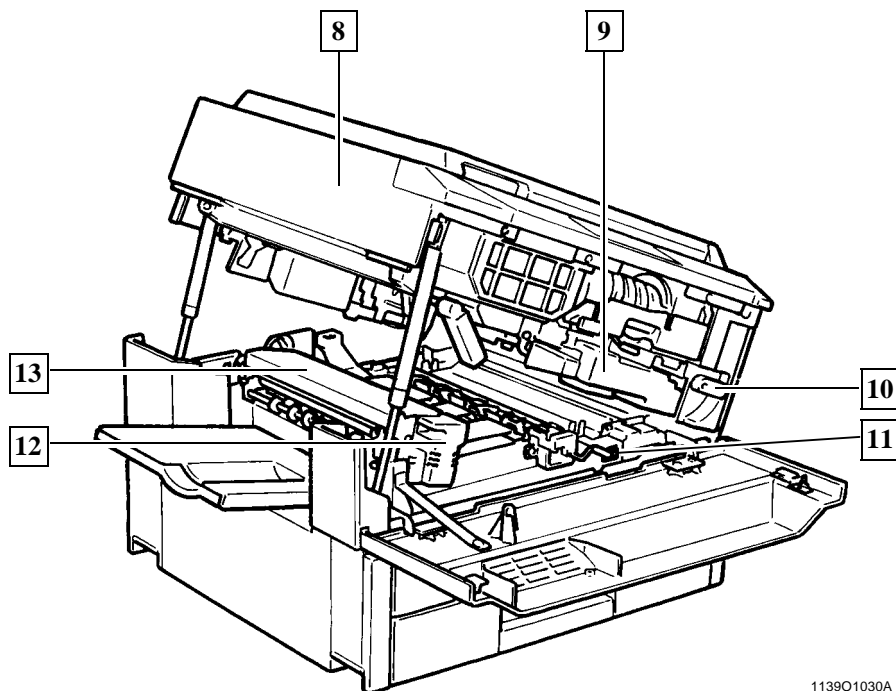
- 7 Copy Tray** : Holds copies fed out of the copier.
- 8 Front Door** : Open for the following purposes:
- Replacing the Toner Cartridge.
 - Clearing a paper misfeed.
 - Cleaning the Corona Units.
- Closing the Front Door after a misfeed has been cleared will turn OFF the Misfeed Indicator on the control panel. ⇨ pp. 26, 132
- 9 1st Drawer** : Holds up to 250 sheets of paper.
The Edge Guide and Trailing Edge Stop are movable, allowing you to load paper of different sizes. ⇨ p. 112
- 10 2nd Drawer** : Holds up to 250 sheets of paper. ⇨ p. 114
- 11 Copy Tray Extender** : Slide this Extender out when making copies on large-size paper.

Inside Your Copier EP1080



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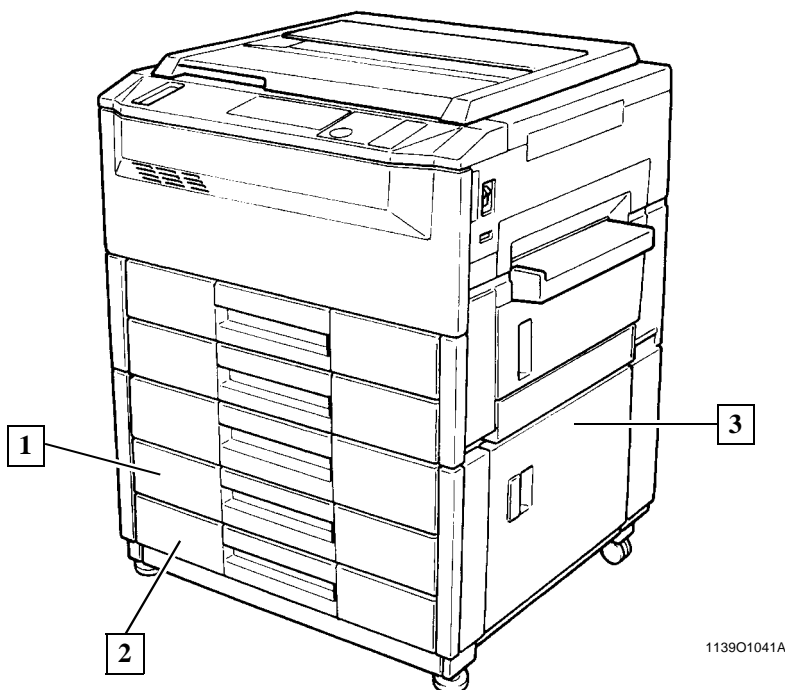
- 1 Original Width/Length Scale** : Place your original along these Scales for correct positioning. ⇨ p. 38
- 2 Original Pad** : Holds the original in position on the Original Glass. ⇨ p. 174
- 3 Original Glass** : Place your original face down on this Glass. ⇨ p. 174
- 4 Corona Unit Cleaning Lever (Upper/Lower)** : Operate the Lever to clean the corresponding Corona Unit should unwanted lines be produced on the copy. ⇨ p. 176
- 5 Lock Release Lever** : Turn clockwise to swing up the Upper Half of the copier for the following purpose. ⇨ p. 134
 - Clearing a paper misfeed
- 6 Toner Bottle** : Contains toner. Replace it with a new one when the Add Toner Indicator lights up. ⇨ p. 110
- 7 Toner Bottle Holder** : Swing open when replacing the Toner Bottle. ⇨ p. 110



113901030A

- 8 Upper Half of Copier** : The copier main body can be divided into two parts, the upper and lower, the Upper Half being swung upward when so operated. ⇨ p. 134
- 9 Imaging Unit** : Converts the original image to the copy image.
⇨ p. 120
- 10 Imaging Unit Lock Release Lever** : Operate when replacing the Imaging Unit. ⇨ p. 120
- 11 Dehumidifier Switch** : Turn ON to prevent condensation from forming on the PC Drum when power is turned OFF.
- 12 Fusing Unit Lock Release Lever** : Hold onto this Lever when lifting the Upper Half of the Fusing Unit. ⇨ p. 134
- 13 Fusing Unit** : Fuses the toner image onto the paper.

Paper Feed Cabinet PF-201



1139O1041A

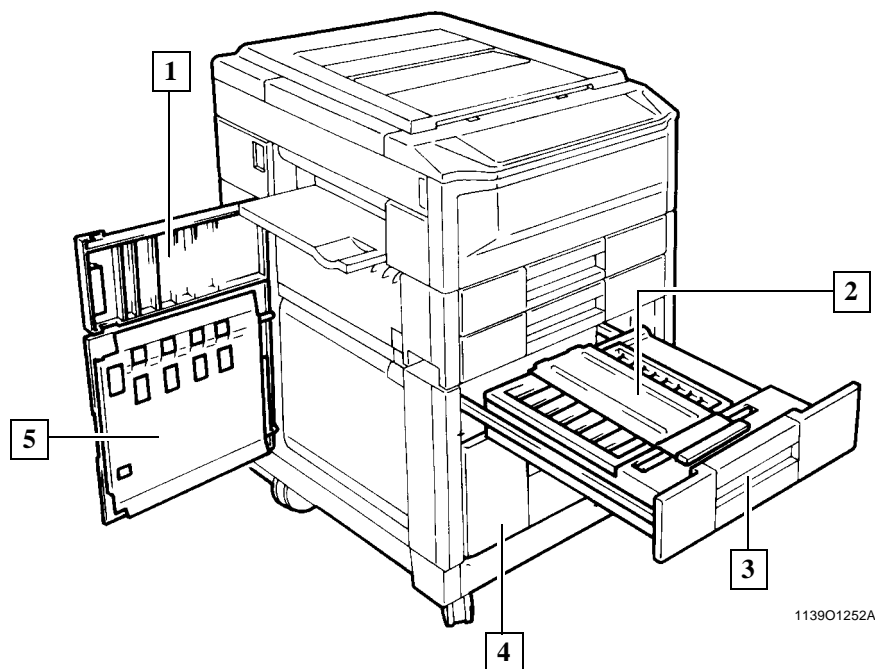
- 1

3rd Drawer : Holds up to 500 sheets of paper. ➞ p. 115
- 2

4th Drawer : Holds up to 500 sheets of paper. ➞ p. 115
- 3

Lower Right Door : Open when clearing a paper misfeed. ➞ p. 140

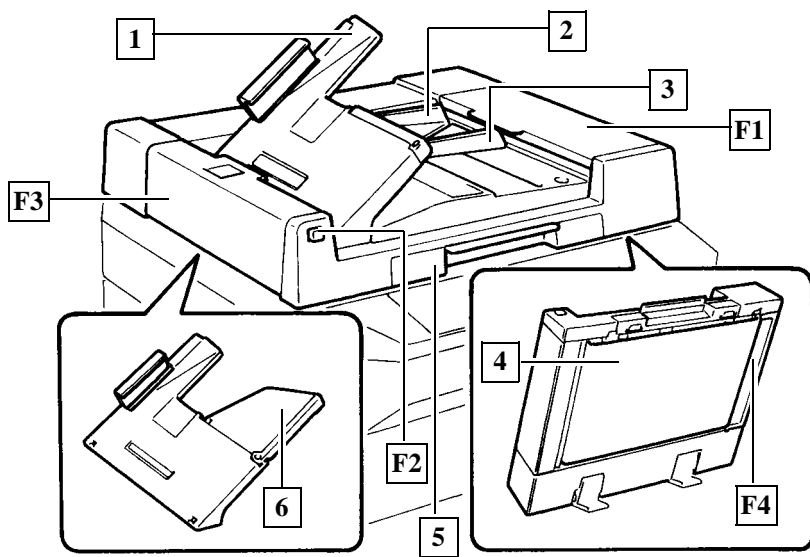
Duplex Cabinet PF-1D and Duplex Unit AD-3



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- | | |
|--------------------------------------|---|
| 1 Left Door | : Open when clearing a paper misfeed. ⇨ p. 142 |
| 2 Misfeed Removal Guide Plate | : Open when clearing a paper misfeed. ⇨ p. 143 |
| 3 Duplex Unit | : Turns over 1-sided copies for the making of 2-sided copies. |
| 4 Storage Drawer | : Holds copy paper, toner, and other supplies. (PF-1D only) |
| 5 Lower Left Door | : Open when clearing a paper misfeed. ⇨ p. 142 |

Duplexing Document Feeder AFR-7



1139O1060A

- 1 Document Exit Tray** : Receives originals that are automatically ejected from AFR-7.
- 2 Document Feed Tray** : Load the originals face up on this tray. ⇨ p. 41
- 3 Document Guide Plates** : Slide the plates as necessary to the size of the originals. ⇨ p. 41
- 4 Document Transport Belt** : Moves the original from the Document Feed Tray to the Document Exit Tray. ⇨ p. 177
- 5 Lock Release Lever** : Press upward when raising the AFR-7.
- 6 Document Exit Tray Extender** : Pull out when making copies on larger paper. ⇨ p. 41

F1 F3 F4

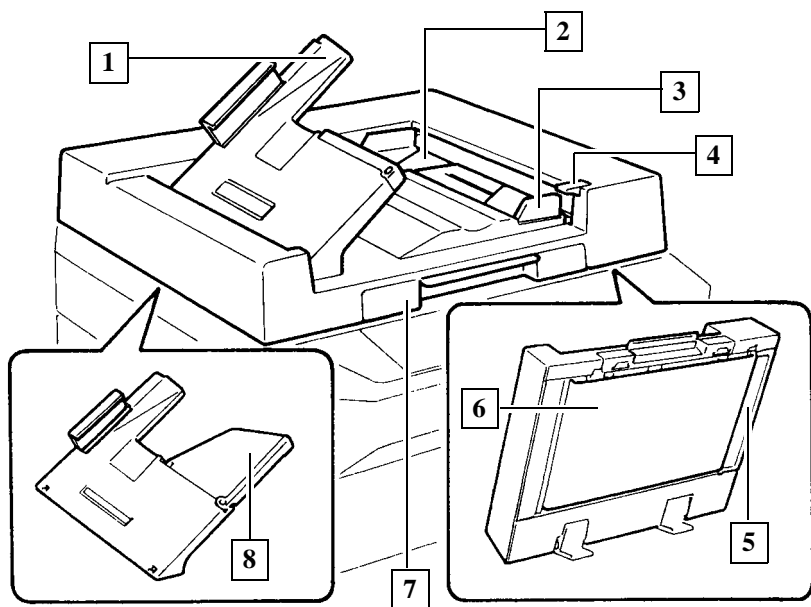
Document Feed Unit Door F1, Document Turnover/Exit Unit Door F3, Document Turnover/Feed Unit Guide Plate F4:

Open when clearing an original misfeed. ⇨ p. 146

F2 Document Turnover/Exit Unit Door Lock Release Key F2:

Press to open Document Turnover/Exit Unit Door F3. Holding down F2, open F3. ⇨ p. 146

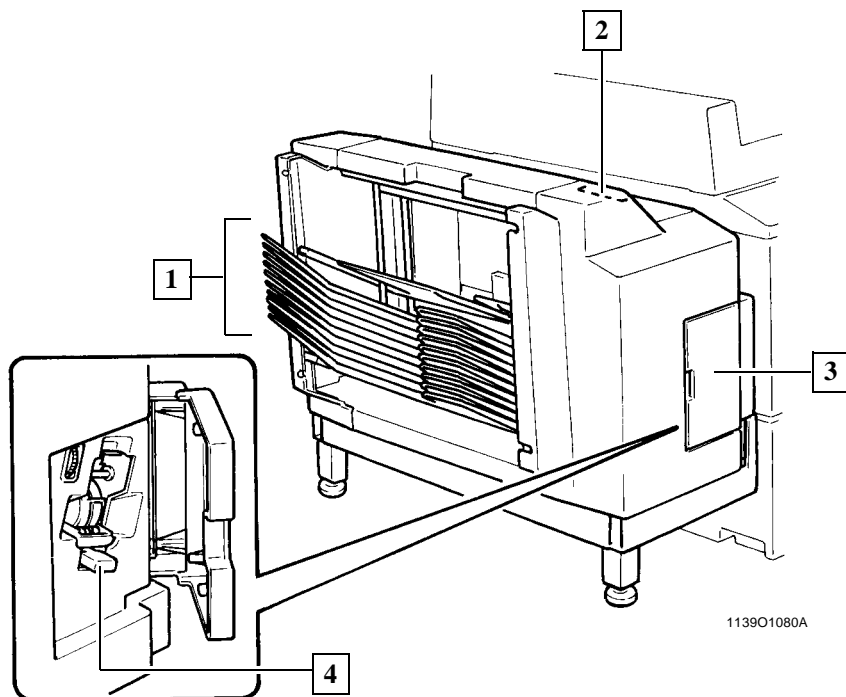
Automatic Document Feeder AF-3



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- | | |
|---|--|
| 1 Document Exit Tray | : Receives originals that are automatically ejected from AF-3. |
| 2 Document Feed Tray | : Load the originals face up on this tray. ⇨ p. 41 |
| 3 Document Guide Plates | : Slide the plates as necessary to the size of the originals. ⇨ p. 41 |
| 4 Document Release Key | : Press when clearing an original misfeed. Holding down the lever, pull out the original. ⇨ p. 147 |
| 5 Document Feed Unit Guide Plate | : Open when clearing an original misfeed. ⇨ p. 147 |
| 6 Document Transport Belt | : Moves the original from the Document Feed Tray to the Document Exit Tray. ⇨ p. 177 |
| 7 Lock Release Lever | : Press upward when raising the AF-3. |
| 8 Document Exit Tray Extender | : Pull out when making copies on larger paper. ⇨ p. 41 |

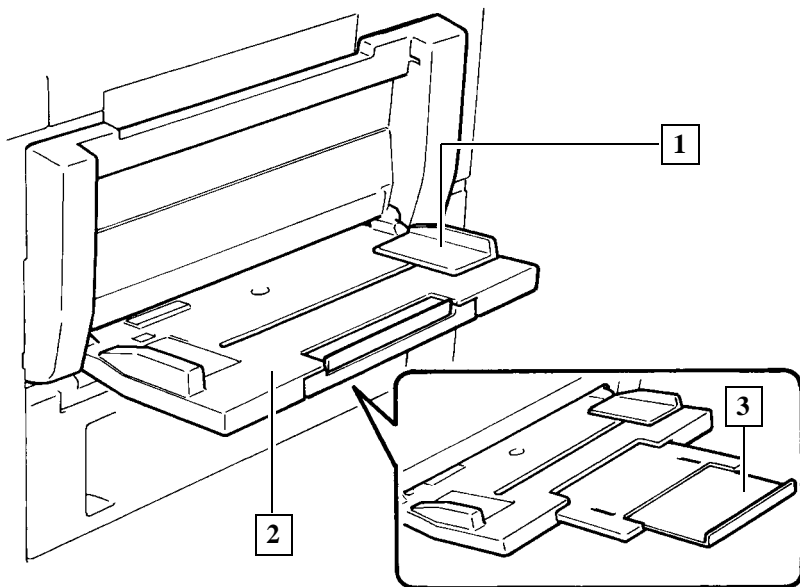
Staple Sorter ST-101 and 10-Bin Sorter S-104



1139O1080A

- 1 Sort Bins** : Hold sorted or grouped copies, the Top Bin is capable of holding up to 50 copies and each of the 2nd to 10th Bins up to 25 copies, a total of 275 copies.
 ⇨ p. 76
- 2 Lock Release Lever** : Press to unlock the Sorter. ⇨ p. 116
- 3 Staple Cover** : Open to replace the Staple Cartridge. (ST-101 only) ⇨ p. 116
- 4 Staple Cartridge Release Lever** : Move the Lever up when replacing the Staple Cartridge. (ST-101 only) ⇨ p. 116

Multi Bypass Table MB-1

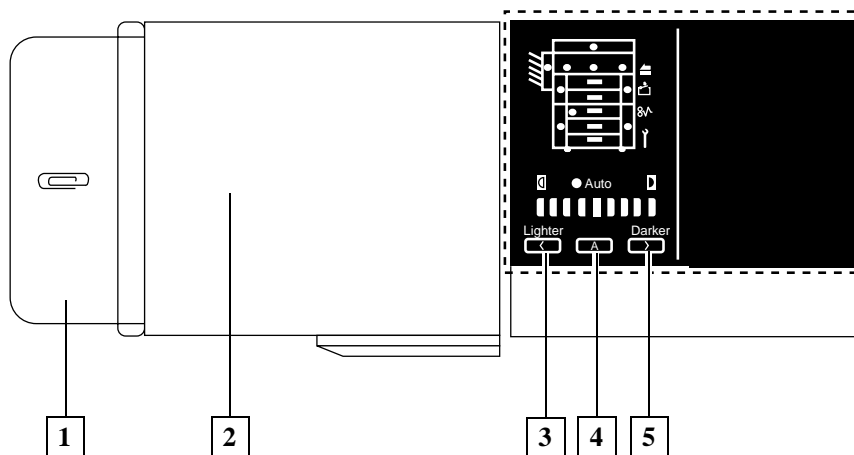


1139O1090A

- 1 Paper Guide Plate** : Slide as necessary to the size of the copy paper.
➡ p. 63
- 2 Multi Bypass Table** : Load your paper on this Table. It allows you to make copies continuously using paper fed from this Table. The Table is also used in conjunction with the Cover Mode. ➡ p. 87
- 3 Multi Bypass Tray Extender** : Slide this Extender out when using large-size copy paper. ➡ p. 63

3. Control Panel Keys and Indicators

Basic Panel



1 Clip Tray:

Use this tray to put the paper clips used with your documents.

2 System Panel:

See the other pages in this manual. ➞ p. 22

3 Exposure Control Key (⊖, Lighter):

Press as necessary to make the exposure level lower in the Manual Exposure Mode.
➞ p. 47

4 Auto Exposure Mode Key:

Press to select either the Auto or Manual Exposure Mode. ➞ p. 47

5 Exposure Control Key (⊕, Darker):

Press as necessary to make the exposure level higher in the Manual Exposure Mode.
➞ p. 47

6 Zoom Down Key:

Press as necessary to make the magnification smaller in 1% increments. ➞ p. 50

7 Zoom Up Key:

Press as necessary to make the magnification larger in 1% increments. ➞ p. 50

8 Display Panel:

See the other pages in this manual. ➞ pp. 24, 26

9 Multi-Copy Keys:

Use to enter the number of copies to be made and other numeric data. ➞ p. 58

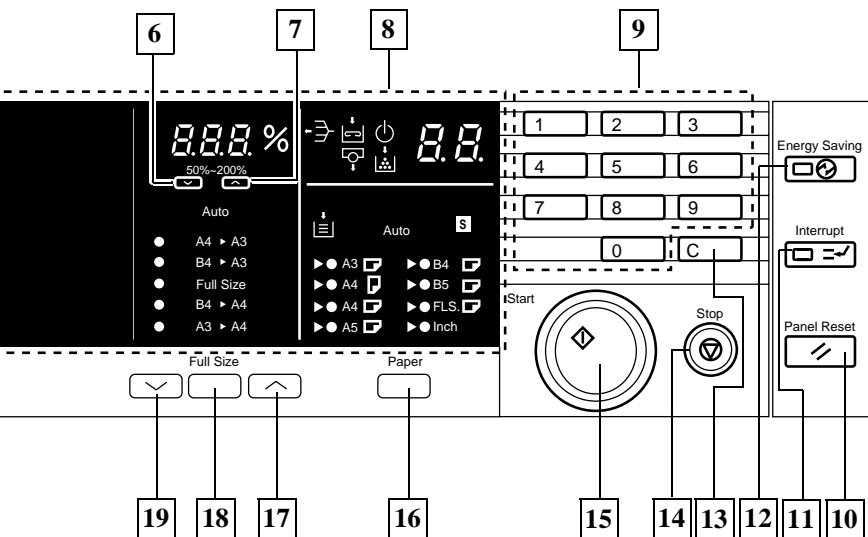
10 Panel Reset Key:

Press to set the copier into the initial mode, clearing all settings made previously on the control panel. ➞ p. 33

* It does not, however, clear the contents of the copying job program memory and the settings immediately before an Interrupt Mode. ➞ p. 60

Holding down the Key for 3 seconds will initiate the User's Choice. ➞ p. 103

3. Control Panel Keys and Indicators



1139O5472A

11 Interrupt Key:

Press once to interrupt a current job with a more urgent one. Press a second time to return to the previous job. ➞ p. 60

* Pressing the Panel Reset Key or Clear Key does not cancel the Interrupt Mode.

12 Energy Saving Key:

Press to set the copier into the Energy Saving Mode. ➞ p. 31

13 Clear Key:

Press to clear the number of copies, magnification, and other settings. ➞ p. 58

14 Stop Key:

Press to stop a multi-copy cycle. ➞ p. 59

15 Start Key:

Press to start a copy cycle. ➞ p. 59

In also tells the status of the copier as follows:

Lit green: The copier is ready to make copies.

Lit orange: The copier is making copies or warming up, or the Add Paper, Misfeed, or Call-Tech.-Rep. Indicator is lit.

16 Paper Select Key:

Press to select the desired paper size or the Paper Select Mode, either Auto or Manual. ➞ p. 54

17 Enlargement Key:

Press to select a desired fixed enlargement ratio. ➞ p. 49

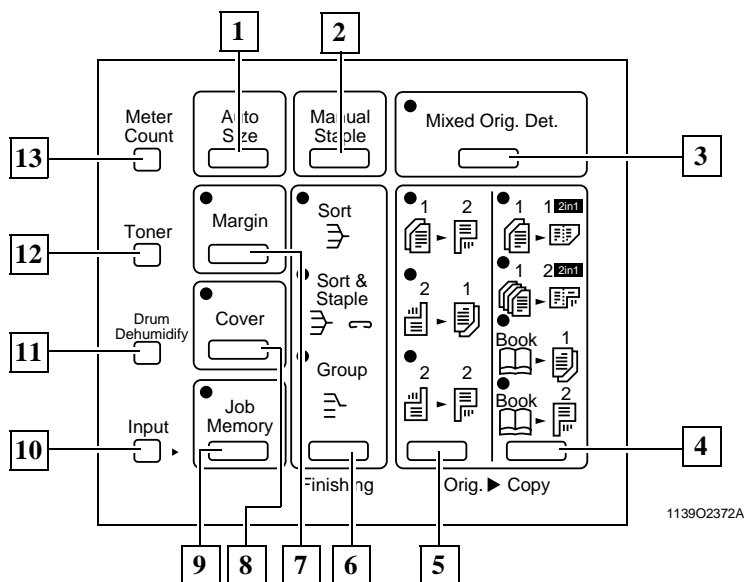
18 Full Size Key:

Press to select full size (100%). ➞ p. 49

19 Reduction Key:

Press to select a desired fixed reduction ratio. ➞ p. 49

System Panel

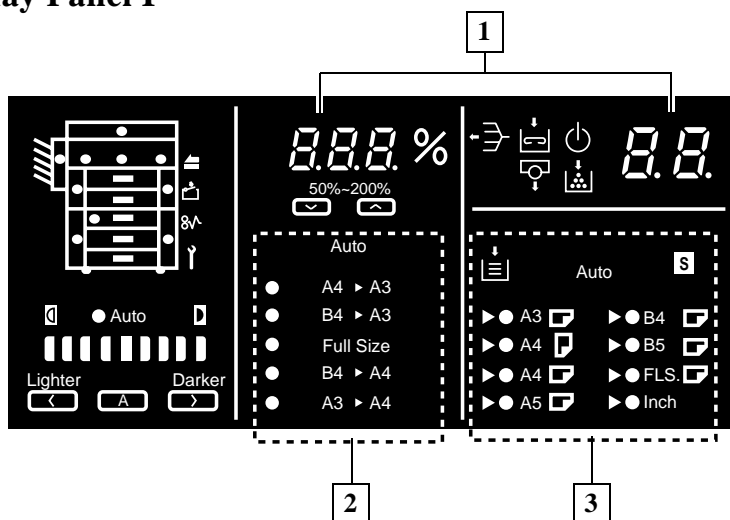


- 1 Auto Size Mode Key** : Press as necessary to select the Auto Size Mode. ⇨ p. 51
- 2 Manual Staple Key** : Press to staple copy sets or stacks already made. ⇨ p. 79
- 3 Mixed Original Detection Mode** : Press when making copies using the AF-3 or AFR-7 in which originals of assorted sizes are loaded together. When the copier is set into the Mixed Original Detection Mode, it cancels the High-Speed Mode. ⇨ p. 42
- 4 Job Type Select Key II** : Press as necessary to select the type of copying job you wish to perform. ⇨ p. 71
- 5 Job Type Select Key I** : Press as necessary to select the type of copying job you wish to perform. ⇨ p. 71
- 6 Finishing Mode Select Key** : Press as necessary to select the type of exit processing you want. ⇨ p. 78

3. Control Panel Keys and Indicators

- 7 File Margin Mode Key** : Press to set the copier into the File Margin Mode.
⇒ p. 85
- 8 Cover Mode Key** : Press to set the copier into the Cover Mode.
⇒ p. 87
- 9 Job Memory Select Key** : Press to call up a copying job program previously stored in the program memory. ⇒ p. 88
- 10 Job Memory Input Key** : Press to store a copying job program in the program memory. ⇒ p. 88
- 11 Drum Dehumidity Key** : Press to remove condensation formed on the surface of the PC Drum.
- 12 Auxiliary Toner Replenishing Key** : Press when the image on the copy becomes too light. ⇒ p. 92
- 13 Meter Count Key** : Press to check for each of the current counts of different electronic counters of the copier. ⇒ p. 91

Display Panel I



1139O4572A

- 1** **Zoom Ratio Indicator / Multi-Copy Display** : Each shows the following data.

Zoom Ratio
Indicator

100 %

100 %

939 %

110 %

C0F %

Multi-Copy
Display

1

10

30

0

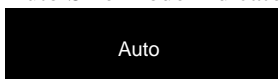
30

- Zoom ratio
Ex.: 100%
- Number of copies set to be made
Ex.: 10 (copies)
- Number of copy sets (Sort and Sort-and-Staple Mode)
Ex.: 10 (sets)
- Number of copy stacks (Group Mode)
Ex.: 10 (stacks)
- Count of the Total Counter
Ex.: 93,930 (copies)
- User's Choice code and setting
Ex.: Choice code: 10, Setting: 0
- Malfunction code
Ex.: Malfunction code C0F30

1139O3150A

2 Zoom Information Display

- Auto Size Mode Indicator



1139O4612A

Shows that the copier is now in the Auto Size Mode. ⇨ p. 51

- Fixed Ratio Indicator

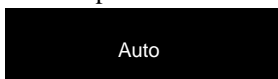


1139O4622A

Shows which copy size is now being produced from which original size. No indicator LEDs light up when a zoom ratio other than the standard is being used. Ex.: Shows that 70% reduction is being selected for use.

3 Paper Information Display

- Auto Paper Mode Indicator



1139O4612A

Shows that the copier is now in the Auto Paper Mode. ⇨ p. 56

- Add Paper Indicator



1139O3180A

Lights up when the currently selected Drawer has run out of paper. Add paper as necessary. ⇨ p. 112

- Special Paper Indicator

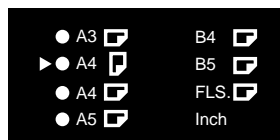


1139O3190A

Lights up to indicate that the special paper setting has been made.

* The special paper setting can be made using the User's Choice Mode.

- Paper Size Indicators

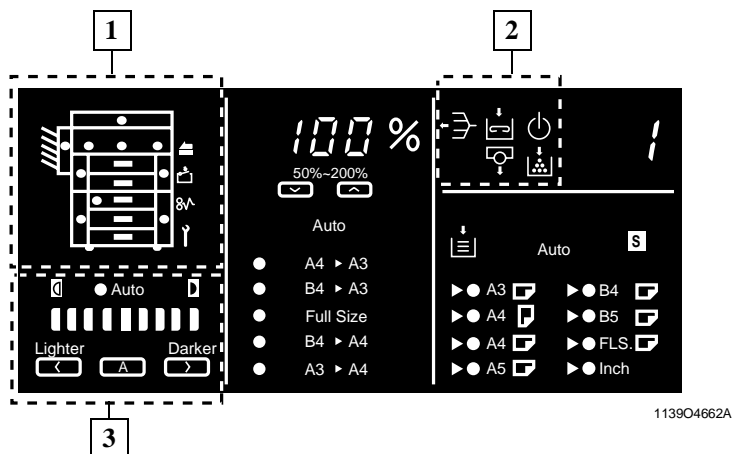


1139O4642A

Show the sizes of paper currently loaded in the Drawers.

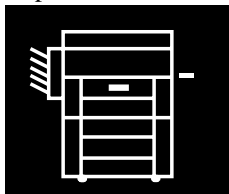
- Shows the size of the paper loaded in the Drawers. Two or more of these circle markers can be lit up as long as the paper of the corresponding sizes is loaded in the Drawers.
- ▶ Shows the paper size currently selected for use.

Display Panel II



1 Monitor Display

• Paper Port Indicator

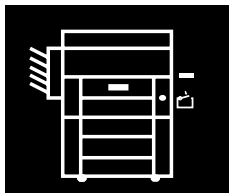


Shows the Drawer which is currently selected for use. ⇨ p. 55

It also lights up when a 1-sided copy is stored in the Duplex Unit. ⇨ p. 73

Ex.: Shows that the 1st Drawer is currently selected for use.

• Closure Failure Indicator

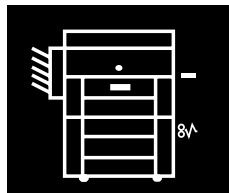


Indicates that a Door is left open. ⇨ pp. 109, 130

The location of the Door left open is also indicated by a round marker.

Ex.: Indicates that the Right Door is left open.

• Misfeed Indicator

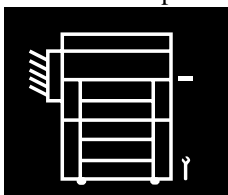


Indicates that a paper misfeed has occurred.

The location of the misfeed is also indicated by a round marker. ⇨ pp. 109, 132

Ex.: Shows that a misfeed has occurred inside the copier.

- Call-Tech.-Rep. Indicator



1139O3250A

Indicates that the copier has developed a malfunction.

When a malfunction occurs, the corresponding malfunction code is shown across the Zoom Ratio Indicator and Multi-Copy Display. ⇨ pp. 109, 149

2

Warning Information Display

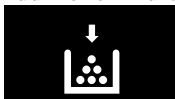
- Wait Indicator



1139O3260A

Indicates that the copier is warming up. No copy cycle can be initiated as long as this Indicator stays lit. Wait until it goes out. ⇨ pp. 29, 108

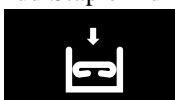
- Add Toner Indicator



1139O3270A

Indicates that the Toner Cartridge is running out of toner. Replace the Toner Cartridge as soon as possible. ⇨ pp. 108, 110

- Add Staple Indicator



1139O3280A

Indicates that the Staple Cartridge is running out of staples. Replace the Staple Cartridge as soon as possible. ⇨ pp. 109, 116

- I.U. Service Life Indicator



1139O3290A

Indicates that the Imaging Unit needs replacement. Call your Tech. Rep. immediately. ⇨ pp. 109, 120

- Remove Copies Indicator



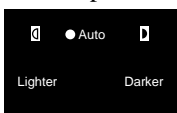
1139O3400A

Indicates that there is a copy or copies left in the Sorter Bins. Remove copies from all Bins.

3

Exposure Information Display

- Auto Exposure Indicator



1139O4682A

Indicates that the copier is now in the Auto Exposure Mode. ⇨ p. 46

- Exposure Level Indicator



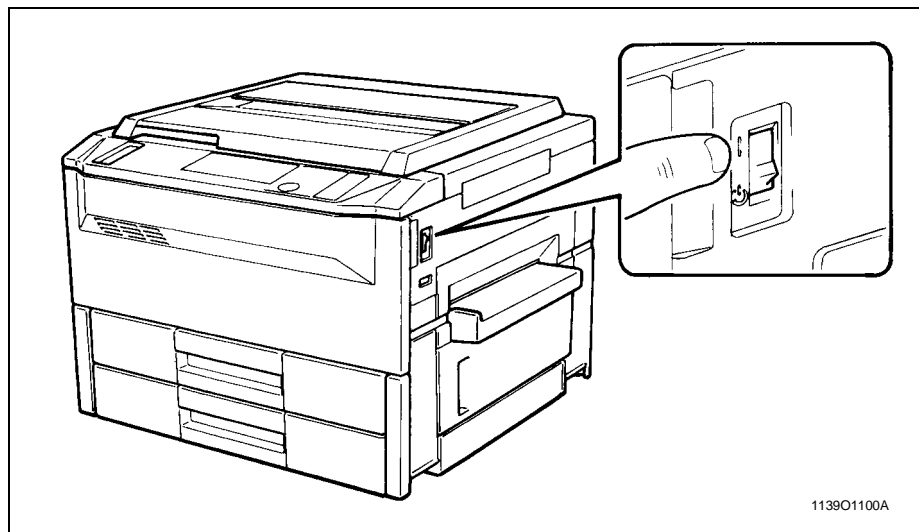
1139O4692A

Shows the exposure setting level in the Manual Exposure Mode. ⇨ p. 46
The center LED is normally lit up.

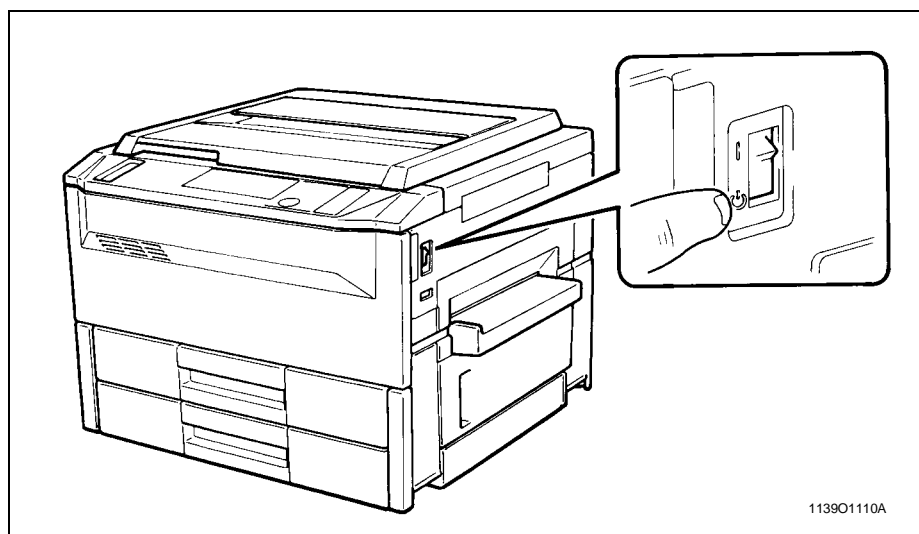
4. Turning On and Off, and Resetting the Copier

Turning ON and OFF

Turning Copier ON Press the Power Switch to the "I" position.




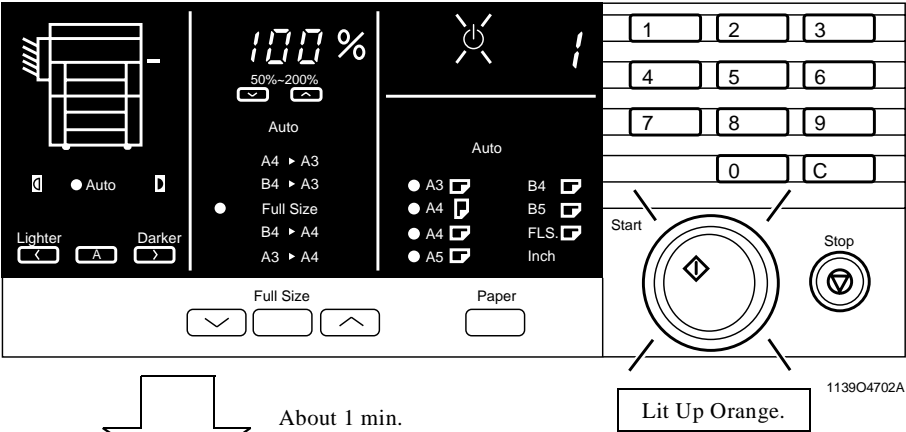
Turning Copier OFF Press the Power Switch to the "⏻" position.



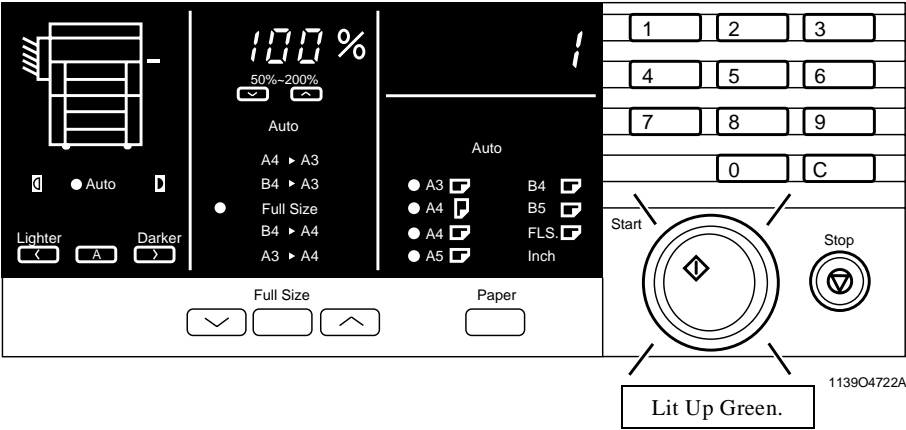
4. Turning On and Off, and Resetting the Copier

When Copier is Turned ON

The Wait Indicator  lights up on the Warning Information Display of the control panel and the Start Key lights up orange, indicating that the copier is now warming up.



In about 1 min., the Wait Indicator goes out and the Start Key turns to green. Now, the copier is ready to make copies.



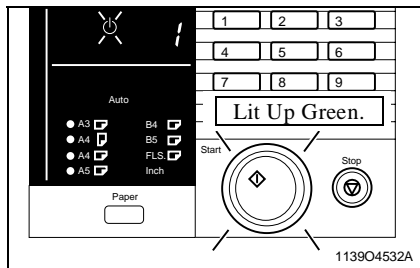
* We call the settings established on the control panel at this time the "initial settings." ➡ p. 32


4. Turning On and Off, and Resetting the Copier

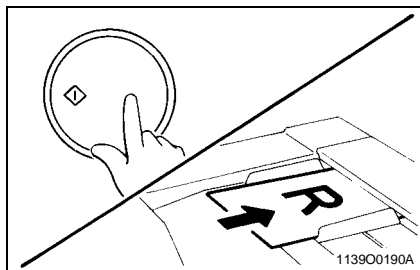
Auto Copy Start Function (Only when Automatic/Duplexing Document Feeder AF-3/AFR-7 is used)

The Auto Copy Start Function allows a copy process to be started as soon as the copier completes warming up.


Using the Function

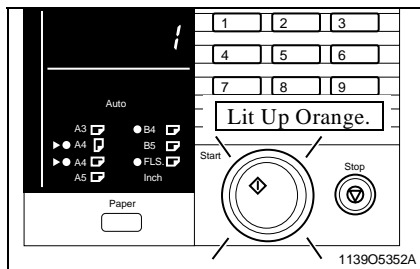


- 1 When you load your originals in the AF-3 or AFR-7 while the copier is warming up, the Wait Indicator  remains lit with the Start Key turning to green.



- 2 When the Start Key is then pressed, the Start Key turns to orange and the AF-3 or AFR-7 starts feeding the first original onto the Original Glass.

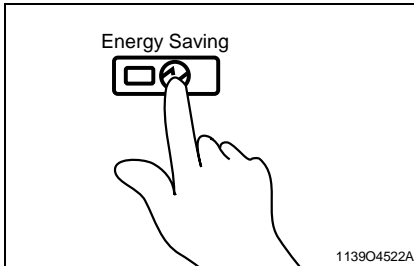
As soon as the copier completes warming up, the Wait Indicator  goes out and the copy cycle is started.



Minimizing the Warm-up Time

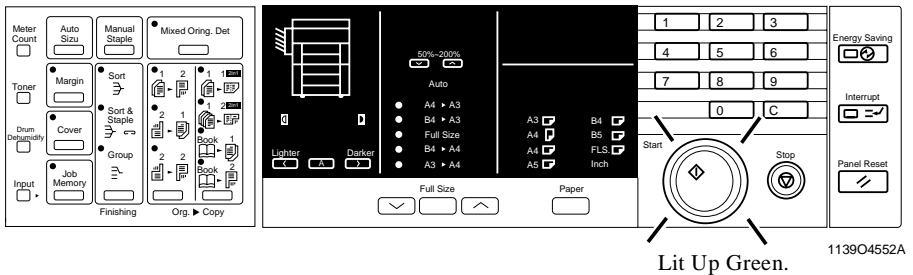
If the copier is shut down when it is not in use, it takes the copier a max. of 1 min. to complete the warm-up cycle. Instead of turning the copier OFF, it's a good idea to use the Energy Saving Mode. The Mode will minimize the time it takes the copier to complete the warm-up cycle to about 30 sec.

Entering the Energy Saving Mode



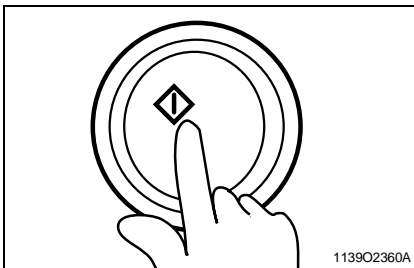
- To set the copier into the Energy Saving Mode, press the Energy Saving Key on the control panel.

- ◆ Then, all control panel Indicators go out, except that the Start Key remains lit up green.



Lit Up Green.

Leaving the Energy Saving Mode



- To allow the copier to leave the Energy Saving Mode, press any Key on the control panel, for instance, the Start Key.
- ◆ This cancels the Energy Saving Mode and the copier will be ready to make copies in about 30 sec.

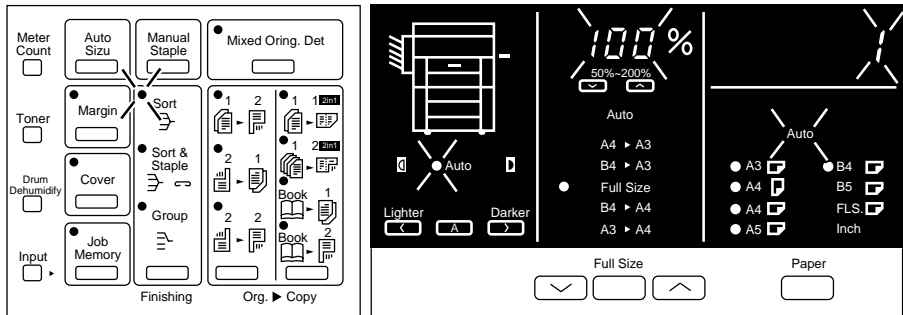
4. Turning On and Off, and Resetting the Copier

Initial Mode and Panel Resetting

Initial Mode

When the Power Switch is turned ON, the initial settings are indicated on the control panel.

* The initial settings serve as the reference for all control panel settings to be later made.



113904741A

- From 1-sided original to 1-sided copy
- Non-Sort
- No. of copies to be made: 1
- Zoom ratio: Full size (100%)
- Auto Paper Mode
(1st Drawer is selected, if the copier is not equipped with a AF-3 or AFR-7)
- Auto Exposure Mode

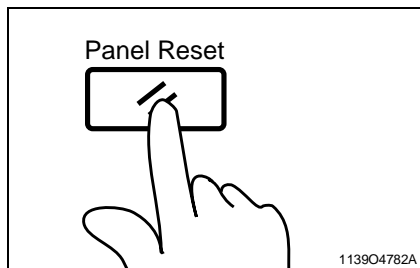
Useful Tip

The initial settings can be changed by User's Choice. For details, see "USER'S CHOICE," ⇨ p. 94

4. Turning On and Off, and Resetting the Copier

Panel Resetting

Pressing the Panel Reset Key resets all control panel settings including the number of copies to be made and zoom ratio, initializing the mode.



* If Automatic/Duplexing Document Feeder AF-3/AFR-7 is used, the original present on the Original Glass will be ejected out of the unit.

Useful Tip

The Panel Reset Key enables you to cancel all previous settings efficiently. To avoid miscopy, try to press the Panel Reset Key before attempting to make any setting for your own job.

Auto Reset Function

If no Key on the control panel is pressed within about 60 sec. after a copy cycle has been completed or copying settings made, the Auto Reset Function is activated to cause the copier to return to the initial mode automatically.

Useful Tip

The Auto Reset Function may be enabled or disabled by User's Choice. For more details, see "USER'S CHOICE." ➞ p. 100



Making Copies

This Chapter shows you how to make basic and system copies.

"Basic Copying Overview" on p. 36

"System Copying Overview" on p. 64

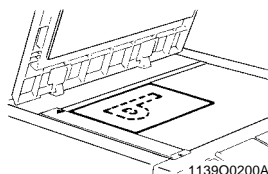
These pages give you a quick, at-a-glance flowchart for making copies, each step being keyed to a page number on which you will find more detailed description.

1. *Basic Copying Overview* 36
2. *Basic Job Setting*
 - Original Placement* 38
 - Using Automatic/Duplexing Document Feeder* 40
 - Image Density* 46
 - Zoom Ratio*
 - *Types of Zoom Ratio* 48
 - *Auto Size Mode* 51
 - *Zoom Ratio Table*
(*Original Size to Paper Size*) 53
 - Paper Size*
 - *Manual Mode* 54
 - *Auto Paper Mode* 56
 - Number of Copies* 58
 - Copy Cycle Start* 59
 - Interrupt Mode* 60
 - Manual Bypass Copying* 62
3. *System Copying Overview* 64
 - Typical Job Setting Procedures* 66
4. *System Job Setting*
 - Job Type*
 - *Available Job Types* 68
 - *Precaution for Original Loading* 72
 - Finishing Mode*
 - *Finishing Modes* 74
 - *Auto Dual Function* 76
 - *When the Number of Copies Set to be Made Exceeds 25 in the Group Mode* 77
 - *If the Number of Copies Set to be Made Exceeds 50 in the Non-sort Mode* 77
 - *Selecting the Finishing Mode* 78
 - *Precautions for Original Loading for Copies Stapled Automatically or Manually* 80
 - *Typical Finishing Modes* 82
 - File Margin Mode* 84
 - Cover Mode* 86
 - Job Memory* 88

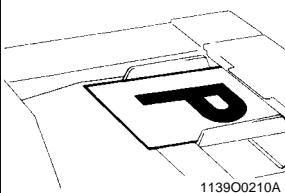
1. Basic Copying Overview

1 Place Your Original

- Raise the Original Cover and place your original face down on the Original Glass. ➡ p. 38

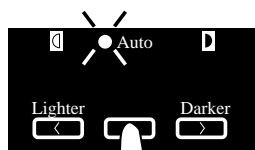


- Load your originals face up in the AF-3/AFR-7. ➡ p. 41



2 Set the Image Density of Copies

- Select the Auto Exposure Mode. ➡ p. 47

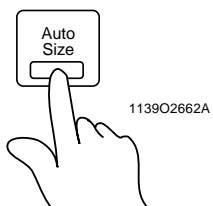


- Set the image density in the Manual Exposure Mode. ➡ p. 47



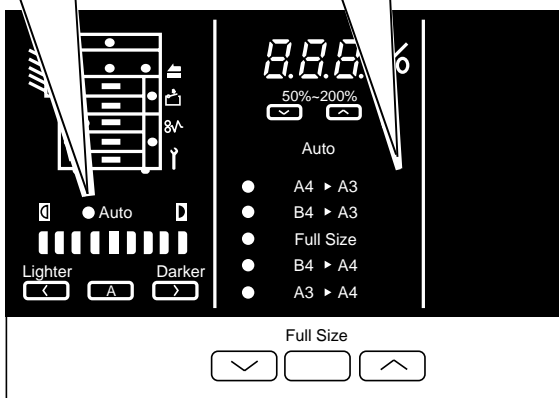
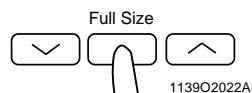
3 Select the Zoom Ratio

- Select the Auto Size Mode. ➡ p. 51



* You will find the Auto Size Mode Key on the system panel.

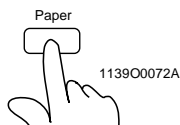
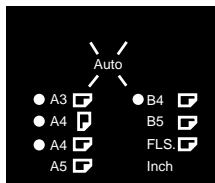
- Select the desired fixed zoom ratio from among those available. ➡ p. 49



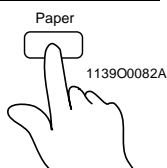
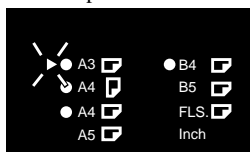
1. Basic Copying Overview

4 Select the Paper Size

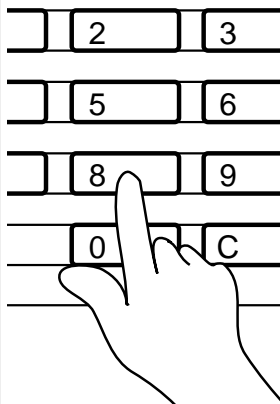
- Select the Auto Paper Mode. ➡ p. 56



- Select the desired paper size. ➡ p. 54

**5** Set the Number of Copies

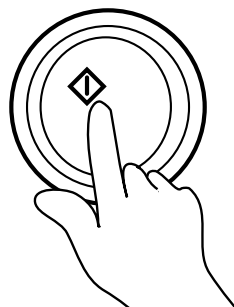
- Using the Multi-Copy Keys, set the number of copies to be made or the number of copy sets/stacks. ➡ p. 58



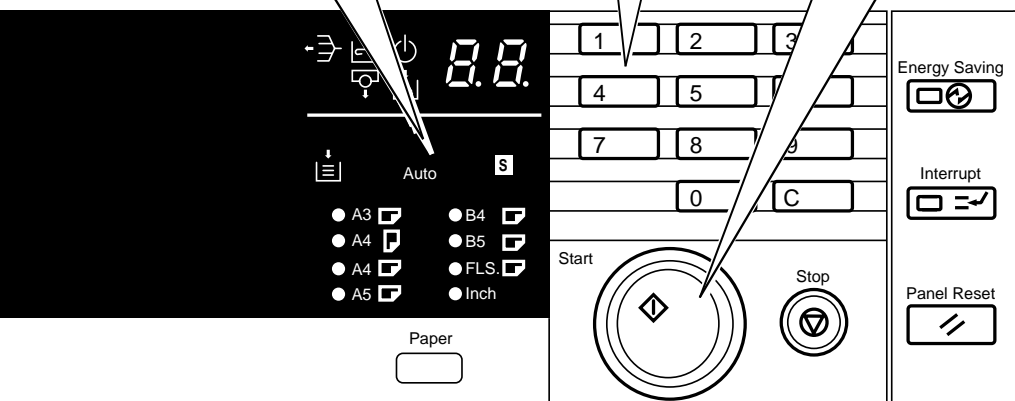
If you enter a wrong number, press the Clear Key **C** and then enter the correct number.

6 Start the Copy Cycle

- Press the Start Key to start the copy cycle. ➡ p. 59



Press the Stop Key to stop the copy cycle.



2. Basic Job Setting

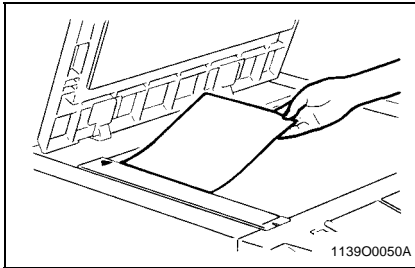
Original Placement

Place your original face down on the Original Glass.

Different methods are used to load your originals depending on the type of your originals and whether the copier is equipped with an Automatic/Duplexing Document Feeder AF-3/AFR-7 (option).

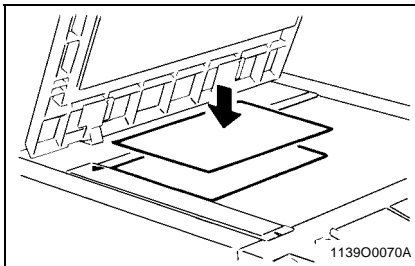
Know the type of your originals and your copier system configuration and use the appropriate procedure.

Sheet Originals (of a Standard Size)



- 1 Raise the Original Cover.
- Place your original face down on the Original Glass and align its rear left corner with the ► marker on the Original Width Scale on the left side of the platen.
- 2 Gently lower the Original Cover.

Highly Transparent Originals



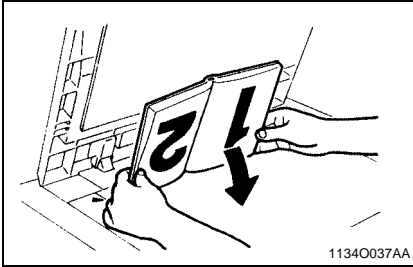
- 1 Place your original in the same way as the sheet originals.
- 2 Place a blank sheet of paper of the same size as the original on the original. Then, lower the Original Cover.

NOTE

If this is not done, the copy produced may be of very poor quality.

Book Original

*"Book original" refers to an open bound original.



Position the higher-numbered page on the Original Width Scale end.

NOTES

- If the open book is not positioned properly for a job type involving "Book" original, you will end up having copies with pages in the wrong order.
- Do not place an original weighing more than 3kg on the Original Glass, as an image problem could result.

Using Automatic/Duplexing Document Feeder AF-3/AFR-7

Automatic/Duplexing Document Feeder AF-3/AFR-7 automatically feed in sheet originals placed on the Document Feed Tray one by one for the making of copies. After the copy cycle has been completed, it automatically ejects the finished original onto the Document Exit Tray.

Some originals may be suitable for use in the AF-3/AFR-7, while others may not be. Here is a guideline. Always be aware of the type of originals you are using in the AF-3/AFR-7.

◆ Originals Suitable for Use in AF-3/AFR-7

Type of Originals : Sheets

Type of Original Paper : Plain paper

Original Size

[Normal Mode] : 1-sided and 2-sided (AFR-7 only) originals
: A3L, B4L, A4L, A4C, FL5L
2-in-1 (Dual Original Scanning) Mode
: A4C

[Mixed Original
Detection Mode] : 1-sided and 2-sided (AFR-7 only) originals
: A3L, B4L, A4L, A4C

Original Weight : 1-sided originals and 2-in-1 Mode
: 50 g/m² to 110 g/m²
2-sided originals
: 60 g/m² to 90 g/m²
*Lightweight Original Mode
: 40 g/m² to 110 g/m²

* Lightweight Original Mode:

This mode allows you to use originals weighing in the range between 40 g/m² and 110 g/m² when the copier is in the standard or Mixed Original Detection mode.

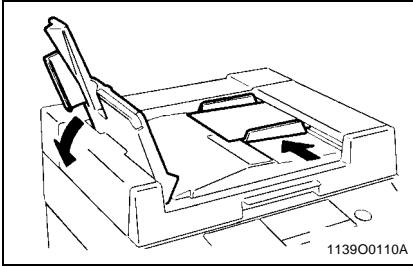
Be sure to use the User's Choice to turn ON the Lightweight Original Mode when you need to make copies from originals whose weights fall in the above range and that are loaded in the AF-3/AFR-7.

A damaged original could result if you don't use the Lightweight Original Mode for such originals. ➡ p. 95

◆ Originals Not Recommended for Use:

- Book
- Typing paper, paraffin paper, and other thin paper
- Transparencies, translucent paper
- Wrinkled, dog-eared, curled, or torn originals
- Clipped or stapled originals
- Carbon-backed originals

Loading the Standard Originals



- 1 Swing the Document Exit Tray to the left as shown.
- 2 Place a neat stack of originals face up on the Document Feed Tray and then slide the Document Guide Plates to the size of the originals.

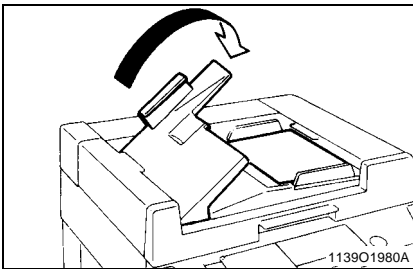
NOTES

AFR-7

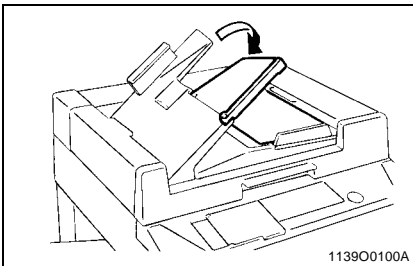
- The maximum number of originals that can be loaded is 50 (A4 or smaller).
- * The capacity is 30 for A3 or B4 originals.

AF-3

- The maximum number of originals that can be loaded is 30 (A4 or smaller).
- * The capacity is 15 for A3 or B4 originals.
- Make sure that the top level of your original stack does not exceed the ▼ marking.
- Also make sure that the Document Guide Plates are in touch with the edges of the original stack.



- 3 Swing the Document Exit Tray back again.



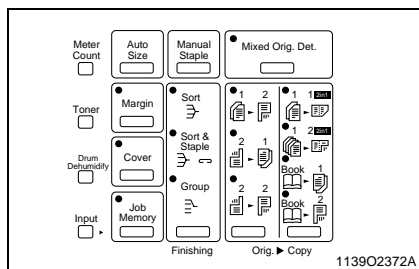
Pull out the Document Exit Tray Extender if you are using larger paper.

NOTE

No copy cycle can be initiated unless you swing the Document Exit Tray back again.

2. Basic Job Setting

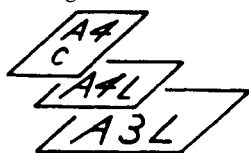
Loading Originals of Assorted Sizes (Using the Mixed Original Detection Mode)



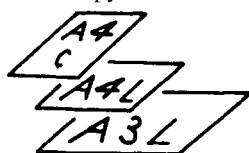
You may load originals having different widths and lengths in the AF-3/AFR-7 and make copies automatically (Auto Paper, Auto Size) as necessary according to the size of each original.

Mixed Original Detection Mode Copying

<Original Stack>



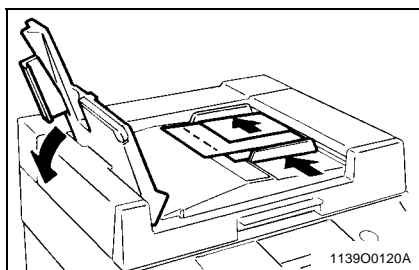
<Copy Stack>



(Ex.) Auto Paper Mode

1140O277

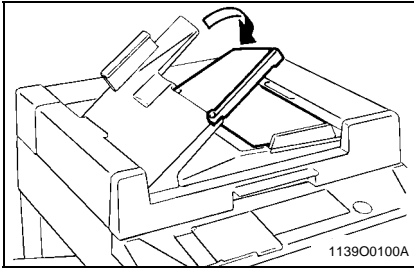
Using the Mixed Original Detection Mode



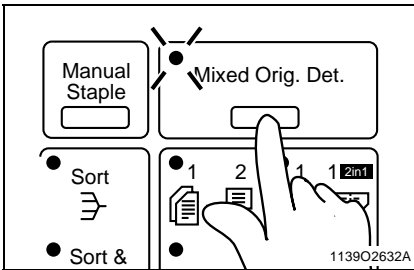
- 1 Swing the Document Exit Tray to the left as shown.

Load the stack of your originals on the Document Feed Tray so that the rear edge of each original is pressed against the rear Document Guide Plate which serves as the reference for correct positioning.

- 2 Slide the front Document Guide Plate to the rear so that it is pressed against the front edges of the originals with the greatest width.



- 3** Swing the Document Exit Tray back again and pull out the Document Exit Tray Extender.



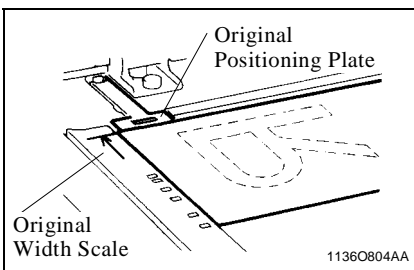
- 4** Press the Mixed Original Detection Mode Key.

This completes the setting procedure.
Now, make your copies by following the steps given in "BASIC COPYING OVERVIEW" on p. 36.

NOTE

The Sort-and-Staple or Manual Staple Mode cannot be used in the Mixed Original Detection Mode.

For Originals Not Suitable for Use in AF-3/AFR-7



- 1** Raise the AF-3/AFR-7 and place your original face down on the Original Glass. Align the rear left corner of the original with the ↑ marker on the Original Width Scale and press the rear edge of the original up against the Original Positioning Plate placed at the rear side of the Original Glass.

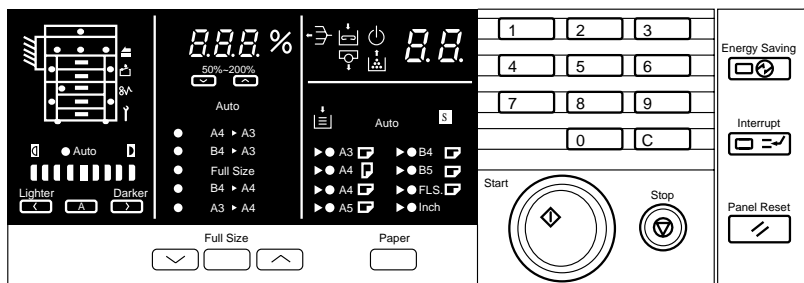
- 2** Gently lower the AF-3/AFR-7 and start the copy cycle.

2. Basic Job Setting

NOTES

- *The AF-3/AFR-7 does not automatically eject the original placed on the Original Glass. If you have two or more originals to make copies from, repeat these procedures as many times as you place each new original directly on the Original Glass.*
- *Be sure to raise the AF-3/AFR-7 to an angle more than 15° before placing the original on the Original Glass.*

Image Density

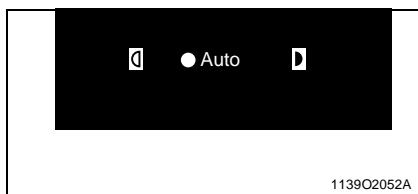


1139O1032A

The image density level of copies can be adjusted either in the Auto or Manual Exposure Mode. Select the appropriate mode according to your particular needs.

Types of Exposure Modes

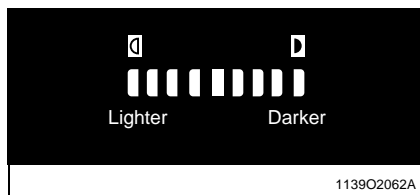
Auto Exposure Mode



1139O2052A

In the Auto Exposure Mode, the copier makes copies of optimum image density by automatically adjusting the exposure level according to the image density of the original.

Manual Exposure Mode



1139O2062A

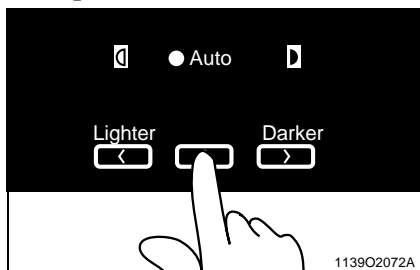
In the Manual Exposure Mode, you can vary the exposure level to make a copy of a desired image density.

Useful Tips

- The exposure level in the Auto Exposure Mode can be varied by using the User's Choice to suit your needs.
- The copier has been factory-set to select the Auto Exposure Mode in the initial mode. The User's Choice can be used to change this setting to give priority to the Manual Exposure Mode.

Selecting the Exposure Mode

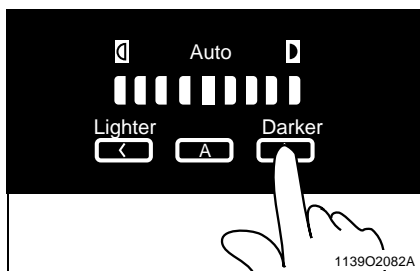
Auto Exposure Mode



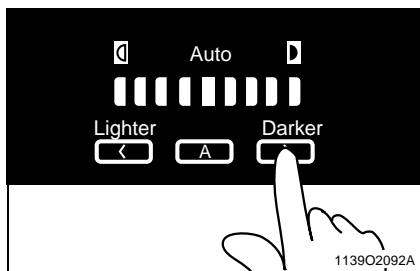
Press the Auto Exposure Mode Key (A) as necessary to light up the Auto Exposure Indicator (O Auto).

* Each time the Auto Exposure Mode Key (A) is pressed, the Manual and Auto Exposure Mode are selected alternately.

Manual Exposure Mode

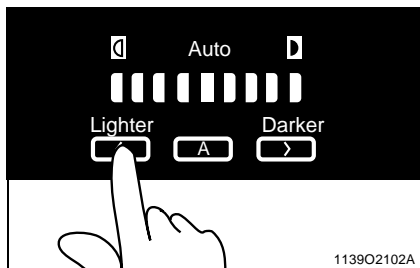


1 Press the Exposure Control Key (<) or (>) to light up the Exposure Level Indicator.



2 Hold down the Exposure Control Key (<) or (>) until the desired exposure level is reached.

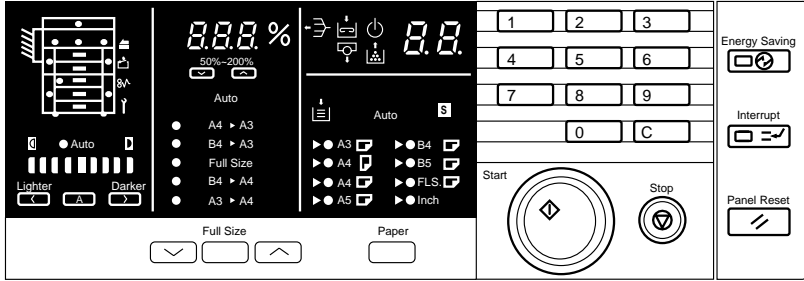
<To make the image darker>
Press or hold down the Exposure Control Key (>).



<To make the image lighter>
Press or hold down the Exposure Control Key (<).

2. Basic Job Setting

Zoom Ratio

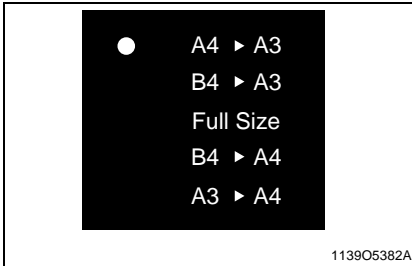


1139O1032A

The zoom ratio may be set manually by the operator when in the Manual Mode or automatically by the copier when in the Auto Size Mode. Select the appropriate mode according to your needs.
The selected zoom ratio is shown on the Zoom Ratio Indicator.

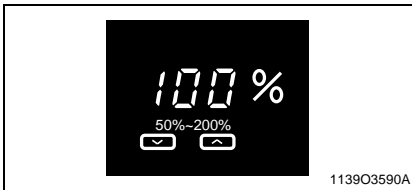
Types of Zoom Ratios

Fixed Zoom Ratios



Three reduction ratios (50%, 70%, 81%)
Three enlargement ratios (115%, 141%, 200%)
And Full Size (100%).

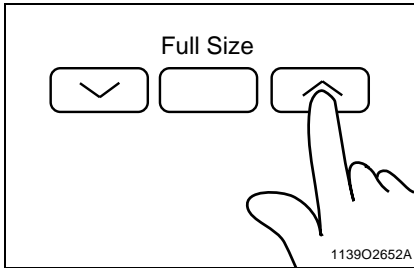
Zoom Ratios



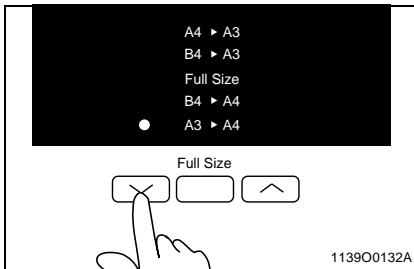
Any ratios other than the fixed ones can be set.

* Zoom range: 50% to 200%
(in 1% increments)

Selecting the Fixed Zoom Ratio



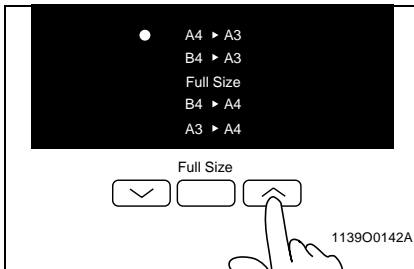
Press the Reduction, Full Size, or Enlargement Key to set a fixed zoom ratio of your choice.



<Reduction>

Each time the Reduction Key is pressed, it selects a new reduction ratio.

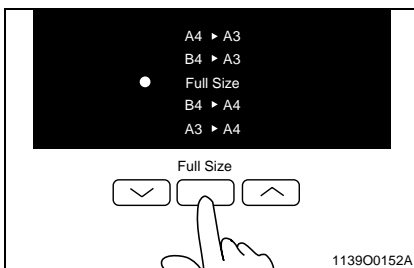
* The Zoom Ratio Indicator shows "50%" when so selected.



<Enlargement>

Each time the Enlargement Key is pressed, it selects a new enlargement ratio.

* The Zoom Ratio Indicator shows "200%" when so selected.

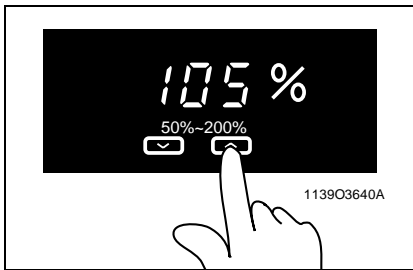


<Full Size>

Pressing the Full Size Key selects full size 100%.

2. Basic Job Setting

Setting a Zoom Ratio



Hold down the Zoom Down \downarrow or Up \uparrow Key until the desired zoom ratio is reached.

- \downarrow Zoom Down Key: Making the ratio smaller
- \uparrow Zoom Up Key: Making the ratio greater

Zoom range: 50% to 200%

Useful Tip

To save time and effort, first select the fixed ratio nearest the target zoom ratio before using the Zoom Up or Down Key.

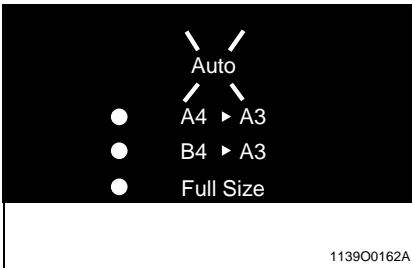
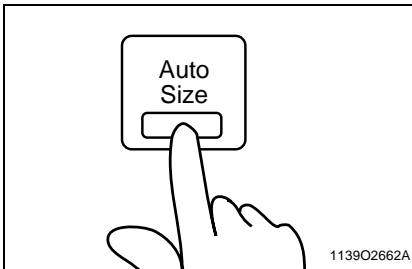
Auto Size Mode

- The Auto Size Mode can be selected only when the copier is equipped with AF-3 or AFR-7.
- In the Auto Size Mode, the copier automatically selects the correct zoom ratio according to the original size and paper size selected for use.

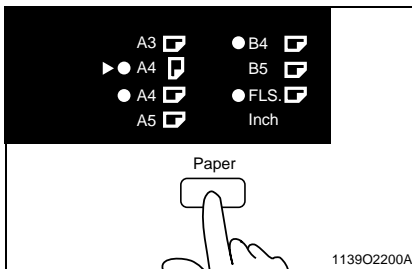
Selecting the Mode

1

Press the Auto Size Mode Key.



The Zoom Ratio Indicator shows **Auto** in the Auto Size Mode Indicator **Auto** is up.

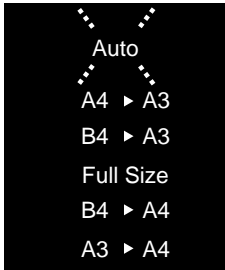


Select the paper size.
Selecting the paper size ➞ p. 54

Useful Tip

This mode is quite efficient when you need to make copies from originals of assorted sizes for neat filing.

NOTES



1139O8022A

- The Auto Size Mode Indicator blinks under any of the following conditions:

- ◆ A good magnification ratio is below 50% or over 200% in the Auto Size Mode.

When this happens, cancel the Auto Size Mode and use the Manual Mode.

- The copier has been factory-set to select the Auto Paper Mode in the initial mode. This priority mode can be changed to the Auto Size Mode or Manual Mode by using the User's Choice.

Initial mode ⇨ p. 32

User's Choice ⇨ p. 96

Zoom Ratio Table (Original Size to Paper Size)

Metric Areas

Original Size	Paper Size	Zoom Ratio
A3 297 × 420 mm 11-3/4" × 16-1/2"	A4	70%
	A5	50%
	B4	86%
	B5	61%
A4 210 × 297 mm 8-1/4" × 11-3/4"	A5	70%
	A6	50%
	B5	86%
	B6	61%
	A3	141%
A5 148 × 210mm 5-3/4" × 8-1/4"	B4	122%
	A6	70%
	B6	86%
	A4	141%
	A3	200%
	B4	173%
A6 105 × 148 mm 4-1/4" × 5-3/4"	B5	122%
	A4	200%
	A5	141%
	B5	173%
B4 257 × 364 mm 10" × 14-1/4"	B6	122%
	A4	81%
	A5	57%
	B5	70%
	B6	50%
B5 182 × 257 mm 7-1/4" × 10"	A3	115%
	A4	115%
	B4	141%
	A5	81%
	A6	57%
	B6	70%
B6 128 × 182 mm 5" × 7-1/4"	A3	164%
	A4	115%
	A5	115%
	B4	200%
	B5	141%

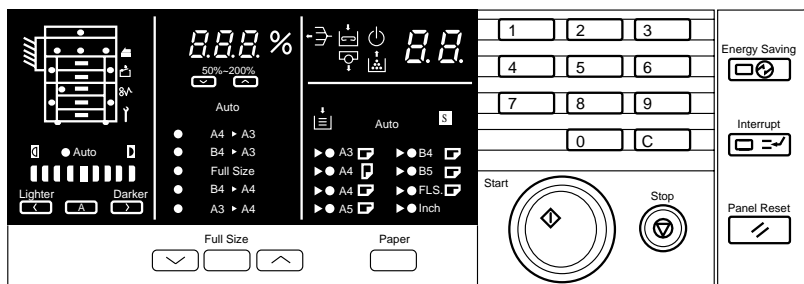
Inch Areas

Original Size	Paper Size	Zoom Ratio
11" × 17" 279.4 × 431.8 mm	11" × 14"	82%
	Legal	77%
	Foolscap	76%
	Letter	64%
	Invoice	50%
11" × 15" 279.4 × 381 mm	11" × 14"	93%
	Legal	77%
	Foolscap	77%
	Letter	73%
	Invoice	50%
11" × 14" 279.4 × 355.6 mm	Legal	77%
	Foolscap	77%
	Letter	77%
	Invoice	50%
Legal 8-1/2" × 14" 215.9 × 355.6 mm	Foolscap	92%
	Letter	78%
	Invoice	60%
	11" × 17"	121%
Foolscap 8-1/2" × 13" 215.9 × 330.2 mm	Letter	84%
	Invoice	64%
	11" × 17"	129%
Letter 8-1/2" × 11" 215.9 × 279.4 mm	11" × 14"	107%
	Invoice	64%
	11" × 17"	129%
Invoice 5-1/2" × 8-1/2" 139.7 × 215.9 mm	11" × 14"	127%
	11" × 17"	200%
	11" × 14"	164%
	Legal	154%
	Foolscap	152%
	Letter	129%

Zoom Ratio = Paper Size ÷ Original Size

1" (inch) = 25.4 mm
1 mm = 0.0394 " (inch)

Paper Size



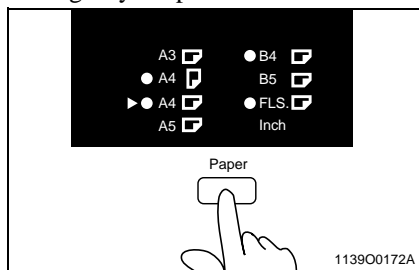
1139O1032A

The paper size may be selected manually by the operator when in the Manual Mode or automatically by the copier when in the Auto Paper Mode. Select the appropriate mode according to your needs.

The selected paper size, as well as the paper port loaded with that paper, is shown on the control panel.

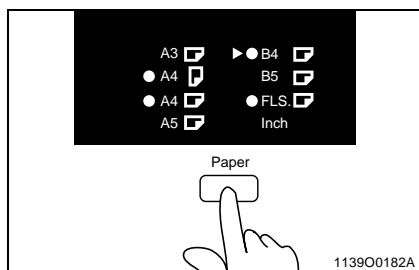
Manual Mode

This mode allows you to select the paper size and set the zoom ratio manually according to your particular needs.



1139O0172A

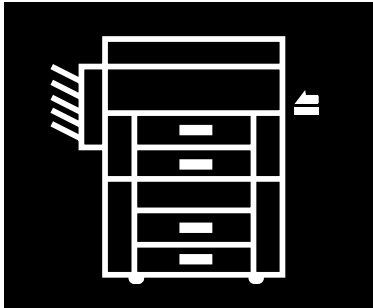
- 1 Press the Paper Select Key once. The currently selected paper size is marked with a lit arrow ►. Ex.: A4 (1st Drawer)



1139O0182A

- 2 Press the Paper Select Key as necessary to select the paper size of your choice.

Paper Port Indicator and Paper Size Indicators

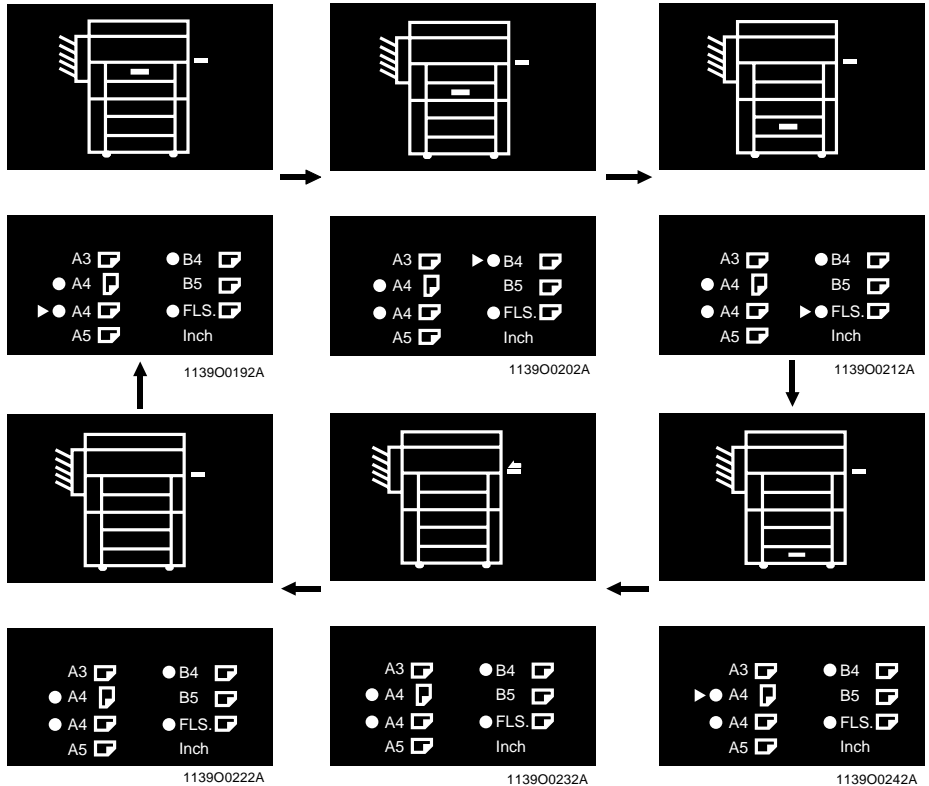


Ex.: If the copier Drawers are loaded with paper as follows

1st Drawer ... A4L
 2nd Drawer ... B4L
 3rd Drawer (Option) ... FLSL
 4th Drawer (Option) ... A4C
 Multi Bypass Table (Option)
 ... A3L

1139O3690A

Each time the Paper Select Key is pressed, the lit Paper Size Indicator (arrow ►) and Paper Port Indicator cycle through the different paper sizes and port locations as shown below.

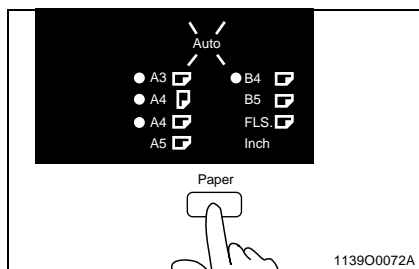


2. Basic Job Setting

Auto Paper Mode

Selecting the Mode

- The Auto Paper Mode can be selected only when the copier is equipped with AF-3 or AFR-7.
- In the Auto Paper Mode, the copier automatically selects the correct paper size according to the original size and zoom ratio selected for use.



Press the Paper Select Key until the Auto Paper Mode Indicator lights up.

* Set the zoom ratio. ➞ p. 49

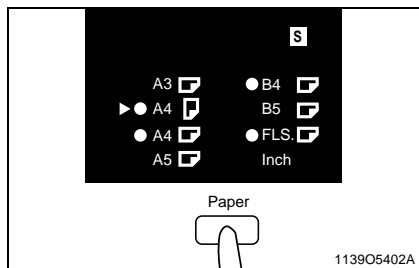
Useful Tip

This mode is efficient when you want to make copies on paper of the same size as your originals, though you do not know the size of the originals.

Using the Special Paper Mode

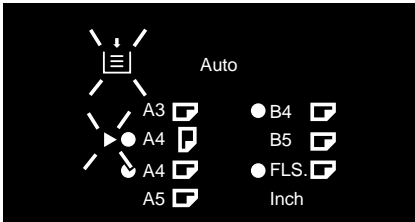
The Special Paper Mode lets you insert a partition between copies or make a copy on colored paper. To use this feature, colored paper should be loaded in any of the Drawers in advance.

User's Choice ➞ p. 102

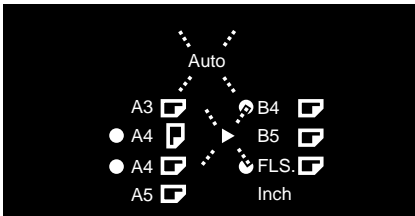


Press the Paper Select Key to select the Special Paper Mode.

The Drawer selected for the Special Paper Mode will never be selected in the Auto Paper Select Mode. To use this feature, set the copier in the Manual Mode and press the Paper Select Key to select the Drawer which has been set for the Special Paper Mode before attempting to start the copy cycle.

NOTES

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1139O0262A

- If the paper of the right size has run out in the Auto Paper Mode, both the Paper Size Indicator (arrow ►) and Add Paper Indicator light up as shown on the left.

If this happens, add paper of the right size or cancel the Auto Paper Mode and use the Manual Mode to make copies.

If none of the Drawers are loaded with paper of the right size, both the Auto Paper Mode Indicator and Paper Size Indicator (arrow ►) blink as shown on the left.

In this case, load a drawer with paper of the right size or cancel the Auto Paper Mode and use the Manual Mode to make copies.

* Zoom Ratio Table (Original Size to Paper Size) ⇨ p. 53

- If the Paper Select Key is pressed in the Auto Paper Mode, it automatically cancels the Mode to select the Manual Mode.
- The copier has been factory-set to select the Auto Paper Mode in the initial mode. This priority mode can be changed to the Auto Size Mode or Manual Mode by User's Choice.

Initial mode ⇨ p. 32

User's Choice ⇨ p. 96

Automatic 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 copier automatically selects that second Drawer to permit an uninterrupted copy cycle.

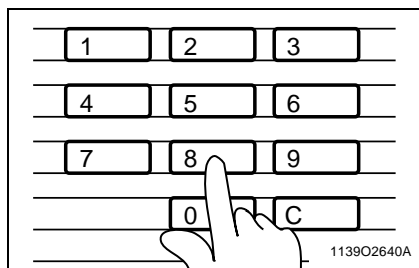
Useful Tip

This feature is a great advantage when you need to make a large number of copies on the same size paper. For example, an uninterrupted copy cycle is possible to make up to 500 copies by using the AF-3 or AFR-7 if the 1st and 2nd Drawers are loaded with paper of the same size and in the same direction.

2. Basic Job Setting

Number of Copies

Setting the Number of Copies



Using the Multi-Copy Keys, enter the number of copies to be made.

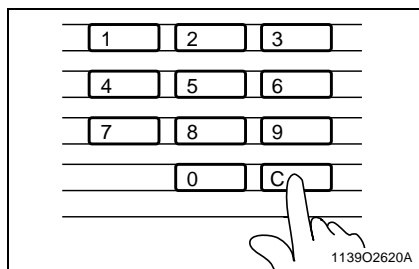
* The maximum number that can be set is 99.



Example:

To make 18 copies, press Key ① and then Key ⑧, in that order. The Multi-Copy Display now shows "18."

Correcting the Number Entry

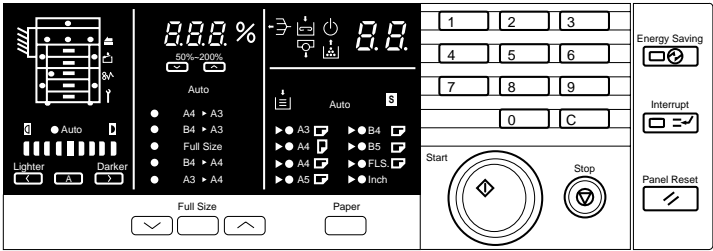


To correct or reset a number entry, press the Clear Key.

* The Multi-Copy Display is reset to "1."



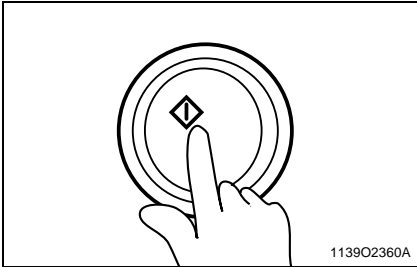
Copy Cycle Start



1139O1032A

Now you start the copy cycle for the copy job.

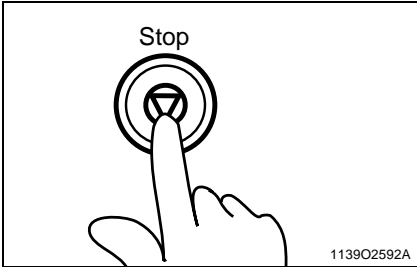
Starting the Cycle



- 1 Check the control panel to make sure that you have set up your copy job correctly.
- 2 Making sure it is lit up green, press the Start Key. The Start Key turns to orange and the copy cycle is started.

In a multi-copy cycle, the number on the Multi-Copy Display is decreased by 1 each time a copy is fed out of the copier. The Display is reset to the original setting as soon as the multi-copy cycle is completed.

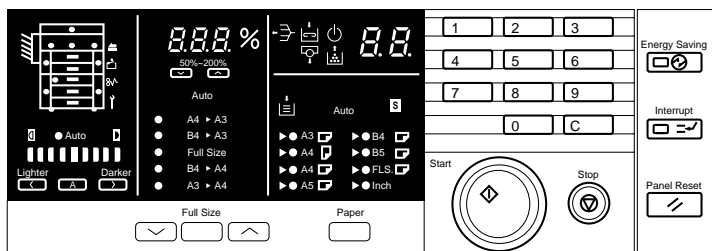
Stopping a Multi-Copy Cycle



To stop a multi-copy cycle halfway, press the Stop Key.

The Start Key will soon turn to green and the copier is brought to a stop. The Multi-Copy Display shows the number of copies yet to be made.

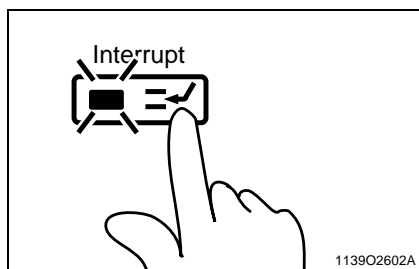
Interrupt Mode



1139O1032A

The Interrupt Mode allows you to interrupt a current job and run a more urgent one. The copier ensures that the old job will be resumed as soon as the Interrupt Mode is canceled.

Making an Interrupt Copy

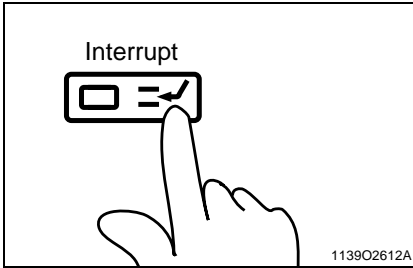


- 1 Press the Interrupt Key.
The Key may be pressed even while the current job is being carried out.

The Interrupt Key LED lights up and, after a short time, the current copy cycle is stopped.

- 2 Make the necessary control panel settings for the interrupt job and press the Start Key.

Canceling the Interrupt Mode



Press the Interrupt Key a second time.

The Interrupt Key LED goes out and the copier restores the settings to the previous state.

NOTES

- *The Interrupt Mode cannot be canceled by the Panel Reset Key or Clear Key.*
- *If the current job involves the Sort, Group, or Sort-and-Staple Mode, only Non-Sort modes can be selected in the Interrupt Mode.*

2. Basic Job Setting

Manual Bypass Copying

Use the manual bypass copying capability of the copier when you want to make copies on paper not loaded in any Drawer, or on transparencies, translucent paper, or any other special paper.

If the copier is equipped with a Multi Bypass Table (option), you can load more than one sheet of such paper to make a continuous run.

You can also use the Cover Mode capability if the Multi Bypass Table is used with Automatic/Duplexing Document Feeder AF-3/AFR-7 (option).

◆ Types of Paper

- Plain paper (weighing 60 to 90 g/m²)
- Heavyweight paper (weighing 90 to 157 g/m²)
- Transparencies, translucent paper

◆ Paper Size

- Width: 100 to 297 mm
- Length: 140 to 432 mm

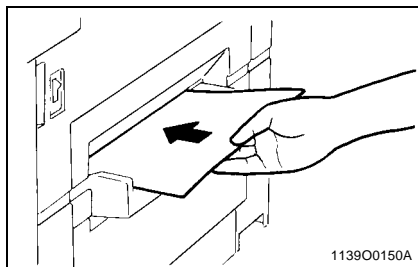
◆ Capacity

- Plain paper, heavyweight paper, transparencies, translucent paper ... 1 sheet at a time

<Multi Bypass Table>

- Plain paper ... Approx. 50 sheets
- Heavyweight paper, transparencies, translucent paper ... Approx. 20 sheets

Using the Manual Bypass Table

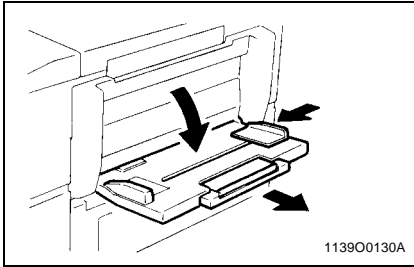


- 1 Place the original on the Original Glass and make the control panel settings.
- 2 Insert the copy paper into the copier.
◆ This automatically starts the copy cycle.

NOTES

- *Insert the copy paper one sheet at a time.*
- *Do not insert a sheet of paper while the copier is warming up or in a multi-copy cycle.*
- *The Auto Paper Mode, Auto Size Mode, Book copying, any of the Finishing modes, 2-sided copying, Margin Mode, or Cover Mode cannot be selected for manual bypass copying.*

Using the Multi Bypass Table

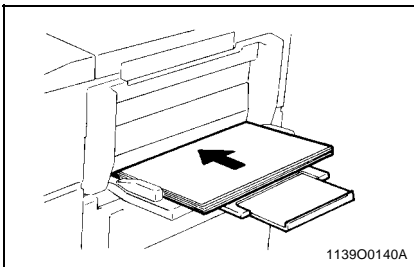


1 Place the original on the Original Glass and make the control panel settings.

2 Swing down the Multi Bypass Table and slide the Paper Guide Plate to the size of the copy paper.

NOTE

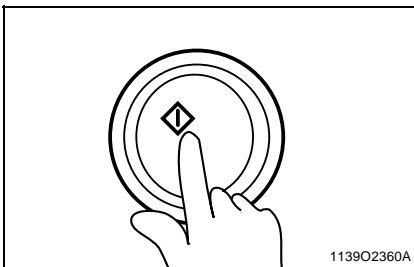
Pull out the Multi Bypass Table Extender if you are using larger paper.



3 Place a neat stack of copy paper on the Table and insert it into the copier as far as it will go.

NOTES

- *Fan the paper stack well before inserting if you are using transparencies or translucent paper.*
- *Correct curl if you are using heavyweight paper.*



4 Press the Start Key to start the copy cycle.

NOTES

- *Do not insert the paper while the copier is in the warm-up cycle or a multi-copy cycle.*
- *The Auto Paper, Auto Size, Book, Finishing, 2-Sided Copy, and Margin cannot be selected for manual bypass copying.*

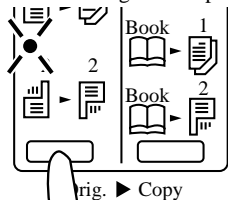
3. System Copying Overview

1 Make the Basic Settings

- Place your original.
- Set the image density.
- Set the zoom ratio.
- Select the paper size.
- Set the number of copies to be made. p. 36

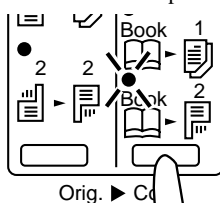
2 Select the Job Type

- Select the 2-sided copy.
- Select the 2-sided original. p. 71



1139O2522A

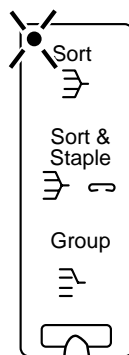
- Select the 2-in-1 mode.
- Select the Book mode. p. 71



1139O2532A

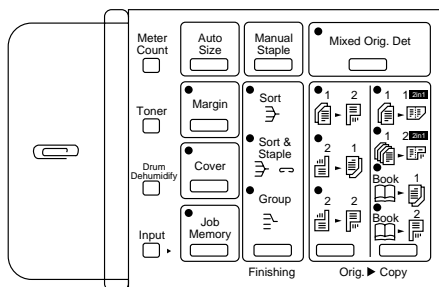
3 Select the Finishing Mode

- Select the finishing mode. p. 78



Finishing

1139O2542A

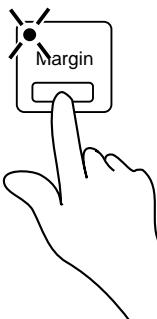


1139O5252A

3. System Copying Overview

4 Select the File Margin Mode

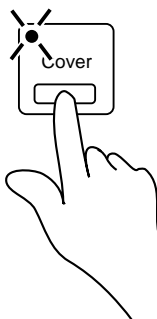
- Select the File Margin mode. p. 85



1139O2552A

5 Select the Cover Mode

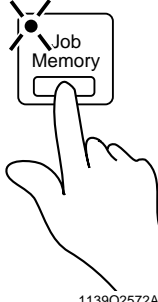
- Select the Cover mode. p. 87



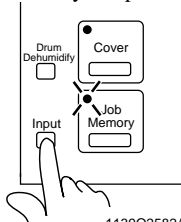
1139O2562A

6 Select the Job Memory

- Call up the job program from memory. p. 88
- Store the job program in memory. p. 88



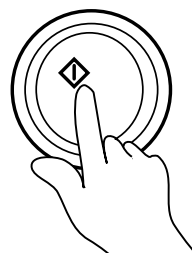
1139O2572A



1139O2582A

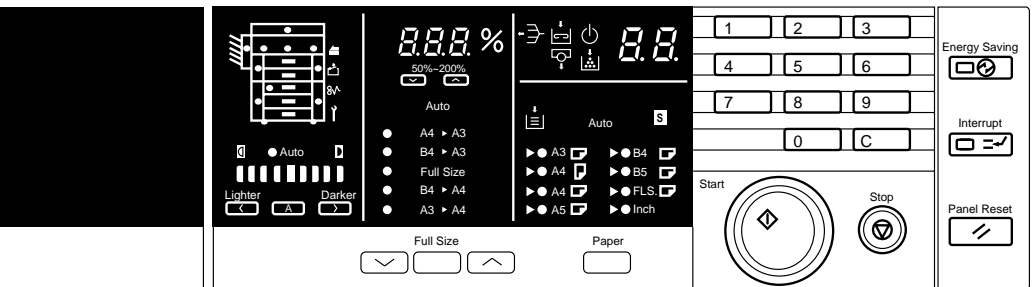
7 Start the Copy Cycle

- Press the Start Key to start the copy cycle. p. 59



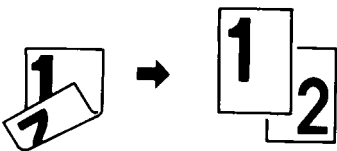
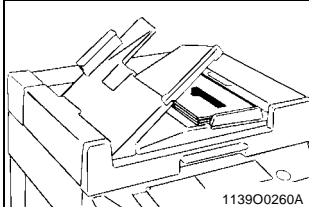
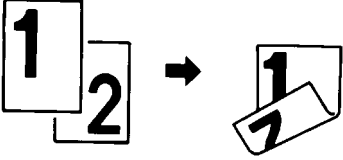
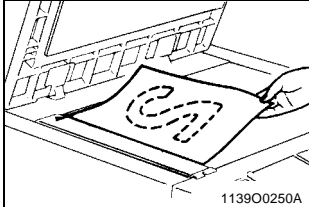
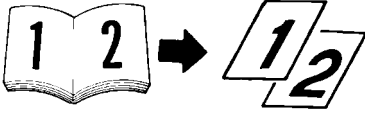
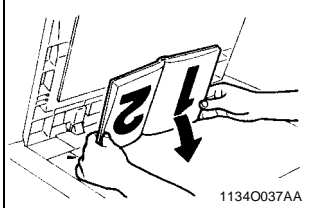
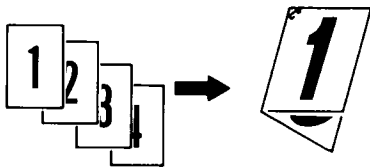
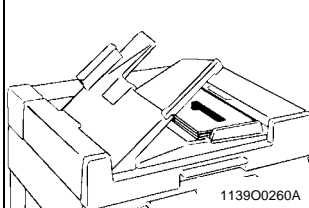
1139O2360A

Press the Stop Key stop the copy cycle.



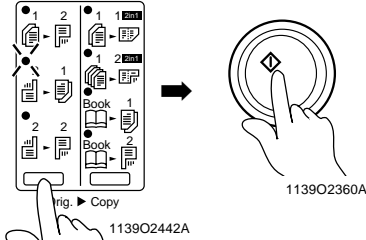
3. System Copying Overview

Typical Job Setting Procedures

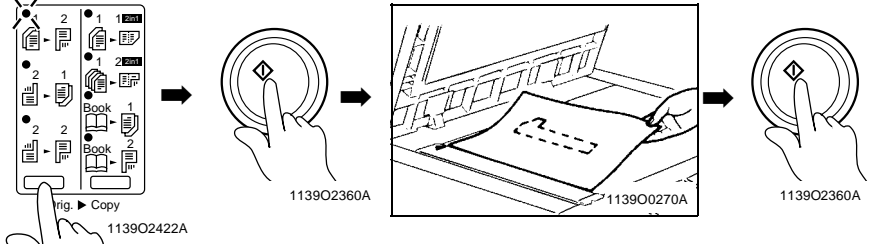
	Typical Jobs	Job Setting Procedures
Example 1	<p>Making 1-sided copies from a 2-sided original</p>  <p>1139O0310A</p>	<p>1. Load your original into the AFR-7.</p>  <p>1139O0260A</p>
Example 2	<p>Making a 2-sided copy from 1-sided originals</p>  <p>1139O0290A</p>	<p>1. Place the 1st original.</p>  <p>1139O0250A</p>
Example 3	<p>Making 1-sided copies from an open book</p>  <p>1139O6070A</p>	<p>1. Place the open book.</p>  <p>1134O037AA</p>
Example 4	<p>Making 2-sided stapled copies from 1-sided originals</p>  <p>1139O0240A</p>	<p>1. Load your originals into the AF-3/AFR-7.</p>  <p>1139O0260A</p>

Job Setting Procedures

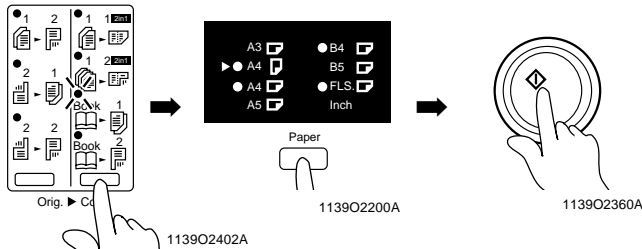
2. Select the job type (2-sided > 1-sided). 3. Start the copy cycle.



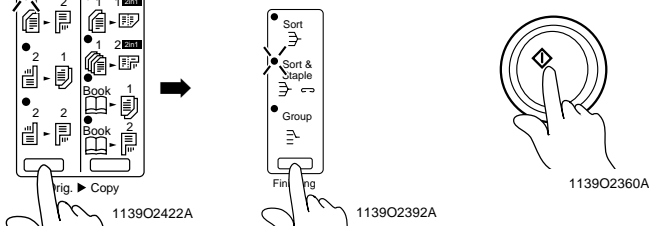
2. Select the job type (1-sided > 2-sided). 3. Start the 1st copy cycle. 4. Exchange the 1st original for the 2nd. 5. Start the 2nd copy cycle.



2. Select the job type (Book > 1-sided). 3. Select the paper size. 4. Start the copy cycle.

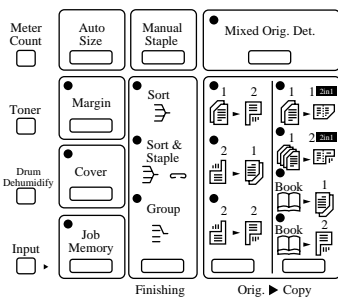


2. Select the job type (1-sided > 2-sided). 3. Select the finishing mode (Sort-and-Staple). 4. Start the copy cycle.



4. System Job Setting

Job Type



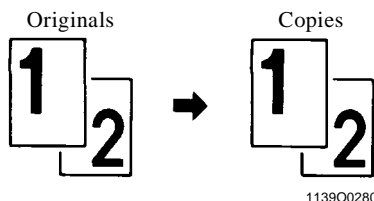
The following eight job types are available to choose from: 1-sided ►1-sided, 1-sided ►2-sided, 2-sided ►1-sided, 2-sided ►2-sided, 1-sided ►1-sided (2-in-1), 1-sided ► 2-sided (2-in-1), Book ► 1-sided, and Book ► 2-sided.

Select the appropriate job type to make the intended copies.

1139O2372A

Available Job Types

1-sided ►1-sided

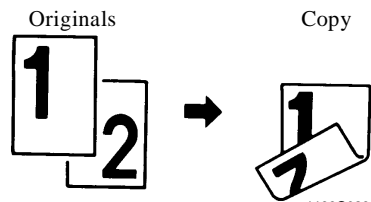


1139O0280A

- Select this type when you want to make 1-sided copies from 1-sided originals.

* The [1-sided ►1-sided] type is selected in the initial mode. No LEDs on the job type panel is lit up at this time.

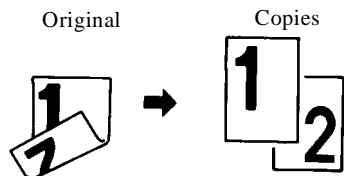
1-sided ►2-sided



1139O0290A

- Select 1 ►2 when you want to make 2-sided copies from 1-sided originals.

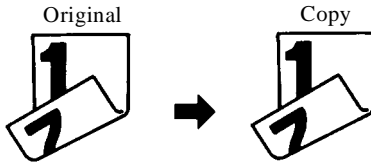
2-sided ►1-sided



1139O0310A

- Select 2 ►1 when you want to make 1-sided copies from 2-sided originals.

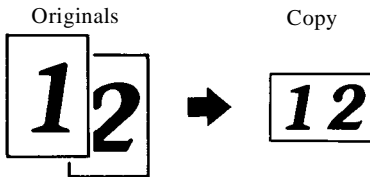
2-sided ► 2-sided



1139O0300A

- Select 2 ►2 when you want to make 2-sided copies from 2-sided originals.

1-sided ► 1-sided (2-in-1)

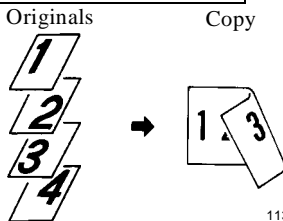


1140O0273

- Select 1 ►1 [2in1] when you want to make a 1-sided copy, through reduction, from two 1-sided originals which are placed on the Original Glass side-by-side.

* When this type is selected, a reduction ratio is automatically selected. You can nonetheless make a full-size copy. First select 1 ►1 [2in1], then set the desired zoom ratio.

1-sided ►2-sided (2-in-1)



1139O0320A

- Select 1 ►2 [2in1] when you want to make a 2-sided copy, through reduction, from four 1-sided originals, each 2-original pair of which is placed on the Original Glass side-by-side.

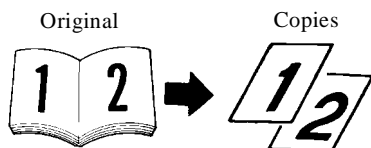
* When this type is selected, a reduction ratio is automatically selected. You can nonetheless make a full-size copy. First select 1 ►2 [2in1], then set the desired zoom ratio.

NOTE

The copier must be equipped with a Duplexing Document Feeder AFR-7 (not an Automatic Document Feeder AF-3) to select 1 ►1 [2in1] or 1 ►2 [2in1].

4. System Job Setting

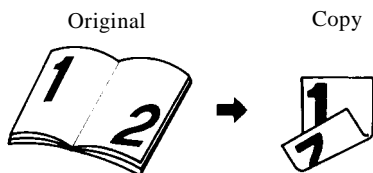
Book ►1-sided



1139O6070A

- Select Book ►1 when you want to make a 1-sided copy of each page of an open book.

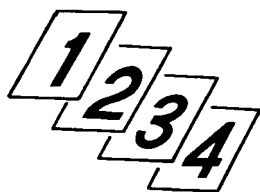
Book ►2-sided



1139O0330A

- Select Book ►2 when you want to make a 2-sided copy of an open book, each page of the open book being reproduced on one side of the copy.

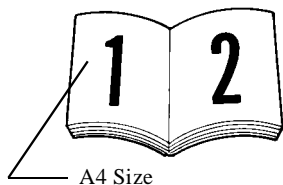
NOTES



(A4C)

1139O1470A

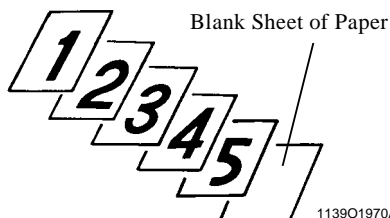
- The size of the original should be A4 crosswise for
1 ►1 [2in1] and 1 ►2 [2in1].



A4 Size

1139O1460A

- The size of the book should be A4 for Book ►1 and Book ►2.

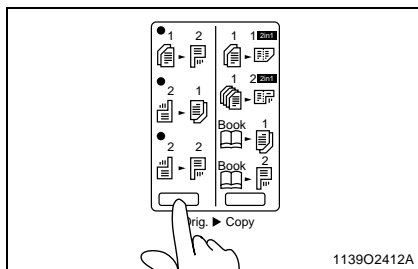


Blank Sheet of Paper

1139O1970A

- When using 1 ►2, 1 ► [2in1], and 1 ►2 [2in1] for an odd number of 1-sided originals, add one blank sheet of paper at the end of the original set.

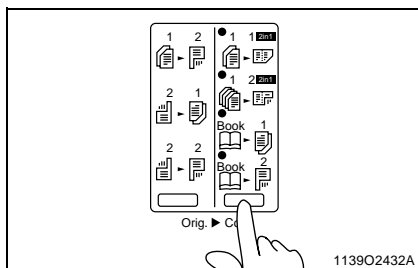
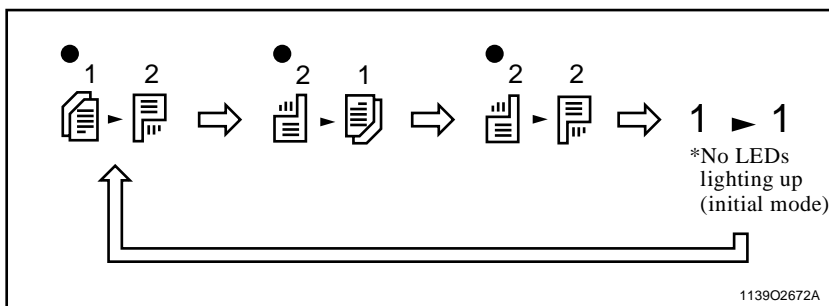
Selecting the Job Type



<Job Type Select Key I>

- Press Job Type Select Key I to select the job type of your choice.

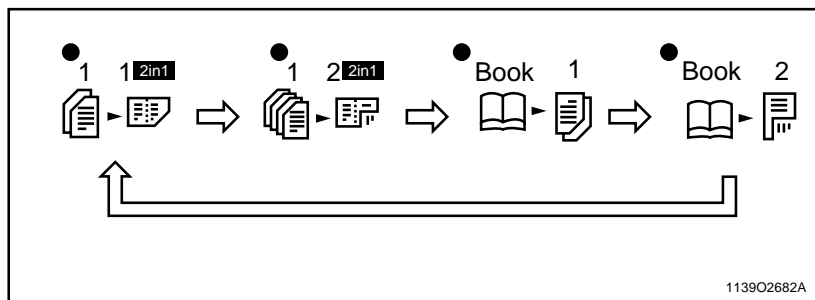
* Each time Job Type Select Key I is pressed, the newly selected job type is indicated by a lit LED as shown below (except for 1-sided ▶ 1-sided which is indicated by no LEDs lighting up).



<Job Type Select Key II>

- Press Job Type Select Key II to select the job type of your choice.

* Each time Job Type Select Key II is pressed, the newly selected job type is indicated by a lit LED as shown below (except for 1-sided ▶ 1-sided which is indicated by no LEDs lighting up).



Precaution for Original Loading

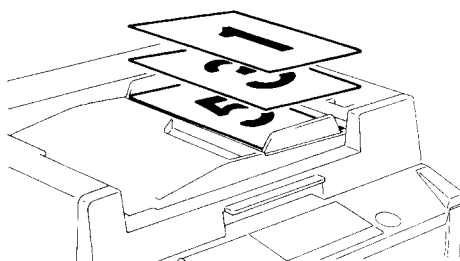
Use the following precaution for original loading when you are going to make 1-sided copies from 2-sided originals.

Load the originals crosswise.

If the originals are loaded lengthwise, copies will be fed out one inverted from the other.

Correct:

2-Sided Originals
Loaded Crosswise



1-Sided Copies

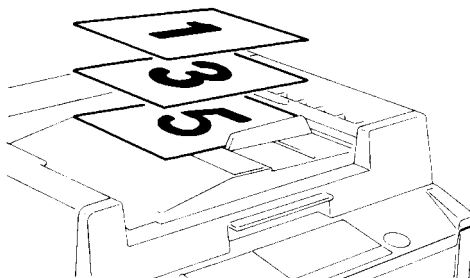


OK

1139O1120A

Wrong:

2-Sided Originals Loaded
Lengthwise

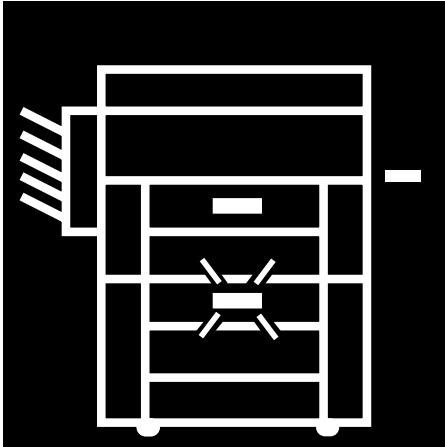


1-Sided Copies



X

1139O1130A

Panel Display in 2-Sided Copying

1139O4760A

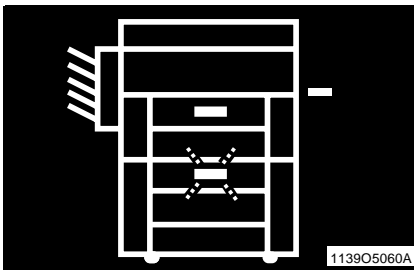
The copier starts a 2-sided copying cycle when you select a mode to make 2-sided copies (i.e., 1 ▶2 or 2 ▶2) and press the Start Key. On completing the first copy cycle, the copier stores the 1-sided copy in the Duplex Unit, getting ready to run the second copy cycle.

At this time, one of the Paper Port Indicators (for convenience sake, let us call it the 2-Sided Copy Indicator) lights up to indicate that the copy has been stored in the Duplex Unit.

Canceling 2-Sided Copying

When the copier has completed the first copy cycle of a 2-sided copying cycle, there is a 1-sided copy stored in the Duplex Unit.

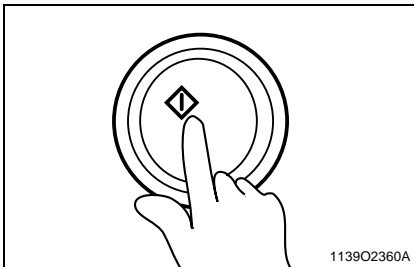
If you want to cancel the 2-sided copying mode at this point, you need to feed the 1-sided copy out of the Duplex Unit and copier onto the Copy Tray.



1139O5060A

1 Press the Panel Reset Key.

- ◆ The 2-Sided Copy Indicator, which has stayed lit up, starts blinking.

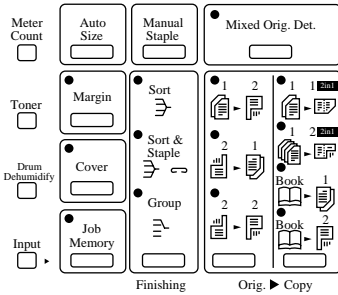


1139O2360A

2 Press the Start Key.

- ◆ This feeds the copy in the Duplex Unit out through the copier onto the Copy Tray. Then, the 2-Sided Copy Indicator goes out, indicating that the copier has left the 2-sided copying mode.

Finishing Mode



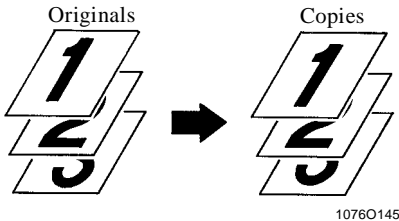
The copier offers four different finishing modes to choose from: Non-Sort, Sort, Sort-and-Staple, and Group.

Select the appropriate mode according to your particular needs.

1139O2372A

Finishing Modes

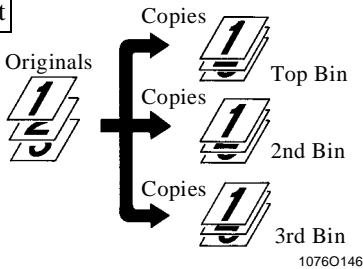
Non-Sort



- This is the normal finishing mode in which no sorting, grouping, or stapling takes place. All copies are fed out onto the Top Bin.

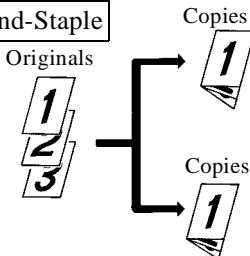
* No finishing mode LEDs light up when the copier is in the Non-Sort Mode.

Sort



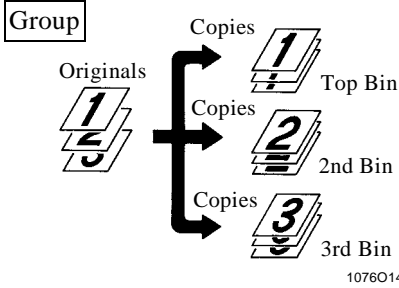
- This is the finishing mode in which copies are sorted into complete sets of your originals. Copies are fed out onto the Sort Bins. This mode is effective when making a number of copies from a number of originals.

Sort-and-Staple

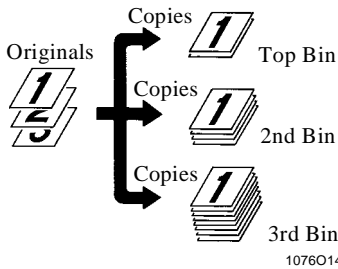


- This is the mode in which copies are sorted into complete sets of your originals, each set being stapled together. Copies are fed out onto the Sort Bins.

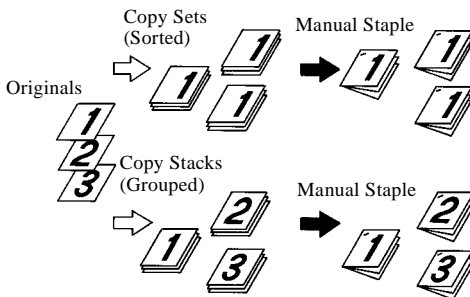
4. System Job Setting



- This is the mode in which the copies made from each single original are separated into groups, each group containing the same number of copies.

Useful Tip

- Place your originals one by one and set the number of copies you need for each original. This will allow you to separate copies made from each single original into groups, each group containing a different number of copies.

Manual Staple

- This mode allows you to staple copy sets already made in the Sort Mode or copy stacks made in the Group Mode.

The copier has been factory-set to select Sort in the initial mode. The User's Choice can, however, be used to change this setting to give priority to Non-Sort, Sort, Sort-and-Staple, or Group.

User's Choice ➞ p. 100

4. System Job Setting

Auto Dual Function

Though each of the Sort Bins can only hold up to 25 sheets of paper, the Auto Dual Function permits sorting of copies of up to 50 originals under certain conditions.

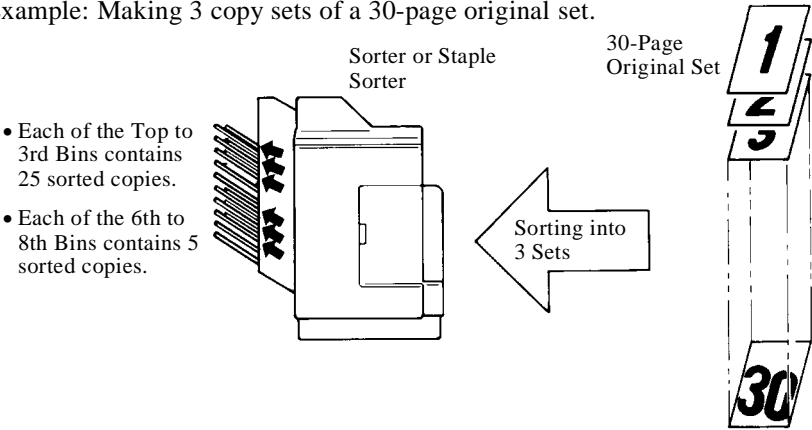
Auto Dual Function in Sort Mode

When 5 or less copies are made from an original set consisting of more than 25 originals in the Sort Mode, the Sorter or Staple Sorter is automatically set into the Auto Dual Mode by using the 6th to 10th Bins.

Copies	Bins in Use
1st to 25th sorted copies	Top to 5th Bins
26th to 50th sorted copies	6th to 10th Bins

* If the number of copies set to be made exceeds 5, the initiation of a new copy cycle is inhibited from the 26th original.

Example: Making 3 copy sets of a 30-page original set.



* Place copies in the 6th Bin on those in the Top Bin to have a complete set from your originals. In the same way, place copies in the 7th Bin on those in the 2nd Bin and copies in the 8th Bin on those in the 3rd Bin.

Auto Dual Function in Sort-and-Staple Mode

When 5 or less copies are made from an original set consisting of more than 25 originals in the Sort Mode, the Sort-and-Staple Mode is automatically canceled and the Staple Sorter is set into the Sort Mode to activate the Auto Dual Function (no stapling takes place).

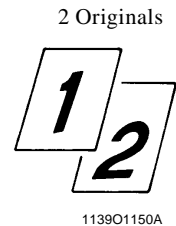
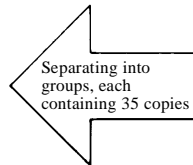
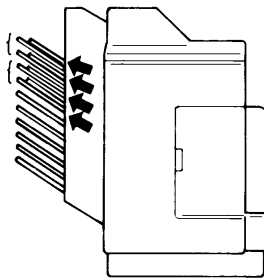
When the Number of Copies Set to be Made Exceeds 25 in the Group Mode

When more than 25 copies are to be grouped together into one group, the Sorter or Staple Sorter uses the subsequent Bin to continue grouping the copies.

Original	Copies	Bins in Use
1st	1st to 25th copies	Top Bin
	26th and subsequent copies	2nd Bin
2nd to Nth	Same way	

Example: Separating copies made from 2 different originals into two groups where each group contains 35 copies.

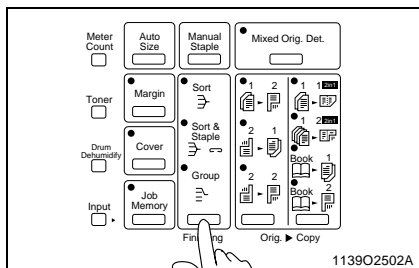
- Copies of 1st original
Top Bin: 25
2nd Bin: 10
- Copies of 2nd original
3rd Bin: 25
4th Bin: 10



If the Number of Copies Set to be Made Exceeds 50 in the Non-Sort Mode

The capacity of the Top Bin is 50. If more than 50 copies are made in the Non-Sort Mode, the Sorter uses the 2nd, 3rd, ... Bins to hold those excess copies.

Selecting the Finishing Mode



Press the Finishing Mode Select Key as necessary to select the desired mode.

* Each depression of the Key selects a new finishing mode, as indicated by a lit LED.

NOTES

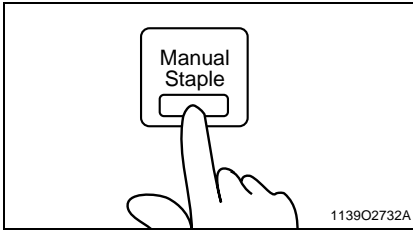
- The Sort or Group Mode cannot be selected unless the copier is equipped with a 10-Bin Sorter or Staple Sorter (option). The Sort-and-Staple Mode cannot be selected unless the copier is equipped with a Staple Sorter (option).
- The capacity of each Sort Bin is 25 copies.



1139O3400A

If this capacity is exceeded, the Remove Copies Indicator lights up on the control panel and the Start Key turns to orange, inhibiting the initiation of a new copy cycle.

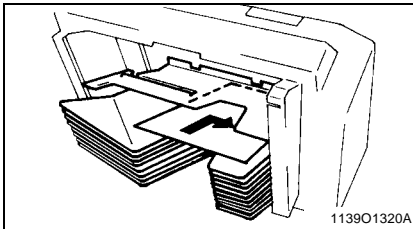
Using the Manual Staple Mode



<To staple copies after they have been made>

Make sure that each copy set or stack is fed out into the Sort Bin. Then, press the Manual Staple Key.

Then the copy set or stack in the Sort Bin is stapled together.

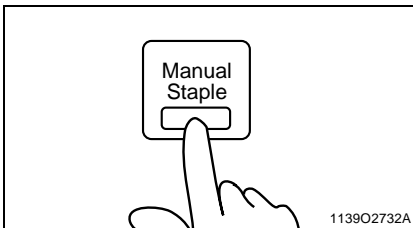
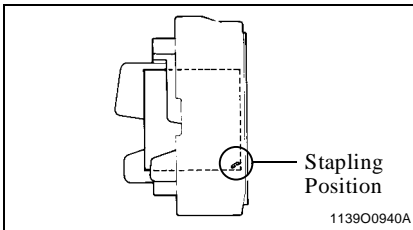


<Only to staple copies>

- 1 Align the edges of the sheets of paper to be stapled together.
- 2 Place the neat stack of paper on the Top Bin of the Staple Sorter.

NOTES

- *Make sure of the stapling position and press the neat stack of paper against the bracket (which is invisible from the outside) at the front right corner in the Bin.*
- *Up to 25 sheets (80 g/m²) of paper can be placed for stapling.*
- *Never attempt to reach with your hand to the stapling position in the Bin, as doing so can be very dangerous.*



- 3 Press the Manual Staple Key.
- Then the paper stack in the Top Bin is stapled together.

Useful Tip

This feature is efficient when you want to staple originals from which you have just completed making copies.

Precautions for Original Loading for Copies Stapled Automatically or Manually

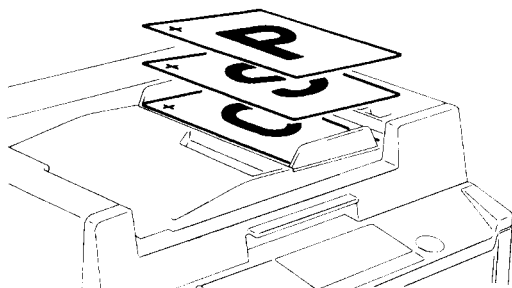
If you want to have your copy sets or stacks stapled automatically in the Sort-and-Staple Mode or manually in the Manual Staple Mode, position the originals crosswise. The originals should also be placed so that the stapling position (marked with X) is positioned as shown.

Original Direction and Stapling Position

Correct:

Originals Loaded Crosswise

Copy Set/Stack Stapled at
Top Left Corner

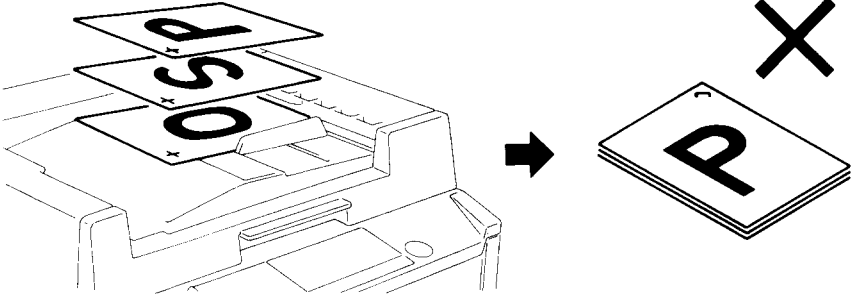


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Place the originals on the Document Feed Tray so that the stapling corner is at the rear left side as shown.

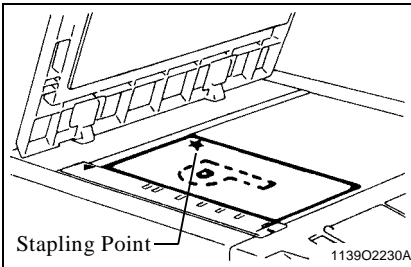
Wrong:

Originals Loaded Lengthwise

Copy Set/Stack Stapled at
Top Right Corner





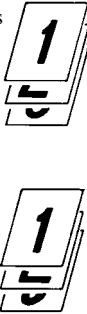

1139O1170A



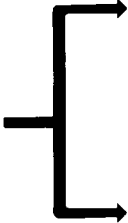


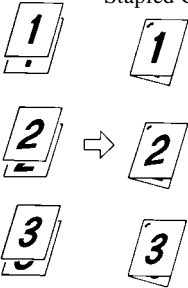

<For originals not suitable for use in AF-3/AFR-7>

Place the original, with its stapling
point at the upper right position as
shown in the illustration.

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Typical Finishing Mode

Finishing Mode	Manual Stapling	Examples
Non-Sort	<div> Impossible</div>	<div><p>Ex.: Making two copies each.</p><div><div>Original Set</div><div></div><div>→</div><div><div>Copy Set</div><div></div></div></div><div>10760154</div></div>
Sort	<div>OK Possible</div>	<div><p>Ex.: Sorting copies into 2 copy sets and having them stapled manually.</p><div><div>Original Set</div><div></div><div>→</div><div><div>Copy Sets</div><div></div><div>→</div><div><div>Stapled Copy Sets</div><div></div></div></div><div>11400075</div></div></div>

Finishing Mode	Manual Stapling	Examples
Sort-and-Staple	<div> Impossible</div>	<div><p>Ex.: Sorting and stapling copies into 2 copy sets.</p><div><div>Original Set</div><div></div><div></div><div><div>Stapled Copy Sets</div><div></div></div></div><div>1140O077</div></div>
Group	<div>OK Possible</div>	<div><p>Ex.: Separating copies into 3 groups, each group containing 2 copies, and having each stapled manually.</p><div><div>Original Set</div><div></div><div><div>Copy Stacks</div><div></div></div><div><div>Stapled Copy Stacks</div><div></div></div></div><div>1140O076</div></div>

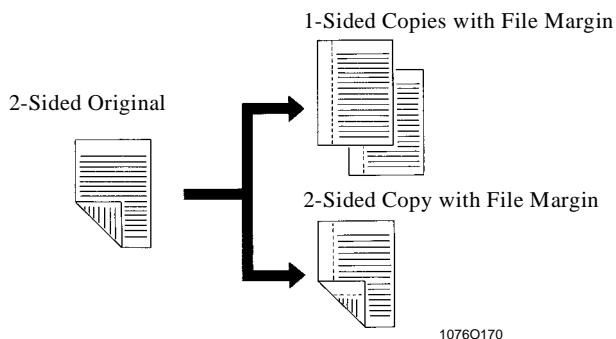
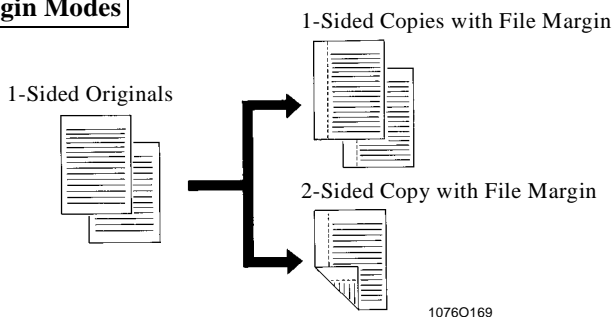
File Margin Mode

When in the File Margin Mode, the copier provides a file margin along the leading edge of the copy.

Both 1-sided and 2-sided originals can be used in the File Margin Mode. Select the appropriate job type according to your originals.

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Types of File Margin Modes



Margin Width

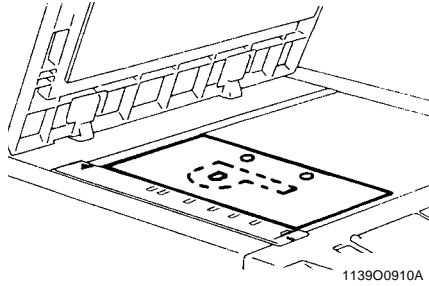
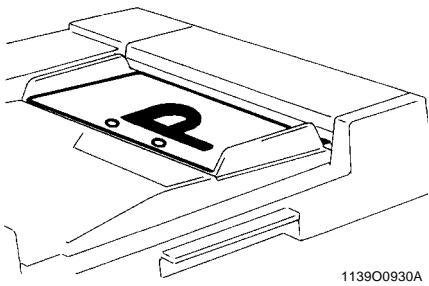


10mm

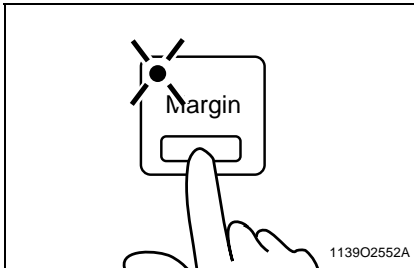
1139O1330A

The file margin width is 10 mm.

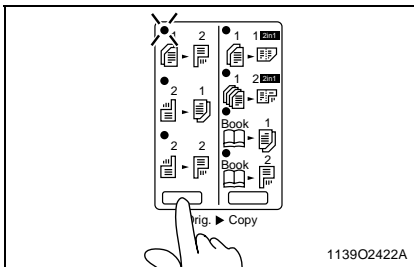
Loading the Originals

Using the Original Glass	Using AF-3/AFR-7
	
Position the file margin side to the right.	Position the file margin side to the left.

Setting the File Margin Mode



- 1 Place the original.
- 2 Press the File Margin Mode Key to set the copier into the File Margin Mode.



- 3 Press the Job Type Select Key to select the appropriate job type.

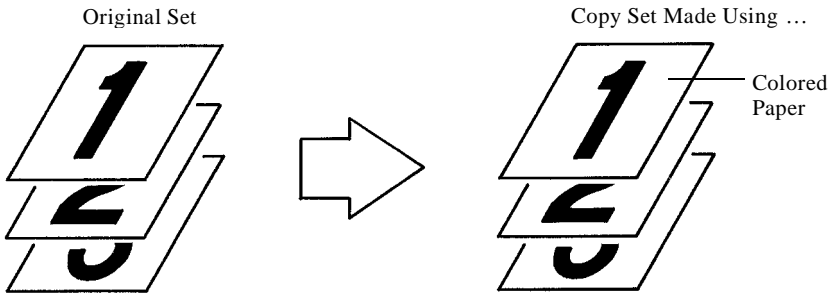
Cover Mode

Meter Count <input type="checkbox"/>	Auto Size <input type="text"/>	Manual Staple <input type="text"/>	Mixed Orig. Det. <input type="text"/>
Toner <input type="checkbox"/>	Margin <input type="text"/>	Sort <input type="text"/>	1 2 1 2 <input type="text"/>
Drum Dehumidify <input type="checkbox"/>	Cover <input type="text"/>	Sort & Staple <input type="text"/>	1 2 1 2 <input type="text"/>
Input <input type="checkbox"/>	Job Memory <input type="text"/>	Group <input type="text"/>	Book 1 Book 2 <input type="text"/>
Finishing		Orig. ► Copy	

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The Cover Mode lets you make a front cover for a copy set by copying the first page of an original set on colored paper.

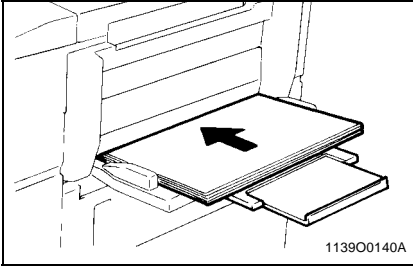
It may be used to differentiate the cover of a copy set from the others.



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NOTES

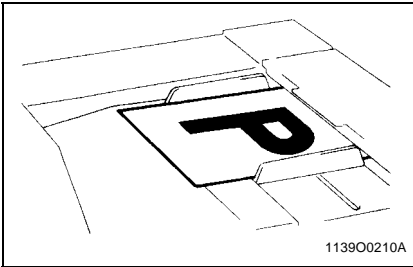
- This mode can only be selected when the copier is equipped with an Automatic/Duplexing Document Feeder AF-3/AFR-7 and a Multi Bypass Table.
- This mode cannot be selected when 1 ► 2 or 2 ► 2 is selected for the job type.

Setting the Cover Mode

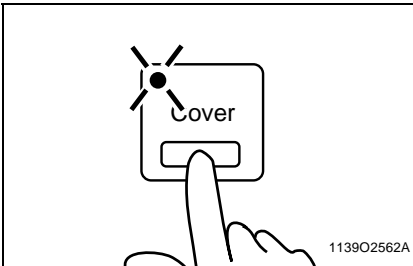
- 1** Place the paper for the cover on the Multi Bypass Table.

NOTE

Up to 50 sheets of plain paper can be placed on the Multi Bypass Table.



- 2** Load your originals into Automatic/Duplexing Document Feeder AF-3/AFR-7.

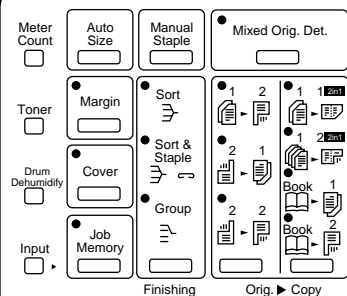


- 3** Press the Cover Mode Key to set the copier into the Cover Mode.

NOTE

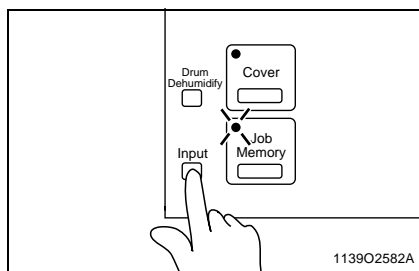
Be sure to place the paper for the cover on the Multi Bypass Table. No copies can be made for covers unless the Multi Bypass Table is loaded with paper.

Job Memory



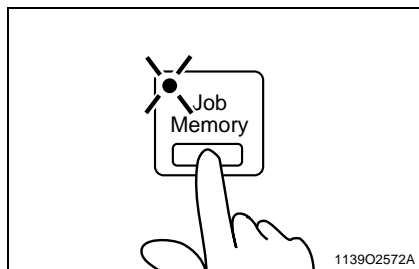
One copying job program that is frequently used can be stored in memory and called up later as necessary.

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1 Press the Job Memory Input Key.

2 Make the control panel settings for the job to be stored in job memory.



3 Press the Job Memory Select Key.
This stores the copying job program in job memory.

If you have stored a wrong job program or if you want to replace an old job program with a new one, perform steps 1, 2, and 3.

To call up the job program from memory, press the Job Memory Select Key.

NOTE

All copying settings that can be made on the control panel can be stored in job memory, except the Interrupt, Manual Staple, Energy Saving, Drum Dehumidify Auxiliary Toner Replenishing, and Total Check Modes.

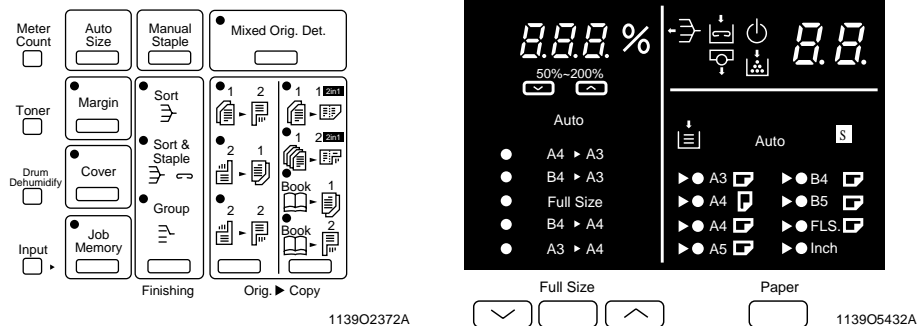
Chapter 4

Special Functions

This Chapter explains about the special function that you can use for specific purposes.

1. *Checking the Total Number of Copies Mode* 90
2. *Auxiliary Toner Replenishing Mode*
(*Increasing the Image Density*) 92
3. *Drum Dehumidify Function* 93
4. *User's Choice* 94

1. Checking the Total Number of Copies Mode

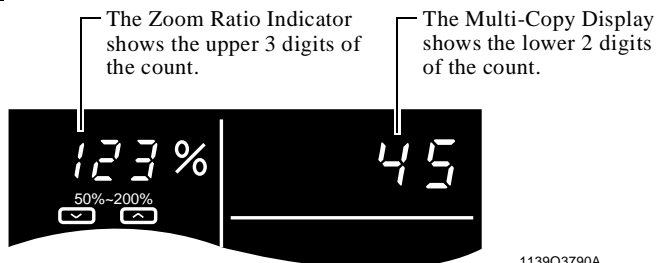


This function allows you to check the total count of each of the four counters provided by the copier.

Types of Counters

- **Total Counter** : Shows the total number of copies made since the installation of the copier.
- **Size Counter** : Shows the number of copies made on paper of a size preset by the Tech. Rep.
- **2-Sided Total Counter** : Shows the number of 2-sided copies made. (Activated only when the copier is equipped with a Duplex Unit.)
- **2-Sided Size Counter** : Shows the number of 2-sided copies made on paper of a size preset by the Tech. Rep. (Activated only when the copier is equipped with a Duplex Unit.)

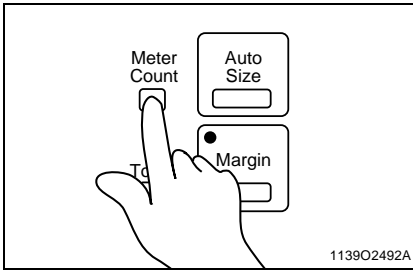
Counter Display



Example: The count is 12,345 (copies).

1. Checking the Total Number of Copies Mode

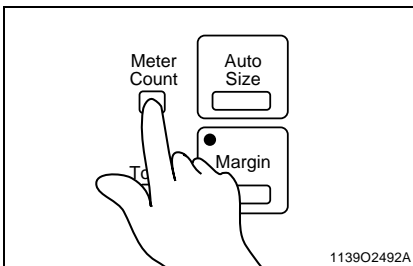
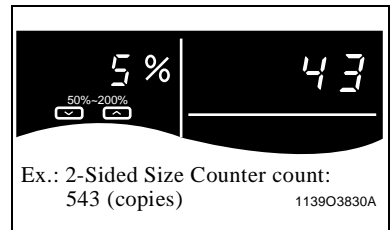
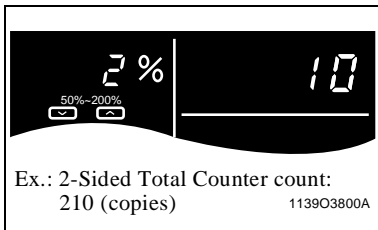
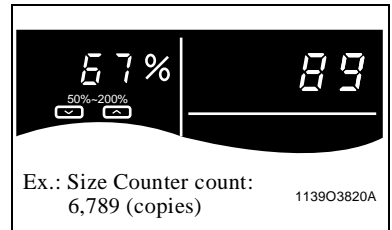
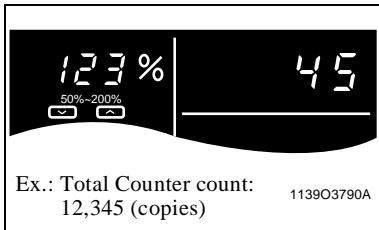
Using the Meter Count Function



1 Press the Meter Count Key once.

The count of the Total Counter is shown across the Zoom Ratio Indicator and Multi-Copy Display.

2 Each time the Meter Count Key is then pressed, the count of a new Counter is shown in the following order.



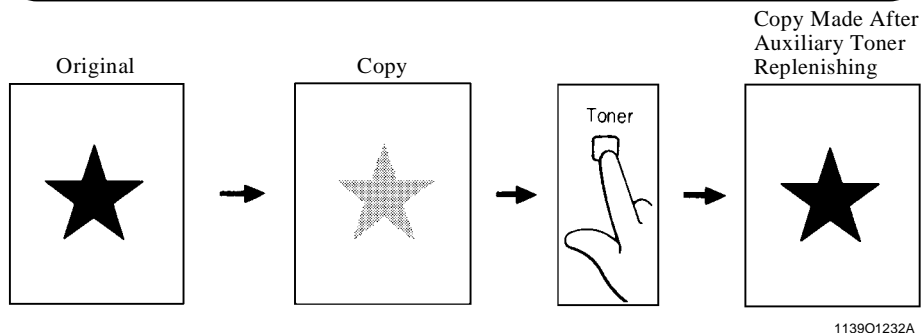
3 With the count of the 2-Sided Total Counter displayed, press the Meter Count Key.

This restores the copier to the state before the Meter Count function was first invoked.

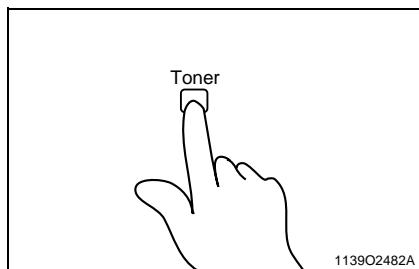
2. Auxiliary Toner Replenishing Mode (Increasing the Image Density)

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The copier tends to exhaust the supply of toner rapidly when making a number of copies from an original with dark solid areas. As a result, the image density of the copy will become lighter. In such a case, you can set the copier into the Auxiliary Toner Replenishing Mode.



Even if you continue making copies after the image density has become lighter, the copier will gradually recover the normal image density. The Auxiliary Toner Replenishing Mode can, however, be used to obtain the normal image density more quickly.



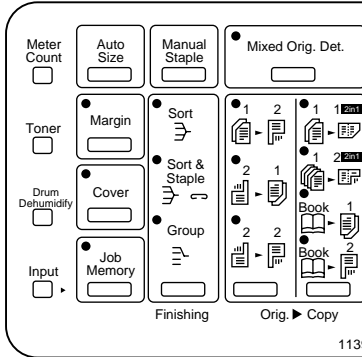
Press the Auxiliary Toner Replenishing Key.

This causes the copier to initiate a toner replenishing sequence, which lasts a max. 1 min. 30 sec.

NOTES

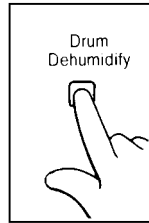
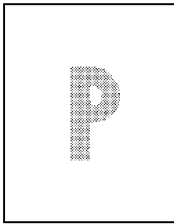
- The copier cannot be set into the Auxiliary Toner Replenishing Mode while it is warming up.
- Do not turn the Power Switch OFF, or open the Front or Right Door during the Auxiliary Toner Replenishing Mode.

3. Drum Dehumidify Function

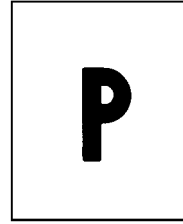


During high humidity periods or when there are sudden steep changes in humidity (especially when you are using a heater in winter), condensation^{*1} could form on the surface of the PC Drum^{*2}, resulting in blotchy copies being produced. In such instances, use the Drum Dehumidify Key to dry the surface of the PC Drum.

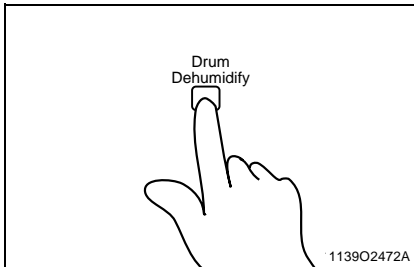
Before a Drum Dehumidify Operation



After a Drum Dehumidify Operation



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- 1 Press the Drum Dehumidify Key. This sets the copier into the Drum Dehumidify Mode and the copier runs for 1 min. 30 sec.
- 2 Make a copy to check that the copy image is clear. Run the Drum Dehumidify cycle once again if the copy image is not clear yet.

Useful Tip

A copy cycle can be initiated even while the copier is in the Drum Dehumidify Mode.

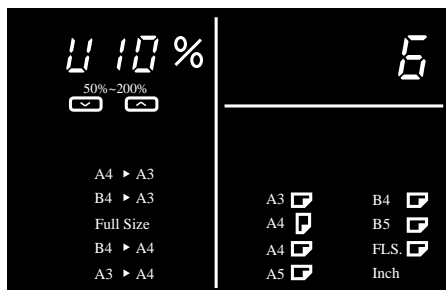
NOTE

The copier cannot be set into the Drum Dehumidify Mode while it is warming up.

*1: Condensation: A phenomenon in which small drops of water form on cold surfaces, such as the surface of the PC Drum.

*2: PC Drum: Has the function in the copier as film does in a camera.

4. User's Choice



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The copier has been set so that the most frequently used settings are to be selected in the initial mode.

The User's Choice allows you to select the priority settings which are automatically selected in the initial mode according to your own needs.

By giving priority to the paper size, zoom ratio, and other settings that are most frequently used, time and effort to make extra settings will be eliminated when the copier is turned ON or when the auto reset function is activated.

For more details, consult your Tech. Rep.

Functions Available in User's Choice

Choice Code	Function	Choice Code	Function
U- 0	Original I	U-21	Energy Saving Mode ON timing
U- 4	Original II	U-23	Auto panel reset for Plug-In Counter
U-10	Paper port priority	U-24	Sort/Non-Sort switching ON/OFF
U-12	AP/AS/Manual priority	U-51	Special paper (1st Drawer)
U-13	Priority auto exposure level	U-52	Special paper (2nd Drawer)
U-14	Priority exposure mode/level	U-53	Special paper (3rd Drawer)
U-15	Finishing mode priority	U-54	Special paper (4th Drawer)
U-20	Auto panel reset ON/OFF		

Description of Each User's Choice Function

U-0 Original I

- Selects either one of the following settings when the copier is equipped with a Duplexing/Automatic Document Feeder AFR-7/AF-3.

If "0" is selected:
You can make copies from originals of assorted sizes. (Mixed Original Detection Mode)

If "1" is selected:
You can make copies only from originals of the same size; but you gain in copying speed, instead. (High-Speed Mode)

Setting Value	Description	Initial Setting
0	Mixed Original Detection Mode ON	
1	Mixed Original Detection Mode OFF	O

U-4 Original II

- Selects either one of the following settings when the copier is equipped with a Duplexing/Automatic Document Feeder AFR-7/AF-3.

If "0" is selected:
You can make copies only from originals of the standard weight. (Normal Mode)

If "1" is selected:
You can make copies from lightweight originals, in addition to originals of the standard weight. (Lightweight Original Mode)

Setting Value	Description	Initial Setting
0	Lightweight Original Mode OFF	O
1	Lightweight Original Mode ON	

4. User's Choice

U-10 Paper port priority

- Specifies the paper size or paper port selected automatically when the copier has been set so that either one of the following conditions is selected in the initial mode.

<Condition>

- Auto Size Mode
- Manual Mode

Setting Value	Description	Initial Setting	Setting Value	Description	Initial Setting
0	A3 lengthwise		12	8-1/2" × 14" lengthwise	
1	B4 lengthwise		13	8-1/2" × 11" lengthwise	
2	A4 lengthwise		14	5-1/2" × 8-1/2" lengthwise	
3	B5 lengthwise		15	8-1/2" × 11" crosswise	
4	A5 lengthwise		20	1st Drawer	
5	FLS lengthwise		21	2nd Drawer	
6	A4 crosswise	O	22	3rd Drawer *Only when the copier is equipped with a Paper Feed Cabinet PF-201.	
7	B5 crosswise				
10	11" × 17" lengthwise		23	4th Drawer *Only when the copier is equipped with a Paper Feed Cabinet PF-201.	
11	11" × 14" lengthwise				

U-12 AP/AS/Manual priority

- Specifies the priority mode selected automatically in the initial mode.

Setting Value	Description	Initial Setting
0	Auto Paper (AP)	O
1	Auto Size (AS)	
2	Manual	

U-13 Priority auto exposure level

- Determines the priority exposure level in the Auto Exposure Mode when the copier has been set so that the Auto Exposure Mode is selected in the initial mode.

Setting Value	Description	Initial Setting
46	Low (level 4)	
47	Low (level 3)	
48	Low (level 2)	
49	Low (level 1)	
50	Standard	O
51	High (level 1)	
52	High (level 2)	

* When the exposure level is "Low," the greater the level number the lower the exposure level.

When the exposure level is "High," the greater the level number the higher the exposure level.

Lower					←	O	→	Higher	
Level	4	3	2	1		Standard		1	2

4. User’s Choice

U-14 Priority exposure mode/level

- Determines the priority exposure mode, either Auto or Manual, selected when the control panel settings are reset.

If Auto is selected, this function also allows you to specify the priority exposure level (EXP) in the Manual Exposure Mode, as it is selected when the Auto Exposure Mode is canceled.

If Manual is selected, the function also allows you to specify the priority exposure level (EXP) in the Manual Exposure Mode.

If any value between "0" and "8" is selected:

 The Auto Exposure Mode is selected.

If any value between "10" and "18" is selected:

 The Manual Exposure Mode is selected.

Priority to Auto Exposure Mode

Setting Value	Description		Initial Setting
	Priority Mode	Exposure Setting in Manual Mode	
0	Auto	Manual EXP1	
1	Auto	Manual EXP2	
2	Auto	Manual EXP3	
3	Auto	Manual EXP4	
4	Auto	Manual EXP5	O
5	Auto	Manual EXP6	
6	Auto	Manual EXP7	
7	Auto	Manual EXP8	
8	Auto	Manual EXP9	

Priority to Manual Exposure Mode

Setting Value	Description	Initial Setting
10	Manual Exposure Mode / EXP1	
11	Manual Exposure Mode / EXP2	
12	Manual Exposure Mode / EXP3	
13	Manual Exposure Mode / EXP4	
14	Manual Exposure Mode / EXP5	
15	Manual Exposure Mode / EXP6	
16	Manual Exposure Mode / EXP7	
17	Manual Exposure Mode / EXP8	
18	Manual Exposure Mode / EXP9	



* With EXP5 at the central level, the exposure level will be lower as the number becomes smaller and higher as the number becomes greater.

1139O5282A

4. User's Choice

U-15 Finishing mode priority

- Determines the priority finishing mode when the copier is equipped with a Sorter or Staple Sorter.

Setting Value	Description	Initial Setting
0	Non-Sort	O
1	Sort	
2	Group	
3	Sort-and-Staple	

U-20 Auto panel reset ON/OFF

- Selects whether or not to activate the auto panel reset function after the lapse of 60 sec. after a copy cycle has been completed or a Key on the control panel operated.

If "0" is selected:

The control panel settings remain valid even after the lapse of 60 sec.

If "1" is selected:

The control panel settings are canceled and the copier is set into the initial mode after the lapse of 60 sec. (Auto panel reset)

Setting Value	Description	Initial Setting
0	Auto panel reset is not activated.	
1	Auto panel reset is activated (after 1 min.)	O

U-21 Energy Saving Mode ON timing

- Selects whether or not to set the copier into the Energy Saving Mode after a given time after a copy cycle has been completed or a Key operated.

If "0" is selected:

The copier is not set into the Energy Saving Mode after the given time.

If "1" is selected:

The copier is automatically set into the Energy Saving Mode after the given time. The time it takes the copier to enter the Energy Saving Mode can also be selected from among 1 to 10 min.

Setting Value	Description	Initial Setting	Setting Value	Description	Initial Setting
0	Energy Saving Mode disabled	○	6	Energy Saving Mode enabled (6 min.)	
1	Energy Saving Mode enabled (1 min.)		7	Energy Saving Mode enabled (7 min.)	
2	Energy Saving Mode enabled (2 min.)		8	Energy Saving Mode enabled (8 min.)	
3	Energy Saving Mode enabled (3 min.)		9	Energy Saving Mode enabled (9 min.)	
4	Energy Saving Mode enabled (4 min.)		10	Energy Saving Mode enabled (10 min.)	
5	Energy Saving Mode enabled (5 min.)				

U-23 Auto panel reset for Plug-In Counter

- Determines whether or not the copier is set into the initial mode when the Plug-In Counter is pulled out after a copy cycle has been run using the Plug-In Counter.

Setting Value	Description	Initial Setting
0	Copier is not initialized.	
1	Copier is initialized when the Plug-In Counter is pulled out.	○

4. User's Choice

U-24 Sort/Non-Sort switching ON/OFF

- Specifies whether to enable or disable the function that automatically switches between the Sort and Non-Sort Mode under either of the following conditions when the copier is equipped with a Sorter or Staple Sorter and a Duplexing/Automatic Document Feeder.

<Condition>

- The copy cycle is initiated using a single original in the Sort Mode.
- The copy cycle is initiated to make two or more copies using two or more originals in the Non-Sort Mode.

Setting Value	Description	Initial Setting
0	Sort/Non-Sort switching OFF	
1	Sort/Non-Sort switching ON	○

U-51/52/53/54 Special paper setting

- Sets up a Drawer for special paper loading.
 U-51: Special paper setting for 1st Drawer
 U-52: Special paper setting for 2nd Drawer
 U-53: Special paper setting for 3rd Drawer
 U-54: Special paper setting for 4th Drawer

If "0" is selected:

The Drawer is not set for special paper loading.

If "1" is selected:

The Drawer is set for special paper loading.

Special Paper Setting

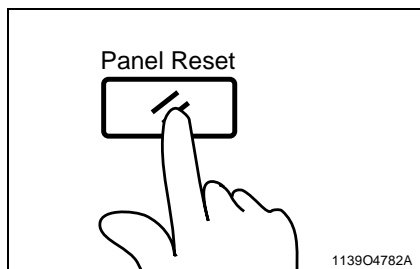
A Drawer, if set for special paper loading, is excluded from a port that can be selected in the Auto Paper Mode.

To use the Drawer which is set for special paper loading, you need to first set the copier into the Manual Mode and select that port manually.

If a Drawer is set for special paper loading and loaded with special paper, that Drawer can be used only for that purpose.

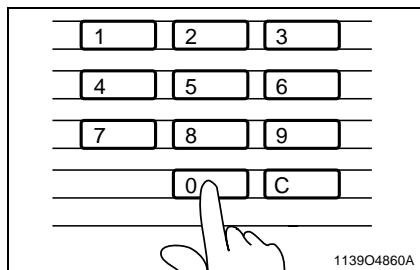
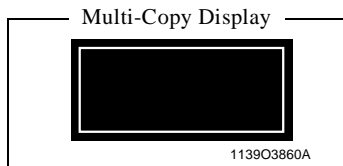
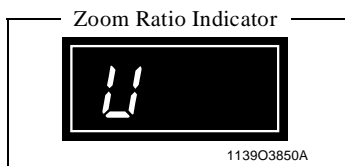
Setting Value	Description	Initial Setting
0	Special paper setting is not made.	○
1	Special paper setting is made for the Drawer.	

Making the User's Choice Mode Settings



1 Keep pressing the Panel Reset Key for about 3 sec.

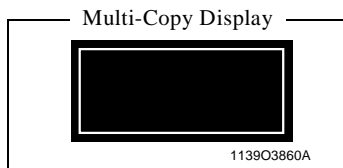
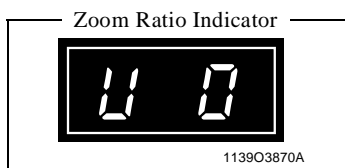
* U appears on the Zoom Ratio Indicator, which the Multi-Copy Display goes out.



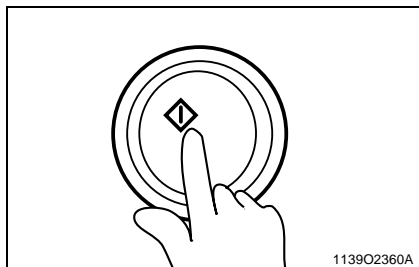
2 Using the Multi-Copy Keys, enter the number corresponding to the desired Choice Code.

* If you have pressed a wrong number, press the Clear Key, then enter the correct number.

Example: Selecting the Mixed Original Detection function:
Press **0** and the Zoom Ratio Indicator shows **U 0**



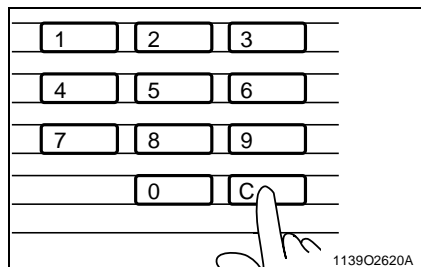
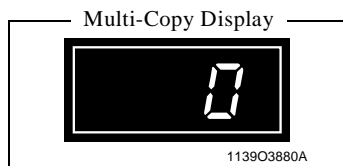
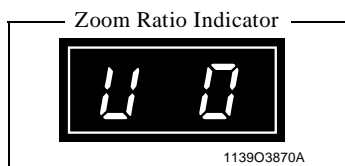
4. User's Choice



3

Press the Start Key.

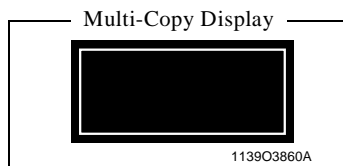
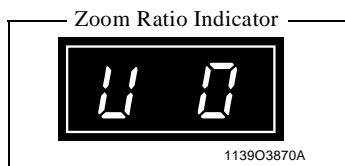
* This validates the choice code selection.

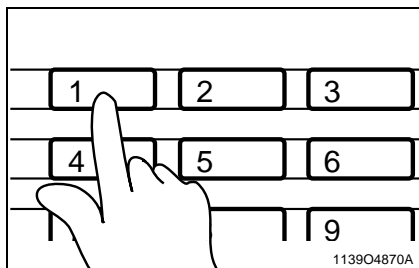


4

Press the Clear Key.

* This clears the current setting (shown on the Multi-Copy Display) of that particular choice code.

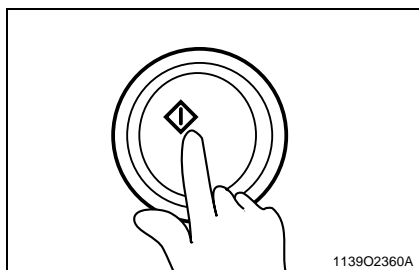
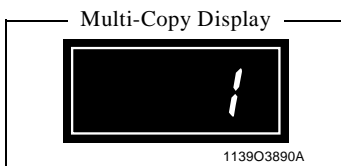
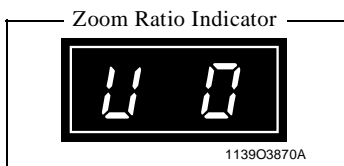




5 Press the appropriate Multi-Copy Key or Keys to enter the new setting.

See p. 95 for the setting values of each choice code.

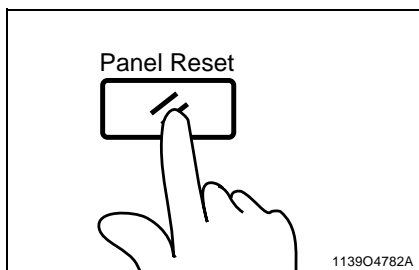
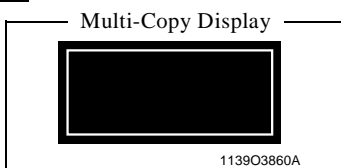
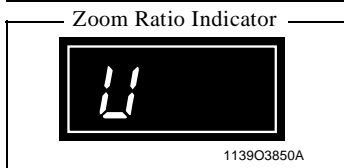
* The Multi-Copy Display shows the new setting.



6 Press the Start Key.

* This validates the new setting.

Repeat steps 2 through 6 to make new settings of other functions.



7 Press the Panel Reset Key.

* This allows the copier to leave the User's Choice Mode and the control panel shows the initial settings again.

NOTE

If the choice code number on the Zoom Ratio Indicator or setting value on the Multi-Copy Display starts brinking when the Start Key is pressed following step 2 or 5, that entry is illegal. Check the correct number, press the Clear Key, then re-enter the correct one.



Chapter 5

When an Indicator Lights Up

(Replenishing Supplies, Clearing Misfeeds, and Correcting a Closure Failure)

This Chapter explains about the details of the various warning indications given on the control panel, including those that entail inhibition of the initiation of a copy cycle. It also shows action to be taken for each case.

1. Quick Reference for Indicator Lights 108

2. Detailed Instructions for Indicator Lights

Add Toner Indicator 110

Add Paper Indicator 112

Add Staple Indicator 116

I.U. Service Life Indicator 120

Closure Failure Indicator 130

Misfeed Indicator

- *Misfeed Indicator and Monitor Display 132*

- *Misfeed Clearing Procedure*

: Copier EP1080 134

: Paper Feed Cabinet PF-201 140

: Duplex Unit AD-3 142

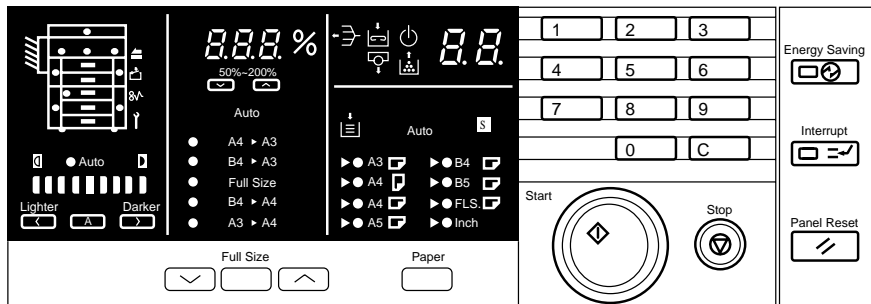
: Duplexing Document Feeder AFR-7 146

: Automatic Document Feeder AF-3 147

: Sorter/Staple Sorter S-104/ST-101 148

Call-Tech.-Rep. Indicator 149

1. Quick Reference for Indicator Lights






1139O1032A

When the copier encounters any of the following conditions, a corresponding warning indicator lights up. Some of the warning conditions entail inhibition of the initiation of a copy cycle:












- A control panel key or keys have been operated wrongly.
- All conditions are not met to start a copy cycle.
- The copier requires the operator's intervention during a copy cycle.

The following table deals with the most important warning conditions. The instructions given in the "Action" column are keyed to a particular page on which you will find more detailed procedures to follow.

Warning Indicators

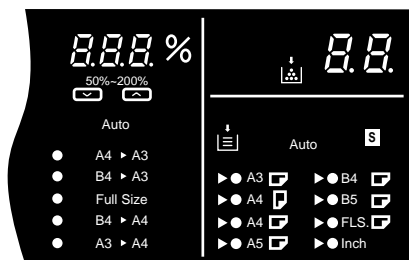
Indicator	Copier State	Action
Wait Indicator  1139O3260A	The copier is warming up. No copy cycle can be initiated while the Wait Indicator remains lit.	Wait until the Wait Indicator goes out and the Start Key turns to green.
Add Toner Indicator  1139O3270A	Toner is running out. (Warning only and a copy cycle can still be initiated.)	Add toner by following the steps given in "Add Toner Indicator." ➞ p. 110
Add Paper Indicator  1139O3910A	The paper has run out.	Add paper by following the steps given in "Add Paper Indicator." ➞ p. 112

1. Quick Reference for Indicator Lights

Indicator	Copier State	Action
Closure Failure Indicator  1139O3920A	A copier Door is left open or an option is left loose.	Check the Monitor Display for the location of closure failure and correct the failure as instructed.  p. 130
Misfeed Indicator  1139O3930A	There is a sheet of paper misfed inside the copier or option (including the AF-3/AFR-7).	Check the Monitor Display for the location of the misfeed and clear the sheet of paper misfed as instructed.  p. 132
Remove Copies Indicator  1139O3400A	There is a copy or copies left in the Sorter Bin (s).	Remove the copies from the Sorter Bin (s).
Add Staple Indicator  1139O3280A	The Staple Sorter will soon run out of staples.	Replace the Staple Cartridge with a new one by following the steps given in "Add Staple Indicator" in this chapter.  p. 116
I.U. Service Life Indicator  1139O3290A	It is now time to replace the Imaging Unit. (When this Indicator lights up, no new copy cycle can be initiated.)	Replace the Imaging Unit by following the steps given in "I.U. Service Life Indicator" in this chapter.  p. 120
Call-Tech.-Rep. Indicator  1139O3940A	The copier has developed a malfunction.	If the Call-Tech.-Rep. Indicator persists even after you have reset it, call your Tech. Rep.  p. 149

2. Detailed Instructions for Indicator Lights

Add Toner Indicator

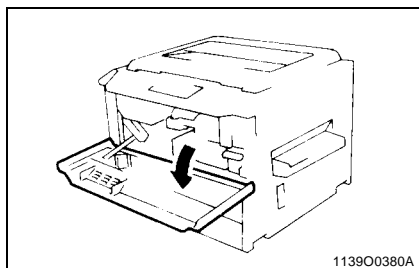


1139O5412A

The Add Toner Indicator lights up when toner in the Toner Bottle is running out.

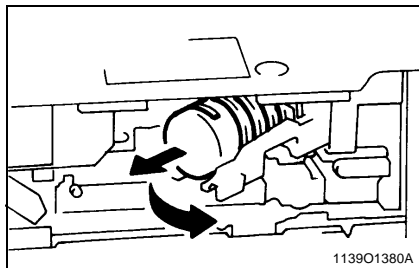
Once the Indicator has lit up, replace the Toner Bottle with a new one as soon as possible by following the procedure given below.

Replacing the Toner Bottle



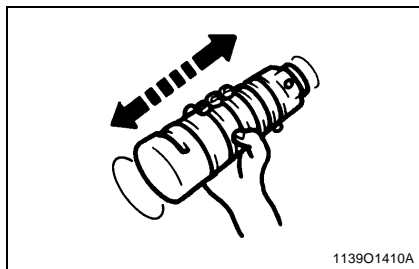
1139O0380A

1 Swing down the Front Door.



1139O1380A

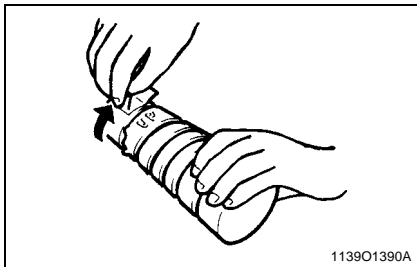
2 Swing open the Toner Bottle Holder and pull out the Toner Bottle.



1139O1410A

3 Shake well a new Toner Bottle.

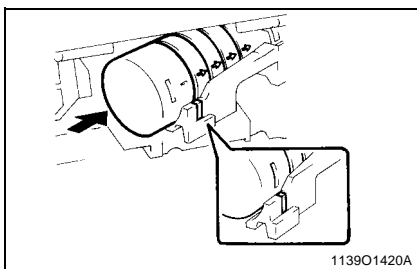
2. Detailed Instructions for Indicator Lights



- 4 With the Seal on the Toner Bottle facing ups slowly peel off the Seal as illustrated.

NOTE

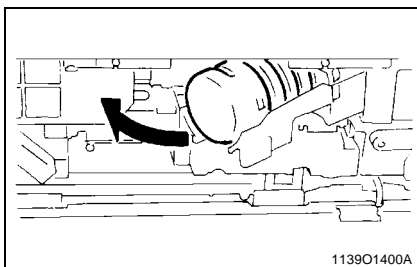
Be careful, some toner may puff out from the bottle.



- 5 Ensuring that the arrow → on the Toner Bottle faces towards you, insert the Bottle into position.

NOTE

Insert the Bottle all the way into the copier until the □ marking on the Bottle is aligned with the □ marking on the Toner Bottle Holder.



- 6 Swing close the Toner Bottle Holder and close the Front Door.

NOTES

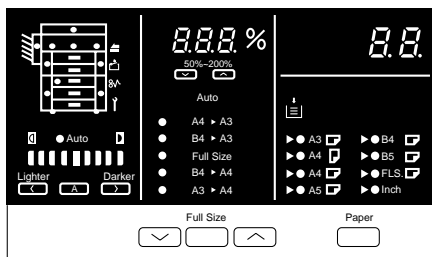
- Try to replace the Toner Bottle with a new one as soon as possible once the Add Toner Indicator has lit up. If you continue making copies without changing the Toner Bottle, a lighter image could result.
- Use ONLY MT Toner 101B for the EP1080 copier. Use of toner for any other copier model could result in image trouble.

Auxiliary Toner Replenishing Mode

Use the Auxiliary Toner Replenishing Mode if the image is light immediately after the Toner Bottle has been replaced with a new one. ➞ p. 92

2. Detailed Instructions for Indicator Lights

Add Paper Indicator



1139O5462A

When the Drawer currently selected for use has run out of paper, the Add Paper Indicator lights up and the Start Key turns to orange. At this time, no new copy cycle can be initiated.

Use the following procedure to load the Drawer with paper.

Adding Paper (1st Drawer)

Monitor Display



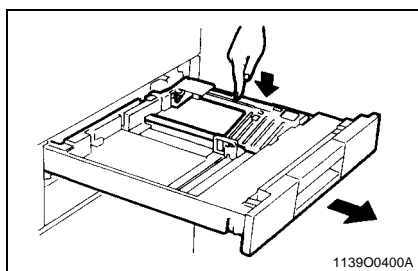
1139O3220A

Add Paper Indicator



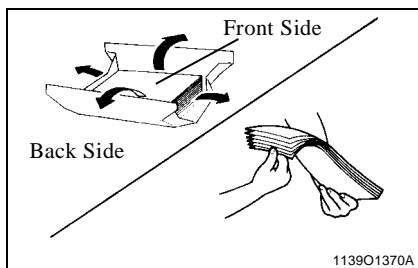
1139O3910A

The indications on the left show that the 1st Drawer has run out of paper.



1139O0400A

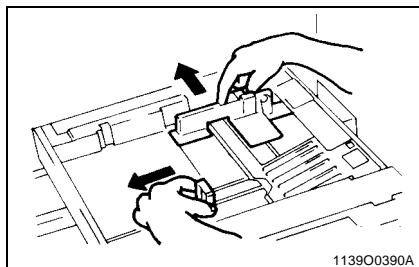
- 1 Slide out the 1st Drawer and press down the Paper Lifting Plate until it is locked into position.



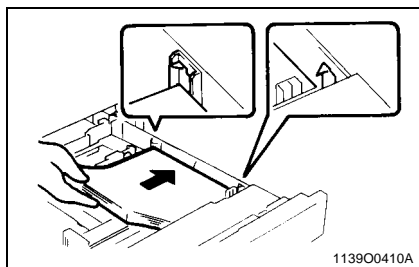
1139O1370A

- 2 Unwrap the package of the copy paper and fan the paper stack thoroughly.

2. Detailed Instructions for Indicator Lights

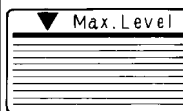


- 3** Slide out the Edge Guide and Trailing Edge Stop in the direction of the arrows.



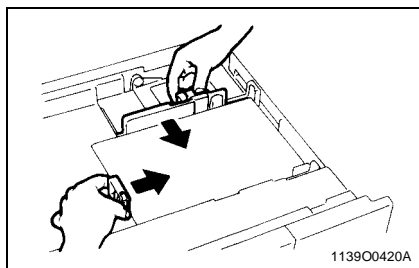
- 4** Load the paper stack into the Drawer so that its front side (the side facing up when the package was unwrapped) faces down. Make sure that the paper stack rests under the two catches of the Drawer.

NOTE



1139O0470A

The paper should be loaded no higher than the ▼ (Max. Level Indicator) on the Edge Guide.

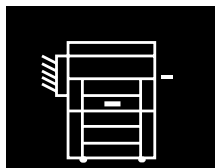


- 5** Slide the Edge Guide and Trailing Edge Stop snugly up against the paper. Slide the Drawer back in.

2. Detailed Instructions for Indicator Lights

Adding Paper (2nd Drawer)

Monitor Display



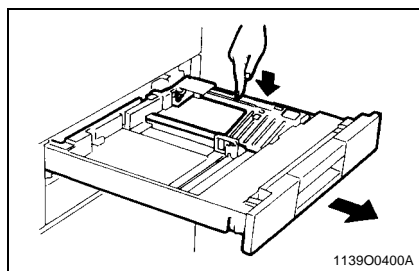
1139O5290A

Add Paper Indicator



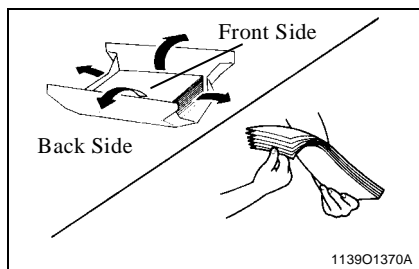
1139O3910A

The indications on the left show that the 2nd Drawer has run out of paper.



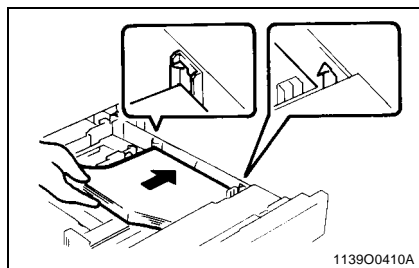
1139O0400A

- 1 Slide out the 2nd Drawer and press down the Paper Lifting Plate until it is locked into position.



1139O1370A

- 2 Unwrap the package of copy paper and fan the paper stack thoroughly.



1139O0410A

- 3 Load the paper stack into the Drawer so that its front side faces down. Make sure that the paper stack rests under the two catches of the Drawer.

NOTE



1139O0450A

The paper should be loaded no higher than the ▼ (Max. Level Indicator) on the Edge Guide.

Slide the Drawer back in.

2. Detailed Instructions for Indicator Lights

Adding Paper (3rd, 4th Drawer)

Monitor Display



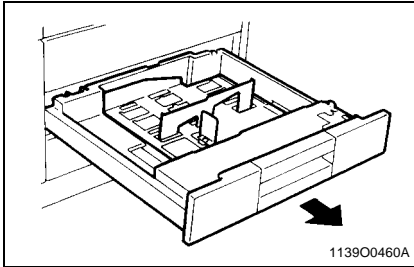
1139O3980A

Add Paper Indicator



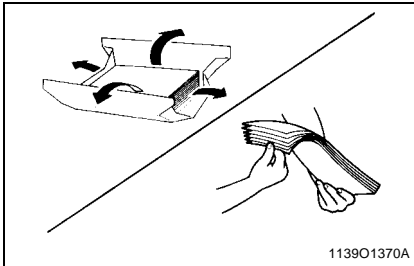
1139O3910A

The indications on the left show that the 3rd Drawer has run out of paper.



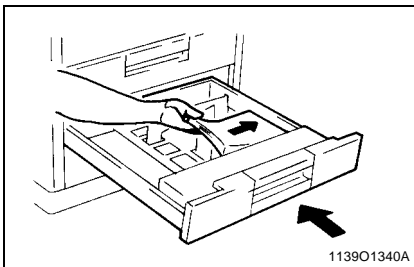
1139O0460A

1 Slide out the 3rd Drawer.



1139O1370A

2 Unwrap the package of copy paper and fan the paper stack thoroughly.



1139O1340A

3 Load the paper stack into the Drawer so that its front side faces down. Make sure that the paper stack rests under the two catches of the Drawer.

NOTE



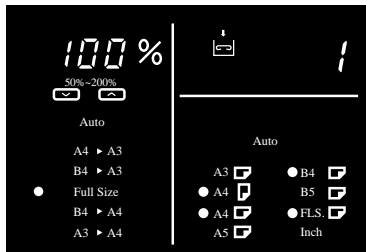
1139O0450A

The paper should be loaded no higher than the ▼ (Max. Level Indicator) on the Edge Guide.

Slide the Drawer back in.

Perform the same procedure for 4th Drawer.

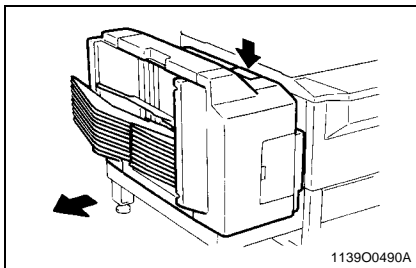
Add Staple Indicator



1139O0302A

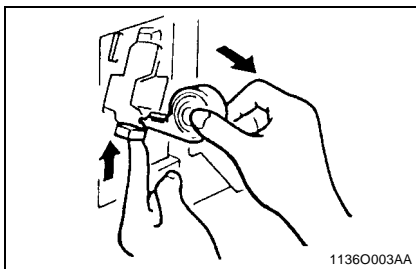
When staples have run out, the Add Staple Indicator lights up. Replace the Staple Cartridge with a new one by following the procedure given below.

Replacing the Staple Cartridge



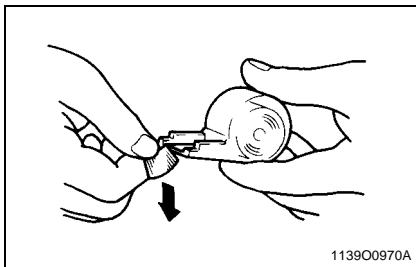
1139O0490A

- 1 Press the Lock Release Lever of the Staple Sorter and slide the Staple Sorter away from the copier.



1136O003AA

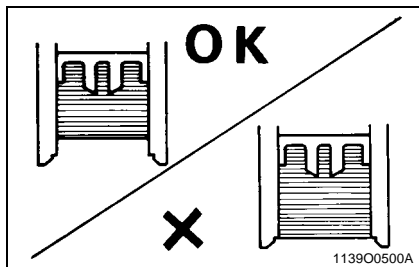
- 2 While lifting the Lever upward, pull the Staple Cartridge out of its port.



1139O0970A

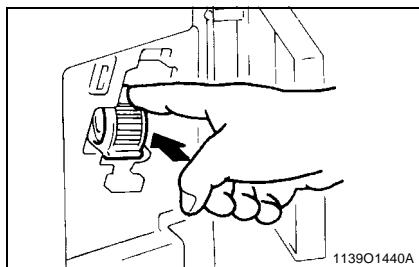
- 3 Pull the staple belt about 3 cm out of the new Staple Cartridge and break off that portion.

2. Detailed Instructions for Indicator Lights

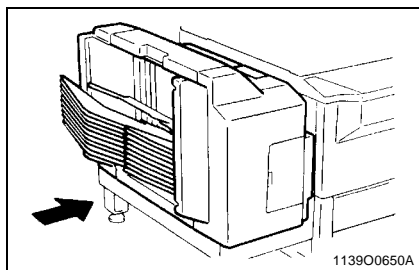


NOTE

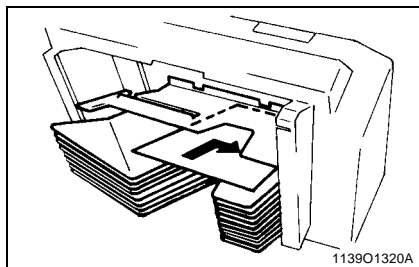
Check that no portion of the staple sheet is out of the Cartridge. Break off any portion of the sheet that is out of the Cartridge.



- 4 Insert the new Staple Cartridge until a click is heard. Then, close the Staple Cover.

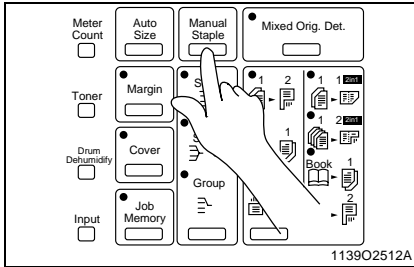


- 5 Slide the Staple Sorter back against the copier.



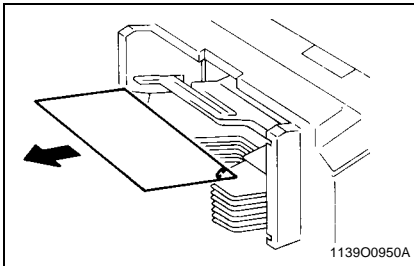
- 6 Place a sheet of paper into the Top Bin of the Staple Sorter.

2. Detailed Instructions for Indicator Lights



7 Press the Manual Staple Key.

Test-staple the paper several times.



8 Remove the sheet of paper from the Top Bin and check that staples have been driven into it.

If no staples are evident, place another sheet of paper into the Top Bin and repeat the procedure.

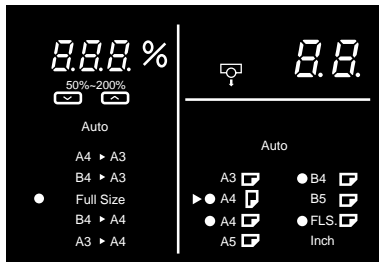
NOTES

- Replace the Staple Cartridge only after the Add Staple Indicator has lit up. Casual removal of the Staple Cartridge could result in stapling trouble.
- Immediately after the new Staple Cartridge has been loaded, be sure to follow the steps 6 to 8.
- Do not turn the green gear near the Cartridge inside the Staple Unit.

2. Detailed Instructions for Indicator Lights

2. Detailed Instructions for Indicator Lights

I.U. Service Life Indicator

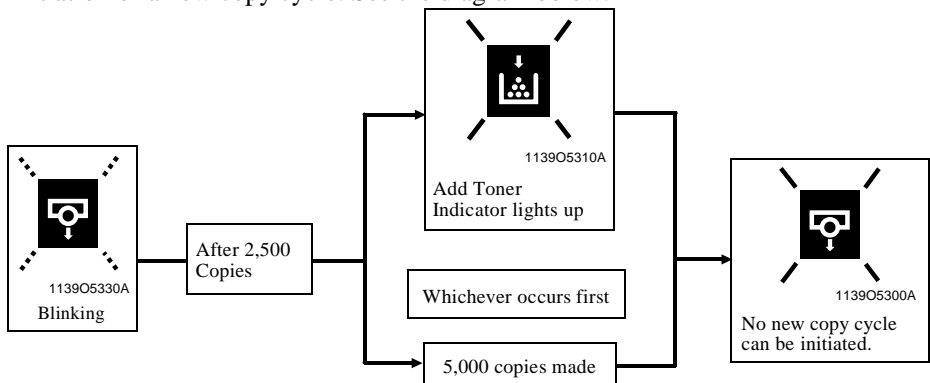


1139O0312A

When time is about to come when the Imaging Unit needs replacement, the I.U. Service Life Indicator starts blinking to prompt you to replace it with a new one.

Replace the Imaging Unit by following the procedure given below.

When 2,500 more copies are made with Add Toner Indicator lighting up, or 7,500 more copies are made, after the I.U. Service Life Indicator has started blinking, the I.U. Service Life Indicator lights up steadily and the copier inhibits the initiation of a new copy cycle. See the diagram below.



Useful Tip

Replace the Imaging Unit as soon as possible once the I.U. Service Life Indicator has started blinking.

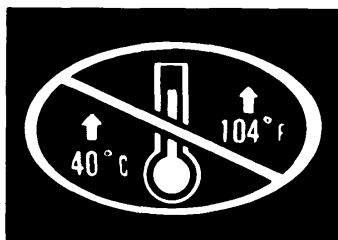
2. Detailed Instructions for Indicator Lights

Precautions for Handling



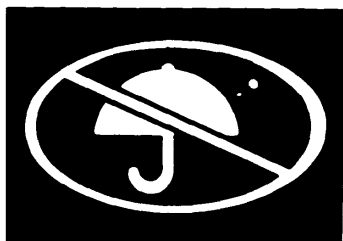
1139O6032A

- Do not leave the I. U. in a bright place.



1139O6042A

- Do not store the I. U. in a hot place of 40°C (104°F) or more.



1139O6052A

- Do not store the I. U. in a humid place or subject to water splash.

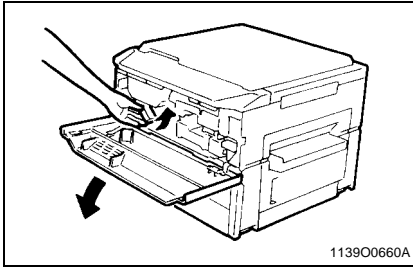


1139O6062A

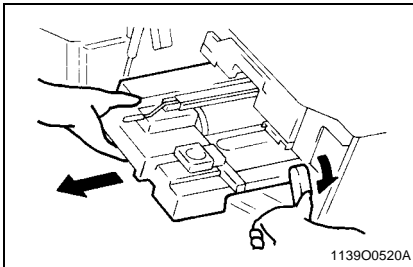
- Do not store the I. U. upside down or tilted.
- Do not subject the I. U. to vibration.

2. Detailed Instructions for Indicator Lights

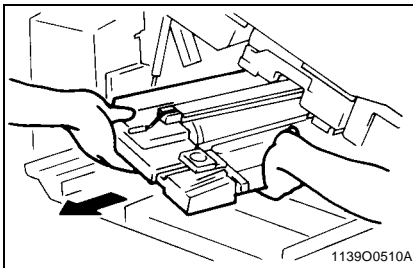
Removing the I. U. from copier



- 1 Swing down the Front Door. Turn the Lock Release Lever counterclockwise to swing up the Upper Half of the copier.



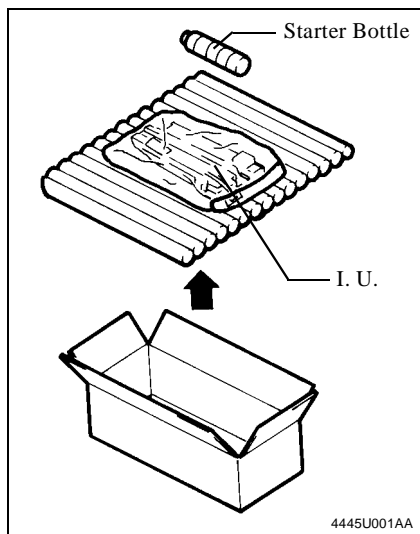
- 2 Turn the I. U. Lock Release Lever and, while holding it down, pull the I. U. halfway out from the copier.



- 3 Firmly grasp the I. U. with both hands and pull it all the way out of the copier.

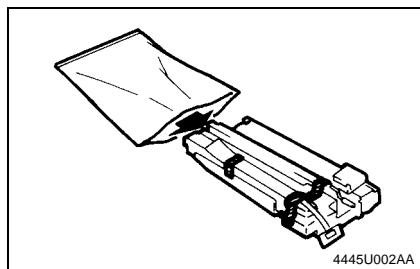
2. Detailed Instructions for Indicator Lights

Unpacking the I. U.

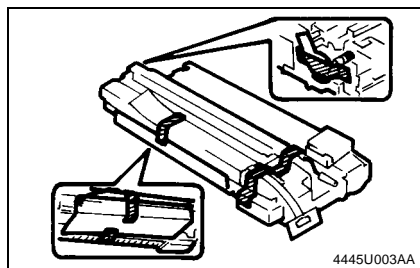


- 1 Peel off the piece of tape and open the Carton Box.
- 2 Take the Starter Bottle out from the Carton Box.
- 3 Take the I. U. with its bag out of the Carton Box.

Setting up the I. U.

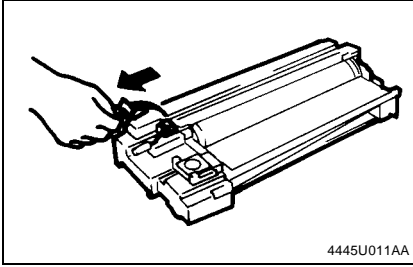


- 1 Take the I. U. out of the bag.

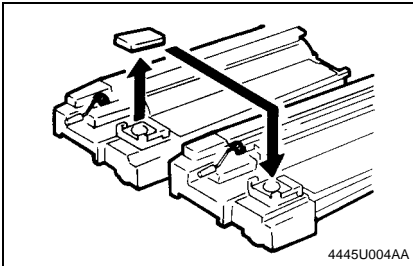


- 2 Peel off the three pieces of tape and packing materials.

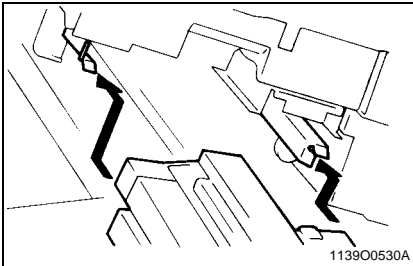
2. Detailed Instructions for Indicator Lights



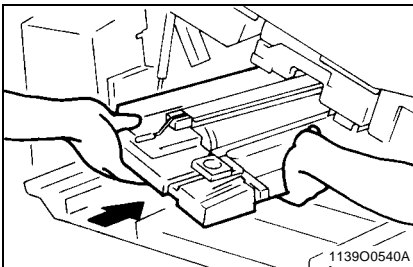
- 3 Carefully pull the polyester tape from the I. U..



- 4 Remove the Cap from the I. U. and re-fit it to the used I. U. as shown in the illustration.

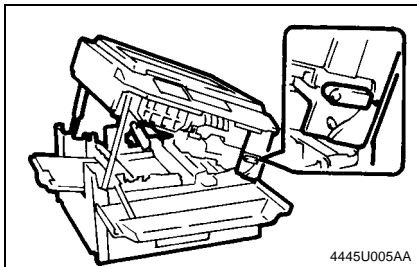


- 5 Align the I. U. with the Rails in the copier.



- 6 Slide the I. U. all the way into the copier.

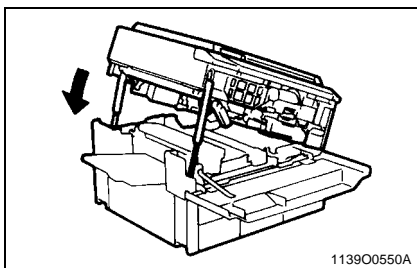
2. Detailed Instructions for Indicator Lights



- 7** Be sure to push the I. U. into the locked position until a click is heard. Then, check to see the position of Lock Release Lever, as shown in the illustration.

NOTE

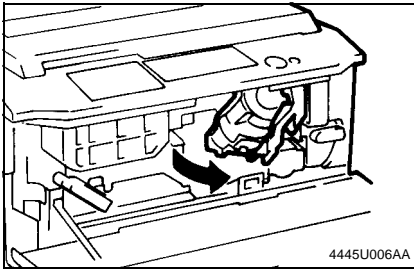
An improperly installed I. U. could be a cause of copier malfunction.



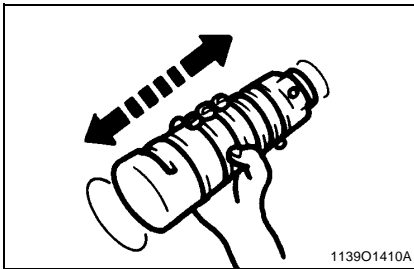
- 8** Lower the Upper Half of the copier and push it into the locked position by pushing down on the portion marked with "Push Down Here Only".

2. Detailed Instructions for Indicator Lights

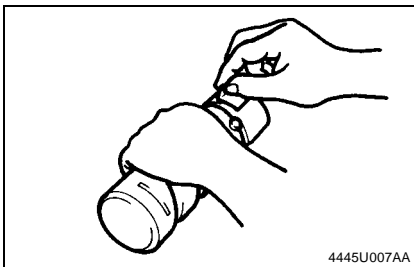
Charging the Copier with Starter and Toner



- 1 Swing out the Bottle Holder.



- 2 Hold the Starter Bottle so that its tab is on the upper side, shake it well.

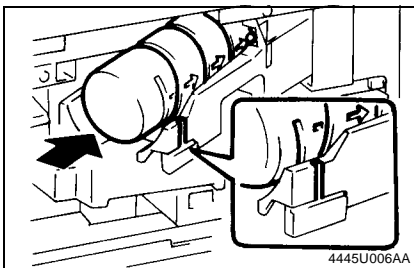


- 3 Peel off the tape from the Starter Bottle.

- 4 Align the ⇨ markings on the Starter Bottle with the upper side of the Bottle Holder and slide the Bottle into position.

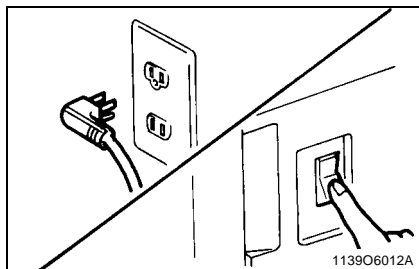
NOTE

Insert the Bottle all the way into the copier until the □ marking on the Bottle is aligned with the □ marking on the Bottle Holder.



Then, swing in the Bottle Holder until it locks into position.

2. Detailed Instructions for Indicator Lights



5

Close the Front Door.

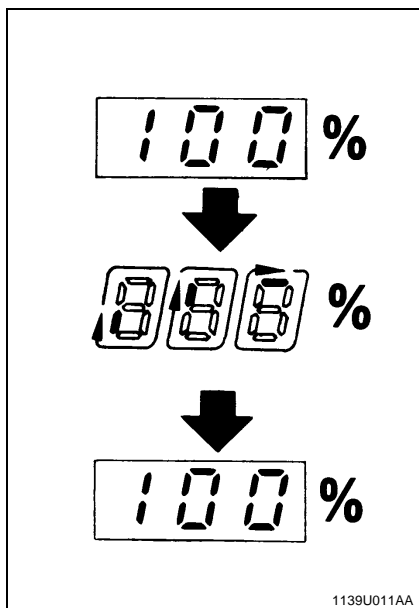
6

Plug the Power Cord into the Wall Outlet.

7

Turn ON the Power Switch.

This will cause the wait indicator to be shown on the control panel.



8

The copier automatically starts the charging cycle for approximately 5 minutes.

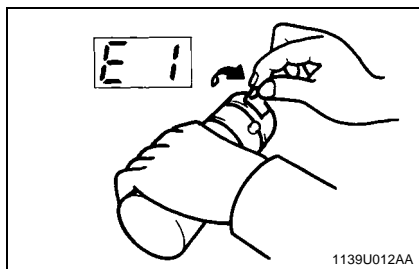
During this cycle, do not open the Front Door.

During this cycle, six segments of the ones digit LED on the Magnification Ratio Indicator forming a "0" light up and go out one after another, indicating that the copier is being charged with starter.

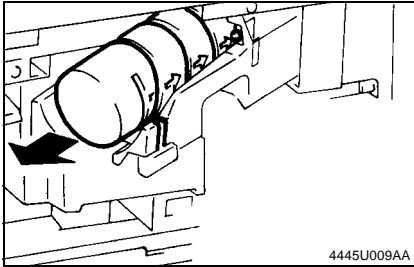
When the copier has been completely charged with Starter, the indication on the Magnification Ratio Indicator changes to "100" and the cycle stops.

If "E1" or "E2" is indicated on the Magnification Ratio Indicator, the tape has not been removed from the Starter Bottle. Swing down the Front Door and remove the tape and perform the starter charging procedure again.

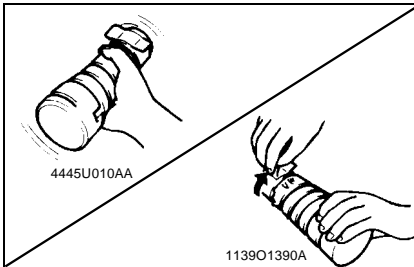
If "E1" or "E2" is indicated again call your Technical Representative.



2. Detailed Instructions for Indicator Lights

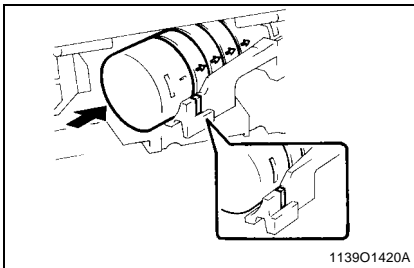


- 9 Swing down the Front Door, swing out the Bottle Holder, and remove the Starter Bottle.



- 10 Hold the Toner Bottle so that its tab is on the upper side, shake it well, and peel off the tape.

Once the tape has been removed, hold the Bottle so that its Toner Port faces up.

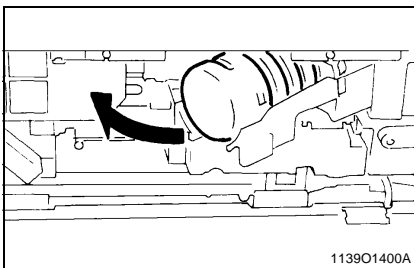


- 11 Align the ➞ markings on the Toner Bottle with the upper side of the Bottle Holder and slide the Bottle into position.

NOTE

Insert the Bottle all the way into the copier until the □ marking on the Bottle is aligned with the □ marking on the Bottle Holder.

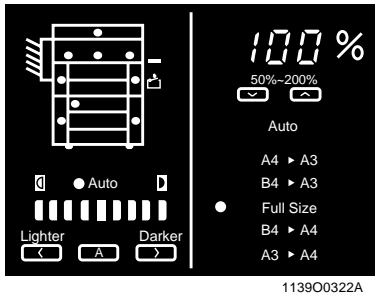
Then, swing in the Bottle Holder until it locks into position and close the Front Door.



2. Detailed Instructions for Indicator Lights

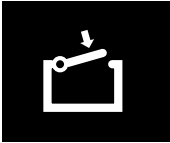
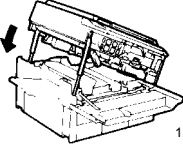
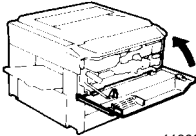
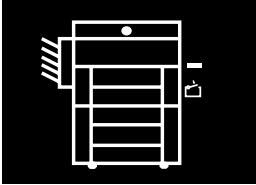
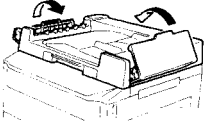
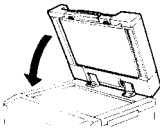
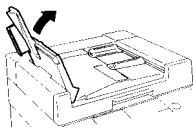
2. Detailed Instructions for Indicator Lights

Closure Failure Indicator

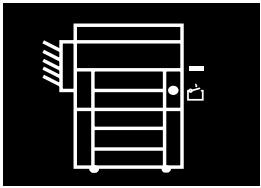
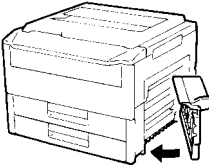
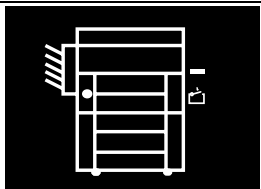
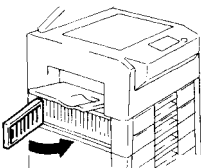
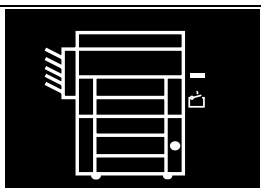
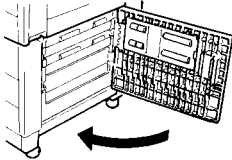
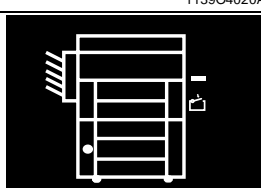
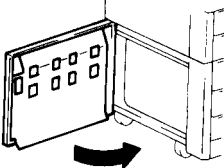
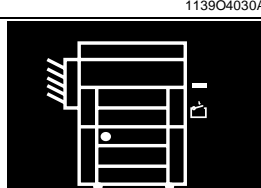
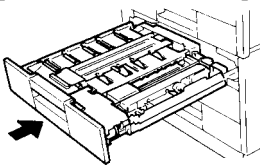
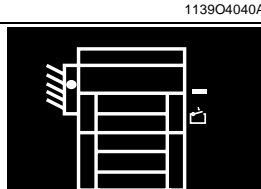
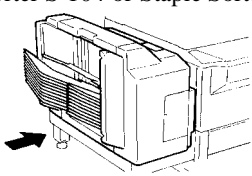


The Closure Failure Indicator lights up if a copier Door or Cover is left open, or an option is left loose. At this time, the Monitor Display shows the location of the closure failure. The Start Key turns to orange and you can no longer start a new copy cycle.

Correct the closure failure by following the procedure given below.

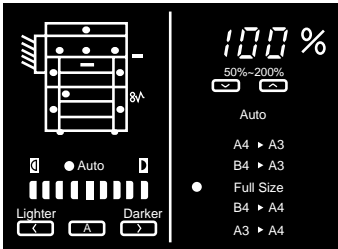
Monitor Display	Check Locations
Only the Closure Failure Indicator lights up.	Check that the Upper Half of the copier is locked down.
 1139O3920A	 1139O0550A
	Check that the Front Door is closed.
	 1139O0570A
 1139O4000A	<ul style="list-style-type: none"> • Check that the Automatic/Duplexing Document Feeder (AF-3/AFR-7) is lowered. • Check that the Document Exit Tray of the Automatic/Duplexing Document Feeder (AF-3/AFR-7) is in position. • Check that the Document Feed Unit Door (F1) and the Document Turnover/Exit Unit Door (F3) of the Duplexing Document Feeder AFR-7 is closed.
	 1139O0580A  1139O0600A  1139O0560A

2. Detailed Instructions for Indicator Lights

Monitor Display	Check Locations
 1139O4950A	<p>Check that the Right Door is closed.</p>  1139O0590A
 1139O4010A	<p>Check that the Left Door is closed.</p>  1139O0610A
 1139O4020A	<p>Check that the Lower Right Door is closed.</p>  1139O0620A
 1139O4030A	<p>Check that the Lower Left Door is closed.</p>  1139O0640A
 1139O4040A	<p>Check that the Duplex Unit is locked into position.</p>  1139O0630A
 1139O4050A	<p>Check that the Sorter S-104 or Staple Sorter ST-101 is in position.</p>  1139O0650A

2. Detailed Instructions for Indicator Lights

Misfeed Indicator



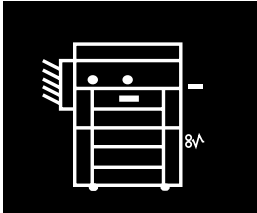
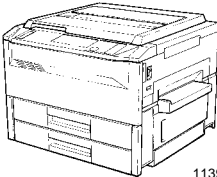
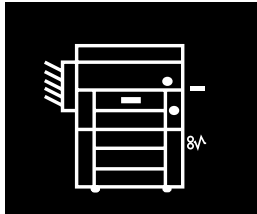
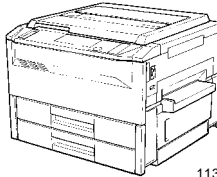
1139O0332A

If a paper misfeed occurs during a copy cycle, that copy cycle is halted in mid-operation.

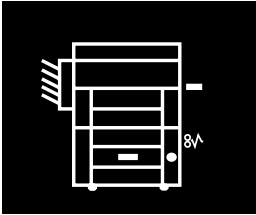
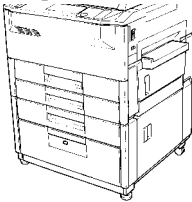
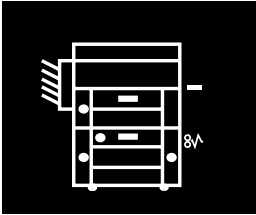
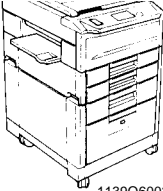
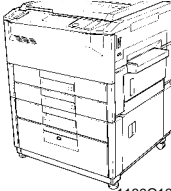
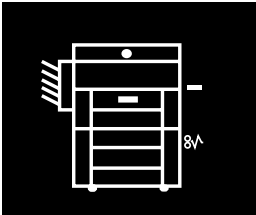
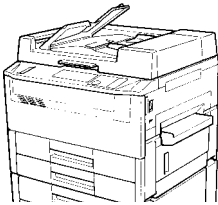
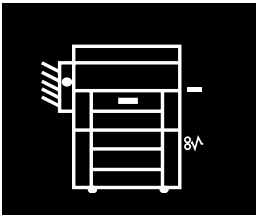
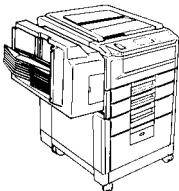
At this time, the Misfeed Indicator lights up and the Monitor Display shows where the misfeed has occurred. In addition, the Start Key turns to orange and no new copy cycle can now be initiated.

Misfeed Indicator and Monitor Display

Check the Monitor Display for the location of the misfeed and clear the sheet of paper misfed according to the procedure given for each location.

Monitor Display	Misfeed Location
 <p>1139O4120A</p>	Misfeed in the copier ↗ p. 134  <p>1139O1000A</p>
 <p>1139O4130A</p>	Misfeed in the copier ↗ p. 136  <p>1139O1000A</p>

2. Detailed Instructions for Indicator Lights

Monitor Display	Misfeed Location
 1139O4100A	Misfeed in the Paper Feed Cabinet ⇨ p. 140  1139O1262A
 1139O4080A	Misfeed in the Duplex Unit ⇨ p. 142  1139O6002A  1139O1262A
 1139O4110A	Misfeed in the Automatic/Duplexing Document Feeder (AF-3/AFR-7) ⇨ p. 146  1139O1190A
 1139O4090A	Misfeed in the Sorter/Staple Sorter (S-104/ST-101) ⇨ p. 148  1139O1992A



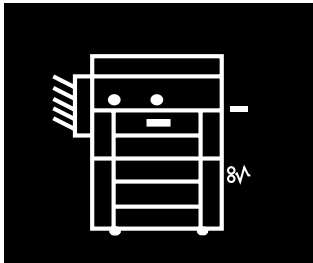
Blinking : There is a misfeed at that location.



Steady : There might be a sheet of paper stopped at that location.

2. Detailed Instructions for Indicator Lights


Misfeed Clearing Procedure: Copier

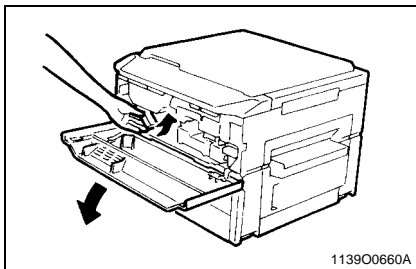


1139O4120A

There is a sheet of paper misfed between the Fusing Unit and Transport Section.

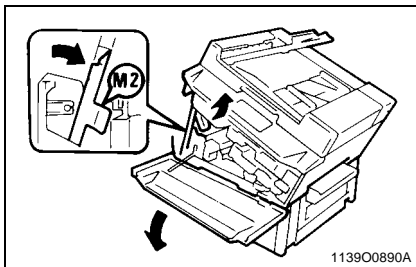
NOTE

Use care not to touch the areas marked with , "High Voltage", and "Caution/Hot" with bare hands.



1139O0660A

- 1 Swing down the Front Door and turn the Lock Release Lever counterclockwise to unlock and swing up the Upper Half of the copier.

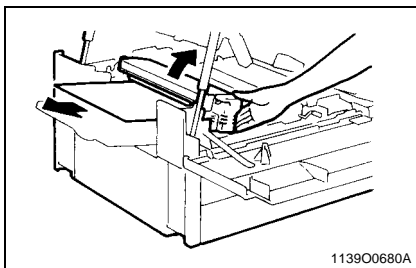


1139O0890A

<When the copier is equipped with an Automatic/Duplexing Document Feeder (AF-3/AFR-7)>

Unlock and swing up the Upper Half of the copier and then lock Stopper

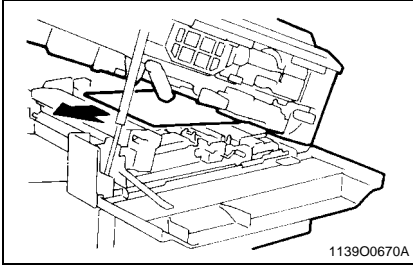




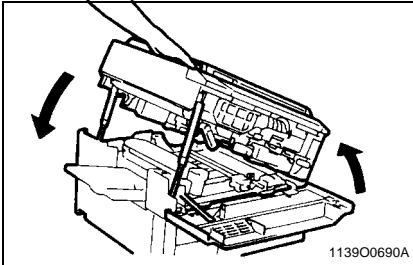
1139O0680A

- 2 Holding up the Fusing Unit, pull out the sheet of paper.

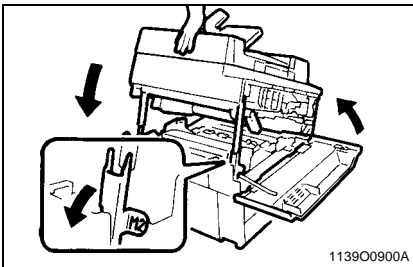
2. Detailed Instructions for Indicator Lights



- 3** Remove any sheet of paper from the Transport Section.



- 4** Gently swing down and lock the Upper Half of the copier and close the Front Door.



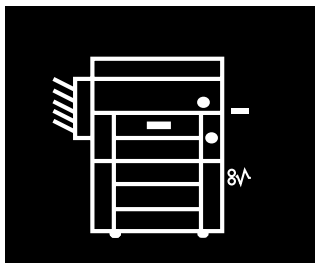
<When the copier is equipped with an Automatic/Duplexing Document Feeder (AF-3/AFR-7)>

Unlock Stopper (M2). Then, gently swing down and lock the Upper Half of the copier and close the Front Door.

This completes the procedure to clear a sheet of paper misfed between the Fusing Unit and Transport Section.

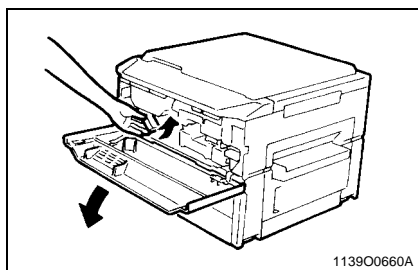
2. Detailed Instructions for Indicator Lights

Misfeed Clearing Procedure: Copier



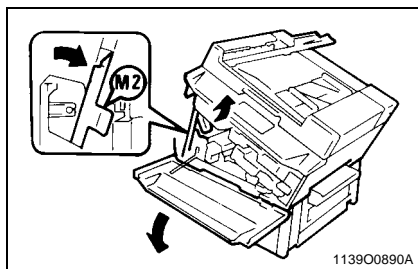
1139O4130A

There is a sheet of paper misfed between the Manual Bypass Port and Paper Take-Up Section.



1139O0660A

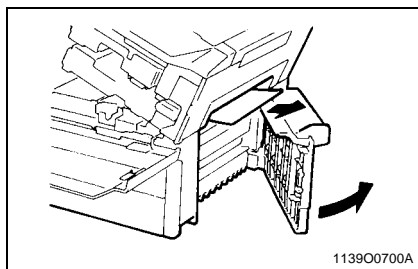
- 1 Swing down the Front Door and turn the Lock Release Lever counterclockwise to unlock and swing up the Upper Half of the copier.



1139O0890A

<When the copier is equipped with an Automatic/Duplexing Document Feeder (AF-3/AFR-7)>

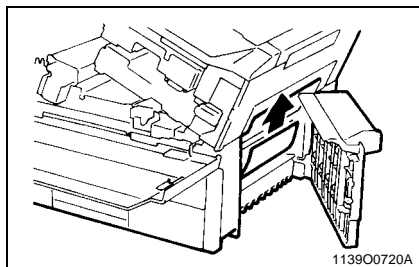
Unlock and swing up the Upper Half of the copier and then lock the Stopper (M2)



1139O0700A

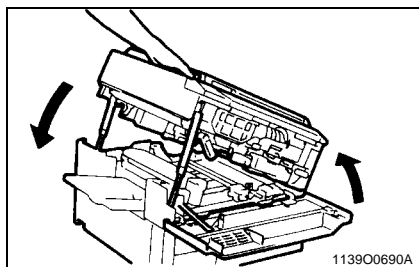
- 2 Open the Right Door.
- 3 Pull out the sheet of paper from the manual bypass port.

2. Detailed Instructions for Indicator Lights

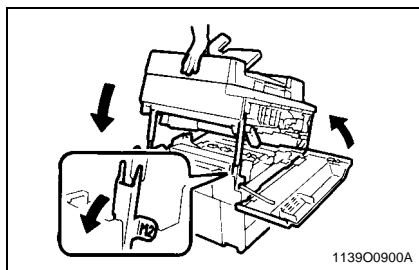


4 Pull out the sheet of paper from the Paper Take-Up Section.

5 Close the Right Door.

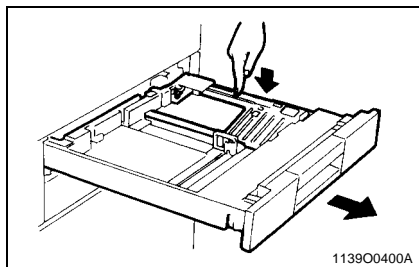


6 Gently swing down and lock the Upper Half of the copier and close the Front Door.



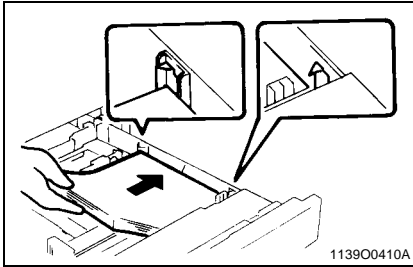
<When the copier is equipped with an Automatic/Duplexing Document Feeder (AF-3/AFR-7)>

Unlock the Stopper (M2). Then, gently swing down and lock the Upper Half of the copier and close the Front Door.



7 Slide out the 1st Drawer and unload the paper from the Drawer.
Next, push down the Paper Lifting Plate until it is locked into position.

2. Detailed Instructions for Indicator Lights

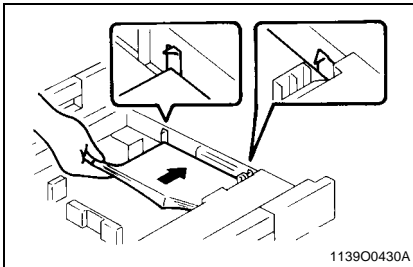


8 Fan the paper and reload it.

NOTE

Make sure that the paper stack rests under the two catches of the Drawer.

9 Slide the 1st Drawer back in.



10 In the same way, unload and reload the paper stack in the 2nd Drawer.

This completes the procedure to clear a sheet of paper misfed between the Manual Bypass Port and Paper Take-Up Section.

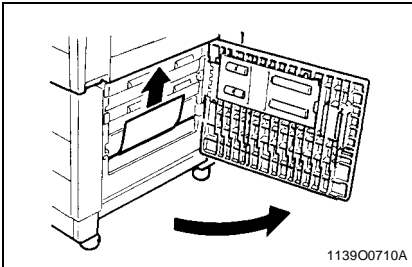
2. Detailed Instructions for Indicator Lights

Misfeed Clearing Procedure: Paper Feed Cabinet



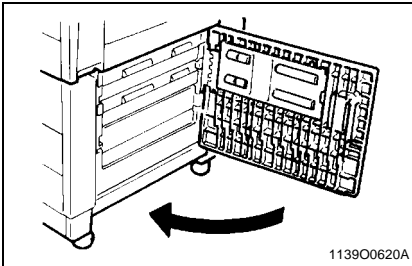
1139O4100A

There is a sheet of paper misfed in the Paper Feed Cabinet (Transport Section).



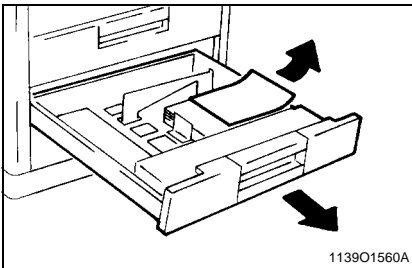
1139O0710A

- 1 Open the Lower Right Door.
Pull out the sheet of paper.



1139O0620A

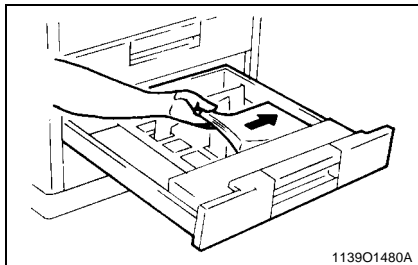
- 2 Close the Lower Right Door.



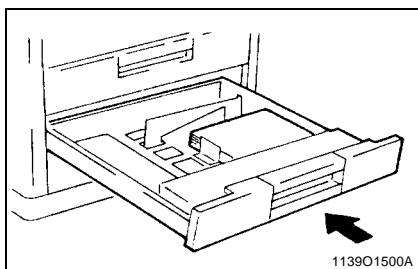
1139O1560A

- 3 Slide out the 3rd Drawer and unload the paper from the Drawer.

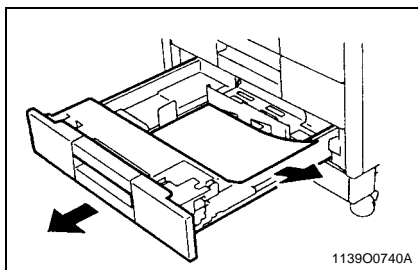
2. Detailed Instructions for Indicator Lights



4 Fan the paper and reload it.



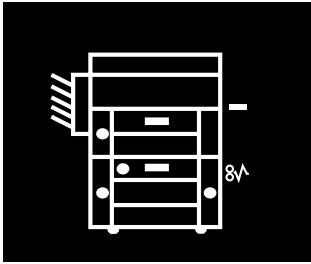
5 Slide the Drawer back in.



6 In the same way, unload and reload the paper stack in the 4th Drawer.
This completes the procedure to clear a sheet of paper misfed in the Paper Feed Cabinet.

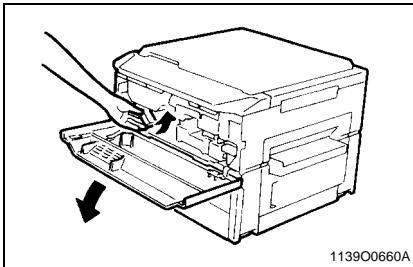
2. Detailed Instructions for Indicator Lights

Misfeed Clearing Procedure: Duplex Unit



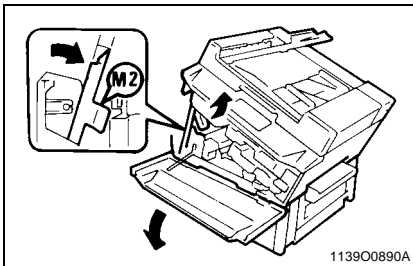
1139O4080A

There is a sheet of paper misfed in the Duplex Unit and the Transport Section near the Left Door.



1139O0660A

- 1 Swing down the Front Door and turn the Lock Release Lever counterclockwise to unlock and swing up the Upper Half of the copier.

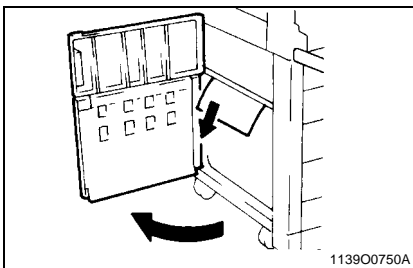


1139O0890A

<When the copier is equipped with an Automatic/Duplexing Document Feeder (AF-3/AFR-7)>

Unlock and swing up the Upper Half of the copier and then lock Stopper

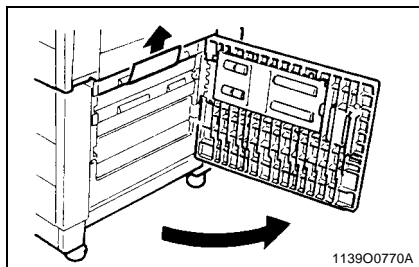
(M2)



1139O0750A

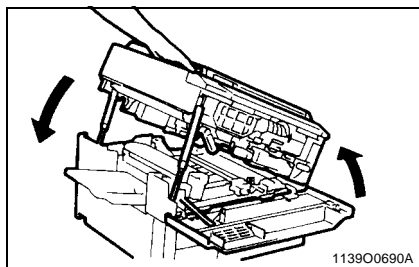
- 2 Open the Left Door and Lower Left Door.
Pull out the sheet of paper from the Transport Section.
- 3 Close the Left Door and Lower Left Door.

2. Detailed Instructions for Indicator Lights

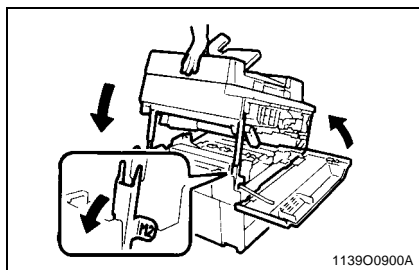


4 Open the Lower Right Door and pull out the sheet of paper from the Transport Section.

5 Close the Lower Right Door.

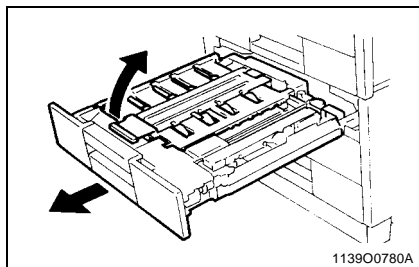


6 Gently swing down and lock the Upper Half of the copier and close the Front Door.



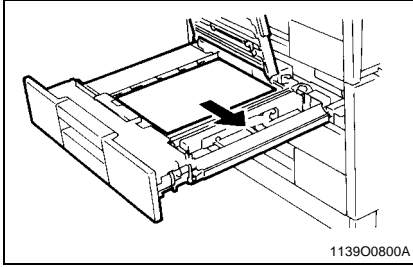
<When the copier is equipped with an Automatic/Duplexing Document Feeder>

Unlock Stopper (M2). Then, gently swing down and lock the Upper Half of the copier and close the Front Door.

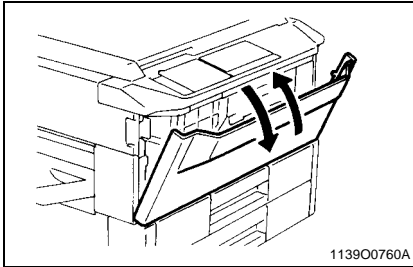


7 Slide out the Duplex Unit and open the Misfeed Removal Guide Plate.

2. Detailed Instructions for Indicator Lights



- 8 Pull out the sheet of paper from the Duplex Unit.
- 9 Close the Misfeed Removal Guide Plate and slide the Duplex Unit back into the copier.

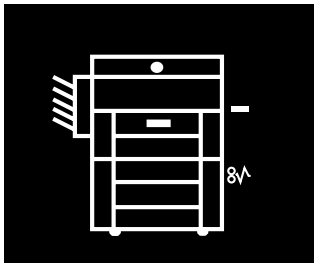


- 10 Swing down the Front Door and then swing it back into the closed position to reset the Misfeed Indicator on the control panel.

This completes the procedure to clear a sheet of paper misfed in the Duplex Unit.

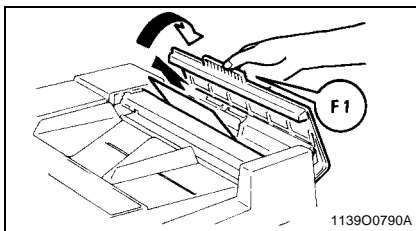
2. Detailed Instructions for Indicator Lights

Misfeed Clearing Procedure: Duplexing Document Feeder



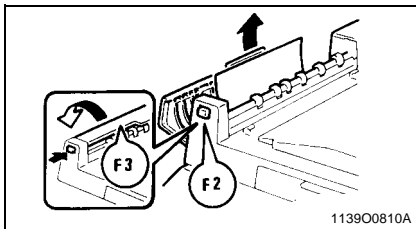
1139O4110A

There is an original misfed in Duplexing Document Feeder AFR-7.



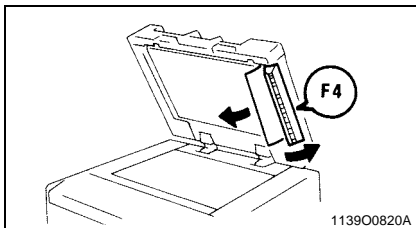
1139O0790A

- 1 Swing open Document Feed Unit Door (F1) and gently pull out the original.



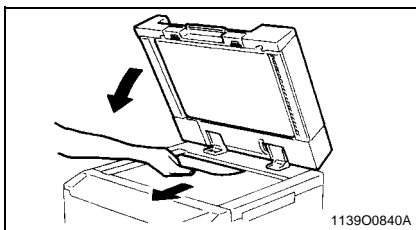
1139O0810A

- 2 Holding down Document Turnover/Exit Unit Door Lock Release Key (F2), swing open Document Turnover/Exit Unit Door (F3).
- 3 Carefully pull out the original from the Exit Unit and close (F3).



1139O0820A

- 4 Raise the AFR-7.
- 5 Opening Document Turnover/Feed Unit Guide Plate (F4), gently pull out the original from the Document Feed Unit.



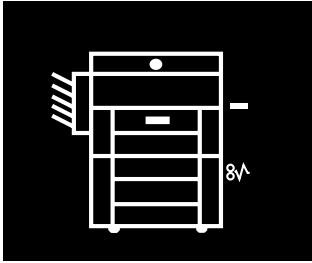
1139O0840A

- 6 Remove the original from the Original Glass and lower the AFR-7.

This completes the procedure to clear an original misfed in the AFR-7.

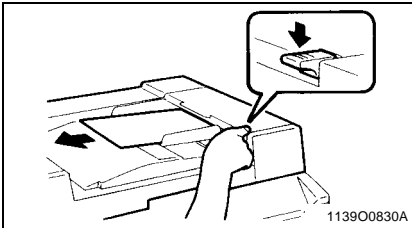
2. Detailed Instructions for Indicator Lights

Misfeed Clearing Procedure: Automatic Document Feeder



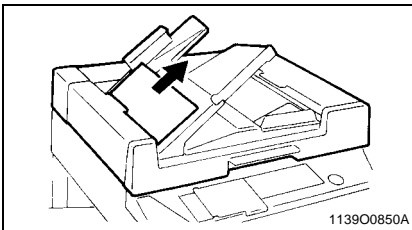
1139O4110A

There is an original misfed in Automatic Document Feeder AF-3.



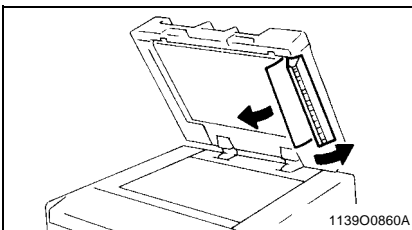
1139O0830A

- 1 Holding down the Document Release Key, gently pull out the original.



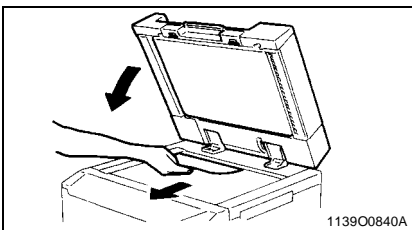
1139O0850A

- 2 Carefully pull out the original from the Exit Unit.



1139O0860A

- 3 Raise the AF-3.
- 4 Opening the Document Feed Unit Guide Plate, gently pull out the original from the Document Feed Unit.



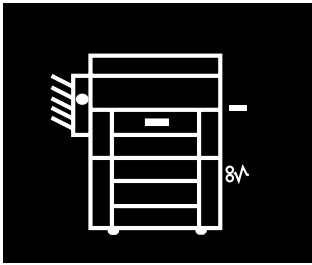
1139O0840A

- 5 Remove the original from the Original Glass and lower the AF-3.

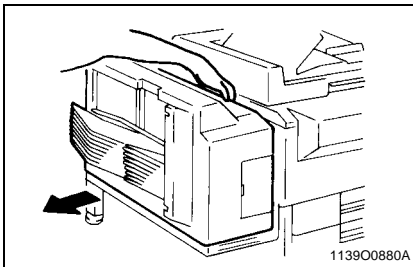
This completes the procedure to clear an original misfed in the AF-3.

2. Detailed Instructions for Indicator Lights

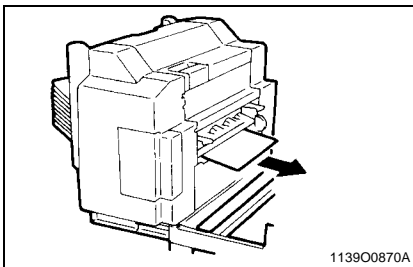
Misfeed Clearing Procedure: Sorter or Staple Sorter



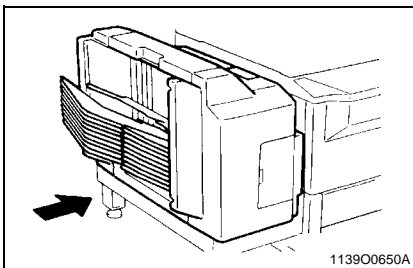
There is a sheet of paper misfed in 10-Bin Sorter S-104 or Staple Sorter ST-101 (Transport Section).



- 1 Take hold of the Lock Release Lever of S-104/ST-101 and, at the same time, slide the S-104/ST-101 away from the copier.



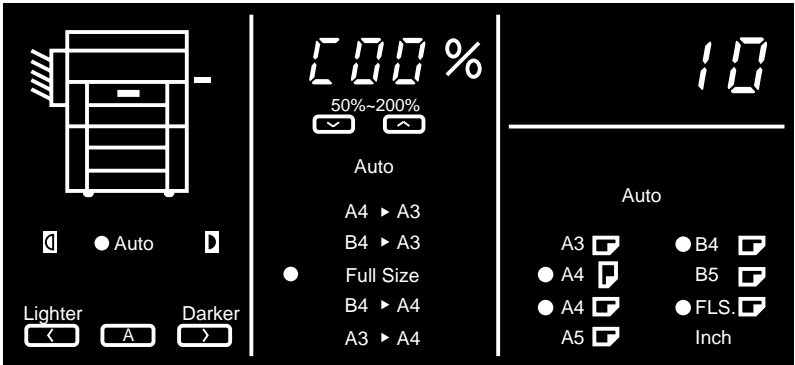
- 2 Pull out the copy from the Transport Section.



- 3 Slide the S-104/ST-101 back to the copier.

This completes the procedure to clear a sheet of paper misfed in the S-104/ST-101.

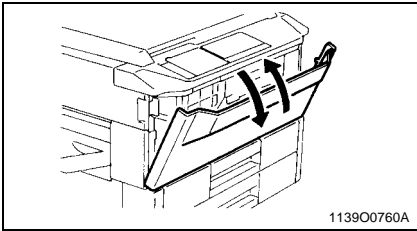
Call-Tech.-Rep. Indicator



1139O0342A

When a malfunction occurs in the copier, the Call-Tech.-Rep. Indicator lights up and the corresponding malfunction code appears across the Zoom Ratio Indicator and Multi-Copy Display. At the same time, the Start Key turns to orange and you cannot start any new copy cycle. Now, reset the malfunction by performing the following step. If the Call-Tech.-Rep. Indicator lights up again, call your Tech. Rep. immediately.

Resetting the Call-Tech.-Rep. Indicator



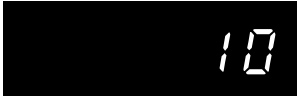
Swing down the Front Door, then close it. This resets the Call-Tech.-Rep. Indicator.

◆ If the Call-Tech.-Rep. Indicator lights up again, call your Tech. Rep. immediately.

NOTE

When calling your Tech. Rep., give him or her the malfunction code shown across the Zoom Ratio Indicator and Multi-Copy Display.

<Example>



This is malfunction code C0010.



Chapter 6

Troubleshooting

This Chapter gives you instructions on how to troubleshoot copier malfunctions.

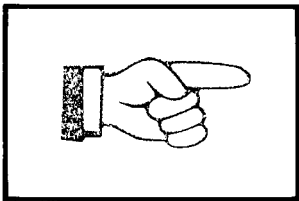
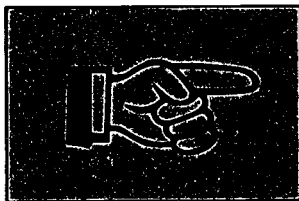

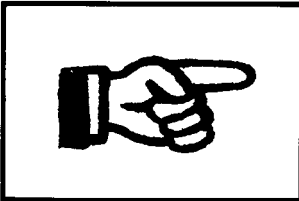
1. When this Type of Copy is Produced

- *The Image is too light 152*
- *The Image is too dark 152*
- *The Copy is blurry 152*
- *The Copy has lines 154*
- *The Copy has dark specks or spots 154*
- *The Edge of the Copy is dirty 154*
- *The Image on the Copy is not aligned properly 154*

2. The Copier is Not Activated

- *No Indicators on the Control Panel light up 156*
- *Pressing The Start Key does not start the copy cycle 156*
- *Control panel Keys do not respond 158*
- *The Copier is not activated when the Power Switch is turned ON 158*

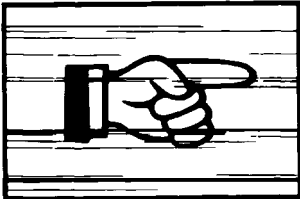
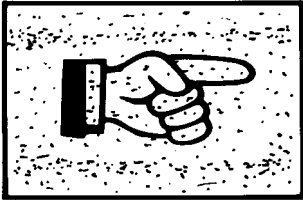
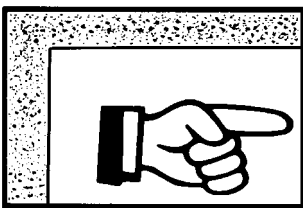
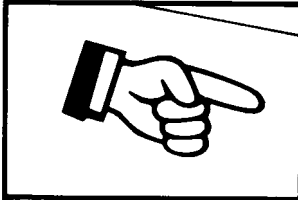
1. When this Type of Copy is Produced

Symptom	Possible Cause
<p>The Image is too light.</p>  <p>1074O108</p>	The exposure level for the Auto Exposure Mode is set at one of the "Light" levels.
	The manual exposure level is set on the lighter side.
	You have been making copies from a photo or an original with a large dark area.
	The Toner Bottle has just been replaced.
<p>The Image is too dark.</p>  <p>1074O109</p>	The Add Toner Indicator on the Warning Information Display is lit up.
	 <p>Add Toner Indicator 1139O3910A</p>
	The paper is damp.
	The exposure level for the Auto Exposure Mode is set at one of the "Dark" levels.
<p>The Copy is blurry.</p>  <p>1074O110</p>	The manual exposure level is set on the darker side.
	The entire surface of the Original Glass is dirty.
	The original is not held tightly on the Original Glass.
	The paper is damp.

1. When this Type of Copy is Produced

	Action
	<p>Change the setting of the User's Choice Mode U-13, Priority Auto Exposure Level. ➡ p. 97</p> <p>Cancel the Auto Exposure Mode to select the Manual Exposure Mode and adjust the exposure level to obtain a darker image. ➡ p. 47</p>
	Press the Exposure Control Key (Darker) as necessary to obtain a darker image. ➡ p. 47
	<p>The copier needs more toner.</p> <p>Execute Auxiliary Toner Replenishing as many times as is required to obtain the desired image density. ➡ p. 92</p>
	<p>The copier needs more toner.</p> <p>Execute Auxiliary Toner Replenishing as many times as is required to obtain the desired image density. ➡ p. 92</p>
	Replace the Toner Bottle with a new one. ➡ p. 110
	Replace the paper. ➡ p. 112
	<p>Change the setting of the User's Choice Mode U-13, Priority Auto Exposure Level. ➡ p. 97</p> <p>Cancel the Auto Exposure Mode to select the Manual Exposure Mode and adjust the exposure level to obtain a lighter image. ➡ p. 47</p>
	Press the Exposure Control Key (Lighter) as necessary to obtain a lighter image. ➡ p. 47
	Wipe clean the Original Glass with a soft dry cloth. ➡ p. 174
	Place the original in position so that it is held tightly against the Original Glass. ➡ p. 38
	Replace the paper. ➡ p. 112

1. When this Type of Copy is Produced










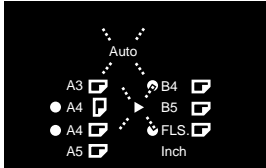
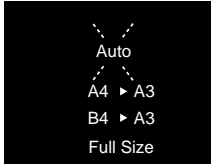
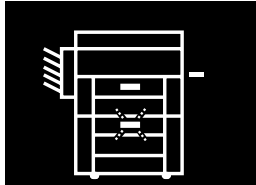
Symptom	Possible Cause
<p>The Copy has lines.</p>  <p>1139O1670A</p>	<p>The Corona Units are dirty.</p>
<p>The Copy has dark specks or spots.</p>  <p>1139O1660A</p>	<p>The Original Glass is dirty.</p> <p>The Original Pad or Document Feed Belt is dirty.</p> <p>The original is very thin or highly transparent.</p> <p>The original is two-sided.</p>
<p>The Edge of the Copy is dirty.</p>  <p>1139O1690A</p>	<p>The Original Pad or Document Feed Belt is dirty.</p> <p>You have selected a paper size larger than the original. (Zoom Ratio is set at full size 100%)</p> <p>The original is not placed in the correct orientation. (Zoom Ratio is set at full size 100%)</p> <p>The reduction ratio selected is not in accord with the copy paper size. (When doing manual reduction copying.)</p>
<p>The Image on the Copy is not aligned properly.</p>  <p>1139O1680A</p>	<p>The original is not placed in the correct position.</p> <p>The originals may not be suitable for use in the AF-3/AFR-7. (When AF-3/AFR-7 is being used.)</p> <p>The Original Glass is dirty. (When AF-3/AFR-7 is being used.)</p>

1. When this Type of Copy is Produced

Action
Using the Corona Unit Cleaning Levers, clean the Corona Units. ⇨ p. 176
Wipe the Original Glass clean of dirt with a soft dry cloth. ⇨ p. 174
Wipe clean the Original Pad or Document Feed Belt with a soft cloth dampened with neutral detergent. ⇨ p. 174
Place a blank sheet of paper over the original for making copies. ⇨ p. 38
The information on the back side of a two-sided, thin original can be slightly reproduced on the copy. Set the copier into the Manual Exposure Mode and, using the Exposure Control Key (Lighter), make the exposure level lighter. ⇨ p. 47
Wipe clean the Original Pad or Document Feed Belt with a soft cloth dampened with neutral detergent. ⇨ p. 177
Select the paper size that is the same as the original. ⇨ p. 38 Or, use the Auto Size Mode to make an appropriately enlarged copy. ⇨ p. 174
Select the paper that is loaded in the same direction as the original. ⇨ p. 54 Or, reload the paper in the same direction as the original. ⇨ p. 51
Select the zoom ratio according to the copy paper size. ⇨ p. 54 Or, use the Auto Size Mode to make an appropriately reduced copy. ⇨ p. 51
Place the original correctly on the Original Glass against the Original Width Scale. ⇨ p. 38 Or, load it onto the AF-3/AFR-7 correctly along the Document Guide Plates. ⇨ p. 41
Raise the AF-3/AFR-7 and place the originals on the Original Glass, one at a time, instead of using the AF-3/AFR-7. ⇨ p. 43
Wipe the Original Glass clean of dirt with a soft dry cloth. ⇨ p. 174

If these procedures do not correct the problem, contact your Tech. Rep.


2. The Copier is Not Activated

Symptom	Check for:	
No Indicators on the control panel light up.	Is only the Start Key lit up green?	
Pressing the Start Key does not start the copy cycle.	Is the Wait Indicator lit up?	
	<div><div>Wait Indicator 1139O3260A</div></div>	
	Is any of the following Indicators lit up?	
	<div><div><div>1139O3910A</div></div><div><div>1139O3270A</div></div><div><div>1139O3290A</div></div><div><div>1139O3920A</div></div><div><div>1139O3930A</div></div><div><div>1139O3940A</div></div></div>	
	Are any of the Indicators on the following displays blinking?	
	<div><div><div>Zoom Ratio Indicator 1139O4980A</div></div></div>	
	<div><div><div>Multi-Copy Display 1139O4990A</div></div></div>	
	<div><div><div>Paper Information Display 1139O0262A</div></div></div>	
	<div><div><div>Zoom Information Display 1139O5452A</div></div></div>	
	<div><div><div>Monitor Display 1139O4770A</div></div></div>	

2. The Copier is Not Activated

	Action
	<p>The copier is in the Energy Saving Mode. Press any Key on the Control Panel to cancel the Energy Saving Mode. ⇨ p. 31</p>
	<p>The copier is now warming up. Please wait. ⇨ p. 29</p>
	<p>Take the necessary steps for each Indicator. ⇨ p. 108</p>
	<p>The conditions for the set copy mode are not met. Refer to NOTES in the setting procedure of each mode and correct the setting as necessary.</p> <p>Auto Paper Mode ⇨ p. 57</p> <ul style="list-style-type: none"> • The paper size automatically selected has run out. • The paper size automatically selected is not loaded in any of the Drawers. • The original size is unknown (the copier is unable to take measurements). • When the 2-sided copying mode is used in combination, a paper size not covered by the copier specifications is automatically selected. • When the Sort, Group, or Sort-and-Staple Mode is used in combination, a paper size not covered by the copier specifications is automatically selected. <p>Auto Size Mode ⇨ p. 52</p> <ul style="list-style-type: none"> • The zoom ratio selected automatically falls outside the copier specifications. <p>Sort, Group, Sort-and-Staple Mode ⇨ p. 74</p> <ul style="list-style-type: none"> • The number of copy sets or stacks exceeds the copier specifications. • A paper size not covered by the copier specifications is selected. <p>2-Sided Copying Mode ⇨ p. 71</p> <ul style="list-style-type: none"> • The number of copies set to be made exceeds 50. • An attempt is made to start a copy cycle in a different mode with paper left in the Duplex Unit. <p>Page-by-Page Book Copying Mode ⇨ p. 70</p> <ul style="list-style-type: none"> • An illegal paper size is selected. <p>User's Choice Mode ⇨ p. 94</p> <ul style="list-style-type: none"> • An illegal setting value is defined. • The paper size set as the priority size is not loaded in the copier.

2. The Copier is Not Activated

Symptom	Check for:	Action
Control panel Keys do not respond.	Is the Interrupt Key LED lit up?  1139O2602A	The copier has is in the interrupt mode. Press the Interrupt Key to cancel the interrupt mode. ➡ p. 61
The Copier is not activated when the Power Switch is turned ON.	Is the power cord plugged into the power outlet?	Plug the power cord into the power outlet.
	Is the room circuit breaker open?	Close the room circuit breaker.

If these procedures do not correct the problem, contact your Tech. Rep.

Chapter 7

Specifications

This Chapter gives complete specifications of the copier system and options.

1. *Copier EP1080* 160
2. *Duplex Unit AD-3* 162
3. *Paper Feed Cabinet PF-201* 163
4. *Duplexing Document Feeder AFR-7* 164
5. *Automatic Document Feeder AF-3* 165
6. *Staple Sorter ST-101* 166
7. *10 Bin Sorter S-104* 167
8. *Multi Bypass Table MB-1* 168
9. *Copier Outline Dimensions* 169

1. Copier

Name	MINOLTA EP1080
Type	Desk Top Copier
Platen Type	Stationary
Photoconductor	OPC
Copying System	Electrostatic Dry Powdered Image Transfer to Plain Paper
Developing System	Micro-Toning System
Fusing System	Lamp-Heated Roller
Types of Original	Sheets, Books, and other three-dimensional objects Maximum Original Size: Ledger Lengthwise Maximum Original Weight: 3 kg
Kinds of Paper	Plain paper, Recycled paper: Weighing 60 to 90 g/m ² Special paper (Manual Bypass Table only) <ul style="list-style-type: none"> • thick paper weighing: 90 to 157 g/m² • transparencies • translucent paper
Copy Paper Size	First Drawer : A3L, B4L, A4L, A4C, FLSL 2nd Drawer : A3L, B4L, A4L, A4C, A5L, FLSL 210 × 280 mm L, 280 × 210 mm C, 216 × 297 mm L, 216 × 320 mm L, 220 × 280 mm L, 220 × 330 mm L, 280 × 420 mm L, 210 × 330 mm L Manual Feed Table Crosswise : 100 to 297 mm Lengthwise: 140 to 432 mm Lost image : 1-sided copy in the Full size mode Leading edge: 3 mm Trailing edge: 3 mm Front edge: 1 mm
Paper Feeding System	Automatic feeding from two drawers and manual feeding by means of Manual Feed Table Total Drawer Capacity: 500 sheets First Drawer: 250 sheets of 80 g/m ² paper 2nd Drawer: 250 sheets of 80 g/m ² paper
Warming-up Time	60 sec. or less at Ambient temperature of 20°C/68°F (30 sec. or less when the Energy saving Mode is used)
First copy Time	A4C = 7.5 sec. (in Full size Mode using First Drawer)
Copying Speed (approx. copies/min.)	First Drawer Full size (100%) B5C → B5C 18 A4C → A4C 18 B4L → B4L 12 A3L → A3L 11

Zoom Ratios	Fixed ratios Full size: 1:1±0.5% Reduction Ratios: 50%, 70%, 81% Enlargement Ratios: 115%, 141%, 200% Zoom ratios: From 50% to 200% in 1% increments
Multiple Copy	Up to 99 copies (Count-Down system)
Exposure Control	Auto and Manual
Power Requirements	AC 110V, 115V, 120V, 127V; 14.5A 200V/220V, 220V-240V; 8.8A 50/60Hz
Power Consumption	1.5 Kw (Max.)
Dimensions	Width : 610 mm (Excluding Copy Tray, Manual Feed Tray) Depth : 609 mm Height : 480 mm (Including Original Cover)
Weight	54.5 kg (Excluding Copy Tray, Starter, Toner, Copy Paper)
Space Requirements	Width : 778 mm (Including Copy Tray, Manual Feed Tray) Depth : 609 mm

2. Duplex Unit

Name	Duplex Unit AD-3
Type	1-sided copy storage and feeding unit for 2-sided copying
Installation	Fixed inside the copier
Basic Function	2-sided copying
Copy Media	Type: Plain paper weighing 60 to 90 g/m ² , recycled paper Size: A3L, B4L, A4L, A4C, B5L, B5C, A5L
Capacity	50 sheets
Registration	Front edge
Power Requirements	DC24V, ±5% supplied from copier
Dimensions	Stored in the Paper Feed Cabinet

3. Paper Feed Cabinet

Name	Paper Feed Cabinet PF-201
Type	Desk Type Cabinet with two Paper Drawers
Installation	Desk type
Kinds of Paper	Plain paper, Recycled paper: Weighing 60 to 90 g/m ²
Copy Paper Size	3rd, 4th Drawer: A3L, B4L, A4L, A4C, A5L, FLSL 210 × 280 mm L, 280 × 210 mm C 216 × 297 mm L, 216 × 320 mm L 220 × 280 mm L, 220 × 330 mm L 280 × 420 mm L, 210 × 330 mm L
Registration	Front edge
Paper Feeding System	Automatic feeding from drawer Total Drawer Capacity: 1,000 sheets (500 sheets ×2)
Power Source	DC24V supplied from copier
Dimensions	Width : 610 mm Depth : 595 mm Height : 472 mm
Weight	35.2 kg

Name	Paper Feed Cabinet PF-1D
Type	Duplex Unit with a storage drawer
Installation	Desk type
Basic Function	2-sided copying mode
Kinds of Paper	Plain paper, Recycled paper: Weighing 60 to 90 g/m ²
Copy Paper Size	A3L, B4L, A4L, A4C, B5L, B5C, A5L
Multiple Copies	2-Sided Copies: 50 sheets
Registration	Front edge
Power Source	DC24V supplied from copier
Dimensions	Width : 610 mm Depth : 595 mm Height : 472 mm
Weight	39.7 kg

4. Duplexing Document Feeder

Name	Duplexing Document Feeder AFR-7
Type	Take-up from bottom of stack and U-turn feeding to Glass, loop turnover, U-turn ejection
Installation	On top of copier, with two Hinges on the back
Document Feeding	Single Belt transport
Document Stop Reference	Left side
Document Feeding Registration	Rear edge
Document Feeding	Standard mode: 1-sided original 2-sided original 2-in-1 Mixed Original Detection mode: 1-sided mixed original detection 2-sided mixed original detection Lightweight Original mode
Kinds of Original	Plain paper
Original Weight	1-sided Original Mode, 2in1 Mode : 50 to 110 g/m ² 2-sided Original Mode, : 60 to 90 g/m ² 1-sided/2-sided Mixed Original Detection Mode Lightweight Original mode : 40 to 110 g/m ² * 60 to 110 g/m ² for A5 size originals for all modes
Original Size	1-sided/2-sided Original Mode: A3L, B4L, A4L, A4C, FL5L 2in1 Mode: A4C 1-sided/2-sided Mixed Original Detection Mode: A3L, B4L, A4L, A4C
Capacity of Document Feed Tray	A4L, A4C, B5L, B5C, A5L, A5C: 50 sheets (80 g/m ²) A3L, B4L: 30 sheets (80 g/m ²)
Document Loading	Face up, top edge in the rear
Copy productivity	100%
First copy in automatic document feeding	10.3 sec. or less
Power Source	DC24V supplied from copier
Power Consumption	48W or less
Dimensions	Width : 610 mm Depth : 505 mm Height : 127 mm (Excluding Document Exit Tray)
Weight	13.8 kg

5. Automatic Document Feeder

Name	Automatic Document Feeder AF-3
Type	Take-up from bottom of stack and U-turn feeding to Glass, U-turn ejection
Installation	On top of copier, with two Hinges on the back
Document Feeding	Single Belt transport
Document Stop Reference	Left side
Document Feeding Registration	Rear edge
Document Feeding	Standard mode: 1-sided original Mixed Original Detection mode: 1-sided mixed original detection Lightweight Original mode
Kinds of Original	Plain paper
Original Weight	1-sided Original Mode: 50 to 110 g/m ² 1-sided Mixed Original Detection Mode: 60 to 90 g/m ² Lightweight Original mode: 40 to 110 g/m ²
Original Size	1-sided Original Mode 1-sided Mixed Original Detection Mode: A3L, B4L, A4L, A4C, FLSL
Capacity of Document Feed Tray	A4L, A4C: 30 sheets (80 g/m ²) A3L, B4L: 15 sheets (80 g/m ²)
Document Loading	Face up, top edge in the rear
Copy productivity	100%
First copy in automatic document feeding	10.3 sec. or less
Power Source	DC24V supplied from copier
Power Consumption	48W or less
Dimensions	Width : 590 mm Depth : 515 mm Height : 95 mm (Excluding Document Exit Tray)
Weight	10.0 kg

6. Staple Sorter

Name	Staple Sorter ST-101
Type	10-Moving-Bin Sorter with Automatic Stapler
Installation	Attached to copier
Registration	Front edge
No. of Bins	Sort Bins: 10
Modes	Non-Sort Mode, Sort Mode, Group Mode, Sort Staple Mode, Manual Staple Mode
Kinds of Paper	Non-Sort Mode: Plain paper, Recycled paper, Special paper (Thick paper, Transparencies, Translucent paper) Sort Mode, Group Mode, Sort Staple Mode: Plain paper, Recycled paper
Paper Size	Non-Sort Mode, Sort mode, Group Mode: A3L, B4L, A4L, A4C, B5L, B5C, A5L Sort Staple Mode: A3L, B4L, A4L, A4C, B5L
Capacity of Bins	Non-Sort Mode Plain paper, Recycled paper (weighing 60 to 90 g/m ²) 1st. bin : 50 sheets 2nd. bin to 10th bin : 225 sheets (25 seets/bin) Total : 275 sheets of A3L, 80 g/m ² paper Special paper Transparencies: 10 sheets of 1st. bin (Max. paper size Letter) Thick paper Translucent paper: 10 sheets of 1st. bin Sort Mode, Group Mode Plain paper, Recycled paper (weighing 60 to 80 g/m ²) 1st. bin to 10th bin: 250 sheets (25 sheets /bin) Sort Staple Mode Plain paper, Recycled paper (weighing 60 to 90 g/m ²) 1st. bin to 10th bin: 250 sheets (25 sheets /bin)
Power Source	DC24V supplied from copier
Power Consumption	72W or less
Dimensions	Width : 400 mm Depth : 562 mm Height : 404 mm (Excluding Document Exit Tray)
Weight	18.1 kg
Accessories	Staple Cartridges 5,000 staples/cartridge × 1 piece

7. 10 Bin Sorter

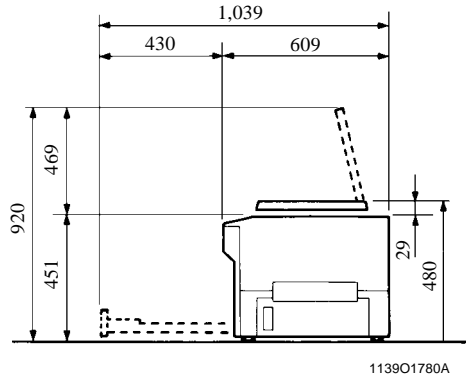
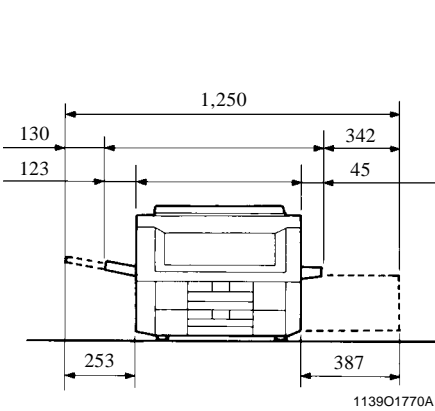
Name	10 Bin Sorter S-104
Type	10-Moving-Bin Sorter
Installation	Attached to copier
Registration	Front edge
No. of Bins	Sort Bins: 10
Modes	Non-Sort Mode, Sort Mode, Group Mode
Kinds of Paper	Non-Sort Mode: Plain paper, Recycled paper, Special paper (Thick paper, Transparencies, Translucent paper) Sort Mode, Group Mode: Plain paper, Recycled paper
Paper Size	Non-Sort Mode, Sort Mode, Group Mode: A3L, B4L, A4L, A4C, B5L, B5C, A5L
Capacity of Bins	Non-Sort Mode Plain paper, Recycled paper (weighing 60 to 80 g/m ²) 1st. bin : 50 sheets 2nd. bin to 10th bin : 225 sheets (25 sheets/bin) Total : 275 sheets of A3L, 80 g/m ² paper Special paper Transparencies: 10 sheets of 1st. bin (Max. paper size Letter) Thick paper Translucent paper: 10 sheets of 1st. bin Sort Mode, Group Mode Plain paper, Recycled paper (weighing 60 to 80 g/m ²) 1st. bin to 10th bin: 250 sheets (25 sheets /bin)
Power Source	DC24V supplied from copier
Power Consumption	72W or less
Dimensions	Width : 400 mm Depth : 562 mm Height : 404 mm (Excluding Document Exit Tray)
Weight	15.8 kg

8. Multi Bypass Table

Name	Multi Bypass Table MB-1
Type	Universal Multi-Sheet Bypass Unit
Installation	Attached to copier
Registration	Front edge
Capacity of Table	50 sheets (80 g/m ²)
Kinds of Paper	Plain paper, Recycled paper: weighing 60 to 90 g/m ² Special paper <ul style="list-style-type: none"> • Thick paper: weighing 90 to 157 g/m² • Transparencies • Translucent paper
Paper Size	Standard: A3L, B4L, A4L, A4C, A5L, A5C, B5L, B5C 210 × 280 mm L, 280 × 210 mm C, 216 × 297 mm L, 216 × 320 mm L, 220 × 280 mm L, 220 × 330 mm L, 280 × 420 mm L, 210 × 330 mm L Non-standard: Crosswise : 297 to 100 mm Lengthwise: 432 to 140 mm
Power Source	DC24V supplied from copier
Weight	2.7 kg

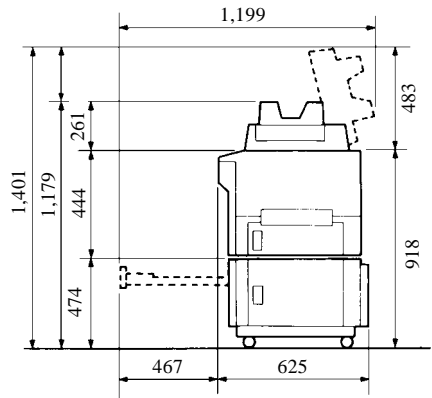
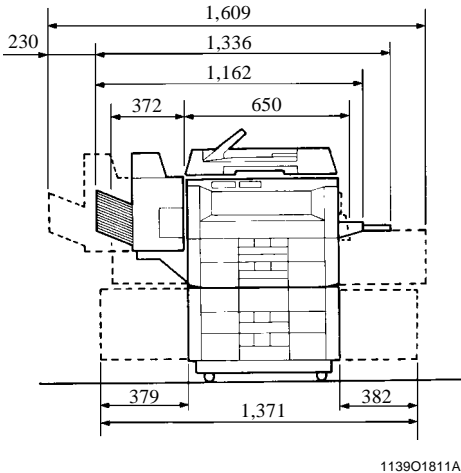
9. Copier Outline Dimensions

EP1080



<Scale: mm>

EP1080 with a Complete Lineup of Options



<Scale: mm>



Chapter 8

Miscellaneous

This Chapter explains about care of copier and the various possible combinations of functions.

1. *Care of the Copier*
 - *Daily Checks* 172
 - *Cleaning* 174
2. *Function Combination Matrix* 178
3. *Description of Paper Size* 180
4. *Zoom Ratio Table (Original Size to Paper Size)* 181
5. *Index* 182

1. Care of the Copier

To keep your copier in good shape at all times, make the following daily checks and cleaning.

Daily Checks

Power Cord, Communications Cable, Ground Cable

Item	Action
Is the copier placed on its power cord or other Cables?	It could result in the copier or other electrical equipment malfunctioning. Move the copier immediately.
Is the copier placed on cables of other electrical equipment?	
Are the cord and cables free of damage or cracks?	Turn the copier OFF immediately, unplug the power cord, and call your Tech. Rep.
Has the cord or cable jacket frayed to expose the wires?	

* Communications Cable: Cable connecting the copier with options

Original Glass

Item	Action
Is the Glass dirty?	Clean the Glass using the procedure given in "Cleaning." ➡ p. 174
Is the Glass scratched?	Call your Tech. Rep.
Is the Glass cracked or chipped?	

1. Care of the Copier

Original Cover, Duplexing/Automatic Document Feeder

Item	Action
Is the Original Pad or Document Transport Belt dirty?	Clean the Pad or Belt using the procedure given in "Cleaning." ⇒ p. 174
Is the Original Pad or Document Transport Belt scratched?	Call your Tech. Rep.

Copy Paper

Item	Action
Is the paper damp and wavy?	Replace the paper. ⇒ p. 112

Sound of Copier Operation

Item	Action
Is there any unusual noise heard while the copier is running?	Call your Tech. Rep.

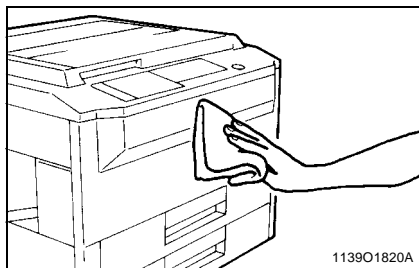
Copier Housing Temperature

Item	Action
Is the housing temperature inordinately high?	Call your Tech. Rep.

1. Care of the Copier

Cleaning

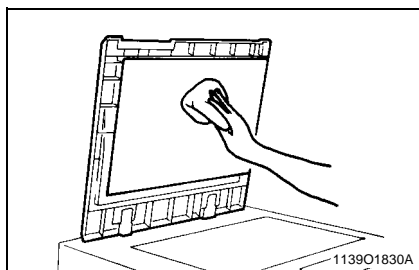
Housing Cover



Wipe clean the surface of the Housing Cover with a soft cloth dampened with neutral home detergent.

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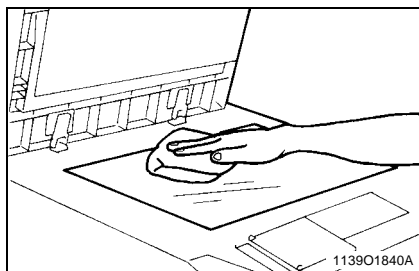
Original Pad



- 1 Raise the Original Cover.
- 2 Wipe clean the surface of the Original Pad with a soft cloth dampened with neutral home detergent.

1139O1830A

Original Glass

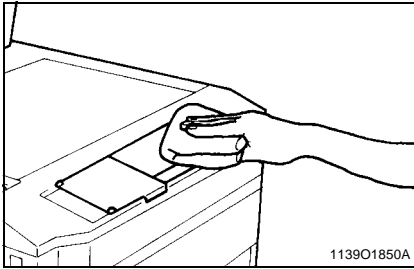


- 1 Raise the Original Cover.
- 2 Wipe clean the surface of the Original Glass with a soft, dry cloth.

1139O1840A

1. Care of the Copier

Control Panel

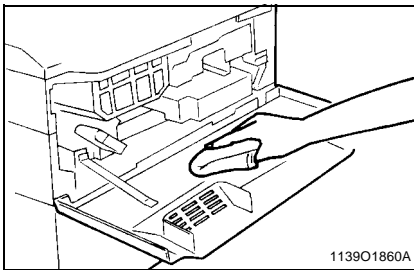


- 1 Turn the Power Switch OFF.
- 2 Wipe clean the surface of the control panel with a soft, dry cloth.

NOTE

NEVER use a glass cleaner or any other detergent to avoid damage to the control panel keys.

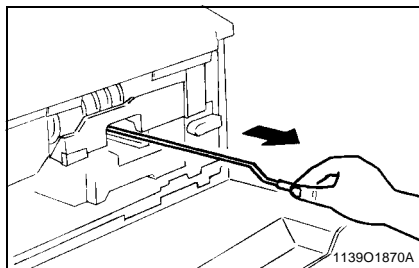
Front Door



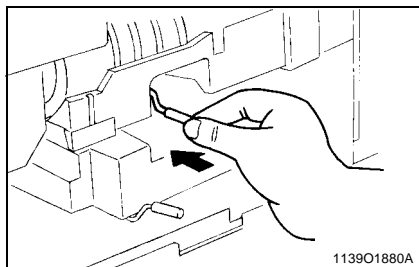
- 1 Swing down the Front Door.
- 2 Wipe clean the inside of the Front Door with a soft cloth.

1. Care of the Copier

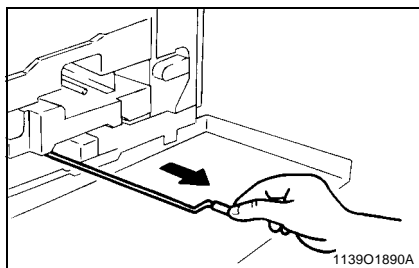
Corona Units



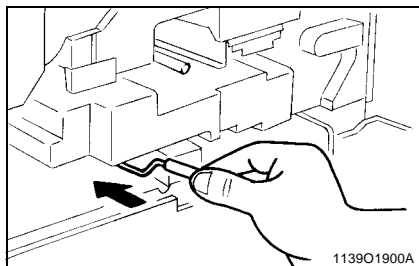
- 1 Swing down the Front Door.
- 2 Gently slide out the Corona Unit Cleaning Lever (Upper) as far as it will come.



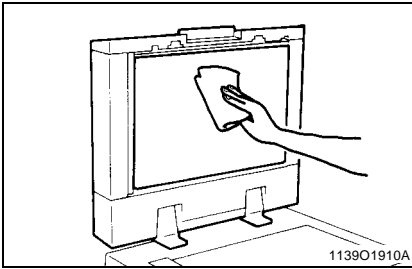
- 3 Gently slide the Cleaning Lever back into the original position.



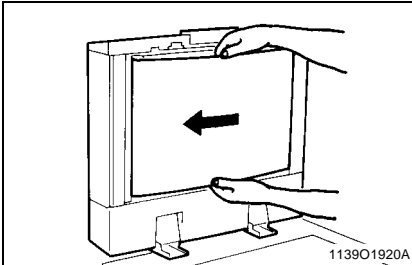
- 4 Gently slide out the Corona Unit Cleaning Lever (Lower) as far as it will come.



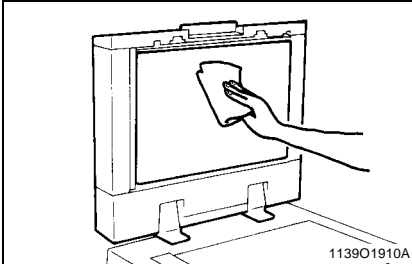
- 5 Gently slide the Cleaning Lever back into the original position.
- 6 Repeat steps 2 through 5 two to three times.

Document Transport Belt

- 1 Raise the AF-3/AFR-7.
- 2 Wipe clean the surface of the Document Transport Belt with a soft cloth dampened with neutral home detergent.



- 3 Hold the Document Transport Belt on both edges and pull it to the left to expose a fresh surface.



- 4 Wipe clean the fresh surface using the soft cloth dampened with neutral home detergent.
- Repeat these steps until the entire surface of the Belt is wiped clean.

2. Function Combination Matrix

Functions Set First Functions Set Last		Basic Functions													System Functions													
		Orig.▶ Copy	Fin- ish- ing	Image Densi- ty	Paper Size		Mag. Ratio			Margin	Interrupt	Job Program	Orig.▶ Copy					Finishing			Cover	Multi Bypass	Remarks					
		1▶1	Book▶1	Non-Sort	Auto Exposure	Manual Exposure	Auto Paper Sel.	Manual Paper Sel.	Auto Mag. Sel.				Full Size (100%)	Reduce, Enlg.	Zoom	1▶2	2▶1	2▶2	1▶1[2in1]	1▶2[2in1]				Book▶2	Sort	Sort-Staple	Group	
Basic Functions	Orig.▼ Copy	1▶1	●	○	○	○	○	○	○	○	○	○	○	○	○	○	●	●	●	●	●	○	○	○	○	○		
	Book▶1	●	○	○	○	○	●	○	●	○	○	○	○	○	○	○	●	●	●	●	○	M	○	○	●	X		
	Finishing	Non-Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
	Image Density	Auto Exposure	○	○	○	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
		Manual Exposure	○	○	○	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
	Paper Size	Auto Paper Sel.	○	X	○	○	○	○	●	●	○	○	○	○	○	○	○	○	○	X	○	○	○	○	○	○	●	
		Manual Paper Sel.	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	●	
	Mag. Ratio	Auto Mag. Sel.	○	X	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	X	○	○	○	○	○	○	X	
		Full Size (100%)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
		Reduce., Enlg.	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Zoom		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Margin		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Interrupt		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
	Job Program		●	●	●	●	●	●	●	●	●	●	●	●	X	○	○	○	○	○	○	○	○	○	○	○	○	L
System Functions	Orig.▼ Copy	1▶2	●	●	○	○	○	○	○	○	○	○	X	○	○	○	○	○	○	○	○	○	○	○	○	○	X	A
		2▶1	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	B
		2▶2	●	●	○	○	○	○	○	○	○	○	○	X	○	○	○	○	○	○	○	○	○	○	○	X	AB	
		1▶1[2in1]	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	B
		1▶2[2in1]	●	●	○	○	○	○	○	○	○	○	○	X	○	○	○	○	○	○	○	○	○	○	○	○	○	AB
		Book▶2	●	●	○	○	○	○	○	○	○	○	○	X	○	○	○	○	○	○	○	○	M	○	○	○	○	AH
	Finishing	Sort	○	○	●	○	○	○	○	○	○	○	○	X	○	○	○	○	○	○	○	○	○	○	○	○	X	DE
		Sort-Staple	○	M	●	○	○	○	○	○	○	○	○	X	○	○	○	○	○	M	○	○	○	○	○	○	X	EJ
		Group	○	○	●	○	○	○	○	○	○	○	○	X	○	○	○	○	○	○	○	○	○	○	○	○	X	DE
		Cover	○	X	○	○	○	○	○	○	○	○	○	○	○	○	X	○	X	○	○	○	○	○	○	○	○	BCFJ G
	Multi Bypass		○	X	○	○	○	○	○	○	○	○	○	○	X	○	X	○	X	○	○	○	○	○	○	X	○	F
Functions to be Set Last Only	Single Manual Bypass	○	●	○	○	○	○	○	○	○	○	○	○	○	X	○	X	○	X	○	○	○	○	○	○	○	○	
	Manual Staple	○	○	X	○	○	○	○	○	○	○	○	○	X	○	○	○	○	○	○	○	○	○	○	○	X	E	

○ : The functions can be combined.

A-M : The functions can be combined conditionally. (See the conditions given below.)

X : The functions cannot be combined. (The function set first takes precedence.)

● : The functions cannot be combined. (The function set last takes precedence.)

Conditions for Combined Functions
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- A to F: The settings can be made only when the copier is equipped with the following options.
- A : Duplex Unit AD-3
 - B : Duplexing Document Feeder AFR-7
 - C : Automatic Document Feeder AF-3
 - D : 10-Bin Sorter S-104
 - E : Staple Sorter ST-101
 - F : Multi Bypass Table MB-1
- G : The Cover mode cannot be selected when any of the following settings has been made for Org.►Copy. If any of them is selected after the Cover Mode has been selected, it cancels the Cover Mode.
- 1►2 • Book►1
 - 1►2 [2in1] • Book►2
- H : You cannot select Book►1 if you have previously loaded an original into the AF-3/AFR-7. If you load an original into the AF-3/AFR-7 after you have selected Book►1, the copier cancels Book►1 and selects 1►1.
- I : The Sort-and-Staple mode can be used only when you load two or more originals in the AF-3/AFR-7.
- J : The Cover mode can be used only when the AF-3/AFR-7 and Multi Bypass Table MB-1 are used.
- K : The Interrupt mode takes precedence. The Interrupt mode cannot be used if 1►2, 2►2, 1►2[2in1], or Book► has been set in the copying-job program previously called up.
- L : A zoom ratio or a copying-job program set in the Interrupt mode cannot be stored in memory.
- M : Book►1 or Book►2 can be combined with the Sort-and-Staple mode, but no stapling action takes place. (The copier performs only book copying and sorting of copies, but not stapling.)

3. Description of Paper Size

Name	Size (Metric)	Size (Inch)
A3	297 mm × 420 mm	11-3/4" × 16-1/2"
B4	257 mm × 364 mm	10" × 14-1/4"
A4	210 mm × 297 mm	8-1/4" × 11-3/4"
B5	182 mm × 257 mm	7-1/4" × 10"
A5	148 mm × 210 mm	5-3/4" × 8-1/4"
B6	128 mm × 182 mm	5" × 7-1/4"
A6	105 mm × 148 mm	4-1/4" × 5-3/4"
POST CARD	100 mm × 148 mm	4" × 5-3/4"

Name		Size (Inch)	Size (Metric)
LEDGER		11" × 17"	279 mm × 432 mm
11" × 14"		11" × 14"	279 mm × 356 mm
COMPUTER		10-1/8" × 14"	257 mm × 356 mm
10" × 14"		10" × 14"	254 mm × 356 mm
9-1/4" × 14"		9-1/4" × 14"	236 mm × 356 mm
LEGAL		8-1/2" × 14"	216 mm × 356 mm
FOOLSCAP	GOVERNMENT LEGAL	8-1/2" × 13"	216 mm × 330 mm
FOOLSCAP		8" × 13"	203 mm × 330 mm
FOOLSCAP		8-2/3" × 13"	220 mm × 330 mm
FOOLSCAP	FOLIO	8-1/4" × 13"	210 mm × 330 mm
8-1/4" × 11-3/4"		8-1/4" × 11-3/4"	210 mm × 301 mm
LETTER		8-1/2" × 11"	216 mm × 279 mm
GOVERNMENT LETTER		8" × 10-1/2"	203 mm × 267 mm
QUART		8" × 10"	203 mm × 254 mm
STATEMENT	INVOICE	5-1/2" × 8-1/2"	140 mm × 216 mm

4. Zoom Ratio Table (Original Size to Paper Size)

Metric Areas			Inch Areas		
Original Size	Paper Size	Magnification Ratio	Original Size	Paper Size	Magnification Ratio
A3 297 × 420 mm 11-3/4" × 16-1/2"	A4	70%	11 × 17" 279.4 × 431.8 mm	11" × 14"	82%
	A5	50%		Legal	77%
	B4	86%		Foolscap	76%
	B5	61%		Letter	64%
A4 210 × 297 mm 8-1/4" × 11-3/4"	A5	70%	11 × 15" 279.4 × 381 mm	Invoice	50%
	A6	50%		11" × 14"	93%
	B5	86%		Legal	77%
	B6	61%		Foolscap	77%
	A3	141%		Letter	73%
A5 148 × 210 mm 5-3/4" × 8-1/4"	B4	122%	11 × 14" 279.4 × 355.6 mm	Invoice	50%
	A6	70%		Legal	77%
	B6	86%		Foolscap	77%
	A4	141%		Letter	77%
	A3	200%		Invoice	50%
	B4	173%	Legal 8-1/2 × 14" 215.9 × 355.6 mm	Foolscap	92%
A6 105 × 148 mm 4-1/4" × 5-3/4"	B5	122%		Letter	78%
	A4	200%		Invoice	60%
	A5	141%	Foolscap 8-1/2 × 13" 215.9 × 330.2 mm	11" × 17"	121%
	B5	173%		Letter	84%
B4 257 × 364 mm 10" × 14-1/4"	B6	122%		Invoice	64%
	A4	81%	Letter 8-1/2 × 11" 215.9 × 279.4 mm	11" × 17"	129%
	A5	57%		11" × 14"	107%
	B5	70%		Invoice	64%
	B6	50%	Invoice 5-1/2 × 8-1/2" 139.7 × 215.9 mm	11" × 17"	129%
B5 182 × 257 mm 7-1/4" × 10"	A3	115%		11" × 14"	127%
	A5	81%			
	A6	57%		11" × 17"	200%
	B6	70%		11" × 14"	164%
	A3	164%		Legal	154%
B6 128 × 182 mm 5" × 7-1/4"	A4	115%		Foolscap	152%
	B4	141%		Letter	129%
	A6	81%	Zoom Ratio = Paper Size ÷ Original Size		
	A4	164%	1" (inch) = 25.4 mm		
	A5	115%	1 mm = 0.0394" (inch)		
	B4	200%			
	B5	141%			

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