



Aficio™

1515/1515PS/1515F/1515MF

Operating Instructions Copy Reference



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

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

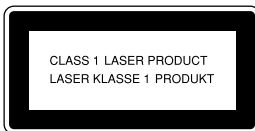
Notes

Some illustrations in this manual might be slightly different from the machine. Certain options might not be available in some countries. For details, please contact your local dealer.

Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760-800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.



Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts with your Ricoh office products.

Power Source

220 - 240V, 50/60Hz, 4A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see P.49 "Power Connection".

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

- Manuals provided are specific to machine type.
- Adobe Acrobat Reader is necessary to view the manuals as a PDF file.
- Three CD-ROMs are provided:
 - CD-ROM 1 "Operating Instructions for Printer/Scanner"
 - CD-ROM 2 "Scanner Driver & Document Management Utilities"
 - CD-ROM 3 "Operating Instructions for General Settings and Facsimile"

❖ **General Settings Guide (PDF file - CD-ROM3)**

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), and troubleshooting.

Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ **Network Guide (PDF file - CD-ROM1)**

Describes procedures for configuring the machine and computers in a network environment.

❖ **Copy Reference (this manual)**

Describes operations, functions, and troubleshooting for the machine's copier function.

❖ **Facsimile Reference <Basic Features>**

Describes operations, functions, and troubleshooting for the machine's facsimile function.

❖ **Facsimile Reference <Advanced Features> (PDF file - CD-ROM3)**

Describes advanced functions and settings for key operators.

❖ **Printer Reference 1**

Describes system settings and operations for the machine's printer function.

❖ **Printer Reference 2 (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's printer function.

❖ **Scanner Reference (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ **Manuals for DeskTopBinder V2 Lite**

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
Describes installation of, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Introduction Guide (PDF file - CD-ROM2)
Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ **Manuals for ScanRouter V2 Lite**

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
Describes installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ **Other manuals**

- PostScript3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

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Notice

Important

Do not make copies of any item for which copying is prohibited by law.

Copying the following items is normally prohibited by local law:

Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

Notice To Wireless LAN Interface (optional) Users



Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

The CE Declaration of Conformity is available on the Internet at URL:

http://www.ricoh.co.jp/fax/ce_doc/

This product is only for use in EEA or other authorized countries. Outdoor use of this product in Belgium, France, Germany, Italy, or the Netherlands is prohibited.

How to Read This Manual

Symbols

The following set of symbols is used in this manual.

WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates information or preparations required prior to operating.

Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

[]

Keys built into the machine's control panel.

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

- | |
|--|
| <p>⚠ WARNING:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.</i></p> <p>⚠ CAUTION:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.</i></p> |
|--|

⚠ WARNING:

- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:***
 - ***You spill something into the machine.***
 - ***You suspect that your machine needs service or repair.***
 - ***The external housing of your machine has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer.***
- ***Dispose of the used toner bottle in accordance with the local regulations.***
- ***Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

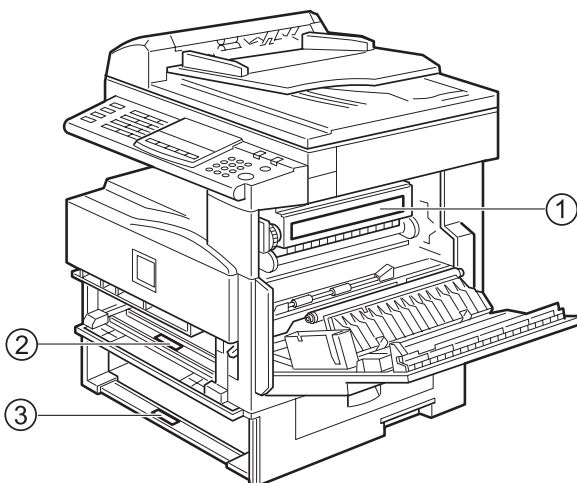
⚠ CAUTION:

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.*
- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*
- *When the optional paper tray unit is installed, do not push the upper part of the main unit horizontally. An injury might occur if the paper tray unit becomes detached from the main unit.*
- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

Positions of ⚠️ WARNING and ⚠️ CAUTION Labels

This machine has labels for ⚠️ WARNING and ⚠️ CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

The inside of this machine gets very hot. Do not touch the inside. Doing so could result in a burn.



①



② The anti-condensation heater in the lower part of the machine interior gets very hot. Do not touch it. Doing so could result in a burn.



③ The anti-condensation heater in the upper part of the machine interior gets very hot. Do not touch it. Doing so could result in a burn.

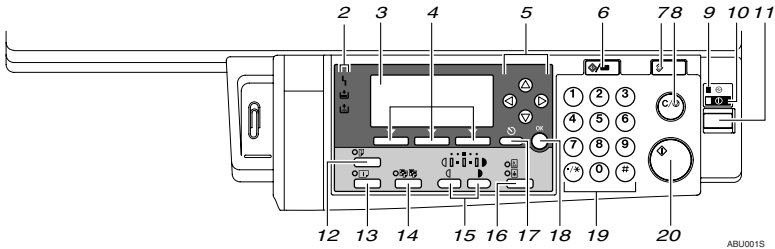


 **Note**

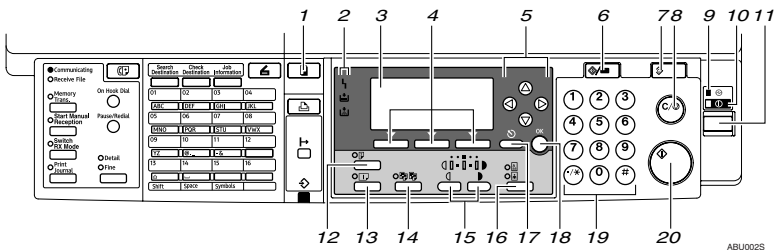
- The anti-condensation heater is optional. For details, contact your service representative.

Control Panel

◆ Copier only



◆ Fax, printer and/or scanner installed








1. **[Copy]** key

Press to activate the copier function.

2. **Indicators**

Display errors and machine status.

- : Error indicator
See "Control Panel", *General Settings Guide*.
- : Add Toner indicator
See p.38 " Adding Toner".
- : Load Paper indicator
See p.37 " Loading Paper".

3. **Display**

Displays operation status and messages.


4. **Selection keys**


Correspond to items on the display. Press to select the corresponding item.


5. **Scroll keys**

Press to select an item.

: scroll upward

: scroll downward

: scroll right

: scroll left

Reference

See p.9 "Reading the Display and Using Keys".

6. **[User Tools/Counter]** key

- **User Tools**
Press to change default and conditions according to requirement. See p.41 "Accessing User Tools (Copier Features)".
- **Counter**
Press to check or print the counter value.

7. **[Clear Modes]** key

Press to clear the current settings.

8. **[Clear/Stop]** key

Clear: clears an entered numeric value.
Stop: stops copying.

9. **Main power indicator**

Lights when the main power switch is turned on.

Reference

p.10 "Turning On the Power"

10. On indicator

Lights when the operation switch is on.

Reference

p.10 “Turning On the Power”

11. Operation switch

Press to turn the power on. The On indicator lights. To turn the power off, press again.

Note

- This key is inactivate during scanning or while setting defaults.

12. [Duplex] key

Makes two-sided copies.

Reference

See p.29 “Duplex”.

13. [Combine] key

Press to make combine copies.

Reference

p.30 “One-Sided Combine”

p.31 “Two-Sided Combine”

14. [Sort] key

Automatically sorts copies.

15. [Lighter] and [Darker]

Press to change the image density setting. Select the image density in five increments, lighter to darker.

16. [Original Type] key

Press to select the original type registered with [Original Type 1 (Text)] or [Original Type 2 (Photo)]. When the original type is selected, the corresponding indicator lights.

17. [Cancel] key

Press to cancel an operation or return to the previous display.

18. [OK] key

Press to set a selected item or entered numeric value.

19. Number keys

Press to enter numeric values.

20. [Start] key

Press to start copying.

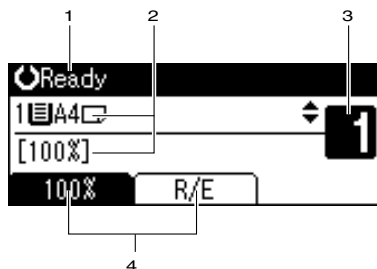
Display

This section explains how to read the display and use the Selection key.

Note

- The copy display is set as the default screen when the machine is turned on.

◆ Initial copy display



1. Operational status or messages

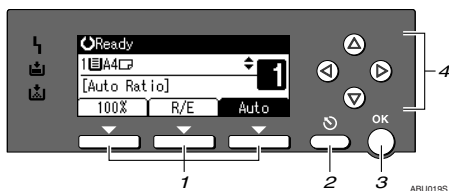
2. Messages and the selected tray appear here. Currently selected items appear in brackets.

3. Number of copies set.

4. Reduce/Enlarge ratio function for non-fixed ratios.

Reading the Display and Using Keys

The display is not touch sensitive. Use the following keys to select the keys and items displayed on the screen.



1. Selection keys

Correspond to items at the bottom line on the display.

Example: when the combine function is set

- When the instruction “press [100%]” appears in this manual, press the left selection key.
- When the instruction “press [R/E]” appears in this manual, press the centre selection key.
- When the instruction “press [Auto]” appears in this manual, press the right selection key.

2. [Cancel] key

Press to cancel an operation or return to the previous display.

3. [OK] key

Press to set a selected item or entered numeric value.

4. Scroll keys

Press to move the cursor to each direction one by one.

When [▲],[▼],[▶], or [◀] key appears in this manual, press the scroll key of the same direction.

Turning On the Power

This machine has two power switches.

❖ Operation switch (right side of the control panel)

Press to activate the machine. When the machine has finished warming up, you can operate the machine.

❖ Main power switch (left side of the machine)

Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off.

When the fax unit is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.

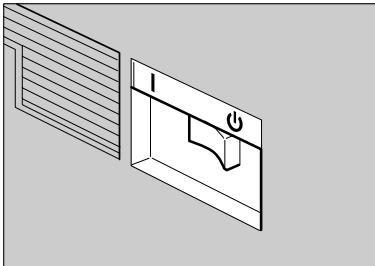
Note

- ❑ This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. See *General Settings Guide*.

Turning On the Main Power

1 Make sure the power cord is firmly plugged into the wall outlet.

2 Turn on the main power switch.



ABU0205

The main power indicator goes on.

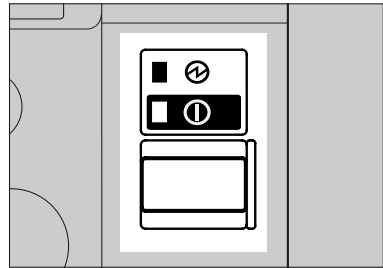
Important

- ❑ Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the memory, leading to malfunctions.

Turning On the Power

1 Press the operation switch.

The **On** indicator goes on.



ABU0215

Note

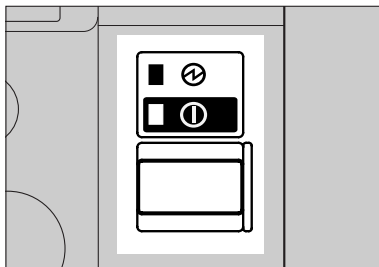
- ❑ If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

1 Make sure the exposure glass cover, or ADF (Auto Document Feeder) is in the right position.

2 Press the operation switch.

The **On** indicator goes off.



Note

- Even if you press the operation switch, the indicator does not go out, but blinks in the following case:
 - During communication with external equipment.

Turning Off the Main Power

Important

- Do not turn off the main power switch when the **On** indicator is lit or blinking. Doing so may result in damage to the memory.
- Make sure 100% is shown as available memory on the initial scanner display before turning off the main power switch.
- Be sure to turn off the main power switch before pulling out the power plug. Not doing this may result in damage to the memory.

1 Be sure the **On** indicator is not lit.

2 Turn off the main power switch.

The main power indicator goes out.

When the fax unit is installed

When the main power switch is turned off while using the fax function, waiting fax and print jobs may be canceled, and incoming fax documents not received. If you have to turn off this switch for some reason, keep the following points in mind:

Important

- Make sure 100% is shown as available memory on the display before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord. See "Turning Off the Main Power/In Case of a Power Failure", *Facsimile Reference <Advanced Features>*.
- If the **On** indicator does not go out, but blinks in dial-in mode even if you press the operation switch, check the explanations below and turn off the main power switch.
 - the computer is not controlling the machine.
 - the machine is not receiving a fax.

Saving Energy

- **Low Power/Auto Off**
The machine automatically enters Low Power mode automatically after a job is finished, and the selected time elapses.
After a specified period has passed, following job completion, the machine automatically turns off, in order to conserve energy. This function is called “Auto Off”.

 **Note**

- You can change the Energy Saver Timer and Auto Off Timer. See *General Settings Guide*.
- The Low Power Timer and Auto Off Timer function will not operate in the following cases:
 - When a warning message appears
 - When the service call message appears
 - When paper is jammed
 - When the cover is open
 - When the “Add toner” message appears
 - When toner is being replenished
 - When the User Tools screen is displayed
 - When fixed warm-up is in progress
 - When the facsimile, printer, or other functions are active
 - When operations are suspended during printing
 - When the On-hook dialing function is in use
 - When a receiver is being registered in the Address Book or group dial list
 - When the Data In indicator is on or blinking

1. Placing Originals

Originals

Sizes and Weights of Recommended Originals

◆ Metric version

Original location	Original size	Original weight
Exposure glass	Up to A4	--
ADF	A4 – A5	52–105 g/m ²

◆ Inch version

Original location	Original size	Original weight
Exposure glass	Up to 8 ¹ / ₂ " × 11"	--
ADF	8 ¹ / ₂ " × 14" – 5 ¹ / ₂ " × 8 ¹ / ₂ "	14–28 lb.

Note

□ About 30 originals can be placed in the ADF.

Non-compatible originals for the ADF

Placing the following types of originals in the ADF can cause paper misfeeds or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified on p.13 “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin, highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Note

- ❑ The original might become dirty if it is written with a pencil or a similar tool.

1

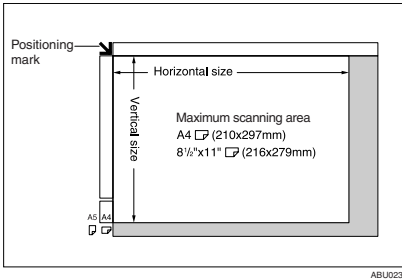
Sizes Selectable as Regular Size Originals

You can select the following original sizes on the display:

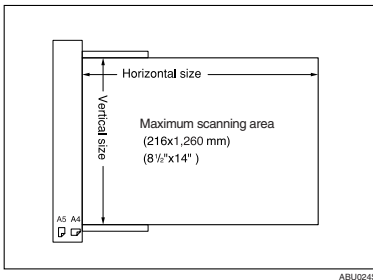
A4, B5 JIS (Japan Industrial Standard), A5, 8 1/2" × 14" *1, 8 1/2" × 13" *1, 8 1/2" × 11", 5 1/2" × 8 1/2", 8" × 13" *1, 8 1/4" × 13" *1, 8 1/4" × 14" *1

*1 Selectable when ADF is installed.

◆ Exposure glass



◆ ADF



Note

- ❑ When you copy custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly. See p.17 "Placing Custom Size Originals".

Missing Image Area

Even if you place originals in the ADF, or on the exposure glass correctly, 4 mm (0.2") margins on all four sides might not be copied.

Placing Originals

Note

- ❑ Take care to place originals only after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper.

Reference

For original sizes you can set, see p.13 "Originals".

Original Orientation

You can set the original orientation in the following ways.

This function is useful for copying torn or large originals.

Note

- ❑ Originals should normally be aligned to the rear left corner. However, some copy functions may produce different results depending on the orientation of the originals. For details, see the explanations of each function.

Originals	ADF	Exposure glass
		GCC0800E
		66123EE

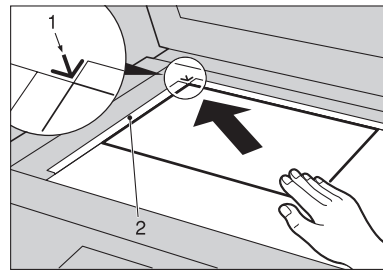
Placing Originals on the Exposure Glass

- 1** Lift the exposure glass cover or ADF.

Important

- ❑ Do not lift the exposure glass cover or ADF forcefully. If you do, the ADF cover might open or be damaged.

- 2** Place the original face down on the exposure glass. It should be aligned with the rear left corner.



ABU025S

- 1. Positioning mark**

- 2. Left scale**

Note

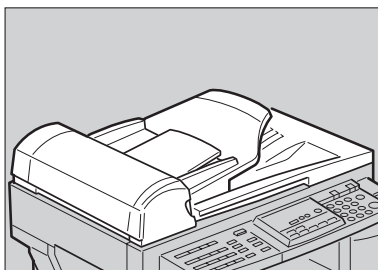
- ❑ Start with the first page to be copied.

- 3** Lower the exposure glass cover or ADF.

Placing Originals in the ADF

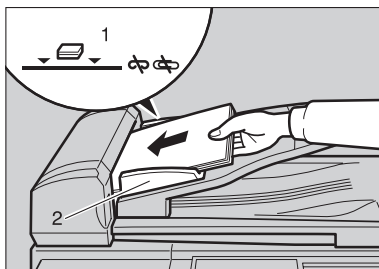
Note

- ❑ Do not stack originals over the limit mark on the side fence of the ADF.
- ❑ The last page should be on the bottom.
- ❑ Do not place anything on the ADF cover, doing so could cause a malfunction.



ZFOP430E

- 1** Set the document guide to the original size.
- 2** Align the edges of the originals and place them in the ADF with the side to be copied facing up.



ABU026S

1. Limit mark
2. Document guide

Note

- ❑ Straighten curls in the originals before placing them in the ADF.
- ❑ To prevent multiple sheets feeding in at once, fan the originals before placing them in the ADF.
- ❑ Set the original squarely.

Placing Regular Size Originals

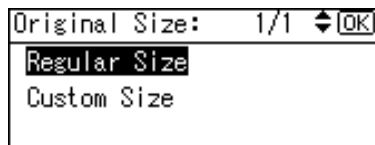
Note

- ❑ If you do not specify the original size, the machine will make copies on the paper size in the tray selected. When copy paper size and original size differ, you need to specify the original size as follows:

- 1** Place originals face down on the exposure glass, or face up into the ADF.
- 2** Select the paper tray or bypass tray using **[▲]** or **[▼]**, and then press the **[#]** key.



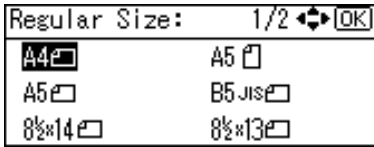
- 3** Select **[Regular Size]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



Note

- ❑ If you selected the bypass tray, first select **[Original Size]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

- 4** Select the paper size using the scroll keys, and then press the **[OK]** key.



The “Accepted” message appears.

When the regular size originals settings are registered, **<[*]Ready** appears at the top of the copy display.



Note

- To cancel the registered original size, press the **[Clear Modes]** key.

- 5** Press the **[Start]** key.

Placing Custom Size Originals

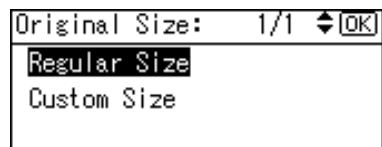
Note

- Enter the size of your original if it is not one of the following: A4, B5 JIS, A5, 8 1/2" × 14", 8 1/2" × 13", 8 1/2" × 11", 5 1/2" × 8 1/2", 8" × 13", 8 1/4" × 13", 8 1/4" × 14".
- On the exposure glass, paper sizes that can be set with this function are: vertical 139–216 mm (5.5"–8.5"), horizontal 139–297 mm (5.5"–11.6").
- For the ADF, paper sizes that can be set with this function are: vertical 139–216 mm (5.5"–8.5"), horizontal 139–1260 mm (5.5"–49.6").

- Place originals face down on the exposure glass, or face up into the ADF.
- Select the paper tray or bypass tray using **[▲]** or **[▼]**, and then press the **[#]** key.



- Select **[Custom Size]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



Note

- If you selected the bypass tray, first select **[Original Size]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

1

- 4** Enter the horizontal size of the original using the number keys, and then press the **[OK]** key.

Custom Orig. Size:	[OK]
Enter measurement.	
Horiz.	1260 mm
<139-1260>	

 **Note**

- If you make a mistake, press the **[Clear/Stop]** key, and then enter the value again.

- 5** Enter the vertical size of the original using the number keys, and then press the **[OK]** key.

Custom Orig. Size:	[OK]
Enter measurement.	
Vert.	139 mm
<139-216>	

The “Accepted” message appears with your set original size.

When the custom size originals settings are registered, **<[*]Ready** appears at the top of the copy display.

<[*]Ready	
1 [A4] []	↕ 1
[100%]	
100%	R/E

 **Note**

- To cancel the registered original size, press the **[Clear Modes]** key.

- 6** Press the **[Start]** key.

2. Copying

Basic Procedure

- 1** If the machine has user codes set, enter a user code (up to eight digits) using the number keys, and then press the **[OK]** or **[#]** key.

The machine is ready to copy.

Reference

For user codes, see “Key Operator Tools”, *General Settings Guide*.

- 2** Make sure “**Ready**” appears on the display.

◆ Initial copy display



If any other function is displayed, press the **[Copy]** key.

- 3** Make sure no previous settings remain.

Note

- When there are previous settings remaining, press the **[Clear Modes]** key and enter again.

- 4** Place your originals.

Reference

p.15 “Placing Originals”

- 5** Make the necessary settings.

Reference

See the explanations for each function.

- 6** Enter the number of copies using the number keys.



Note

- The maximum copy quantity that can be set is 99.

- 7** Press the **[Start]** key.

Copying starts.

Note

- Copies are delivered face down.

How to operate

- ◆ **To switch between pages or select functions:**

Press the scroll key.

- ◆ **To stop the machine during a multi-copy run:**

Press the **[Clear/Stop]** key.

- ◆ **To return the machine to the initial condition after copying:**

Press the **[Clear Modes]** key.

- ◆ **To clear an entered value.**

Press the **[Clear/Stop]** key.

Copying from the Bypass Tray

Use the bypass tray to copy onto OHP transparencies, thick paper, envelopes and copy paper that cannot be loaded in the paper trays.

2

Important

- ❑ Paper of 357 mm in length, or larger, is likely to jam, crease, or not feed in properly.

Limitation

- ❑ You cannot use the duplex function when copying from the bypass tray.

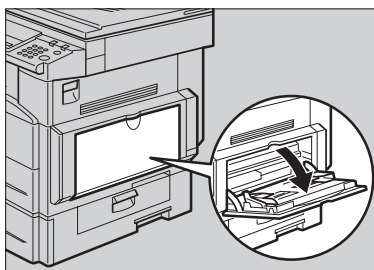
Note

- ❑ If you do not use standard size copy paper, or if you use special paper, you should enter its vertical and horizontal dimensions. See p.17 "Placing Custom Size Originals". The sizes you can enter are as follows:

Metric version	<ul style="list-style-type: none"> • Vertical: 90–216 mm • Horizontal: 139–600 mm
Inch version	<ul style="list-style-type: none"> • Vertical: 3.55"–8.50" • Horizontal: 5.48"–23.62"

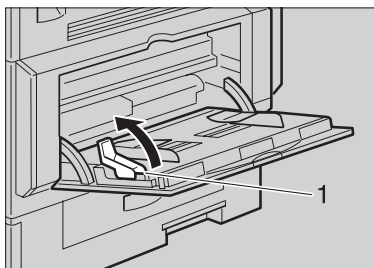
- ❑ When copying onto OHP transparencies or paper heavier than 105 g/m² (about 28 lb.), you need to specify the paper type. See p.23 "When copying onto special paper".
- ❑ The maximum number of sheets you can load at the same time depends on paper type. The maximum number of sheets should not exceed the upper limit.

1 Open the bypass tray.



ABU0275

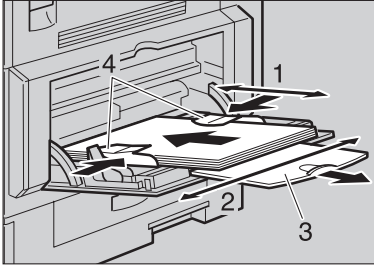
2 Push up the paper guide release lever.



ZFOY310E

1. Paper guide release lever

- 3** Insert the paper with the side you want to copy facing down, and then adjust the paper guide with the paper size.



ZFOY250E

1. Horizontal size
2. Vertical size
3. Extender
4. Paper guides

Note

- If the guides are not flush against the copy paper, images might be skewed or paper mis-feeds might occur.
- Do not stack paper over the limit mark, otherwise images might be skewed or paper mis-feeds might occur.
- Swing out the extender to support paper sizes larger than A4, 8 1/2" x 11".
- Fan paper to get air between the sheets and avoid a multi-sheet feed.

- 4** Pull down the paper guide release lever (step 2).

The bypass tray is selected on the display.



Note

- If ≡ is not selected on the display, select ≡ using [▲] or [▼].

- 5** Press the [#] key, and then select the paper size and type.

Reference

- p.22 "When copying onto regular size paper"
- p.22 "When copying onto custom size paper"
- p.23 "When copying onto special paper"
- p.23 "When copying onto envelopes"

- 6** Place your originals, and then press the [Start] key.

Note

- When copying onto OHP transparencies, remove copied sheets one by one.

Reference

- ⇒ p.15 "Placing Originals"

When copying onto regular size paper

- 1 Make sure the bypass tray is selected.

Note

- If any other paper tray is selected, using **[▲]** or **[▼]** to select the bypass tray.

- 2 Press the **[#]** key.

- 3 Select **[Paper Size]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

Bypass Settings 1/1		[OK]
Paper Size		
Paper Type		
Original Size		

- 4 Select **[Regular Size]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

Paper Size:	1/1	[OK]
Regular Size		
Custom Size		

- 5 Select the paper size using the scroll keys, and then press the **[OK]** key.

Regular Size:	1/4	[OK]
A4	A5	
A5	B5 Jis	
C8 Env	C5 Env	

The “Accepted” message appears.

When copying onto custom size paper

Important

- You should specify the size of copy paper to avoid paper misfeeds.

- 1 Make sure the bypass tray is selected.

Note

- If any other paper tray is selected, using **[▲]** or **[▼]** to select the bypass tray.

- 2 Press the **[#]** key.

- 3 Select **[Paper Size]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

Bypass Settings 1/1		[OK]
Paper Size		
Paper Type		
Original Size		

- 4 Select **[Custom Size]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

Paper Size:	1/1	[OK]
Regular Size		
Custom Size		

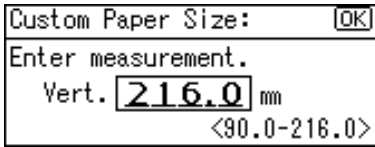
- 5 Enter the horizontal size of the original using the number keys, and then press the **[OK]** key.

Custom Paper Size:	[OK]
Enter measurement.	
Horiz.	600.0 mm
	<139.0-600.0>

Note

- If you make a mistake, press the **[Clear/Stop]** key, and then enter the value again.

- Enter the vertical size of the original using the number keys, and then press the **[OK]** key.



The "Accepted" message appears.

When copying onto special paper

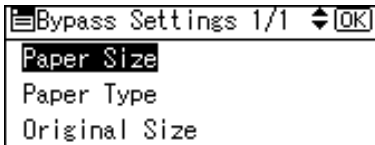
- Make sure the bypass tray is selected.

Note

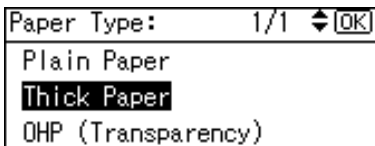
- If any other paper tray is selected, using **[▲]** or **[▼]** to select the bypass tray.

- Press the **[#]** key.

- Select **[Paper Type]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



- Select the paper type, and then press the **[OK]** key.



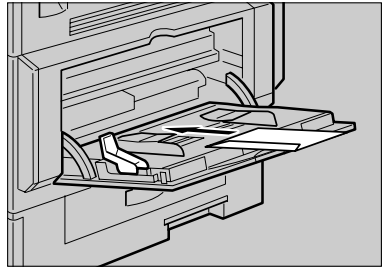
The "Accepted" message appears.

When copying onto envelopes

- Make sure the bypass tray is selected.

Note

- If any other paper tray is selected, using **[▲]** or **[▼]** to select the bypass tray.
- When copying onto small-sized envelopes, align the flaps to the paper guide on the left.



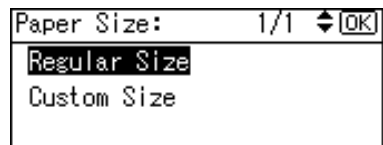
ABU0505

- Press the **[#]** key.

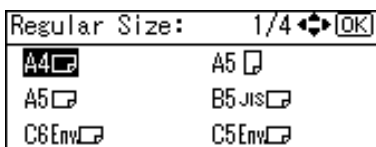
- Select **[Paper Size]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



- Select **[Regular Size]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

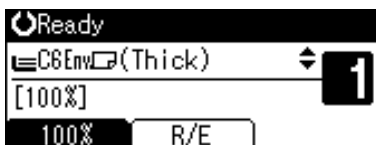


- 5** Select the envelope size from [C6 env] [C5 env] [DL env], and then press the [OK] key.



The “Accepted” message appears.

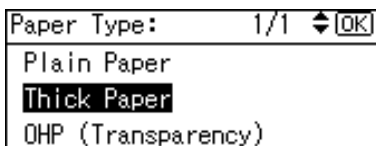
- 6** Press the [#] key.



- 7** Select [Paper Type] using [▲] or [▼], and then press the [OK] key.



- 8** Select [Thick Paper] using [▲] or [▼], and then press the [OK] key.



The “Accepted” message appears.

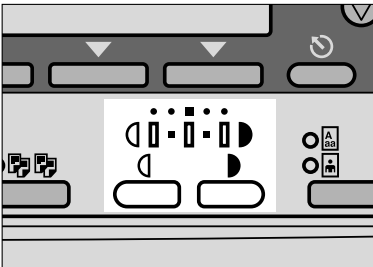
Copier Functions

Adjusting Image Density

You can adjust copy image density to match your originals.

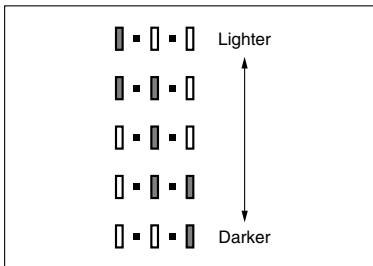
If you require darker or lighter copies, adjust image density accordingly.

1 Press the **[Lighter]** or **[Darker]** key to adjust the density.



ABU0285

The image density changes in five increments as follows:



ABU0426

Selecting Original Type Setting

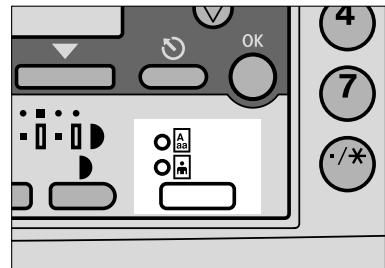
Select one of the following two types to match your originals:

◆ **Text**
Select this when your originals contain only text (no pictures).

◆ **Photo**
This can reproduce delicate tones of photographs and pictures.

🔍 **Reference**
p.43 "Original Type Setting"

1 Press the **[Original]** key and select the original type.



ABU0285

Note

☐ Press the **[Original]** key to go through the following types:

Upper indicator lit	Text
Lower indicator lit	Photo

Selecting Copy Paper

Choose the tray containing the paper you want to copy onto: a paper tray or the bypass tray.

- 1 Select the paper tray or bypass tray using **[▲]** or **[▼]**.

The selected tray and the paper size appear.

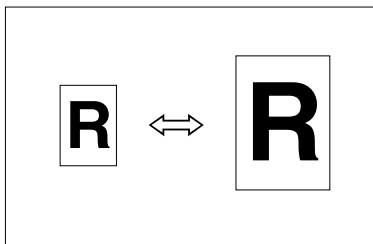


Reference

p.20 "Copying from the Bypass Tray"

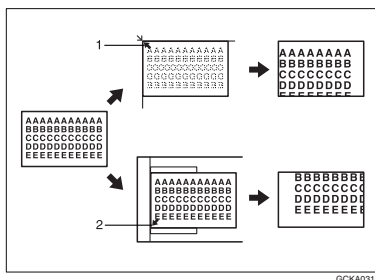
Preset Reduce/Enlarge

You can select a preset ratio for copying.



◆ Base Point

The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is placed on the exposure glass, the upper left corner is the base point. When placed in the ADF, the bottom left corner is the base point.



1. Base point when placing on the exposure glass.

2. Base point when placing in the ADF.

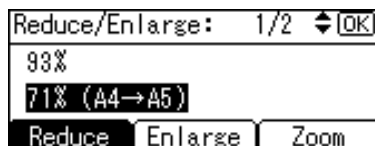
Reference

Related default settings
 p.44 "Reproduction Ratio"
 p.45 "Preset R/E Priority"

- 1 Press **[R/E]**.



- 2 Press **[Reduce]** or **[Enlarge]**.



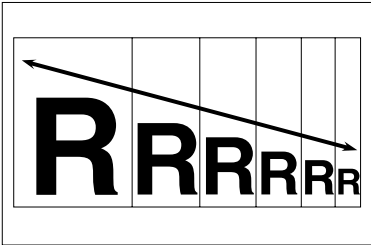
- 3** Select a ratio using **[▲]** or **[▼]**, and then press the **[OK]** key.

The “Accepted” message appears.

- 4** Place your originals, and then press the **[Start]** key.

Zoom

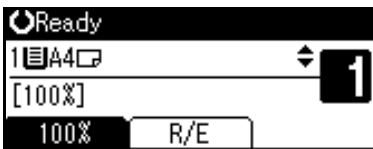
You can change the reproduction ratio in increments of 1%.



Note

- You can also select a preset ratio close to the desired ratio using **[Reduce]** or **[Enlarge]**, and then adjust the ratio using **[▲]** or **[▼]**.

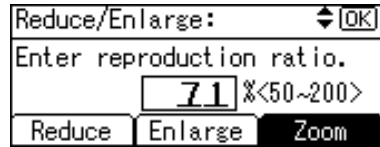
- 1** Press **[R/E]**.



- 2** Press **[Zoom]**.



- 3** Enter the ratio.



To select the ratio using **[▲]** and **[▼]**

- 1** Adjust the ratio using **[▲]** or **[▼]**.

Note

- If you have incorrectly entered the ratio, readjust using **[▲]** or **[▼]**.
- To change the ratio in increments of 10%, press and hold down **[▲]** or **[▼]**.

- 2** Press the **[OK]** key.

The “Accepted” message appears.

To enter the ratio using the number keys

- 1** Enter the desired ratio using the number keys.

- 2** Press the **[OK]** key.

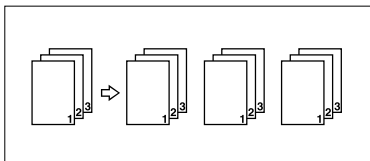
The “Accepted” message appears.

- 4** Place your originals, and then press the **[Start]** key.

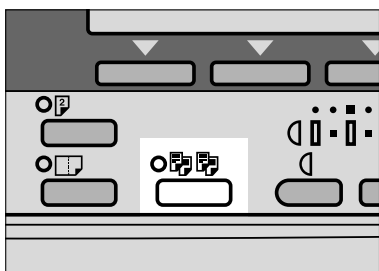
Sort

You can scan originals into memory and automatically sort copies.

Copies are assembled as sequentially ordered sets.



1 Press the **[Sort]** key.



ABU0305

Note

- When canceling the Sort function, press the **[Sort]** key, and make sure the **[Sort]** key indicator is off.

2 Enter the number of copy sets using the number keys.



3 Place your originals.

Note

- When placing originals on the exposure glass, start from the first page to be copied. When placing originals in the ADF, set the first page on top.

4 Press the **[Start]** key.

Note

- When placing originals on the exposure glass, press the **[#]** key after all originals are scanned.

Changing the number of sets

You can change the number of copy sets during copying.

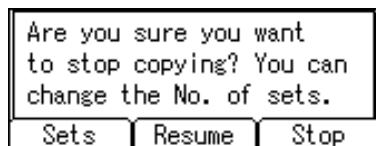
Note

- This function can only be used when the Sort function is selected.

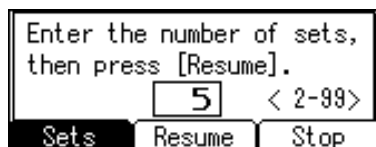
1 While "Copying..." is displayed, press the **[Clear/Stop]** key.



2 Press **[Sets]**.



3 Enter the number of copy sets with the number keys, and then press **[Resume]**.



Copying starts again.

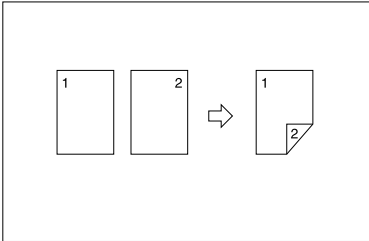
Note

- The number of sets you can enter differs depending on when the **[Clear/Stop]** key is pressed.

Duplex

❖ 1 Sided → 2 Sided

Copies 2 one-sided pages onto 1 two-sided page.



Original orientation and completed copies

The resulting copy image will differ according to the orientation in which you place the originals (vertical or horizontal).

Original	How to place your original	Copy

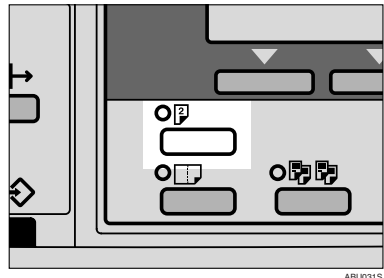
GCRY011E

*1 The table shows the orientation of images on the front and back of copies, not the orientation of delivery.

Note

- You cannot use the bypass tray with this function.
- The maximum paper weight that can be used with duplex copying is 64–90 g/m², 20–24 lb.
- You can change the original orientation. See p.29 “To select the orientation”.
- You can change the margin. See p.45 “Duplex Margin”.

1 Press the **[Duplex]** key.



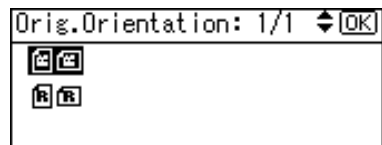
ABU0315

To select the orientation

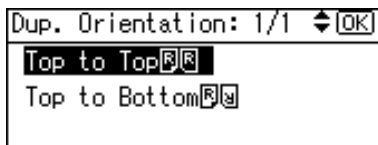
Note

- You can select the original orientation when **[Always Specify]** is selected in **[Orientation]** under **[Copier Features]** (User Tools). See p.44 “Orientation”.

- 1 Select the original orientation using **[▲]** or **[▼]**, and then press the **[OK]** key.



- 2 Select the copy orientation using **[▲]** or **[▼]**, and then press the **[OK]** key.



The “Accepted” message appears.

- 2 Place your originals.

When placing originals on the exposure glass

- 1 Place the original, and then press the **[Start]** key.

Note

- Start from the first page to be copied.

- 2 Place the next original, and then press the **[Start]** key.

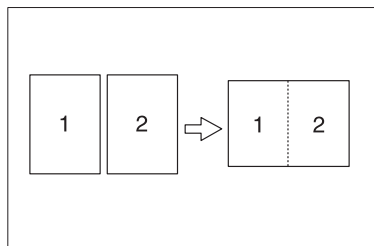
When placing a stack of originals in the ADF

- 1 Place the originals with the first page on the top, and then press the **[Start]** key.

One-Sided Combine

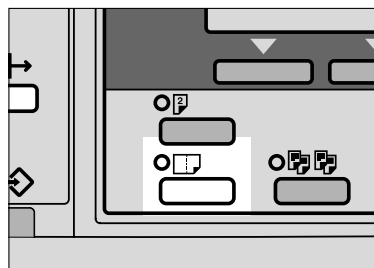
You can combine two pages onto one side of a sheet.

- ◆ **1 Sided 2 Pages → Combine 1 Side**
Copies 2 one-sided originals onto one side of a sheet.



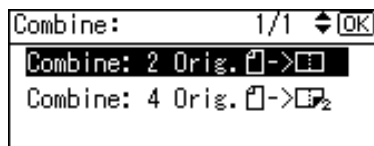
GC5HV77E

- 1 Press the **[Combine]** key.



ABU032S

- 2 Select **[Combine: 2 Orig.]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



Reference

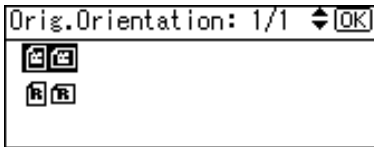
p.29 “Original orientation and completed copies”

To select the orientation

Note

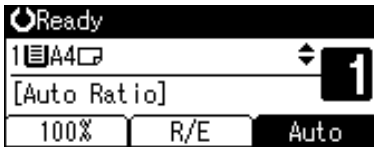
- You can select the original orientation when **[Always Specify]** is selected in **[Orientation]** under **[Copier Features]** (User Tools). See p.44 "Orientation".

- 1** Select the orientation using **[▲]** or **[▼]**, and then press the **[OK]** key.



The "Accepted" message appears.

- 3** Select the paper size using **[▲]** or **[▼]**.



Note

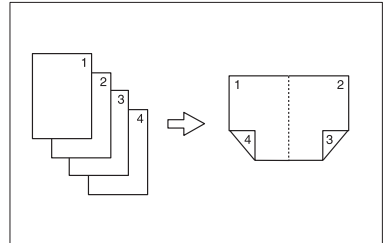
- The machine calculates the ratio automatically based on the original size, if specified, or the copy paper size.

- 4** Place your originals, and then press the **[Start]** key.

Two-Sided Combine

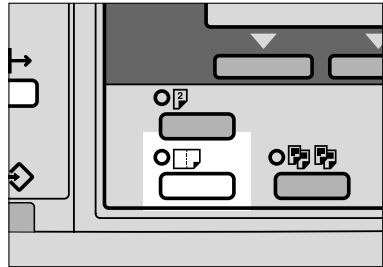
You can combine 4 pages of originals into one sheet with two sides.

- ◆ **1 Sided 4 Pages → Combine 2 Side**
Copies 4 one-sided originals onto one sheet with two pages per side.



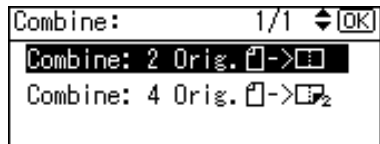
GCSHY9E

- 1** Press the **[Combine]** key.



ABU002S

- 2** Select **[Combine: 4 Orig.]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

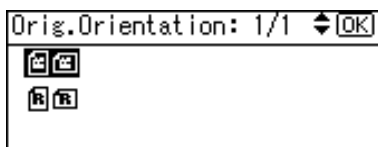


 To select the orientation

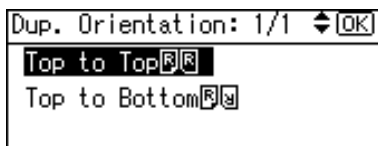
 **Note**

- You can select the original orientation when **[Always Specify]** is selected in **[Orientation]** under **[Copier Features]** (User Tools). See p.44 “Orientation”.

- 1** Select the original orientation using **[▲]** or **[▼]**, and then press the **[OK]** key.

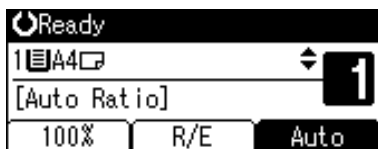


- 2** Select the copy orientation using **[▲]** or **[▼]**, and then press the **[OK]** key.



The “Accepted” message appears.

- 3** Select the paper size using **[▲]** or **[▼]**.


 **Note**

- The machine calculates the ratio automatically based on the original size, if specified, or the copy paper size.

- 4** Place your originals, and then press the **[Start]** key.

3. Troubleshooting

If Your Machine Does Not Operate As You Want

When a Message Is Displayed

The following chart contains explanations for common messages. If other messages appear, follow the instructions as they are displayed.


 **Note**

For messages not listed here, see *General Settings Guide*.

Message	Causes	Solutions
Cannot dup. copy this size	A paper size not available with the Duplex function has been selected.	The following paper sizes are available for the Duplex function: A4 <input type="checkbox"/> , B5 JIS <input type="checkbox"/> . Select one of these sizes.
Cannot sort this size	A paper size not available with the Sort function has been specified.	Use copy paper of length under 357 mm.
Size error in Combine mode	A paper size not available with the Combine function has been specified.	Use copy paper of length under 357 mm.
Max. number of sets is *	The number of copies exceeds maximum copy quantity.	You can change the maximum copy quantity. See p.44 "Max. Number of Sets".

If You Cannot Make Clear Copies


3

Problem	Causes	Solutions
Copies appear dirty.	Image density is too dark.	Adjust the image density. See p.25 "Adjusting Image Density".
The reverse side of an original image is copied.	Image density is too dark.	Adjust the image density. See p.25 "Adjusting Image Density".
A shadow appears on copies if you use pasted originals.	Image density is too dark.	Adjust the image density. See p.25 "Adjusting Image Density". Change the orientation of the original. Put mending tape over the pasted areas.
The same copy area is dirty whenever making copies.	The exposure glass or ADF is dirty.	Clean them. See p.51 "Maintaining Your Machine".
Copies are too light.	Image density is too light.	Adjust the image density. See p.25 "Adjusting Image Density".
	The paper size is not appropriate.	Use the recommended paper. Note <input type="checkbox"/> A light copy may result when you use damp or rough grain paper.
	Toner bottle is almost empty.	Add toner. See p.38 "Adding Toner".
Parts of the paper are not copied.	The original is not placed correctly.	Place originals correctly. See p.15 "Placing Originals".
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not placed correctly.	When using the exposure glass, place originals face down. When using the ADF, place them face up. See p.15 "Placing Originals".
A moiré pattern is produced on copies. 	Your original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

If You Cannot Make Copies As You Want

This section explains causes and remedies when copy results are not as expected.

❖ Basic

Problem	Causes	Solutions
You cannot combine several functions.	Selected functions cannot be used together.	Check the combination of functions and make the settings again.  Reference p.53 "Combination Chart"

3


❖ Combine

Problem	Causes	Solutions
When using Combine, parts of the image are not copied.	The copy paper you specified does not match the sizes of your originals.	Make sure the originals can be combined into the copy paper you selected.
Copies are not in correct order.	You placed the originals in the incorrect order.	When placing a stack of originals in the ADF, the last page should be on the bottom. If you place an original on the exposure glass, start with the first page to be copied.

❖ Duplex

Problem	Causes	Solutions
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the ADF, the last page should be on the bottom. If you set an original on the exposure glass, start with the first page to be copied.
In Duplex Margin mode, parts of the original image are not copied.	The margin is too wide. There is a lack of margin space on the opposite side of the binding position.	Set a narrower margin with User Tools. You can set the width between 0–50 mm (0"–2"). See p.45 "Duplex Margin".
When using Duplex, copy is made Top to Top even though Top to Bottom is selected.	You placed the originals in the wrong orientation.	Place the originals in the correct orientation. See p.15 "Original Orientation" .

When Memory Is Full

Messages	Causes	Solutions
<p>Memory is full. [Print] scanned orig., [Clear] to cancel/clear memory. [Clear][Print]</p> <p> Note</p> <p><input type="checkbox"/> Copying will stop and this message will be displayed when the memory is full.</p>	<p>The scanned original exceeds the number of pages that can be stored in memory.</p>	<p>Press [Print] to copy scanned originals and cancel the scanning data. Press [Clear] to cancel the scanning data and not copy.</p>
<p>Reset * orig., then press [Resume] to scan and copy the remaining originals. [Stop] [Resume]</p>	<p>The machine checks if the remaining originals should be copied, after the scanned original has been printed.</p>	<p>To continue copying, remove all copies, and then press [Resume]. To stop copying, press [Stop].</p>

Loading Paper

Reference

For paper types and sizes, see *General Settings Guide*.

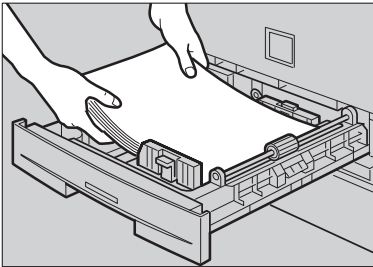
Loading Paper

Note

- You can change the paper size, see *General Settings Guide*.
- This illustration shows Tray 1.

1 Pull the paper tray out slowly until it stops.

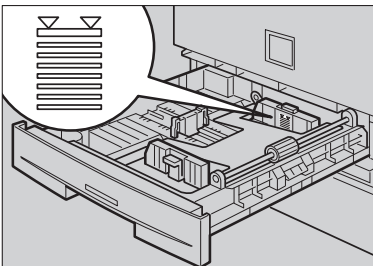
2 Push the metal plate down, and then square the paper and load it in the tray.



ZFOY280E

Important

- Check the top of the stack is not higher than the limit mark inside the tray.



ZFOY300E


- If paper is left in the paper tray, and then you add paper, a mis-feed might occur.

Note

- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- When using paper tray 2, load paper so that the paper touches the right side of the tray, or mis-feeds might occur.

3 Push the paper tray in, until it stops.

Adding Toner

When  appears, it is time to add toner.

Handling Toner

 **WARNING:**

- *Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.*


 **CAUTION:**

- *Keep toner (used or unused) and toner containers out of reach of children.*

 **Important**

- Faults may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Always add toner when the machine instructs you.
- Do not repeatedly install and remove toner bottles. This will result in toner leakage.
- Do not shake the removed toner bottle. Remaining toner might scatter.

 **Note**

- You can make about 50 copies even after the  symbol begins flashing, but replace toner early to prevent poor copy quality.

Toner Storage

When storing toner, the following precautions should always be followed:

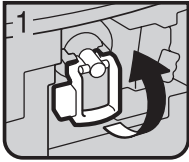
- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

Used Toner

 **Note**

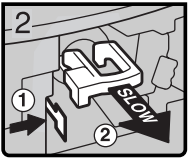
- Toner cannot be re-used.

Removing Toner



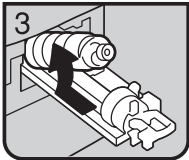
ABU033S

- 1: Open the front cover of the machine.
- 2: Lift the green lever.



ABU034S

- 3: Push the green lever, and then gently pull out the holder.

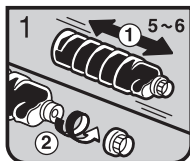


ZAA060E

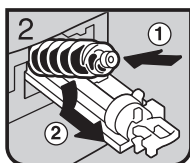
- 4: Press the toner bottle back to raise its top, and then gently pull it out.

3

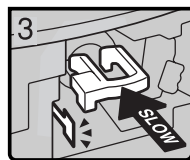
Inserting Toner



ZAAX070E



ZAAX080E



ABU036S



ABU036S

- 1: Hold the new bottle horizontally and shake it from side to side five or six times.
- 2: Remove the black cap.

Note

- Do not remove the black cap before shaking.
- Do not remove the inner cap.

- 3: Put the toner bottle on the holder, and then pull its top forward.

- 4: Push in the green lever until it clicks.

- 5: Press down the green lever.
- 6: Close the machine's front cover.

4. User Tools (Copier Features)

Accessing User Tools (Copier Features)

This section is for key operators in charge of this machine. Key operators can change or make default settings.

Note

- Be sure to quit User Tools and return to the initial copy display when all settings are complete. This section describes system settings for the copier function.
- Selected settings are highlighted.
- Any changes made with User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Clear Modes]** key is pressed.

Reference

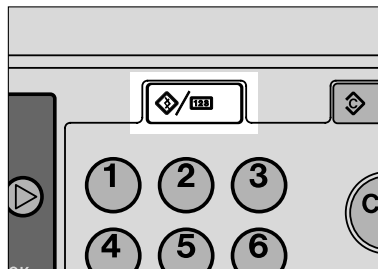
For details about System Settings, see "User Tools (System Settings)", *General Settings Guide*.

Changing Default Settings

Note

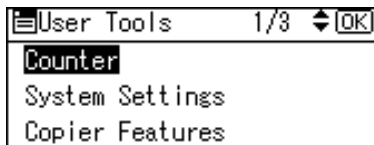
- If a key operator code is set, the key operator code input display appears before you can change the default settings. For details about access codes, see "Key Operator Tools", *General Settings Guide*.

- 1** Press the **[User Tools/Counter]** key.

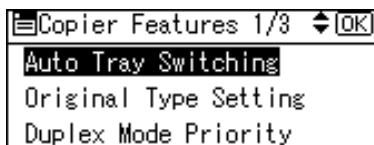


ABU0155

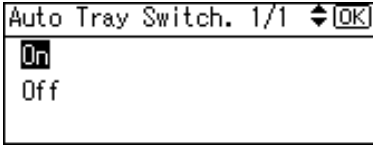
- 2** Select **[Copier Features]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



- 3** Select the menu using **[▲]** or **[▼]**, and then press the **[OK]** key.



- 4 Change settings by following instructions on the display, and then press the **[OK]** key.



The “Programmed” message appears.

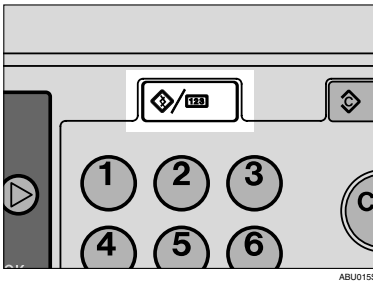
 **Note**

- To discontinue the operation and return to the initial display, press the **[User Tools/Counter]** key.

4

Quitting User Tools

- 1 Press the **[User Tools/Counter]** key.



The change is made, and the machine is ready to copy.

Settings You Can Change with User Tools

Auto Tray Switching

If you load paper of the same size and in the same orientation in two trays, the machine automatically shifts to the other tray when the first tray runs out of paper. This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.

Note

- Default: *On*
- Off: When a paper tray runs out of paper, copying is interrupted and the "Load paper" message appears.
- To enable this function, the APS settings of Paper Type: Tray 1 and 2 have to be selected **[On]**. See "Tray Paper Settings", *General Settings Guide*.

Original Type Setting

You can adjust copy finish quality level according to original type. You can choose these functions after selecting **[Original Type 1 (Text)]** or **[Original Type 2 (Photo)]**.

- Text Mode 1
normal text originals
- Text Mode 2
newspapers, semi-transparent originals (reverse side print faintly visible)
- Photo Mode 1
text/photo images containing mostly photo areas
- Photo Mode 2
text/photo images containing mostly text areas

- Photo Mode 3
actual photographic paper
- Special Mode 1
Highly transparent originals (reverse side clearly visible), or light text on a coloured background. Also for originals with very grainy backgrounds (some newspapers) and light text.
- Special Mode 2
originals with coloured text and lines
- Special Mode 3
photo images created by dithering (visible dots), such as newspaper photos - normal resolution
- Special Mode 4
photo images created by dithering (visible dots), such as newspaper photos - coarse resolution
- Special Mode 5
normal text originals (reproducing the background)

Note

- Default:
 - *Original Type 1 (Text): Text Mode 1*
 - *Original Type 2 (Photo): Photo Mode 1*

Duplex Mode Priority

You can select the type of Duplex function effective when the machine is turned on, reset, or modes are cleared.

Note

- Default: *1 Sided → 1 Sided*

Orientation

- You can select the original orientation when making Combine copies.

Note

- Default: *Do not Specify*
- When you select **[Always Specify]**, you must select the orientation of originals.

Max. Number of Sets

The maximum copy quantity can be set between 1 and 99 using number keys.

Note

- Default: *99 sheets*

Original Count Display

You can set to display the count of originals and copying pages on the display when **[On]** is selected.

Note

- Default: *Off*

Reproduction Ratio

You can select which reduce, enlarge, or input ratio is shown on the display with priority when **[Reduce]** or **[Enlarge]** is selected.

Note

- Default:
 - Metric version:
 - Ratio 1: 50%
 - Ratio 2: 71%
 - Ratio 3: 93%
 - Ratio 4: 141%
 - Ratio 5: 200%
 - Inch version:
 - Ratio 1: 65%
 - Ratio 2: 78%
 - Ratio 3: 93%
 - Ratio 4: 129%
 - Ratio 5: 155%
- You can set a ratio other than the above.
 - ① Press the **[User Tools/Counter]** key.
 - ② Select **[Copier Features]** using **[▲]** or **[▼]**, and then press the **[OK]** key.
 - ③ Select **[Reproduction Ratio]** using **[▲]** or **[▼]**, and then press the **[OK]** key.
 - ④ Select the ratio you want to change using **[▲]** or **[▼]**, and then press the **[OK]** key.
 - ⑤ Select **[User R/E Ratio]** using **[▲]** or **[▼]**, and then press the **[OK]** key.
 - ⑥ Enter a ratio using the number keys (from 50–200%), and then press the **[OK]** key.
The “Programmed” message appears.

Preset R/E Priority

You can set the ratio with priority when **[R/E]** is selected.

 **Note**

Default:

- Metric version: 71%
- Inch version: 65%

Duplex Margin

You can specify left margin on the back side of copies, and top margin on the front side. Select **[Top Margin]** or **[Left Margin]**, and then set the required value.

- Top Margin: 0 - 50 mm, 0" - 2"
- Left Margin: 0 - 50 mm, 0" - 2"

 **Note**

Default:

- Metric version: 5 mm
- Inch version: 0.2 inch

4

Do's and Don'ts

CAUTION:

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

Important

- Do not turn the power off while the On indicator is lit or blinking. Doing so may damage the memory.
- Before unplugging the power cord or turning off the main power switch, make sure remaining memory space is at 100%, as shown on the display. See p.11 “Turning Off the Power” and “Turning Off the Main Power”.
- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.
- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, the exposure glass may become warm—this is not a malfunction.
- The area around the ventilation hole might feel warm. This is caused by exhaust air and is not a malfunction.
- When the machine is not in use and in stand-by mode, you may hear a small noise inside. This is caused by the image stabilization process and is not a malfunction.
- Do not turn off the operation switch while copying or printing. Make sure all copying or printing has finished first.
- The machine might not produce good copy images if condensation forms inside as a result of rapid temperature change.
- Do not open the covers of the machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine during copying or printing.
- If you operate the machine improperly or a machine failure occurs, settings might be lost. Be sure to make a note of your machine settings.
- The manufacturer shall not be liable for any loss or damage resulting from mechanical failure, loss of settings, or use of the machine.

Where to Put Your Machine

Machine Environment

Choose your machine's location carefully. Environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ CAUTION:

- *Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.*

⚠ CAUTION:

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*
- Temperature: 10-32 °C (50-89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F)
- Humidity: 15-80% (temperature to be 27 °C, 80.6 °F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inches: both front to rear, and left to right.
- To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or other sources of strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.)
- Locations close to machines generating ammonia, such as a diazo copy machine.
- Places where the machine will be subject to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Moving

CAUTION:

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

CAUTION:

- *When the paper tray unit is installed, do not push the upper part of the main unit horizontally. An injury might occur if the paper tray unit becomes detached from the main unit.*

Important

- Be careful when moving the machine. Take the following precautions:
 - Turn off the main power. See p.11 "Turning Off the Main Power".
 - Unplug the power cord from the wall outlet. When you pull out the plug from the socket, grip the plug to avoid damaging the cord, thereby reducing the risk of fire or electric shock.
 - Close all covers and trays, including the front cover and bypass tray.
- Do not take off the holding stand.
- Protect the machine from strong shocks. Impact can damage the memory.

Power Connection

WARNING:

- **Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.**

CAUTION:

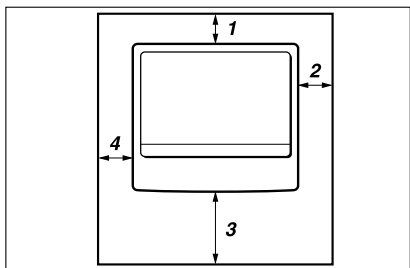
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*

CAUTION:

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- When the main power switch is in the stand-by position, the optional anti-condensation heaters are on. In an emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

Access to the Machine

Place the machine near the power source, providing the clearance areas shown.



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1. Rear: 1 cm (0.4") or more
2. Right: 1 cm (0.4") or more
3. Front: 75 cm (29.6") or more
4. Left: 1 cm (0.4") or more

Note

- For the required space when options are installed, contact your service representative.

Maintaining Your Machine

If the exposure glass, exposure glass cover, or ADF belt is dirty, copy clarity may be reduced. Clean these parts if they are dirty.

❖ Cleaning the machine

Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water.

⚠ Important

- ❑ Do not use chemical cleaner or organic solvents such as thinner or benzene. If such substances get inside the machine or melt plastic parts, a failure might occur.
- ❑ Do not clean parts other than those explicitly specified in this manual. Other parts should only be cleaned by your service representative.

Cleaning the Exposure Glass



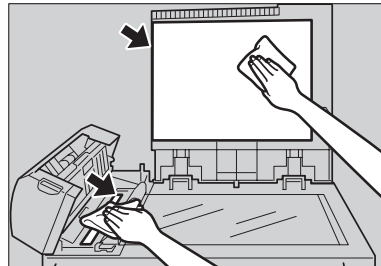
ABU037S

Cleaning the Exposure Glass Cover



ZFOH660E

Cleaning the ADF



ZFOH660E

6. Specifications


Combination Chart

The combination chart below shows which functions can be used together. When you read the chart, see the following table:

○	These functions can be used together.
●	These functions cannot be used together. The second function selected will be the function you are working in.

The following shows the combinations of functions.

		Function selected after											
		Regular Size Originals	Custom Size Originals	Bypass Tray	Manual Image Density	Text Originals	Photo Originals	Preset Reduce/Enlarge	Zoom	1 Sided 2 Pages – Combine 1 Side	1 Sided 4 Pages – Combine 2 Side	1 Sided → 2 Sided	Sort
Function selected first	Regular Size Originals		●	○	○	○	○	○	○	○	○	○	○
	Custom Size Originals	●		○	○	○	○	○	○	○	○	○	○
	Bypass Tray	○	○		○	○	○	○	○	*1	*2	*2	*1
	Manual Image Density	○	○	○		○	○	○	○	○	○	○	○
	Text Originals	○	○	○	○		●	○	○	○	○	○	○
	Photo Originals	○	○	○	○	●		○	○	○	○	○	○
	Preset Reduce/Enlarge	○	○	○	○	○	○		●	*3	*3	○	○
	Zoom	○	○	○	○	○	○	●		*3	*3	○	○
	1 Sided 2 Pages – Combine 1 Side	○	○	*1	○	○	○	○	○		●	●	○
	1 Sided 4 Pages – Combine 2 Side	○	○	*2	○	○	○	○	○	○	●		○
	1 Sided → 2 Sided	○	○	*2	○	○	○	○	○	○	●	●	
	Sort	○	○	*1	○	○	○	○	○	○	○	○	○

*1 You cannot use copy paper longer than 356mm () when combining these functions.

*2 When you select these functions together, the error message appears. You cannot copy until you cancel one function.

*3 The function selected after switches the ratio to auto ratio.

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Supplementary Information

◆ Bypass Tray Copy

- The following paper sizes can be selected as standard sizes:
A4, A5, B5 JIS, 8¹/₂"×14", 8¹/₂"×11", 5¹/₂"×8¹/₂", 7¹/₄"×10¹/₂", 8"×13", 8¹/₂"×13", 8¹/₄"×13", 8¹/₄"×14", 16K, 4¹/₈"×9¹/₂", 3⁷/₈"×7¹/₂", C5 Env, C6 Env, DL Env
- When the beeper is turned off, it will not sound if you insert paper into the bypass tray. See *General Settings Guide*.

◆ Preset Reduce/Enlarge

- You can select one of 5 preset ratios (2 enlargement ratios, 3 reduction ratios).
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- Copies can be reduced or enlarged as follows:

◆ Metric version

Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	A6→A4
141 (enlarge area by 2)	A5→A4
122	--
115	--
93	A little reduced. (Create Margin)
82	F→A4
71 (reduce area by 1/2)	A4→A5
65	--
50 (reduce area by 1/4)	A4→A6

◆ Inch version

Ratio (%)	Original → Copy paper size
200 (enlarge area by 4)	--
155 (enlarge area by 2)	$5\frac{1}{2}'' \times 8\frac{1}{2}'' \rightarrow 8\frac{1}{2}'' \times 14''$
129	$5\frac{1}{2}'' \times 8\frac{1}{2}'' \rightarrow 8\frac{1}{2}'' \times 11''$
121	--
93	A little reduced. (Create Margin)
85	$8\frac{1}{2}'' \times 13'' \rightarrow 8\frac{1}{2}'' \times 11''$
78	$8\frac{1}{2}'' \times 14'' \rightarrow 8\frac{1}{2}'' \times 11''$
73	--
65	$8\frac{1}{2}'' \times 11'' \rightarrow 5\frac{1}{2}'' \times 8\frac{1}{2}''$
50 (reduce area by $\frac{1}{4}$)	--

◆ Zoom

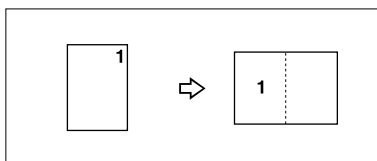
- The reproduction ratios you can specify are 50–200%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

◆ Duplex

- You cannot use the following copy paper with this function:
 - Paper smaller than B5 JIS \square or $8\frac{1}{2}'' \times 11'' \square$.
 - Paper thicker than 105 g/m², 28 lb.
 - Paper thinner than 64 g/m², 17 lb.
 - Translucent paper
 - OHP transparencies
 - Label paper (adhesive labels)
 - Postcards
- When an odd number of originals is placed in the ADF, the back of the last page of copied paper is blank.
- During copying, the image is shifted to allow for the binding margin.
- The following paper sizes can be duplexed: A4 \square , B5 JIS \square , $8\frac{1}{2}'' \times 14'' \square$, $8\frac{1}{2}'' \times 11'' \square$, $8\frac{1}{2}'' \times 13'' \square$, $8\frac{1}{4}'' \times 13'' \square$, $8\frac{1}{4}'' \times 14'' \square$, 16K \square

❖ Combine

- When using this function, the machine selects the reproduction ratio automatically. This reproduction ratio depends on original sizes, if specified, or copy paper sizes.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper of 357 mm in length, or larger.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown.



6

❖ Duplex Margin

- If you set a binding margin that is too wide, part of the image may not be copied.
- When making copies using the Combine function, the binding margin is added to the copies when combining is finished.

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MEMO

MEMO



Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives.”

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON.**

⏻ means **STAND BY.**

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