Giving Shape to Ideas

KONICA MINOLTA

bizhub PRESS

1250/1052

User's Guide Copier

Contents

1 Introduction

2 Preparation for Use

3 Paper and Original Information

4 Before Making Copies

5 Supplies and Disposals

6 Basic Setting

7 Application Functions

8 Output Setting

9 Job Management

10 Advanced Information

11 Troubleshooting

12 Maintenance

13 Specifications

14 Index

1

Introduction

1 Introduction

1.1 Welcome

Thank you for purchasing this machine.

This User's Guide describes the functions, operating instructions, precautions for correct operation, and simple troubleshooting guidelines of this machine. In order to obtain maximum performance from this product and use it effectively, please refer to this User's Guide as necessary.

1.1.1 Composition of User's Guide

Printed manuals	**Overview**
[User's Guide - Security]	This guide describes the security functions. Please read this guide for comprehension of how to use the Enhanced Security mode and detailed machine operation in Enhanced Security mode.
[Operation Quick Guide]	This guide mainly describes how to use frequently used functions. Please read this guide for quick comprehension of various features available on the machine.
[Safety Information]	This guide provides precautions and requests that should be followed to ensure safe usage of this machine. Please be sure to read this guide before using the machine.

User's guide CD manuals	**Overview**
[User's Guide - Copier]	This guide describes an outline of the machine and copy operations. • Configuration and specifications of the main body and options • Turning on/off the machine • Paper information • Making a basic copy and setting procedures • Supplies and disposals • Application, Output Setting, and Job List • Troubleshooting
[User's Guide - POD Administrator's Reference]	This guide provides you with detailed information on machine management and how to customize the machine according to your daily use. • Tray Setting • Both Sides Adjust • Controller Setting • Adjustment, Utility Menu Screen • Network Setting • PageScope Web Connection • Web Utilities
[User's Guide - Printer]	This guide describes the settings of the printer drivers and utility tools. • PCL driver • PS Plug-in driver • PS PPD driver • PageScope Web Connection

User's guide CD manuals	Overview
[User's Guide - Network Scanner]	This guide describes operations of the network scanner functions. • Saving on the HDD for main body/Outputting • Sending via e-mail • Saving on the HDD for controllers • Sending to FTP server • Sending to SMB server • Sending to group
[Trademarks/Copyrights]	This guide describes trademarks, licenses, and copyrights concerning this machine. Please be sure to refer to this guide before using the machine.

1.1.2 User's Guide

This User's Guide is intended for users ranging from those using this machine for the first time to administrators.

It describes basic operations, functions that enable more convenient operations, maintenance procedures, simple trouble shooting operations, and various setting methods of this machine.

Note that basic technical knowledge about the product is required to enable users to perform maintenance work or troubleshooting operations. Limit your maintenance and troubleshooting operations to the areas explained in this manual.

Should you experience any problems, please contact your service representative.

1.2 Conventions Used in This Manual

1.2.1 Symbols Used in This Manual

Symbols are used in this manual to express various types of information.

The following describes each symbol related to correct and safe usage of this machine.

To use this machine safely

⚠ **WARNING**

- This symbol indicates that a failure to heed the instructions may lead to death or serious injury.

⚠ **CAUTION**

- This symbol indicates that negligence of the instructions may lead to mishandling that may cause injury or property damage.

NOTICE

This symbol indicates a risk that may result in damage to this machine or originals. Follow the instructions to avoid property damage.

Procedural instruction

✔ This check mark indicates an option that is required in order to use conditions or functions that are prerequisite for a procedure.

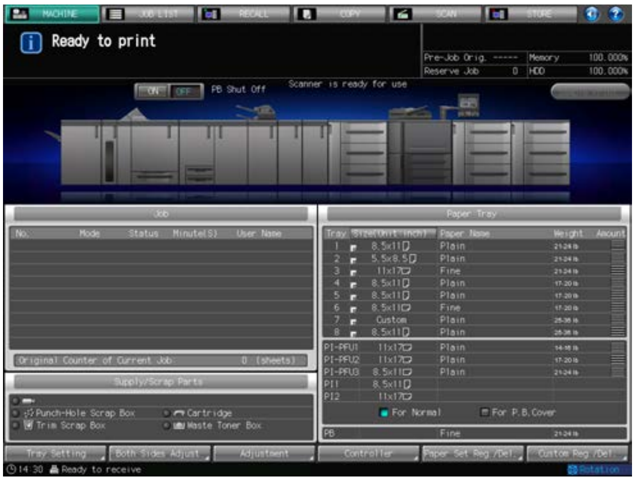
1 This format number "1" represents the first step.

2 This format number represents the order of serial steps.

  ➔ This symbol indicates a supplementary explanation of a procedural instruction.

The operation procedures are described using illustrations.

➔ This symbol indicates transition of the **control panel** to access a desired menu item.



Ready to print

Pre-Job Orig. -----

Reserve Job 0

Memory 100.000%

HDD 100.000%

Scanner is ready for use

No.	Mode	Status	Minute(S)	User Name

Original Counter of Current Job 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

14:30 Ready to receive

The relevant page is shown.

Reference

This symbol indicates a reference.

View the reference as required.

Key symbols

[ ]

Key names on the touch panel or computer screen, or a name of user's guide are indicated by these brackets.

Bold text

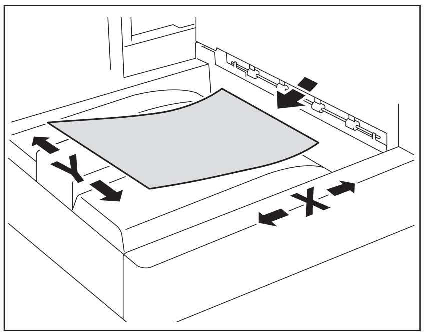
Key names on the **control panel**, part names, product names and option names are indicated in bold text.

1.2.2 Original and Paper Indications

Paper size

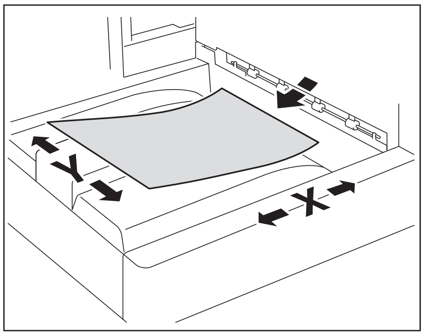
The following explains the indication for originals and paper described in this manual.

When indicating the original or paper size, the Y side represents the width and the X side the length.

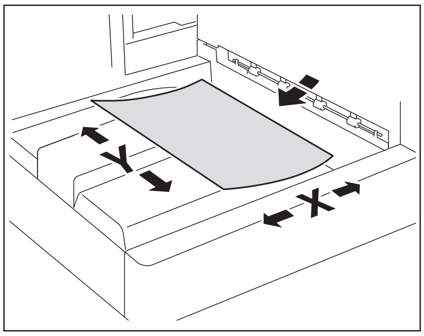


Paper indication

▭ indicates the paper size with the length (X) being longer than the width (Y).



▯ indicates the paper size with the length (X) being shorter than the width (Y).



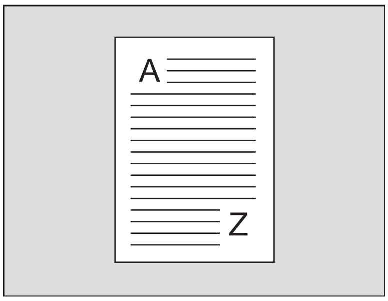
Tabbed paper

The marks for tabbed paper are ▯ and ▭ for both original and paper on the touch panel, while indicated by T ▯, and T ▭ in this manual.

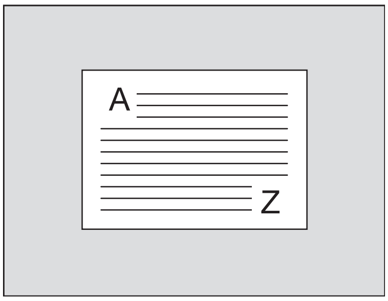
Example: 8.5 × 11 ▯ -> 8.5 × 11T ▯, 8.5 × 11 ▭ -> 8.5 × 11T ▭

1.2.3 Portrait Original and Landscape Original

Portrait original refers to the original fed in horizontal or landscape orientation ▯, when placed to be read normally.



Landscape original refers to the original fed in vertical or portrait orientation ▭, when placed to be read normally.

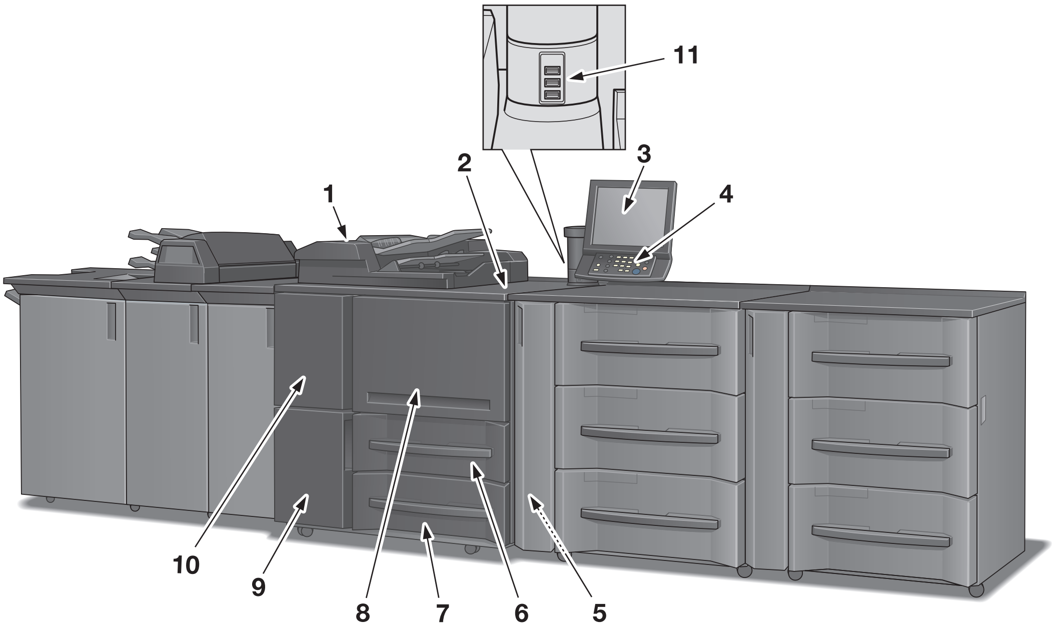


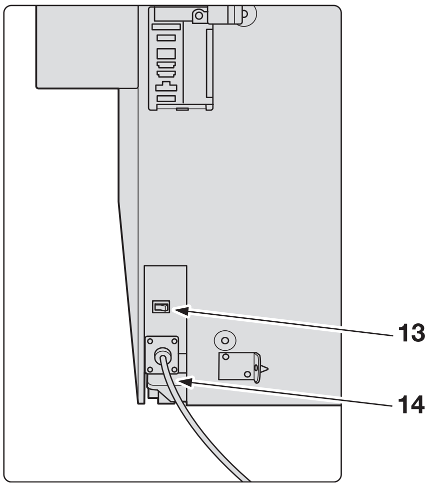
2 Preparation for Use

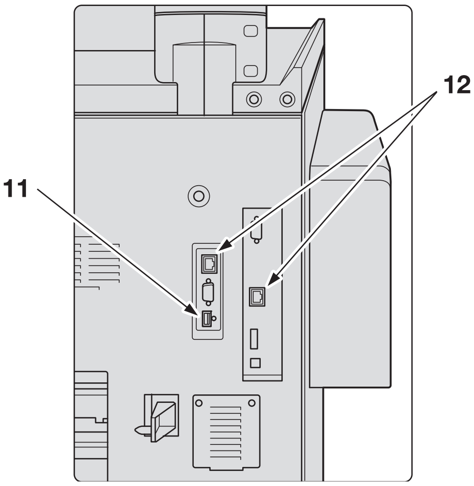
2 Preparation for Use

2.1 Machine Configuration

2.1.1 External Machine Items

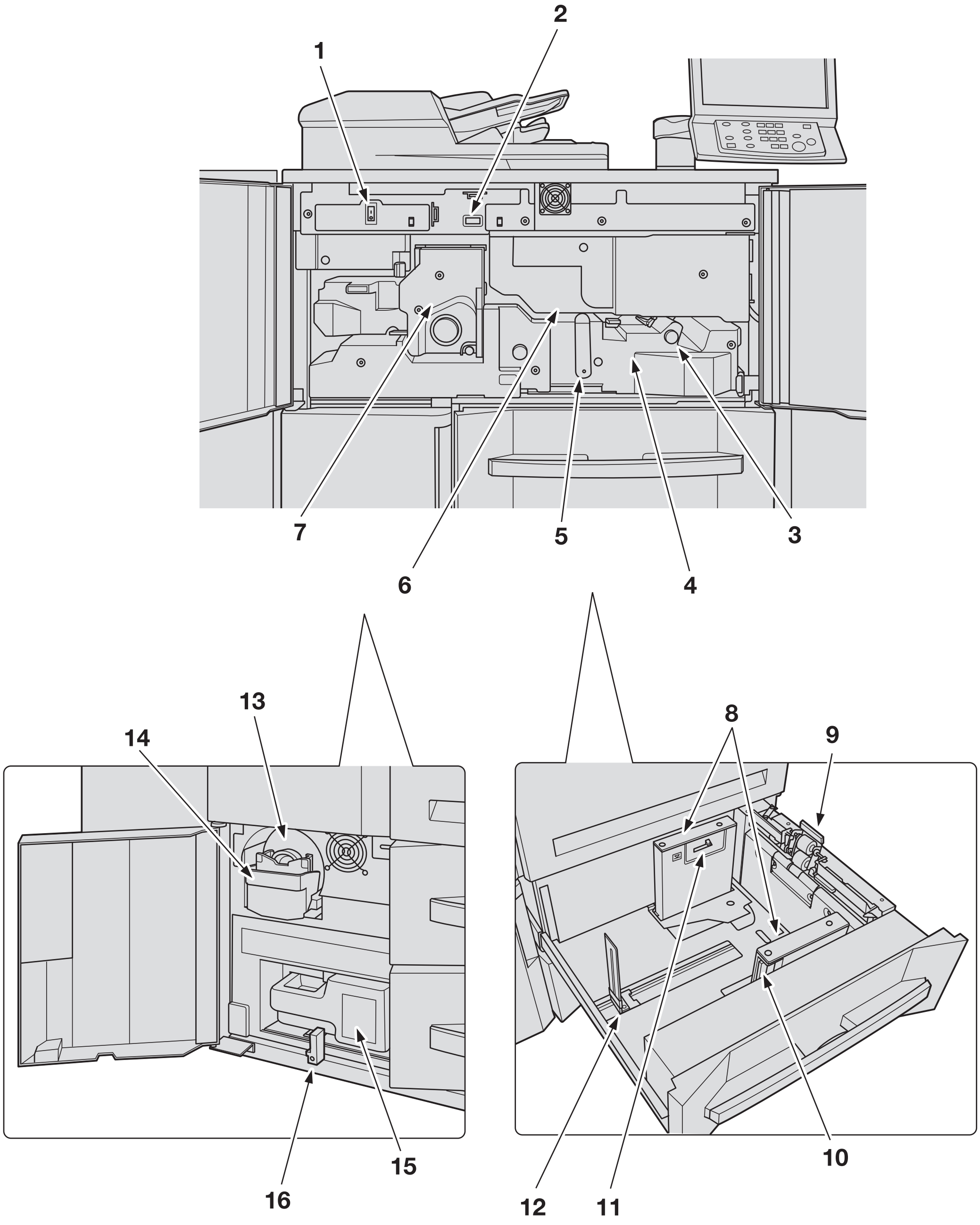






No.	Name	Description
1	**ADF (Automatic Document Feeder) DF-615**	Automatically feeds multiple originals one sheet at a time to the original scanning glass for copying.
2	**Sub power switch**	Turns machine power on/off when pressed.
3	**Touch panel**	Displays screens such as the Machine Screen to allow various settings and machine operations. Also, operation or troubleshooting procedures can be provided.
4	**Control panel**	Used for various settings and machine operations.
5	**Right side door**	Opens rightward for removal of mishandled paper. When **Paper Feeder Unit PF-703/FP-706** is installed, open the tray left side door first for removal operation.
6	**Tray 1**	Holds 1,500 sheets (22 lb Bond) of standard, custom, wide paper, or tab paper sizes. The optional postcard adapter is required to load postcards. Contact your service representative, if desired. Load paper of the weight from 11 to 80 lb Bond. For Emboseed2 paper type, load paper of the weight from 21 to 57 lb Bond. Any paper type that can be specified on this machine, excluding preprinted paper, can be loaded.
7	**Tray 2**	Holds 1,500 sheets (22 lb Bond) of standard, custom, wide paper, or tab paper sizes. The optional postcard adapter is required to load postcards. Contact your service representative, if desired. Load paper of the weight from 11 to 80 lb Bond. For Emboseed2 paper type, load paper of the weight from 21 to 57 lb Bond. Any paper type that can be specified on this machine, excluding preprinted paper, can be loaded.
8	**Main body front door**	Opens to allow removal of mishandled paper.
9	**Toner access door**	Opens to allow toner supply or replacement of **waste toner box**.
10	**Left side door**	Opens together with the **front door** to allow removal of mishandled paper or to turn off/on the **main power switch**.
11	**Port (type A) (USB 2.0/1.1 compatible)**	Used to connect devices such as a backup HDD, keyboard, and mouse. This port is available for low-power devices only. Please provide an external supply of power for devices that require a large amount of power.
12	**Network port (10 Base-T, 100 Base-TX, 1000 Base-T)**	Connected with an Ethernet cable to operate the machine, or to use the machine as a network printer/scanner.
13	**Dehumidifier heater switch**	Turns on/off the dehumidifier heater of the main body.
14	**Power cord**	Supplies the main body with electric power.

2.1.2 Internal Machine Items



No.	Name	Description
1	**Main power switch**	Used only by service representative to turn the machine power off/on. Be sure not to turn it off in usual operation.
2	**Total counter**	Indicates the total number of prints made.
3	**Knob** [M2]	Opens leftward to allow removal of mishandled paper.
4	**Conveyance fusing unit**	Pulled out for removal of mishandled paper. For handling levers and knobs of the **conveyance fusing unit**, follow the instruction on the screen to be displayed when paper misfeed occurs.
5	**Lever** [M4]	Opens rightward to allow withdrawal of the **conveyance fusing unit** for removal of mishandled paper.
6	**Drum unit**	Forms the image.
7	**Fusing unit**	Fuses toner onto paper.
8	**Side guides**	Aligned to the edges of loaded paper.
9	**Feed roller**	Feeds paper sheet by sheet to the printing unit.
10	**Lock release lever**	Pushed backward to release the lock in order to move **side guides**.
11	**Air nozzle**	Blows air to slightly float the paper to prevent double feed.
12	**Rear guide**	Aligned to the rear edge of loaded paper.
13	**Toner bottle**	Supplies the main body with toner.
14	**Toner unit lever**	Pulled to withdraw the toner unit to replace the toner bottle.
15	**Waste toner box**	Collects waste toner.
16	**Lock lever**	Opens leftward while pushing the **waste toner box** to release the lock for replacement of the **waste toner box**.

⚠ **WARNING**

DO NOT THROW the used **waste toner box** into a fire!

- If the **waste toner box** is thrown into a fire, the toner may ignite and cause a dangerous situation.

⚠ **CAUTION**

DO NOT put your hand on the fusing unit.

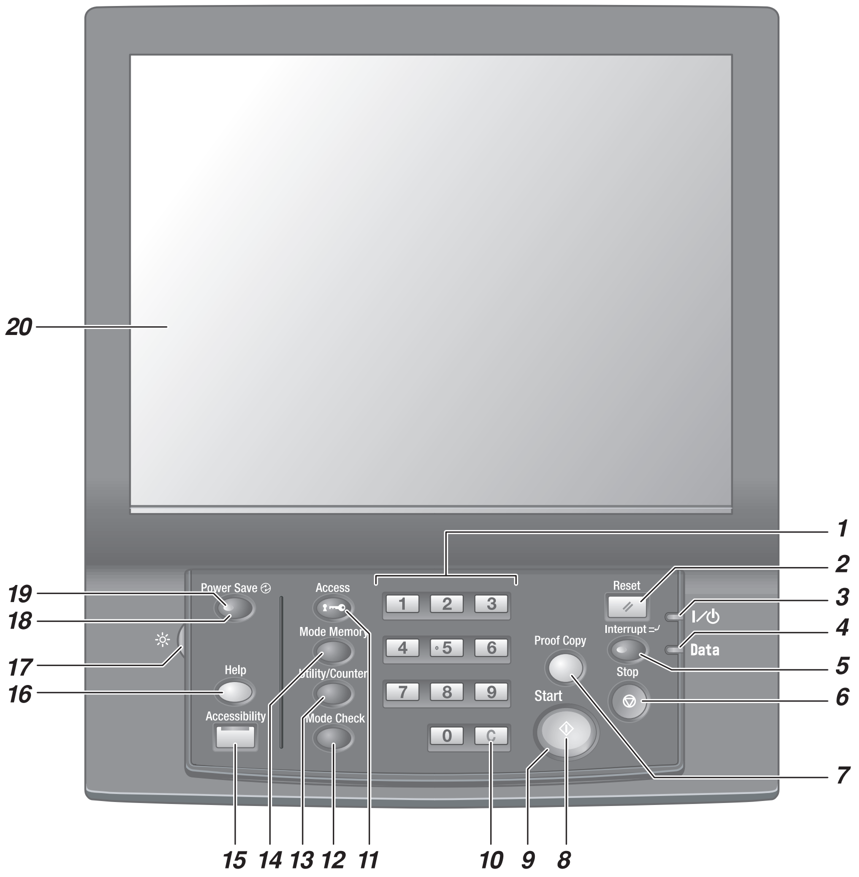
- Otherwise, you may get burned. Be especially careful when the **conveyance fusing unit** is pulled out.

⚠ **CAUTION**

DO NOT put your hand or arm between the main body and **conveyance fusing unit**.

- Connecting terminals of electric parts are located on the rear side of the **conveyance fusing unit**, and touching them may damage the machine. Also, putting your hand or arm between the main body and **conveyance fusing unit** may cause unexpected accidents. Please do not try to work yourself, but contact your service representative.

2.1.3 Control Panel Layout



No.	Name	Description
1	**Keypad**	Enters numeric values.
2	**Reset**	Restores the machine to the initial settings.
3	**Power LED**	Lights up in red when the **main power switch** is turned on, then turns green when the **sub power switch** is turned on.
4	**Data LED**	Flashes while the machine is receiving print data.
5	**Interrupt**	Stops copying/printing/scanning in progress to allow another copying job of settings newly specified.
6	**Stop**	Suspends the current output job or stops the machine operation.
7	**Proof Copy**	Used to print a single set or the first page to verify the copy settings.
8	**Start**	Activates various machine operations.
9	**Start LED**	Lights up in blue when the machine is ready to operate. It turns orange when any operation cannot be started.
10	**C (Clear)**	Allows change in entered numeric value.
11	**Access**	Used to enter a user/account password to gain user/account authentication. Also sets the machine to allow the operation only when the next user is authenticated, if user authentication or account track function is activated and an authenticated user has used the machine.

No.	Name	Description
12	**Mode Check**	Used to the Mode Check Screen to check the current copy settings.
13	**Utility/Counter**	Displays the Utility Menu Screen and various counters.
14	**Mode Memory**	Registers/Recalls the desired copy settings. Also recalls previous copy settings.
15	**Accessibility**	Adjusts the response time in **touch panel** and **control panel** key operation.
16	**Help**	Displays the Help Screen that provides information on how to operate the screen currently displayed on the **touch panel**. Also provides information on various supplies and disposals when pressed with the Machine Screen displayed.
17	**Brightness adjustment dial**	Turned to adjust the brightness of the **touch panel**.
18	**Power Save**	Enables temporary use of the machine when the **Power Save LED** is lit. Also, activates power-saving mode when pressed while the machine is inactive.
19	**Power Save LED**	Lights when any power-saving mode is activated, or machine power is off due to the weekly timer function.
20	**Touch panel**	Displays various screens to allow the function setting.

⚠ **CAUTION**

Do not press hard or pointed objects against the **touch panel** on the **control panel**.

- Otherwise, the glass may be scratched or break and you may be injured. Use fingers to operate the **touch panel**.

⚠ **CAUTION**

Stop the operation immediately when the Service Call Screen is displayed and copying cannot be continued any more.

- Otherwise, an unexpected trouble may be caused. Write down the report code as stated on the 2nd line of the message, turn off the **sub power switch** and **main power switch** in this order, then disconnect from the power socket. Contact your service representative and inform them of the report code.

NOTICE

*The **main power switch** should normally be kept turned on. Be sure not to turn off/on the main power switch in usual operation.*

*Be sure not to turn off the **main power switch** before turning off the **sub power switch**.*

*Be sure not to turn off the **main power switch** while the following messages are displayed after turning off the **sub power switch**.*

[Cooling in progress / Power will be off when completed]

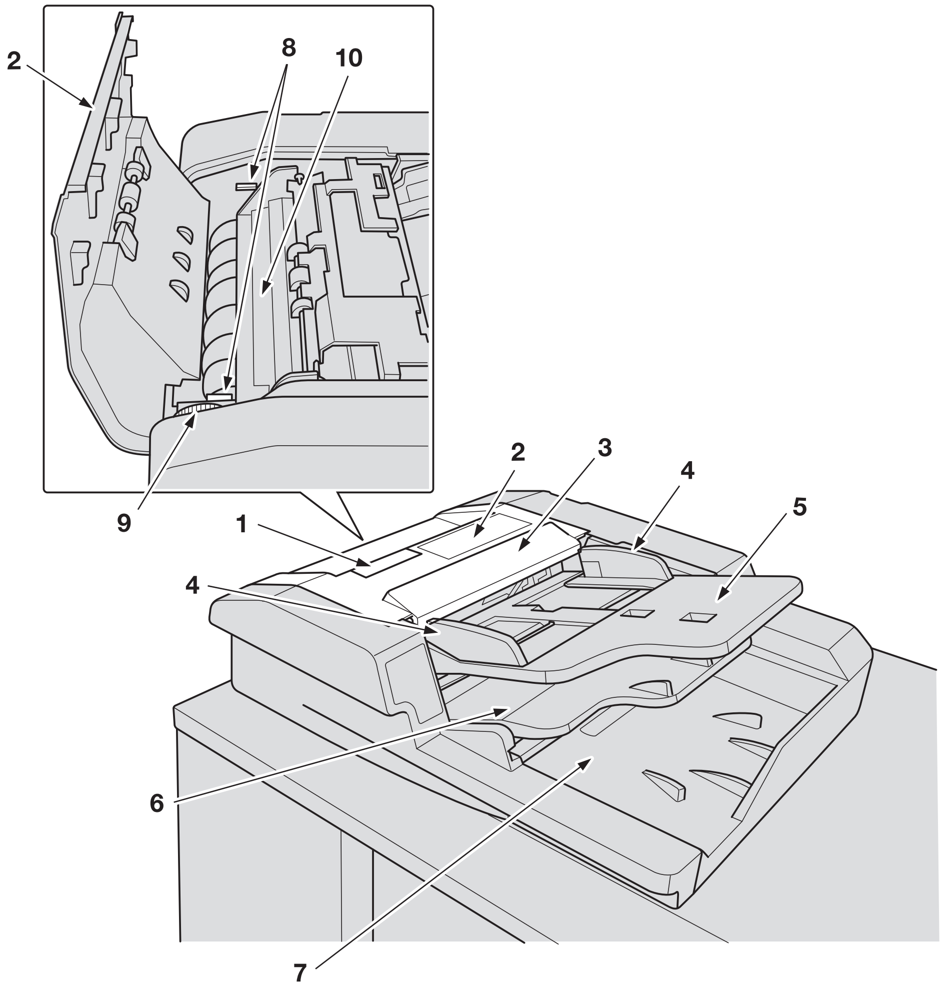
[Power off in progress / Please do not turn the main power off]

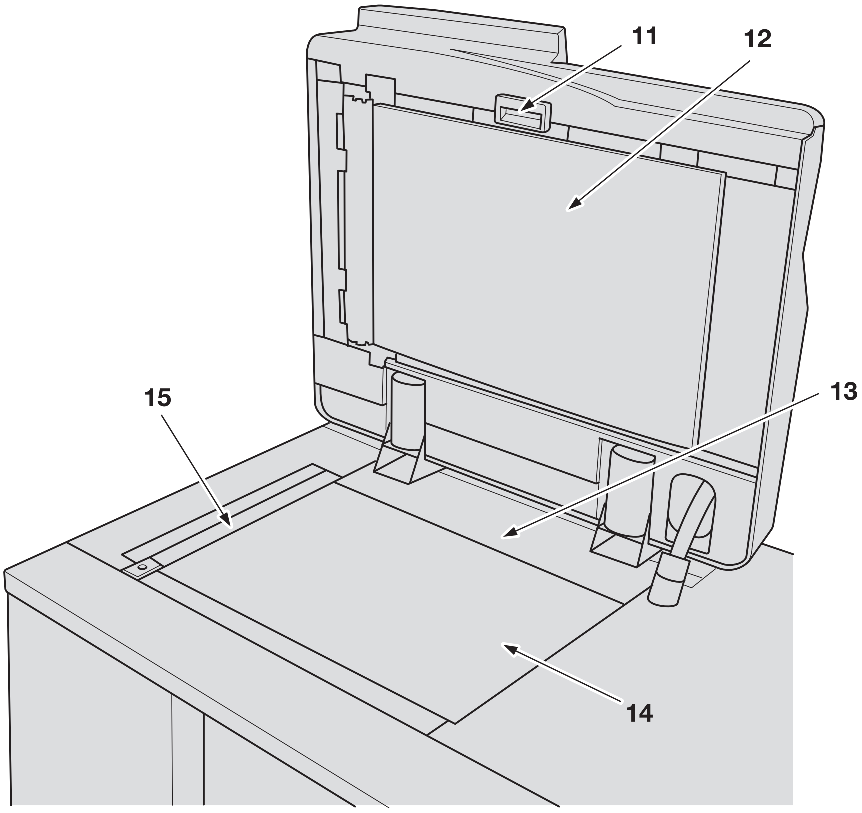
*Turning off the **main power switch** with these messages displayed may cause machine trouble such as toner fixation.*

Reference

See page 2-51 for how to turn off the power.

2.1.4 ADF (Automatic Document Feeder)





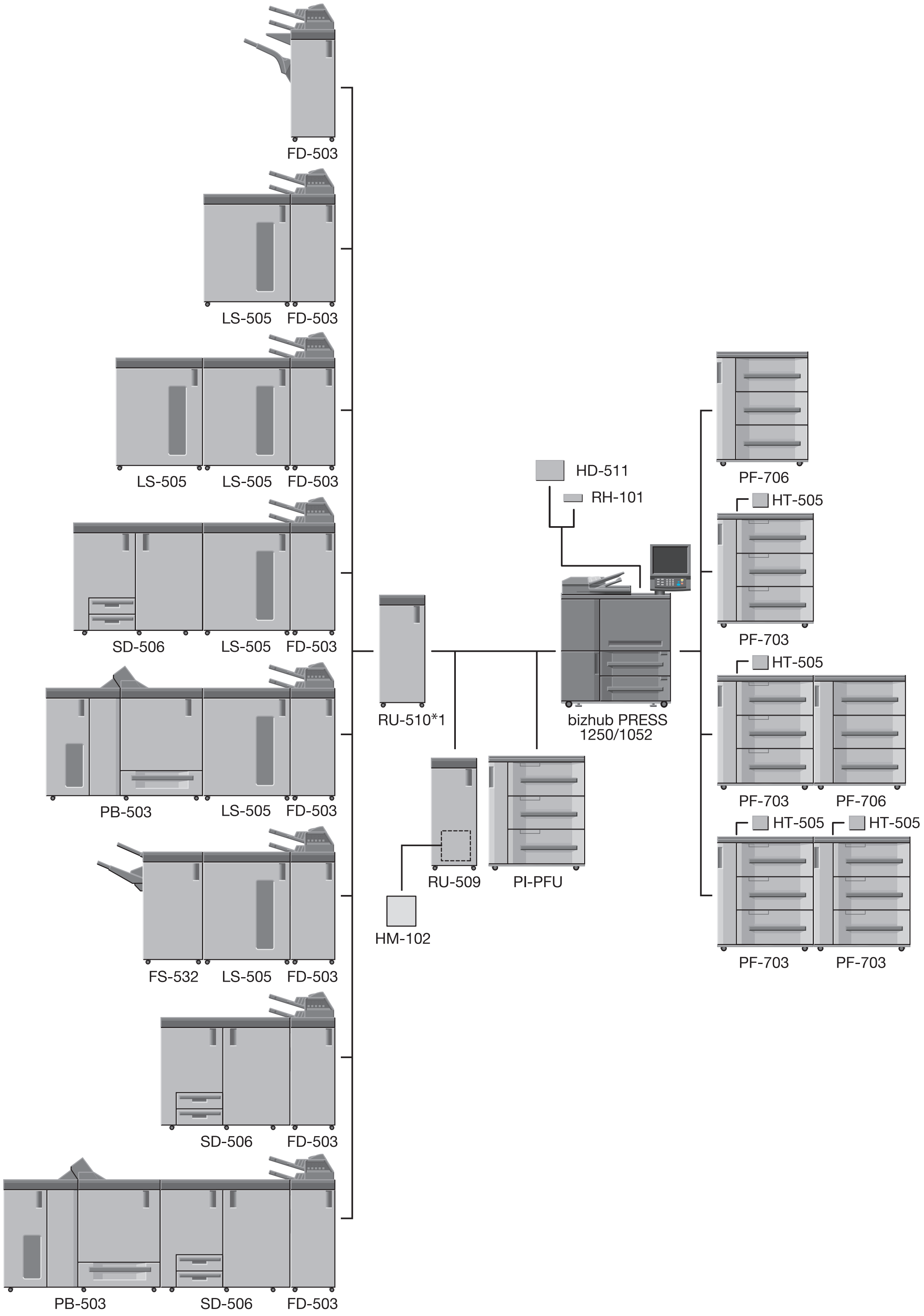
No.	Name	Description
1	**Original conveyance cover release handle**	Pulled up to open the **original conveyance cover**.
2	**Original conveyance cover**	Opens leftward to allow removal of mishandled original.
3	**ADF original scale**	Indicates available original sizes, face to be placed, and unsuitable originals.
4	**Original guides**	Aligned to the edges of loaded originals.
5	**Original feed tray**	Loaded with the original to be scanned. Up to 100 sheets can be set. Opens upward to allow removal of mishandled original.
6	**Temporary original output tray**	Holds reversed originals temporarily in order to scan the back side of the original. Opens upward to allow removal of mishandled original.
7	**Original catch tray**	Loads scanned original.
8	**Reversed original conveyance cover lever**	Pulled up to open the **reversed original conveyance cover**.
9	**Original conveyance knob**	Turned to feed mishandled original.
10	**Reversed original conveyance cover**	Opens rightward to allow removal of mishandled original.
11	**ADF guide cover handle**	Pulled to open the **ADF guide cover**.
12	**ADF guide cover**	Closed to cover the original positioned on the **original glass**. Also, opens downward to allow removal of mishandled original.
13	**Horizontal size guide**	Measures the original size in horizontal direction.
14	**Original glass**	Scans original which cannot be fed from the **ADF** and store the original images into memory.
15	**Vertical size guide**	Measures the original size in vertical direction.

⚠ **CAUTION**

DO NOT insert your fingers into the two ADF hinge portions.

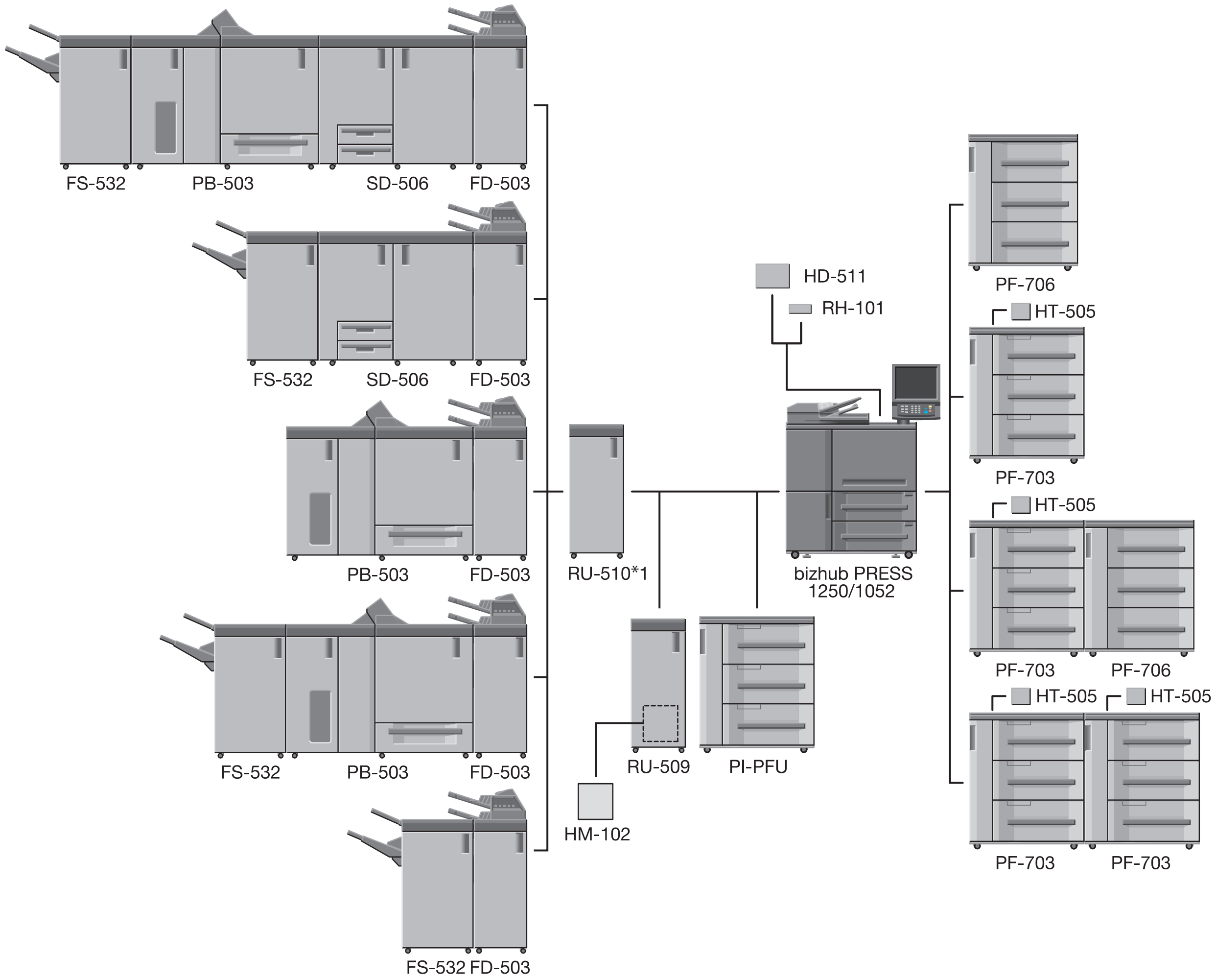
- Otherwise, you may be injured. Please be careful when opening or closing the ADF.

2.1.5 Standard/Optional Equipment



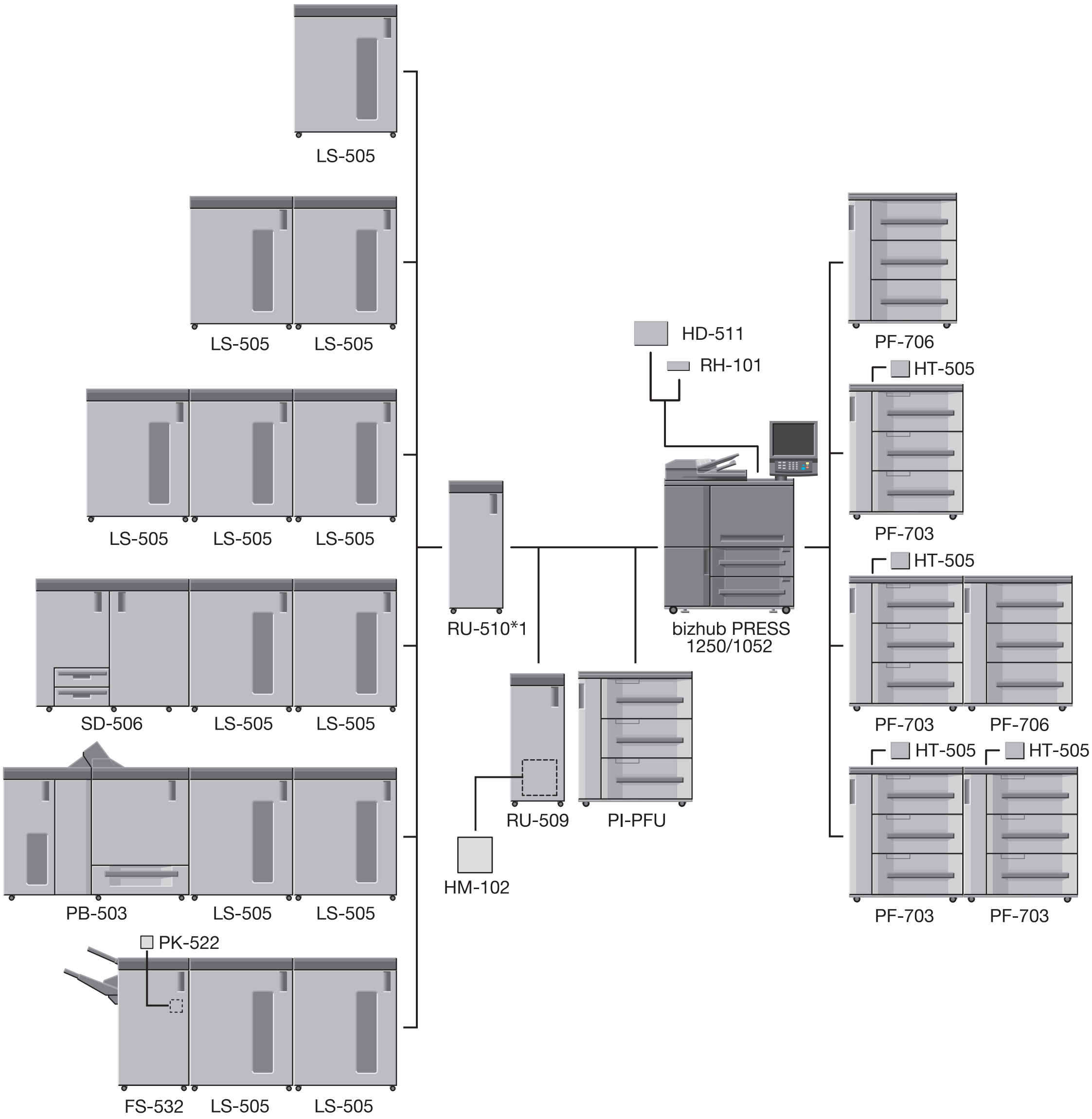
[*1]: bizhub PRESS 1250 must have **RU-510** attached.

Attaching **RU-510** is optional for bizhub PRESS 1052; however, **RU-510** is requisite for the machine with PI-PFU attached.



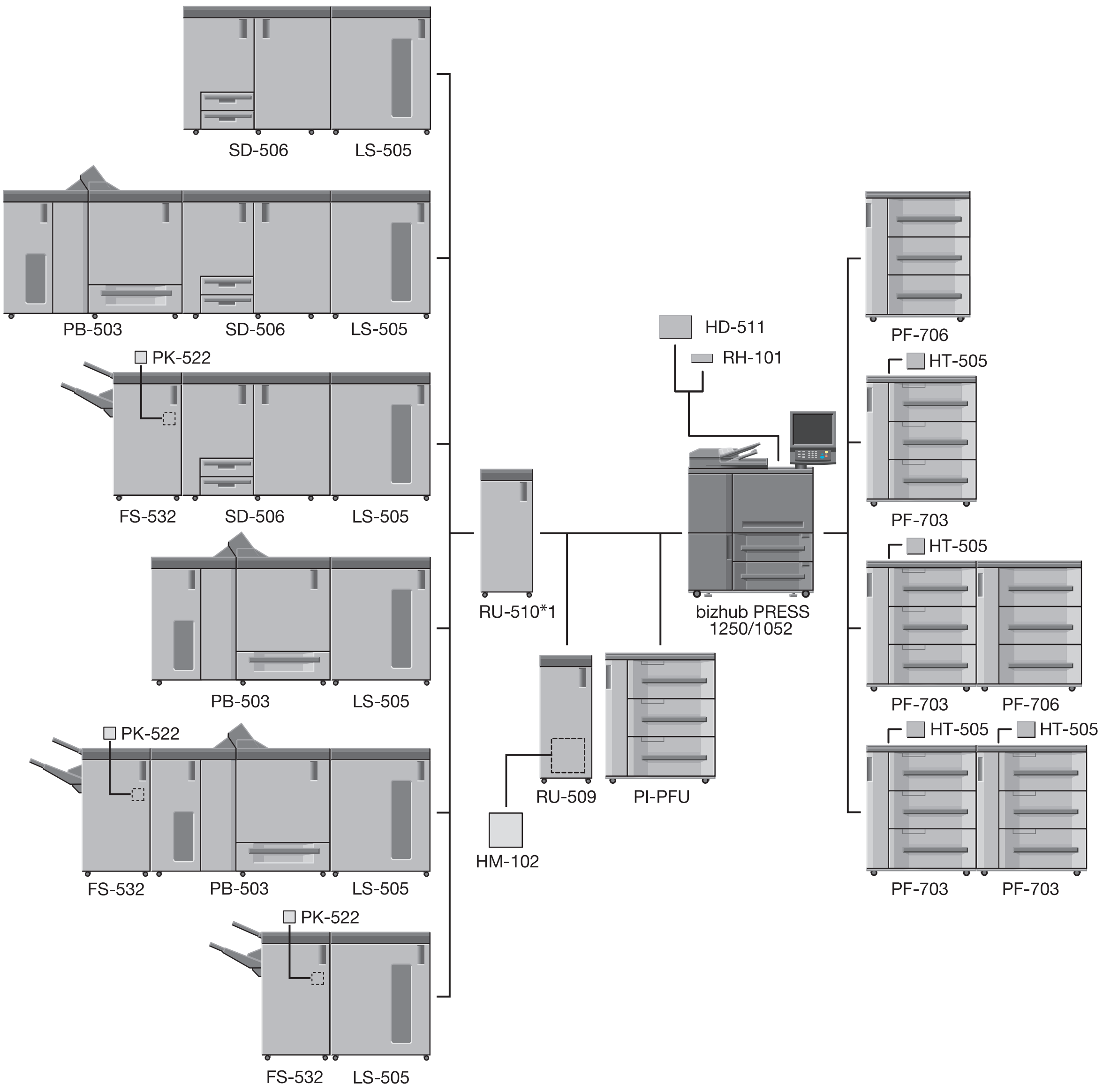
[*1]: bizhub PRESS 1250 must have **RU-510** attached.

Attaching **RU-510** is optional for bizhub PRESS 1052; however, **RU-510** is requisite for the machine with PI-PFU attached.



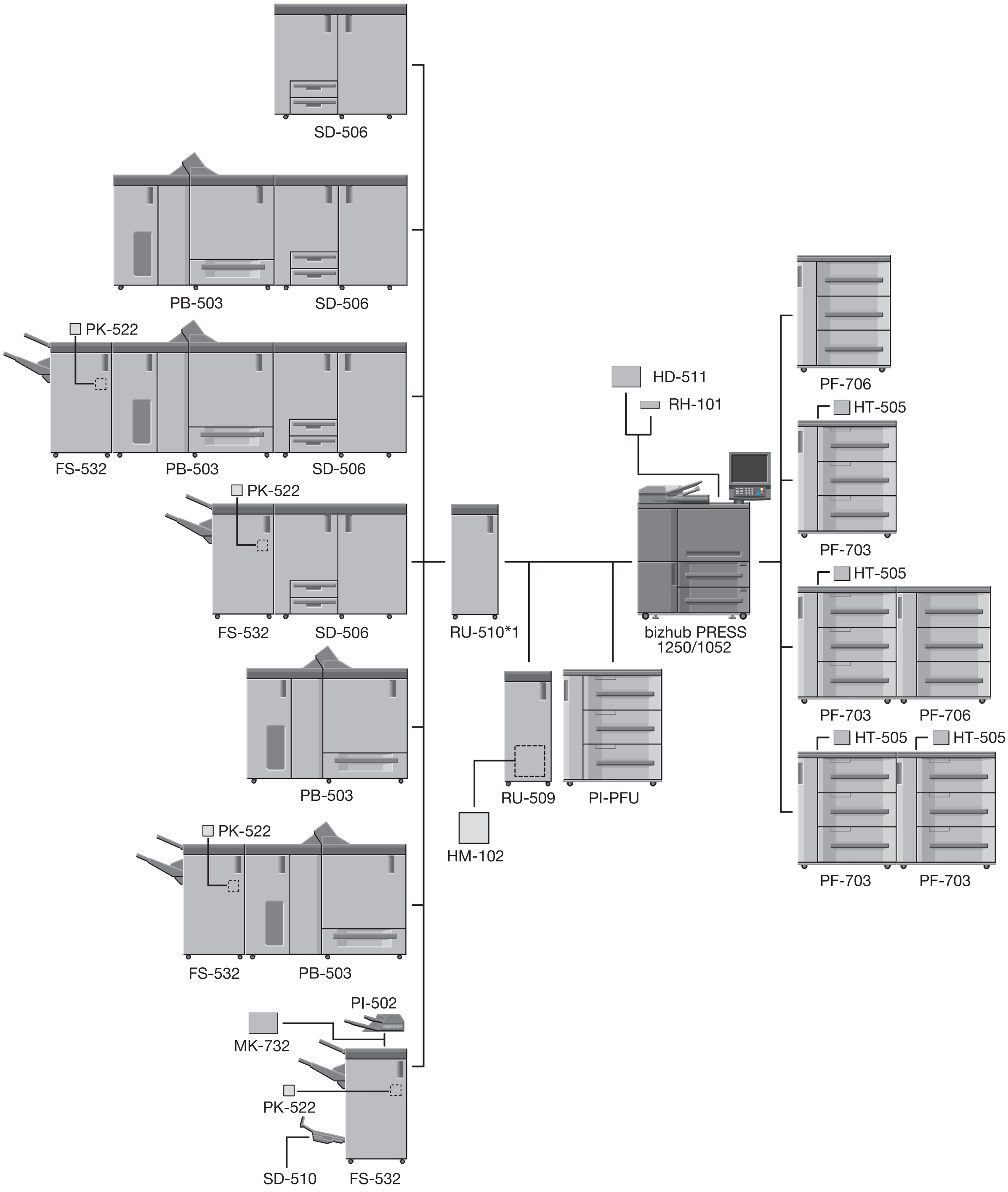
[1]: bizhub PRESS 1250 must have **RU-510** attached.

Attaching **RU-510** is optional for bizhub PRESS 1052; however, **RU-510** is requisite for the machine with PI-PFU attached.



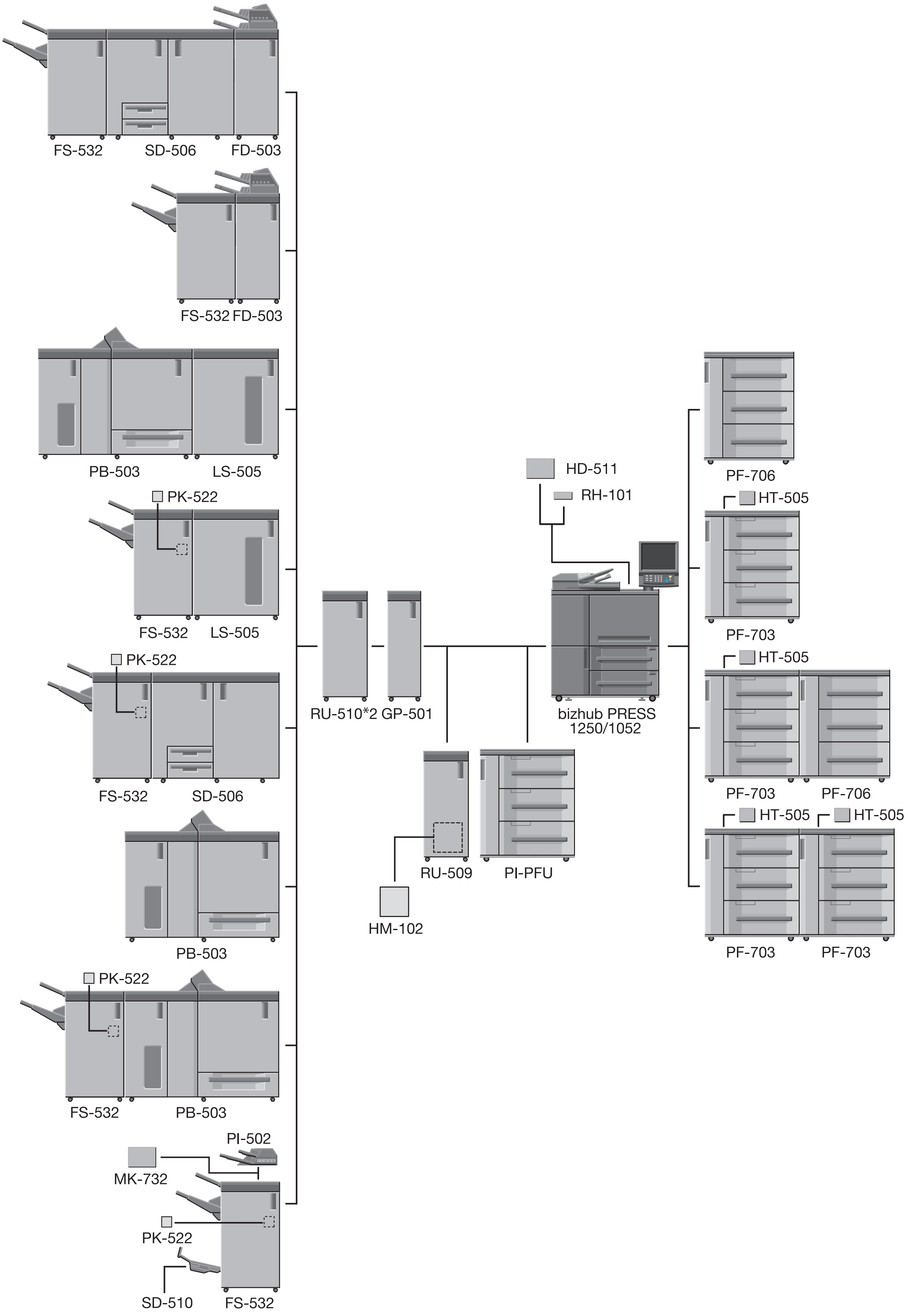
[1]: bizhub PRESS 1250 must have **RU-510** attached.

Attaching **RU-510** is optional for bizhub PRESS 1052; however, **RU-510** is requisite for the machine with PI-PFU attached.

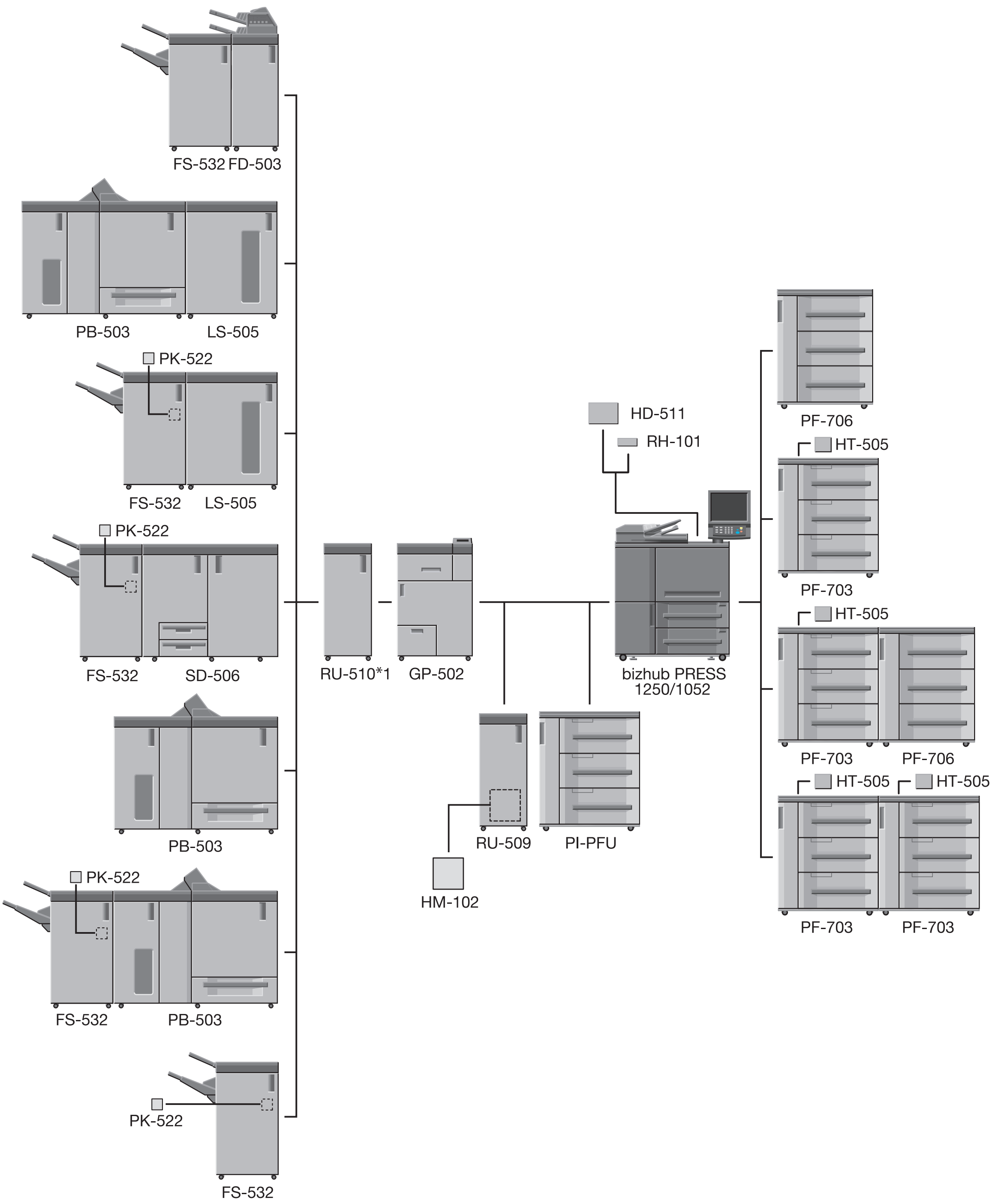


[*1]: bizhub PRESS 1250 must have **RU-510** attached.

Attaching **RU-510** is optional for bizhub PRESS 1052; however, **RU-510** is requisite for the machine with PI-PFU attached.



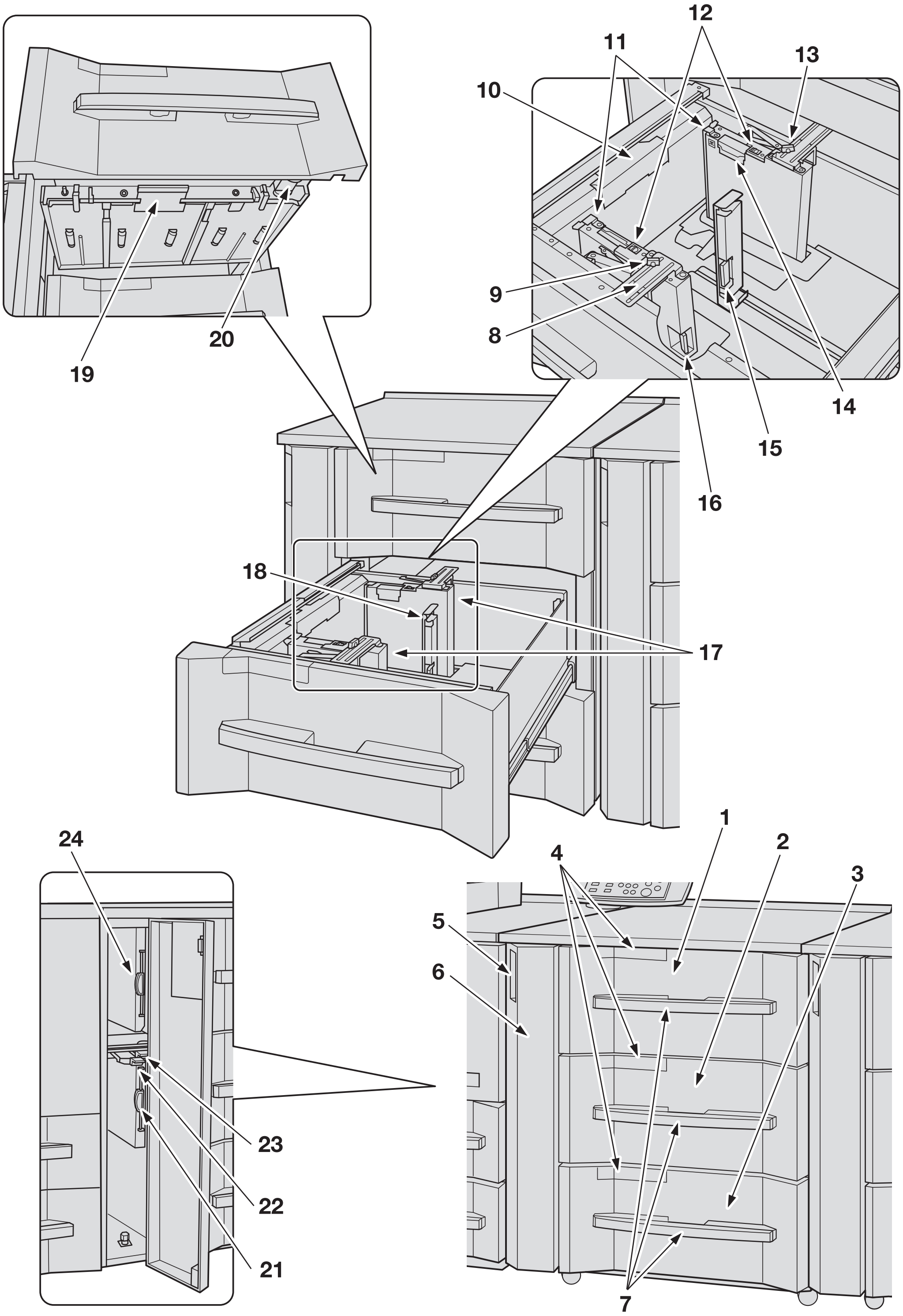
*2: When bizhub PRESS 1250/1052 has **GP-501** attached, it also needs to have **RU-510** attached.



[*1]: bizhub PRESS 1250 must have **RU-510** attached.

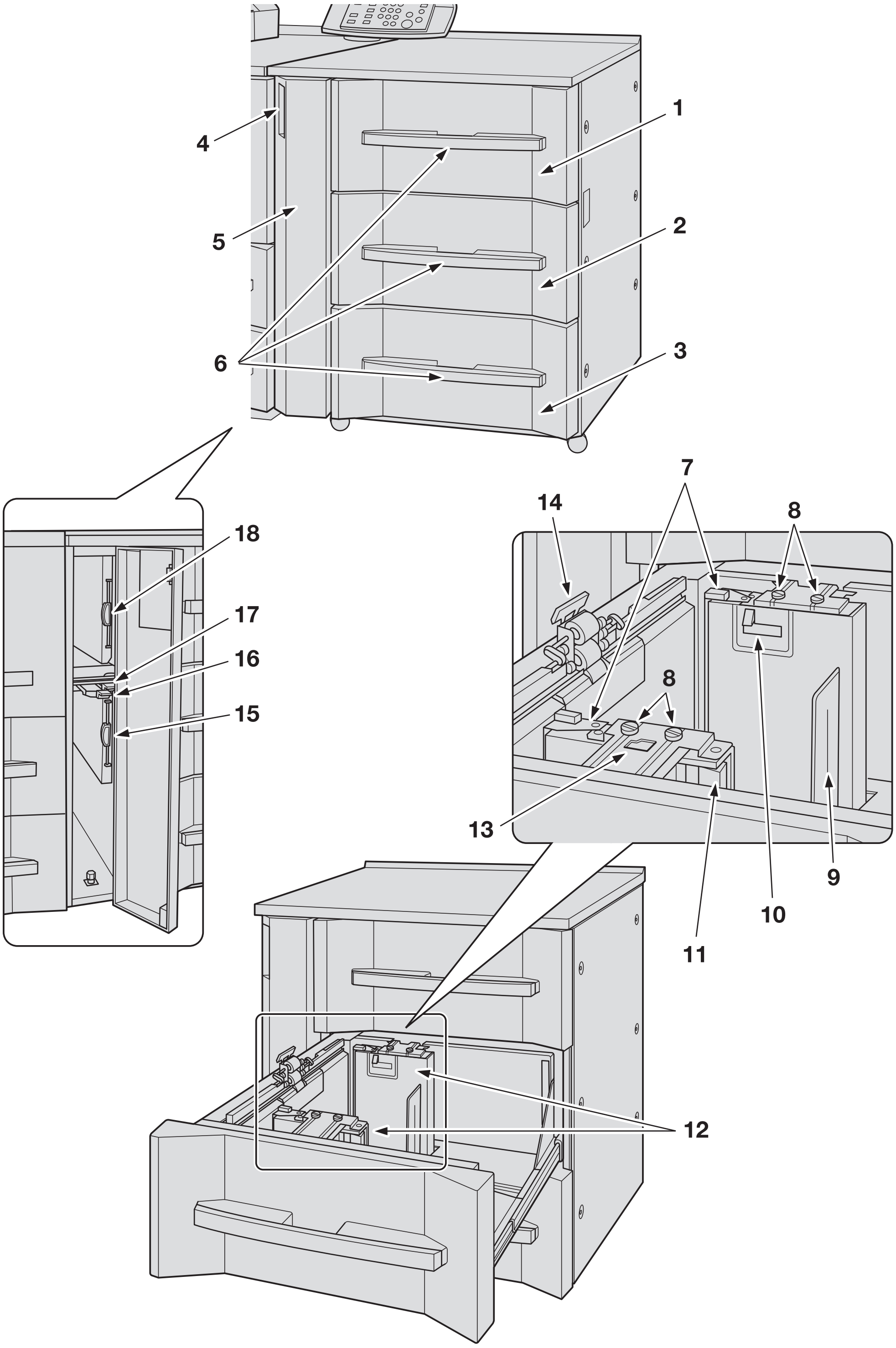
Attaching **RU-510** is optional for bizhub PRESS 1052; however, **RU-510** is requisite for the machine with PI-PFU attached.

2.1.6 Paper Feeder Unit PF-703



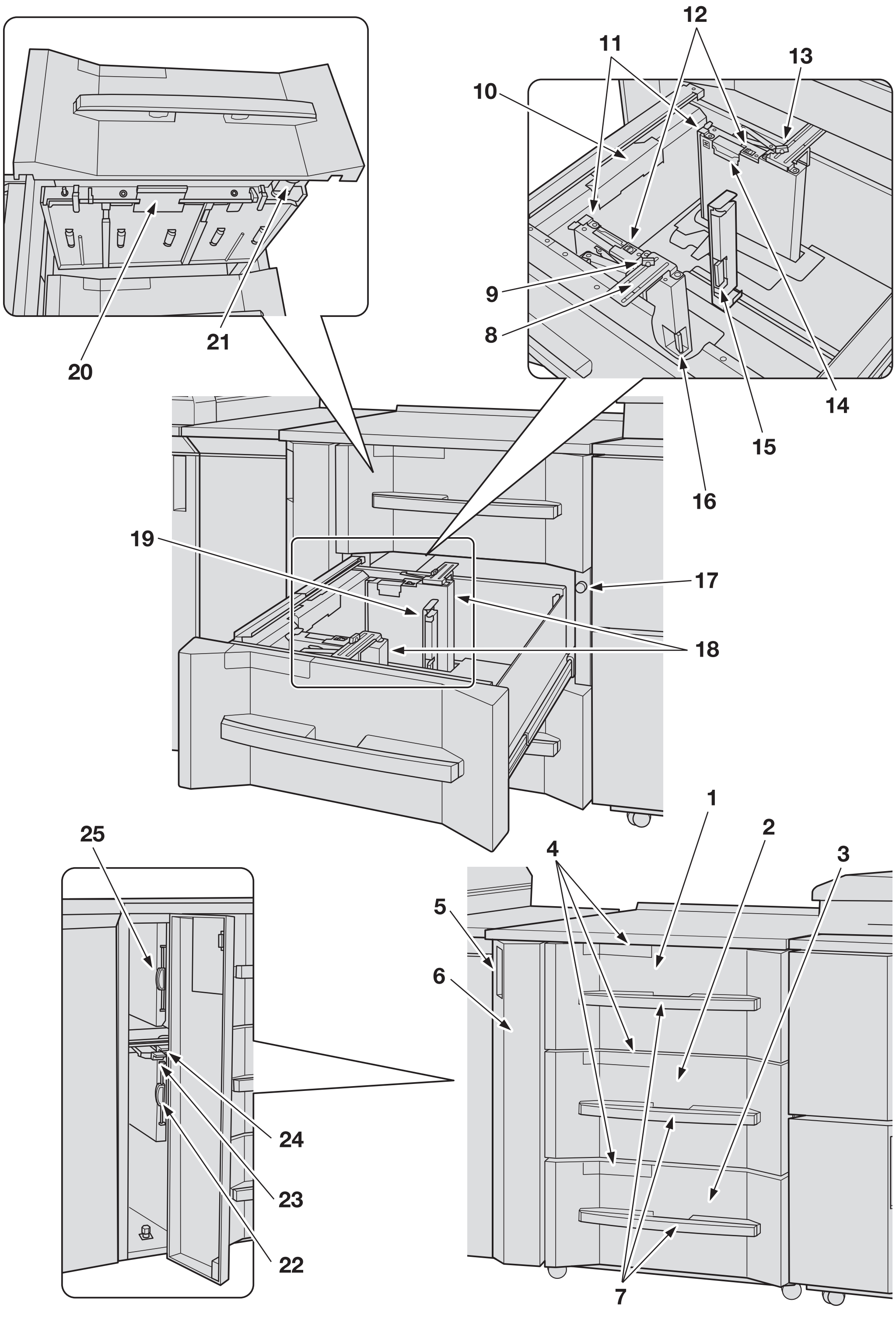
No.	Name	Description
1	**Upper tray** (**tray 3**) (or tray 6 in the second unit)	Holds 1,300 sheets (22 lb Bond) of standard, custom, wide paper, or tab paper sizes. Load paper of the weight from 11 to 80 lb Bond. Any paper type including preprinted paper can be loaded.
2	**Upper tray** (**tray 4**) (or tray 7 in the second unit)	Holds 1,850 sheets (22 lb Bond) of standard, custom, wide paper, or tab paper sizes. Load paper of the weight from 11 to 93 lb Bond. Any paper type including preprinted paper can be loaded.
3	**Upper tray** (**tray 5**) (or tray 8 in the second unit)	Holds 1,850 sheets (22 lb Bond) of standard, custom, wide paper, or tab paper sizes. Load paper of the weight from 11 to 80 lb Bond. Any paper type including preprinted paper can be loaded.
4	**Air blow access window**	Opens to check the paper feedability effected by air blow.
5	**Tray left side door handle**	Held to open the tray left side door.
6	**Tray left side door**	Opens for removal of mishandled paper from the main body left side door or from the **paper feeder unit trays**.
7	**Tray handle**	Held to withdraw the tray.
8	**Paper size indicator**	Indicates the positions of side guides for the standard paper size.
9	**Guide fixing knobs** (2 pieces)	Turned to move or fix the side guides.
10	**Top air nozzle**	Blows air to separate each sheet.
11	**Small size guides** (2 pieces)	Opened inward for paper of the width less than 5.89 inches.
12	**Paper control plate fixing levers** (2 positions)	When using the small size guides, pushed leftward to lock the paper control plates.
13	**Guide fixing knobs**	Turned to move or fix the side guides.
14	**Side air nozzle**	Blows air to slightly float the paper to prevent double feed.
15	**Rear guide lock release lever**	Pushed leftward to release the lock in order to move rear guides.
16	**Side guide lock release lever**	Pushed backward to release the lock in order to move side guides.
17	**Side guides** (2 pieces)	Aligned to the edges of loaded paper.
18	**Rear guide**	Aligned to the rear edge of loaded paper.
19	**Horizontal conveyance cover lever**	Opens downward for removal of mishandled paper.
20	**Horizontal conveyance knob**	Turned to feed mishandled paper in the horizontal conveyance direction.
21	**Lower tray vertical conveyance door**	Opens leftward for removal of mishandled paper.
22	**Lever** [PF1]	Opens downward for removal of mishandled paper.
23	**Lever** [PF2]	Opens downward for removal of mishandled paper.
24	**Upper tray vertical conveyance door**	Opens leftward for removal of mishandled paper.

2.1.7 Paper Feeder Unit PF-706



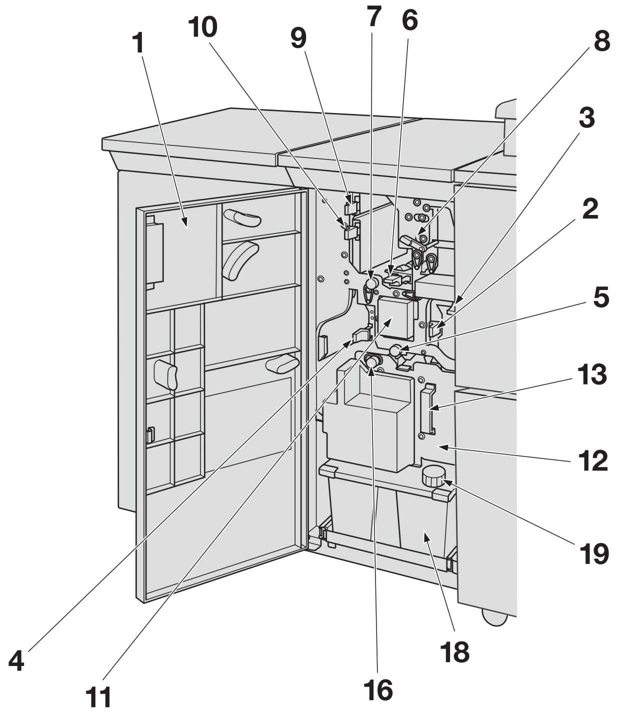
No.	Name	Description
1	**Upper tray** (**tray 3**) Tray 6 in the second unit	Holds 2,000 sheets (22 lb Bond) of standard, custom, wide paper, or tab paper sizes. Load paper of the weight from 11 to 80 lb Bond. Any paper type other than preprinted paper can be loaded.
2	**Middle tray** (**tray 4**) Tray 7 in the second unit	Holds 2,000 sheets (22 lb Bond) of standard, custom, wide paper, or tab paper sizes. Load paper of the weight from 11 to 93 lb Bond. Any paper type other than preprinted paper can be loaded.
3	**Lower tray** (**tray 5**) Tray 8 in the second unit	Holds 2,000 sheets (22 lb Bond) of standard, custom, wide paper, or tab paper sizes. Load paper of the weight from 11 to 80 lb Bond. Any paper type other than preprinted paper can be loaded.
4	**Tray left side door handle**	Held to open the tray left side door.
5	**Tray left side door**	Opens for removal of mishandled paper from the main body right side door or from the **paper feeder unit trays**.
6	**Tray handle**	Held to withdraw the tray.
7	**Small size guides** (2 pieces)	Opened inward for paper of the width less than 7.15 inches.
8	**Guide fixing knobs** (4 pieces)	Turned to move or fix the side guides.
9	**Rear guide**	Aligned to the rear edge of loaded paper.
10	**Air nozzle**	Blows air to slightly float the paper to prevent double feed.
11	**Side guide lock release lever**	Pushed backward to release the lock in order to move **side guides**.
12	**Side guides** (2 pieces)	Aligned to the edges of loaded paper.
13	**Paper size indicator**	Indicates an appropriate position of **side guides** for the paper size to be loaded.
14	**Feed roller**	Feeds paper sheet by sheet into the main body.
15	**Lower tray vertical conveyance door**	Opens leftward for removal of mishandled paper.
16	**Lever** [PF1]	Opens downward for removal of mishandled paper.
17	**Lever** [PF2]	Opens downward for removal of mishandled paper.
18	**Upper tray vertical conveyance door**	Opens leftward for removal of mishandled paper.

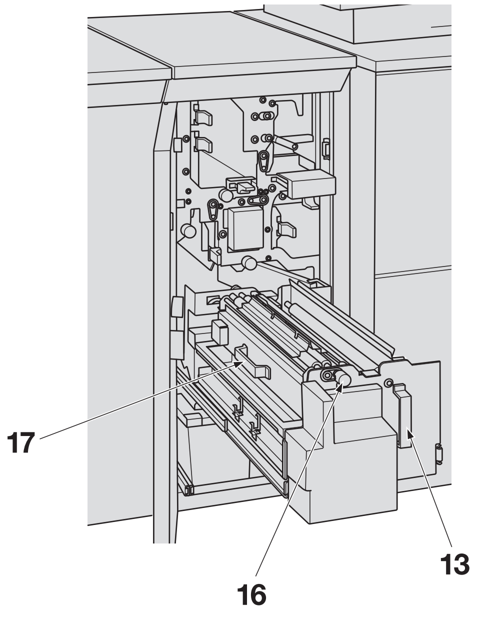
2.1.8 Large Capacity Post Inserter PI-PFU (PF-703 + PI-PFU Kit FA-501)

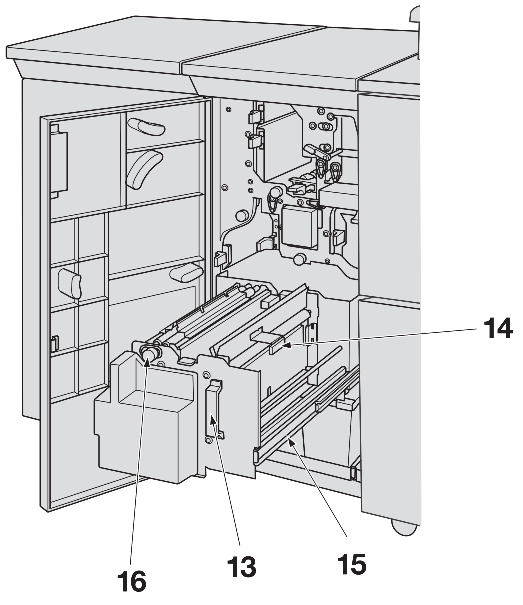


No.	Name	Description
1	**Upper tray** (**PI-PFU1**)	Holds 1,300 sheets (22 lb Bond) of standard, custom, wide paper, or tab paper sizes. Load paper of the weight from 11 to 80 lb Bond. Any paper type including preprinted paper can be loaded.
2	**Middle tray** (**PI-PFU2**)	Holds 1,850 sheets (22 lb Bond) of standard, custom, wide paper, or tab paper sizes. Load paper of the weight from 11 to 93 lb Bond. Any paper type including preprinted paper can be loaded.
3	**Lower tray** (**PI-PFU3**)	Holds 1,850 sheets (22 lb Bond) of standard, custom, wide paper, or tab paper sizes. Load paper of the weight from 11 to 80 lb Bond. Any paper type including preprinted paper can be loaded.
4	**Air blow access window**	Opens to check the paper feedability effected by air blow.
5	**Tray left side door handle**	Held to open the tray left side door.
6	**Tray left side door**	Opens for removal of mishandled paper from the main body left side door or from the **large capacity post inserter**.
7	**Tray handle**	Held to withdraw the tray.
8	**Paper size indicator**	Indicates the positions of side guides for the standard paper size.
9	**Guide fixing knobs** (2 pieces)	Turned to move or fix the side guides.
10	**Top air nozzle**	Blows air to separate each sheet.
11	**Small size guides** (2 pieces)	Opened inward for paper of the width less than 5.89 inches.
12	**Paper control levers** (2 positions)	When using the small size guides, pushed leftward to lock the paper control.
13	**Guide fixing knobs**	Turned to move or fix the side guides.
14	**Side air nozzle**	Blows air to slightly float the paper to prevent double feed.
15	**Rear guide lock release lever**	Pushed leftward to release the lock in order to move rear guides.
16	**Side guide lock release lever**	Pushed backward to release the lock in order to move side guides.
17	**Feeding knob**	Turned to feed mishandled paper in the horizontal conveyance direction.
18	**Side guides** (2 pieces)	Aligned to the edges of loaded paper.
19	**Rear guide**	Aligned to the rear edge of loaded paper.
20	**Horizontal conveyance cover lever**	Opens downward for removal of mishandled paper.
21	**Horizontal conveyance knob**	Turned to feed mishandled paper in the horizontal conveyance direction.
22	**Lower tray vertical conveyance door**	Opens leftward for removal of mishandled paper.
23	**Lever** [PF1]	Opens downward for removal of mishandled paper.
24	**Lever** [PF2]	Opens downward for removal of mishandled paper.
25	**Upper tray vertical conveyance door**	Opens leftward for removal of mishandled paper.

2.1.9 Relay Unit RU-509 (Humidifier HM-102)

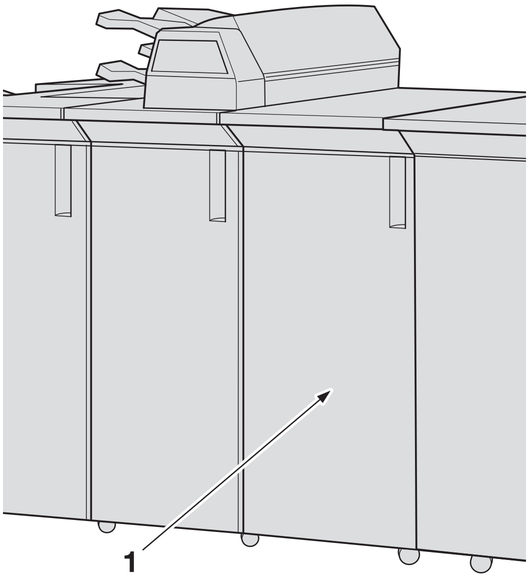


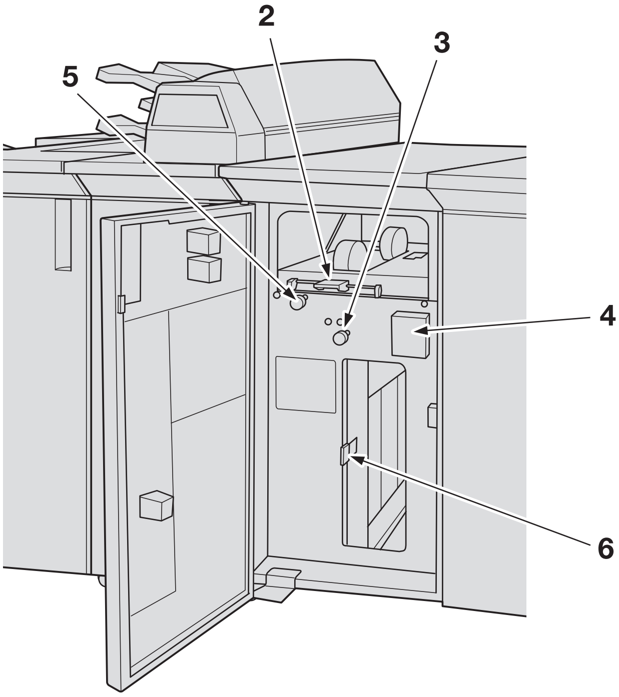




No.	Name	Description
1	**Relay unit front door**	Opens to allow removal of mishandled paper or supply of water to the **humidifier tank** of Humidifier HM-102.
2	**Lever** [RU1]	Opens rightward for removal of mishandled paper.
3	**Lever** [RU2]	Opens downward for removal of mishandled paper.
4	**Lever** [RU3]	Opens leftward for removal of mishandled paper.
5	**Knob** [RU4]	Turned clockwise for removal of mishandled paper.
6	**Lever** [RU5]	Opens upward for removal of mishandled paper.
7	**Knob** [RU6]	Turned to allow removal of mishandled paper.
8	**Lever** [RU7]	Pressed downward and then opened upper-rightward for removal of mishandled paper.
9	**Lever** [RU8]	Opens rightward for removal of mishandled paper.
10	**Lever** [RU11]	Opens rightward for removal of mishandled paper.
11	**Jam position display**	Indicates the position of mishandled paper by LED lamps.
12	**Humidifier HM-102** (option)	Humidifies both front and back sides of paper in order to flatten it out.
13	**Handle** [HM1]	Held to withdraw the unit for removal of mishandled paper inside the **Humidifier HM-102**.
14	**Lever** [HM2]	Opens rightward for removal of mishandled paper.
15	**Lever** [HM3]	Opens downward for removal of mishandled paper.
16	**Knob** [HM4]	Turned counterclockwise for removal of mishandled paper.
17	**Handle** [HM5]	Opens upward for removal of mishandled paper.
18	**Humidifier tank**	Supplied with water for humidification.
19	**Humidifier tank cap**	Opens to allow supply of water to the **humidifier tank**.

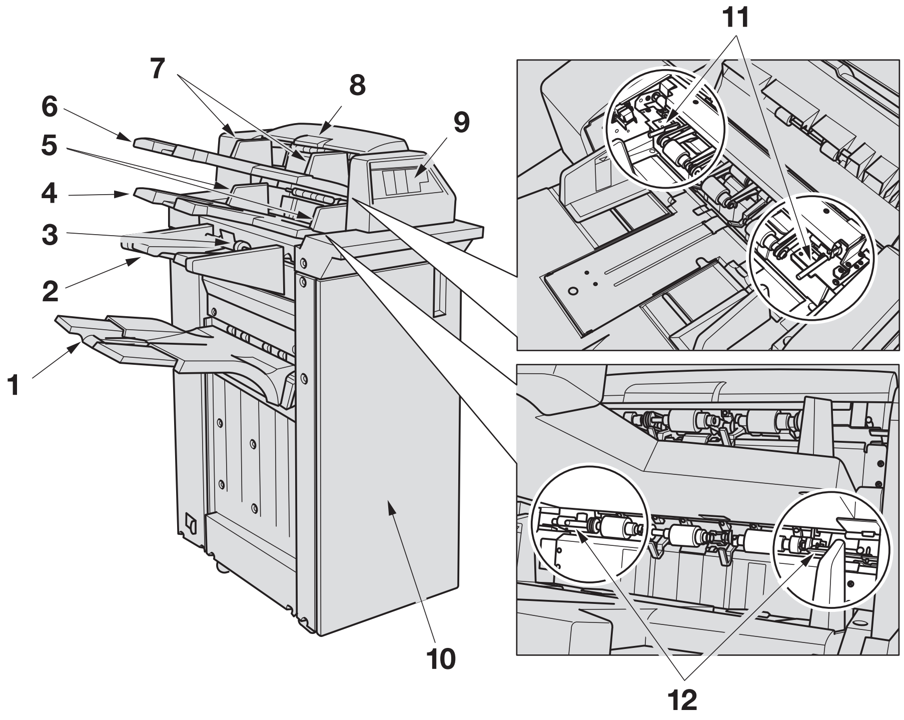
2.1.10 Relay Unit RU-510

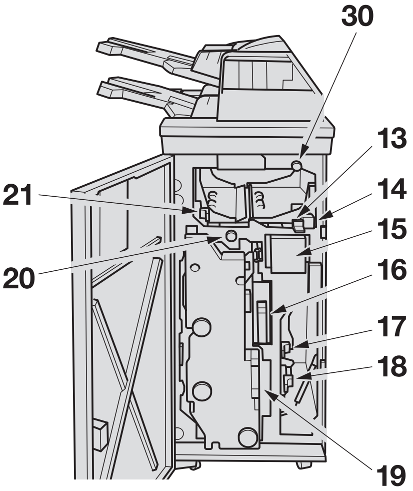


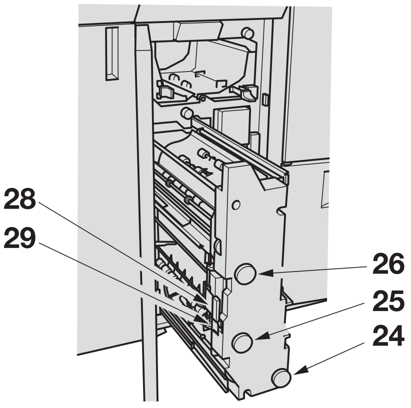


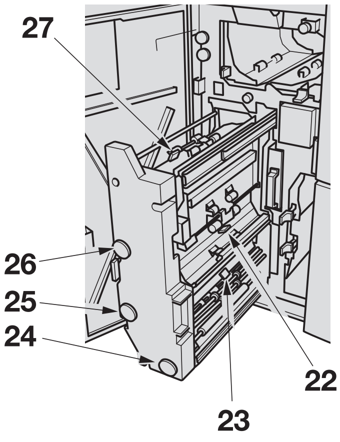
No.	Name	Description
1	**Relay unit front door**	Opens to allow removal of mishandled paper.
2	**Lever** [RU1]	Opens upward for removal of mishandled paper.
3	**Knob** [RU2]	Turned to allow removal of mishandled paper.
4	**Jam position display**	Indicates the position of mishandled paper by LED lamps.
5	**Knob** [RU3]	Turned clockwise to allow removal of mishandled paper.
6	**Lever** [RU4]	Opens rightward for removal of mishandled paper.

2.1.11 Folding Unit FD-503









External view of **Folding Unit FD-503**

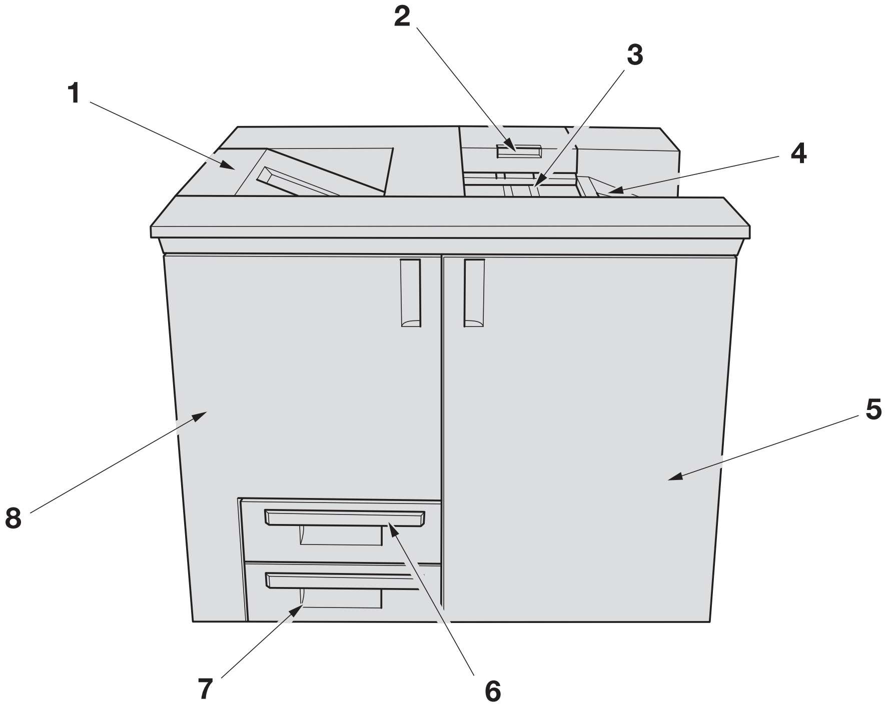
No.	Name	Description
1	**Primary (main) tray**	Holds folded or punched sets.
2	**Multi folder tray**	Holds sets output in Tri-Fold-in, Tri-Fold-out, Double Parallel, or Gate mode.
3	**Coordinating stopper**	Holds double-parallel- or gate-folded sets in order to prevent them from collapsing.
4	**Lower tray**	Holds cover sheets.
5	**Lower tray guides**	Hold cover sheets to fix the position.
6	**Upper tray**	Holds cover sheets.
7	**Upper tray guides**	Hold cover sheets to fix the position.
8	**Upper cover handle**	Opens to allow removal of mishandled paper, or for the setting of the lever to prevent multiple feeding from the post inserter.
9	**Folding unit control panel**	Manually operates the **Folding Unit FD-503**, **Finisher FS-532**, and **Saddle Stitcher SD-506**.
10	**Folding unit front door**	Opens to allow removal of mishandled paper or waste paper punched out.
11	**Upper tray outside feed roller lock levers** (2 pieces)	Pushed inside to lock the two feed rollers located on the outside of upper tray.
12	**Lower tray outside feed roller lock levers** (2 pieces)	Pushed inside to lock the two feed rollers located on the outside of lower tray.

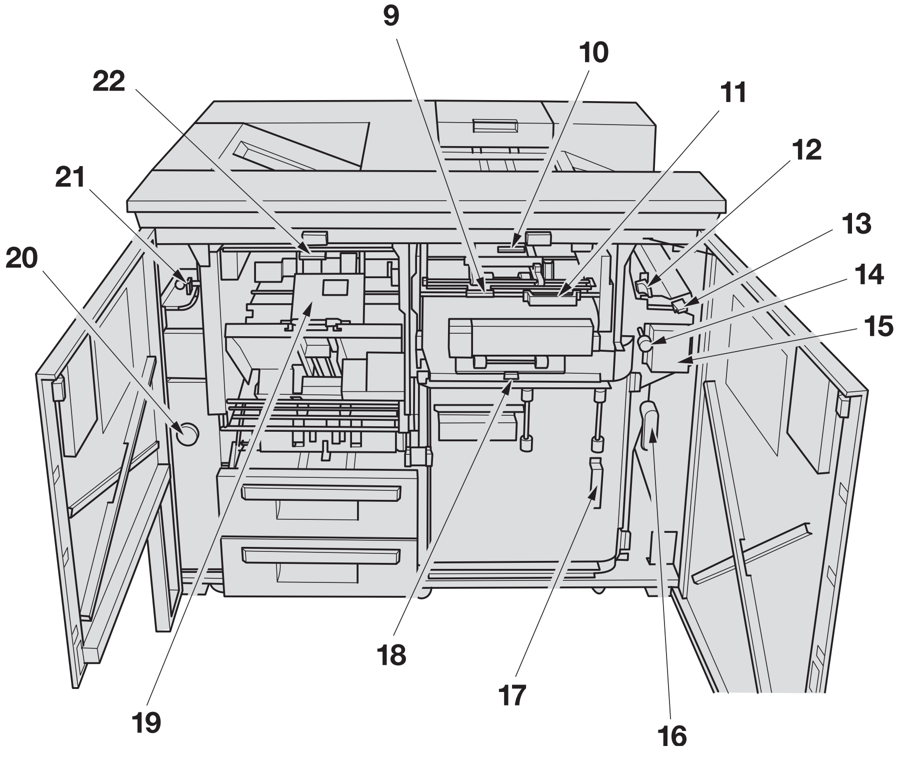
Internal view of **Folding Unit FD-503**

No.	Name	Description
13	**Lever** [FD1]	Opens upward for removal of mishandled paper.
14	**Lever** [FD2]	After the lever [FD1], opens leftward for removal of mishandled paper.
15	**Jam position display**	Indicates the position of mishandled paper by LED lamps.
16	**Punch scrap box**	Withdrawn for removal of waste paper punched out.
17	**Lever** [FD6]	Opens rightward for removal of mishandled paper.
18	**Lever** [FD7]	Opens rightward for removal of mishandled paper.
19	**Handle** [FD11]	Held to withdraw the unit for removal of mishandled paper inside the folding unit.
20	**Knob** [FD3]	Turned counterclockwise to ease removal of mishandled paper inside the folding unit.
21	**Lever** [FD4]	Opens upward for removal of mishandled paper.
22	**Lever** [FD13]	Opens upward to allow removal of mishandled paper inside the folding unit.
23	**Lever** [FD14]	Opens upward to allow removal of mishandled paper inside the folding unit.
24	**Knob** [FD8]	Turned to ease removal of mishandled paper inside the folding unit.
25	**Knob** [FD9]	Turned to ease removal of mishandled paper inside the folding unit.
26	**Knob** [FD10]	Turned to ease removal of mishandled paper inside the folding unit.
27	**Lever** [FD12]	Opens upward to allow removal of mishandled paper inside the folding unit.
28	**Lever** [FD15]	After the lever [FD16], opens leftward to allow removal of mishandled paper inside the folding unit.

No.	Name	Description
29	**Lever** [FD16]	Opens leftward to allow removal of mishandled paper inside the folding unit.
30	**Knob** [FD5]	Turned counterclockwise to ease removal of mishandled cover paper.

2.1.12 Saddle Stitcher SD-506





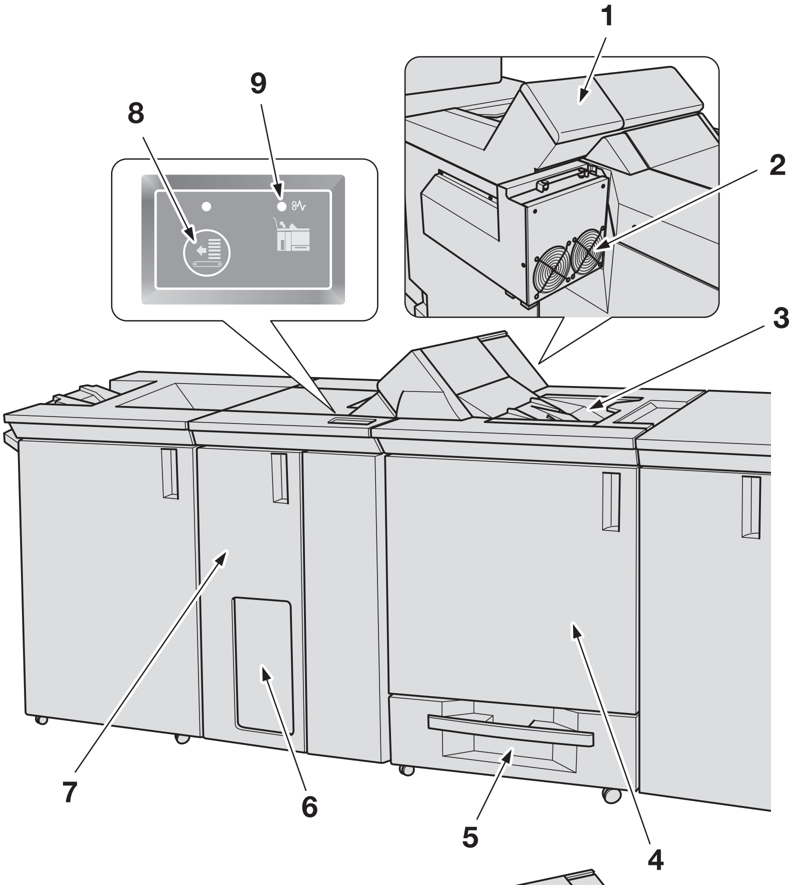
External view of **Saddle Stitcher SD-506**

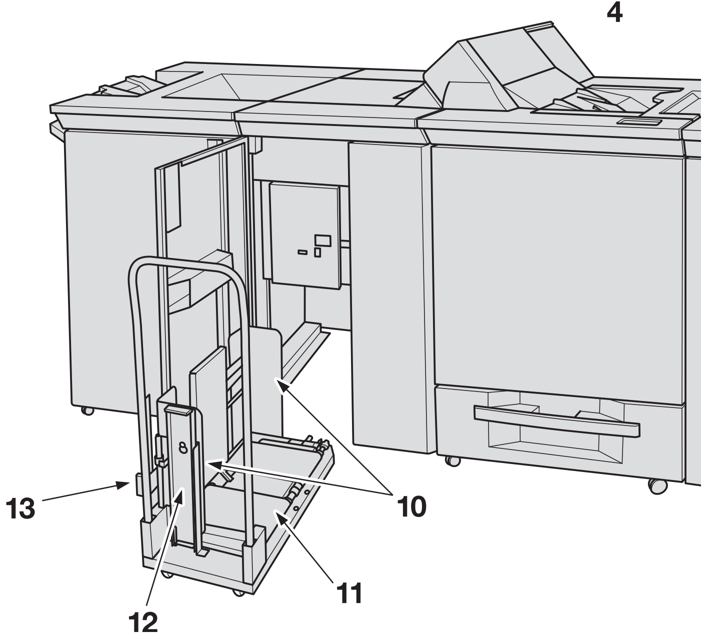
No.	Name	Description
1	**Saddle stitcher secondary (sub) tray**	Holds sets not processed by **Saddle Stitcher SD-506**.
2	**Multi Tri-Fold mode outlet cover handle**	Opens upward for removal of mishandled paper.
3	**Tri-Fold tray**	Holds sets output in Multi Tri-Fold mode.
4	**Secondary (sub) tray**	Holds sets delivered from the machine on the right side of **Saddle Stitcher SD-506**.
5	**Saddle stitcher right side door**	Opens to allow removal of mishandled paper.
6	**Folder tray**	Withdrawn to hold sets output in Fold & Staple or Multi Half Fold mode.
7	**Trim scrap box**	Withdrawn for removal of waste trimmings.
8	**Saddle stitcher left side door**	Opens to allow staple supply or removal of mishandled paper.

Internal view of **Saddle Stitcher SD-506**

No.	Name	Description
9	**Lever** [SD11]	Opens to allow removal of mishandled paper inside the folding unit.
10	**Lever** [SD3]	Opens downward for removal of mishandled paper.
11	**Handle** [SD10]	Held to withdraw the drawer for removal of mishandled paper inside the folding unit.
12	**Lever** [SD2]	Opens upward for removal of mishandled paper.
13	**Lever** [SD1]	Opens leftward for removal of mishandled paper.
14	**Knob** [SD6]	Turned clockwise to feed mishandled paper to the folding unit.
15	**Jam position display**	Indicates the position of mishandled paper by LED lamps.
16	**Lever** [SD7]	Opens rightward for removal of mishandled paper.
17	**Handle** [SD8]	Pulled to open the cover for removal of mishandled paper.
18	**Lever** [SD9]	Opens upward for removal of mishandled paper.
19	**Stapling unit**	Staples folded sets.
20	**Knob** [SD15]	Turned clockwise to feed mishandled paper.
21	**Lever** [SD5]	Opens leftward for removal of mishandled paper.
22	**Lever** [SD4]	Opens downward for removal of mishandled paper.

2.1.13 Perfect Binder PB-503



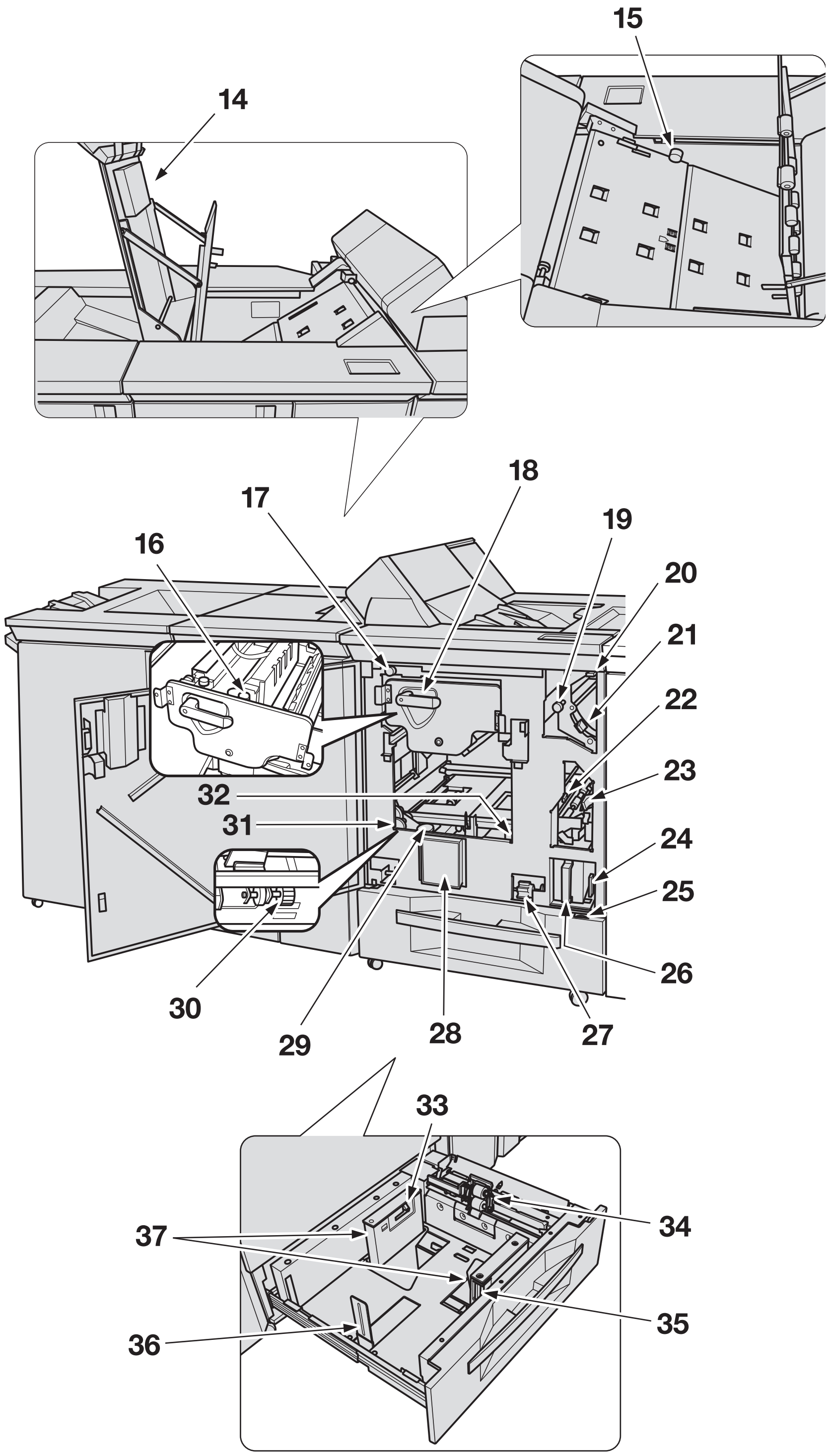


External view of **Perfect Binder PB-503**

No.	Name	Description
1	**Glue hopper cover**	Opens for supply of glue pellets.
2	**Exhaust fan**	Exhausts air from **Perfect Binder PB-503**.
3	**Secondary (sub) tray**	Holds sets not processed by **Perfect Binder PB-503**.
4	**Perfect binder front door**	Opens to allow removal of mishandled paper and waste trimmings.
5	**Cover tray**	Holds cover paper for perfect binding.
6	**Perfect binder tray window**	Allows you to check the sets output to the perfect binder tray. If the sets are piled on the right side of the perfect binder tray, press the feeding button to feed them to the carriage.
7	**Perfect binder tray front door**	Opens to take out the bound sets from the tray.
8	**Feeding button**	Feeds bound sets to the carriage.
9	**Paper jam indicator**	Lights when a paper jam occurs in conveying sheets output from the finishing section of **Perfect Binder PB-503**.

Internal view of **perfect binder tray front door**

No.	Name	Description
10	**Book holding plate**	Aligned to output books to prevent them from collapsing during portage.
11	**Carriage**	Carries perfect-bound books out from **Perfect Binder PB-503**.
12	**Book stopper**	Inserted to an appropriate stopper positioning hole to prevent output books from collapsing during portage.
13	**Book holding plate lever**	Moved to align the **book holding plate** to output books.



Conveyance section

No.	Name	Description
14	**Conveyance section cover**	Opens to allow removal of mishandled paper when paper jam indicator lights.
15	**Knob** [PB14]	Turned counterclockwise to feed mishandled paper.

Internal view of **perfect binder front door**

No.	Name	Description
16	**Body set release knob in clamp unit**	Turned clockwise to take out the body set fixed in the clamp unit.
17	**Knob** [PB2]	Turned to feed the body set to the clamp unit for removal of mishandled paper.
18	**Lever** [PB7]	Pushed downward to withdraw the clamp unit for removal of body set mishandled in the clamp unit.
19	**Knob** [PB6]	Turned to feed the mishandled paper into the secondary (sub) tray.
20	**Lever** [PB3]	Opens downward for removal of mishandled body set.
21	**Lever** [PB1]	Opens upward for removal of mishandled body set.
22	**Lever** [PB12]	Opens upward for removal of mishandled body set.
23	**Lever** [PB4]	Opens leftward to allow removal of mishandled cover sheet.
24	**Lever** [PB5]	Opens leftward with the trim scrap box drawn out for removal of mishandled cover sheet.
25	**Knob** [PB13]	Turned clockwise to ease removal of mishandled cover paper.
26	**Trim scrap box**	Withdrawn for removal of waste trimmings.
27	**Knob** [PB11]	Turned upward to let the binding unit down for removal of mishandled paper.
28	**Jam position display**	Indicates the position of mishandled paper by LED lamps.
29	**Knob** [PB8]	Turned clockwise for removal of cover sheet from the binding unit.
30	**Binding unit release knob**	Turned downward for removal of cover sheet from the binding unit in the top position.
31	**Knob** [PB9]	Turned clockwise to release the cover fixing plate for removal of mishandled paper.
32	**Knob** [PB10]	Turned counterclockwise to release the cover fixing plate for removal of mishandled paper.

Internal view of **cover tray**

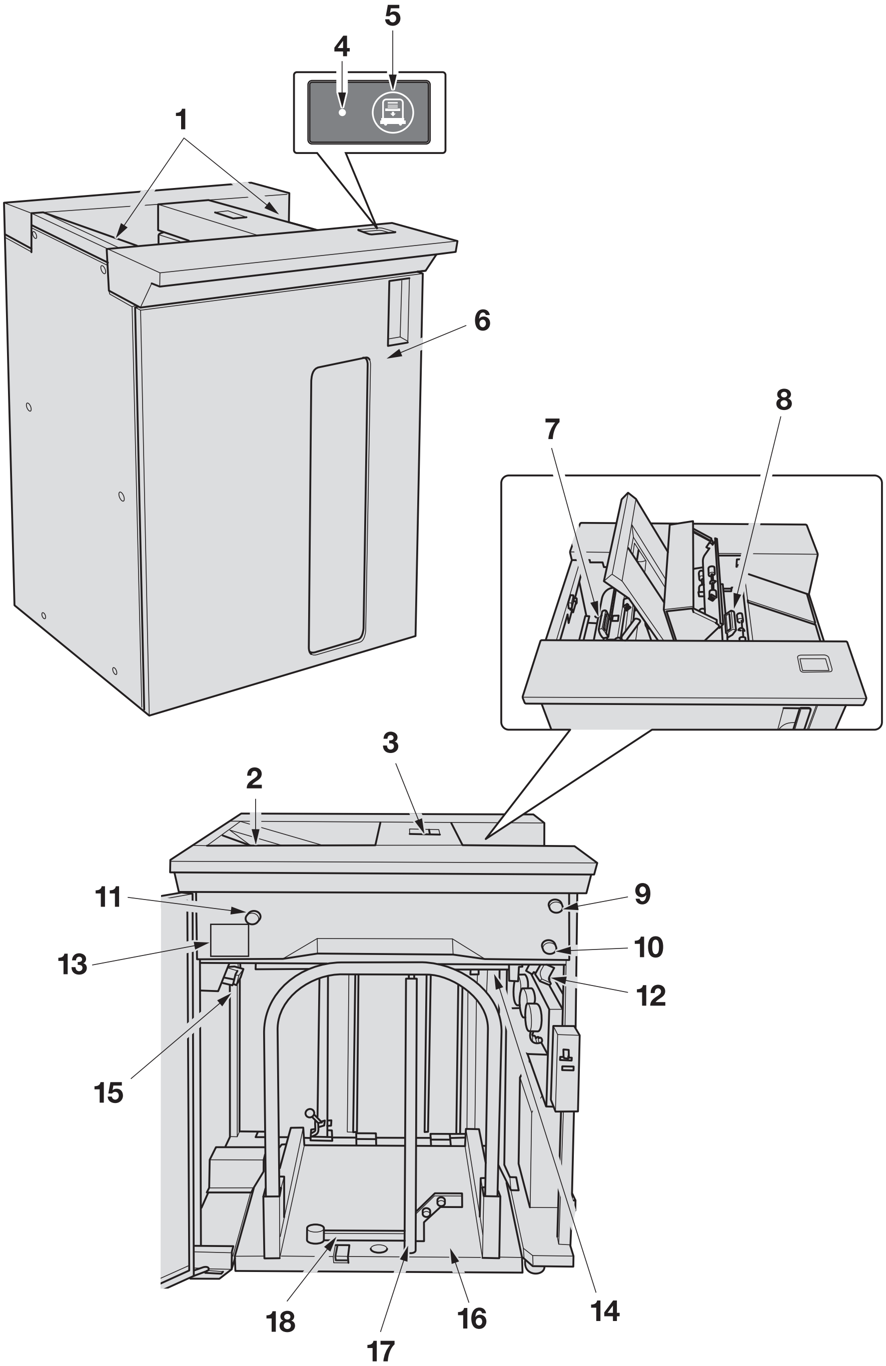
No.	Name	Description
33	**Air nozzle**	Blows air to avoid feeding multiple cover sheets at a time.
34	**Feed roller**	Feeds cover paper sheet by sheet to **Perfect Binder PB-503**.
35	**Lock release lever**	Pushed backward to release the lock in order to move **side guides**.
36	**Rear guide**	Aligned to the rear edge of loaded paper.
37	**Side guides**	Aligned to the edges of loaded paper.

⚠ **CAUTION**

DO NOT touch the glue tank unit.

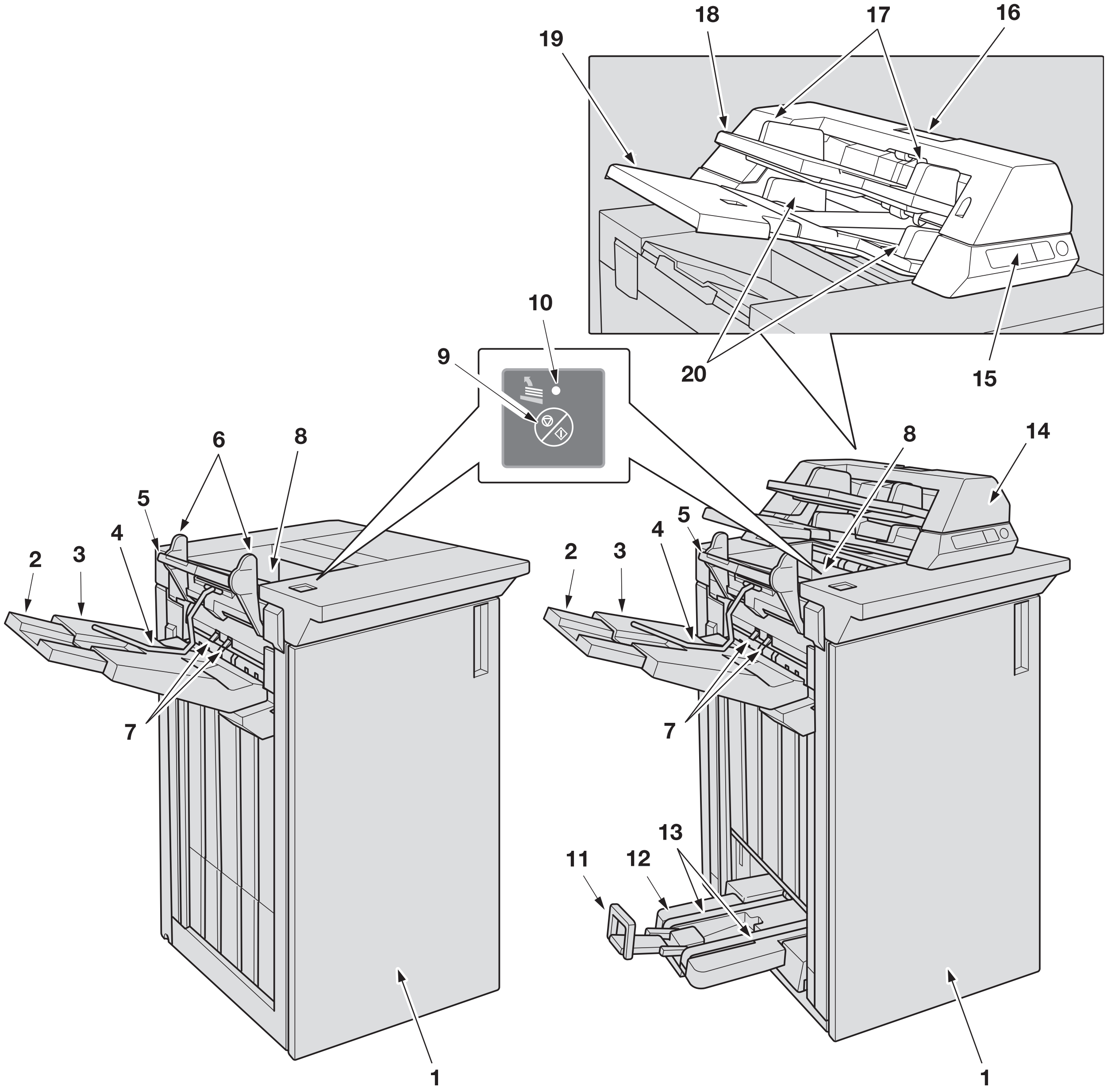
- The internal glue tank unit is very hot. If you touch them, you may get burned. Please be especially careful when you push the glue tank unit backward in place.

2.1.14 Large Capacity Stacker LS-505



No.	Name	Description
1	**Secondary (sub) tray**	Holds sets output in non offset mode.
2	**Top cover handle (left)**	Opens to allow removal of mishandled paper.
3	**Top cover handle (right)**	Opens to allow removal of mishandled paper.
4	**Paper removal indicator**	Lights while the stacker goes down when **paper removal button** is pressed.
5	**Paper removal button**	Pressed to take out printed sheets from the stacker.
6	**Large capacity stacker front door**	Opens to take out printed sheets from the stacker.
7	**Handle** [LS7]	Opens to allow removal of mishandled paper.
8	**Handle** [LS6]	Opens to allow removal of mishandled paper.
9	**Knob** [LS3]	Turned counterclockwise to feed mishandled paper to the stacker.
10	**Knob** [LS2]	Turned counterclockwise to feed mishandled paper to the **secondary (sub) tray**.
11	**Knob** [LS4]	Turned counterclockwise to feed mishandled paper to the outlet.
12	**Lever** [LS1]	Opens downward for removal of mishandled paper.
13	**Jam position display**	Indicates the position of mishandled paper by LED lamps.
14	**Stacker**	Holds sets output in both non offset and offset modes.
15	**Lever** [LS5]	Opens downward for removal of mishandled paper.
16	**Carriage**	Carries output sheets together with the stacker.
17	**Paper holder**	Mounted with **paper stopper** for holding output sheets.
18	**Paper stopper**	Holds output sheets to prevent them collapsing.

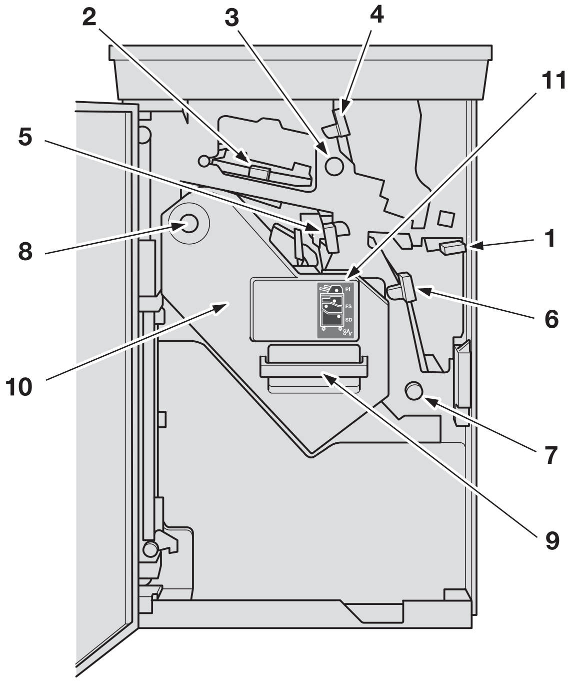
2.1.15 Finisher FS-532 (Punch Kit PK-522 + Saddle Stitcher SD-510 + Post Inserter PI-502)

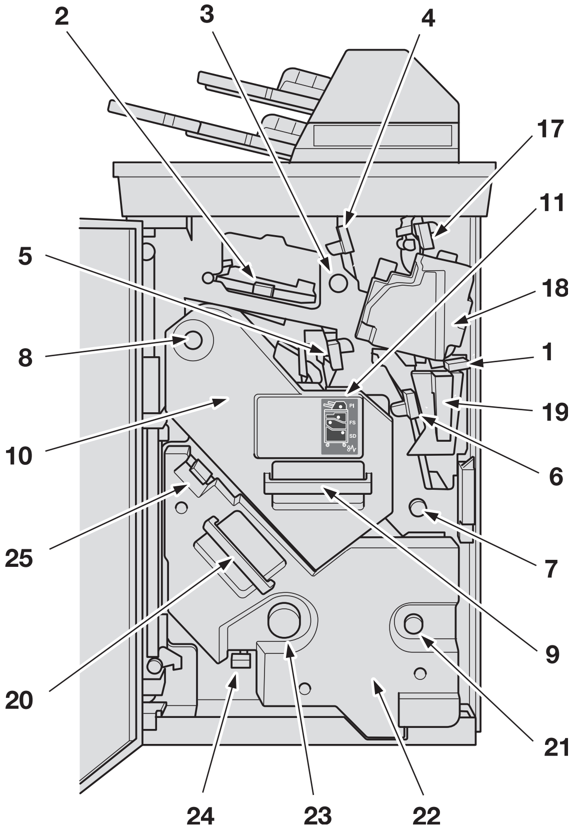


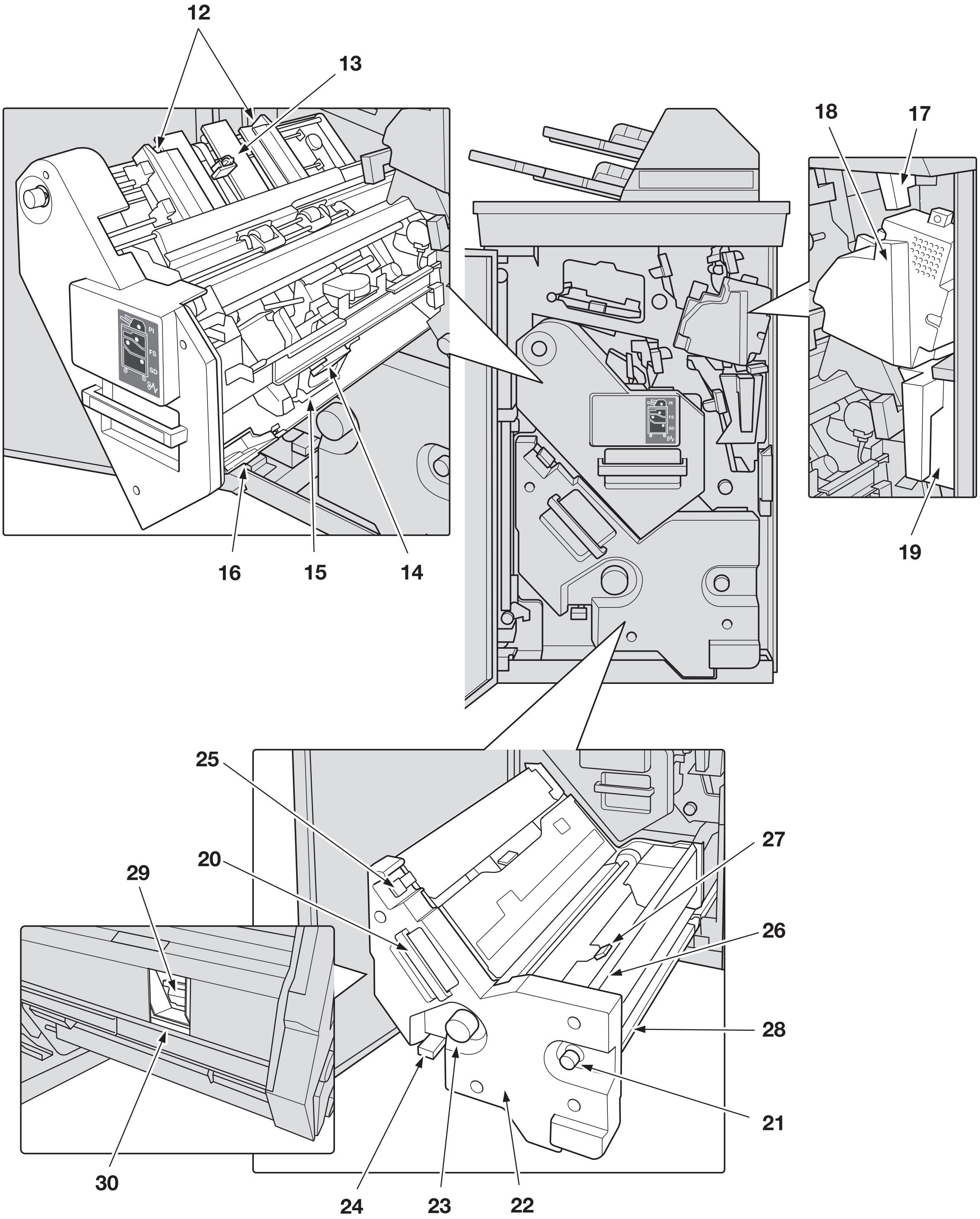
External view of **Finisher FS-532**

No.	Name	Description
1	**Finisher front door**	Opens to allow staple supply for side stitching or removal of mishandled paper. Opens to allow removal of waste paper for the machine mounted with **Punch Kit PK-522**. For the machine mounted with **Saddle Stitcher SD-510**, opens to allow staple supply for saddle stitching or removal of mishandled paper from the saddle stitcher.

No.	Name	Description
2	**Primary (main) tray extension**	Pulled out to hold large paper sizes delivered to the primary (main) tray.
3	**Primary (main) tray**	Holds non-offset, offset, or stapled sets.
4	**Paper holder**	Holds thin paper or curled paper delivered to the primary (main) tray.
5	**Secondary (sub) tray extension**	Pulled out to hold large paper sizes delivered to the secondary (sub) tray.
6	**Exit guides**	Adjusts the position in crosswise direction of sheets delivered to the primary (main) tray.
7	**Gripper**	Adjusts the position in feeding direction of sheets delivered to the primary (main) tray.
8	**Secondary (sub) tray**	Holds output sheets in non offset mode.
9	**Suspend/Restart button**	Held down for over a second to suspend the job currently output to the tray. Or, hold it down for a second to restart printing. The output job can also be resumed by pressing **Start** on the **control panel**.
10	**Suspend indicator**	Flashes when the **suspend/restart button** is pressed to suspend the output to the tray. It goes out when the suspended job is resumed or deleted.
11	**Paper delivery handle**	Opens leftward when making sets output in Fold & Staple, Multi Half-Fold, or Multi Tri-Fold mode. Then, pull it up to deliver the output sets loaded in the folder tray.
12	**Folder tray**	Holds sets output in Fold & Staple, Multi Half-Fold, or Multi Tri-Fold mode.
13	**Paper delivery belt**	Delivers output sheets loaded in the folder tray.
14	**Post Inserter PI-502** (option)	Inserts covers into printed sets or manually operates **Finisher FS-532**.
15	**Post inserter control panel**	Used to manually operate **Finisher FS-532**.
16	**Upper unit release lever**	Pulled up for removal of mishandled paper. Slide the upper unit of the open **Post Inserter PI-502** leftward and remove the mishandled paper.
17	**Upper tray guides**	Aligned to cover sheets to fix the position.
18	**Upper tray**	Holds cover sheets.
19	**Lower tray**	Holds cover sheets.
20	**Lower tray guides**	Aligned to cover sheets to fix the position.


2
3
4
11
5
8
1
6
10
7
9


2
3
4
17
11
5
18
8
1
19
10
6
25
7
9
20
21
24
23
22



NOTICE

You may not be able to pull out the stacker because it is automatically locked. Also, at times you may not be able to push the pulled-out stacker back into place because it is locked.

Handling the stacker forcibly while locked may break the vertical alignment plate on it.

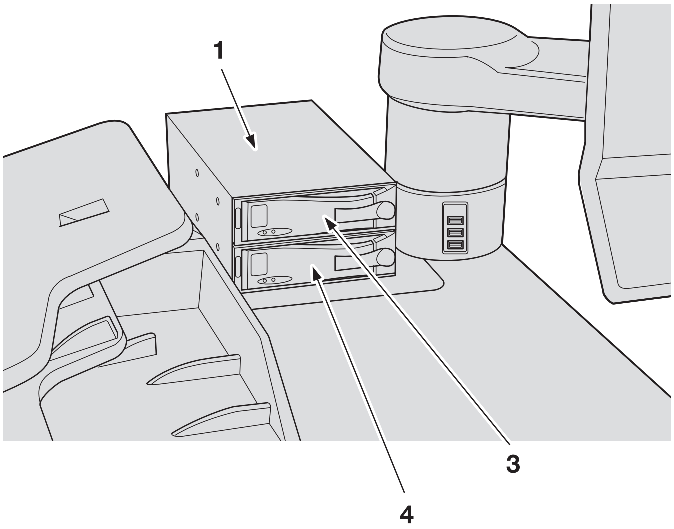
In either case, turn ***Knob*** *[FS8]. It will release the lock to allow for subsequent operations.*

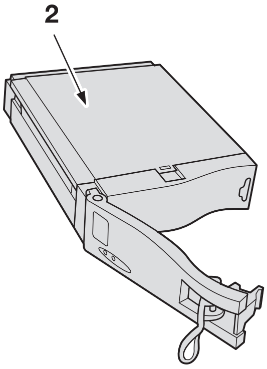
Internal view of **Finisher FS-532**

No.	Name	Description
1	**Lever** [FS1]	Opens downward for removal of mishandled paper. If the machine is mounted with **Punch Kit PK-522**, pull out the punch scrap box first to open it.
2	**Lever** [FS2]	Opens upward for removal of mishandled paper.
3	**Knob** [FS3]	Turned to allow removal of mishandled paper.
4	**Lever** [FS4]	Opens rightward for removal of mishandled paper.
5	**Lever** [FS5]	Opens lower-leftward for removal of mishandled paper.
6	**Lever** [FS6]	Opens rightward for removal of mishandled paper. If the machine is mounted with **Punch Kit PK-522**, pull out the punch scrap box first to open it.
7	**Knob** [FS7]	Turned to allow removal of mishandled paper.
8	**Knob** [FS8]	Turned after pulling out the stacker to feed mishandled paper when paper jam occurs in the stacker. You need to turn the knob before pulling out the stacker when it is locked and cannot be pulled out. When the pulled-out stacker is locked and cannot be pushed back into place, turn the knob and push the stacker in.
9	**Handle** [FS9]	Held to pull out the stacker when paper jam occurs in the stacker.
10	**Stacker**	Holds and aligns a stack of output sheets to be stapled.
11	**Jam position display**	Indicates the position of mishandled paper by LED lamps.
12	**Horizontal alignment plate**	Adjusts the position in crosswise direction of output sheets to be stapled.
13	**Vertical alignment plate**	Adjusts the position in feeding direction of output sheets to be stapled. Depending on the place where the vertical alignment plate stopped, the stacker may be locked when you try to pull it out or push it back in.
14	**Stapler**	Removed from the staple unit to replace the staple cartridge with a new one.
15	**Staple unit**	Used to staple printed paper.
16	**Stapler scrap box**	Holds scraps of cut staples.
17	**Lever** [PI1]	Opens leftward for removal of mishandled paper inside **Post Inserter PI-502**.
18	**Punch Kit PK-522**(option)	Punches file holes in output sheets.
19	**Punch scrap box**	Withdrawn for removal of waste paper punched out.
20	**Handle** [SD1]	Held and pulled out for staple supply or removal of mishandled paper inside **Saddle Stitcher SD-510**.
21	**Knob** [SD3]	Turned to allow removal of mishandled paper after pulling out the saddle unit.
22	**Saddle unit (Saddle Stitcher SD-510)** (option)	Saddle stitches, multi half-folds, or multi tri-folds printed sets.
23	**Knob** [SD5]	Turned to allow removal of mishandled paper after pulling out the saddle unit.
24	**Lever** [SD8]	Opens downward for removal of mishandled paper after pulling out the saddle unit.
25	**Lever** [SD7]	Opens upward for removal of mishandled paper after pulling out the saddle unit.
26	**Lever** [SD2]	Opens rightward for removal of mishandled paper after pulling out the saddle unit.

No.	Name	Description
27	**Lever** [SD4]	Opens upward for removal of mishandled paper after pulling out the saddle unit.
28	**Lever** [SD6]	Opens rightward for removal of mishandled paper after pulling out the saddle unit.
29	**Stapler**	Removed from the saddle unit to replace the staple cartridge with a new one.
30	Stapler entrance	Used to take the stapler in and out for staple supply.

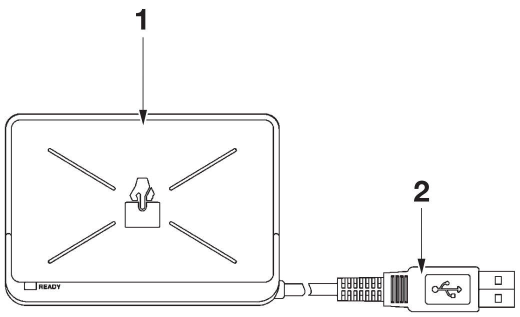
2.1.16 Removable HDD Kit RH-101





No.	Name	Description
1	**Removable HDD Kit RH-101**	Used to install two removable HDD inner-case kits, each mounted with an HDD to provide portability.
2	**HDD inner-case kit (included with HD-511)**	Used to externally install an HDD for main body and for image controller.
3	**HDD for image controller**	Hard disk to be externally mounted for the image controller.
4	**HDD for main body**	Hard disk to be externally mounted for the main body.

2.1.17 Authentication Unit (IC Card Type) AU-201



No.	Name	Description
1	**Card reading area**	Reads the IC card held over for registration or authentication.
2	**USB cable**	Connected to the USB port of the main body.

NOTICE

Authentication Unit (IC Card Type) AU-201 *is an optional device. The marketing and authorization to use this product are provided entirely on an "as is" basis.*

We assume no responsibility for any damage (including lost profits or other related damages) caused by this product or its use as a result of operations not described in this user's guide.

This product is designed, manufactured and intended for general business use. Do not use it for applications requiring high reliability, which may have an extreme impact on lives and property.

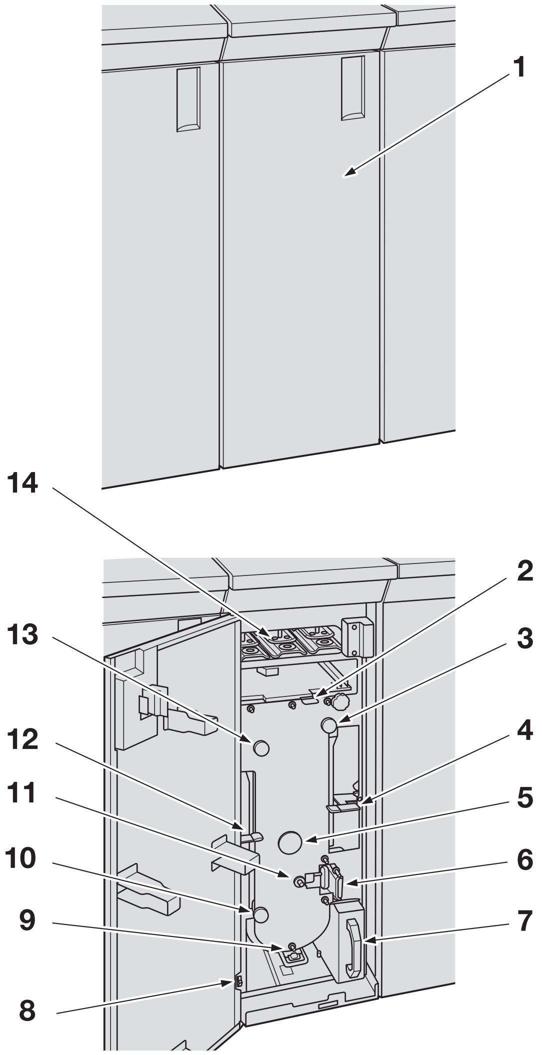
Applications requiring high reliability: chemical plant management, medical equipment management, emergency communications management, etc.

The use with other authentication devices is not guaranteed.

In order to incorporate improvements in the product, specifications concerning this product are subject to change without notice.

Do not store the IC card within 1.57 inches of the card scanning area.

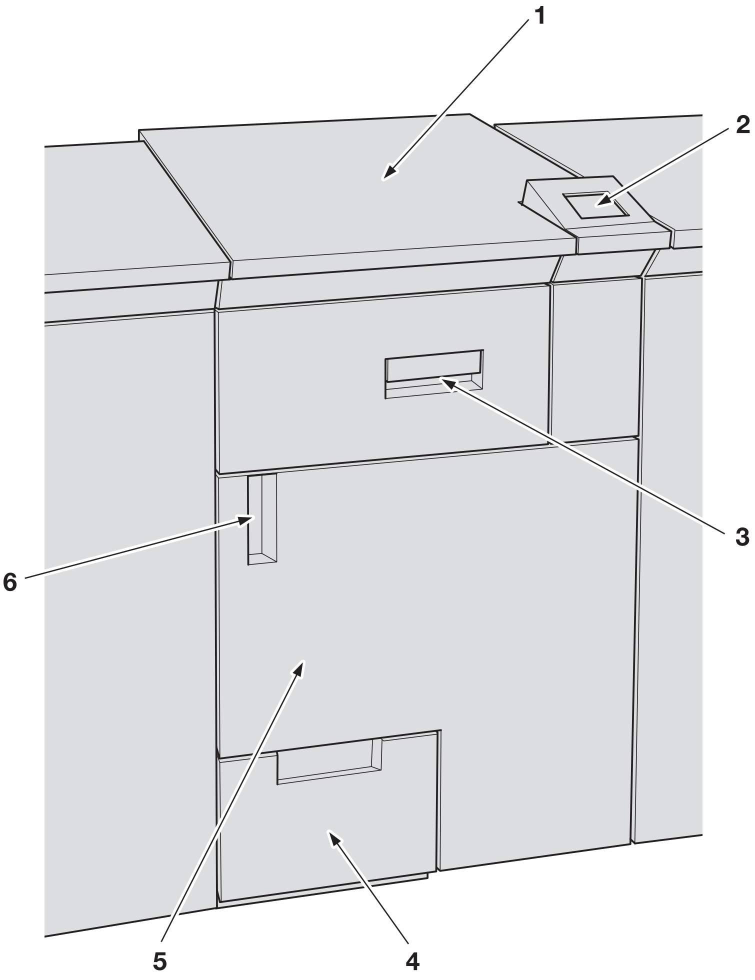
2.1.18 Multi Puncher GP-501 (Die Sets DS-501 to DS-507)

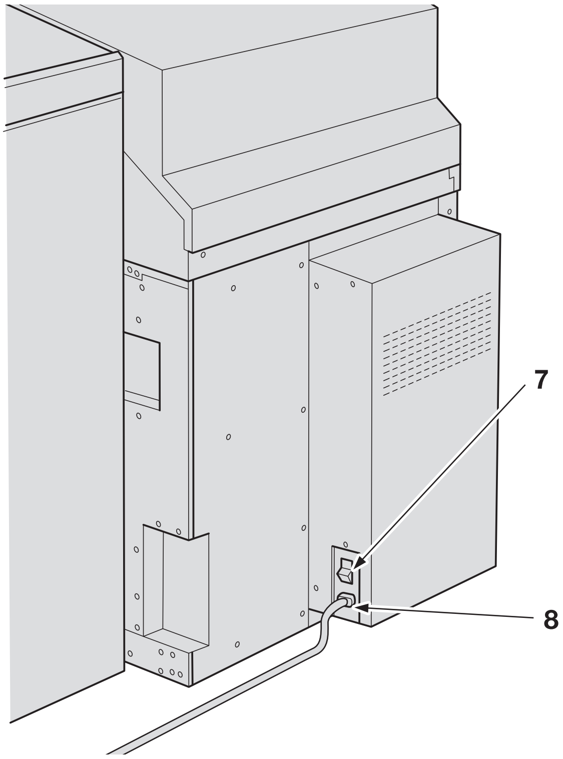


No.	Name	Description
1	**Multi Puncher GP-501 front door**	Opens to allow replacement of a **die set**, or removal of punch waste or mishandled paper.
2	**Lever** [GP1]	Opens upward for removal of mishandled paper.
3	**Knob** [GP3]	Turned to allow removal of mishandled paper.
4	**Lever** [GP2]	Opens upper-rightward for removal of mishandled paper.
5	**Knob** [GP4]	Turned clockwise for replacement of a **die set** or removal of mishandled paper.
6	**Die set**	Punches various types of file holes.
7	**Punch scrap box**	Withdrawn for removal of waste paper punched out.
8	**Power switch**	Turns on/off the power of the multi puncher.
9	**Lever** [GP5]	Opens downward for removal of mishandled paper.
10	**Knob** [GP7]	Turned to allow removal of mishandled paper.
11	**Die set blade position indicator**	Used to check the position of the die set blade moved by turning **Knob** [GP4] for replacement of the **die set** or removal of mishandled paper.
12	**Lever** [GP6]	Opens upper-leftward for removal of mishandled paper.
13	**Knob** [GP8]	Turned to allow removal of mishandled paper.

No.	Name	Description
14	**Die set rack**	Stored with **die sets**.

2.1.19 Auto Ring Binder GP-502

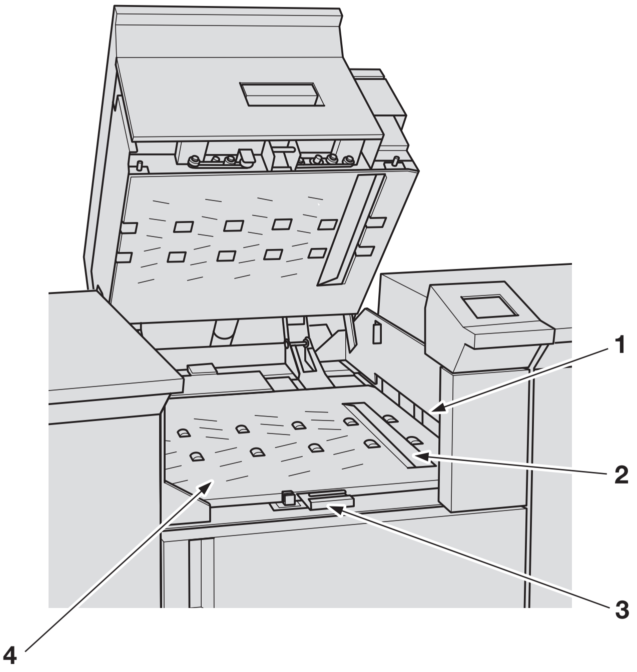


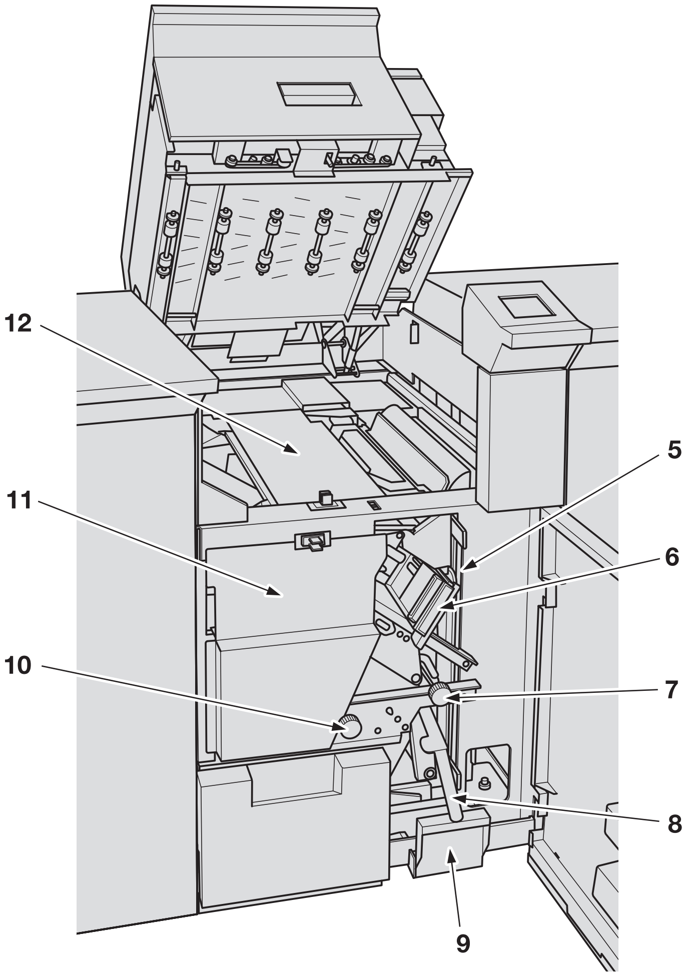


External view of **Auto Ring Binder GP-502**

No.	Name	Description
1	**Ring binder top cover**	Opens upward for removal of mishandled paper.
2	**Display panel**	Displays the status of the ring binder, position of paper jam, alarm for supplies and disposals, and counts/versions.
3	**Lock release handle**	Pulled to unlock and open the upper unit of the ring binder.
4	**Booklet tray**	Holds ring-bound booklets. Withdraw the tray to take out the output booklets.
5	**Ring binder front door**	Opens to allow removal of mishandled paper or waste paper punched out.
6	**Ring binder front door handle**	Held to open the ring binder front door.
7	**Power switch**	Turns on/off the power of the ring binder.
8	**Power plug**	Supplies power to the ring binder.

NOTICE
*Keep the **power switch** turned on for the ring binder. Turning it off will not only deactivate this machine but disable the bypass function to convey paper to the downstream finisher.*


1
2
3
4


12
5
11
6
10
7
8
9

Internal view of **Auto Ring Binder GP-502**

No.	Name	Description
1	**Paper inlet**	Ejects paper fed to the ring binder.
2	**Paper distributing section**	Delivers paper fed to the ring binder into the binding section, or bypasses it to the downstream finisher.
3	**Handle** [GP1]	Held to open the bypass deck upward.
4	**Bypass deck**	Bypasses paper fed to the ring binder straight to the downstream finisher.
5	**Vertical paper path**	Feeds paper to the punching device.
6	**Bind part drawer**	Holds bind parts.
7	**Knob** [GP3]	Turned counterclockwise for removal of mishandled paper.
8	**Lever** [GP2]	Opens leftward for removal of mishandled paper.
9	**Punch scrap box**	Withdrawn for removal of waste paper punched out.
10	**Knob** [GP4]	Turned clockwise to feed mishandled paper.
11	**Paper stacker**	Aligns sheets to be bound, and delivers bound booklets to the booklet tray.
12	**Binding section**	Binds a set of paper with a bind part. Take a look when trouble occurs on bind parts.

2.2 Turning On/Off the Power

This machine has two power switches, namely, **main power switch** and **sub power switch**.

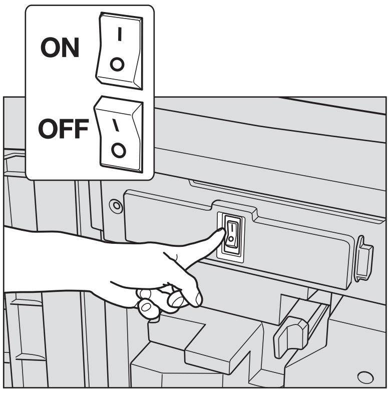
2.2.1 Turning On the Power

1. Turn ON the **main power switch**.

   The **main power switch** is located inside the machine.

   It can be reached by first opening the front door, then the left side door of the main body.

   With the **main power switch** turned on, the Power LED on the **control panel** lights in red.



   NOTICE

   *The **main power switch** should normally be kept turned on. Be sure not to turn off/on the main power switch in usual operation.*

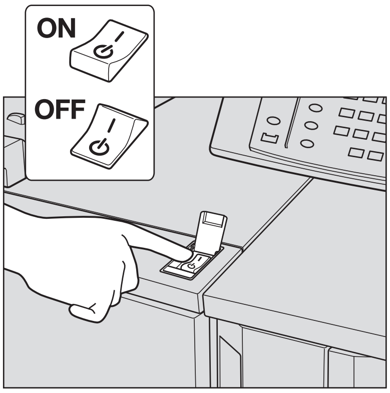
   *However, if you set the transition time in [ErP Setting] or set [Main Power Auto OFF Setting] to ON, the **main power switch** will be turned off automatically. In those cases, manually turn on the **main power switch**.*

   For [ErP Setting] and [Main Power Auto OFF Setting], see Section 7 of the POD Administrator's Reference.

2. Turn ON the **sub power switch**.

   The **sub power switch** is located on the front of the main body.

   With the **sub power switch** turned on, the power LED on the **control panel** turns green.



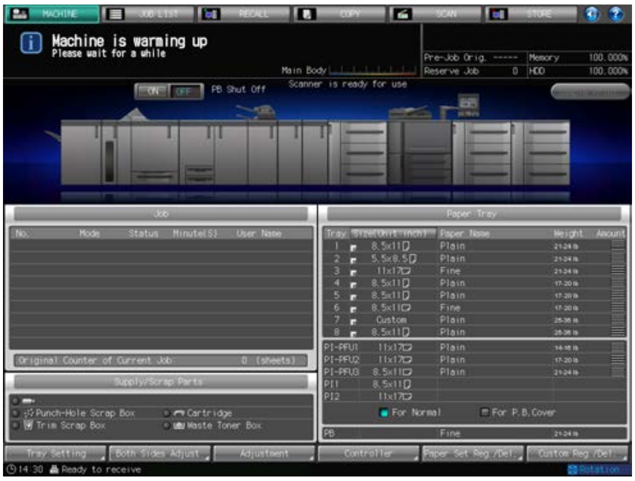
3. The Wake-up Screen and Warm-up Screen will be displayed.

   The Wake-up Screen is displayed for a few seconds, followed by the Machine Screen with warm-up indications.

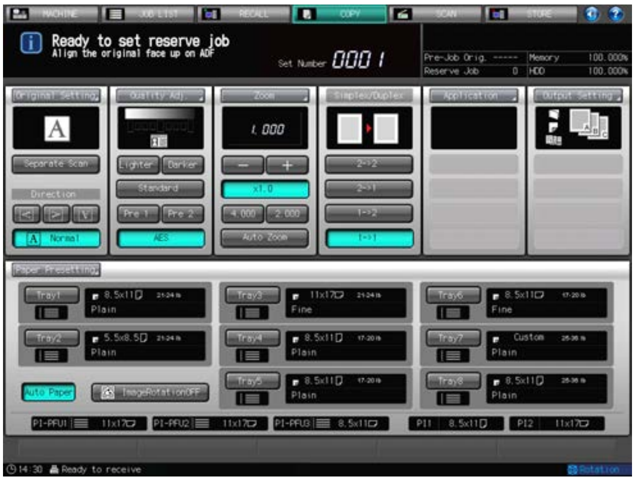
   The warmup takes approximately 7 minutes.

➔ While the main body is warming up, a progress bar is displayed to indicate the warming-up status.

→ If **Perfect Binder PB-503** is attached to the machine and when the perfect binder heater is turned on, a progress bar is displayed to indicate the warming-up status. See page 8-46 for details.

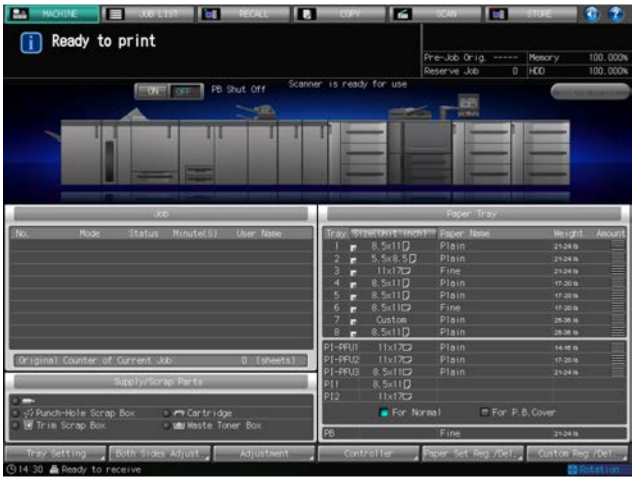

Machine is warming up
Please wait for a while

→ Pressing the [COPY] tab on the screen during warm-up displays the Copy Screen. When the message [Ready to set reserve job] appears on the Copy Screen, you can set reserve jobs and scan originals while the machine is warming up, so that the machine should start printing immediately after warm-up is completed.


Ready to set reserve job
Align the original face up on ADF

4 The message [Ready to print] appears on the Machine Screen to inform you that printing job is now available.

→ If a key counter or copy card is required, follow the instruction on the screen.


Ready to print

2.2.2 Turning Off the Power

NOTICE

*The **main power switch** should normally be kept turned on. Be sure not to turn off/on the main power switch in usual operation.*

*Be sure not to turn off the **main power switch** before turning off the **sub power switch**.*

*Be sure not to turn off the **main power switch** while the following messages are displayed after turning off the **sub power switch**.*

[Cooling in progress / Power will be off when completed]

[Power off in progress / Please do not turn the main power off]

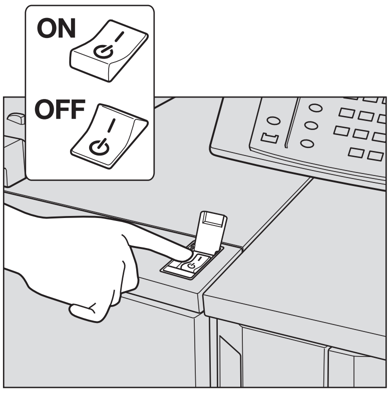
*Turning off the **main power switch** with these messages displayed may cause machine trouble such as toner fixation.*

*When turning the **main power switch** off then on, be sure to wait 10 seconds or longer before turning the **main power switch** on again. If the **main power switch** is turned on again within 10 seconds, the machine may not operate properly.*

1 Turn OFF the **sub power switch**.

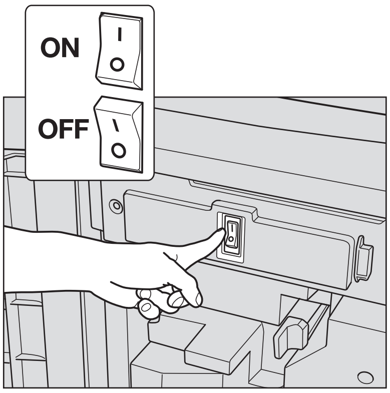
The **sub power switch** is located on the front of the main body. The **touch panel** and all the LEDs on the **control panel** other than the Power LED will go out, and the Power LED will turn red from green.

➔ When the machine is under control of the Weekly Timer function, do not turn off the **sub power switch**. Turning off the **sub power switch** will deactivate the Weekly Timer function.



2 Turn OFF the **main power switch**.

The **main power switch** is located inside the machine.
It can be reached by first opening the front door, then the left side door of the main body.



2.2.3 Turning Off Main Power Switch Automatically

The **main power switch** can be turned off automatically on this machine. The following two settings are provided.

These settings are provided on the Utility menu and to be performed by the administrator. Ask your administrator for the time when the **main power switch** is turned off.

Reference

For details of the setting, see Section 7 of the POD Administrator's Reference.

Setting options	Description
Main Power Auto OFF Setting	Turns OFF the **main power switch** automatically after the **sub power switch** is turned OFF and the main body is completely cooled down.

Setting options	Description
ErP Setting	Turns the **main power switch** OFF automatically when the machine remains in the following conditions for a certain period of time with the **main power switch** kept ON: • The **sub power switch** is OFF. • Auto Shut OFF is activated. • Auto Low Power is activated. One of the following options is selected for the time to turn off the **main power switch**: Do Not Switch, 12 Hours, 24 Hours, 36 Hours, 48 Hours, 60 Hours, 72 Hours.

You can turn on the **main power switch** as in a usual operation, even after the machine has been powered off automatically.

Reference

See page 2-49 for how to turn on the ***main power switch****.*

2.2.4 Continuing the Job the Next Day

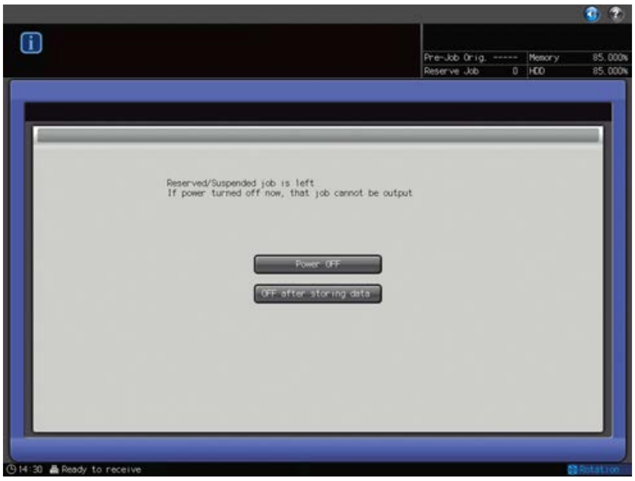
If the **sub power switch** is turned off while there is a print job in progress or a reserved/suspended job, one of the following two messages is displayed.

- When the job can be continued the next day: [Reserved/Suspended job is left / If power turned off now, that job cannot be output]
- When the job cannot be continued the next day: [Cannot be continued next day in this condition / To continue with output, turn on the power]

Perform an operation according to the message displayed.

When the job can be continued the next day and will be continued:

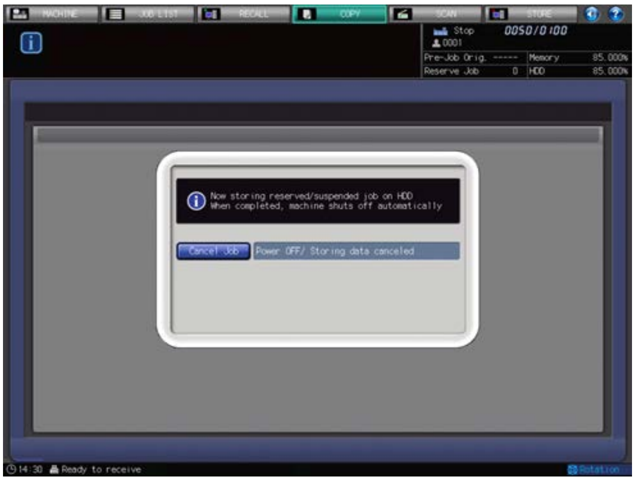
1 To save the reserved/suspended job on the HDD of the main body, press [OFF After Storing Data].



Reserved/Suspended job is left
If power turned off now, that job cannot be output

2 The **sub power switch** will be turned off automatically after the data storing process is completed.

When the **sub power switch** is turned on again, the data can be read from HDD to be output.



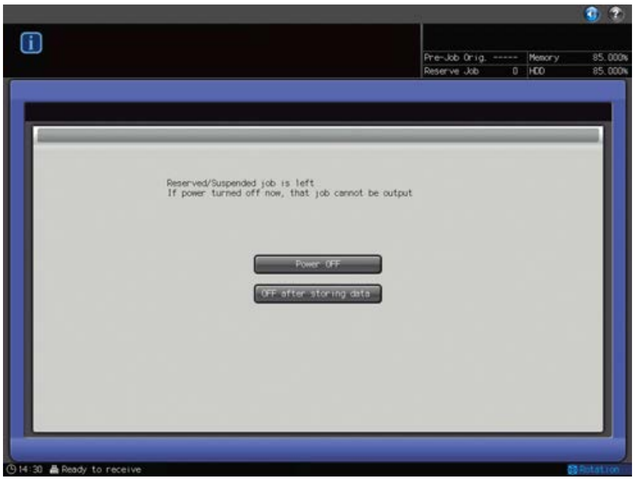
Now storing reserved/suspended job on HDD
When completed, machine shuts off automatically

Power OFF/ Storing data canceled

➔ To turn off the sub power without storing the data, press [Cancel Job] on the screen. The data storing process will be canceled and the sub power will be turned off. The job cannot be output again.

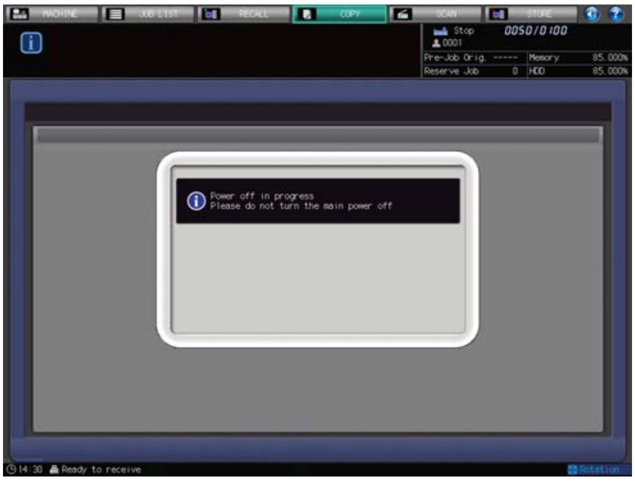
When the job can be continued the next day and will not be continued:

1 Press [Power OFF].



Reserved/Suspended job is left
If power turned off now, that job cannot be output

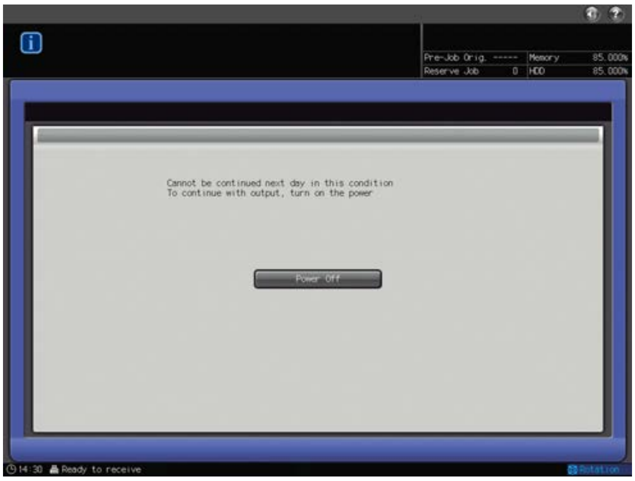
2 The data will not be stored and the sub power will be turned off automatically.



Power off in progress
Please do not turn the main power off

When the job cannot be continued the next day and the output process should be continued:

1 Turn on the **sub power switch** to continue the output.



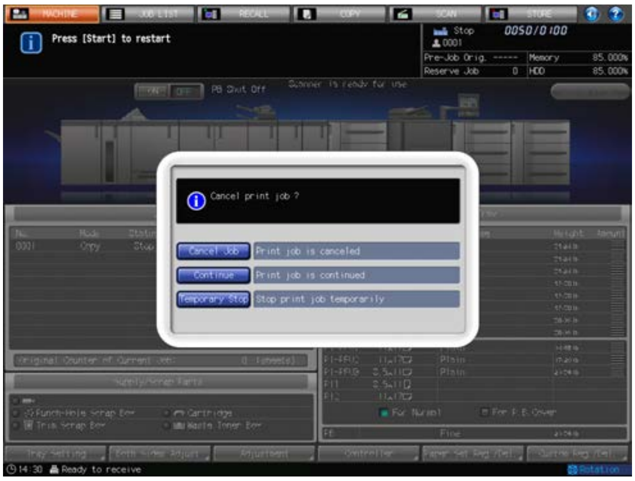
Cannot be continued next day in this condition
To continue with output, turn on the power

2 When the job is completed, turn off the **sub power switch** again.

When the job cannot be continued the next day but still needs to be continued the next day:

If the message notifying that the job cannot be continued the next day is displayed but the output process still needs to be continued, you may be able to store the output data and continue the job the next day.

1 To do so, press the [Print a Set] key in the dialog displayed after pressing **Stop** on the **control panel**, if applicable.

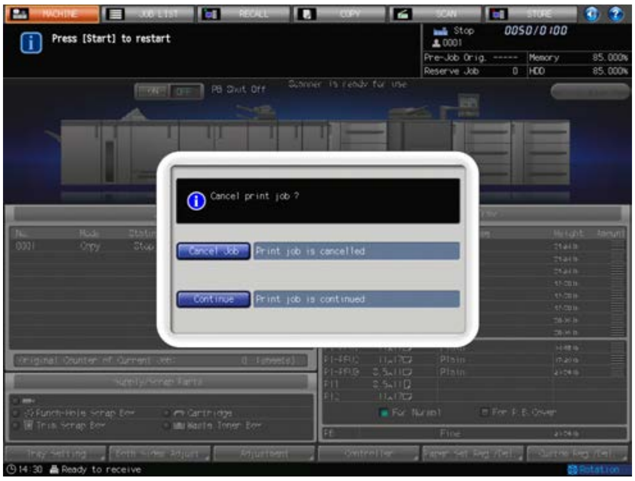


Press [Start] to restart

Cancel print job ?

Cancel Job: Print job is canceled
Continue: Print job is continued
Temporary Stop: Stop print job temporarily

When printing the set is completed and the machine stops, the [Print a Set] key will disappear from the dialog.



Press [Start] to restart

Cancel print job ?

Print job is cancelled

Print job is continued

2 Turn off the **sub power switch**.

3 See page 2-52 for the procedure to follow.

2.3 Automatically Resetting the Machine: Auto Reset

The machine automatically restores the screen specified as default after a certain period of inactivity. This function is called Auto Reset.

When Auto Reset is activated, the machine restores not only the default screen but also the initial copy conditions.

Setting a time interval

As factory default, Auto Reset is programmed to function after 1 minute of machine inactivity. The time interval to activate Auto Reset can be selected on the Utility Menu Screen. Or, you can also deactivate this function.

Selecting the default screen

The Machine Screen is selected by factory default. The default screen can be selected from the Machine Screen, Job Active/Suspend List Screen and Schedule Screen of the Job List Screen, and the Copy Screen.

Reference

The initial copy conditions can be specified on the Copy Initial Setting Screen accessed from the Utility Menu Screen. For details, see Section 7 of the POD Administrator's Reference.

For selection of the time interval to activate Auto Reset or of the default screen, see Section 7 of the POD Administrator's Reference.

2.4 Manually Resetting the Machine: Reset

When **Reset** is pressed on the **control panel**, the machine clears all the copy conditions specified so far and restores arbitrary settings. This function is called Reset.

Optionally, you can select one from Full Auto, Initial, or copy conditions programmed to Mode Memory [30]. Initial is selected by factory default.

Copy conditions specified as Full Auto

The Full Auto settings cannot be changed except Output Setting.

- Original Setting: Normal
- Quality Adjustment: Standard
- Zoom: 1.000
- Simplex/Duplex: 1->1
- Application: None
- Output Setting: Selection available in the Utility mode
- Auto Paper: ON
- Image Rotation: ON

Copy conditions specified as Initial

These are the copy conditions specified on the Copy Initial Setting Screen accessed from the Utility menu.

Copy conditions programmed to Mode Memory [30]

These are the copy conditions programmed by pressing **Mode Memory** on the **control panel**.

Reference

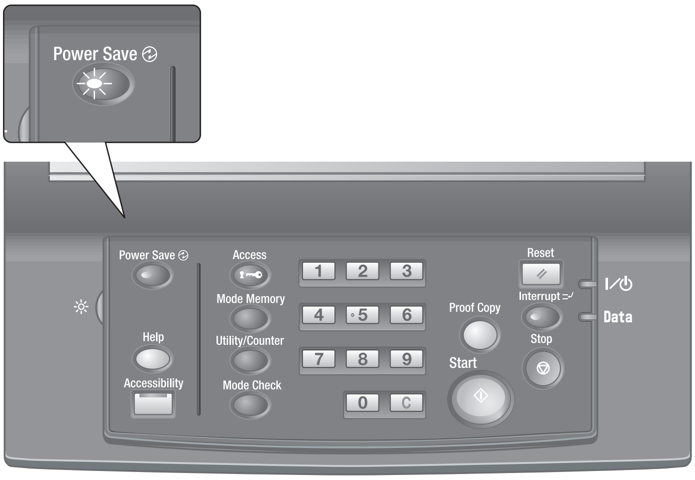
For copy conditions specified as Initial, see Section 7 of the POD Administrator's Reference.

For copy conditions specified as Full Auto or common settings for the three optional settings, see Section 7 of the POD Administrator's Reference.

See page 10-11 for programming of Mode Memory.

2.5 Using Machine When Power Save LED Lights

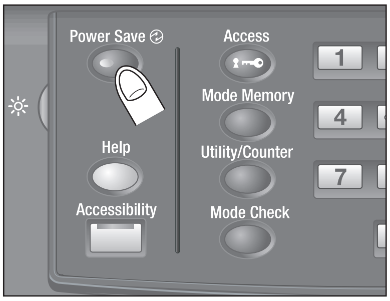
If you find the **Power Save** LED lit, the machine is inactive due to the Power Save or Weekly Timer function. You cannot operate the machine with either of the functions activated.



2.5.1 Operation to Enable the Machine

➔ Press any key on the **control panel**.

- ➔ If the machine makes no response with any key pressed on the **control panel**, press **Power Save**.



If Power Save has been activated, the machine will be ready for printing.

If Weekly Timer has been activated, the Machine Screen will be displayed with the message [Timer interrupt mode / Please enter password] in the message area. Entering the password allows you to use the machine temporarily.

Reference

The Power Save function has two modes: Auto Low Power and Auto Shut OFF. For details, see the following description.

Power Save can also be activated manually. See page 2-59 for details.

2.5.2 Automatically Conserving Energy: Auto Low Power

Auto Low Power conserves energy by lowering the power consumption.

This function is activated automatically after a specified period of machine inactivity (factory default is 1 minute), with the **Power Save** LED lit, **touch panel** turned off, and all other LEDs except **Start** LED on the **control panel** turned off. The **Start** LED turns red, while the Power LED keeps green.

If the same period of time is specified for Auto Low Power and Auto Shut OFF, the machine power will be shut off. The **touch panel** will not go off if the Jam Position Screen or screen to operate duplex printing is displayed.

Reference

The Utility Menu Screen allows you to change the set period of time for Auto Low Power (to 1 minute, 3 minutes, 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes, or 240 minutes). For details, see Section 7 of the POD Administrator's Reference.

To exit Auto Low Power

➔ Press any key on the touch panel or the control panel. The machine returns to be ready for printing.

2.5.3 Automatically Conserving Energy: Auto Shut OFF

Auto Shut OFF achieves further energy conservation by reducing power consumption.

This function is activated automatically after a specified period of machine inactivity (factory default is 15 minutes), with the **Power Save** LED lit and all the LEDs on the **touch panel** and the **control panel** turned off.

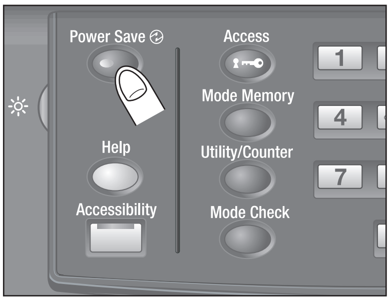
The Power LED keeps green.

Reference

The Utility Menu Screen allows you to deactivate Auto Shut OFF or change the set period of time (to --- minute (OFF), 1 minute, 3 minutes, 5 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes, or 240 minutes). For details, see Section 7 of the POD Administrator's Reference.

To exit Auto Shut OFF

➔ Press **Power Save** on the **control panel**. The machine returns to be ready for printing.



2.5.4 Manually Conserving Energy

Follow the procedure below to operate Power Save function (Low Power or Shut OFF) manually.

1 Hold down **Power Save** on the **control panel** for over a second.

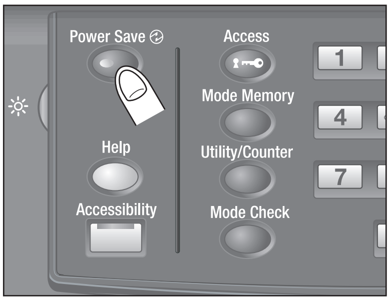
The following message will be displayed.

Using Shut OFF mode:

[Enters Shut OFF in 10 seconds / Press any hard key to cancel]

Using Low Power mode:

[Enters Low Power in 10 seconds / Press any hard key to cancel]



2 Power Save will be activated.

The **Power Save** LED lights and the **touch panel** goes off.

Be sure to hold down **Power Save** on the **control panel** for over a second, otherwise Power Save will not be activated with the following message displayed.

[Keep [Power Save] pressed more than one second to enter auto shut off]

[Keep [Power Save] pressed more than one second to enter auto low power]

Reference

The machine is initially set to activate the Shut OFF mode manually. The Utility Menu Screen allows you to manually activate the Low Power mode instead. For details, see Section 7 of the POD Administrator's Reference.

2.5.5 Limiting Machine Usage: Weekly Timer

Weekly Timer turns a machine on and off at the time specified by the administrator.

When a machine is in OFF condition under control of Weekly Timer, the **Power Save** LED is lit and machine operation is unavailable.

Reference

Weekly Timer settings are provided on the Utility Menu Screen. For details, see Section 7 of the POD Administrator's Reference.

To use the machine temporarily

The following procedure temporarily enables the machine operation. (Timer Interrupt)

1 Press **Power Save** on the **control panel**.

The Machine Screen will be displayed along with the message shown below.
[Timer interrupt mode / Please enter password ****]

- ➔ If the message [Please specify desired copy time / 0 hour(s) 05 minute(s)] is displayed, proceed to step 3.
- ➔ The machine power will be turned off automatically after 5 minutes from this state without any operation made.

2 Enter the Timer Interrupt password, then press **Start** on the **control panel**.

Enter a 4-digit Timer Interrupt password using the **control panel keypad**, then press **Start**.
[Timer interrupt mode / Please enter password ****]

- ➔ The Timer Interrupt password (Password Non-Business Hours) is specified in the Administrator Setting on the Utility menu. Ask your administrator for the specified Timer Interrupt password.
- ➔ If an invalid password is entered, continue by entering the valid 4-digit password.

3 Set the hour for the interrupt use, then press **Start** on the **control panel**.

Enter a 1-digit hour (from 0 to 9) using the **control panel keypad**, then press **Start**.
[Please specify desired copy time / 3 hour(s) 05 minute(s)]

4 Set the minute for the interruption use, then press **Start** on the **control panel**.

Enter a 2-digit minute (from 0 to 59) using the **control panel keypad**, then press **Start**.
[Please specify desired copy time / 3 hour(s) 30 minute(s)]
Machine operation is now available with the message [Ready to print] displayed on the screen, until the set time is up.

- ➔ To specify a 1-digit minute, enter [0] first to make it two digits. However, you cannot specify the time shorter than 5 minutes. Entering 0 for hour and a number smaller than 5 for minute will set the minute at 5. Also, a number larger than 60 is unavailable for minute.

5 When the machine operation is finished within the set period of time, hold down **Power Save** on the **control panel** for over a second.

The machine returns to OFF condition.

2.6 Making User Authentication/Account Track

This machine can be set up so that users are allowed to use the following functions after gaining authentication by entering one of, or more than one in combination of user authentication items (user name and user password) and account authentication items (account name and account password) specified by the administrator.

Also, the machine can be set to allow a user to be authenticated simply by holding an IC card over **Authentication Unit (IC Card Type) AU-201**.

Name	Description
Copy	Functions available by pressing [COPY] tab
Scan	Functions available by pressing [SCAN] tab
Print	Functions for printing
Recall	Functions available by pressing [RECALL] tab or [STORE] tab

This section describes the operation to gain user/account authentication by entering a user/account password, as well as to gain user authentication by using an IC card.

Reference

For details of the user authentication/account track settings, see Section 7 of the User's Guide - POD Administrator's Reference.

Reference

*See page 2-63 for details of user authentication by using an IC card. Also, contact your service representative for the use of **Authentication Unit (IC Card Type) AU-201**.*

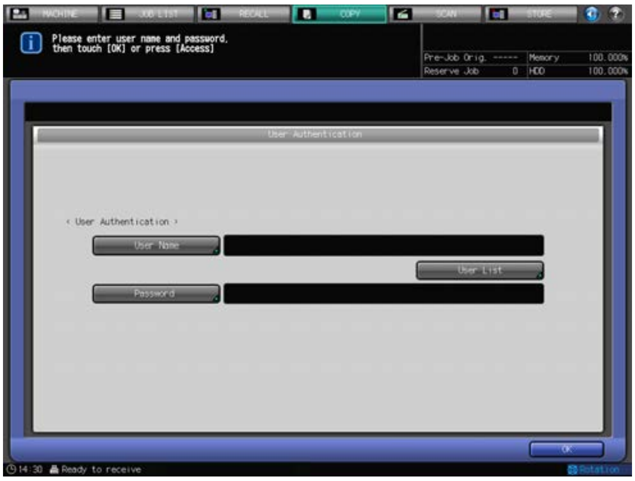
2.6.1 Authentication Based on User Password/Account Password

This section describes the operation to gain user authentication by entering a user name and password, as well as to gain account authentication by entering an account name and password.

- ✔ Users who have been assigned a user name and password may use the machine for the functions and output within the upper limit specified by the administrator.
- ✔ Users who have been assigned an account name and account password may use the machine for the functions and output within the upper limit specified by the administrator.
- ✔ A user may be required either user authentication or account authentication, or both operations depending on the setting configured by the administrator.
- ✔ If public users are allowed to use the machine, you can use this machine as a public user by pressing [Public User] in the upper right area of the authentication screen. The administrator specifies the functions available for public users and the upper limit for output.
- ✔ Registered user names can be listed if [User List] is displayed on the screen.
- ✔ Registered account names can be listed if [Account List] is displayed on the screen.
- ✔ If the reset function is activated, or **Access** on the **control panel** is pressed, it returns to the authentication screen even if you are working on the screens that require proper credentials.
- ✔ When the Enhanced Security mode is set ON for the machine, the authentication screen is displayed every time a user attempts to use the function that requires authentication. In this case, passwords less than 8 alphanumeric characters/symbols becomes invalid and cannot be authenticated. When you enter a wrong user name or password, you must wait 5 seconds to re-enter it. The [User List] or [Account List] is no longer displayed.
- ✔ User names may be up to 64 alphanumeric characters including symbols, user passwords may be up to 64 alphanumeric characters, and account names and account passwords may be 8 alphanumeric characters or less.

1. Enter the user name, user password, account name, and/or account password, as required. One of the following screens is displayed. Please follow the instructions provided for each screen.
   - ➔ The screen shown below requires a user name and user password.
   - ➔ If [User List] is displayed on the screen, press the key to display the user list. Select the desired key on the list and press [OK]; the selected user name will be displayed on the right side of [User Name] on the user authentication screen.

- ➔ You will be authenticated by entering only a user name when a user password is not set for that user.
- ➔ If the administrator has enabled the [Synchronize User/Account Track] function, you cannot be authenticated by entering just a user name and password unless you have preliminarily registered your account in combination.

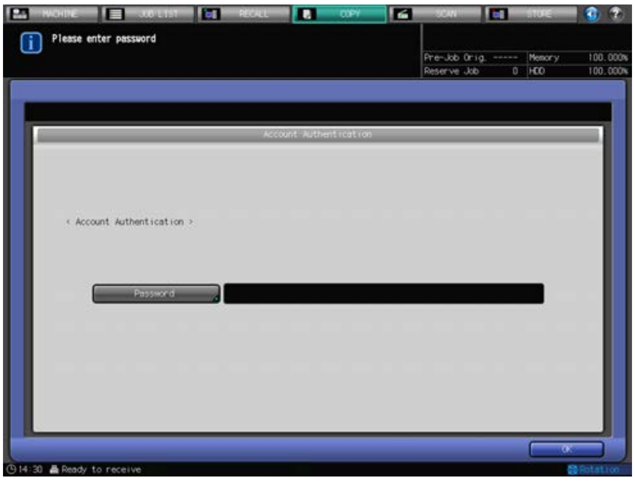


Please enter user name and password,
then touch [OK] or press [Access]

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

14:30 Ready to receive

- ➔ The screen shown below requires an account password set with an account name.

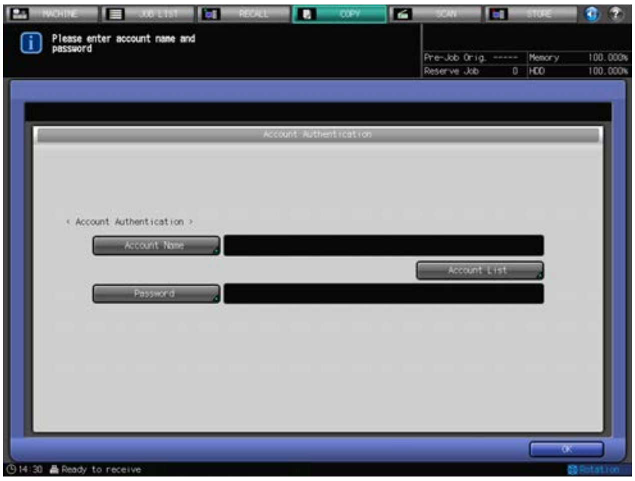


Please enter password

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

14:30 Ready to receive

- ➔ The screen shown below requires an account name and account password set with that account name.
- ➔ If [Account List] is displayed on the screen, press the key to display the account list. Select the desired key on the list and press [OK]; the selected account name will be displayed on the right side of [Account Name] on the account authentication screen.

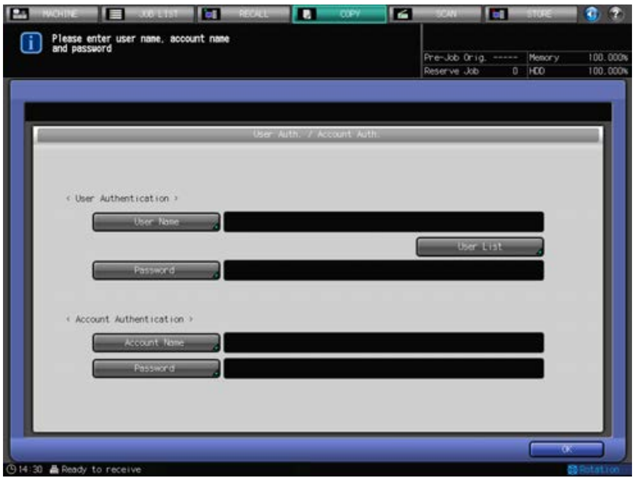


Please enter account name and
password

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

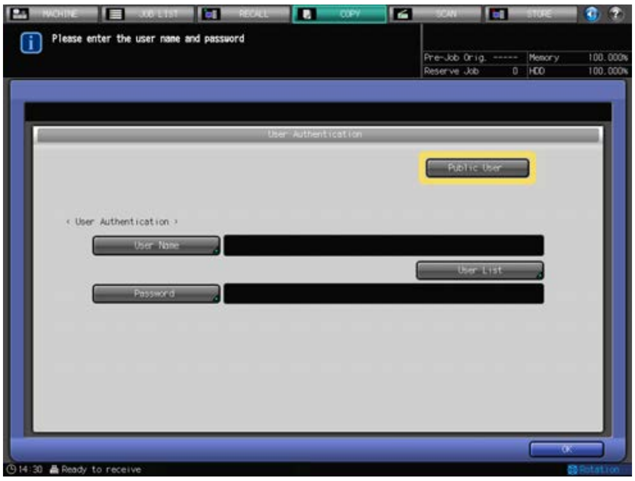
14:30 Ready to receive

➔ The screen shown below requires a user name, user password, account name, and account password.



Please enter user name, account name and password

➔ Press [Public User], if displayed in the upper right area of the screen as shown below. You are allowed to use the machine without any entry or use of an IC card required for authentication.



Please enter the user name and password

2 Press [OK], or press **Access** on the **control panel**.

The screen you attempt to access will be displayed.

➔ The message [Copy limit reached] may be displayed and the machine may become unavailable. Please contact your administrator.

➔ Even if the authentication is successfully made, some of [Copy], [Scan], [Print], [Recall] functions may not be allowed by the administrator. Please contact your administrator.

3 Start operation.

You can use the machine normally.

➔ When the reset function is activated, the Machine Screen will be displayed. You need to gain authentication again when accessing screens that require authentication.

4 When machine operation is completed, press **Access** on the **control panel**.

The authentication screen will be displayed and it will no longer accept any operation.

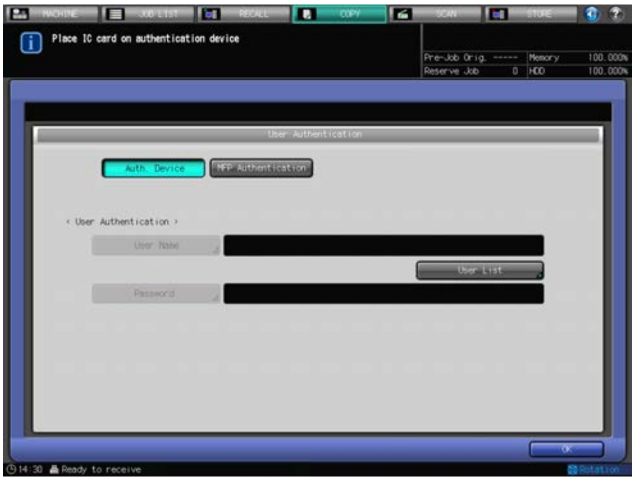
2.6.2 User Authentication Using IC Card

This section describes the operation to gain user authentication by using an IC card.

✔ The machine can be set to authenticate a user by holding an IC card over **Authentication Unit (IC Card Type) AU-201**. In this case, the machine may also be set to require an entry of user password for authentication.

- ✔ If public users are allowed to use the machine, you can use this machine as a public user by pressing [Public User] in the upper right area of the authentication screen. The administrator specifies the functions available for public users and the upper limit for output.
- ✔ When the machine is set to require an IC card for user authentication, account authentication function will be disabled.
- ✔ If you disconnect the USB cable of **Authentication Unit (IC Card Type) AU-201**from the main body while registering the authentication data, the [Auth. Device] key will be grayed out on the authentication screen to show unavailability. When the USB cable of **Authentication Unit (IC Card Type) AU-201** is connected to the USB port of the main body, it will be automatically recognized for use.
- ✔ One IC card can be registered per user. A user cannot register multiple IC cards. To register a new IC card for previously registered user, overwrite the existing IC card information.
- ✔ Five types of IC card, namely, FeliCa, Type A, SSFC, FCF, and FCF (campus) are available; however, the machine is set to recognize only one type. If the administrator changes the IC card type to be recognized, the machine will no longer accept the IC cards previously used.
- ✔ The same IC card cannot be registered for different users.
- ✔ The card information registered with the IC card can be deleted.

1 Select [Auth. Device].

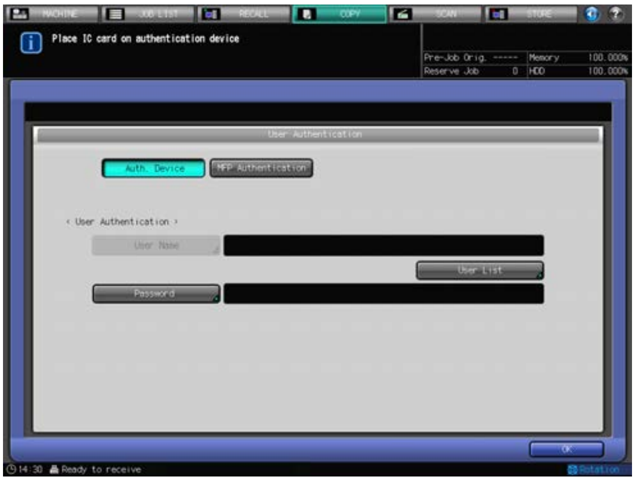


Place IC card on authentication device

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

14:30 Ready to receive

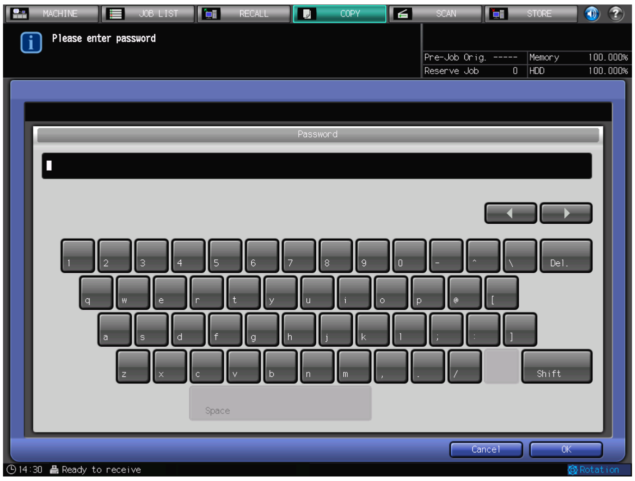
→ If [Password] appears clear, press [Password].



Place IC card on authentication device

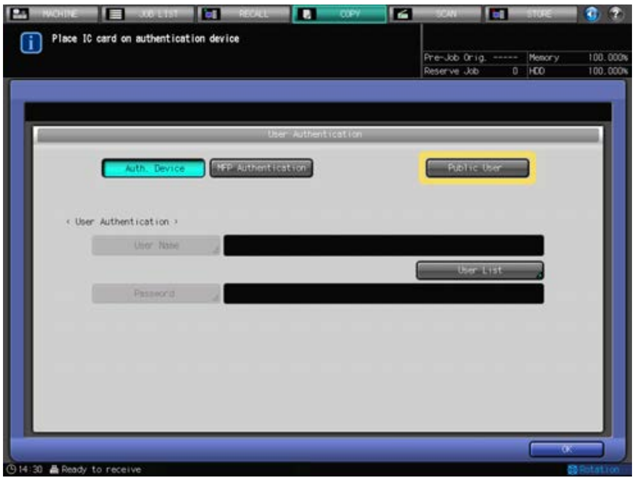
Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

14:30 Ready to receive



Please enter password

- ➔ Press [Public User], if displayed in the upper right area of the screen as shown below. You are allowed to use the machine without any entry or use of an IC card required for authentication.



Place IC card on authentication device

2 Press [OK], or press **Access** on the **control panel**.

The screen you attempt to access will be displayed.

- ➔ The message [Copy limit reached] may be displayed and the machine may become unavailable. Please contact your administrator.
- ➔ Even if the authentication is successfully made, some of [Copy], [Scan], [Print], and [Recall] functions may not be allowed by the administrator. Please contact your administrator.

3 Start operation.

You can use the machine normally.

- ➔ When the reset function is activated, the Machine Screen will be displayed. You need to gain authentication again when accessing screens that require authentication.

4 When machine operation is completed, press **Access** on the **control panel**.

The authentication screen will be displayed and it will no longer accept any operation.

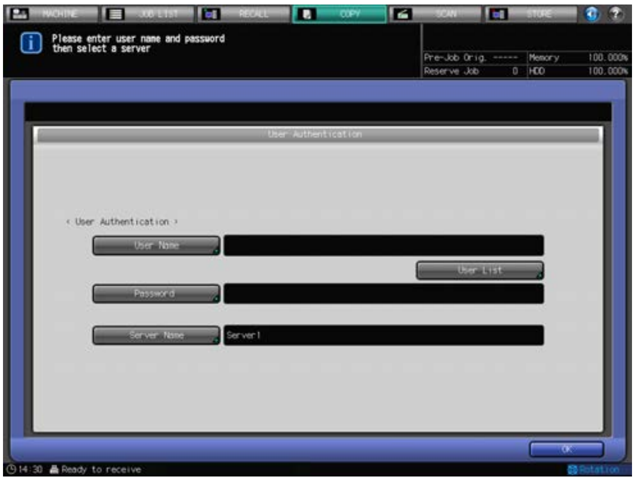
2.6.3 User Authentication Using External Server

This section describes the operation to gain user authentication by using an external server.

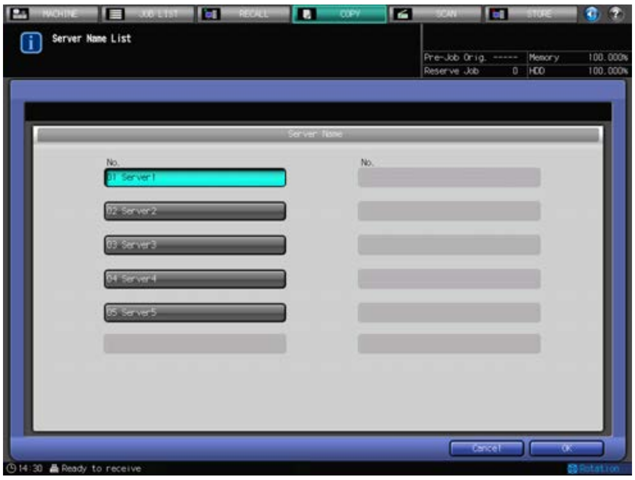
- ✔ If public users are allowed to use the machine, you can use this machine as a public user by pressing [Public User] in the upper right area of the authentication screen. The administrator specifies the functions available for public users and the upper limit for output.
- ✔ The administrator configures the external server to gain access for authentication. Contact your administrator for details.

✔ You cannot use an IC card for authentication via external server.

1 Check the server name displayed on the right side of [Server Name], and press [Server Name] if that name is not the one to gain access for authentication.

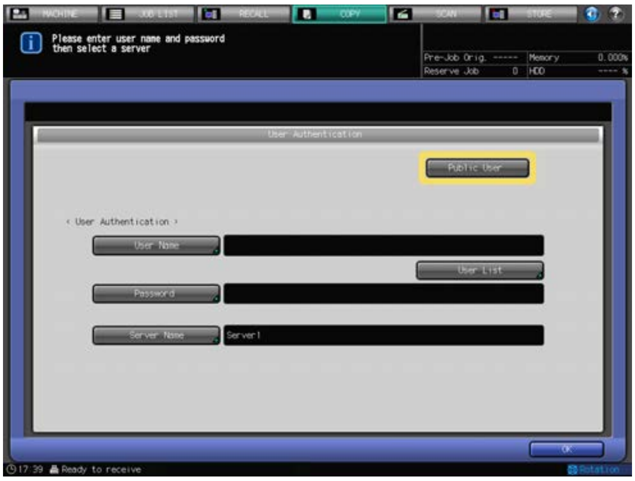

Please enter user name and password then select a server

2 Select the desired external server key, then press [OK].


Server Name List

3 Enter a user name and password.

➔ Press [Public User], if displayed in the upper right area of the screen as shown below. The external server can be accessed without making any entry required for authentication.


Please enter user name and password then select a server

4 Press [OK], or press **Access** on the **control panel**.

The screen you attempt to access will be displayed.

➔ The message [Copy limit reached] may be displayed and the machine may become unavailable. Please contact your administrator.

➔ Even if the authentication is successfully made, some of [Copy], [Scan], [Print], and [Recall] functions may not be allowed by the administrator. Please contact your administrator.

5 Start operation.

You can use the machine normally.

➔ When the reset function is activated, the Machine Screen will be displayed. You need to gain authentication again when accessing screens that require authentication.

6 When machine operation is completed, press **Access** on the **control panel**.

The authentication screen will be displayed and it will no longer accept any operation.

2.7 Displaying Operation Guide: Help Message

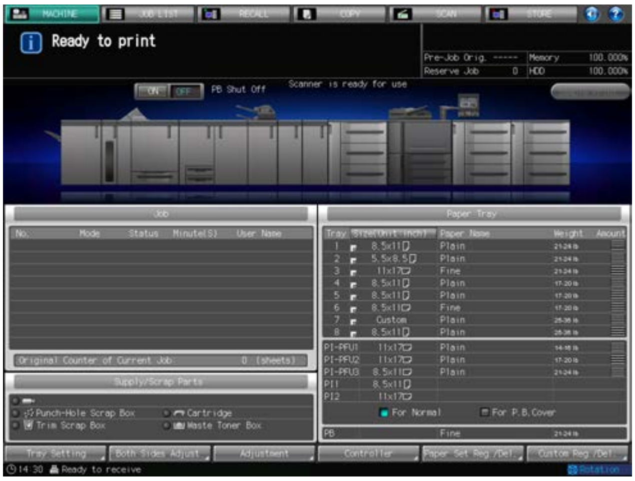
This function provides you with the information about the screen currently displayed, such as operating instructions or comments, in the message area.

When the Machine Screen is selected, it shows the following maintenance procedures: replenishing toner, paper, staples and glue pellets; replacing a waste toner box; refilling the water tank; and disposing stapler scrap, punch scrap and trim scrap.

Help message for operating instructions

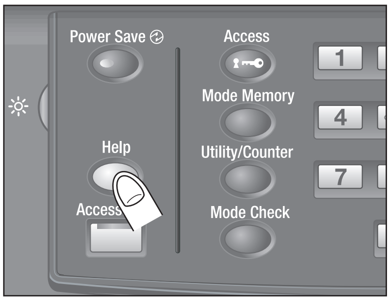
1 Select the desired screen.

2 Press [?] at the upper-right corner of the screen, or press **Help** on the **control panel**.



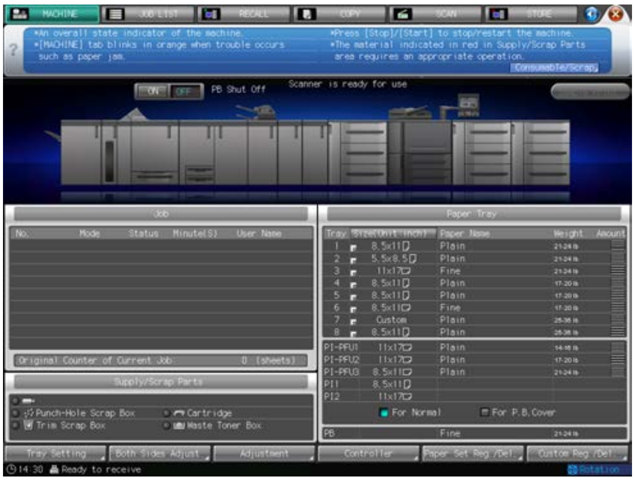
Ready to print

Scanner is ready for use



The help message will appear in the upper part of the screen.

3 Read the message to check the operation procedure or comments for the screen currently displayed.



•An overall state indicator of the machine.
•[MACHINE] tab blinks in orange when trouble occurs such as paper jam.
•Press [Stop]/[Start] to stop/restart the machine.
•The material indicated in red in Supply/Scrap Parts area requires an appropriate operation.

Scanner is ready for use

- ➔ If the current screen does not have any comments, the [?] key at the upper-right corner of the screen appears grayed out. In this case, pressing [?] on the screen or **Help** on the **control panel** will not display a help message.

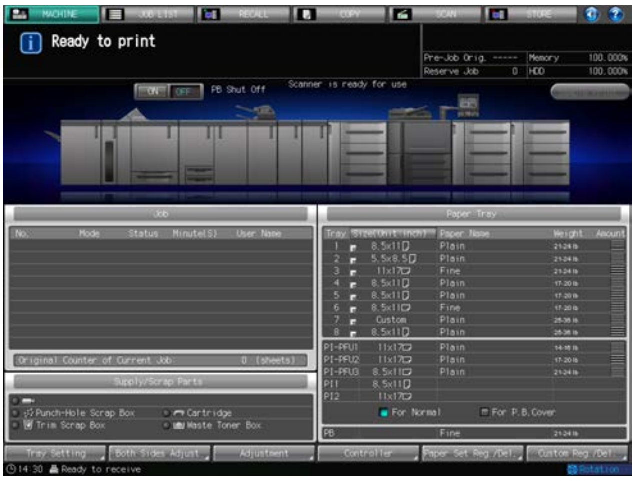
4 Proceed to the next operation.

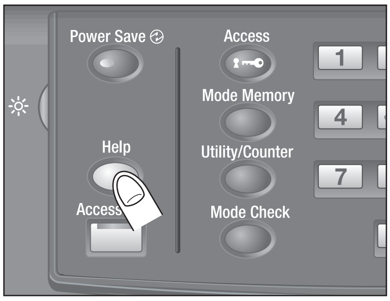
- ➔ It does not matter to proceed to the next operation with the help message displayed on the screen.
- ➔ To clear the help message, press [✕] on the screen or **Help** on the **control panel**.

Help message for supply/disposal

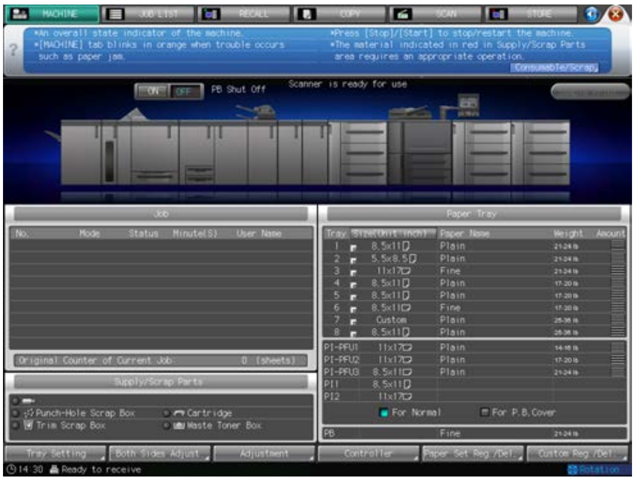
1 Press the [MACHINE] tab to display the Machine Screen.

2 Press [?] on the Machine Screen, or press **Help** on the **control panel**.



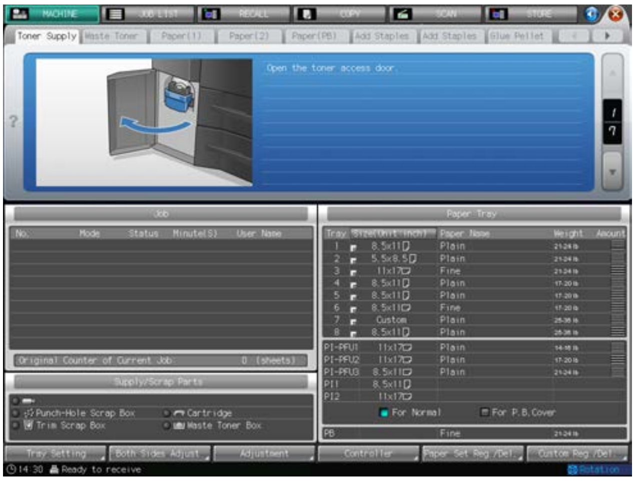


3 Press [Consumable/Scrap] at the lower-right corner of the help message area.



•An overall state indicator of the machine.
•[MACHINE] tab blinks in orange when trouble occurs such as paper jam.
•Press [Stop]/[Start] to stop/restart the machine.
•The material indicated in red in Supply/Scrap Parts area requires an appropriate operation.

4 Press the desired tab to check the supply/disposal procedure.



Open the toner access door.

➔ Another section is provided to describe the supply/disposal procedure. For details, see Section 5.

5 Proceed to the next operation.

➔ It does not matter to proceed to the next operation with the help message displayed on the screen.

➔ To clear the help message, press [⊗] on the screen or **Help** on the **control panel**.

2.8 Adjusting Response Time of Touch Keys: Accessibility

This machine sets a specific interval of time between pressing the **touch panel** key and machine response in advance. Press **Accessibility** on the **control panel** to select this interval, so that the machine responds to the **touch panel** key operation only when the key is held down for a specified period of time.

This function is convenient for physically handicapped users who have difficulty in pressing keys with accuracy.

Reference

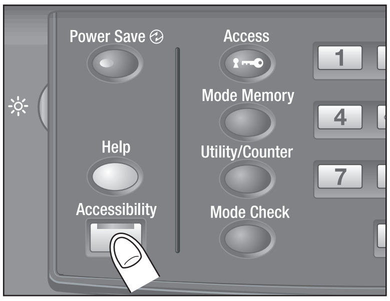
The Utility Menu Screen provides the setting for response time. For details, see Section 7 of the POD Administrator's Reference.

✔ Response time can be selected from Normal, 0.5 second, 1 second, 2 seconds, and 3 seconds.

1 Press **Accessibility** on the **control panel**.

The **Accessibility** LED lights in green to indicate that the specified response time is set on the machine.

➔ If [Normal] is selected as response time, pressing **Accessibility** will not make any change in the touch key operation.



2 To deactivate this function, hold down **Accessibility** on the **control panel** for over a second.

The **Accessibility** LED goes off, and normal response time will be restored in touch key operation.

3

Paper and Original Information

3 Paper and Original Information

3.1 Paper Information

This machine is equipped with the following trays for loading paper.

- Main body trays (Trays 1 and 2)
- **Paper Feeder Unit PF-703**[*] (Trays 3 to 8)
- **Paper Feeder Unit PF-706** (Trays 3 to 8)
- **Large Capacity Post Inserter PI-PFU** (PI-PFU1 to PI-PFU3)
- **Perfect Binder PB-503** (cover tray)
- Post inserter (equipped in **Folding Unit FD-503** as standard)
- **Post Inserter PI-502** (**Mount Kit MK-732**) (equipped in **Finisher FS-532** as option)

*: Envelope can be specified as the paper type for **Paper Feeder Unit PF-703**. Contact your service representative, if desired.

Also, the following items of equipment are provided to convey/process/deliver paper.

- ADU (Automatic Duplex Unit) (equipped in the main body as standard)
- **Finisher FS-532**
- **Punch Kit PK-522** (equipped in **Finisher FS-532** as option)
- **Saddle Stitcher SD-510** (equipped in **Finisher FS-532** as option)
- **Folding Unit FD-503**
- **Large Capacity Stacker LS-505**
- **Saddle Stitcher SD-506**
- **Perfect Binder PB-503**
- **Relay Unit RU-509**
- **Relay Unit RU-510**
- **Multi Puncher GP-501**
- **Auto Ring Binder GP-502**

3.1.1 Paper Weight

Paper trays	Weight
Main body trays (tray 1 and tray 2)	11 to 80 lb Bond (66-80 lb Bond is limited to some paper types.) Some paper type may not show feeding or printing performance as satisfactory as described in specifications even though its weight falls within the above range.
Paper Feeder Unit PF-703 (trays 3 to 8)	Trays 3, 5, 6, 8: 11 to 80 lb Bond Trays 4, 7: 11 to 93 lb Bond
Paper Feeder Unit PF-706 (trays 3 to 8)	Trays 3, 5, 6, 8: 11 to 80 lb Bond Trays 4, 7: 11 to 93 lb Bond
Large Capacity Post Inserter PI-PFU (PI-PFU1 to 3)	PI-PFU1, PI-PFU3: 11 to 80 lb Bond PI-PFU2: 11 to 93 lb Bond
Cover tray of **Perfect Binder PB-503**	23 to 57 lb Bond
Post inserter (equipped in **Folding Unit FD-503** as standard)	21 to 57 lb Bond
Post Inserter PI-502 (Mount Kit MK-732) (equipped in **Finisher FS-532** as option)	14 to 53 lb Bond

NOTICE

Be sure to use paper only of the weight specified for each tray. Otherwise, print quality may be deteriorated or machine trouble may occur.

Reference

The setting or registration/deletion of paper to be specified for each paper tray is available in the Paper Setting from the Machine Screen. For details, see Section 3 of the POD Administrator's Reference.

To temporarily use a paper setting other than the default one for the tray to be used, change the setting of the tray in Paper Presetting on the Copy Screen. See page 6-39 for details.

The paper weight setting for perfect bind cover is available in the Output Setting. See page 8-49 for details.

Equipment		**Weight**
ADU		11 to 80 lb Bond
Finisher FS-532	Secondary (sub) tray	11 to 93 lb Bond
	Primary (main) tray	11 to 93 lb Bond Offset Sort/Offset Group: 14 to 93 lb Bond Staple: 14 to 80 lb Bond
Punch Kit PK-522		16 to 80 lb Bond
Saddle Stitcher SD-510	Fold & staple tray	• Fold & Staple Body: 14 to 57 lb Bond Cover: 14 to 80 lb Bond • Multi Half-Fold Body: 14 to 57 lb Bond Cover: 14 to 80 lb Bond • Multi Tri-Fold Body: 14 to 28 lb Bond (without cover)
Folding Unit FD-503	Multi folder tray[*1]	Tri-Fold-in, Tri-Fold-out: 14 to 34 lb Bond Double Parallel, Gate: 14 to 24 lb Bond
	Primary (main) tray	11 to 93 lb Bond Punch: 14 to 57 lb Bond, double sheets punched 14 to 24 lb Bond Half-Fold, Tri-Fold-in, Tri-Fold-out, Z-Fold: 14 to 34 lb Bond Double Parallel, Gate: 14 to 24 lb Bond
Large Capacity Stacker LS-505	Secondary (sub) tray	14 to 93 lb Bond
	Stacker	14 to 65 lb Bond
Saddle Stitcher SD-506	Secondary (sub) tray	14 to 93 lb Bond
	Fold & staple tray	Fold & Staple, Trimming: 14 to 65 lb Bond 5 sheets folded in Multi Half Fold: 14 to 22 lb Bond 3 sheets folded in Multi Half Fold: 23 to 34 lb Bond 2 sheets folded in Multi Half Fold: 35 to 65 lb Bond
	Tri-fold tray	5 sheets folded in Multi Tri-Fold: 14 to 22 lb Bond 3 sheets folded in Multi Tri-Fold: 23 to 24 lb Bond
Perfect Binder PB-503	Secondary (sub) tray	11 to 93 lb Bond
	Perfect binder tray	Body: 18 to 24 lb Bond Cover: 23 to 57 lb Bond
	Conveyance section	11 to 93 lb Bond
Relay Unit RU-509		11 to 93 lb Bond
Relay Unit RU-510		Straight delivery: 11 to 93 lb Bond 1-ply reversing delivery: 11 to 80 lb Bond 2-ply reversing delivery: 11 to 68 lb Bond (11 to 57 lb Bond for bizhub PRESS 1250)
Multi Puncher GP-501		20 to 57 lb Bond (80 lb Cover)
Auto Ring Binder GP-502	Booklet tray	Body: 21 to 36 lb Bond Cover: 37 to 57 lb Bond Tabbed paper: max. 44 lb Bond

*1: With any subsequent option connected to **Folding Unit FD-503**, finished sets output in Tri-Fold-in, Tri-Fold-out, Double Parallel, or Gate mode are delivered only to the multi folder tray of **Folding Unit FD-503**. No other trays are available.

3.1.2 Paper Tray/Exit Tray Capacity

Paper trays	Capacity
Main body trays (tray 1, tray 2)	1,500 sheets (22 lb Bond) each
Paper Feeder Unit PF-703 (trays 3 to 8)	Trays 3, 6: 1,300 sheets (22 lb Bond, height 150 mm) each Trays 4, 5, 7, 8: 1,850 sheets (22 lb Bond, height 203.5 mm) each
Paper Feeder Unit PF-706 (trays 3 to 8)	2,000 sheets (22 lb Bond, height 217 mm) each
Large Capacity Post Inserter PI-PFU (PI-PFU1 to 3)	PI-PFU1: 1,300 sheets (22 lb Bond, height 150 mm) PI-PFU2, PI-PFU3: 1,850 sheets (22 lb Bond, height 203.5 mm) each
Cover tray of **Perfect Binder PB-503**	1,000 sheets (23 lb Bond) 500 sheets (57 lb Bond)
Post inserter (equipped in **Folding Unit FD-503** as standard)	Upper/Lower tray: 500 sheets (22 lb Bond) each
Post Inserter PI-502 (Mount Kit MK-732) (equipped in **Finisher FS-532** as option)	Upper/Lower tray: 200 sheets (22 lb Bond, height 30 mm or less) each

Equipment		Capacity
ADU		Unlimited
Finisher FS-532	Secondary (sub) tray (Sort/Group)	Height (with full-load detection activated): 43 mm or about 300 sheets (22 lb Bond) Z-Fold: 20 sheets (22 lb Bond) Half-Fold: 40 sheets (22 lb Bond)
	Primary (main) tray (Sort/Group)	See the table on page 3-6 for the tray capacity related to the paper weight and size. • With or without **SD-510** Z-Fold: 20 sheets (35 lb Bond) Half-Fold: 50 sheets (35 lb Bond)
	Primary (main) tray (Offset Sort/Offset Group)	See the table on page 3-6 for the tray capacity related to the paper weight and size. • With or without **SD-510** Z-Fold: 20 sheets (35 lb Bond) Half-Fold: 50 sheets (35 lb Bond)
	Primary (main) tray (Staple)	2-9 sheets stapled: 75 sets (150 sets for paper width 182-364 mm) 10-20 sheets stapled: 50 sets 21-30 sheets stapled: 30 sets 31-40 sheets stapled: 25 sets 41-50 sheets stapled: 20 sets 51-60 sheets stapled: 15 sets 61-100 sheets stapled: 10 sets See the table on page 3-6 for the maximum number of stapled sheets per set.

Equipment		Capacity
	Saddle Stitcher SD-510 (Fold & staple tray)	• Multi Half-Fold 1-5 sheets folded: 35 sets (or 20 sets for body of 25 lb Bond or more with a cover of 25 lb Bond, or with a cover inserted from PI tray) • Fold & Staple 2-5 sheets stapled: 35 sets (or 20 sets for body of 25 lb Bond or more with a cover of 25 lb Bond, or with a cover inserted from PI tray) 6-10 sheets stapled: 23 sets (or 15 sets for body with a cover of 25 lb Bond or with a cover inserted from PI tray) 11-25 sheets stapled: 15 sets (or 10 sets for body with a cover of 25 lb Bond or with a cover inserted from PI tray) • Multi Tri-Fold 1 sheet folded: 50 sets 2 sheets folded: 40 sets 3 sheets folded: 30 sets See the table on page 3-7 for the maximum number of sheets per set related to the paper weight and size.
Folding Unit FD-503	Multi folder tray	30 sets (all folding types, weight 22 lb Bond or less) The tray may allow more than 30 sets delivered depending on the paper type or weight.
	Primary (main) tray	2,500 sheets: 8.5 × 11 ▭/▯, 9 × 11 ▯, A4 ▭/▯, B5 ▭/▯ 1,500 sheets: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, A3 ▭, B4 ▭, Foolscap, 13 × 19 ▭, SRA3 ▭, SRA4 ▭/▯ 500 sheets: 5.5 × 8.5 ▯, A5 ▯
Large Capacity Stacker LS-505	Secondary (sub) tray	200 sheets (22 lb Bond) Z-Fold: 20 sheets (22 lb Bond) Half-Fold: 40 sheets (22 lb Bond)
	Stacker	5,000 sheets (22 lb Bond): 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, A3 ▭, B4 ▭, A4 ▭/▯, Foolscap, SRA3 ▭, SRA4 ▭/▯, 9 × 11 ▯ 2,000 sheets (22 lb Bond): B5 ▯, A5 ▯ 3,000 sheets (22 lb Bond): Coated paper of 380 mm or longer in length
Saddle Stitcher SD-506	Secondary (sub) tray	200 sheets (22 lb Bond) Z-Fold: 20 sheets (22 lb Bond) Multi Half Fold: 40 sheets (22 lb Bond)
	Fold & staple tray (Fold & Staple)	2-10 sheets stapled: 50 sets or more 11-20 sheets stapled: 30 sets or more 21-40 sheets stapled: 20 sets or more 41-50 sheets stapled: 15 sets or more (with full-load detection activated) See the table on page 3-8 for the maximum number of folded and stapled sheets per set. For the standard height of folded and stapled booklets, see page 3-8.
	Fold & staple tray (Multi Half-Fold)	30 sets (with full-load detection activated)
	Tri-fold tray (Multi Tri-Fold)	20 sets (with full-load detection activated)
Perfect Binder PB-503	Secondary (sub) tray	200 sheets (22 lb Bond) (with full-load detection activated)
	Perfect binder tray	1 set of maximum thickness (approx. 1.18"/30 mm) × 11 × 2 columns* (approx. 6,600 sheets, 22 lb Bond) *Automatically shifts to the second column when the first column is detected as full load. However, it is preferable to keep the following limits in order to prevent the books from collapsing: 10 to 30-sheet bound books: 50 sets 31 to 150-sheet bound books: 35 sets or full load 151 to 300-sheet bound books: Full load
	Conveyance section	Unlimited

Equipment		Capacity
Auto Ring Binder GP-502	Booklet tray	5-sheet body booklets: 50 sets or full load 100-sheet body booklets: 9 sets or full load

Primary (main) tray capacity of Finisher FS-532 for 20 to 22 lb Bond paper (unstapled)

- Sort/Group modes

	Large sizes	Small sizes	Extra-small sizes
SD-510 not-mounted	2000	4200	750
SD-510 mounted	2000	3000	750

- Offset Sort/Offset Group modes

	Large sizes	Small sizes	Extra-small sizes
SD-510 mounted/not-mounted	1500	1500	750

Large sizes: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, A3 ▭, B4 ▭*1, Foolscap*2, 13 × 19 ▭, SRA3 ▭, SRA4 ▭/▯, Wide paper*3 (Max. 12.73 inches x 18.07 inches)

Small sizes: 8.5 × 11 ▯, 9 × 11 ▯, A4 ▭/▯, B5 ▭/▯*1

Extra-small sizes: 5.5 × 8.5 ▯, A5 ▯

*1: JIS standard sizes are used for B series by default. For JIS/ISO switching, please contact your service representative.

*2: Foolscap refers to 8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, and 8.5 × 13 ▭.

*3: Wide paper varies in dimensions even though having the same size name. Be sure to check and enter actual dimensions of the wide paper to be used. See page 6-39 for details.

Stapling capacity of Finisher FS-532

Weight	Number of sheets per set including a thick cover (53 lb Bond)					
	Plain		Fine			Except plain/fine
	139 to 399 mm	Length 400 mm or more	139 to 320 mm	321 to 399 mm	Length 400 mm or more	Length 139 mm or more
11 to 13 lb Bond	-	-	-	-	-	-
14 to 16 lb Bond	100	50	50	20	-	35
17 to 20 lb Bond	100	50	50	20	-	35
21 to 22 lb Bond	100	50	30	30	30	35
23 to 24 lb Bond	60	50	30	30	30	35
25 to 36 lb Bond	50	50	30	30	30	30
37 to 43 lb Bond	40	40	30	30	30	25
44 to 57 lb Bond	25	25	25	25	25	20
58 to 65 lb Bond	25	25	25	25	25	15
66 to 80 lb Bond	10	10	10	10	10	10
81 to 93 lb Bond	-	-	-	-	-	-

Even though a stapled set keeps within the capacity mentioned above, be sure not to exceed 23 mm in thickness.

Saddle Stitcher SD-510 stapling capacity

- Fold & Staple mode

Paper weight	**Paper width 279.4 mm or more**		**Paper width less than 279.4 mm**	
	Fine	Other paper types	Fine	Other paper types
11 to 13 lb Bond	-	-	-	-
14 to 16 lb Bond	25	25	-	-
17 to 20 lb Bond	20	20	-	-
21 to 24 lb Bond	20	20	10	10
25 to 36 lb Bond	5	5	5	5
37 to 43 lb Bond	5	5	5	5
44 to 57 lb Bond	5	5	5	5
58 to 65 lb Bond	Cover only	Cover only	-	-
66 to 80 lb Bond	Cover only	Cover only	-	-
81 to 93 lb Bond	-	-	-	-

- Multi Half-Fold mode

Paper weight	**Paper width 279.4 mm or more**		**Paper width less than 279.4 mm**	
	Fine	Other paper types	Fine	Other paper types
11 to 13 lb Bond	-	-	-	-
14 to 16 lb Bond	5	5	-	-
17 to 20 lb Bond	5	5	-	-
21 to 24 lb Bond	5	5	5	5
25 to 36 lb Bond	5	5	5	5
37 to 43 lb Bond	5	5	5	5
44 to 57 lb Bond	5	5	5	5
58 to 65 lb Bond	1	1	1	1
66 to 80 lb Bond	1	1	1	1
81 to 93 lb Bond	-	-	-	-

- Multi Tri-Fold mode

Paper weight	Fine	Other paper types
11 to 13 lb Bond	-	-
14 to 16 lb Bond	3	3
17 to 20 lb Bond	3	3
21 to 24 lb Bond	3	3
25 to 36 lb Bond	1	1
37 to 43 lb Bond	-	-
44 to 57 lb Bond	-	-
58 to 65 lb Bond	-	-
66 to 80 lb Bond	-	-
81 to 93 lb Bond	-	-

Saddle Stitcher SD-506 maximum stapling capacity

Weight	Number of sheets per set					
	Fine		Coated/Colored		Long-grain paper	
	No cover	With cover (53 lb Bond)	No cover	With cover (53 lb Bond)	No cover	With cover (53 lb Bond)
14 to 23 lb Bond	50	49 + 1	30	29 + 1	30	29 + 1
23 to 24 lb Bond	30	29 + 1	15	15 + 1	30	29 + 1
25 to 34 lb Bond	20	19 + 1	10	9 + 1	10	9 + 1
35 to 42 lb Bond	15	14 + 1	5	4 + 1	5	4 + 1
43 to 55 lb Bond	10	-	-	-	-	-
56 to 65 lb Bond	5	-	-	-	-	-

Saddle Stitcher SD-506 standard height of folded and stapled booklets

Number of sheets (1 set)	Paper sizes			
	12 × 18 ▭, 11 × 17 ▭, A3 ▭ (401 mm or more)	8.5 × 14 ▭, B4 ▭ (301 mm to 400 mm)	8.5 × 11 ▭, A4 ▭ (261 mm to 300 mm)	B5 ▭ (260 mm or less)
2 to 5 sheets	35 mm	40 mm	45 mm	Not specified
6 to 15 sheets	45 mm	50 mm	Not specified	Not specified
16 to 30 sheets	50 mm	55 mm	Not specified	Not specified
31 to 50 sheets	60 mm	65 mm	Not specified	Not specified

3.1.3 Paper Size

Paper trays	Available sizes
Main body trays (tray 1, tray 2)	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 9 × 11 ▯, 5.5 × 8.5 ▯, Postcard*, SRA3 ▭, A3 ▭, B4 ▭[*1], SRA4 ▭, A4 ▭/▯, B5 ▭/▯[*1], A5 ▯, Foolscap[*2] Custom: min. 7.15" × 5.46" to max. 12.76" × 18.23" Wide Paper[*3]: 12 × 18W ▭, 11 × 17W ▭, 8.5 × 11W ▭/▯, 5.5 × 8.5W ▯, A3W ▭, B4W ▭[*1], A4W ▭/▯, B5W ▭/▯[*1], A5W ▯ Tab Paper: 11 × 17T ▭, 8.5 × 11T ▭/▯, 5.5 × 8.5T ▯, A3T ▭, B4T ▭[*1], A4T ▭/▯, B5T ▭/▯[*1] Available to specify the detectable standard sizes for each tray in the Tray Setting which provides the following options: • A5 ▯ or 5.5 × 8.5 ▯ (5.5 × 8.5 ▯ selected by default) • SRA3 ▭ or 12 × 18 ▭ (12 × 18 ▭ selected by default) • 8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, 8.5 × 13 ▭ or 8.5 × 14 ▭ (8.5 × 14 ▭ selected by default) *: The postcard adapter (option) is required to load postcards into the main body trays (tray 1, tray 2). Contact your service representative, if desired.

Paper trays	Available sizes
Paper Feeder Unit PF-703 (trays 3 to 8)	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 9 × 11 ▯, Foolscap[*2], Postcard ▭*, SRA3 ▭, A3 ▭, B4 ▭[*1], A4 ▭/▯, SRA4 ▭, B5 ▭/▯[*1], A5 ▯ Custom: min. 5.89" × 5.26 to max. 12.76" × 18.98" Using small size guides: min. 3.73" × 5.26" Wide Paper[*3]: 12 × 18W ▭, 11 × 17W ▭, 8.5 × 11W ▭/▯, 5.5 × 8.5W ▯, A3W ▭, B4W ▭[*1], A4W ▭/▯, B5W ▭/▯[*1], A5W ▯ Tab Paper: 11 × 17T ▭, 8.5 × 11T ▭/▯, 5.5 × 8.5T ▯, A3T ▭, B4T ▭[*1], A4T ▭/▯, B5T ▭/▯[*1] Available to specify the detectable standard sizes for each tray in the Tray Setting which provides the following options: • A5 ▯ or 5.5 × 8.5 ▯ (A5 ▯ selected by default) • SRA3 ▭ or 12 × 18 ▭ (12 × 18 ▭ selected by default) • 8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, 8.5 × 13 ▭ or 8.5 × 14 ▭ (8.5 × 14 ▭ selected by default) *: Use the small size guides to load postcards into the paper feeder unit. See page 5-17 for details.
Paper Feeder Unit PF-706 (trays 3 to 8)	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 9 × 11 ▯, Foolscap[*2], Postcard ▭*, SRA3 ▭, A3 ▭, B4 ▭[*1], A4 ▭/▯, SRA4 ▭, B5 ▭/▯[*1], A5 ▯ Custom: min. 7.15" × 5.46" to max. 12.76" × 18.23" Using small size guides: min. 3.73" × 5.46" Wide Paper[*3]: 12 × 18W ▭, 11 × 17W ▭, 8.5 × 11W ▭/▯, 5.5 × 8.5W ▯, A3W ▭, B4W ▭[*1], A4W ▭/▯, B5W ▭/▯[*1], A5W ▯ Tab Paper: 11 × 17T ▭, 8.5 × 11T ▭/▯, 5.5 × 8.5T ▯, A3T ▭, B4T ▭[*1], A4T ▭/▯, B5T ▭/▯[*1] Available to specify the detectable standard sizes for each tray in the Tray Setting which provides the following options: • A5 ▯ or 5.5 × 8.5 ▯ (A5 ▯ selected by default) • SRA3 ▭ or 12 × 18 ▭ (12 × 18 ▭ selected by default) • 8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, 8.5 × 13 ▭ or 8.5 × 14 ▭ (8.5 × 14 ▭ selected by default) *: Use the small size guides to load postcards into the paper feeder unit. See page 5-17 for details.
Large Capacity Post Inserter PI-PFU (PI-PFU1 to 3)	Standard (detectable sizes): 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 9 × 11 ▯, Foolscap[*2], SRA3 ▭, A3 ▭, B4 ▭[*1], A4 ▭/▯, SRA4 ▭, B5 ▭/▯[*1], A5 ▯ Available to specify the detectable standard sizes for each tray in the Tray Setting which provides the following options: • A5 ▯ or 5.5 × 8.5 ▯ (A5 ▯ selected by default) • SRA3 ▭ or 12 × 18 ▭ (12 × 18 ▭ selected by default) • 8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, 8.5 × 13 ▭ or 8.5 × 14 ▭ (8.5 × 14 ▭ selected by default) For perfect binding covers (Custom)[*3]: min. 5.89" × 5.26" to max. 12.76" × 18.23" Using small size guides: min. 3.73" × 5.26"
Cover tray of **Perfect Binder PB-503**	Length (head to foot): Same as that of body set Width: Twice the book width + body set's thickness + 5 mm (trimming width) or more Max. 12.06" × 18.55" to min. 5.46" × 10.96"

Paper trays		Available sizes
Post inserter (equipped in **Folding Unit FD-503** as standard)		Standard (detectable sizes): 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, SRA3 ▭, A3 ▭, B4 ▭*1, A4 ▭/▯, SRA4 ▭/▯, B5 ▭/▯*1, A5 ▯, Foolscap*2 Detectable standard sizes can be switched as follows: • A5 ▯ or 5.5 × 8.5 ▯ • SRA4 ▭, A4 ▭ and one of 8.5 × 14 ▭, 8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, 8.5 × 13 ▭, or 8.5 × 11 ▭ and one of 8.5 × 14 ▭, 8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, 8.5 × 13 ▭ • 8.5 × 11 ▯ or 9 × 11 ▯ For perfect binding covers (Custom)*3: min. 7.15" × 5.46" to max. 13.00" × 18.98"
Post Inserter PI-502 (Mount Kit MK-732) (equipped in **Finisher FS-532** as option)	Upper tray	Standard: 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, A4 ▭/▯, B5 ▭/▯*1, A5 ▯
	Lower tray	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, A3 ▭, B4 ▭*1, SRA4 ▭, A4 ▭/▯, B5 ▭/▯*1, A5 ▯, Foolscap*2

*1: JIS standard sizes are used for B series by default. For JIS/ISO switching, please contact your service representative.

*2: Foolscap refers to 8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, and 8.5 × 13 ▭.

*3: Specify a custom size when loading covers for perfect binding. Standard, wide paper, tab paper, and postcard sizes are unavailable.

Equipment		Available sizes
ADU		Unlimited
Finisher FS-532	Secondary (sub) tray (Sort/Group)	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 9 × 11 ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap, SRA3 ▭, SRA4 ▭/▯ Custom: min. 3.73" × 5.26" to max. 13.00" × 19.17" Wide Paper Tab Paper (only with the tab side ahead in output direction)
	Primary (main) tray (Sort/Group/Offset Sort/Offset Group)	Large-sized paper: max. 12.76" × 18.07" 12 × 18 ▭, 11 × 17 ▭, 13 × 19 ▭, 8.5 × 14 ▭, A3 ▭, B4 ▭, Foolscap, SRA3 ▭, SRA4 ▭/▯ Small-sized paper: 8.5 × 11 ▭/▯, 9 × 11 ▯, A4 ▭/▯, B5 ▭/▯ Extra-small sized paper: 5.5 × 8.5 ▯, A5 ▯ Custom: min. 3.73" × 5.26" to max. 13.00" × 19.17" Wide Paper Tab Paper (only with the tab side ahead in output direction) Straight delivery only: 13 × 19 ▭
Finisher FS-532	Primary (main) tray (Staple)	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 13 × 19 ▭, 9 × 11 ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭/▯, A4 ▭/▯, B5 ▯, A5 ▯, Foolscap Custom: min. 7.98" × 5.46" to max. 12.76"* × 18.23" *: Max. 12.57" in length for parallel stapling (in the back). Wide Paper Tab Paper (only with the tab side ahead in output direction)

Equipment			Available sizes
	Punch Kit PK-522	Punch (2 holes)	Standard: 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 9 × 11 ▯, A3 ▭, B4 ▭, SRA4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap
		Punch (3 holes)	Standard: 11 × 17 ▭, 8.5 × 11 ▯, 9 × 11 ▯, A3 ▭, B4 ▭, A4 ▯, B5 ▯
	Saddle Stitcher SD-510	Fold & Staple	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭, A3 ▭, B4 ▭, A4 ▭ Wide Paper Custom: min. 4.72" × 9.43" to max. 12.76" × 18.23"
		Multi Half-Fold	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭, A3 ▭, B4 ▭, A4 ▭ Wide Paper Custom: min. 4.72" × 9.43" to max. 12.76" × 18.23"
		Multi Tri-Fold	8.5 × 11 ▭, A4 ▭
Folding Unit FD-503	Multi folder tray/ Fold		Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭, A3 ▭, B4 ▭, A4 ▭, SRA4 ▭ Custom: max. 11.98" × 18.00" to min. 8.25" × 10.96"
	Primary (main) tray (normal delivery)		Standard: 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 9 × 11 ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭/▯, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap Custom: max. 13.00" × 18.98" to min. 3.73" × 5.46" Wide Paper Tab Paper (only with the tab side ahead in output direction)
	Punch (2 holes)		Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 9 × 11 ▯, A3 ▭, B4 ▭, SRA4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap Tab Paper
	Punch (3 holes)		Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 11 ▯, 9 × 11 ▯, A3 ▭, B4 ▭, A4 ▯, B5 ▯ Tab Paper
Large Capacity Stacker LS-505	Stacker		Standard: 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 9 × 11 ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭/▯, A4 ▭/▯, B5 ▯, A5 ▯, Foolscap Custom: max. 13.00" × 18.98" to min. 8.25" × 5.82" Wide Paper Tab Paper (1 to 15 tabs*) (However, output sets cannot be offset when including tabbed sheets.) * Except 4 tabs and 10 tabs
	Secondary (sub) tray		Standard: 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 9 × 11 ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭/▯, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap Custom: max. 13.00" × 19.17" to min. 3.73" × 5.46" Wide Paper Tab Paper (only with the tab side ahead in output direction)

Equipment		Available sizes
Saddle Stitcher SD-506	Secondary (sub) tray	Standard: 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 9 × 11 ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭/▯, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap Custom: max. 13.00" × 19.17" to min. 3.73" × 5.46" With the Fold & Staple tray drawn out: 56.73" (D) Wide Paper Tab Paper (only with the tab side ahead in output direction)
	Fold & Staple/Trimming function	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭, A4 ▭, B5 ▭, Foolscap Custom: max. 12.76" × 18.23" to min. 7.15" × 10.10" Wide Paper
	Multi folding function	• Multi Half-Fold Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭, A4 ▭, B5 ▭, Foolscap Custom: max. 12.76" × 18.23" to min. 7.15" × 10.10" Wide Paper • Multi Tri-Fold Standard: 8.5 × 11 ▭, A4 ▭
Perfect Binder PB-503	Secondary (sub) tray	Standard: 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 9 × 11 ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭/▯, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap Custom: max. 13.00" × 19.17" to min. 3.73" × 5.46" Wide Paper Tab Paper (only with the tab side ahead in output direction)
	Perfect binder tray	• Body Standard: 8.5 × 11 ▭, 5.5 × 8.5 ▭/▯, A4 ▯, B5 ▯, A5 ▯ Custom: max. 12.06" × 8.68" to min. 5.46" × 8.27" • Cover Custom: max. 12.06" × 18.55" to min. 5.46" × 10.96" For details of paper sizes used in perfect binding, see page 8-43.
Relay Unit RU-509		Standard: 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 9 × 11 ▯, 5.5 × 8.5 ▯, Foolscap, Postcard ▭, SRA3 ▭, A3 ▭, B4 ▭, A4 ▭/▯, SRA4 ▭/▯, B5 ▭/▯, A5 ▯ Custom: max. 12.97" × 19.14" to min. 3.93" × 5.50" Wide Paper Tab Paper
Relay Unit RU-510		Standard: 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 9 × 11 ▯, 5.5 × 8.5 ▯, Foolscap, Postcard ▭, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭/▯, A4 ▭/▯, B5 ▭/▯, A5 ▯ Custom: max. 13.00" × 19.17" to min. 3.73" × 5.26" Wide Paper Tab Paper
Multi Puncher GP-501		Punch: 8.5 × 11 ▯, A4 ▯ Bypass: max. 12.97" × 19.17" to min. 3.73" × 5.46"
Auto Ring Binder GP-502		Standard: 8.5 × 11 ▯, A4 ▯ Tab Paper: 8.5 × 11T ▯, A4T ▯ (tab extension: 13 mm or less) Bypass: max. 13.00" × 19.17" to min. 3.73" × 5.26"

3.1.4 Auto Tray Switch (ATS) Function

When the selected paper tray becomes empty while printing is in progress, the machine automatically switches the paper tray source to continue printing without interruption only if there is another tray that meets the following conditions:

- The same size in the same orientation
- The same paper type

To use the ATS function, previously make the following settings in [02 Function Setting] - [01 Paper Tray Setting] on the Utility menu. For details, see Section 7 of the POD Administrator's Reference.

- In [01 Paper Tray Setting], specify the trays to be automatically selected when Auto Paper functions. Priority order can also be specified for the selected trays.
- In [02 Auto Tray Switch ON/OFF], set the ATS function to ON.
- In [03 ATS Setting], select whether to keep up feeding from the current tray selected by ATS, or to return to the tray used till it becomes empty, when that tray is supplied with paper.

3.1.5 To Store Paper

Observe the following precautions when storing paper.

- Store paper in a cool, dry area.
- Using damp paper may cause a paper misfeed. Keep partially used packages tightly wrapped during storage.
- Do not place paper packages vertically to store. Paper curl due to the vertical storage may cause a paper misfeed.
- Do not leave paper in a place within easy reach of children.

3.2 Original Information

3.2.1 ADF Originals

The **ADF** provides the following four modes to scan originals:

- Normal mode
- Mixed mode
- Z-Folded mode
- Single Feed mode

Specifications for each mode are described as follows.

Normal mode

Detectable original size can be selected from AB series, Inch series, only A series, and AB series and Inch series mixed.

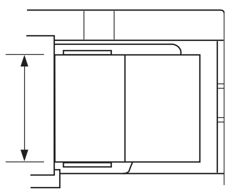
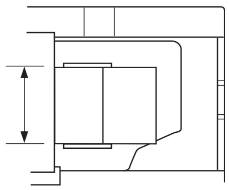
- Feedable original sizes: max. 11.67 inches × 16.97 inches to min. 5.03 inches × 5.49 inches
- Detectable original sizes: 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯
- Original weight: 14 lb Bond to 35 lb Bond
- Curling tolerance: 10 mm or less
- Feeder capacity: 100 sheets (21 lb Bond)
- Feeding tolerance of the same original: 5 times or less (single-sided), 3 times or less (double-sided)

Mixed mode

Use Mixed mode to copy mixed size originals.

- Detectable original size: The types of size combination are determined by the **ADF guide** width.
  - Guide width for 11 × 17 ▭ and 8.5 × 11 ▯: 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▯, and 5.5 × 8.5 ▯ mixed
  - Guide width for 8.5 × 11 ▭ and 5.5 × 8.5 ▯: 8.5 × 14 ▭, 8.5 × 11 ▭, and 5.5 × 8.5 ▯ mixed
- Original weight: 14 lb Bond to 35 lb Bond
- Curling tolerance: 10 mm or less
- Feeder capacity: 100 sheets (21 lb Bond)
- Feeding tolerance of the same original: 5 times or less (single-sided), 3 times or less (double-sided)

See below for the **ADF guide** width of each combination.

Guide width for 11 × 17 ▭ and 8.5 × 11 ▯:	Guide width for 8.5 × 11 ▭ and 5.5 × 8.5 ▯:
	

Z-Folded mode

Use Z-Folded mode to scan z-folded originals without using the size detection sensor of the **ADF**.

- Detectable original sizes: 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯
- Original weight: 14 lb Bond to 35 lb Bond
- Curling tolerance: 10 mm or less
- Feeder capacity: 100 sheets (21 lb Bond)
- Feeding tolerance of the same original: 5 times or less (single-sided), 3 times or less (double-sided)

Single Feed mode

Use Single Feed mode to copy thick originals to be fed one sheet at a time in the **ADF**.

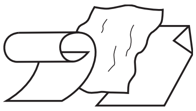
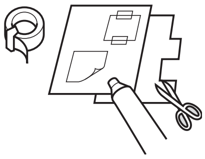
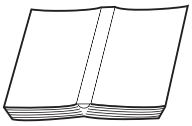
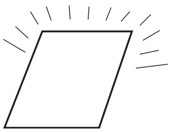
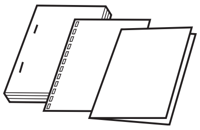
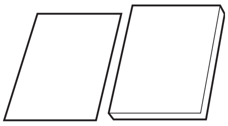
- Feedable original sizes: Max. 11.67 inches × 16.97 inches to min. 5.03 inches × 5.49 inches
- Detectable original sizes: 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯

- Original weight: 14 to 53 lb Bond for single-sided original, 14 to 35 lb Bond for double-sided original
- Curling tolerance: 10 mm or less
- Feeder capacity: 1 sheet at a time
- Feeding tolerance of the same original: 5 times or less (single-sided), 3 times or less (double-sided)

3.2.2 Originals for Using Original Glass

Use the **original glass** for originals that cannot be loaded in the **ADF** or for copy conditions not suitable for use with the **ADF**.

Unsuitable ADF originals

Curled, wrinkled, or folded	Paste-ups or cutouts	Book
		
OHP transparencies, art paper, or cellophane paper	Double-folded, paper with many holes or staples	Thick paper that is hard to bend or thin paper such as letter paper for air mail
		

Specifications of originals for using original glass

Detectable original sizes: 11 × 17 ▭, 8.5 × 14 ▭^{*1}, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯^{*2}

*1: The machine can be set to detect one of the Foolscap sizes (8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, 8.5 × 13 ▭) instead of 8.5 × 14 ▭.

*2: 5.5 × 8.5 ▯ can be replaced with A5 ▯ as a detectable size. For details, see Section 7 of the POD Administrator's Reference.

Original weight: 15 lb or less

Original thickness: 1.18 inches or less

⚠ **CAUTION**

- Do not place too heavy originals. Do not also press strongly when thick original is placed. The **original glass** may be broken and you may be injured.

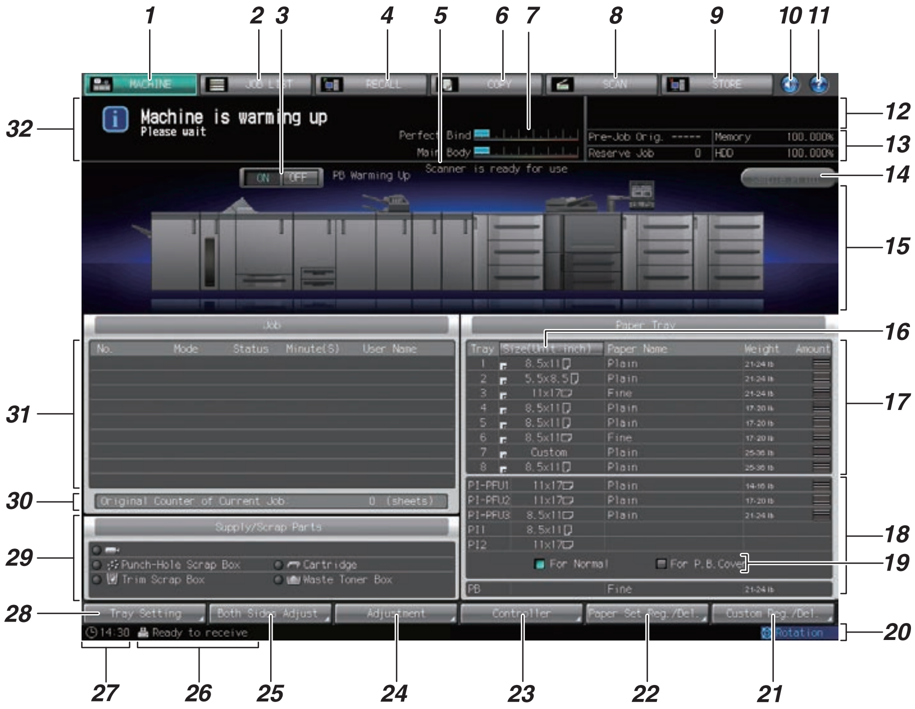
---

4 Before Making Copies

4 Before Making Copies

4.1 Machine Screen

4.1.1 Overview of the Machine Screen



Machine is warming up
Please wait

Scanner is ready for use

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

No.	Mode	Status	Minute(S)	User Name

Original Counter of Current Job 0 (sheets)

Tray	Size(Unit inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	25-36 lb	
8	8.5x11	Plain	25-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

🟩 For Normal ☐ For P.B.Cover

14:30 Ready to receive

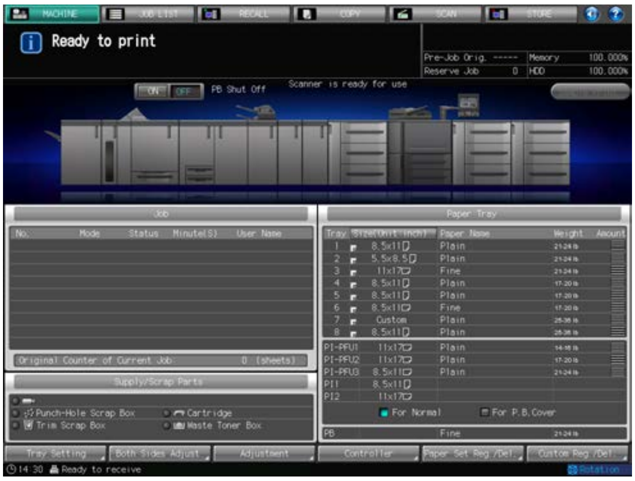
No.	Name	Description
1	[MACHINE] tab	Pressed to display the Machine Screen.
2	[JOB LIST] tab	Pressed to display the Job List Screen which allows you to manage jobs.
3	Perfect binder heater switch	Pressed to turn on/off the PB (perfect binder) heater. If you know when to use the perfect binder in advance, turn it on so that you can work efficiently. When you do not use the heater, turn it off to prevent the deterioration of glue.
4	[RECALL] tab	Pressed to retrieve the scanned data. For details, see [User's Guide - Network Scanner].
5	Scanner message	Indicates the original scanning status of the ADF/original glass.
6	[COPY] tab	Pressed to display the Copy Screen and perform copy operations. See page 4-8 for details.
7	Perfect binder/main body warming-up status bar	Indicates the warming-up status while the perfect binder or main body is warming up. When the warming up operation is completed, the status bar will disappear.
8	[SCAN] tab	Pressed to display the screen for the scan operations. For details, see [User's Guide - Network Scanner].
9	[STORE] tab	Pressed to specify a location to store scanned data. For details, see [User's Guide - Network Scanner].

No.	Name	Description
10	[Info. Sound/Voice ON/OFF]	Pressed to turn on/off all information sounds or voices.
11	[Help]	Pressed to display the help message which provides information on the screen currently displayed. Depending on a screen, [?] may be grayed out to show inactivity. When the Machine Screen is selected, pressed to show the following maintenance procedures: replenishing toner, paper, staples and glue pellets; replacing a waste toner box; refilling the water tank; and disposing stapler scrap, punch scrap and trim scrap.
12	Output information indicator	Indicates the print count, set count, and job number of the current job while printing.
13	Machine management information indicator	Indicates the original count of the previous job, number of reserved jobs, remaining amount of memory, and remaining HDD capacity.
14	[Sample Print]	Pressed to make a sample print during an output job.
15	Machine configuration display	Displays the configuration of main body and options.
16	[Size]/[Size (Unit: mm)]	Switches the custom size indication between [Custom] and actual dimensions in millimeters/inches. The sizes are displayed in millimeters by default. Switching between millimeters and inches can be made from the Utility Menu. For details, see the POD Administrator's Reference.
17	Tray information indicator (tray 1 to tray 8)	Displays paper size, orientation, name, weight, and paper amount remaining in the tray.
18	Tray information indicator (**PI-PFU tray**, **Upper tray** and **lower tray** of the **post inserter**, **PB cover tray**)	When the main body is equipped with a perfect binder and **Folding Unit FD-503**/**Finisher FS-532** has **Post Inserter PI-502** attached to it, displays under Paper Tray the paper size specified in Normal Use Setting, or the paper size, orientation, paper name, weight and remaining amount specified in Perfect Bind Cover Setting. When the machine is equipped with **Large Capacity Post Inserter PI-PFU**, displays the paper size, orientation, paper name, weight and remaining amount specified for the PI-PFU tray. For the machine equipped with **Perfect Binder PB-503**, it provides information on paper size, name, and weight of the PB cover tray.
19	Post Inserter tray setting display change button	For the machine equipped with a perfect binder, pressed to switch setting displays between Normal Use Setting and Perfect Bind Cover Setting specified in Tray Setting for the PI-PFU tray or the post inserter of **Folding Unit FD-503**/**Post Inserter PI-502** mounted on **Finisher FS-532**.
20	Machine status indicator/right	Displays [Fuse (Env.)], [Security], [Supply], [PM Call], [Collect], [Modem Err], [Drum/Dev.], [Fusing Web], [Dark Tone], [Rotation], [Tandem M (S)], and [ORU-M]. Up to 5 indicators can be displayed in large size; when 6 or more indicators are required, large icons will substitute up to 4th indicators, and small icons will be used from the 5th.
21	[Custom Reg./Del.]	Pressed to register or delete a custom size.
22	[Paper Set Reg./Del.]	Pressed to register or delete a paper setting.
23	[Controller]	Press to configure the controller.
24	[Adjustment]	Press to adjust the main body and the optional equipments.

No.	Name	Description
25	[Both Sides Adjust]	Pressed to make adjustments on the zoom and position for images printed on the front and back sides of paper loaded in each tray (tray 1 to tray 8). Chart adjustment can be performed.
26	Machine status indicator/left	Indicates the shutoff time when using Weekly Timer, or the status of image controller. The shutoff time indication has priority.
27	Time indicator	Displays current time.
28	[Tray Setting]	Pressed to specify a paper size and paper conditions for each of main body trays and paper feeder unit. Pressed to specify the paper size in Normal Use Setting, or the paper size, paper name and weight in Perfect Bind Cover Setting, for each paper tray of **Large Capacity Post Inserter PI-PFU** and the post inserter/finisher of the folding unit. Pressed to also specify the paper size, paper name and weight for the PB cover tray of the perfect binder.
29	Supply/Scrap Parts area	Indicates the current status of toner supply. Also, it notifies via a red indicator when the waste toner box needs to be replaced, when staples need to be supplied to the optionally-mounted stapler, and when the scrap box need to be emptied.
30	Original Counter of Current Job	Indicates the number of sheets in the original being printed.
31	Job Management	Displays the current status of the jobs to be operated on the machine.
32	Message area	Displays messages concerning the current status of the machine or operation currently required.

4.1.2 Settings on the Machine Screen

The following keys are provided at the bottom of the Machine Screen: [Tray Setting], [Both Sides Adjust], [Adjustment], [Controller], [Paper Set Reg./Del.], and [Custom Reg./Del.].



Ready to print

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Scanner is ready for use

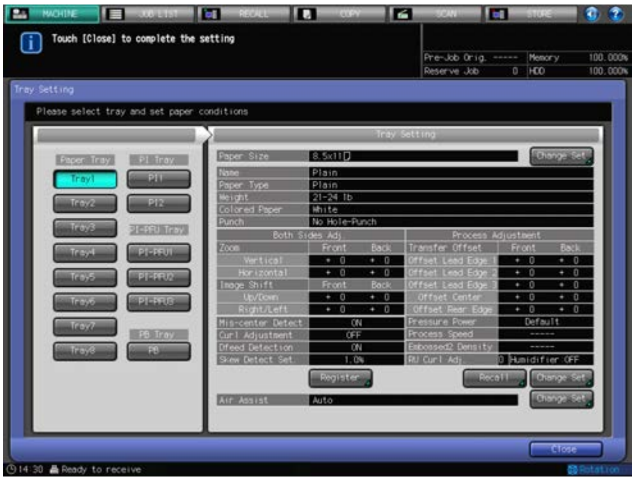
Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit: inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

14:30 Ready to receive

[Tray Setting]

Press [Tray Setting] to display the Tray Setting Screen.



Touch [Close] to complete the setting

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please select tray and set paper conditions

Paper Size 8.5x11
Name Plain
Paper Type Plain
Weight 21-24 lb
Colored Paper White
Punch No Hole-Punch

Both Sides Adj			Process Adjustment		
Zoom	Front	Back	Transfer Offset	Front	Back
Vertical	+ 0	+ 0	Offset Lead Edge 1	+ 0	+ 0
Horizontal	+ 0	+ 0	Offset Lead Edge 2	+ 0	+ 0
Image Shift	Front	Back	Offset Lead Edge 3	+ 0	+ 0
Up/Down	+ 0	+ 0	Offset Center	+ 0	+ 0
Right/Left	+ 0	+ 0	Offset Rear Edge	+ 0	+ 0
Mis-center Detect	ON		Pressure Power	Default	
Curl Adjustment	OFF		Process Speed	------	
Dfeed Detection	ON		Embossed2 Density	------	
Skew Detect Set.	1.0%		RU Curl Adj	0	Humidifier OFF

Air Assist Auto

14:30 Ready to receive

From this screen, specify a paper size and paper conditions for each of main body trays and paper feeder unit.

Specify the paper size in Normal Use Setting, or the paper size, paper name and weight in Perfect Bind Cover Setting, for each paper tray of **Large Capacity Post Inserter PI-PFU** and the post inserter/finisher of the folding unit.

Also specify the paper size, paper name and weight for the PB cover tray of the perfect binder.

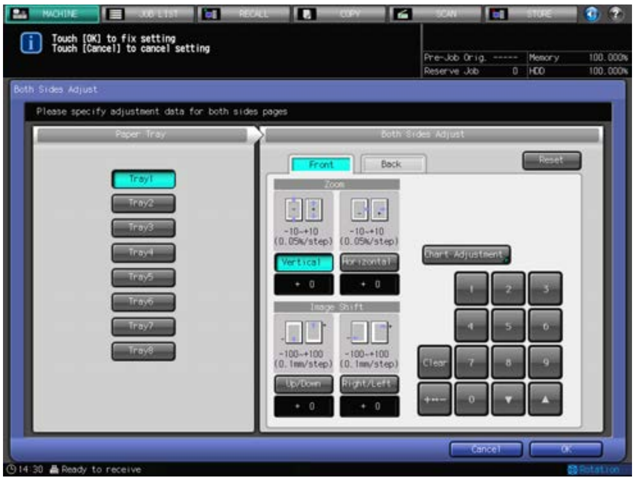
Press [Close] to restore the Machine Screen.

Reference

For details of the Tray Setting, see Section 3 of the POD Administrator's Reference.

[Both Sides Adjust]

Press [Both Sides Adjust] to display the Both Sides Adjust Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please specify adjustment data for both sides pages

Zoom: Vertical -10~+10 (0.05%/step) + 0; Horizontal -10~+10 (0.05%/step) + 0

Image Shift: Up/Down -100~+100 (0.1mm/step) + 0; Right/Left -100~+100 (0.1mm/step) + 0

14:30 Ready to receive

You can make adjustments on the zoom and position for images printed on the front and back sides of paper loaded in each tray (tray 1 to tray 8).

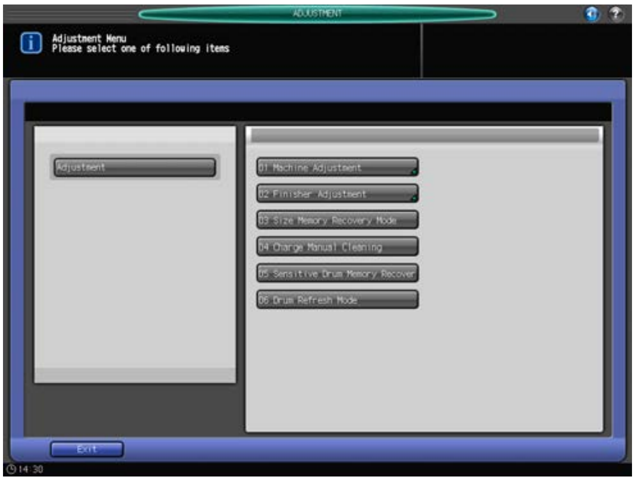
Press [OK] to complete the setting and return to the Machine Screen.

Reference

For details of Both Sides Adjust, see Section 4 of the POD Administrator's Reference.

[Adjustment]

Press [Adjustment] to display the Adjustment Screen.



Adjustment Menu
Please select one of following items

This screen provides various adjustments related to the output from the main body, and also related to the function of **Finisher FS-532**, **Saddle Stitcher SD-510**, **Punch Kit PK-522**, **Post Inserter PI-502**, **Folding Unit FD-503**, **Large Capacity Stacker LS-505**, **Saddle Stitcher SD-506**, **Perfect Binder PB-503**, **Relay Unit RU-510**, if mounted.

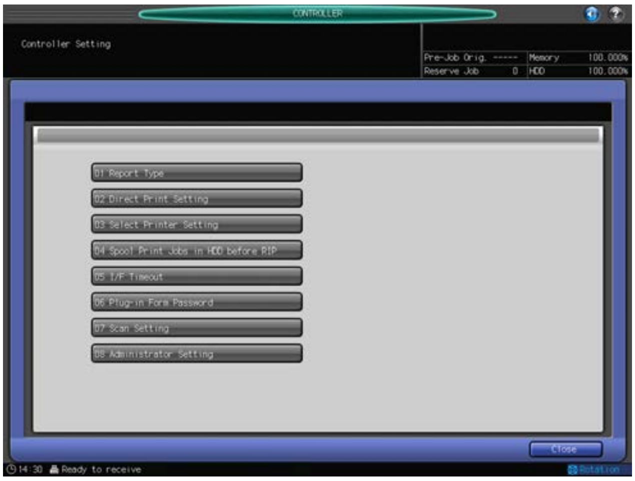
Press [Exit] to restore the Machine Screen.

Reference

For details on each item of the Adjustment menu, see Section 5 of the POD Administrator's Reference.

[Controller]

Press [Controller] to display the Controller Setting Menu Screen.



Controller Setting

Pre-Job Orig. -----
Reserve Job 0
Memory 100.000%
HDD 100.000%

Ready to receive

You can configure the controller settings on this screen.

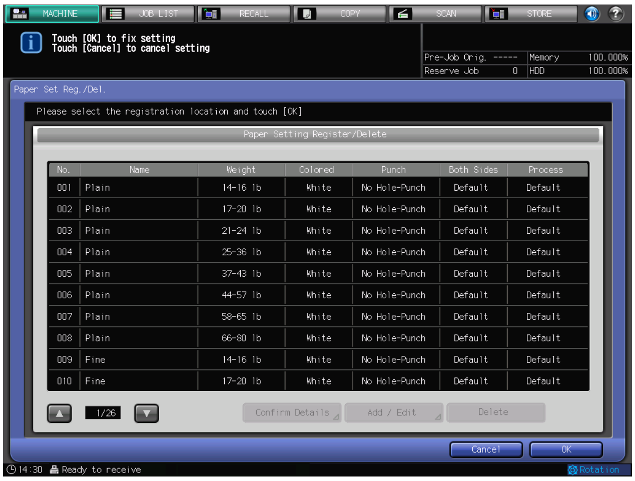
Press [Close] to restore the Machine Screen.

Reference

For details of controller settings, see Section 6 of the POD Administrator's Reference.

[Paper Set Reg./Del.]

Press [Paper Set Reg./Del.] to display the Paper Set Reg./Del. Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select the registration location and touch [OK]

No.	Name	Weight	Colored	Punch	Both Sides	Process
001	Plain	14-16 lb	White	No Hole-Punch	Default	Default
002	Plain	17-20 lb	White	No Hole-Punch	Default	Default
003	Plain	21-24 lb	White	No Hole-Punch	Default	Default
004	Plain	25-36 lb	White	No Hole-Punch	Default	Default
005	Plain	37-43 lb	White	No Hole-Punch	Default	Default
006	Plain	44-57 lb	White	No Hole-Punch	Default	Default
007	Plain	58-65 lb	White	No Hole-Punch	Default	Default
008	Plain	66-80 lb	White	No Hole-Punch	Default	Default
009	Fine	14-16 lb	White	No Hole-Punch	Default	Default
010	Fine	17-20 lb	White	No Hole-Punch	Default	Default

Ready to receive

You can register or delete paper conditions on this screen.

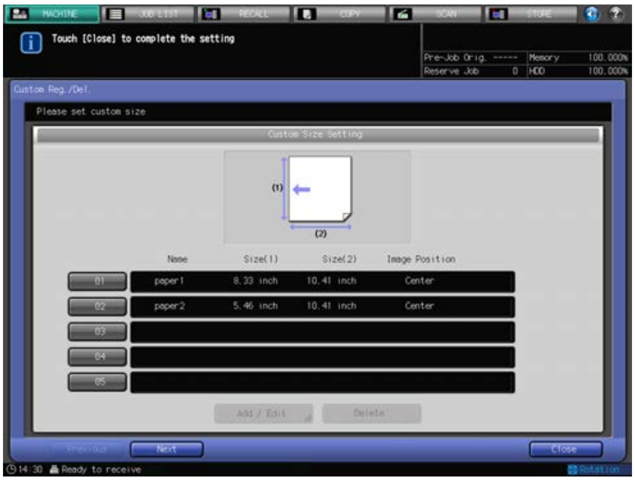
Press [OK] to complete the setting and return to the Machine Screen.

Reference

For details on registering/deleting paper conditions, see Section 3 of the POD Administrator's Reference.

[Custom Reg./Del.]

Press [Custom Reg./Del.] to display the Custom Register/Delete Screen.



Touch [Close] to complete the setting

Please set custom size

	Name	Size(1)	Size(2)	Image Position
01	paper1	8.33 inch	10.41 inch	Center
02	paper2	5.46 inch	10.41 inch	Center
03				
04				
05				

Ready to receive

You can register or delete a custom size of paper on this screen.

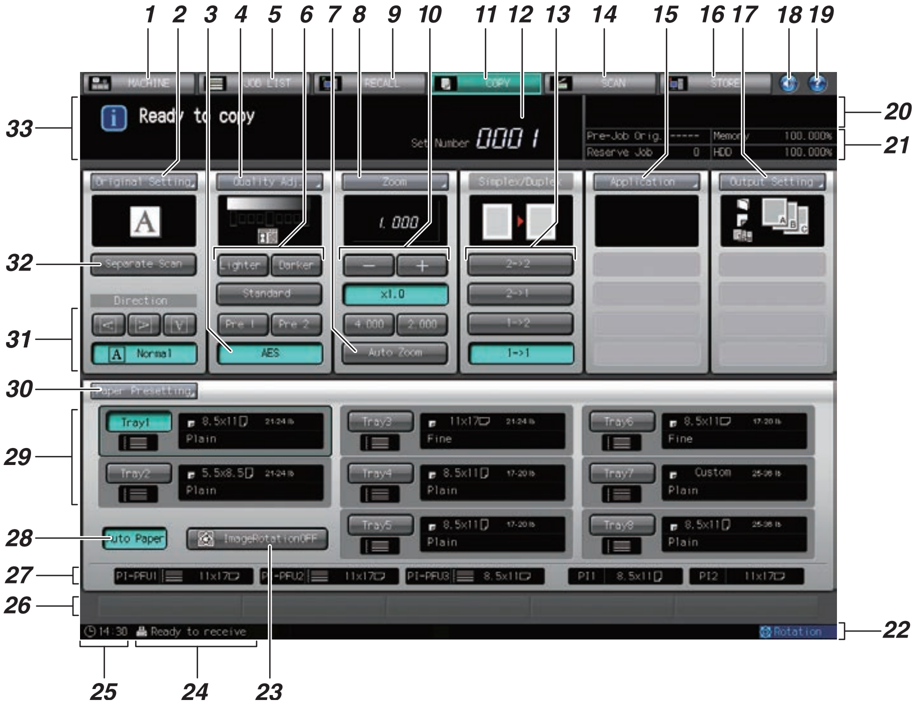
Press [Close] to complete the setting and return to the Machine Screen.

Reference

For details on registering/deleting a custom size, see Section 3 of the POD Administrator's Reference.

4.2 Copy Screen

The Copy Screen is displayed when you make a copy. This screen allows you to select the desired copy conditions for a new copy job, and also to set reserve jobs.



No.	Name	Description
1	[MACHINE] tab	Pressed to display the Machine Screen.
2	[Original Setting]	Pressed to display the Original Setting Screen which allows you to specify conditions of the original to be copied. The Direction keys provided under [Original Setting] on the Copy Screen can also be used to specify the direction of the original. The following types of icons appear under [Original Setting]. • The direction of the original specified by [Direction] appears as an icon. • The function that users set for [Special] appears as a text. • When you select [Custom Size] or [Tab Paper Size] in [Original Size] area, the selected size will be displayed. • The bind direction of double-sided original selected under [Bind Direction] will not be displayed. • When a duplex original mode is selected for Simplex/Duplex, the icon "A" varies according to the specified binding direction (side-bound or top-bound).
3	[AES]	Pressed to use the AES (automatic exposure selection) function. The key is highlighted when AES is on.
4	[Quality Adj.]	Pressed to display the Quality Adjustment Screen and specify the quality of output images. Among the functions provided on the Quality Adjustment Screen, the density setting can be made also using the keys displayed below.
5	[JOB LIST] tab	Pressed to display the Job List Screen which allows you to do the job management.

No.	Name	Description
6	Density adjustment keys	Pressed to adjust the copy density.
7	[Auto Zoom]	Pressed to use the Auto Zoom function. The key is highlighted when Auto Zoom is on.
8	[Zoom]	Pressed to display the Zoom Screen which allows you to specify the magnification ratio of copied image. Among the functions provided on the Zoom Screen, the vertical/horizontal zoom, two preset zooms, and full-size copying can be specified using the keys displayed below.
9	[RECALL] tab	Pressed to retrieve the scanned data.
10	Zoom setting keys	Press [-]/[+] to specify the vertical/horizontal zoom ratio. Press [x1.0] to select 1.000 magnification ratio. Press one of the keys with the preset ratios to select the desired ratio.
11	[COPY] tab	Pressed to display the Copy Screen and perform copy operations.
12	Set Number indicator	Indicates the print quantity entered from the **control panel keypad**.
13	Simplex/Duplex	Select the simplex/duplex copy mode (1-1, 1-2, 2-1, or 2-2).
14	[SCAN] tab	Pressed to display the screen for the scan operations. For details, see [User's Guide - Network Scanner].
15	[Application]	Pressed to display the Application Screen which allows you to select various application functions. Up to 6 icons are displayed under [Application] to indicate the current selection of application functions. Under the icon display, you can display up to 4 shortcut keys for frequently-used application functions.
16	[STORE] tab	Pressed to specify a location to store scanned data. For details, see [User's Guide - Network Scanner].
17	[Output Setting]	Pressed to display the Output Setting Screen and specify output functions. Specified output settings are displayed as icons in the area under [Output Setting]. Under the icon display, you can display up to 4 shortcut keys for frequently-used output settings.
18	[🔊(Info. Sound/Voice)]	Pressed to turn on/off all information sounds or voices.
19	[❓Help]	Pressed to display the help message which provides information on the screen currently displayed. Depending on a screen, [❓] may be grayed out to show inactivity. When the Machine Screen is selected, pressed to show the following maintenance procedures: replenishing toner, paper, staples and glue pellets; replacing a waste toner box; refilling the water tank; and disposing stapler scrap, punch scrap and trim scrap.
20	Output information indicator	Indicates the print count, set count, and job number of the current job while printing.
21	Machine management information indicator	Indicates the original count of the previous job, number of reserved jobs, remaining amount of memory, and remaining HDD capacity.
22	Machine status indicator/right	Displays [Security], [Supply], [PM Call], [Collect], [Modem Err], [Drum/Dev.], [Fusing Web], [Dark Tone], [Rotation], and [Tandem M (S)]. Up to 5 indicators can be displayed in large size; when 6 or more indicators are required, large icons will substitute up to 4th indicators, and small icons will be used from the 5th.
23	[Image Rotation OFF]	Pressed to activate/deactivate the Image Rotation function.

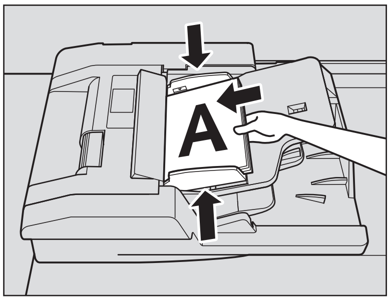
No.	Name	Description
24	Machine status indicator/left	Indicates the shutoff time when using Weekly Timer, or the status of image controller. The shutoff time indication has priority.
25	Time indicator	Displays current time.
26	Function key area	You can display up to five programs previously registered as function keys in this area.
27	Paper size indicator of the post inserter	Displays the paper size, orientation and remaining amount for each tray of **Large Capacity Post Inserter PI-PFU**. Also displays the paper size and orientation specified in Normal Use Setting for the upper tray/lower tray of the post inserter of the folding unit, or the post inserter attached to the finisher. Does not show the settings specified in Perfect Bind Cover Setting.
28	[Auto Paper]	Pressed to use the Auto Paper function. The key is highlighted when Auto Paper is on.
29	Tray information indicator/Tray keys	Tray information indicator: Displays the paper size, orientation, weight, paper name, and remaining amount of paper specified for each tray (Tray Setting). If any setting change is made in Paper Presetting, the changed information will be displayed. The information specified in Tray Setting will be restored when the reset function is activated. Tray keys: Pressed to select a tray.
30	[Paper Presetting]	Pressed to set copy conditions in order to use paper not specified to any tray.
31	Direction Keys	Selects the direction of the original placed on **ADF** or the **original glass**.
32	[Separate Scan]	Pressed to temporarily store the scanned images in memory.
33	Message area	Displays messages concerning the status of the machine or operation currently required.

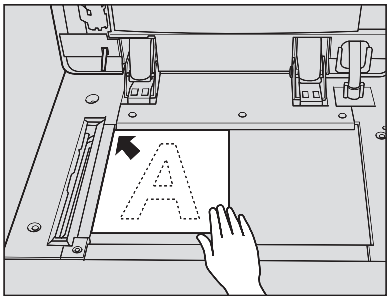
4.3 How to Make a Basic Copy

Follow the procedure below to make a basic copy.

✔ The following procedure is basic and not always applicable to the operation of selected copy conditions. When using a specific function, be sure to follow the procedure described in each section.

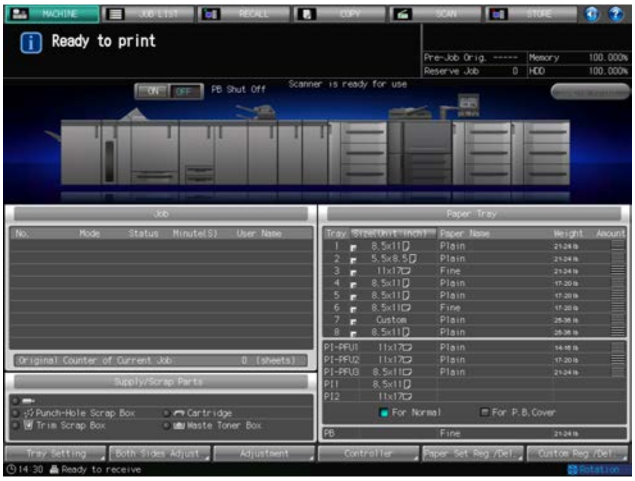
1 Position the original.





2 Display the Copy Screen.

➔ The Machine Screen shows up first at initial configuration. Press [COPY] tab on the Machine Screen to display the Copy Screen.



Ready to print

Pre-Job Orig. -----
Reserve Job 0
Memory 100.000%
HDD 100.000%

Scanner is ready for use

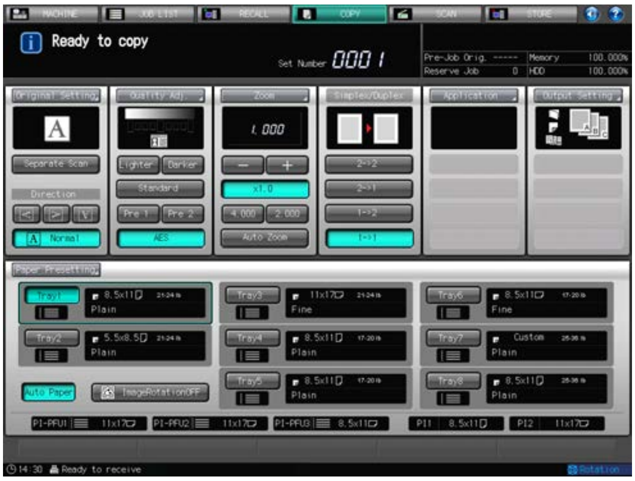
Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight
1	8.5x11	Plain	21-24 lb
2	5.5x8.5	Plain	21-24 lb
3	11x17	Fine	21-24 lb
4	8.5x11	Plain	17-20 lb
5	8.5x11	Plain	17-20 lb
6	8.5x11	Fine	17-20 lb
7	Custom	Plain	25-36 lb
8	8.5x11	Plain	25-36 lb
PI-PFU1	11x17	Plain	14-16 lb
PI-PFU2	11x17	Plain	17-20 lb
PI-PFU3	8.5x11	Plain	21-24 lb
PI1	8.5x11		
PI2	11x17		
PB		Fine	21-24 lb

14:30 Ready to receive

➔ The default screen may be set to the Job Active/Suspend List Screen or Schedule Screen that are derived from the Job List Screen. In both cases, you can display the Copy Screen by pressing the [COPY] tab.

➔ The Copy Screen is displayed from the beginning if it is specified as the default screen.

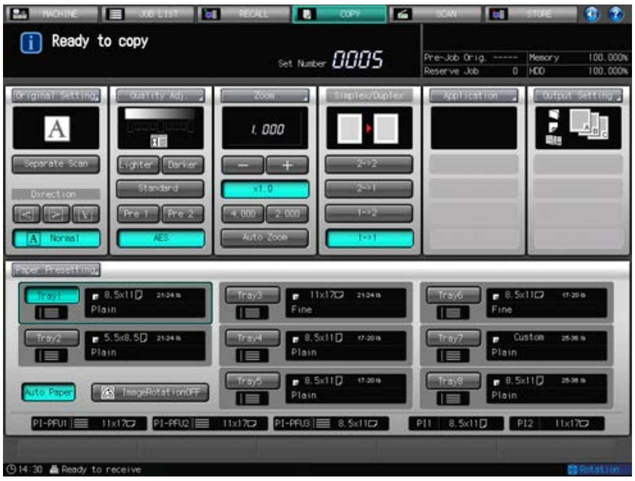


3 Set copy conditions as desired.

You can set the following copy conditions from the Copy Screen:

➔ [Original Setting]: See page 6-2.
➔ [Separate Scan]: See page 6-17.
➔ [Quality Adj.]: See page 6-20.
➔ [Zoom]: See page 6-28.
➔ [Simplex/Duplex]: See page 6-33.
➔ [Paper Presetting]: See page 6-39.
➔ [Auto Paper]: See page 6-55.
➔ [Image Rotation OFF]: See page 6-56.
➔ [Application]: See page 7-2.
➔ [Output Setting]: See page 8-2.

4 Enter the desired print quantity from the **control panel keypad**.

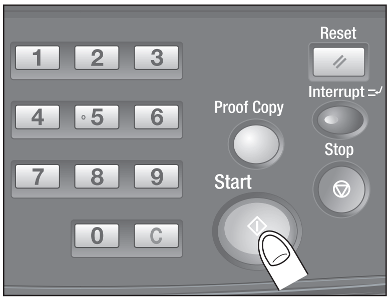


The entered quantity will be displayed on the Copy Screen.

1
2
3
4
5
6
7
8
9
0
C
Reset
Interrupt
Proof Copy
Stop
Start

5 Press **Start** on the **control panel**.

When scanning of the original for the job is started, a dialog will appear on the Copy Screen.



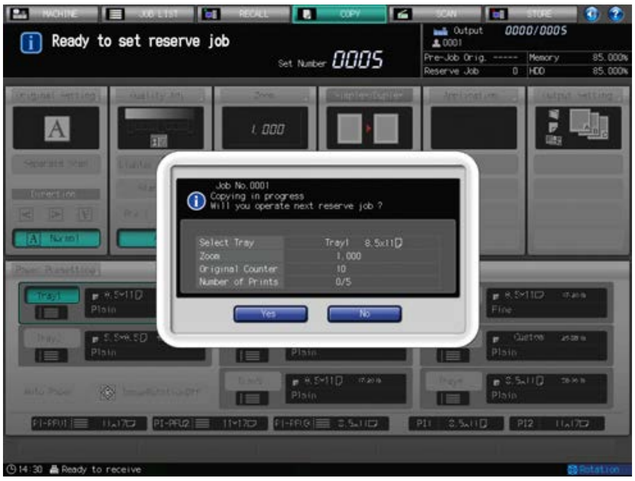
6 Press either [Yes] or [No], as necessary.

➔ Press [Yes] to return to the Copy Screen.

➔ You are now ready to set reserve job.

➔ Press [No] to return to the screen which is currently specified as the default screen.

➔ If the Copy Screen is the default screen, only the [Close] key will be displayed in the dialog. Press this key to return to the Copy Screen.



Ready to set reserve job

Set Number 0005

Output 0000/0005

Pre-Job Orig. ------ Memory 85.000%

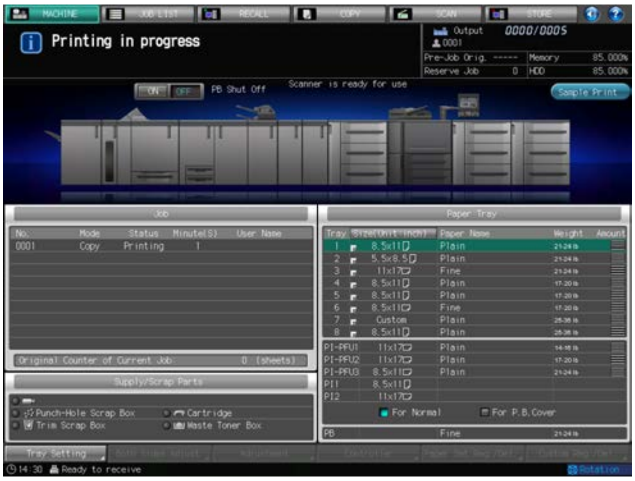
Reserve Job 0 HDD 85.000%

Job No.0001
Copying in progress
Will you operate next reserve job ?

Select Tray	Tray1 8.5x11
Zoom	1.000
Original Counter	10
Number of Prints	0/5

14:30 Ready to receive

The count and set quantities are displayed at the upper right corner of both screens.
The current job is displayed in the job list on the Job Active/Suspend List Screen of the Job List Screen.



Printing in progress

Output 0000/0005

Pre-Job Orig. ------ Memory 85.000%

Reserve Job 0 HDD 85.000%

PB Shut Off

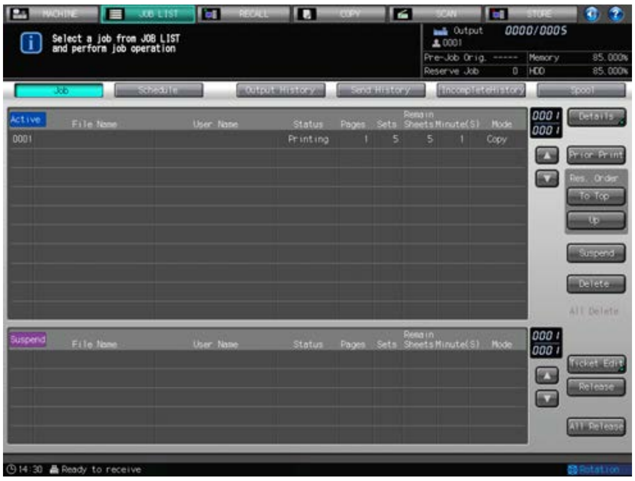
Scanner is ready for use

No.	Mode	Status	Minute(S)	User Name
0001	Copy	Printing	1	

Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit inch)	Paper Name	Weight
1	8.5x11	Plain	21-24 lb
2	5.5x8.5	Plain	21-24 lb
3	11x17	Fine	21-24 lb
4	8.5x11	Plain	17-20 lb
5	8.5x11	Plain	17-20 lb
6	8.5x11	Fine	17-20 lb
7	Custom	Plain	28-36 lb
8	8.5x11	Plain	28-36 lb
PI-PFU1	11x17	Plain	14-16 lb
PI-PFU2	11x17	Plain	17-20 lb
PI-PFU3	8.5x11	Plain	21-24 lb
PI1	8.5x11		
PI2	11x17		
PB		Fine	21-24 lb

14:30 Ready to receive



Select a job from JOB LIST
and perform job operation

Output 0000/0005
0001

Pre-Job Orig.	-----	Memory	85.000%
Reserve Job	0	HDD	85.000%

Active	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0001			Printing	1	5	5	1	Copy

Suspend	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode

14:30 Ready to receive

Reference

See Section 7 of the POD Administrator's Reference for how to select the default screen to be displayed after the power is turned on.

You can change the operation order of reserved jobs, or to cancel unused reserved jobs on the Job List Screen. See page 9-2 for details.

4.4 Positioning the Original

Use the **ADF** or **original glass** to scan the original.

4.4.1 Positioning the Original in ADF

The **ADF** (Automatic Document Feeder) automatically feeds up to 100 sheets of the original directly to the original scanning glass, starting with the top sheet.

To position the original in Normal mode

Reference

*For original sizes applicable to the **ADF**, see page 3-15.*

1 Arrange the original in order.

2 Position the original FACE UP (with page one UP).

➔ Set the original in the same direction as that of the original direction icon displayed on the Copy Screen.

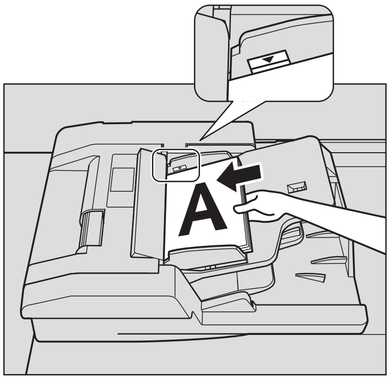
Up to 100 sheets of the original can be set at a time.

NOTICE

Do not load more than 100 sheets of the original or over the limit line indicated on the paper guides; otherwise the original may be misfed or damaged, or machine trouble may be caused.

If originals are set in the wrong direction, the copy result may not be satisfactory. Be especially careful when using duplex mode, Staple, Fold & Staple, Multi Half-Fold or Booklet.

Do not set originals that are bound with staples or paper clips. It could make original become dirty or rip.



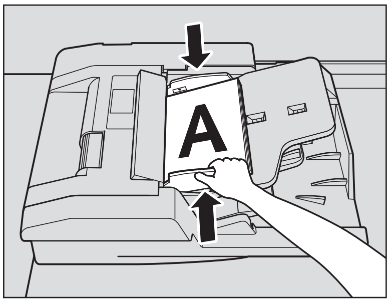
3 Adjust paper guides to the original.

NOTICE

*Do not open the **ADF** once you close the **ADF**. The selected copy conditions may be altered automatically.*

➔ You need to specify the binding direction of copies when making double-sided copies.

➔ Please check the binding direction of the original when copying double-sided originals.



To position the original in Mixed mode

Mixed-size originals can be automatically scanned, 1 sheet at a time.

Reference

To use the Mixed mode, see the setting procedure on page 6-6.

*For available combinations of mixed original sizes in the **ADF**, see page 3-15.*

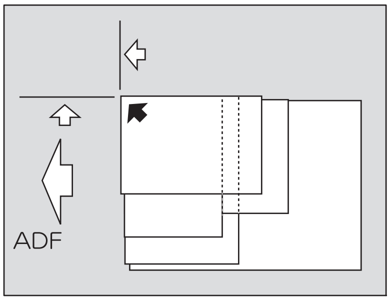
1 Arrange the original in order.

Arrange mixed-size originals aligning the left and rear sides in the **ADF**.

2 Position the original FACE UP (with page one UP).

Place mixed-size originals aligned with the left rear side of the **ADF**.

Up to 100 sheets of the original can be set at a time.

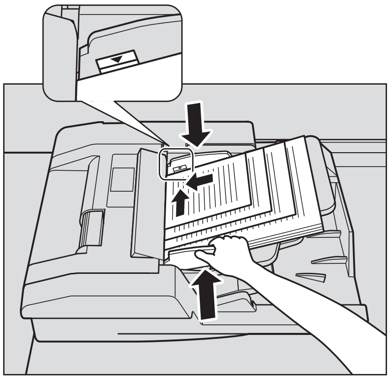


NOTICE
Do not set originals that are bound with staples or paper clips. It could make original become dirty or rip.

Do not load more than 100 sheets of the original or over the limit line indicated on the paper guides; otherwise the original may be misfed or damaged, or machine trouble may be caused.

3 Adjust paper guides to the original.

NOTICE
*Do not open the **ADF** once you close the **ADF**. The selected copy conditions may be altered automatically.*



To position the original in Z-Folded Original mode

The Z-Folded Original mode reliably detects the size of z-folded originals, which is usually hard to detect, by automatically sending a sheet at a time.

Reference
To use the Z-Folded Original mode, see the setting procedure on page 6-7.

See page 3-15 for details on sizes applicable in the Z-Folded Original mode.

1 Arrange the original in order.

2 Position the original FACE UP (with page one UP).

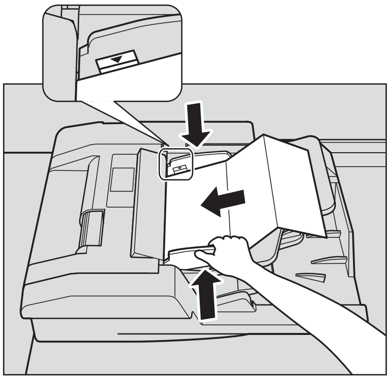
Up to 100 sheets of the original can be set at a time.

NOTICE
Do not set originals that are bound with staples or paper clips. It could make original become dirty or rip.

Do not load more than 100 sheets of the original or over the limit line indicated on the paper guides; otherwise the original may be misfed or damaged, or machine trouble may be caused.

3 Adjust paper guides to the original.

NOTICE
*Do not open the **ADF** once you close the **ADF**. The selected copy conditions may be altered automatically.*



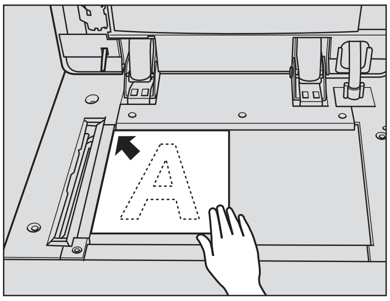
4.4.2 Positioning the Original on Original Glass

Use the **original glass** when the original is not suitable for use with the **ADF**, e.g., when size is incompatible, or when the original is folded, stapled, torn, or in generally poor condition.

Reference
*See page 3-16 for details on the originals that cannot be loaded in the **ADF**.*

1 Open the **ADF**.

2 Position the original FACE DOWN in the left rear corner, aligning the edge with the left measuring guide.



- ➔ Set the original in the same direction as that of the original direction icon displayed on the Copy Screen.
- ➔ If any of Book Copy, No Image Area Erase, Auto Detect mode of Image Repeat, or Image Centering is selected on the Application Screen, the **ADF** should be kept open while scanning the original.

NOTICE

*Do not open the **ADF** once you close the **ADF**. The selected copy conditions may be altered automatically.*

3 Gently close the **ADF** to prevent the original from shifting on the glass.

4.5 Setting Print Quantity

This section describes how to set or change the print quantity.

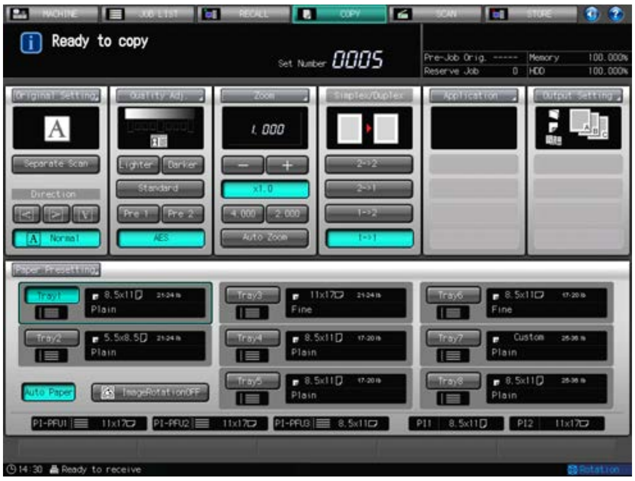
4.5.1 Setting Print Quantity

The machine is initially set to copy the original set in amounts determined by the print quantity setting, then output sorted sets.

✔ Available output mode depends on the option configuration and initial setting of the machine.

➔ Enter the desired print quantity from the **control panel keypad**.

The entered print quantity will be displayed on the Copy Screen.



Ready to copy

Set Number 0005

1
2
3
4
5
6
7
8
9
0
C
Reset
Interrupt
Proof Copy
Stop
Start

4.5.2 Changing Entered Print Quantity

Follow the procedure below to change the print quantity that has been already entered.

1 Press **C** on the **control panel**.

The quantity displayed on the Copy Screen will return to [0001].

1
2
3
4
5
6
7
8
9
0
Reset
Interrupt
Proof Copy
Stop
Start

2 Enter the new quantity from the **control panel keypad**.

The entered print quantity will be displayed on the Copy Screen.

4.6 Setting Job During Warm-up

While the machine is warming up after power is turned on, you can select copy conditions and start scanning so that the machine may start printing immediately when the machine engine is ready.

Reference

You can set up the machine to make this function unavailable. Contact your service representative, if desired.

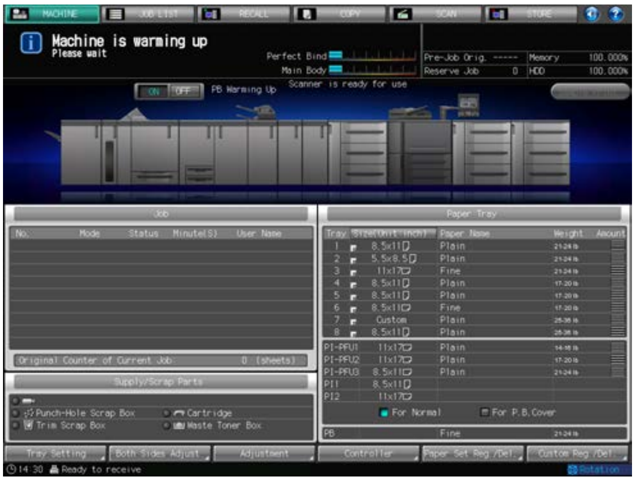
1 Turn ON the **sub power switch**.

NOTICE

*Please do not turn OFF the **main power switch**. For details on turning on/off the power, please be sure to consult page 2-49.*

2 Display the Copy Screen to check that the message [Ready to set reserve job] is displayed.

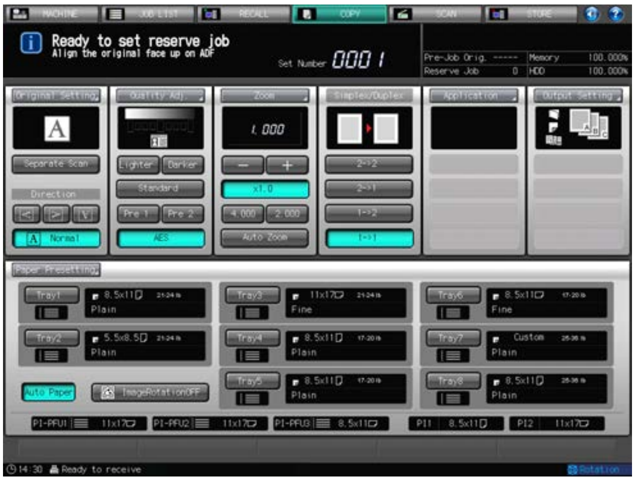
➔ The Wake-up Screen is displayed for a few seconds, followed by the Machine Screen with warm-up indications. Press the [COPY] tab to change from the Machine Screen to the Copy Screen, then check that the message [Ready to set reserve job] is displayed.



Machine is warming up
Please wait

Scanner is ready for use

14:30 Ready to receive



Ready to set reserve job
Align the original face up on ADF

Set Number 0001

14:30 Ready to receive

3 Position the original.

➔ Position the original FACE UP (with page one UP for double-sided originals) in the **ADF**. Or, position the original FACE DOWN on the **original glass**.

4 Set the desired copy conditions, and enter the print quantity.

5 Press **Start** on the **control panel**.

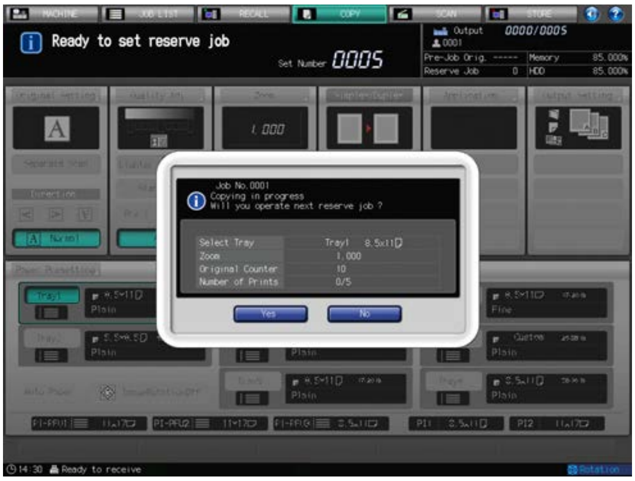
When scanning of the original for the job is started, a dialog will appear on the Copy Screen.

6 Press either [Yes] or [No], as necessary.

➔ Press [Yes] to return to the Copy Screen. You are now ready to set reserve job.

➔ Press [No] to return to the screen which is currently specified as the default screen.

➔ If the Copy Screen is the default screen, only the [Close] key will be displayed in the dialog. Press this key to return to the Copy Screen.



Ready to set reserve job

Set Number 0005

Output 0000/0005
0001
Pre-Job Orig. -----
Reserve Job 0
Memory 85.000%
HDD 85.000%

Job No.0001
Copying in progress
Will you operate next reserve job ?

Select Tray	Tray1 8.5x11
Zoom	1.000
Original Counter	10
Number of Prints	0/5

14:30 Ready to receive

4.7 To Stop Scanning/Printing

Follow the procedure below to stop scanning and/or printing currently in progress.

- This procedure is effective only for the ongoing job. To delete, suspend, or change the operation order of reserved jobs on standby, navigate to the Job List Screen.
- The dialog displayed depends on the kind of job in progress. Follow the applicable procedure below.
- For the job suspended by pressing [Temporary Stop], you can change a part of Tray Setting to improve print quality or paper feedability, or give an order to output another job on the Job List Screen. However, note that the temporarily-stopped job cannot be continued on the following day.

Scanning the next job while printing the current job:

1 Press **Stop** on the **control panel**.

The current machine operation will be suspended, and a dialog will be displayed on the Machine Screen.

2 Select the desired operation.

The following five keys are displayed.

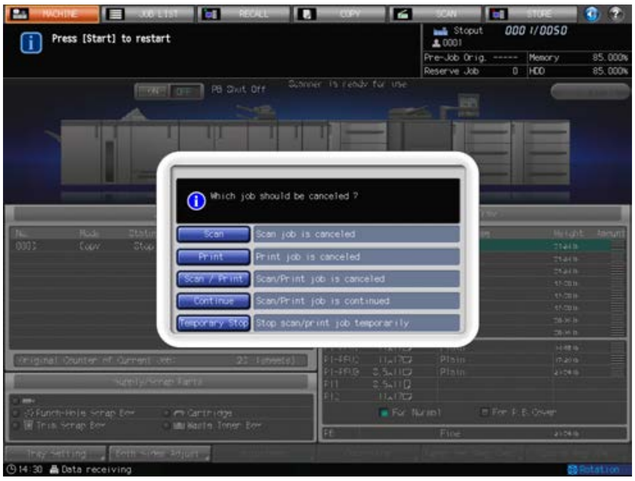
➔ Press [Scan] to stop scanning and continue printing.

➔ Press [Print] to stop printing and continue scanning.

➔ Press [Scan/Print] to stop both scanning and printing jobs

➔ Press [Continue] to resume both scanning and printing jobs.

➔ Press [Temporary Stop] to temporarily suspend both jobs. Press **Start** on the **control panel** to resume both jobs.



Press [Start] to restart

Which job should be canceled ?

Scan job is canceled

Print job is canceled

Scan/Print job is canceled

Scan/Print job is continued

Stop scan/print job temporarily

Scanning a job in the Separate Scan mode:

1 Press **Stop** on the **control panel**.

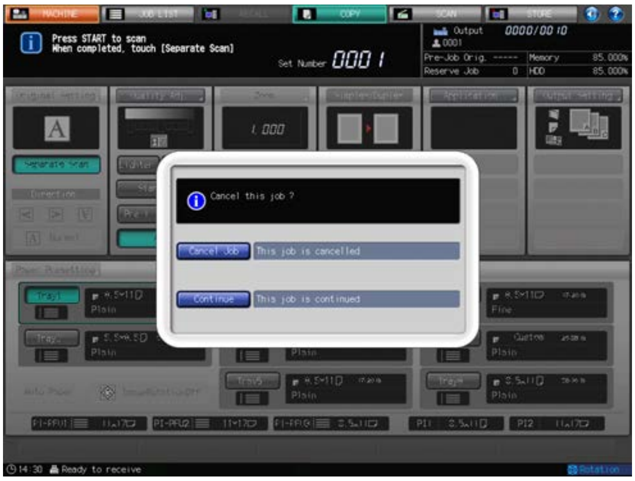
The current machine operation will be suspended, and a dialog will be displayed on the Copy Screen.

2 Select the desired operation.

The following two keys are displayed.

➔ Press [Cancel Job] to cancel the job. Pressing this key deletes all the scanned data.

➔ Press [Continue] to complete the job.



Press START to scan
When completed, touch [Separate Scan]

Cancel this job ?

Scanning of the originals or printing of the scanned data is in progress:

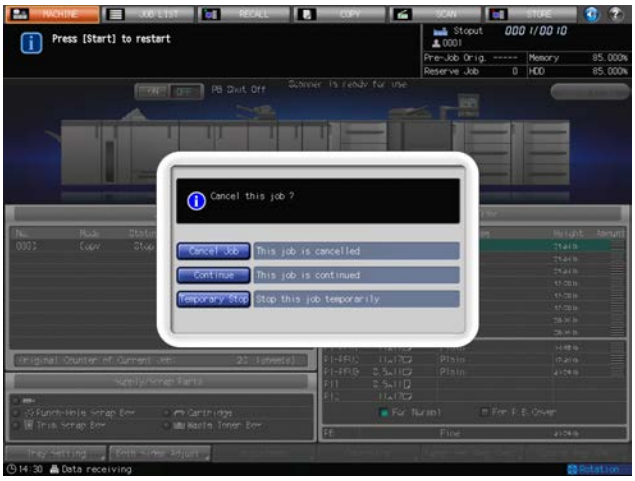
1 Press **Stop** on the **control panel**.

The current machine operation will be suspended, and a dialog will be displayed on the Machine Screen.

2 Select the desired operation.

The following three keys are displayed.

- ➔ Press [Cancel Job] to cancel the job. Pressing this key deletes all the scanned data.
- ➔ Press [Continue] to complete the job.
- ➔ Press [Temporary Stop] to suspend the job. Press **Start** on the **control panel** to resume the job.



Press [Start] to restart

Cancel this job ?

Printing all the job using Program Job:

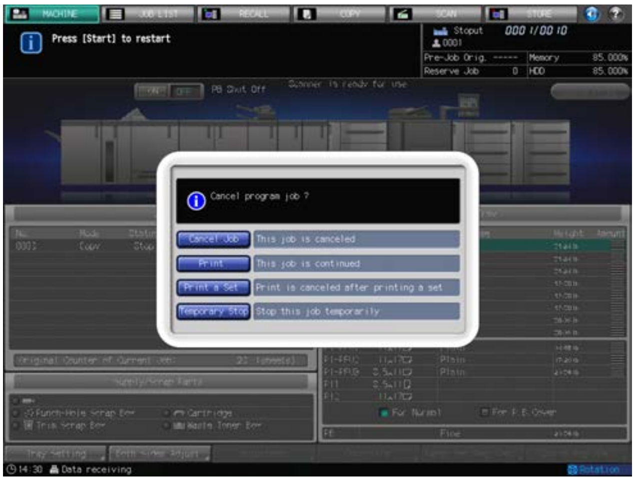
1 Press **Stop** on the **control panel**.

The current machine operation will be suspended, and a dialog will be displayed on the Machine Screen.

2 Select the desired operation.

The following four keys are displayed.

- ➔ Press [Cancel Job] to cancel the job. Pressing this key deletes all the scanned data.
- ➔ Press [Print] to continue the job.
- ➔ Press [Print a Set] to cancel the job after finishing the set currently output.
- ➔ Press [Temporary Stop] to suspend the job. Press **Start** on the **control panel** to resume the job.



Press [Start] to restart

Cancel program job ?

Cancel Job	This job is canceled
Print	This job is continued
Print a Set	Print is canceled after printing a set
Temporary Stop	Stop this job temporarily

5

Supplies and Disposals

5 Supplies and Disposals

This section describes the indicators to be displayed when a specific process is required, and provides instructions on how to perform the process.

Category	Object	Details	Reference
Supply-related processes	**Main body**	Replenishing toner supply	See the Help Screen and page 5-5 for details.
	Main body (Trays 1 and 2)	Loading paper	See the Help Screen and page 5-9 for details.
		Loading tabbed paper	See page 5-27 for details.
	Paper Feeder Unit PF-703 (Trays 3 to 8)	Loading paper	See the Help Screen and page 5-11 for details.
		Loading small-sized paper	See page 5-17 for details.
		Loading tabbed paper	See page 5-28 for details.
	Paper Feeder Unit PF-706 (Trays 3 to 8)	Loading paper	See the Help Screen and page 5-15 for details.
		Loading small-sized paper	See page 5-17 for details.
		Loading tabbed paper	See page 5-28 for details.
	Large Capacity Post Inserter PI-PFU	Loading paper	See page 5-21 for details.
	Post inserter of **Folding Unit FD-503**	Loading paper	See page 5-23 for details.
	Post Inserter PI-502	Loading cover sheets	See page 5-23 for details.
	Cover tray of **Perfect Binder PB-503**	Loading paper	See the Help Screen and page 5-24 for details.
	Finisher FS-532	Replenishing staple supply for side stitching	See the Help Screen and page 5-30 for details.
		Replenishing staple supply for saddle stitching (when **Saddle Stitcher SD-510** is mounted)	See the Help Screen and page 5-31 for details.
	Saddle Stitcher SD-506	Replenishing staple supply for saddle stitching	See the Help Screen and page 5-32 for details.
	Perfect Binder PB-503	Adding glue pellets	See the Help Screen and page 5-35 for details.
	Relay Unit RU-509	Replenishing water supply in humidifier tank	See the Help Screen and page 5-37 for details.
	Auto Ring Binder GP-502	Replenishing bind parts	See the Help Screen and page 5-39 for details.
Disposal-related processes	**Main body**	Exchanging the waste toner box	See the Help Screen and page 5-41 for details.
	Finisher FS-532	Disposing staple scraps	See the Help Screen and page 5-43 for details.
		Disposing punch waste (when **Punch Kit PK-522** is mounted)	See the Help Screen and page 5-45 for details.
	Folding Unit FD-503	Disposing punch waste	See the Help Screen and page 5-46 for details.

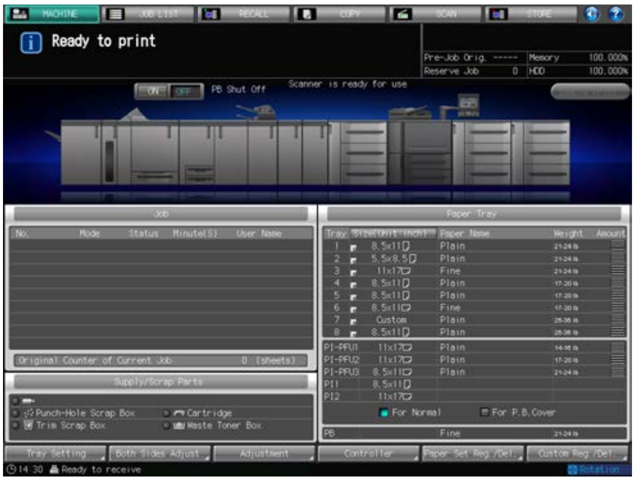
Category	Object	Details	Reference
	Multi Puncher GP-501	Disposing punch waste	See the Help Screen and page 5-47 for details.
	Auto Ring Binder GP-502	Disposing punch waste	See the Help Screen and page 5-49 for details.
	Saddle Stitcher SD-506	Disposing trimmings	See the Help Screen and page 5-51 for details.
	Perfect Binder PB-503	Disposing trimmings	See the Help Screen and page 5-52 for details.
	Saddle Stitcher SD-506	Replacing trim receiver	See page 5-54 for details.

5.1 How to Display a Help Message

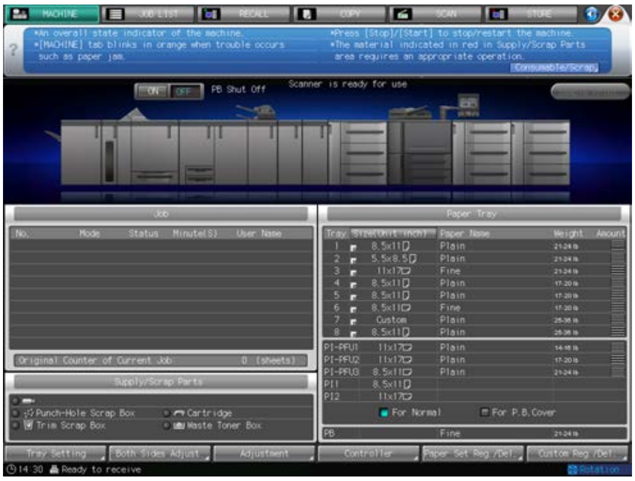
1 Press the [MACHINE] tab to display the Machine Screen.

2 Press [?] at the upper-right corner of the screen, or press **Help** on the **control panel**.

A help message for the Machine Screen will be displayed at the top of the screen.

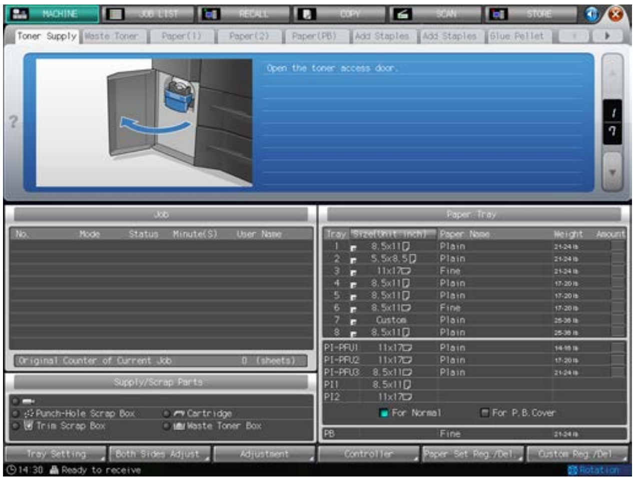


3 Press [Consumable/Scrap] at the lower-right corner of the help message area.


•An overall state indicator of the machine.
•[MACHINE] tab blinks in orange when trouble occurs such as paper jam.
•Press [Stop]/[Start] to stop/restart the machine.
•The material indicated in red in Supply/Scrap Parts area requires an appropriate operation.

4 Press the tab of the desired process.

If [▶] is displayed at the upper right of the screen, press it to display all the tabs.



Open the toner access door.

No.	Mode	Status	Minute(S)	User Name

Original Counter of Current Job 0 (sheets)

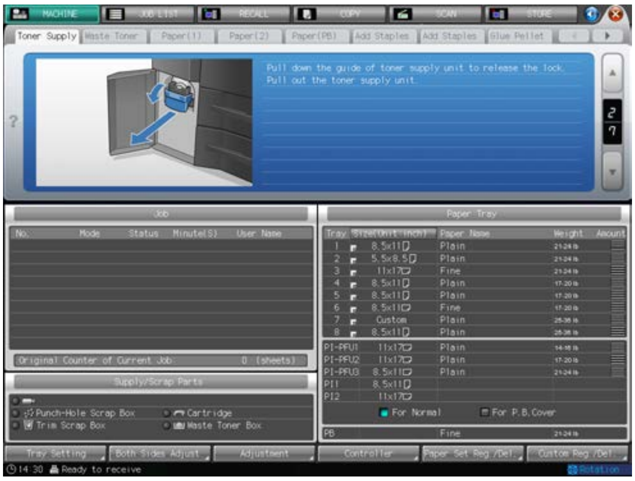
Paper Tray

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	25-36 lb	
8	8.5x11	Plain	25-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

● For Normal ☐ For P.B.Cover

14:30 Ready to receive

5 Perform the process while pressing [▲] or [▼] to follow the steps.



Pull down the guide of toner supply unit to release the lock.
Pull out the toner supply unit.

No.	Mode	Status	Minute(S)	User Name

Original Counter of Current Job 0 (sheets)

Paper Tray

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	25-36 lb	
8	8.5x11	Plain	25-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

● For Normal ☐ For P.B.Cover

14:30 Ready to receive

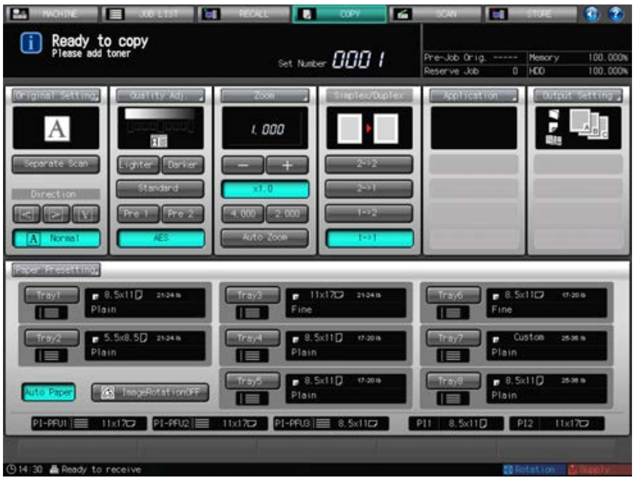
6 When the process is completed, press [⊗] at the upper-right corner of the screen, or press **Help** on the **control panel**.

The help message will disappear from the screen.

5.2 Replenishing Toner Supply

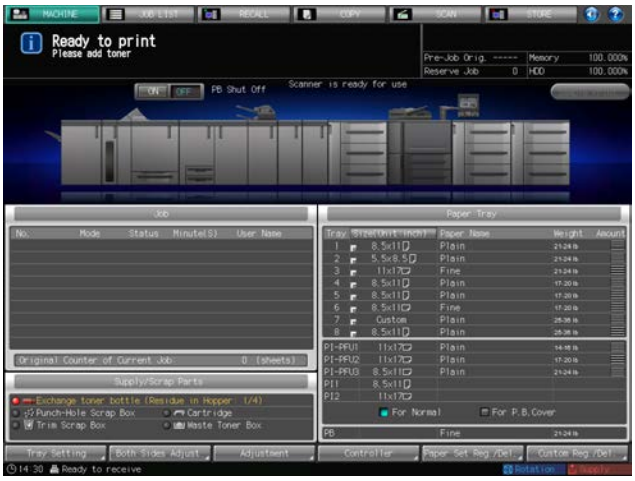
This machine is equipped with a toner hopper to store a bottle stock of toner so that the machine can keep printing for a while even if toner in the toner bottle is used up.

When toner in the toner bottle is used up and toner supply from the toner hopper becomes low, the message [Please add toner] will be displayed in the message area, and the toner supply icon will be displayed in the machine status indicator area at the bottom-right corner of the screen. When toner in the toner hopper also runs out, the message will change to [Toner is used up / Exchange toner bottle].



Ready to copy
Please add toner

In the Supply/Scrap Parts area of the Machine Screen, the messages [Toner bottle can be exchanged (Residue in Hopper: 3/4)], [Exchange toner bottle (Residue in Hopper: 1/4)], and [Toner is used up. Exchange toner bottle] will also be displayed in sequence according to the amount of toner remaining in the toner hopper.



Ready to print
Please add toner

Scanner is ready for use

Original Counter of Current Job: 0 (sheets)

Supply/Scrap Parts
Exchange toner bottle (Residue in Hopper: 1/4)
Punch-Hole Scrap Box
Cartridge
Trim Scrap Box
Waste Toner Box

Paper Tray

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	25-36 lb	
8	8.5x11	Plain	25-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			

For Normal For P.B.Cover

PB		Fine	21-24 lb	

- ✔ Before changing a toner bottle, be sure to check the toner type number indicated on the front of toner bottle cover, and use a toner bottle of the same number. Using wrong toner bottles may cause machine trouble.
- ✔ Use the cap of new toner bottle for the used one, then place it into the package. For the subsequent treatment, please contact your service representative.

⚠ WARNING

DO NOT THROW a toner bottle (including an empty one) into a fire!

If thrown into a fire, toner may ignite and cause a dangerous situation.

- For handling an empty toner bottle, please contact your service representative.

⚠ CAUTION

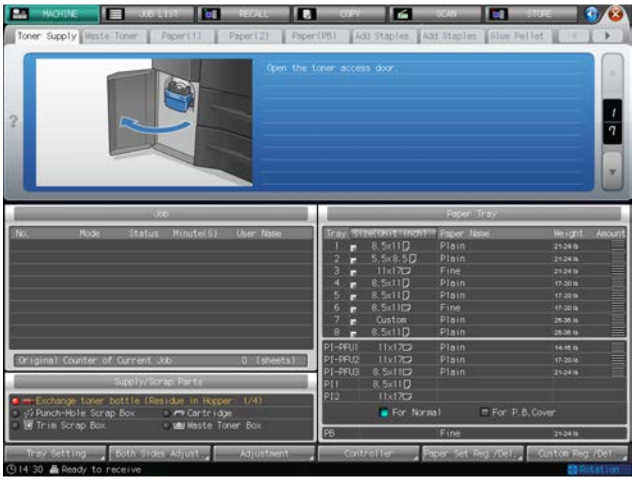
Precautions for storage and handling of toner bottles

If too much of toner is inhaled or toner gets in your eyes, your health may be affected.

- Keep toner bottles away from children.
- Be careful not to spill toner inside the machine or not to get toner on your clothes or hands.
- If your hands become soiled with toner, wash them with soap and water.
- If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

1 Display the help message on the Machine Screen, then press [Consumable/Scrap].

2 Press the [Toner Supply] tab at the top of the help message area.



Open the toner access door.

No.	Mode	Status	Minute(S)	User Name

Original Counter of Current Job 0 (sheets)

Exchange toner bottle (Residue in Hopper: 1/4)

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

14:30 Ready to receive

3 Perform the process while pressing [▲] or [▼] to follow the steps.

Reference

For how to display the help message, see page 5-3.

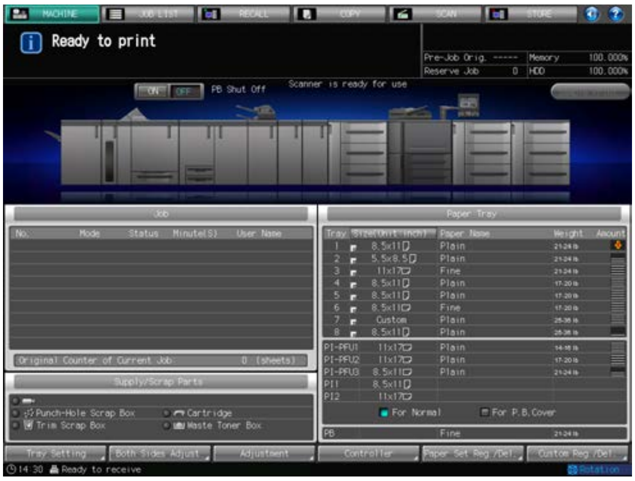
5.3 Loading Paper

The Machine Screen and Copy Screen display the amount of paper remaining in each tray.

The following 5 icons are provided to indicate the paper level.

When paper in a tray runs out, the icon " ⬇ " appears on the screen.

If you select the tray with " ⬇ " displayed on the Copy Screen, " ⬇ " starts flashing.



Ready to print

Pre-Job Orig. -----
Reserve Job 0
Memory 100.000%
HDD 100.000%

Scanner is ready for use

No.	Mode	Status	Minute(S)	User Name

Original Counter of Current Job 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	⬇
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

14:30 Ready to receive

NOTICE

The setting for each tray can be made from the Machine Screen by pressing [Tray Setting]. If you want to use other paper than any loaded in the trays, press [Paper Presetting] on the Copy Screen to temporarily change the setting.

In either case, be sure to load the paper specified for the tray. Otherwise, a paper jam may be caused.

Reference

A help message to be displayed on the Machine Screen provides you with the instructions on loading paper. See page 5-3 for details.

5.3.1 Checking Paper to Be Loaded

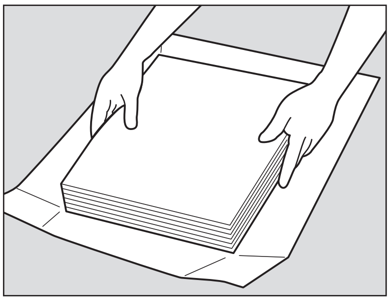
This machine achieves high-speed processing of large amounts of paper. Consequently, a considerable amount of paper may be wasted once feeding trouble occurs.

We recommend that you observe the following precautions for usual management of paper to be used before loading.

1 Lay a bundle of paper on a flat place to unwrap it.

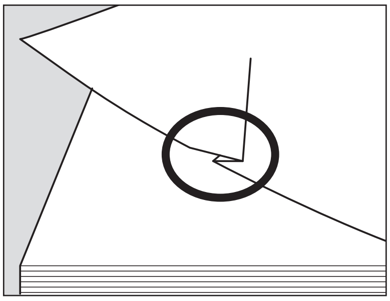
NOTICE

Be careful not to fold or damage the paper while checking it.

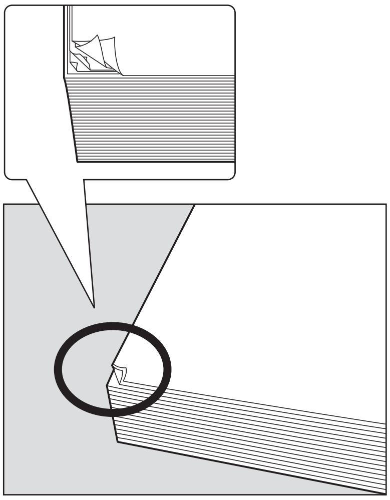


2 Check the stack for folds and damages, and remove the sheet that shows any trouble as illustrated below.

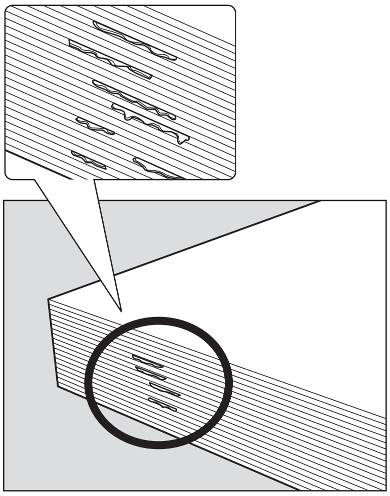
Folded



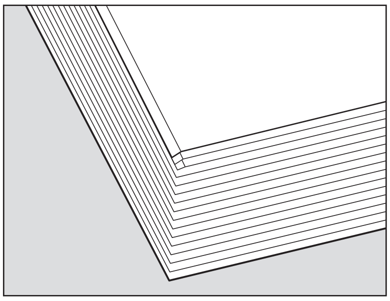
Folded in the corner



Pasted

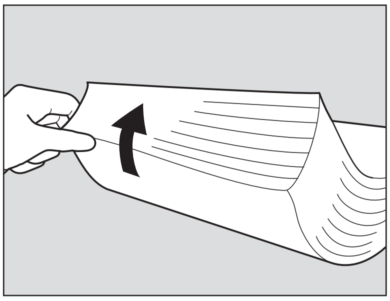


Folded along the edge



3 Also check the other side of the stack.

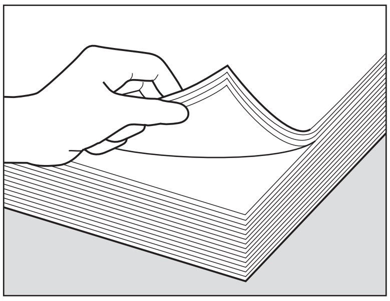
➔ It is recommended to check the stack by holding it as illustrated.



4 Check if the sheets are stuck together by static electricity.

➔ Fan the stack by half an inch or so from the top to check for crackling sounds.

➔ If any sounds can be heard, the stack carries a static charge. It is advisable not to use it.

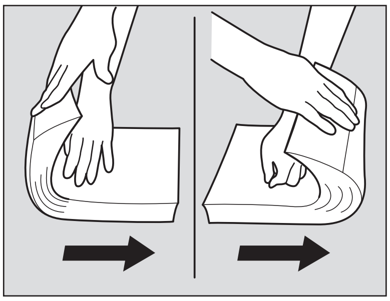


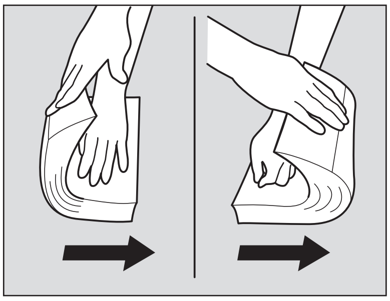
5 Thoroughly fan the stack of paper before loading it into a tray.

Fan the stack at both front and rear edges in feeding direction, holding it as illustrated below.

➔ Be sure to lay the stack of paper onto a flat place to fan it. Holding up and fanning the stack may result in damage to the paper due to droppage.

➔ Do not fan a large amount of paper at a time.





5.3.2 Loading Paper in Main Body Trays (Trays 1 and 2)

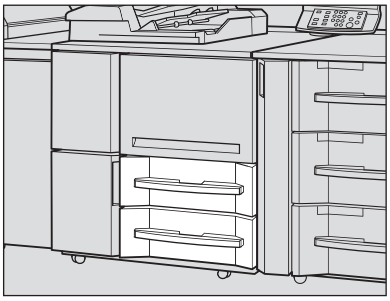
✔ To use paper other than loaded in a tray, change the setting of that tray in [Tray Setting] from the Machine Screen, or temporarily change the setting in [Paper Presetting] from the Copy Screen.

1 Withdraw the tray to be supplied with paper.

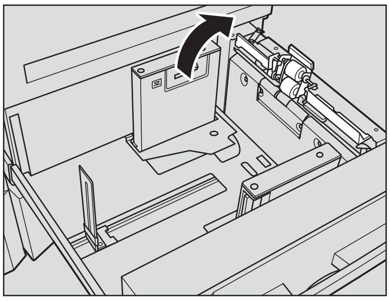
NOTICE

*Trays cannot be withdrawn when the machine is not powered. Be sure to turn the **sub power switch** ON.*

Only one tray can be withdrawn at a time.



2 Open the feed roller.

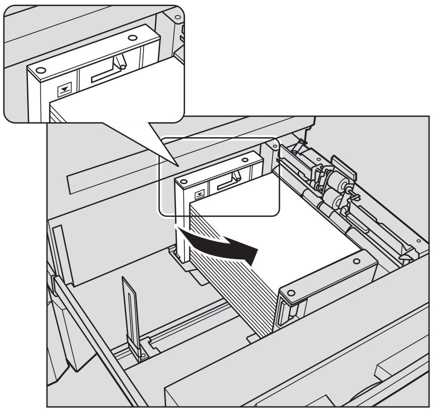


3 Place paper with the print side down.

NOTICE

Do not load above the limit level indicated on the side guide of the tray.

Carefully load paper to be seated under the paper control lever at the air nozzle.

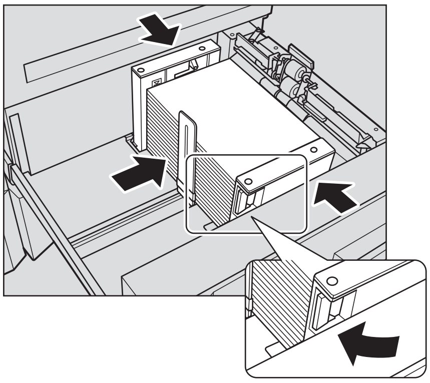


4 Align the side guides and rear guide to the edge of the paper.

➔ Align the stack of paper to the feed roller side of the tray. Pushing the lock release lever of the front side guide, move the side guides to align them to the paper.

NOTICE

Be sure that the side guides and rear guide are securely aligned to the paper. Otherwise, the machine cannot detect the correct paper size, and machine trouble may be caused.



5 Push in the tray until it locks into place.

The paper level indicator of the tray will change from ⬇ to ☰ on the Machine Screen and Copy Screen.

NOTICE

Do not bump the tray into the main body. Otherwise, machine trouble may be caused due to unexpected shock.

5.3.3 Loading Paper in Paper Feeder Unit PF-703 (Trays 3 to 8)

✔ To use paper other than loaded in a tray, change the setting of that tray in [Tray Setting] from the Machine Screen, or temporarily change the setting in [Paper Presetting] from the Copy Screen.

✔ If any feeding trouble occurs after loading paper by following the procedure below, perform the procedure in page 5-13 to load paper.

1 Withdraw the tray to be supplied with paper.

➔ The paper weight available for Tray 3, 5, 6, or 8 ranges from 11 lb Bond to 80 lb Bond. Tray 4 and Tray 7 can be loaded with 11 lb Bond to 93 lb Bond paper.

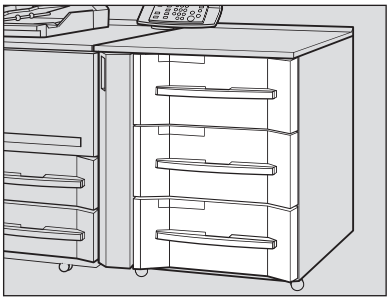
NOTICE

*Trays cannot be withdrawn when the machine is not powered. Be sure to turn the **sub power switch** ON.*

NOTICE

Only one tray can be withdrawn at a time.

To load a different size of paper, proceed to step 2. To load the same size as loaded before, proceed to step 3.



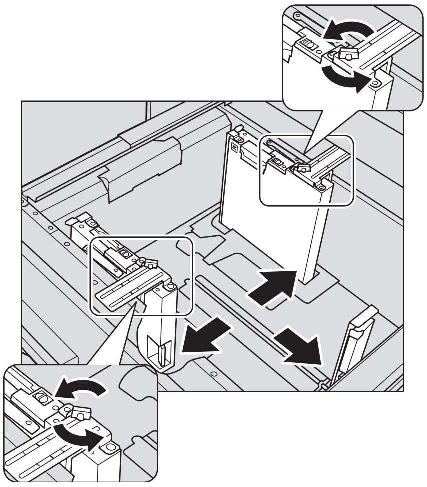
2 Fully widen the side guides and rear guide.

➔ Turn the two guide fixing knobs of the side guides counterclockwise to loosen them.

➔ Fully widen the side guides and rear guide while pressing the lock release lever of the side guides and rear guide.

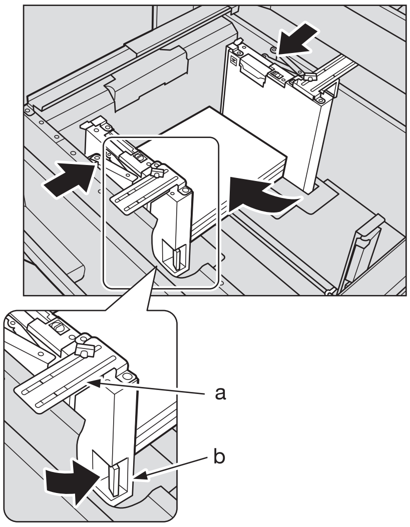
NOTICE

When moving the side guides, be sure to hold both the lock release lever of the front one and the handle of the rear one. If moved only with the front side guide, the side guides may not be fixed in position.



3 Fix the position of side guides.

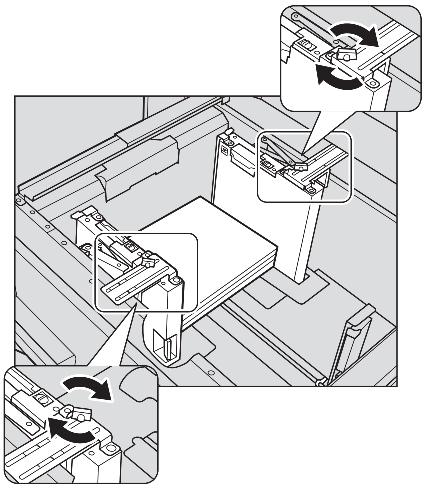
➔ Place about 100 sheets of paper with the print side up. While pushing the lock release lever of the front side guide, align both side guides to the paper and position them according to the paper size indicator provided on the guide holding plate.



a: Paper size indicator
b: Lock release lever

4 Fix the side guides.

➔ Turn the two guide fixing knobs of the side guides clockwise to fix the guides.



5 Place paper with the print side up.

➔ Align the stack of paper to the left side of the tray.

NOTICE

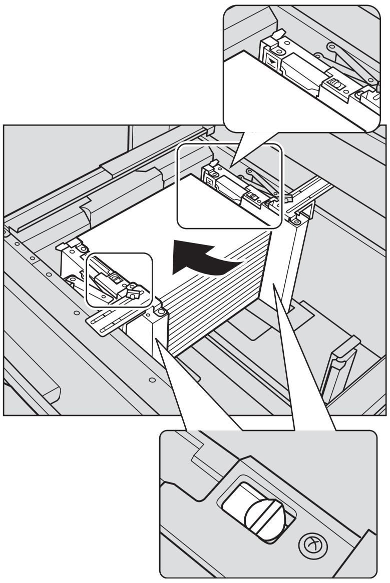
Do not load above the limit level indicated on the side guide of the tray.

Carefully load paper to be seated under the paper control lever at the air nozzle.

NOTICE

The two side guides are provided with small size guides. Be sure to open them only when loading paper of the width less than 5.89 inches.

For usage of small size guides, see page 5-17.

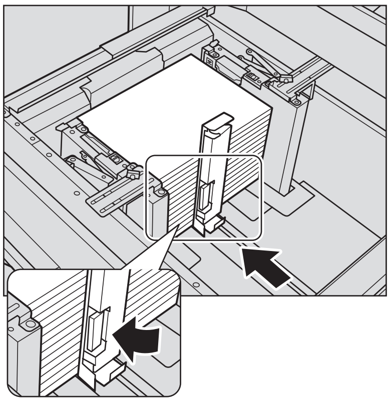


6 Align the rear guide to the paper.

➔ Press the lock release lever of the rear guide to move it to the edge of the paper.

NOTICE

Be sure that the rear guide is securely aligned to the paper. Otherwise, the machine cannot detect the correct paper size, and machine trouble may be caused.



7 Push in the tray until it locks into place.

The paper level indicator of the tray will change from ⬇ to ☰ on the Machine Screen and Copy Screen.

NOTICE

Do not bump the tray into the main body. Otherwise, machine trouble may be caused due to unexpected shock.

5.3.4 Adjusting the Space between the Side Guides of Paper Feeder Unit PF-703 (Trays 3 to 8)

If front and rear side guides are not fixed upright, in other words, any gap is found between top and bottom edges of the side guides, feeding trouble may be caused.

In this case, follow the adjustment procedure below to properly fix the top and bottom edges of the side guides.

1 Withdraw the tray to be adjusted.

➔ Trays cannot be withdrawn when the machine is not powered. Be sure to turn the **sub power switch** ON.

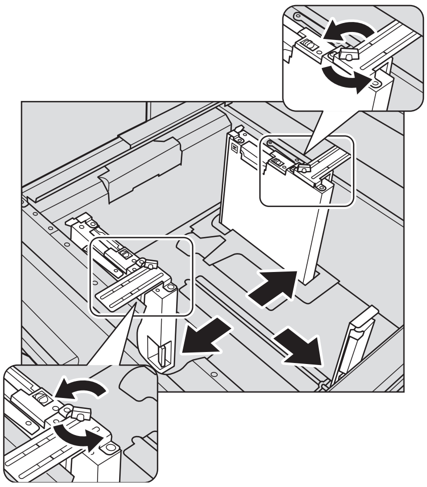
2 Fully widen the side guides and rear guide.

➔ Turn the two guide fixing knobs of the side guides counterclockwise to loosen them.

➔ Fully widen the side guides and rear guide while pressing the lock release lever of the side guides and rear guide.

NOTICE

When moving the side guides, be sure to hold both the lock release lever of the front one and the handle of the rear one. If moved only with the front side guide, the side guides may not be fixed in position.



3 Load paper of the size to be adjusted.

➔ Load about 100 sheets of paper.

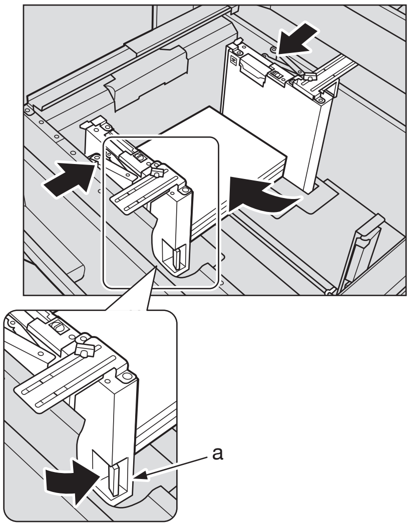
4 Fix the position of bottom edges of side guides.

➔ Pushing the lock release lever of the front side guide, move the side guides to align them to the paper.

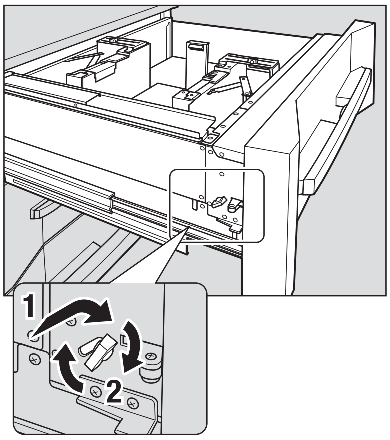
NOTICE

Avoid making the space between the side guides too wide or too narrow for the paper to be seated straight.

a: Lock release lever



5 Turn the bottom plate fixing knob counterclockwise to loosen it, slide it to the front, and turn it clockwise to fix the plate.



6 Return the tray to its original position, then withdraw it again after the bottom plate of the tray goes up completely.

The sound of motor elevating the bottom plate can be heard when the tray is returned in position. After that automation is completed, again withdraw the tray to find that the bottom plate has been elevated to the top position.

NOTICE

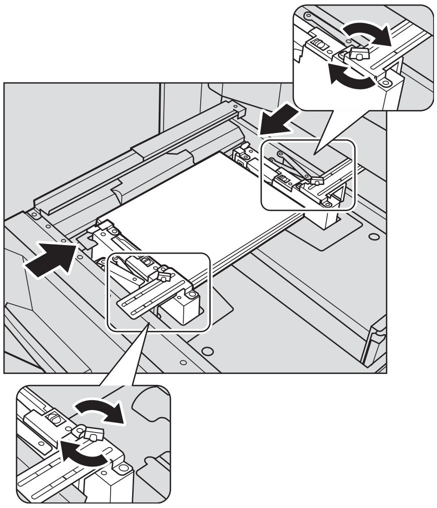
Be sure not to withdraw the tray till the motor sound stops. Otherwise, the later operation may be affected because the bottom plate is not elevated completely to the top.

7 Fix the position of the top edge of the side guides.

➔ Move top edges of the side guides to align them to the paper, then turn the two guide fixing knobs clockwise to fix the guides.

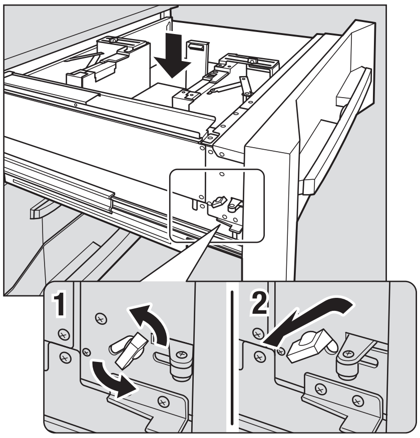
NOTICE

Avoid making the space between the side guides too wide or too narrow for the paper to be seated straight.



8 Lower the bottom plate of the tray.

➔ Turn the bottom plate fixing knob counterclockwise to loosen it, slide it to the back, and turn it clockwise to fix the plate. The bottom plate automatically goes down.



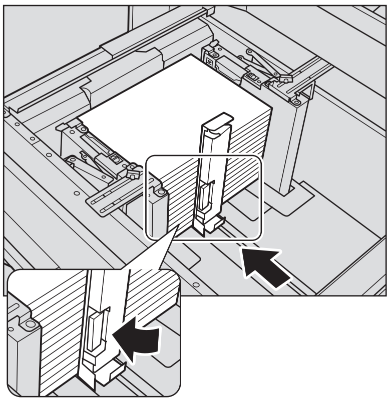
9 Load paper into the tray.

➔ Align the stack of paper to the left side of the tray.

NOTICE

Do not load above the limit level indicated on the side guide of the tray.

Carefully load paper to be seated under the paper control lever at the air nozzle.

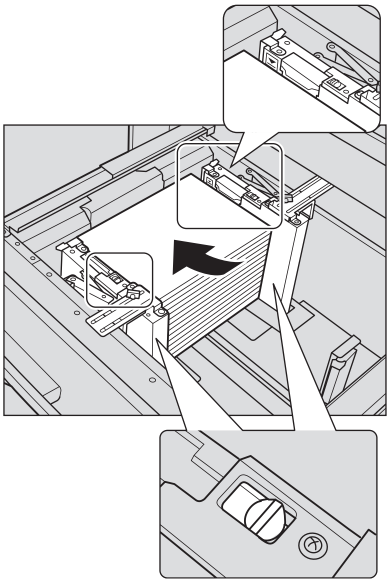


10 Align the rear guide to the paper.

➔ Pressing the lock release lever, align the rear guide to the edge of paper.

NOTICE

Be sure that the rear guide is securely aligned to the paper. If any gap is left between the rear guide and paper, the machine cannot detect the correct paper size, and machine trouble may be caused.



11 Push in the tray until it locks into place.

The paper level indicator of the tray will change from ↓ to ☰ on the Machine Screen and Copy Screen.

5.3.5 Loading Paper in Paper Feeder Unit PF-706 (Trays 3 to 8)

✔ To use paper other than loaded in a tray, change the setting of that tray in [Tray Setting] from the Machine Screen, or temporarily change the setting in [Paper Presetting] from the Copy Screen.

1 Withdraw the tray to be supplied with paper.

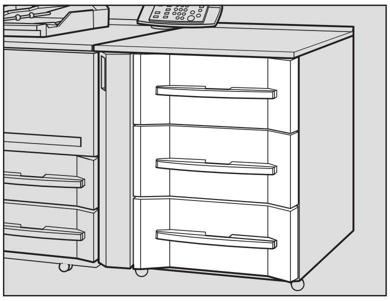
➔ The paper weight available for Trays 3, 5, 6, and 8 ranges from 11 lb Bond to 80 lb Bond. Tray 4 and Tray 7 can be loaded with 11 lb Bond to 93 lb Bond paper.

NOTICE

*Trays cannot be withdrawn when the machine is not powered. Be sure to turn the **sub power switch** ON.*

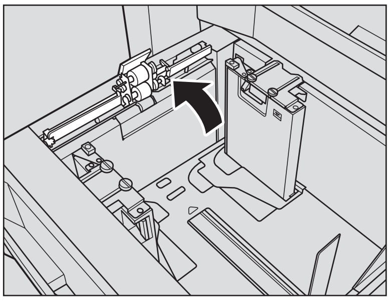
NOTICE

Only one tray can be withdrawn at a time.



2 Open the feed roller.

To load a different size of paper, proceed to step 3. To load the same size as loaded before, proceed to step 6.



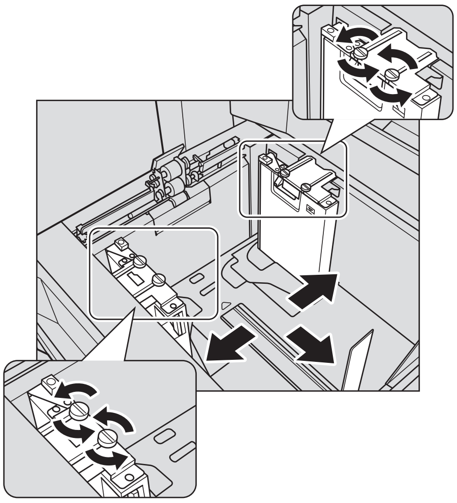
3 Fully widen the side guides and rear guide.

➔ Turn the four guide fixing knobs of the side guides counterclockwise to loosen them.

➔ Fully widen the side guides and rear guide while pressing the lock release lever of the side guides and rear guide.

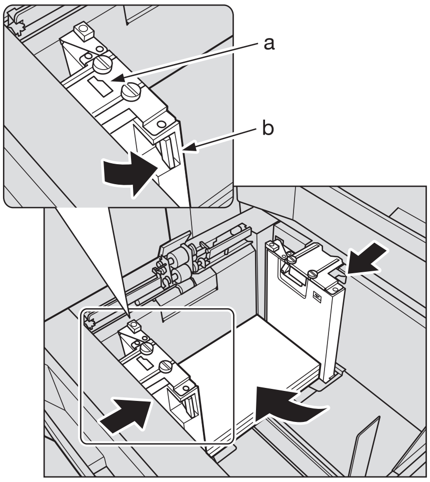
NOTICE

When moving the side guides, be sure to hold both the lock release lever of the front one and the handle of the rear one. If moved only with the front side guide, the side guides may not be fixed in position.



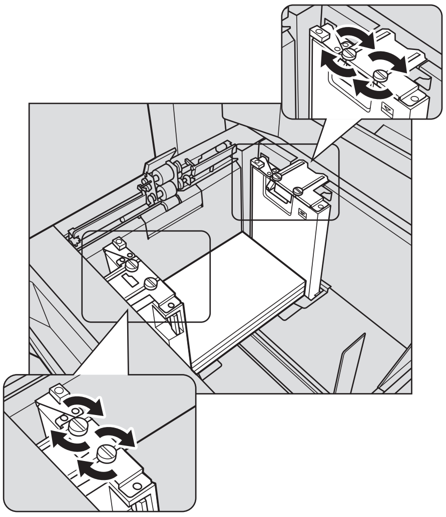
4 Fix the position of side guides.

➔ Place about 100 sheets of paper with the print side up. While pushing the lock release lever of the front side guide, align both side guides to the paper and position them according to the paper size indicator provided on the guide holding plate.



a: Paper size indicator
b: Lock release lever

5 Turn the guide fixing knobs (4 pieces) of the side guides clockwise to fix them.



6 Place paper with the print side up.

➔ Align the stack of paper to the feed roller side of the tray.

NOTICE

Do not load above the limit level indicated on the side guide of the tray.

Carefully load paper to be seated under the paper control lever at the air nozzle.

NOTICE

The two side guides are provided with small size guides. Be sure to open them only when loading paper of the width less than 7.15 inches.

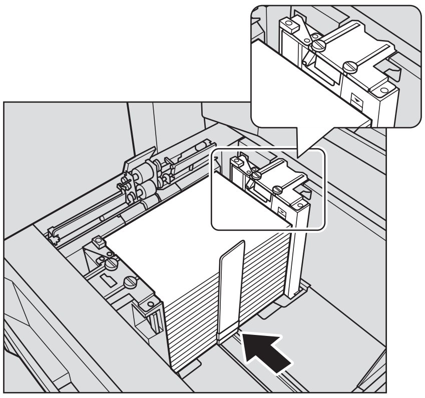
For usage of small size guides, see page 5-17.

7 Align the rear guide to the paper.

➔ Press the lock release lever of the rear guide to move it to the edge of the paper.

NOTICE

Be sure that the rear guide is securely aligned to the paper. Otherwise, the machine cannot detect the correct paper size, and machine trouble may be caused.



8 Push in the tray until it locks into place.

The paper level indicator of the tray will change from ⬇ to ☰ on the Machine Screen and Copy Screen.

NOTICE

Do not bump the tray into the main body. Otherwise, machine trouble may be caused due to unexpected shock.

5.3.6 Loading Small Size Paper in Paper Feeder Unit PF-703/PF-706 (Trays 3 to 8)

The minimum width of the side guides of **Paper Feeder Unit PF-703** is 5.89 inches, and that of **PF-706** is 7.15 inches.

Open the small size guides to load small size paper of 3.73 inches width at minimum.

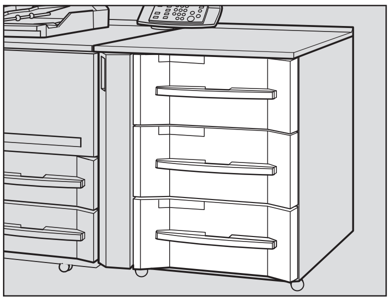
- ✔ When loading a paper size larger than the minimum width of the side guides, do not open the small size guides.
- ✔ Be sure to open small size guides as a pair when using the small size guides. Do not open only a half of them to load paper.

1 Withdraw the tray to be supplied with small size paper.

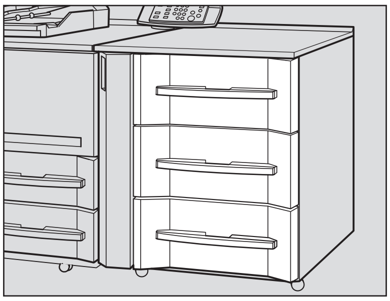
NOTICE
*Trays cannot be withdrawn when the machine is not powered. Be sure to turn the **sub power switch** ON.*

NOTICE
Only one tray can be withdrawn at a time.

PF-703

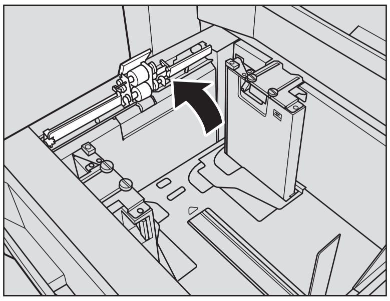


PF-706



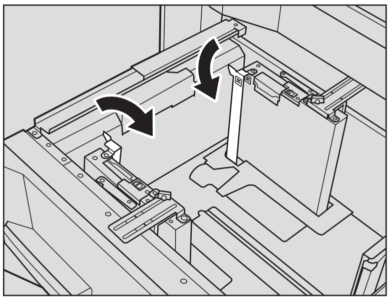
➔ For **Paper Feeder Unit PF-706**, open ;the feed roller.

Only PF-706

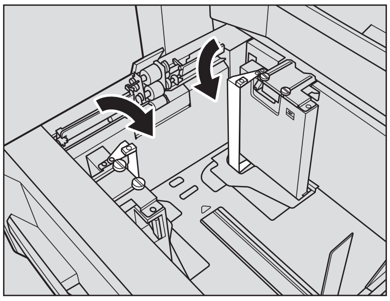


2 Open the small size guides provided for each of front and rear side guides.

PF-703

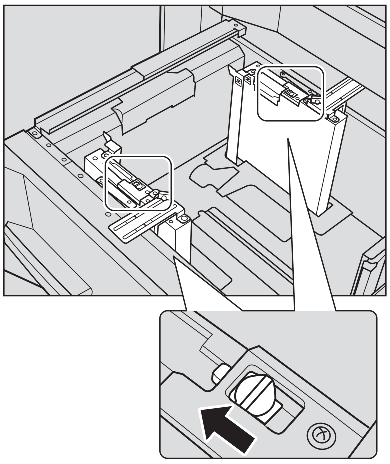


PF-706



3 For **Paper Feeder Unit PF-703**, slide the two fixing levers of the paper control panels to the left to lock the panels.

Only PF-703



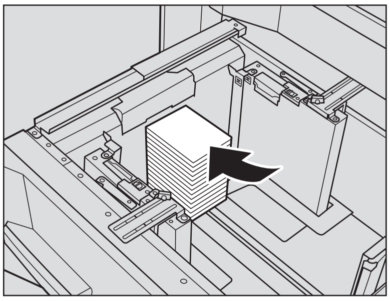
NOTICE

Be sure to slide the fixing levers of the paper control panels to the left for both of the side guides.

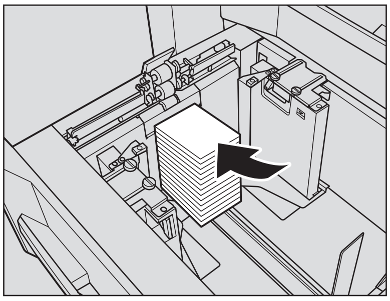
4 Place paper with the print side up.

➔ Align the stack of paper to the left side of the tray.

PF-703



PF-706



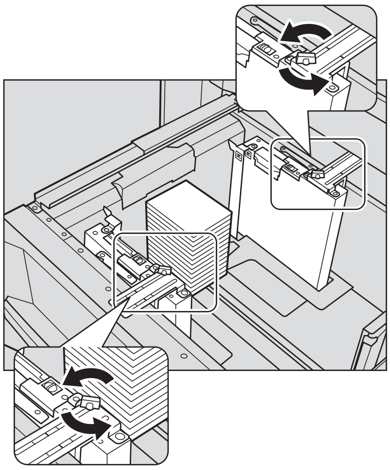
NOTICE

Do not load above the limit level indicated on the small size guides.

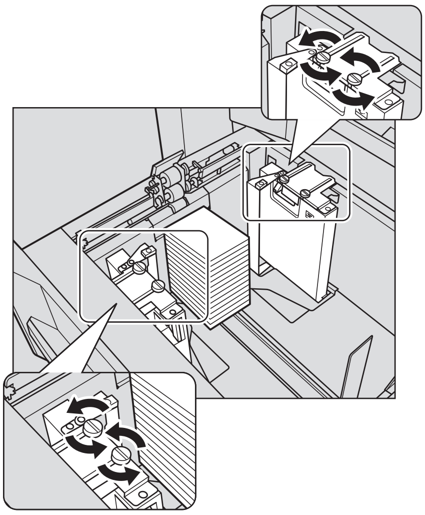
5 Move the side guides to align the small size guides to the paper.

➔ Turn the guide fixing knobs of side guides counterclockwise to loosen them.

PF-703

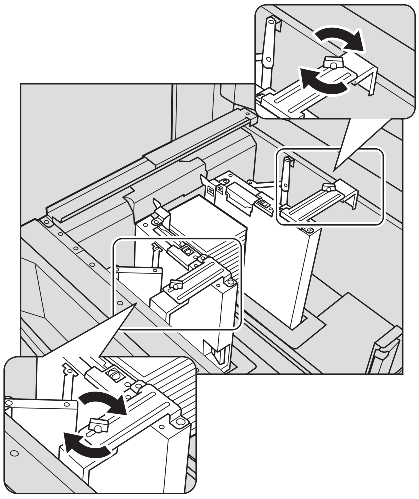


PF-706

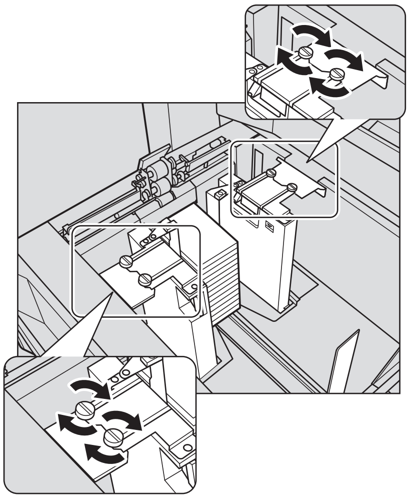


- ➔ Pushing the lock release lever of the front side guide, move the small size guides to align them to the paper.
- ➔ Turn the guide fixing knobs of the side guides clockwise to fix the guides.

PF-703



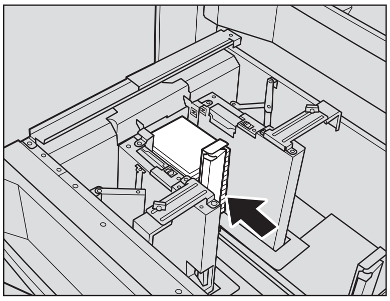
PF-706



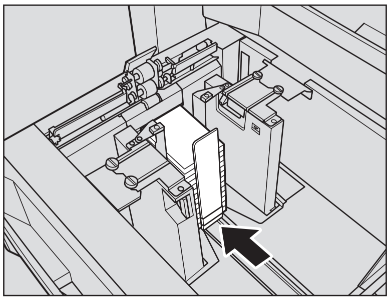
6 Align the rear guide to the paper.

For Paper Feeder Unit PF-703, press the lock release lever of the rear guide to move it to the edge of the paper.

PF-703



PF-706



NOTICE

Be sure that the rear guide is securely aligned to the paper. Otherwise, the machine cannot detect the correct paper size, and machine trouble may be caused.

7 Push in the tray until it locks into place.

The paper level indicator of the tray will change from ⬇ to ☰ on the Machine Screen and Copy Screen.

NOTICE

Do not bump the tray into the main body. Otherwise, loaded small size paper may be out of position and you may not obtain the desired print result. Also, machine trouble may be caused due to unexpected shock.

5.3.7 Loading Paper in Large Capacity Post Inserter PI-PFU

✔ When loading paper to PI-PFU, be sure to make the setting for paper to be used in [Tray Setting] from the Machine Screen. The setting cannot be made in [Paper Presetting] from the Copy Screen.

✔ If any feeding trouble occurs after loading paper by following the procedure below, perform the procedure in page 5-13 to load paper.

1 Withdraw the tray to be supplied with paper.

➔ The paper weight available for PI-PFU1 and PI-PFU3 ranges from 11 lb Bond to 80 lb Bond. PI-PFU2 can be loaded with 11 lb Bond to 93 lb Bond paper.

NOTICE

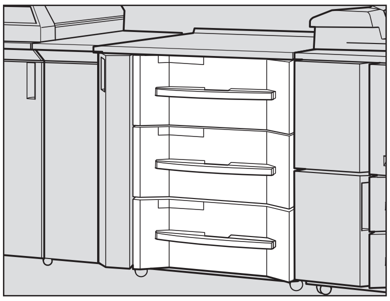
*Trays cannot be withdrawn when the machine is not powered. Be sure to turn the **sub power switch** ON.*

NOTICE

Only one tray can be withdrawn at a time.

To load a different size of paper, proceed to step 2.

To load the same size as loaded before, proceed to step 3.



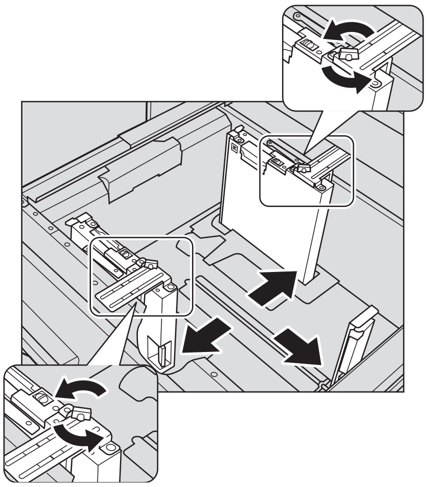
2 Fully widen the side guides and rear guide.

➔ Turn the two guide fixing knobs of the side guides counterclockwise to loosen them.

➔ Fully widen the side guides and rear guide while pressing the lock release lever of the side guides and rear guide.

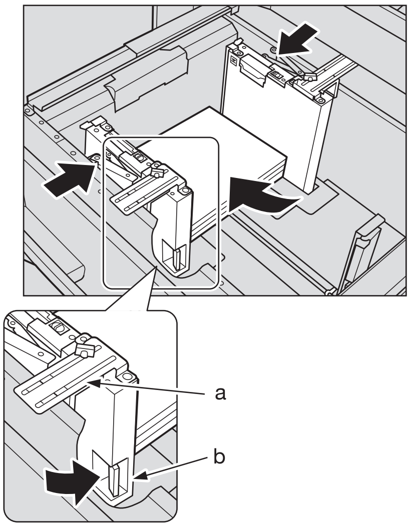
NOTICE

When moving the side guides, be sure to hold both the lock release lever of the front one and the handle of the rear one. If moved only with the front side guide, the side guides may not be fixed in position.



3 Fix the position of side guides.

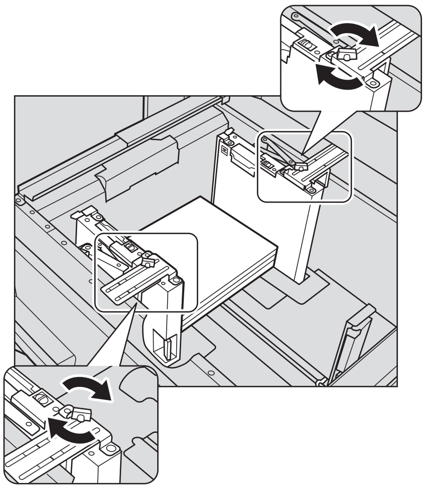
➔ Place about 100 sheets of paper with the print side up. While pushing the lock release lever of the front side guide, align both side guides to the paper and position them according to the paper size indicator provided on the guide holding plate.



a: Paper size indicator
b: Lock release lever

4 Fix the side guides.

➔ Turn the two guide fixing knobs of the side guides clockwise to fix the guides.



5 Place paper with the print side up.

➔ Align the stack of paper to the left side of the tray.

NOTICE

Do not load above the limit level indicated on the side guide of the tray. Carefully load paper to be seated under the paper control lever at the air nozzle.

NOTICE

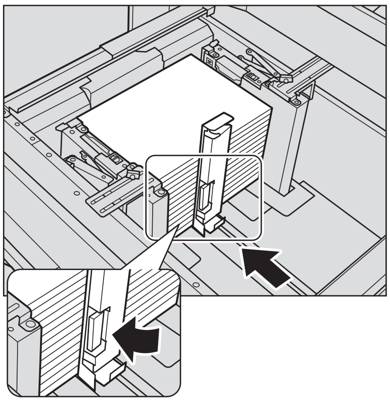
The two side guides are provided with small size guides. Be sure to open them only when loading paper of the width less than 5.89 inches. For usage of small size guides, see page 5-17.

6 Align the rear guide to the paper.

➔ Press the lock release lever of the rear guide to move it to the edge of the paper.

NOTICE

Be sure that the rear guide is securely aligned to the paper. Otherwise, the machine cannot detect the correct paper size, and machine trouble may be caused.



7 Push in the tray until it locks into place.

The paper level indicator of the tray will change from ⬇ to ☰ on the Machine Screen and Copy Screen.

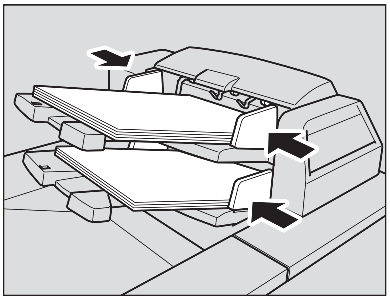
NOTICE

Do not bump the tray into the main body. Otherwise, machine trouble may be caused due to unexpected shock.

5.3.8 Loading Paper in Post Inserter of Folding Unit FD-503

✔ When loading paper to the upper or lower tray of the post inserter, be sure to make the setting for paper to be used in [Tray Setting] from the Machine Screen. The setting cannot be made in [Paper Presetting] from the Copy Screen.

1 Load paper in the upper/lower tray of the post inserter.



2 Align the side guides to the paper.

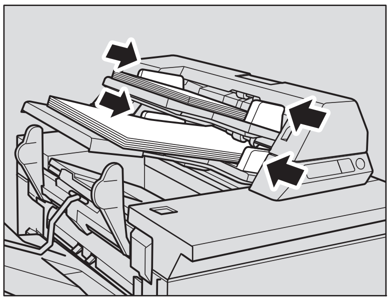
NOTICE

Do not load more than 500 sheets (21 lb Bond) for each of the upper tray and lower tray. Also, do not load above the limit line indicated on the side guides.

5.3.9 Loading Paper in Post Inserter PI-502

If you want to change the paper sizes to be detected in the upper tray or lower tray of the post inserter, make the size setting in [Tray Setting] from the Machine Screen.

1 Load paper in the **upper tray**/**lower tray** of the **post inserter**.



2 Align the **side guides** to the paper.

NOTICE

Do not load more than 200 sheets (22 lb Bond) or 1.18 inches in height for each of the ***upper tray*** *and* ***lower tray****.*

5.4 Loading Cover Paper for Perfect Binding

The cover paper to be used for perfect binding can be loaded in the following trays.

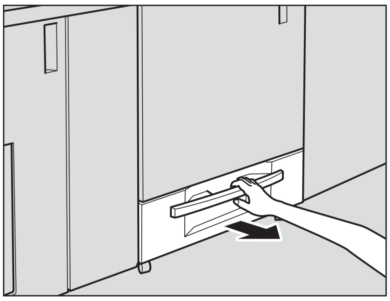
- Cover tray of **Perfect Binder PB-503**
- **Main body trays** (Trays 1 and 2)
- **Paper Feeder Unit PF-703** (Trays 3 to 8)
- **Paper Feeder Unit PF-706** (Trays 3 to 8)
- **Large Capacity Post Inserter PI-PFU**
- Post inserter of **Folding Unit FD-503**

This section describes how to load cover paper into the cover tray of **Perfect Binder PB-503**.

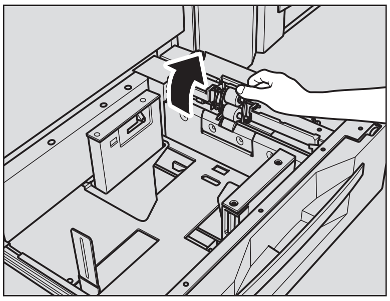
5.4.1 Loading Cover Paper in Cover Tray of Perfect Binder PB-503

✔ Paper setting for cover tray can be made in [Tray Setting] from the Machine Screen or in [Output Setting] from the Copy Screen. The setting cannot be made in [Paper Presetting] from the Copy Screen.

1 Withdraw the cover tray.



2 Open the feed roller.



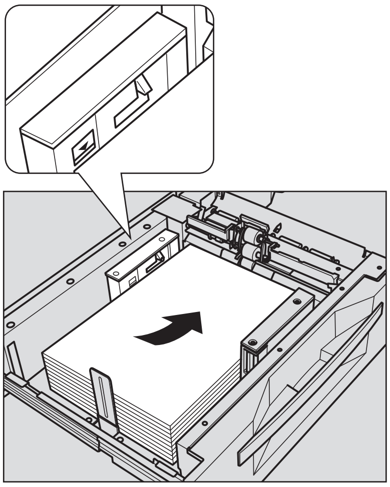
3 Load cover paper with the front side up.

➔ Align it to the feed roller side.

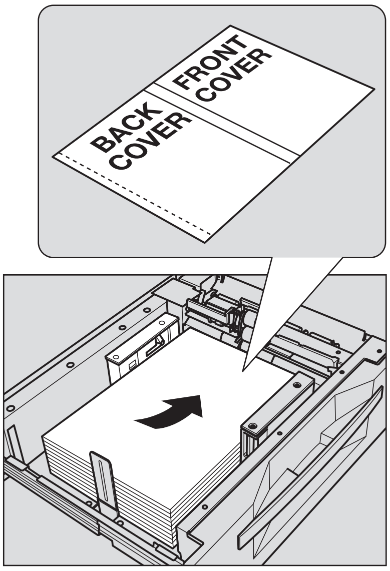
NOTICE

Do not load above the limit level indicated on the side guide of the tray.

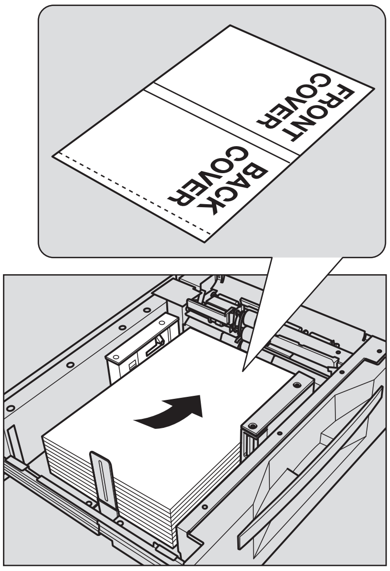
Carefully load cover paper to be seated under the paper control lever at the air nozzle.



➔ When making books bound on the left side, load cover paper with the front side up, and with the head facing the rear side of the tray. Loaded covers will be trimmed on the left side when made into books.



➔ When making books bound on the right side, load cover paper with the front side up, and with the head facing the front side of the tray. Loaded covers will be trimmed on the left side when made into books.



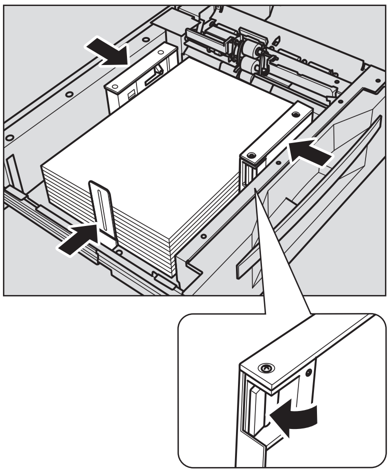
4 Align the side guides and rear guide to the edge of the cover paper.

➔ Pushing the lock release lever of the front side guide, move the side guides to align them to the cover paper.

➔ Then, move the rear guide to the edge of cover paper.

NOTICE

Be sure that the side guides and rear guide are securely aligned to the cover paper. Otherwise, a paper jam may be caused.



5 When paper is seated properly, close the feed roller.

6 Push in the cover tray until it locks into place.

NOTICE

Do not bump the tray into the main body. Otherwise, machine trouble may be caused due to unexpected shock.

5.5 Loading Tabbed Paper

Tabbed paper is available for copying when loaded in the following trays:

- Main body trays (Trays 1 and 2)
- **Paper Feeder Unit PF-703/PF-706** (Trays 3 to 8)

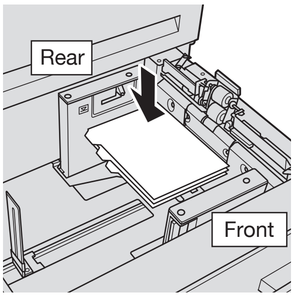
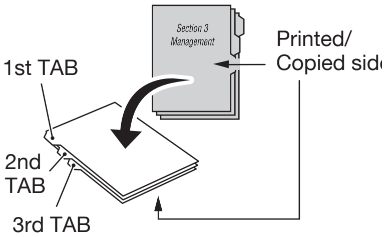
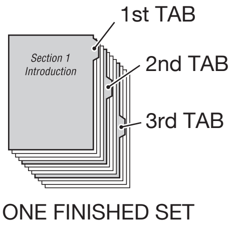
Reference

When loading a tray with tabbed paper, be sure to make the size setting of the tray in [Tray Setting] from the Machine Screen or in [Paper Presetting] from the Copy Screen in order to specify a tab paper size to be used. See page 6-39 for details.

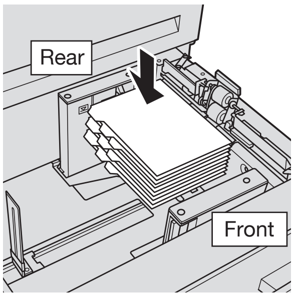
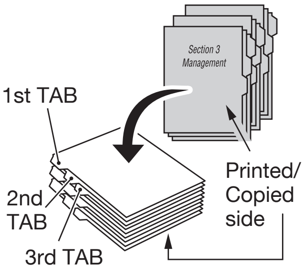
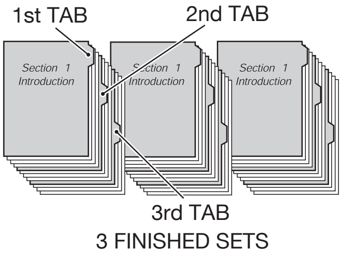
The machine can be set to automatically discharge the oddments of a set of tabbed sheets loaded in a tray. See page 5-29 for details.

5.5.1 Loading Tabbed Paper in Main Body Trays (Trays 1 and 2)

Example: 3 sheets of tabbed paper loaded in position for one finished set

Loading orientation	Stacking order	Finished set
	 Section 3 Management Printed/ Copied sid 1st TAB 2nd TAB 3rd TAB	 Section 1 Introduction 1st TAB 2nd TAB 3rd TAB ONE FINISHED SET

Example: 9 sheets of tabbed paper loaded in position for 3 finished sets

Loading orientation	Stacking order	Finished set
	 Section 3 Management 1st TAB 2nd TAB 3rd TAB Printed/ Copied side	 1st TAB 2nd TAB Section 1 Introduction Section 1 Introduction Section 1 Introduction 3rd TAB 3 FINISHED SETS

1 Withdraw the main body tray.

➔ Withdraw the tray specified for a tab paper size.

2 Open the feed roller.

3 Load tabbed paper into the tray.

➔ Place tabbed paper on the tray referring to the illustration shown above.

NOTICE

Do not load above the limit level indicated on the side guide of the tray.

Carefully load paper to be seated under the paper control lever at the air nozzle.

4 Move the side guides to the edge of tabbed paper.

➔ Align the tabbed paper to the feed roller side of the tray.

- ➔ Press the lock release lever of the front side guide to move the guides, and also move the rear guide to the edge of tabbed paper.

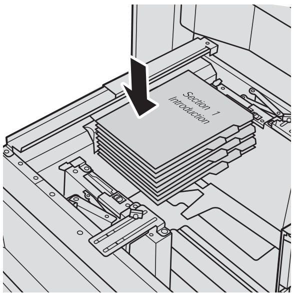
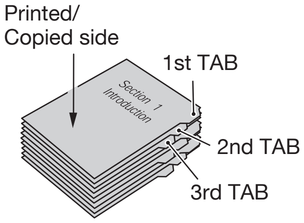
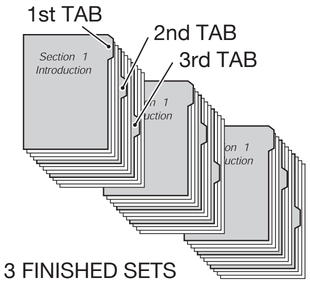
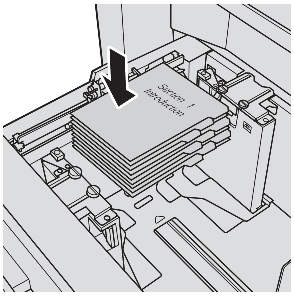
NOTICE

Be sure that the side guides and rear guide are securely aligned to the paper. Otherwise, the machine cannot detect the correct paper size, and machine trouble may be caused.

5 Push in the tray until it locks into place.

5.5.2 Loading Tabbed Paper in Paper Feeder Unit PF-703/PF-706

Example: 9 sheets of tabbed paper loaded in position for 3 finished sets

Loading orientation	Stacking order	Finished set
PF-703  	 Printed/ Copied side Section 1 Introduction 1st TAB 2nd TAB 3rd TAB	 1st TAB 2nd TAB 3rd TAB Section 1 Introduction 3 FINISHED SETS
PF-706  		

1 Withdraw a paper feeder unit tray, and then open the feed roller.

- ➔ Withdraw the tray specified for a tab paper size.
- ➔ Paper Feeder Unit PF-703 does not have the feed roller attached.

2 Loosen the guide fixing knobs of the side guides.

3 Load tabbed paper into the tray.

- ➔ Place tabbed paper on the tray referring to the illustration shown above.

NOTICE

Do not load above the limit level indicated on the side guide of the tray.

Carefully load paper to be seated under the paper control lever at the air nozzle.

4 Align the side guides to the edge of tabbed paper, then turn the guide fixing knobs to fix them.

NOTICE

Be sure that the side guides and rear guide are securely aligned to the tabbed paper. If 0.04 inches or more of a gap is found or tabbed paper skews in the tray, feeding trouble may be caused.

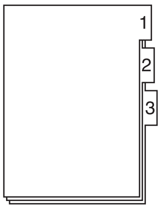
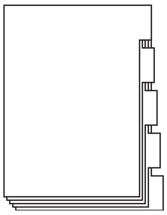
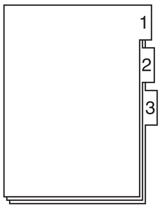
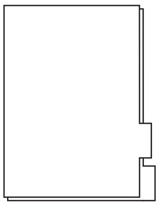
5 Align the rear guide to tabbed paper.

6 Push in the tray until it locks into place.

Needless Tab Paper Exit

The machine can be set to automatically discharge the oddments of a set of tabbed paper loaded in a tray.

For example, when the tray is loaded with a set of 5 sheets (with 5 tabs) and only 3 sheets are used, the machine operates as shown below.

Original	Paper	Output	
		Print on the 1st to 3rd sheets. 	Automatically discharge the 4th and 5th sheets. 

The Utility menu provides the setting to specify whether or not to use the Needless Tab Paper Exit function. For details, see the POD Administrator's Reference.

If the machine with the Needless Tab Paper Exit function set to [ON] stops the current job due to trouble such as a paper jam, a message will be displayed to prompt you to check that the tabbed paper is properly loaded for the next job to start with the 1st sheet.

5.6 Replenishing Staple Supply

The following options have a stapler installed.

- **Finisher FS-532**
- **Saddle Stitcher SD-510** (equipped in **Finisher FS-532** as option)
- **Saddle Stitcher SD-506**

This section describes indications on the screen to inform you that the staple supply is due, and also instructions on how to replenish it.

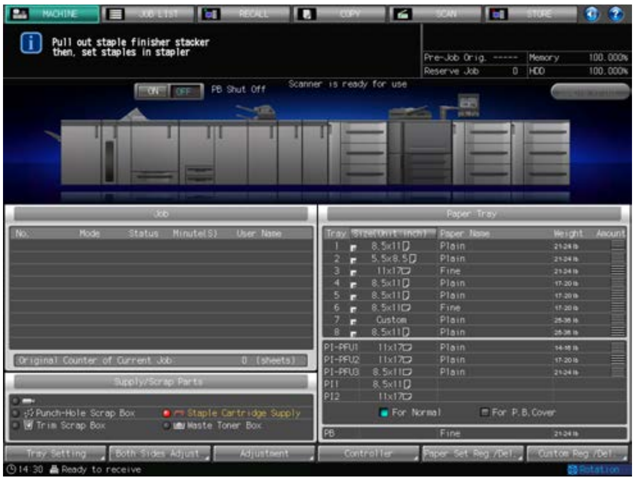
5.6.1 Replenishing Staple Supply in Finisher FS-532 for Side Stitching

When the stapler in the stacker of **Finisher FS-532** becomes empty, the following message will appear in the message area of the screen.

[Pull out staple finisher stacker / then, set staples in stapler]

Also, the message [Staple Cartridge Supply] appears and its indicator lights in red in the Supply/Scrap Parts area of the Machine Screen.

Follow the procedure below to add staples to the stapler in the stacker.



Pull out staple finisher stacker
then, set staples in stapler

Pre-Job Orig.	------	Memory	100.000%
Reserve Job	0	HDD	100.000%

Scanner is ready for use

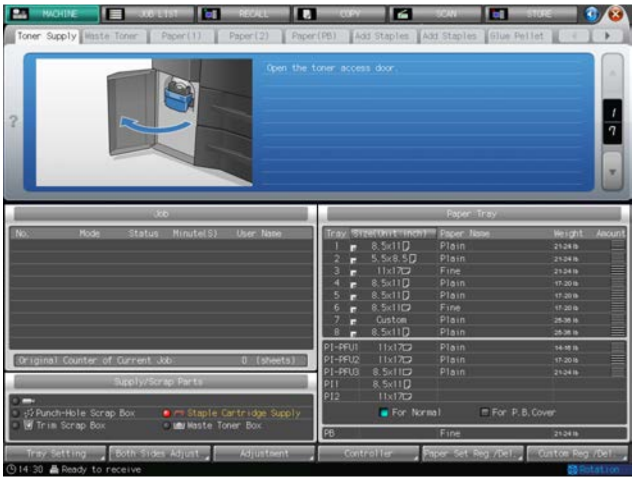
Original Counter of Current Job 0 (sheets)

Tray	Size(Unit inch)	Paper Name	Weight
1	8.5x11	Plain	21-24 lb
2	5.5x8.5	Plain	21-24 lb
3	11x17	Fine	21-24 lb
4	8.5x11	Plain	17-20 lb
5	8.5x11	Plain	17-20 lb
6	8.5x11	Fine	17-20 lb
7	Custom	Plain	25-36 lb
8	8.5x11	Plain	25-36 lb
PI-PFU1	11x17	Plain	14-16 lb
PI-PFU2	11x17	Plain	17-20 lb
PI-PFU3	8.5x11	Plain	21-24 lb
PI1	8.5x11		
PI2	11x17		
PB		Fine	21-24 lb

14:30 Ready to receive

1 Display the help message on the Machine Screen, then press [Consumable/Scrap].

2 Press the [Add Staples] tab at the top of the help message area.



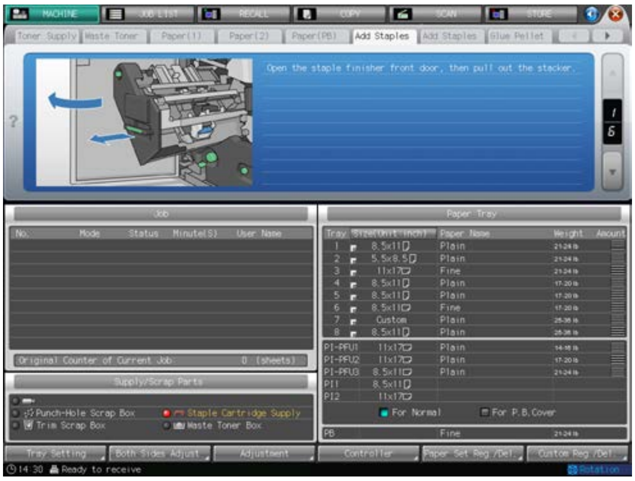
Open the toner access door.

Original Counter of Current Job 0 (sheets)

Tray	Size(Unit inch)	Paper Name	Weight
1	8.5x11	Plain	21-24 lb
2	5.5x8.5	Plain	21-24 lb
3	11x17	Fine	21-24 lb
4	8.5x11	Plain	17-20 lb
5	8.5x11	Plain	17-20 lb
6	8.5x11	Fine	17-20 lb
7	Custom	Plain	25-36 lb
8	8.5x11	Plain	25-36 lb
PI-PFU1	11x17	Plain	14-16 lb
PI-PFU2	11x17	Plain	17-20 lb
PI-PFU3	8.5x11	Plain	21-24 lb
PI1	8.5x11		
PI2	11x17		
PB		Fine	21-24 lb

14:30 Ready to receive

3 Perform the process while pressing [▲] or [▼] to follow the steps.



Open the staple finisher front door, then pull out the stacker.

Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

14:30 Ready to receive

Reference

For how to display the help message, see page 5-3.

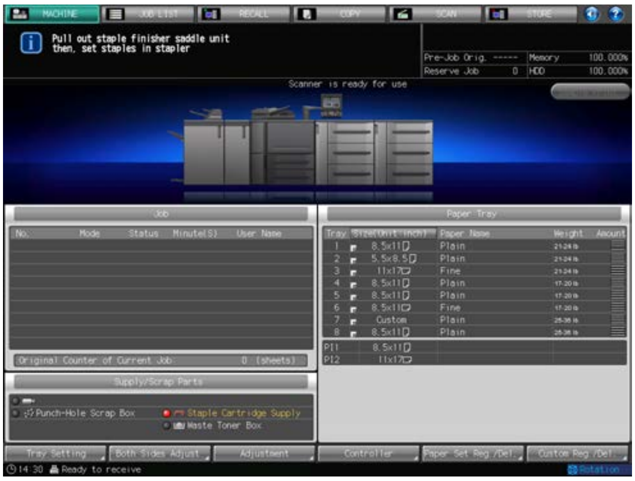
5.6.2 Replenishing Staple Supply in Finisher FS-532 for Saddle Stitching

When the finisher is mounted with **Saddle Stitcher SD-510** and the stapler in the saddle unit becomes empty, the following message will appear in the message area of the screen.

[Pull out staple finisher saddle unit / then, set staples in stapler]

Also, the message [Staple Cartridge Supply] appears and its indicator lights in red in the Supply/Scrap Parts area of the Machine Screen.

Follow the procedure below to add staples to the stapler in the saddle unit.



Pull out staple finisher saddle unit
then, set staples in stapler

Pre-Job Orig. -----
Reserve Job 0
Memory 100.000%
HDD 100.000%

Scanner is ready for use

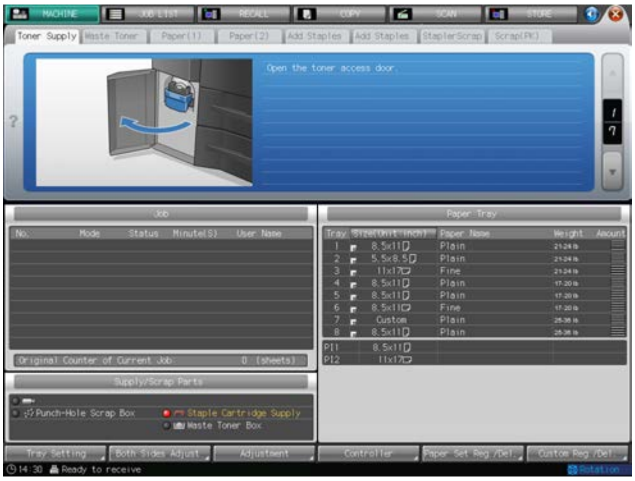
Original Counter of Current Job 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI1	8.5x11			
PI2	11x17			

14:30 Ready to receive

1. Display the help message on the Machine Screen, then press [Consumable/Scrap].

2. Press the [Add Staples] tab at the top of the help message area.



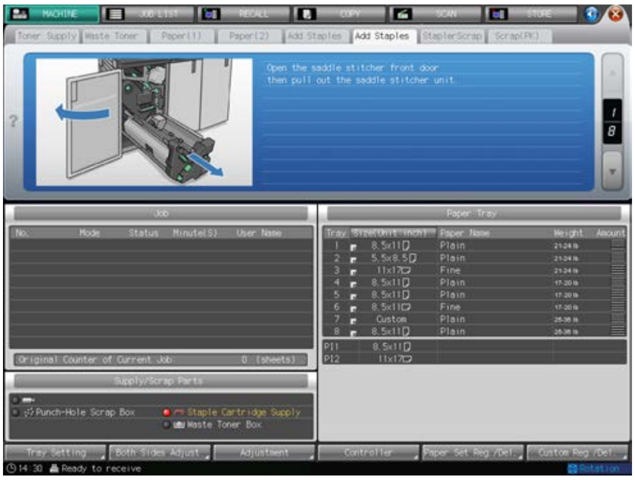
Open the toner access door.

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	25-36 lb	
8	8.5x11	Plain	25-36 lb	
PI1	8.5x11			
PI2	11x17			

Original Counter of Current Job: 0 (sheets)

14:30 Ready to receive

3 Perform the process while pressing [▲] or [▼] to follow the steps.



Open the saddle stitcher front door
then pull out the saddle stitcher unit.

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	25-36 lb	
8	8.5x11	Plain	25-36 lb	
PI1	8.5x11			
PI2	11x17			

Original Counter of Current Job: 0 (sheets)

14:30 Ready to receive

Reference

For how to display the help message, see page 5-3.

5.6.3 Replenishing Staple Supply in Saddle Stitcher SD-506

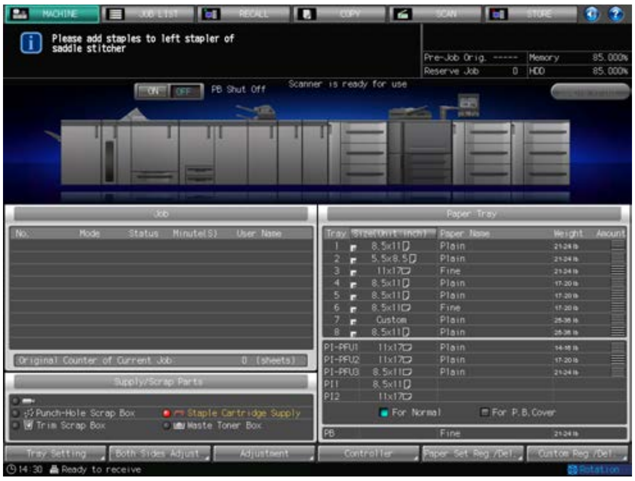
When the staple cartridge of **Saddle Stitcher SD-506** becomes empty, the following message will appear in the message area of the screen.

[Please add staples to left stapler of saddle stitcher]

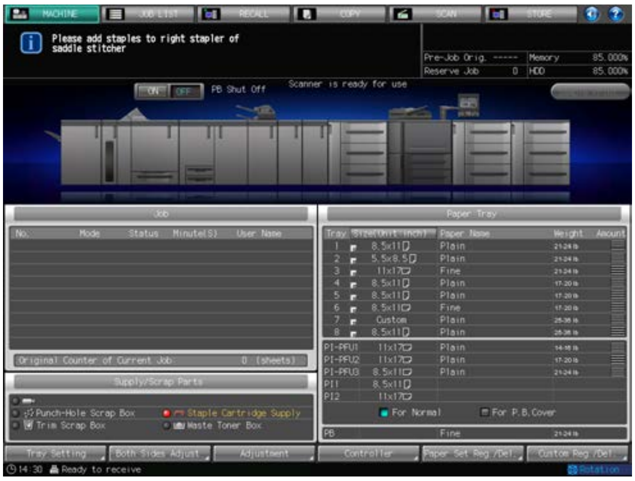
[Please add staples to right stapler of saddle stitcher]

Also, the message [Staple Cartridge Supply] appears and its indicator lights in red in the Supply/Scrap Parts area of the Machine Screen.

Follow the procedure below to add staples to the specified stapler.



Please add staples to left stapler of saddle stitcher



Please add staples to right stapler of saddle stitcher

NOTICE

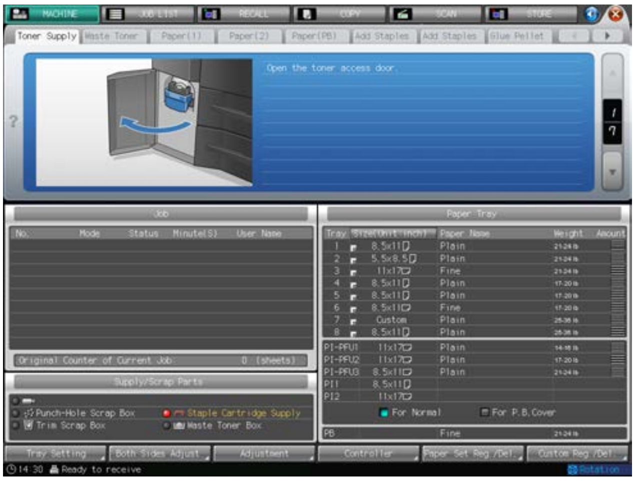
Hold both left and right sides of the staple cartridge, then draw it forward.

The machine is mounted with two staple cartridges. Be sure to remove the empty one.

Check that the top side of the staple cartridge is up. With the top side down, the staple cartridge cannot be inserted.

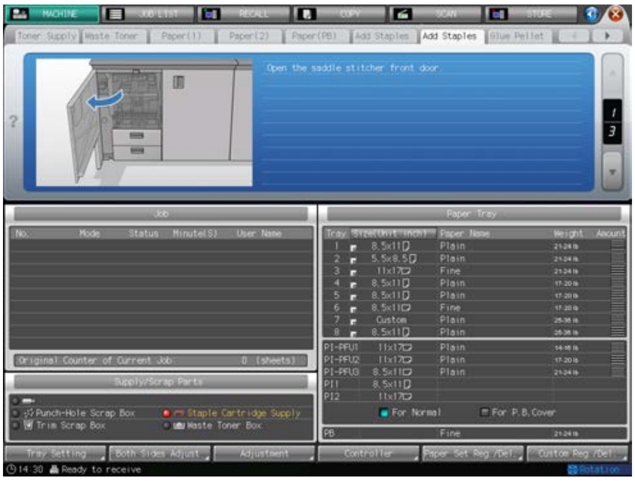
1 Display the help message on the Machine Screen, then press [Consumable/Scrap].

2 Press the [Add Staples] tab at the top of the help message area.



Open the toner access door.

3 Perform the process while pressing [▲] or [▼] to follow the steps.



Open the saddle stitcher front door.

No.	Mode	Status	Minute(S)	User Name

Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	25-36 lb	
8	8.5x11	Plain	25-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

Reference

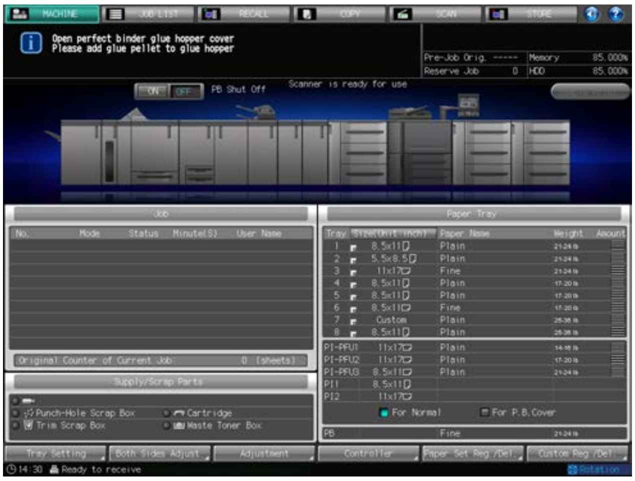
For how to display the help message, see page 5-3.

5.7 Adding Glue Pellets to Perfect Binder PB-503

When the perfect binder is out of glue pellets, the following message will appear on the Machine Screen, and the binding operation becomes unavailable due to failure in warm-up of the perfect binder.

[Please open glue hopper cover of perfect binder, add glue pellet to glue hopper]

If glue pellets run out during the binding operation performed by perfect binder, the machine stops the job immediately and binding operation becomes unavailable any more.



Open perfect binder glue hopper cover
Please add glue pellet to glue hopper

Pre-Job Orig. -----
Reserve Job 0
Memory 85.000%
HDD 85.000%

Scanner is ready for use

Original Counter of Current Job: 0 (sheets)

14:30 Ready to receive

Tray	Size(Unit: inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	25-36 lb	
8	8.5x11	Plain	25-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

Follow the procedure below to add glue pellet to perfect binder.

✔ Be sure to use the glue **GC-501** exclusively provided for **Perfect Binder PB-503**. Using any other glue may cause machine trouble.

✔ Do not touch the lever in the glue hopper with your hand to avoid breakdown.

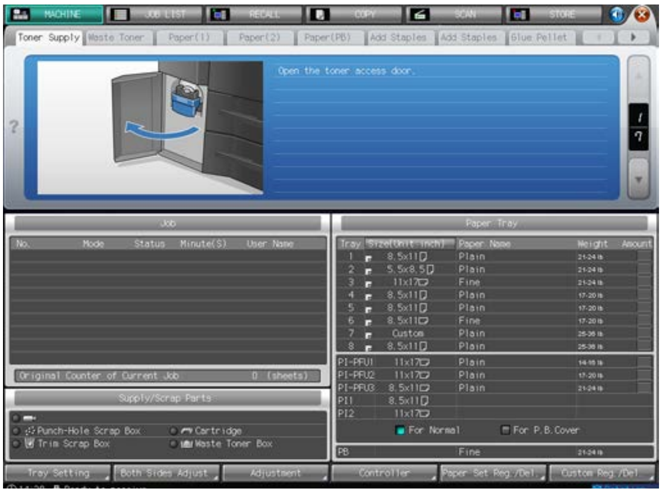
✔ Be sure to loosen glue pellets inside the bag before adding them. Clustered glue pellets may stick inside the glue hopper. If glue pellets stick inside the glue hopper, please contact your service representative.

✔ Do not add glue pellets above the limit level indicated inside the glue hopper.

✔ Be sure to close the glue hopper cover firmly. Otherwise, an error message will be displayed.

1 Display the help message on the Machine Screen, then press [Consumable/Scrap].

2 Press the [Glue Pellet] tab at the top of the help message area.

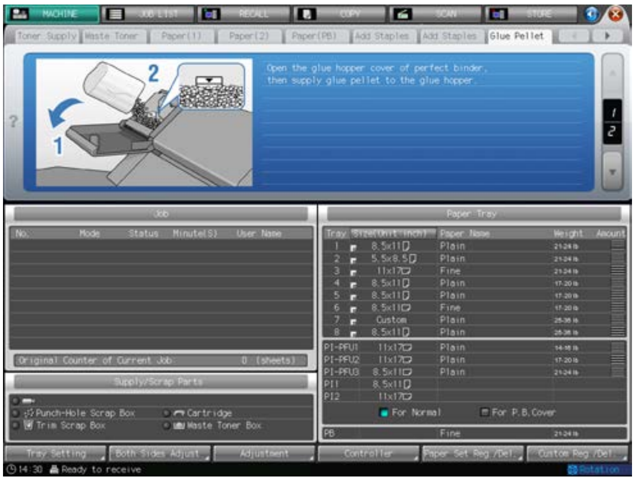


Open the toner access door.

Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit: inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	25-36 lb	
8	8.5x11	Plain	25-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

3 Perform the process while pressing [▲] or [▼] to follow the steps.



Open the glue hopper cover of perfect binder, then supply glue pellet to the glue hopper.

No.	Mode	Status	Minute(S)	User Name

Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

14:30 Ready to receive

Reference

For how to display the help message, see page 5-3.

5.8 Replenishing Water Supply in Humidifier Tank of Relay Unit RU-509

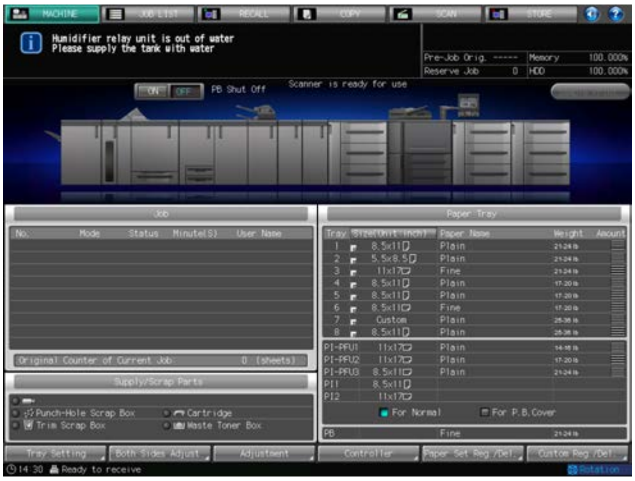
When water supply from the humidifier tank of **Humidifier HM-102** (option) mounted on **Relay Unit RU-509** becomes low, the following message will appear in the message area of the screen, and the curl adjustment becomes unavailable due to failure in humidification.

[Humidifier relay unit is out of water / Please supply the tank with water]

⚠ **CAUTION**

Do not add dirty water, well water, or filtered water to the humidifier tank.

- The tank should be easily contaminated. Use decontaminated tap water, mineral water, or ionized alkaline water.



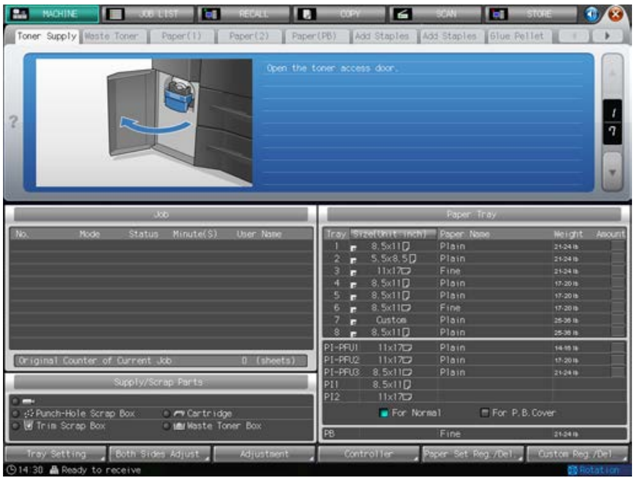
Humidifier relay unit is out of water
Please supply the tank with water

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	25-36 lb	
8	8.5x11	Plain	25-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

Follow the procedure below to add water to the water tank.

1. Display the help message on the Machine Screen, then press [Consumable/Scrap].

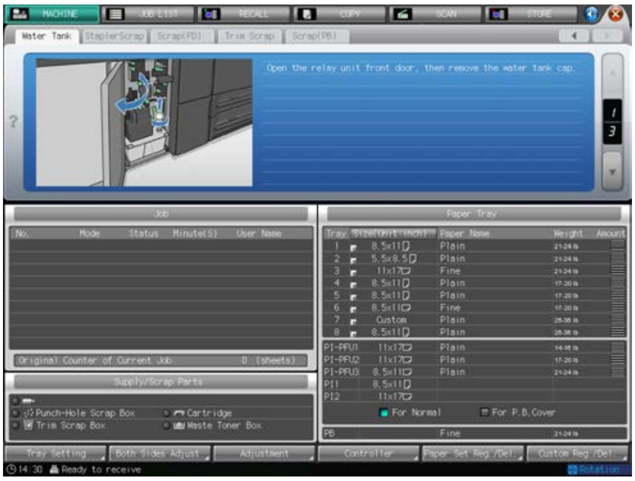
2. Press the [Water Tank] tab at the top of the help message area.



Open the toner access door.

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	25-36 lb	
8	8.5x11	Plain	25-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

3. Perform the process while pressing [▲] or [▼] to follow the steps.



Open the relay unit front door, then remove the water tank cap.

Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

14:30 Ready to receive

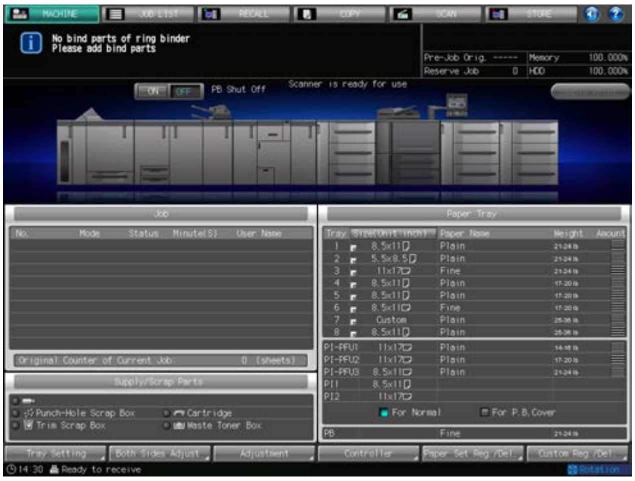
Reference

For how to display the help message, see page 5-3.

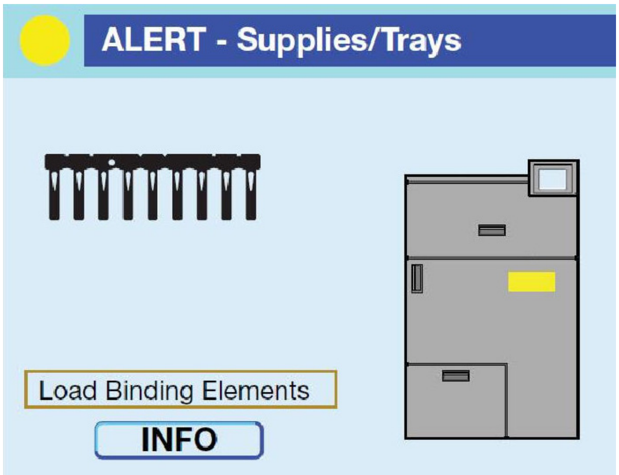
5.9 Replenishing Bind Parts to Auto Ring Binder GP-502

If **Auto Ring Binder GP-502** is out of bind parts, the following message will appear on the screen.

[No bind parts of ring binder / Please add bind parts]


No bind parts of ring binder
Please add bind parts

The display panel of the ring binder shows the ALERT - Supplies/Trays Screen with the message [Load Binding Elements] displayed.

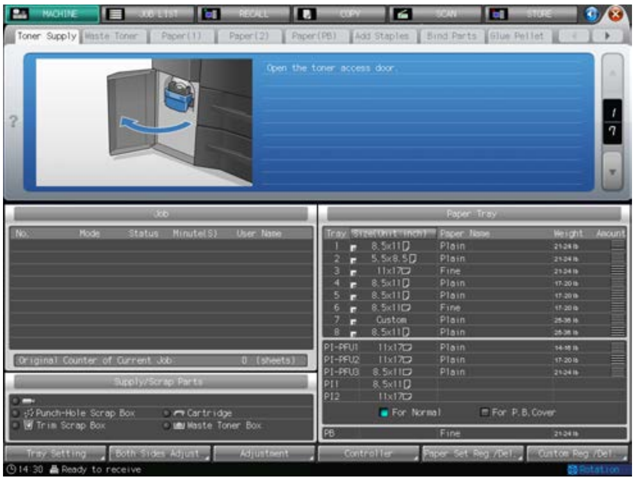

ALERT - Supplies/Trays

Load Binding Elements

Follow the procedure below to add bind parts.

Please also refer to [OPERATION MANUAL] supplied with **Auto Ring Binder GP-502** for the information on how to add bind parts.

1. Display the help message on the Machine Screen, then press [Consumable/Scrap].
2. Press the [Bind Parts] tab at the top of the help message area.



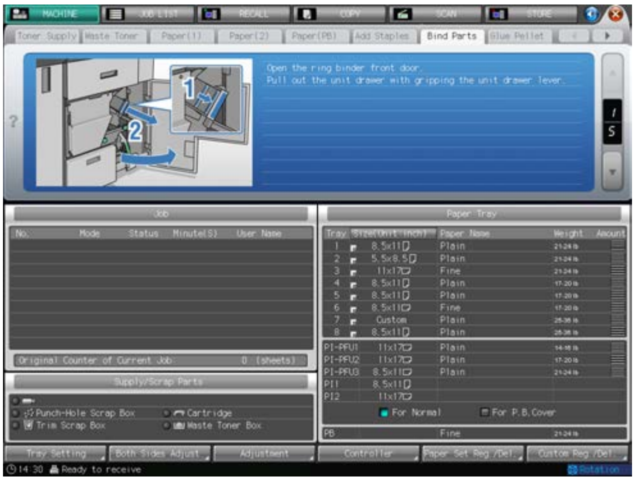
Open the toner access door.

Paper Tray

Tray	Size(Unit:inch)	Paper Name	Weight
1	8.5x11	Plain	21-24 lb
2	5.5x8.5	Plain	21-24 lb
3	11x17	Fine	21-24 lb
4	8.5x11	Plain	17-20 lb
5	8.5x11	Plain	17-20 lb
6	8.5x11	Fine	17-20 lb
7	Custom	Plain	28-36 lb
8	8.5x11	Plain	28-36 lb
PI-PFU1	11x17	Plain	14-16 lb
PI-PFU2	11x17	Plain	17-20 lb
PI-PFU3	8.5x11	Plain	21-24 lb
PI1	8.5x11		
PI2	11x17		
PB		Fine	21-24 lb

■ For Normal ☐ For P.B.Cover

3 Perform the process while pressing [▲] or [▼] to follow the steps.



Open the ring binder front door.
Pull out the unit drawer with gripping the unit drawer lever.

Paper Tray

Tray	Size(Unit:inch)	Paper Name	Weight
1	8.5x11	Plain	21-24 lb
2	5.5x8.5	Plain	21-24 lb
3	11x17	Fine	21-24 lb
4	8.5x11	Plain	17-20 lb
5	8.5x11	Plain	17-20 lb
6	8.5x11	Fine	17-20 lb
7	Custom	Plain	28-36 lb
8	8.5x11	Plain	28-36 lb
PI-PFU1	11x17	Plain	14-16 lb
PI-PFU2	11x17	Plain	17-20 lb
PI-PFU3	8.5x11	Plain	21-24 lb
PI1	8.5x11		
PI2	11x17		
PB		Fine	21-24 lb

■ For Normal ☐ For P.B.Cover

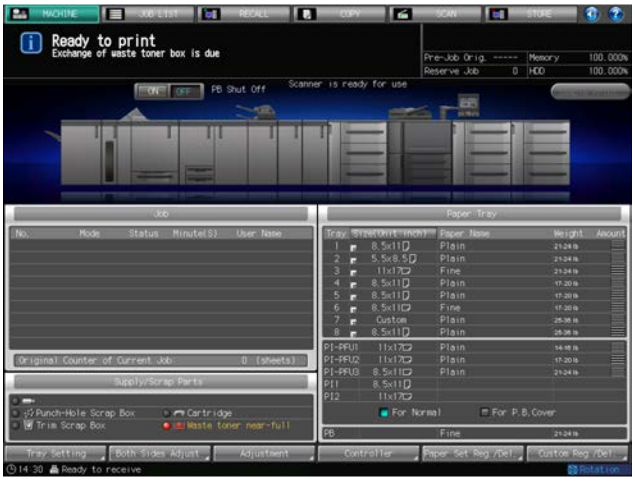
Reference

For how to display the help message, see page 5-3.

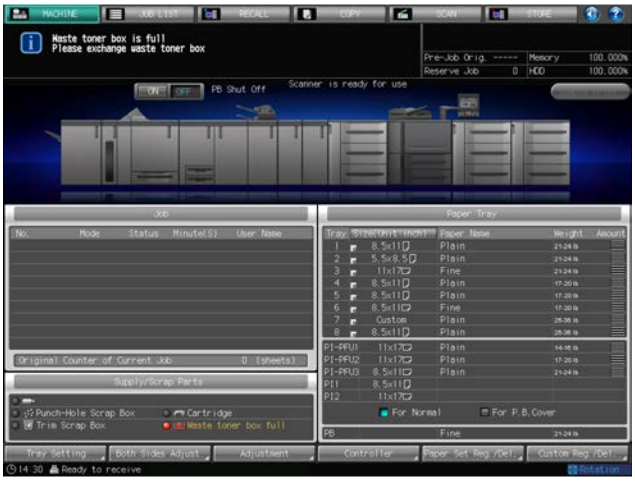
5.10 Replacing Waste Toner Box

When the waste toner box becomes full with used toner, the following message/indicator will be displayed on the screen.

Message area	Supply/Scrap Parts area	Machine status
Machine Screen: Ready to print Exchange of waste toner box is due Copy Screen: Ready to copy Exchange of waste toner box is due	[Waste toner near-full] appears and the indicator lights in red.	The waste toner box has collected considerable amount of used toner and becomes due for replacement.
Machine Screen: Ready to print Waste toner box is full Copy Screen: Ready to copy Waste toner box is full	[Waste toner box full] appears and the indicator lights in red.	The waste toner box is full with used toner.
Waste toner box is full Please exchange waste toner box	[Waste toner box full] appears and the indicator lights in red.	The machine becomes unavailable for printing due to the waste toner box full of used toner.


Ready to print
Exchange of waste toner box is due

Waste toner near-full


Waste toner box is full
Please exchange waste toner box

Waste toner box full

Follow the procedure below to replace the waste toner box.

NOTICE

Do not withdraw the waste toner box while printing is in progress. Otherwise, machine trouble may be caused.

⚠ WARNING

DO NOT THROW the waste toner box into a fire!

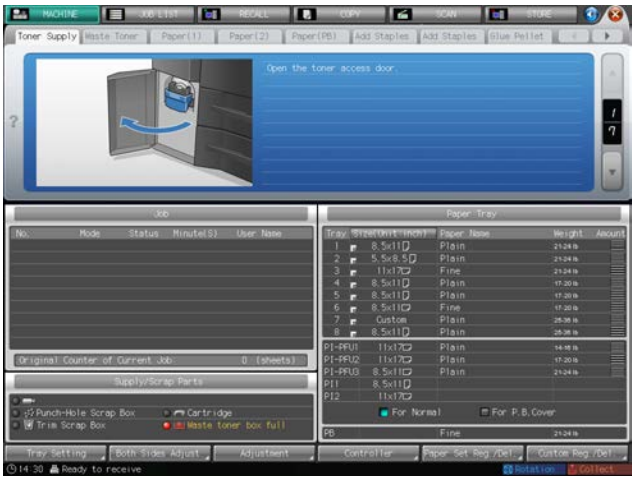
If the waste toner box is thrown into a fire, the toner may ignite and cause a dangerous situation.

- For the treatment of used waste toner box full of toner, please contact your service representative.

---

1 Display the help message on the Machine Screen, then press [Consumable/Scrap].

2 Press the [Waste Toner] tab at the top of the help message area.



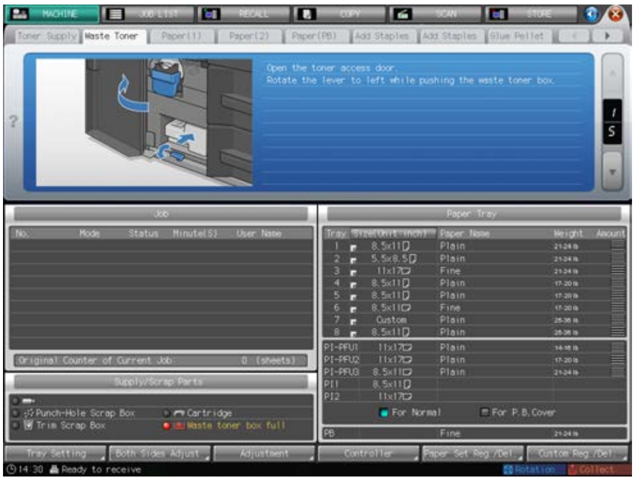
Open the toner access door.

Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-38 lb	
8	8.5x11	Plain	28-38 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

14:30 Ready to receive

3 Perform the process while pressing [▲] or [▼] to follow the steps.



Open the toner access door.
Rotate the lever to left while pushing the waste toner box.

Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-38 lb	
8	8.5x11	Plain	28-38 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

14:30 Ready to receive

Reference

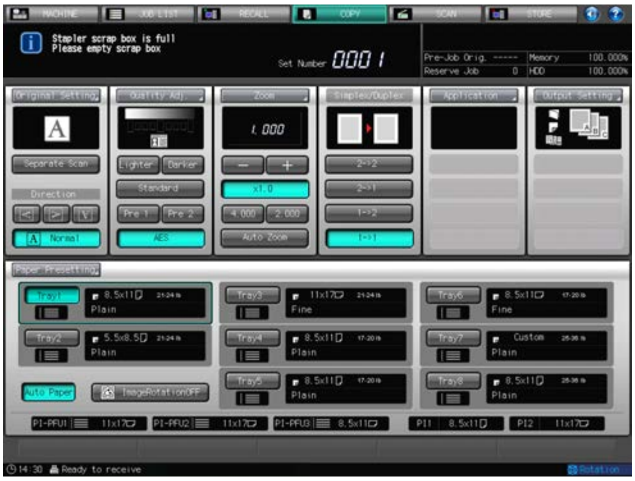
For how to display the help message, see page 5-3.

5.11 Disposing Staple Scraps

When the stapler scrap box of the finisher becomes full, the following message will appear in the message area of the screen.

[Stapler scrap box is full / Please empty scrap box]

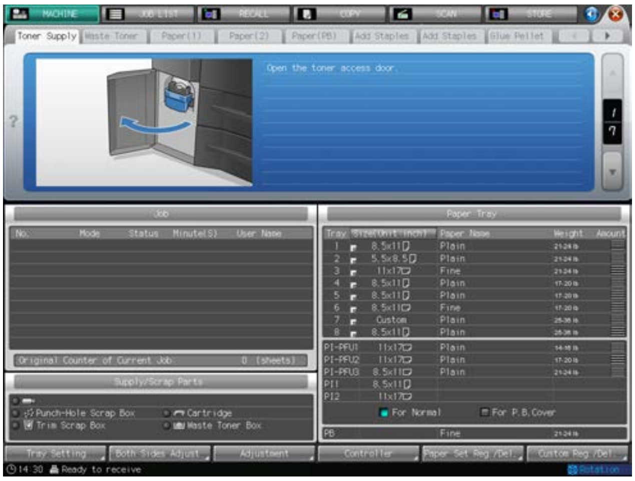
Follow the procedure below to empty the scrap box.



Stapler scrap box is full
Please empty scrap box

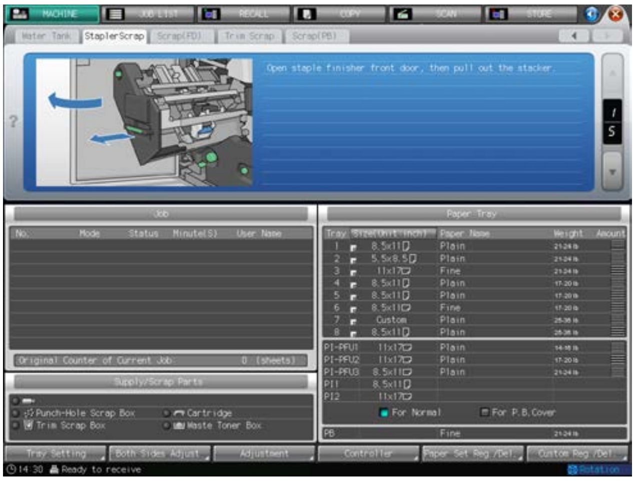
1 Display the help message on the Machine Screen, then press [Consumable/Scrap].

2 Press the [Stapler Scrap] tab at the top of the help message area.



Open the toner access door.

3 Perform the process while pressing [▲] or [▼] to follow the steps.



Open staple finisher front door, then pull out the stacker.

Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight
1	8.5x11	Plain	21-24 lb
2	5.5x8.5	Plain	21-24 lb
3	11x17	Fine	21-24 lb
4	8.5x11	Plain	17-20 lb
5	8.5x11	Plain	17-20 lb
6	8.5x11	Fine	17-20 lb
7	Custom	Plain	28-36 lb
8	8.5x11	Plain	28-36 lb
PI-PFU1	11x17	Plain	14-16 lb
PI-PFU2	11x17	Plain	17-20 lb
PI-PFU3	8.5x11	Plain	21-24 lb
PI1	8.5x11		
PI2	11x17		
PB		Fine	21-24 lb

14:30 Ready to receive

Reference

For how to display the help message, see page 5-3.

5.12 Disposing Punch Waste

The following options have a puncher installed.

- **Finisher FS-532** (**Punch Kit PK-522** to be optionally installed in **Finisher FS-532**)
- **Folding Unit FD-503**
- **Multi Puncher GP-501**
- **Auto Ring Binder GP-502**

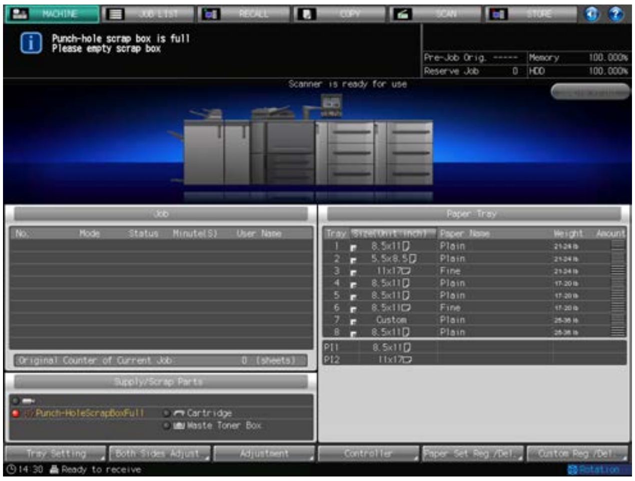
This section describes indications on the screen to inform you that the disposal of punch waste is due, and also instructions on how to dispose it.

5.12.1 Emptying Scrap Box of Finisher FS-532

If **Finisher FS-532** is mounted with **Punch Kit PK-522**, the following message will appear in the message area of the screen when the scrap box of **Punch Kit PK-522** becomes full.

[Punch-hole scrap box is full / Please empty scrap box]

Also, the message [Punch-Hole Scrap Box Full] appears and its indicator lights in red in the Supply/Scrap Parts area of the Machine Screen.



Punch-hole scrap box is full
Please empty scrap box

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Scanner is ready for use

Tray	Size(Unit:inch)	Paper Name	Weight
1	8.5x11	Plain	21-24 lb
2	5.5x8.5	Plain	21-24 lb
3	11x17	Fine	21-24 lb
4	8.5x11	Plain	17-20 lb
5	8.5x11	Plain	17-20 lb
6	8.5x11	Fine	17-20 lb
7	Custom	Plain	28-36 lb
8	8.5x11	Plain	28-36 lb
PI1	8.5x11		
PI2	11x17		

Original Counter of Current Job: 0 (sheets)

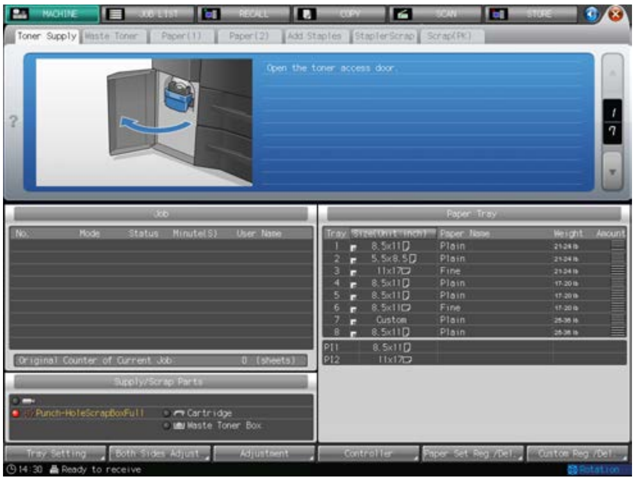
Punch-HoleScrapBoxFull

14:30 Ready to receive

Follow the procedure below to empty the scrap box.

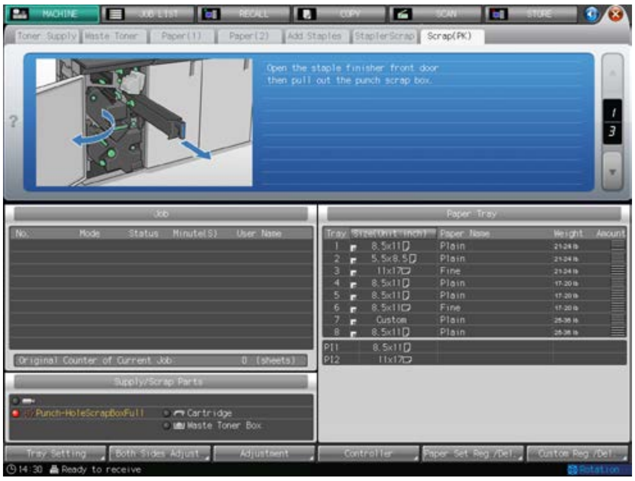
1 Display the help message on the Machine Screen, then press [Consumable/Scrap].

2 Press the [Scrap (PK)] tab at the top of the help message area.



Open the toner access door

3 Perform the process while pressing [▲] or [▼] to follow the steps.



Open the staple finisher front door then pull out the punch scrap box.

Reference

For how to display the help message, see page 5-3.

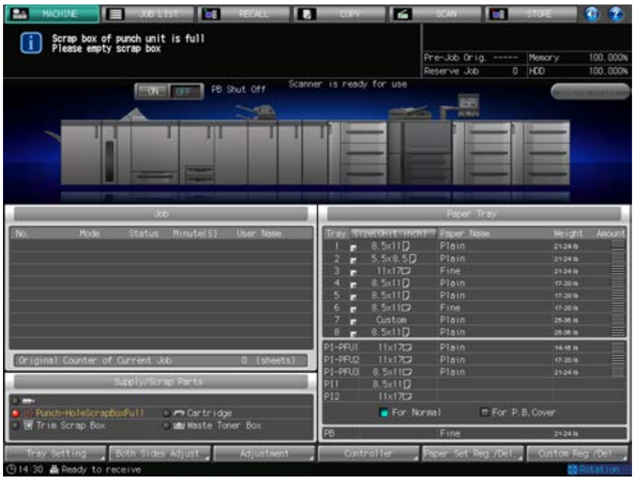
5.12.2 Emptying Scrap Box of Folding Unit FD-503

When the scrap box of **Folding Unit FD-503** becomes full, the following message will appear in the message area of the screen.

[Scrap box of punch unit is full / Please empty scrap box]

Also, the message [Punch-Hole Scrap Box Full] appears and its indicator lights in red in the Supply/Scrap Parts area of the Machine Screen.

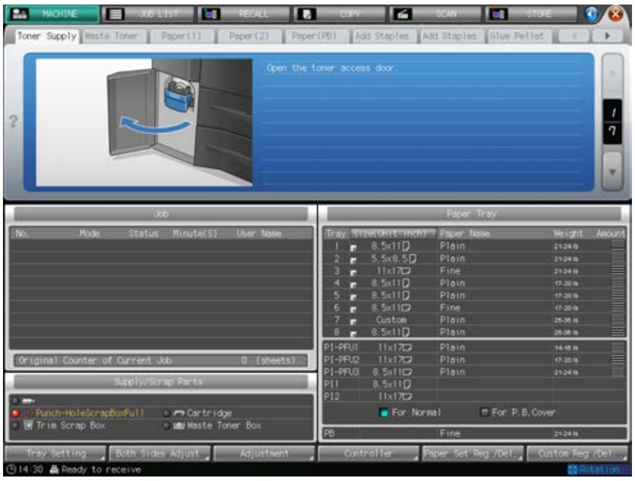
Follow the procedure below to empty the scrap box.



Scrap box of punch unit is full
Please empty scrap box

1. Display the help message on the Machine Screen, then press [Consumable/Scrap].

2. Press the [Scrap (FD)] tab at the top of the help message area.



Open the toner access door.

Original Counter of Current Job 0 (sheets)

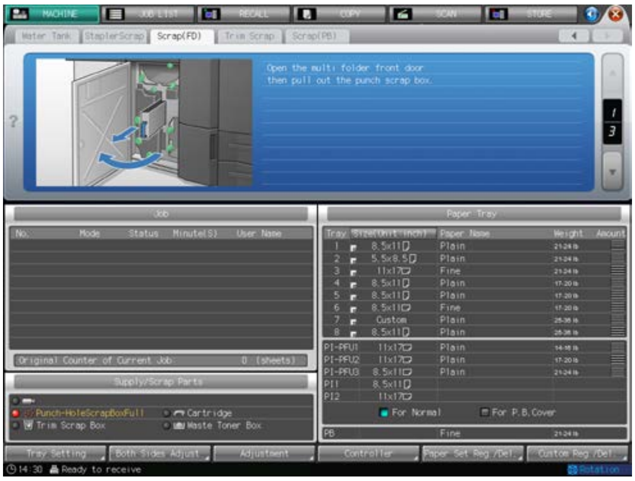
● Punch-HoleScrapBoxFull
○ Cartridge
○ Trim Scrap Box
○ Waste Toner Box

Tray	Size(Unit:inch)	Paper Name	Weight
1	8.5x11	Plain	21-24 lb
2	5.5x8.5	Plain	21-24 lb
3	11x17	Fine	21-24 lb
4	8.5x11	Plain	17-20 lb
5	8.5x11	Plain	17-20 lb
6	8.5x11	Fine	17-20 lb
7	Custom	Plain	28-36 lb
8	8.5x11	Plain	28-36 lb
PI-PFU1	11x17	Plain	14-16 lb
PI-PFU2	11x17	Plain	17-20 lb
PI-PFU3	8.5x11	Plain	21-24 lb
PI1	8.5x11		
PI2	11x17		
PB		Fine	21-24 lb

■ For Normal ☐ For P.B.Cover

14:30 Ready to receive

3 Perform the process while pressing [▲] or [▼] to follow the steps.



Open the multi folder front door
then pull out the punch scrap box.

Original Counter of Current Job 0 (sheets)

● Punch-HoleScrapBoxFull
○ Cartridge
○ Trim Scrap Box
○ Waste Toner Box

Tray	Size(Unit:inch)	Paper Name	Weight
1	8.5x11	Plain	21-24 lb
2	5.5x8.5	Plain	21-24 lb
3	11x17	Fine	21-24 lb
4	8.5x11	Plain	17-20 lb
5	8.5x11	Plain	17-20 lb
6	8.5x11	Fine	17-20 lb
7	Custom	Plain	28-36 lb
8	8.5x11	Plain	28-36 lb
PI-PFU1	11x17	Plain	14-16 lb
PI-PFU2	11x17	Plain	17-20 lb
PI-PFU3	8.5x11	Plain	21-24 lb
PI1	8.5x11		
PI2	11x17		
PB		Fine	21-24 lb

■ For Normal ☐ For P.B.Cover

14:30 Ready to receive

Reference

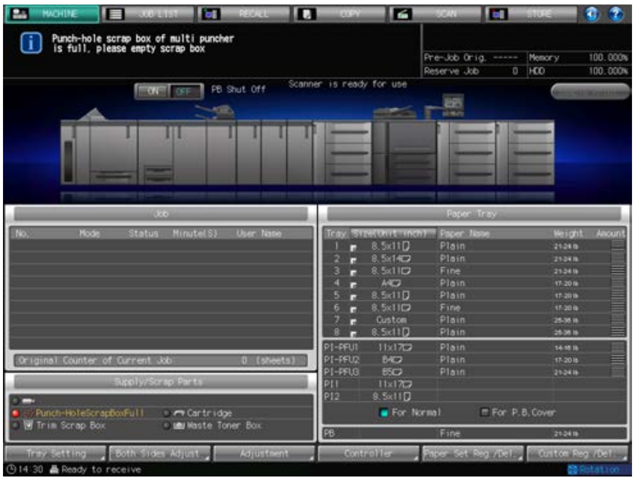
For how to display the help message, see page 5-3.

5.12.3 Emptying Scrap Box of Multi Puncher GP-501

When the scrap box of **Multi Puncher GP-501** becomes full, the following message will appear in the message area of the screen.

[Punch-hole scrap box of multi puncher is full, please empty scrap box]

Also, the message [Punch-Hole Scrap Box Full] appears and its indicator lights in red in the Supply/Scrap Parts area of the Machine Screen.



Punch-hole scrap box of multi puncher is full, please empty scrap box

Follow the procedure below to empty the scrap box.

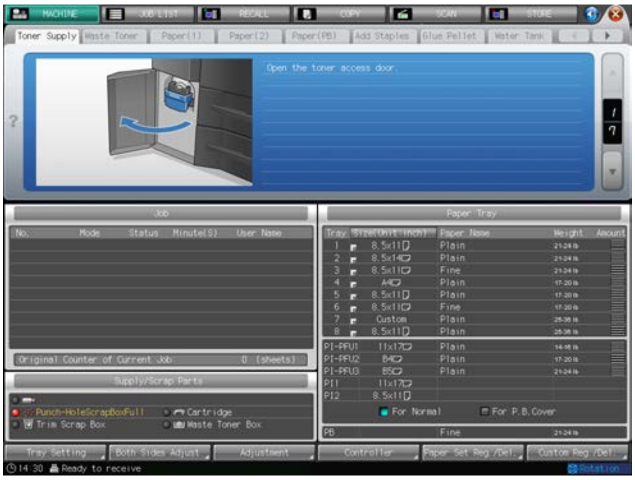
NOTICE

Once withdrawing the scrap box from the multi puncher, be sure to empty it.

The machine resets the counter every time the scrap box is withdrawn, irrespective of whether or not the scrap box is empty.

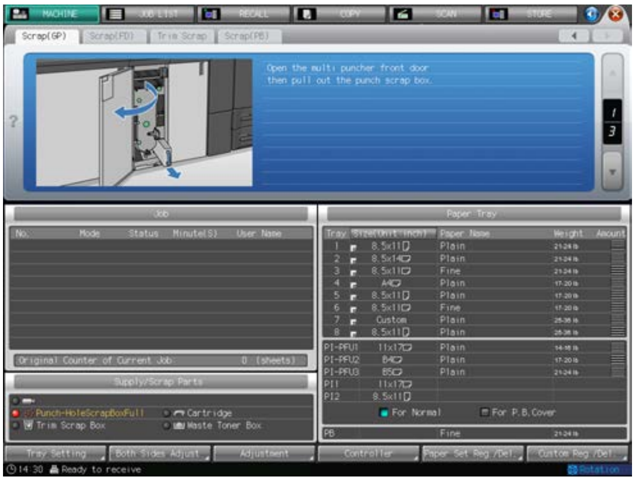
1 Display the help message on the Machine Screen, then press [Consumable/Scrap].

2 Press the [Scrap (GP)] tab at the top of the help message area.



Open the toner access door

3 Perform the process while pressing [▲] or [▼] to follow the steps.



Open the multi puncher front door then pull out the punch scrap box.

Reference

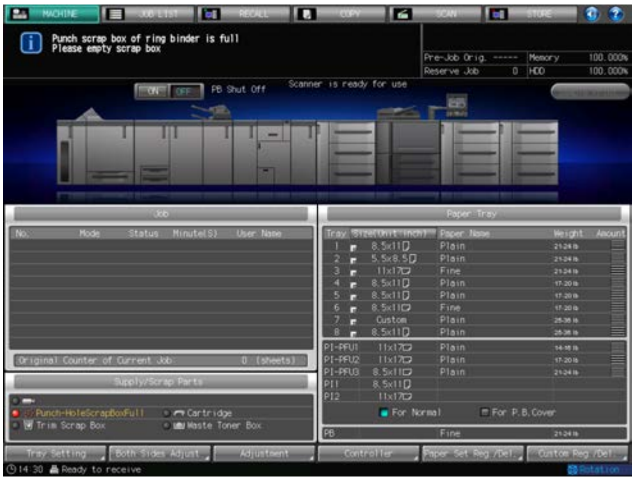
For how to display the help message, see page 5-3.

5.12.4 Emptying Scrap Box of Auto Ring Binder GP-502

When the scrap box of **Auto Ring Binder GP-502** becomes full, the following message will appear in the message area of the screen.

[Punch scrap box of ring binder is full / Please empty scrap box]

Also, the message [Punch-Hole Scrap Box Full] appears and its indicator lights in red in the Supply/Scrap Parts area of the Machine Screen.



Punch scrap box of ring binder is full
Please empty scrap box

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Scanner is ready for use

No.	Mode	Status	Minute(S)	User Name

Original Counter of Current Job: 0 (sheets)

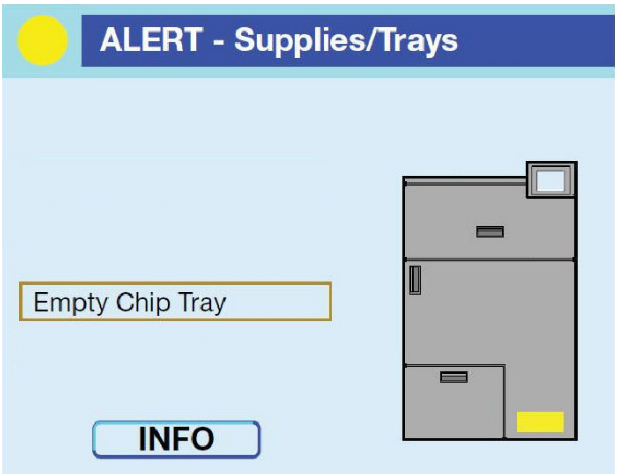
● Punch-HoleScrapBoxFull ○ Cartridge
○ Trim Scrap Box ○ Waste Toner Box

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	25-38 lb	
8	8.5x11	Plain	25-38 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

● For Normal ☐ For P.B.Cover

14:30 Ready to receive

The display panel of the ring binder shows the ALERT - Supplies/Trays Screen with the message [Empty Chip Tray] displayed.



ALERT - Supplies/Trays

Empty Chip Tray

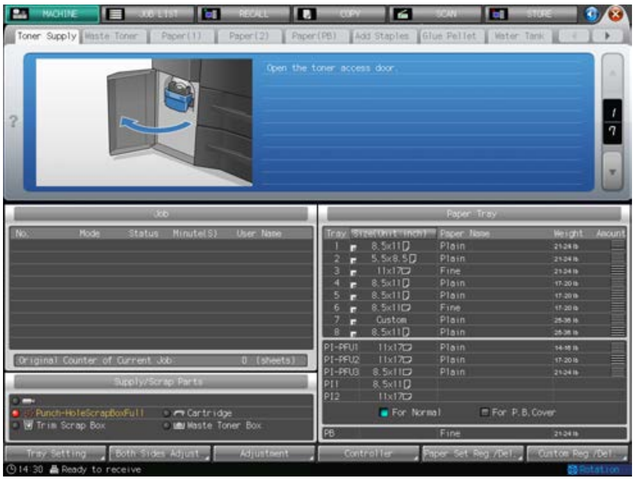
Follow the procedure below to empty the scrap box of the ring binder.

Please also refer to [OPERATION MANUAL] supplied with **Auto Ring Binder GP-502** for the information on how to empty the scrap box.

NOTICE

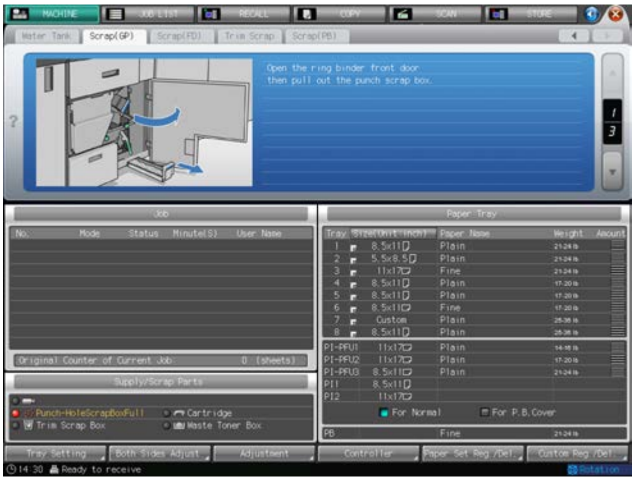
Once withdrawing the scrap box from the ring binder, be sure to empty it.

1. Display the help message on the Machine Screen, then press [Consumable/Scrap].
2. Press the [Scrap (GP)] tab at the top of the help message area.



Open the toner access door.

3 Perform the process while pressing [▲] or [▼] to follow the steps.



Open the ring binder front door
then pull out the punch scrap box.

Reference

For how to display the help message, see page 5-3.

5.13 Disposing Trimmings

The following options have a trimmer installed.

- **Saddle Stitcher SD-506**
- **Perfect Binder PB-503**

This section describes indications on the screen to inform you that the disposal of trimmings is due, and also instructions on how to dispose it.

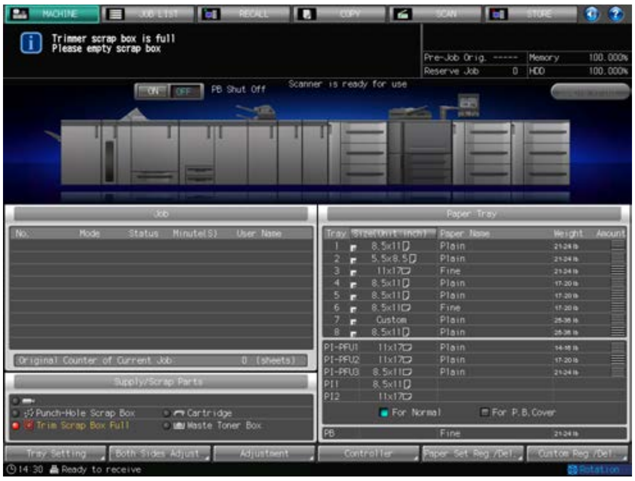
5.13.1 Emptying Scrap Box of Saddle Stitcher SD-506

When the trim scrap box of **Saddle Stitcher SD-506** becomes full, the following message will appear in the message area of the screen.

[Trim scrap box is full / Please empty scrap box]

Also, the message [Trim Scrap Box Full] appears and its indicator lights in red in the Supply/Scrap Parts area of the Machine Screen.

Follow the procedure below to empty the scrap box.



Trimmer scrap box is full
Please empty scrap box

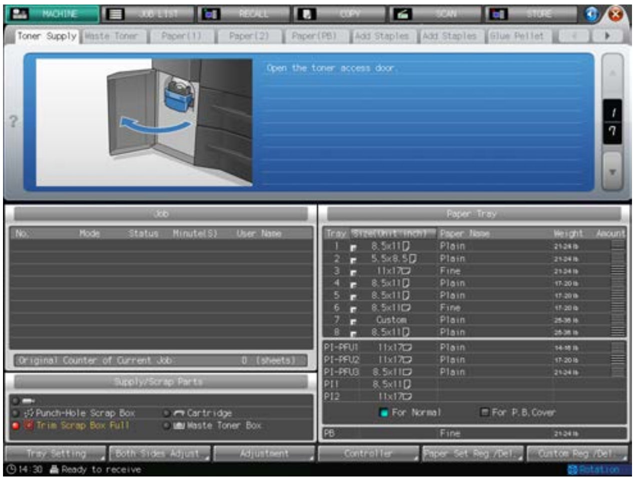
NOTICE

The trim scrap box cannot be withdrawn while machine operation is in progress. Be sure that the machine has stopped before withdrawing it.

Be sure to return the trim scrap box to its original position. Otherwise, the trimming function cannot be performed.

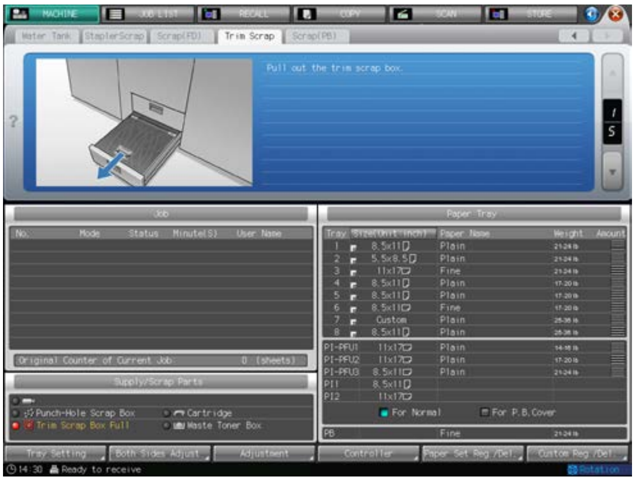
1 Display the help message on the Machine Screen, then press [Consumable/Scrap].

2 Press the [Trim Scrap] tab at the top of the help message area.



Open the toner access door.

3 Perform the process while pressing [▲] or [▼] to follow the steps.



Pull out the trim scrap box.

Reference

For how to display the help message, see page 5-3.

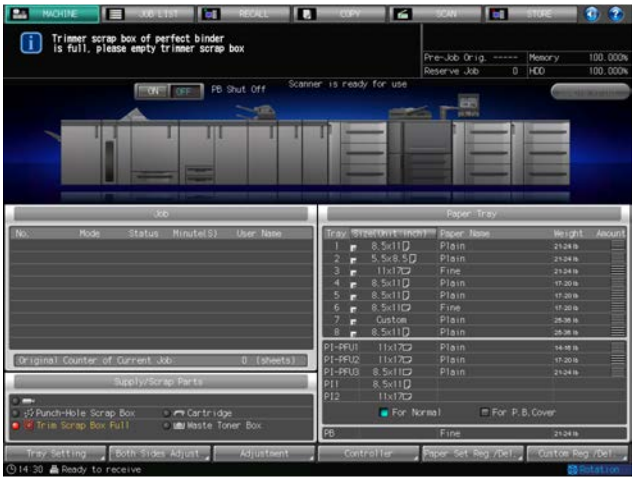
5.13.2 Emptying Scrap Box of Perfect Binder PB-503

When the trim scrap box of **Perfect Binder PB-503** becomes full, the following message will appear in the message area of the screen.

[Perfect binder trim scrap box is full / Please empty trim scrap box]

Also, the message [Trim Scrap Box Full] appears and its indicator lights in red in the Supply/Scrap Parts area of the Machine Screen.

Follow the procedure below to empty the scrap box.



Trimmer scrap box of perfect binder is full, please empty trimmer scrap box

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Scanner is ready for use

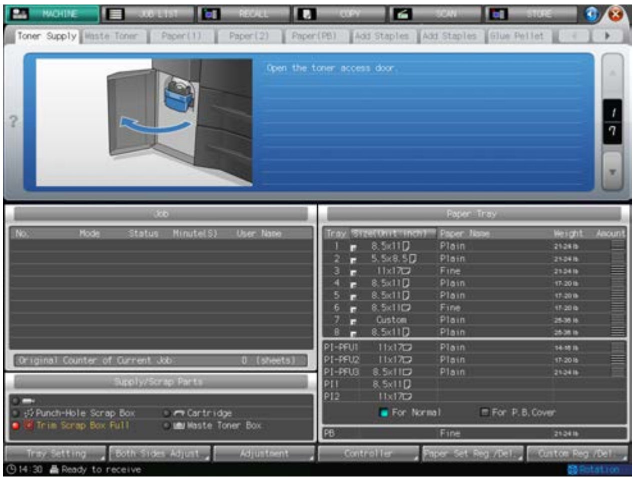
NOTICE

*Never open the **perfect binder** front door while the machine operation is in process. Otherwise, a paper jam may be caused.*

Be sure that the machine has stopped before opening the front door.

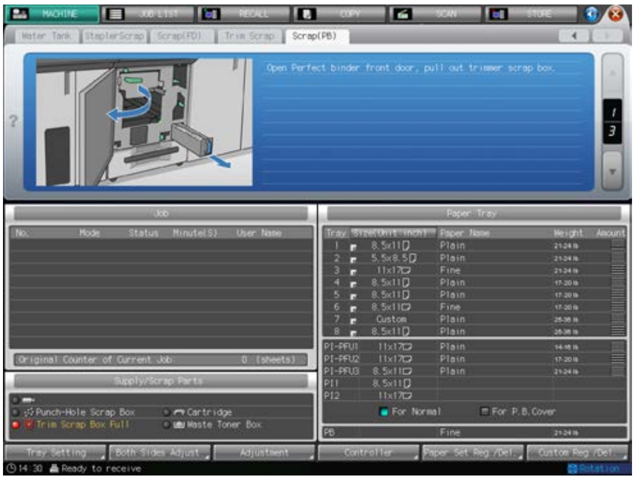
1 Display the help message on the Machine Screen, then press [Consumable/Scrap].

2 Press the [Scrap(PB)] tab at the top of the help message area.



Open the toner access door.

3 Perform the process while pressing [▲] or [▼] to follow the steps.



Open Perfect binder front door, pull out trimmer scrap box.

Reference

For how to display the help message, see page 5-3.

5.14 Replacing Trim Receiver of Saddle Stitcher SD-506

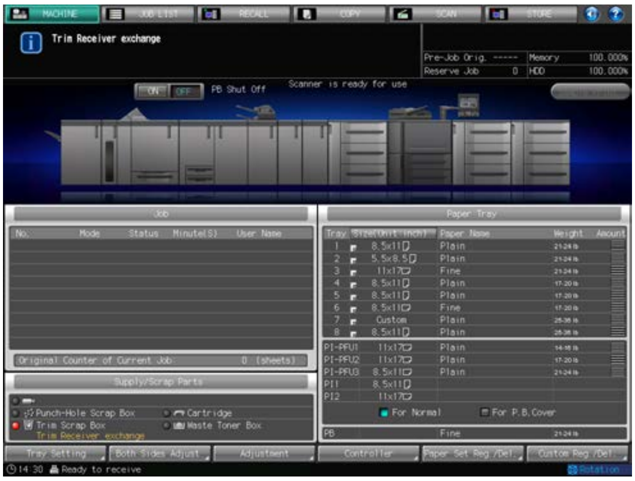
This machine trims the printed sets using a cutting blade and its receiver. This receiver, being consumable due to frequent use, may require replacement. In this case, the following message will appear in the message area of the Machine Screen.

[Trim Receiver exchange]

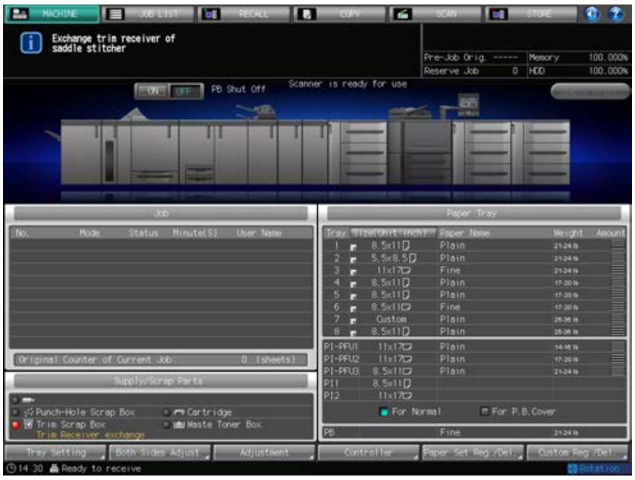
[Exchange trim receiver of saddle stitcher]

If the above message is displayed, please contact your service representative.

→ The administrator can call for service from the Administrator Setting in the Utility mode. In this case, you do not have to make a call for preventive maintenance, because your machine has been monitored automatically by your service representative.



Trim Receiver exchange



Exchange trim receiver of saddle stitcher

6 Basic Setting

6 Basic Setting

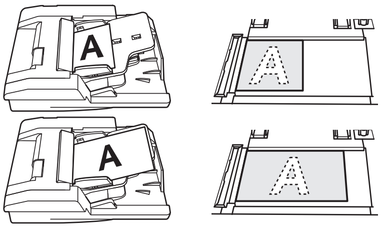
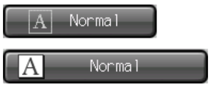
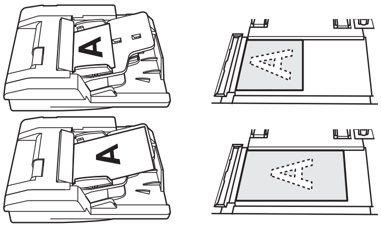
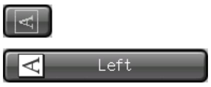
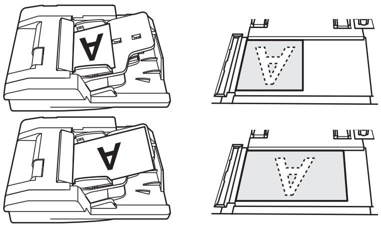
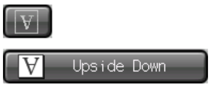
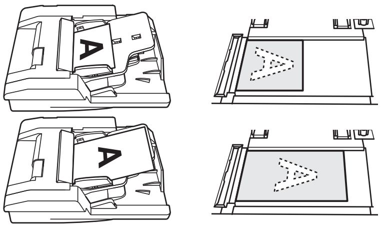
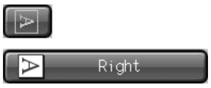
6.1 Original Setting

This section describes how to specify the original types and direction.

6.1.1 Specifying Orientation of the Original : Direction

Specify the orientation of the original placed in the **ADF** or on the **original glass**. Without setting the orientation of the original placed in the **ADF** or on the **original glass**, you may not obtain copy results as expected, especially when making copies under following conditions.

- Copying from double-sided originals
- Making duplex copies
- Combine
- Booklet
- Book Copy
- Staple, etc.

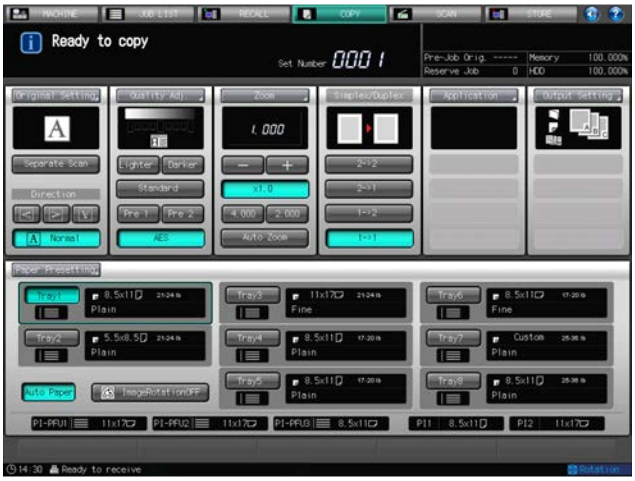
Original direction	Direction key	Description
		Select for the original positioned with the head (top) toward the rear of the machine. Initially selected as factory default.
		Select for the original positioned in the **ADF** with the head (top) toward the left side of the ADF. Or, select for the original positioned on the **original glass** with the head (top) toward the left side of the original glass.
		Select for the original positioned with the head (top) toward the front of the machine.
		Select for the original positioned in **ADF** with the head (top) toward the right side of the ADF. Or, select for the original positioned on the **original glass** with the head (top) toward the right side of the original glass.

1 Position the original.

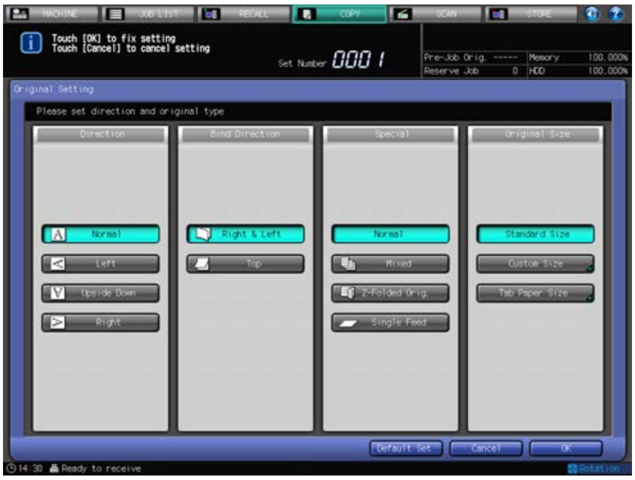
➔ See page 4-15 for details on positioning the original.

2 Press [COPY] tab to display the Copy Screen.

3 Select the desired original direction key from under [Direction].


Ready to copy

➔ This setting is also available from the [Direction] area of the Original Setting Screen. Press [Original Setting] to display the Original Setting Screen.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set direction and original type

6.1.2 Specifying Bind Direction of the Original: Bind Direction

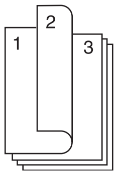
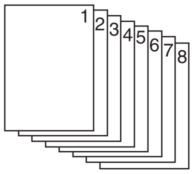
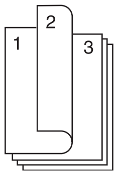
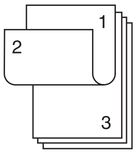
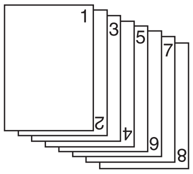
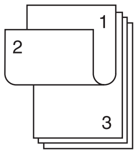
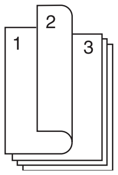
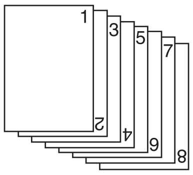
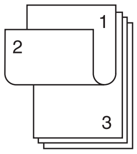
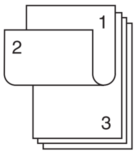
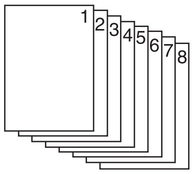
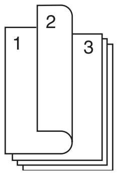
Use this setting to obtain simplex or duplex copies having the same edge as page top (referred to as side-bound) from double-sided originals printed upside down on the reverse side (referred to as top-bound).

To make side-bound simplex or duplex copies from top-bound double-sided originals, select [Top] for [Bind Direction] in the Original Setting. Select [Right & Left] for normal copying.

Reference

To make top-bound duplex copies from side-bound simplex or duplex originals, select [Top] for [Bind Direction] in the Output Setting.

See page 8-8 for details.

Bind Direction key	Double-sided original	Simplex copy	Duplex copy
Right & Left			
			
Top			
			

✔ Load the original in the **ADF**.

✔ [Top] of [Bind Direction] in the Original Setting properly functions only when [2->2] or [2->1] is selected.

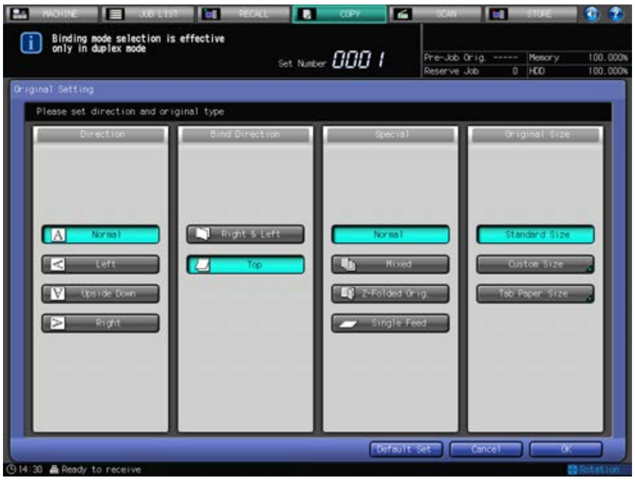
✔ When the machine is reset, [Right & Left] will be resumed.

✔ The machine is set to automatically match the [Bind Direction] of the Output Setting to the [Bind Direction] specified in the Original Setting. For details, see Section 7 of the POD Administrator's Reference.

1. Position the original.
2. Press [COPY] tab to display the Copy Screen.
3. Select either [2->2] or [2->1].
4. Press [Original Setting].

   The Original Setting Screen will be displayed.
5. Select [Top] in the [Bind Direction] area.

   ➔ Without [2->2] or [2->1] selected in advance, the message [Binding mode selection is effective only in duplex mode] will be displayed, and the top binding setting will not function.



Binding mode selection is effective only in duplex mode

Set Number 0001

Original Setting

Please set direction and original type

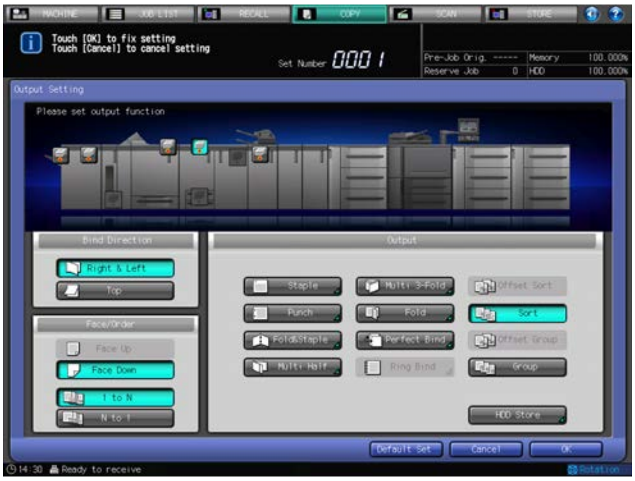
Ready to receive

6 Press [OK] to complete the setting and return to the Copy Screen.

7 Press [Output Setting].

The Output Setting Screen will be displayed.

8 Select [Right & Left] under [Bind Direction].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

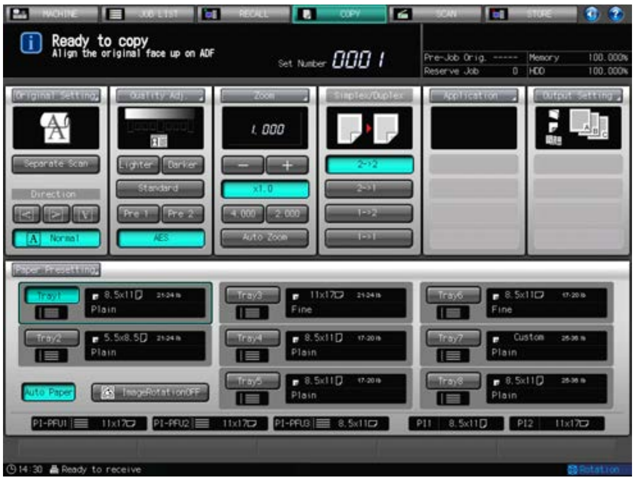
Output Setting

Please set output function

Ready to receive

9 Press [OK] to complete the setting and return to the Copy Screen.

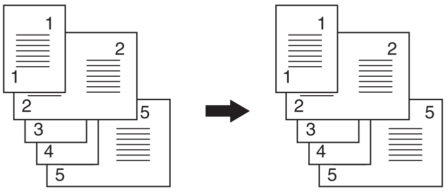
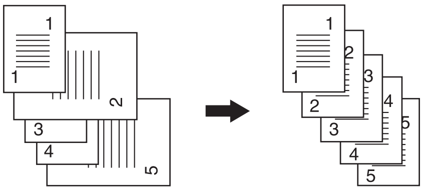
- ➔ Press [Default Set] to restore the initial settings of the Original Setting. Press [Cancel] to resume the previous setting.
- ➔ Printing will not start without the Copy Screen displayed. Be sure to display the Copy Screen when you start printing.



Ready to copy
Align the original face up on ADF

6.1.3 Copying Mixed-Size Originals: Mixed

Use the Mixed mode to copy the mixed-size original set properly with Auto Paper or Auto Zoom activated.

Setting options	Description
Auto Paper	Makes a copy of the same size as the original set. 
Auto Zoom	Copies onto a single and desired paper size in appropriate zoom ratio automatically selected for each original page. 

- ✔ Load the original in the **ADF**.
- ✔ Combination of original sizes to be mixed depends on the width of the original guides of the **ADF** (the widest original width). See page 3-15 for details.
- ✔ Do not load more than 100 sheets of the original. Otherwise, the original may be misfed or damaged. If the number of original sheets exceeds 100, divide them into blocks to scan. See page 6-17 for details.
- ✔ To scan the original from the **original glass**, Separate Scan mode is required. See page 6-17 for details.
- ✔ With Mixed specified, Auto Paper will function automatically to make a copy of the same size as each original. To copy onto a single and desired paper size, manually select Auto Zoom.

1 Position the original.

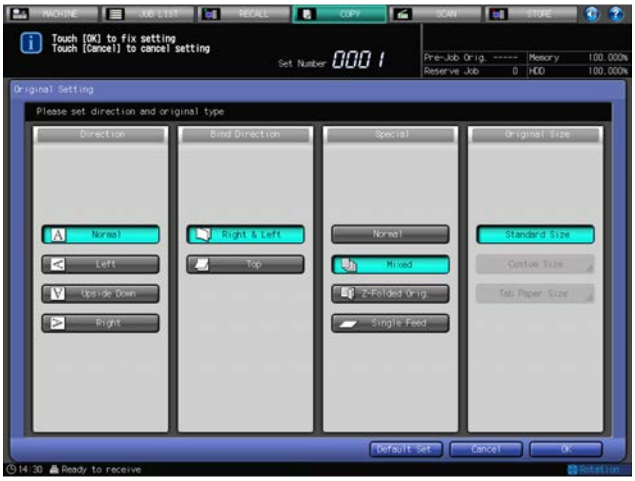
Arrange mixed-size originals aligning the left and rear sides in the **ADF**.

2 Press [COPY] tab to display the Copy Screen.

3 Press [Original Setting].

The Original Setting Screen will be displayed.

4 Select [Mixed] from under [Special].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Original Setting

Please set direction and original type

14:30 Ready to receive

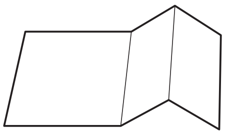
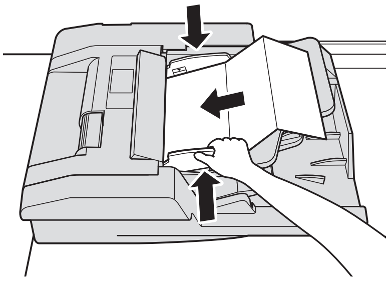
5 Press [OK] to complete the setting and return to the Copy Screen.

➔ Press [Default Set] to restore the initial settings of the Original Setting. Press [Cancel] to resume the previous setting.

➔ Printing will not start without the Copy Screen displayed. Be sure to display the Copy Screen when you start printing.

6.1.4 Copying Z-Folded Original: Z-Folded Original

With z-folded originals loaded in the **ADF**, the size detection sensor may not function properly due to the floaty original. Use the Z-Folded Original mode to detect the correct size while scanning the z-folded original.

Z-folded original	Setting original
	

✔ Load the original in the **ADF**.

✔ This mode requires more scanning time to detect the original size.

1 Position the original in the **ADF**.

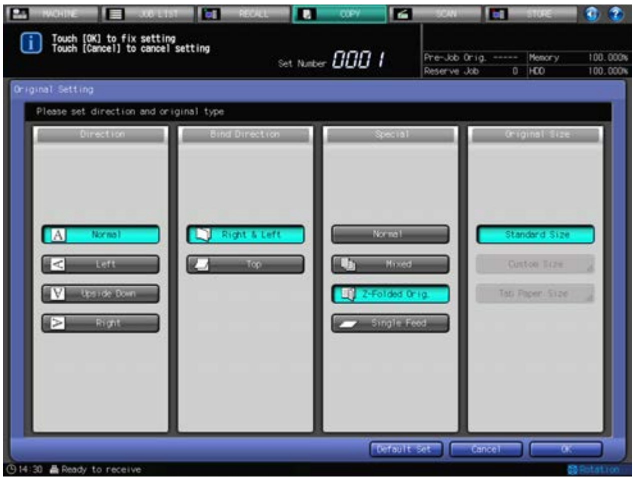
Normal originals can be set together with the z-folded original.

2 Press [COPY] tab to display the Copy Screen.

3 Press [Original Setting].

The Original Setting Screen will be displayed.

4 Select [Z-Folded Orig.] from under [Special].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set direction and original type

Ready to receive

5 Press [OK] to complete the setting and return to the Copy Screen.

- ➔ Press [Default Set] to restore the initial settings of the Original Setting. Press [Cancel] to resume the previous setting.
- ➔ Printing will not start without the Copy Screen displayed. Be sure to display the Copy Screen when you start printing.

6.1.5 Feeding Single Original from ADF: Single Feed

Use the Single Feed mode to copy thick originals or paste-ups to be fed one sheet at a time in the **ADF**.

Reference

The machine can be set to automatically feed the original right after placing the original in the ***ADF*** *(Auto Start). For details, see Section 7 of the POD Administrator's Reference.*

➔ Load only one sheet of the original in the **ADF**.

➔ The procedure for feeding the original by pressing **Start** is different from that for automatically feeding the original loaded in the **ADF**. The administrator is in charge of this setting. Contact your administrator to confirm the current setting.

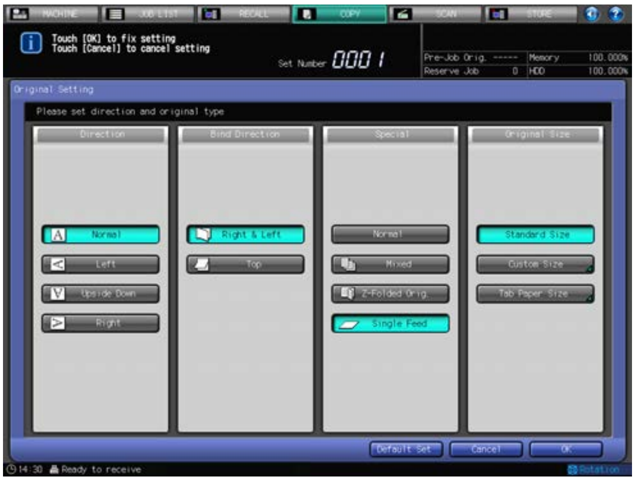
Procedure in normal Single Feed mode

1 Press [COPY] tab to display the Copy Screen.

2 Press [Original Setting].

The Original Setting Screen will be displayed.

3 Select [Single Feed] from under [Special].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

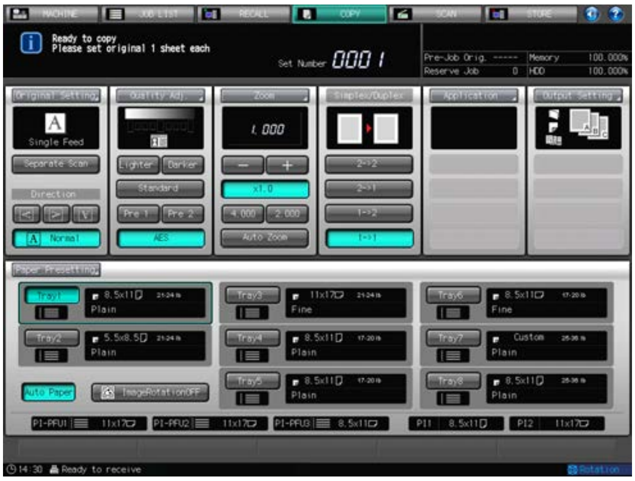
Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Original Setting

Please set direction and original type

14:30 Ready to receive

4 Press [OK] to complete the setting and return to the Copy Screen.



Ready to copy
Please set original 1 sheet each

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

14:30 Ready to receive

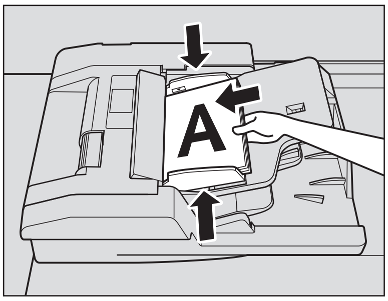
- ➔ Press [Default Set] to restore the initial settings of the Original Setting. Press [Cancel] to resume the previous setting.
- ➔ Printing will not start without the Copy Screen displayed. Be sure to display the Copy Screen when you start printing.

5 Position the original.

- ➔ Position a sheet of the original face up in the ADF.

NOTICE

*Repeat the operation to position only one sheet of the original and press **Start** if you have more than one original. Loading multiple originals in the **ADF** with [Single Feed] specified may cause machine trouble such as double feeding.*



6 Select additional copy conditions, then press **Start**.

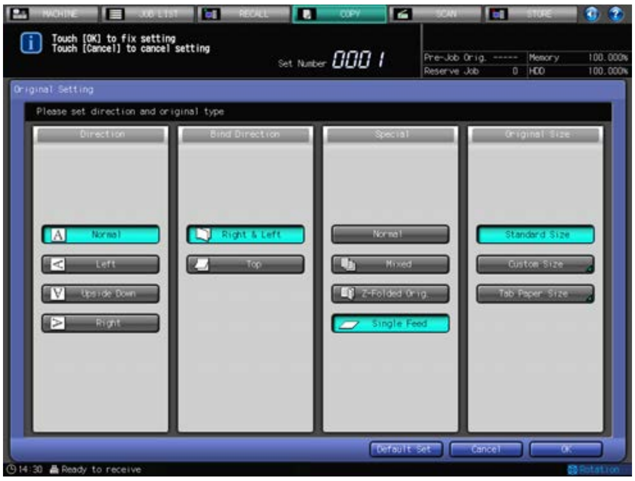
Procedure in Auto Start mode

1 Press [COPY] tab to display the Copy Screen.

2 Press [Original Setting].

The Original Setting Screen will be displayed.

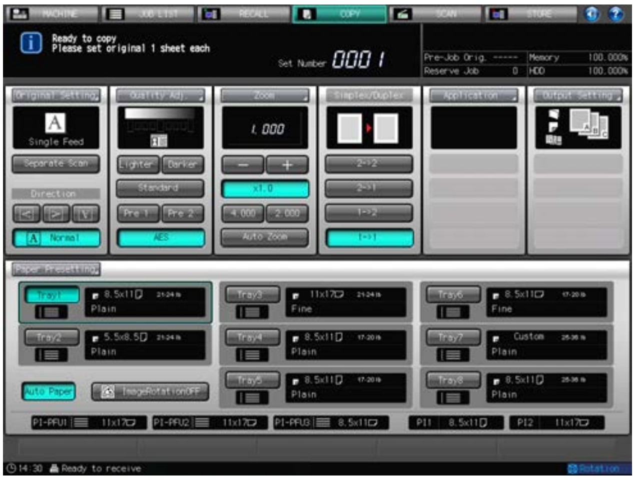
3 Select [Single Feed] from under [Special].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set direction and original type

4 Press [OK] to complete the setting and return to the Copy Screen.



Ready to copy
Please set original 1 sheet each

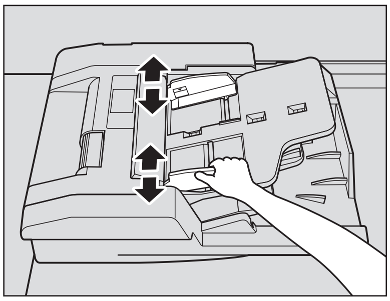
- ➔ Press [Default Set] to restore the initial settings of the Original Setting. Press [Cancel] to resume the previous setting.
- ➔ Printing will not start without the Copy Screen displayed. Be sure to display the Copy Screen when you start printing.

5 Press [Separate Scan].

6 Select additional copy conditions, as desired.

7 Adjust the original guides of the **ADF**.

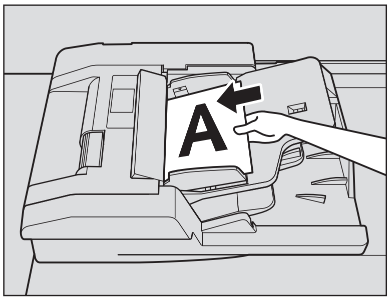
Without loading the original, adjust the original guides according to the original size to be loaded.



8 Position the original.

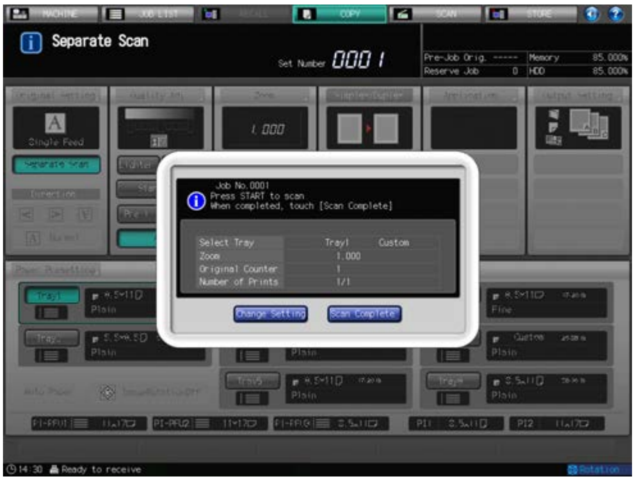
➔ Position a sheet of the original face up in the **ADF**.

The original will be automatically fed and scanned.



9 When scanning is completed, a dialog will be displayed.

Return to the previous step to continue scanning with the same copy conditions.
If any setting change for the next original is desired, press [Change Setting].
The Copy Screen will be displayed with the keys functional only for available setting changes.
Change the setting as desired, then return to the previous step.


Separate Scan

Set Number 0001

Job No.0001
Press START to scan
When completed, touch [Scan Complete]

Select Tray	Tray1	Custom
Zoom	1.000	
Original Counter	1	
Number of Prints	1/1	

10 When scanning is completed, press [Scan Complete].

11 Enter the desired print quantity, then press **Start** on the **control panel**.

All the data in memory will be output.

6.1.6 Copying Non-Standard Size Original: Custom Size

The machine usually detects the standard size of the original fed through the **ADF** or positioned on the **original glass** (Standard Size mode).

Use the Custom Size mode to specify the desired scanning area, irrespective of actual size of the original.

This function also allows you to specify the desired special size in 1 mm increments, and to recall the registered size when needed.

Reference

Custom sizes can be registered. Registered size information can be utilized later for both original and print paper size settings. For details, see Section 3 of the POD Administrator's Reference.

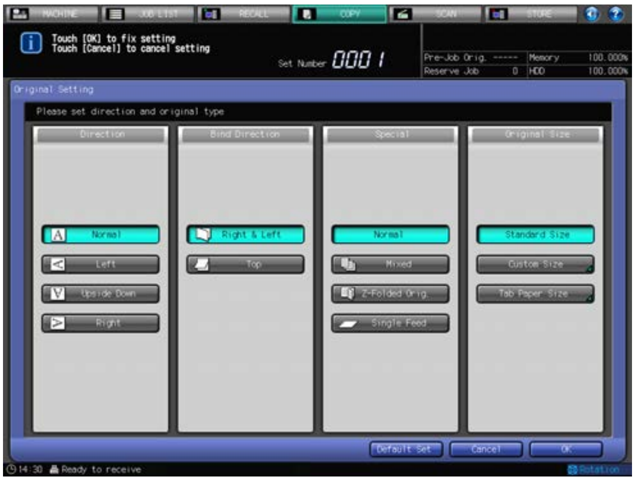
1 Position the original.

2 Press [COPY] tab to display the Copy Screen.

3 Press [Original Setting].

The Original Setting Screen will be displayed.

4 Press [Custom Size].


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

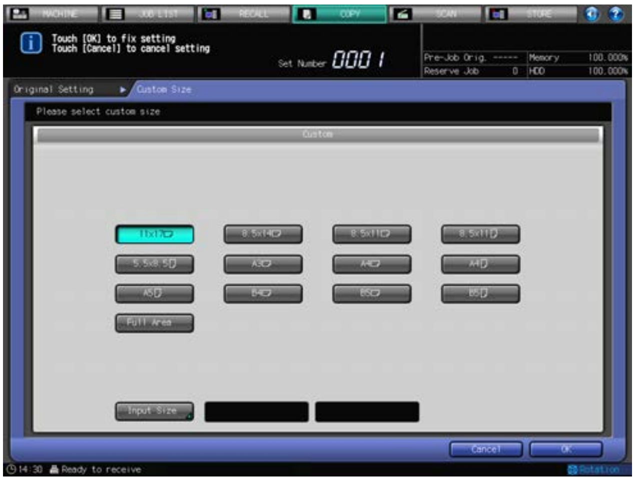
Please set direction and original type

The Custom Size Screen will be displayed.

5 Specify the desired scanning size.

➔ Selecting from size keys:

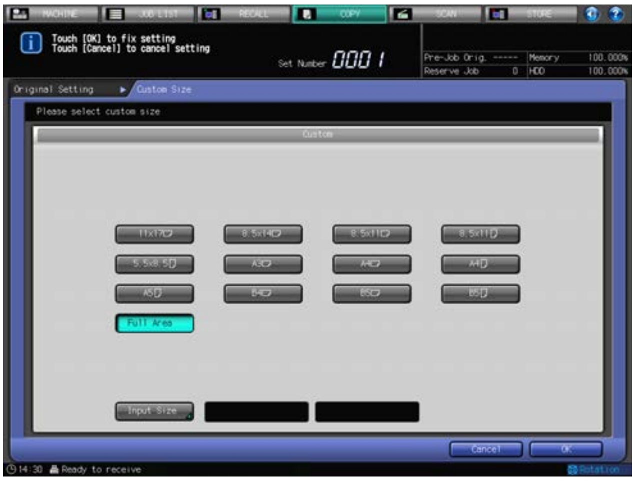
Select the desired standard size key. The machine scans the special size original as selected standard size.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select custom size

➔ Selecting [Full Area]:

Select [Full Area] for small original that cannot be detected.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select custom size

➔ Selecting [Input Size]:

Select [Input Size] to input the desired custom size or to recall a registered custom size. For details, see "Specifying a custom size" described below.

6 Press [OK].

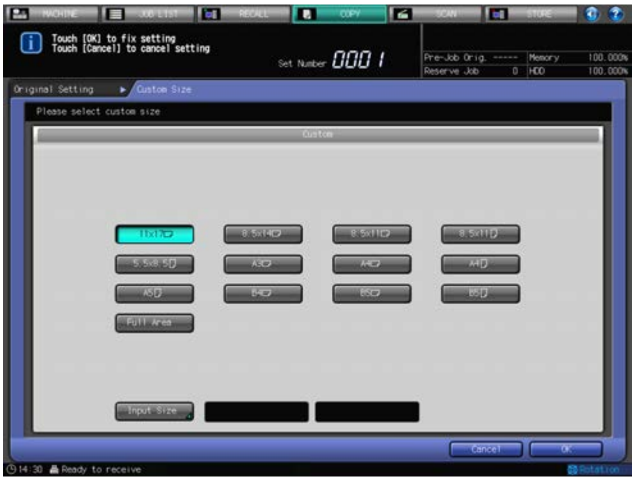
The Original Setting Screen will be restored.

7 Press [OK] to complete the setting and return to the Copy Screen.

- ➔ Press [Default Set] to restore the initial settings of the Original Setting. Press [Cancel] to resume the previous setting.
- ➔ Printing will not start without the Copy Screen displayed. Be sure to display the Copy Screen when you start printing.

Specifying a custom size

1 Press [Input Size] on the Custom Size Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Please select custom size

14:30 Ready to receive

The Input Size Screen will be displayed.

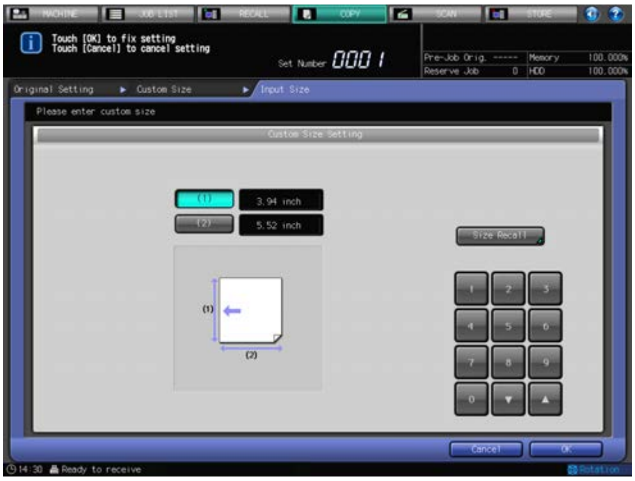
To input the desire size, proceed to step 2.

To recall a registered size, proceed to step 3.

2 Specify the lengthwise/widthwise dimension of the original size.

- ➔ Press the key [(1)] indicating lengthwise dimension. Use the keypad, [▼], or [▲] on the screen to enter the desired numerical value. Available input range is from 3.94 inches to 11.70 inches in lengthwise dimension.
- ➔ Press the key [(2)] indicating widthwise dimension. Use the keypad, [▼], or [▲] on the screen to enter the desired numerical value. Available input range is from 5.51 inches to 16.97 inches in widthwise dimension.

Proceed to step 5.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Original Setting ► Custom Size ► Input Size

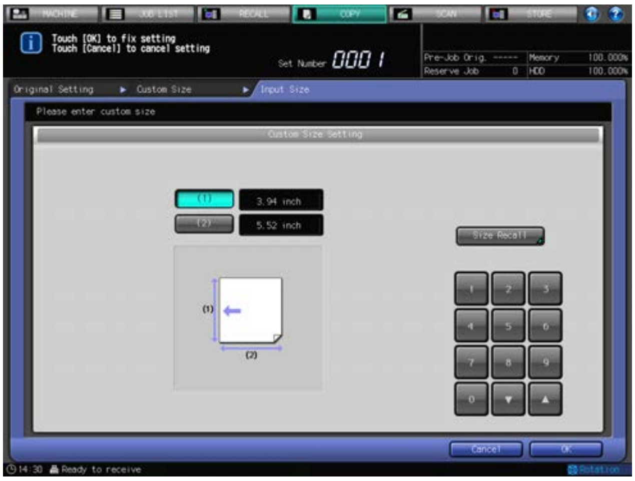
Please enter custom size

Custom Size Setting

(1) 3.94 inch
(2) 5.52 inch

14:30 Ready to receive

3 Press [Size Recall].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Original Setting ► Custom Size ► Input Size

Please enter custom size

Custom Size Setting

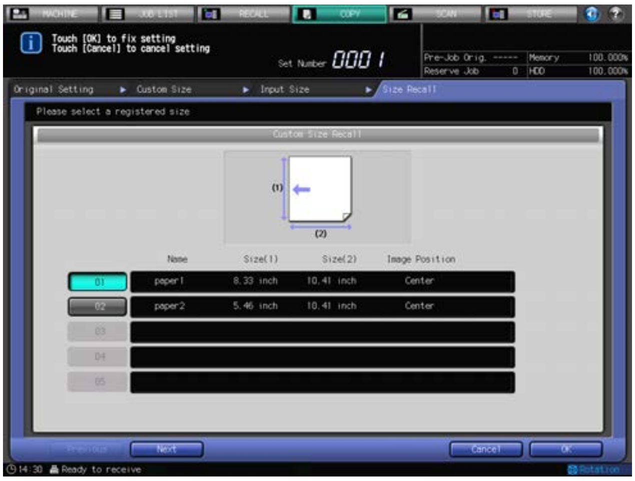
(1) 3.94 inch
(2) 5.52 inch

14:30 Ready to receive

The Size Recall Screen will be displayed.

4 Select a registered size.

- ➔ Select the desired name key, using [Next] and [Previous] as needed.
- ➔ Press [OK] to return to the Input Size Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Original Setting ► Custom Size ► Input Size ► Size Recall

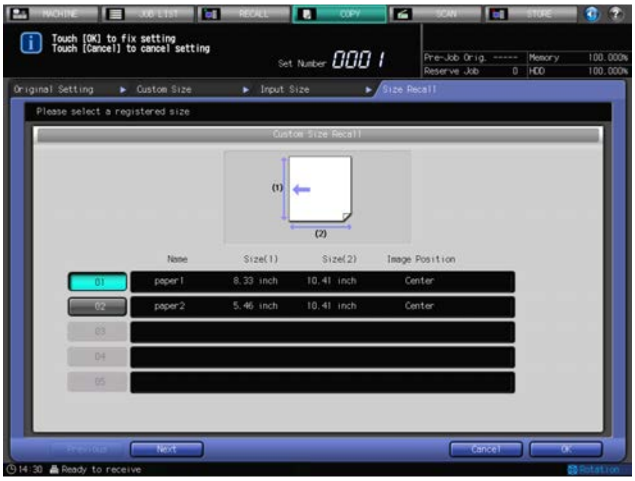
Please select a registered size

Custom Size Recall

	Name	Size(1)	Size(2)	Image Position
01	paper1	8.33 inch	10.41 inch	Center
02	paper2	5.46 inch	10.41 inch	Center
03				
04				
05				

14:30 Ready to receive

The recalled size will be displayed on the Input Size Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig.	------	Memory	100.000%
Reserve Job	0	HDD	100.000%

Please select a registered size

	Name	Size(1)	Size(2)	Image Position
01	paper1	8.33 inch	10.41 inch	Center
02	paper2	5.46 inch	10.41 inch	Center
03				
04				
05				

14:30 Ready to receive

5 Press [OK].

The Custom Size Screen will be restored.

The specified custom size will be displayed on the right side of the [Input Size] key.

6.1.7 Copying Tabbed Originals: Tab Paper Size

Use the Tab Paper Size mode to scan the standard sizes of tabbed original in order to make a copy including the tab part image.

Also, using this mode with the Auto Image Shift (Tab Print) function enabled, the standard size original having tab part image on the right edge can be printed properly onto tabbed paper by being shifted 0.49 inches to the right side.

Reference

See page 5-27 for details on loading tabbed paper in a tray.

When loading a tray with tabbed paper, make the size setting of the tray in [Tray Setting] from the Machine Screen or in [Paper Presetting] from the Copy Screen in order to specify a tab paper size to be used. See page 6-39 for details.

The setting to specify whether or not to use the Needless Tab Paper Exit function is provided in [Function Setting] on the Utility menu. For details, see Section 7 of the POD Administrator's Reference.

Using tabbed paper loaded in a tray for copying, Needless Tab Paper Exit function will be activated. See page 5-29 for details.

✔ Tab paper size and tab extension width can be specified as desired, while available tabbed original sizes are standard sizes only. The tab extension width of tabbed original should be 0.49 inches or less.

1 Position the original.

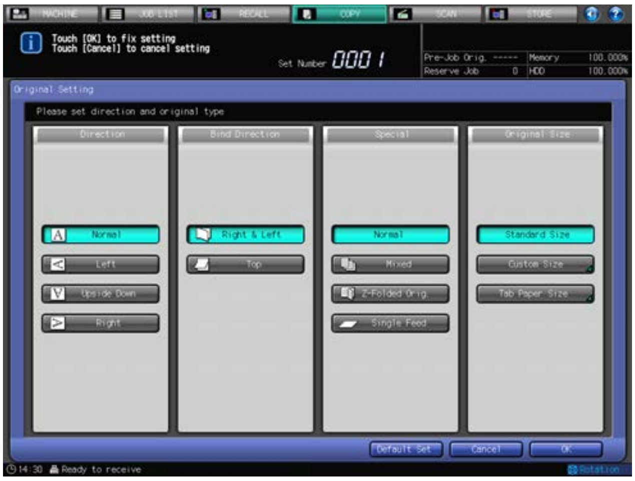
2 Press [COPY] tab to display the Copy Screen.

3 Press [Original Setting].

The Original Setting Screen will be displayed.

4 Press [Tab Paper Size] provided under [Original Size].

The Tab Paper Size Screen will be displayed.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

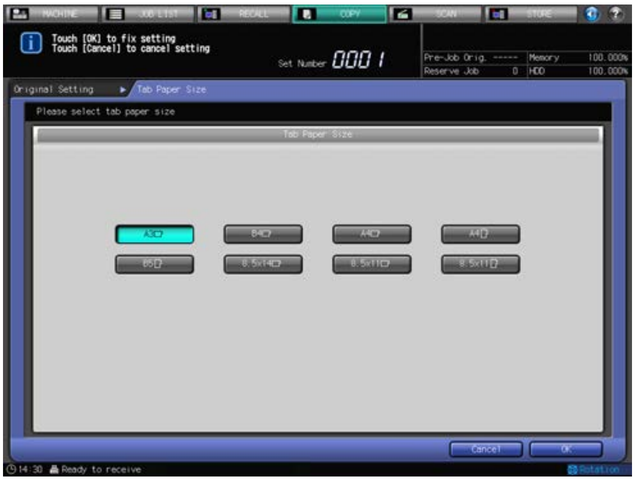
Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Original Setting

Please set direction and original type

14:30 Ready to receive

5 Press the desired size key, then press [OK].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Original Setting ► Tab Paper Size

Please select tab paper size

14:30 Ready to receive

The Original Setting Screen will be restored.

6 Press [OK] to complete the setting and return to the Copy Screen.

➔ Press [Default Set] to restore the initial settings of the Original Setting. Press [Cancel] to resume the previous setting.

➔ Printing will not start without the Copy Screen displayed. Be sure to display the Copy Screen when you start printing.

6.2 Separate Scan Mode

The **ADF** accepts only 100 sheets at a time, however, the Separate Scan mode allows you to handle the original that exceeds 100 sheets as a single job.

The multiple original scanned from the **original glass**, or both from the **ADF** and from the **original glass**, can also be combined into a single job.

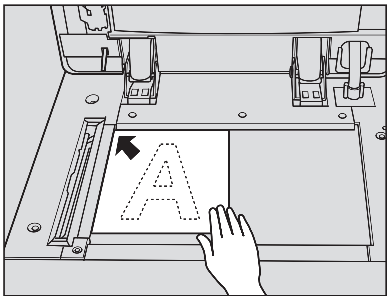
✔ Separate Scan mode is necessarily used and operates automatically to make duplex copies using **original glass**. Also, setting application functions such as Insert Image, Book Copy, Program Job, or Register Image of Registered Overlay automatically sets the Separate Scan mode.

NOTICE

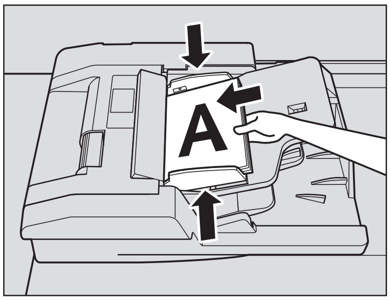
*Note that the maximum number of the original available in the **ADF** does not change in this mode. Do not load more than 100 original sheets or above the limit mark [▼]. Otherwise, the original may be misfed or damaged.*

1 Position the original.

Using the original glass, place the first page face down on the **original glass**.



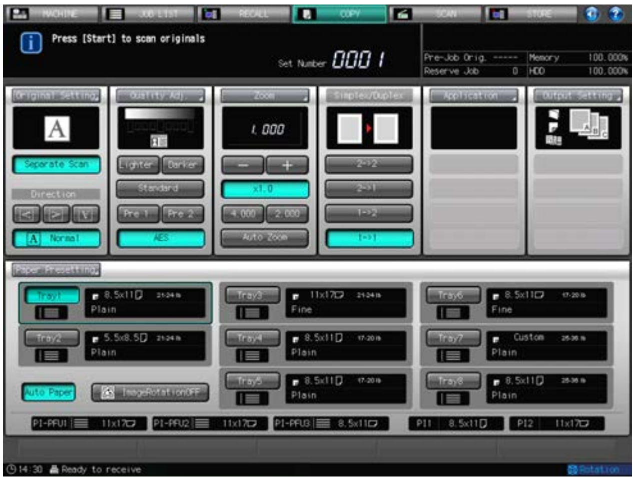
Using the **ADF**, load the original arranged in page order with page one on the top.



2 Press [COPY] tab to display the Copy Screen.

3 Set the desired copy conditions, then select [Separate Scan].

The Separate Scan mode will be activated. If this key is already highlighted, the [Separate Scan] mode has been activated automatically due to some copy selection.



Press [Start] to scan originals

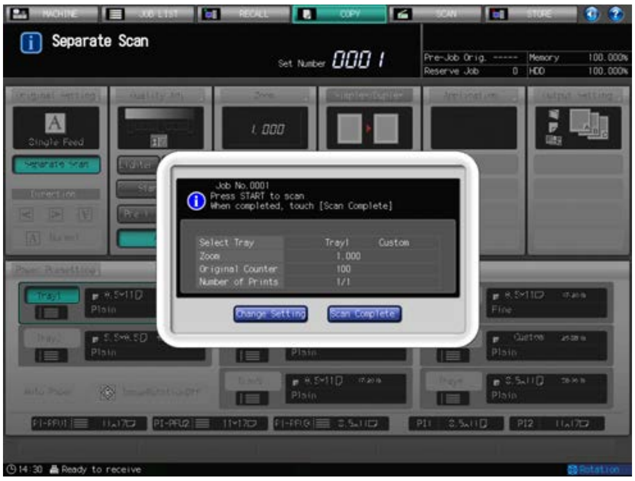
Set Number 0001

4 Press **Start** on the **control panel**.

The machine starts scanning the original.

Reset
Interrupt
Proof Copy
Stop
Start
1
2
3
4
5
6
7
8
9
0
C

5 When scanning is completed, a dialog will be displayed.

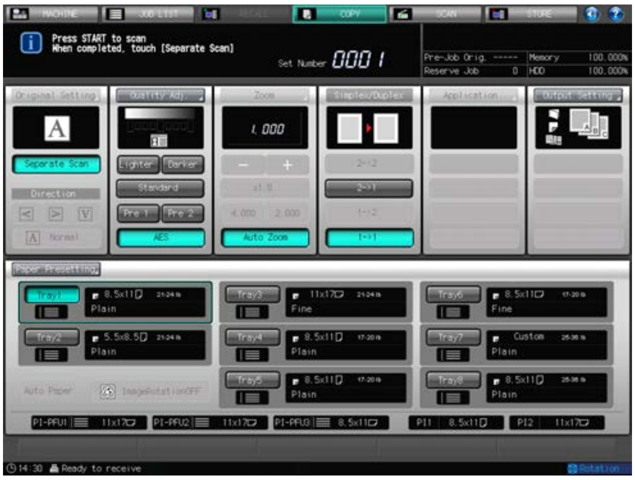

Separate Scan

Set Number 0001

Job No.0001
Press START to scan
When completed, touch [Scan Complete]

Select Tray	Tray1	Custom
Zoom	1.000	
Original Counter	100	
Number of Prints	1/1	

- ➔ To continue scanning with the same copy conditions, proceed to the next step.
- ➔ If any setting change for the next original is desired, press [Change Setting]. The Copy Screen will be displayed with the keys functional only for available setting changes.


Press START to scan
When completed, touch [Separate Scan]

Set Number 0001

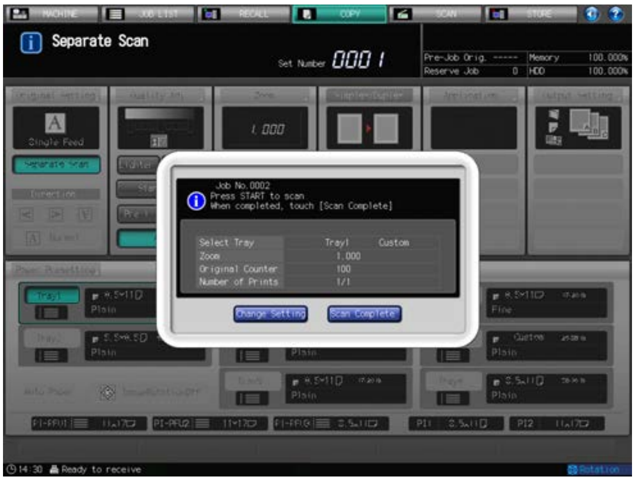
- ➔ Change the setting as desired, then proceed to the next step.

6 Replace the original, then press **Start** on the **control panel**.

Repeat steps 5 and 6 for all original pages to be scanned.

- ➔ To delete the scanned data, press **Stop** on the **control panel**.
- ➔ The memory indicator in the upper right area of the Copy Screen allows you to check the remaining memory.

7 When scanning is completed, press [Scan Complete] on the dialog.

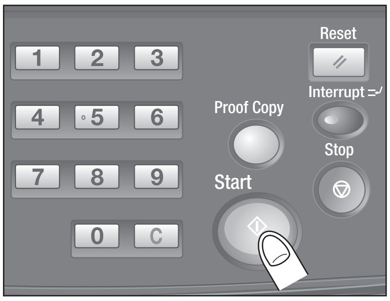


Job No.0002
Press START to scan
When completed, touch [Scan Complete]

Select Tray	Tray1	Custom
Zoom	1.000	
Original Counter	100	
Number of Prints	1/1	

8 Enter the desired print quantity, then press **Start** on the **control panel**.

All the data in memory will be output.



Reference

*To suspend the printing job, press **Stop** on the **control panel**. See page 4-21 for details.*

6.3 Quality Adjustment

Use this function to adjust the density level of copy images. Also, adjust the copy quality by specifying the original image type.

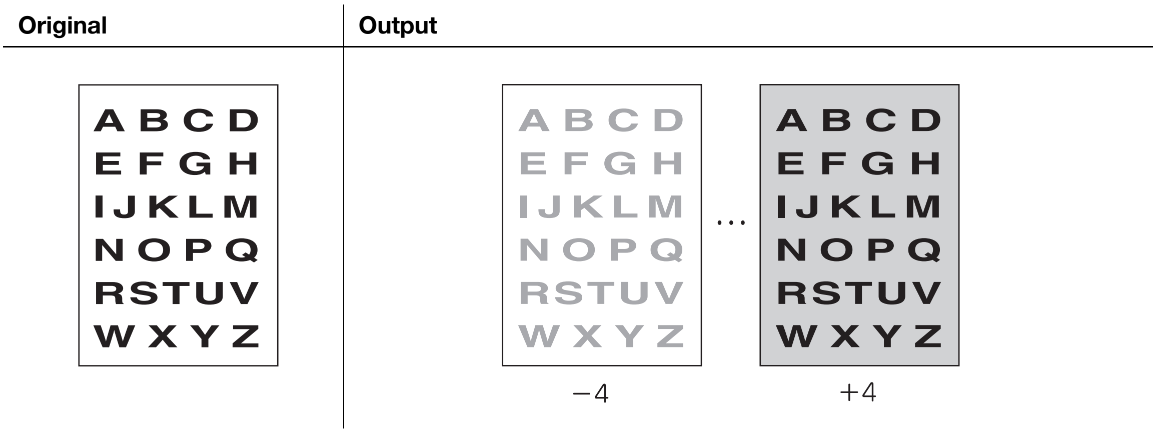
6.3.1 Adjusting Copy Density: Density Setting

[AES] (Automatic Exposure Selection) operates with the default settings. When scanning multiple originals having differences in image density, it detects the density level of each original image and automatically selects the appropriate exposure for copy.

Manually adjust the density level to make copies darker or lighter than the original.

Additionally, the following adjustments are provided:

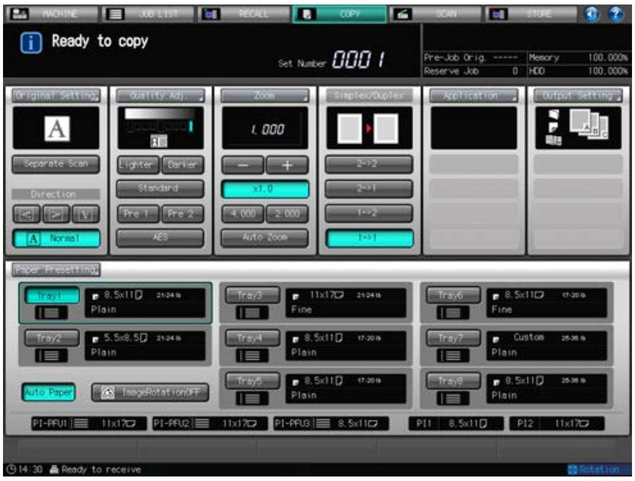
- Density by Original Type: Shift each of 9 density levels provided in Density Setting to three levels darker or three levels lighter. This setting can be made to use in combination with each of 4 Original Type modes.
- Preset Density Recall: Program a combination of Original Type, Density Setting, and Background Removal specified as desired. This setting can be made for the two keys provided on the screen.
- Photo Mode Density Selection: Specify the density level to be selected by AES in Photo mode.
- Image Density Selection: Change the range of the density level between the darkest and lightest that can be specified in the Density Setting. Use this setting, for example, to obtain a lighter image overall without degrading the image quality. This setting is also effective when using Density by Original Type.



Reference

The four density adjustments (Density by Original Type, Preset Density Recall, Photo Mode Density Selection, and Image Density Selection) are provided in [Function Setting] on the Utility menu. For details, see Section 7 of the POD Administrator's Reference.

1. Position the original.
2. Press [COPY] tab to display the Copy Screen.
3. Select the desired density level using the setting keys provided under [Quality Adj.]



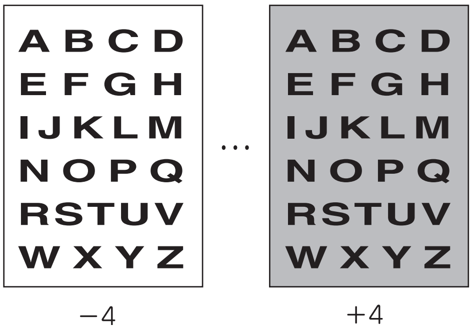
- ➔ Press [Lighter] to make the copy image lighter than the original, or press [Darker] to make it darker.
- ➔ Press [Standard] to resume the middle density level.
- ➔ Press [Pre 1] or [Pre 2] to recall the desired preset density.
- ➔ Press [AES] to automatically adjust the copy image density.
- ➔ This setting is also available from the [Density Setting] area of the Quality Adjustment Screen. Press [Quality Adj.] on the Copy Screen to display the Quality Adjustment Screen.

Reference

Making a proof copy allows you to view the output image and check the adjustment result. See page 10-2 for details.

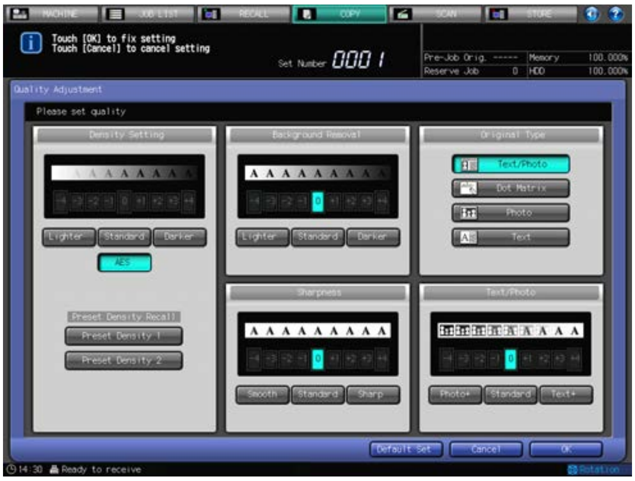
6.3.2 Adjusting Background Whiteness: Background Removal

Adjust the density level of background when copying dark paper originals such as newspaper or recycled paper.

Original	Output
	

1. Position the original.
2. Press [COPY] tab to display the Copy Screen.
3. Press [Quality Adj.]

   The Quality Adjustment Screen will be displayed.
4. Select the desired density level using the setting keys provided under [Background Removal].
   - ➔ Press [Lighter] to make the background lighter than the original, or press [Darker] to make it darker.
   - ➔ Press [Standard] to resume the middle density level.



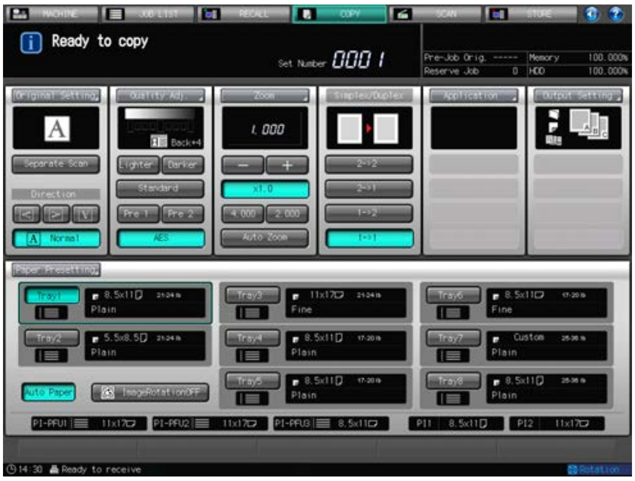
Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Please set quality

14:30 Ready to receive

- ➔ When any adjustment is made for Background Removal, the adjustment value will be displayed under [Quality Adj.] on the Copy Screen.



Ready to copy

Set Number 0001

14:30 Ready to receive

5 Press [OK] to complete the setting and return to the Copy Screen.

- ➔ Press [Default Set] to restore the initial settings of the Quality Adjustment. Press [Cancel] to resume the previous setting.
- ➔ Printing will not start without the Copy Screen displayed. Be sure to display the Copy Screen when you start printing.

Reference

Making a proof copy allows you to view the output image and check the adjustment result. See page 10-2 for details.

6.3.3 Making Copy Quality Closer to the Original: Original Type

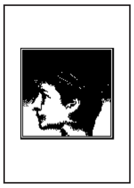
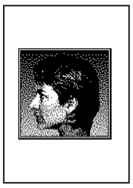
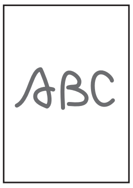
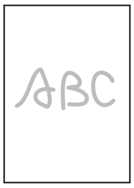
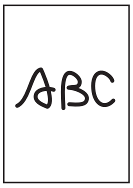
Specify the original image type so that the copy quality matches more closely to that of the original.

Reference

[Density by Original Type]: Shift each of 9 density levels provided in Density Setting to three levels darker or three levels lighter. This setting is provided in [Function Setting] on the Utility menu. For details, see Section 7 of the POD Administrator's Reference.

Text/Photo	Select to copy originals including both text and photo image. [Text/Photo] is specified as factory default.
Dot Matrix	Select to copy originals with low contrast such as penciled. This function increases the contrast to produce a sharp image.

Photo	Select to reproduce a half-tone photo image, which can hardly be reproduced in normal mode.
Text	Select to copy originals composed of text only. In this mode, the edges of copied text will be sharpened to provide higher legibility.

Original	**Output**	
	Text/Photo 	Photo 
	Text/Photo 	Dot Matrix 
ABCDE FGHIJK LMNOP QRSTU VWXYZ	Text/Photo ABCDE FGHIJK LMNOP QRSTU VWXYZ	Text ABCDE FGHIJK LMNOP QRSTU VWXYZ

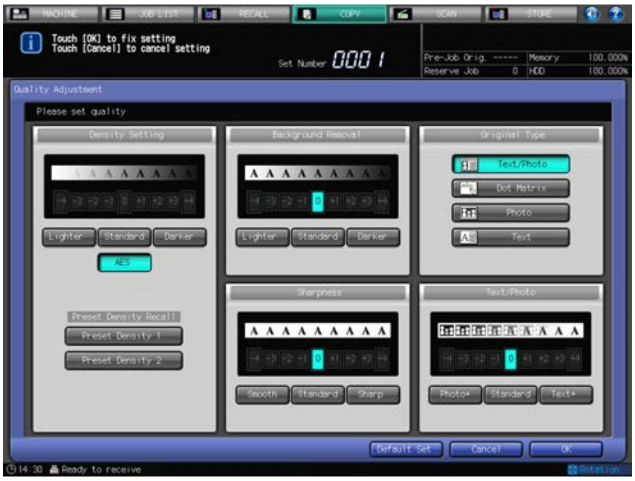
1 Position the original.

2 Press [COPY] tab to display the Copy Screen.

3 Press [Quality Adj.]

The Quality Adjustment Screen will be displayed.

4 Select the desired mode key from under [Original Type].



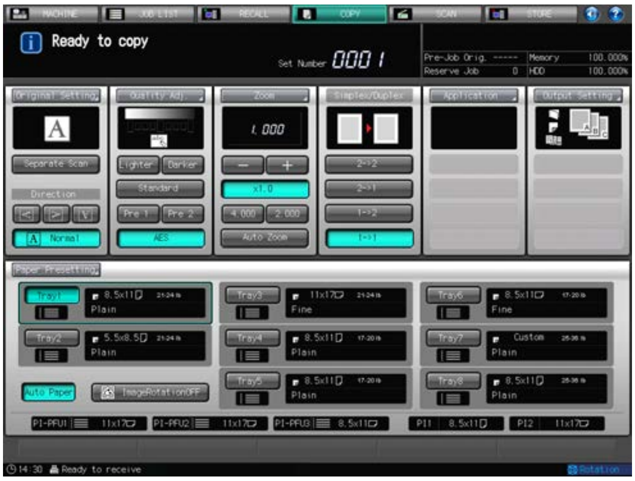
Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set quality

Ready to receive

5 Press [OK] to complete the setting and return to the Copy Screen.

- ➔ Press [Default Set] to restore the initial settings of the Quality Adjustment. Press [Cancel] to resume the previous setting.
- ➔ Printing will not start without the Copy Screen displayed. Be sure to display the Copy Screen when you start printing.
- ➔ When an original type mode is selected, an icon representing specified original type mode will be displayed under [Quality Adj.] on the Copy Screen.

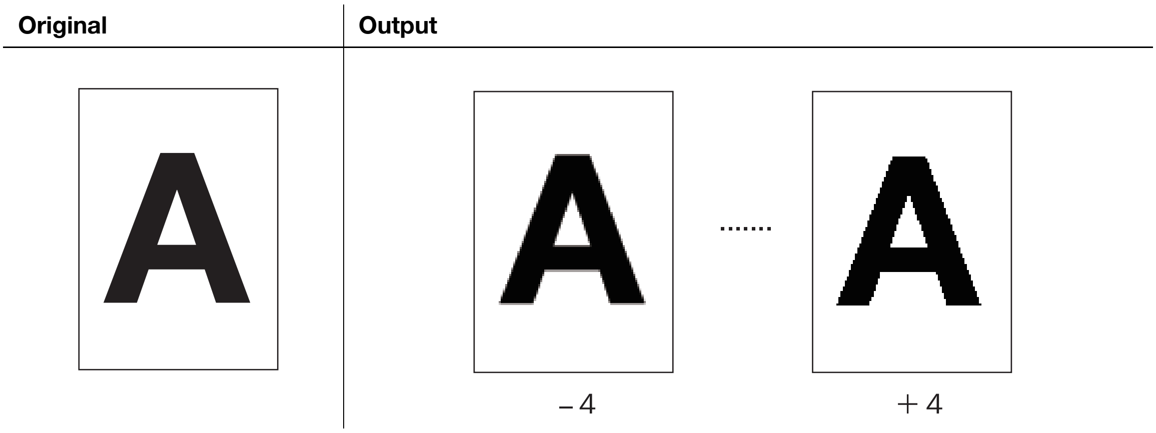


Reference

Making a proof copy allows you to view the output image and check the adjustment result. See page 10-2 for details.

6.3.4 Adjusting Sharpness: Sharpness

Adjust the sharpness of text and image outlines.



1 Position the original.

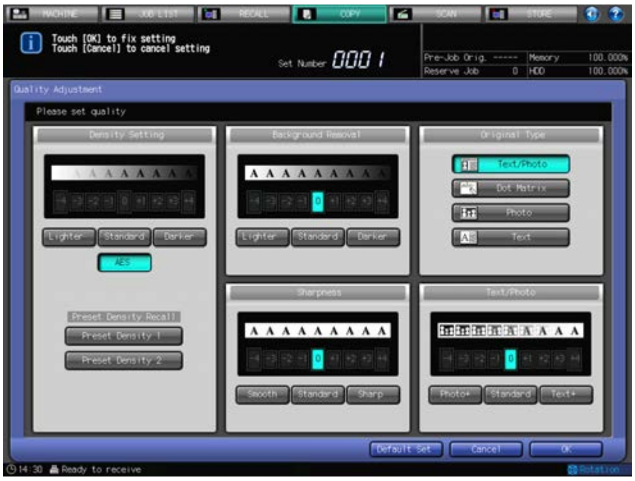
2 Press [COPY] tab to display the Copy Screen.

3 Press [Quality Adj.]

The Quality Adjustment Screen will be displayed.

4 Select the desired level using the setting keys provided under [Sharpness].

- ➔ Press [Smooth] to make the text and image outlines smoother, or press [Sharp] to make them sharper.
- ➔ Press [Standard] to resume the standard level.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set quality

5 Press [OK] to complete the setting and return to the Copy Screen.

- ➔ Press [Default Set] to restore the initial settings of the Quality Adjustment. Press [Cancel] to resume the previous setting.
- ➔ Printing will not start without the Copy Screen displayed. Be sure to display the Copy Screen when you start printing.

Reference

Making a proof copy allows you to view the output image and check the adjustment result. See page 10-2 for details.

6.3.5 Adjusting Image Distinction Level: Text/Photo

The machine provides two methods for reproducing images.

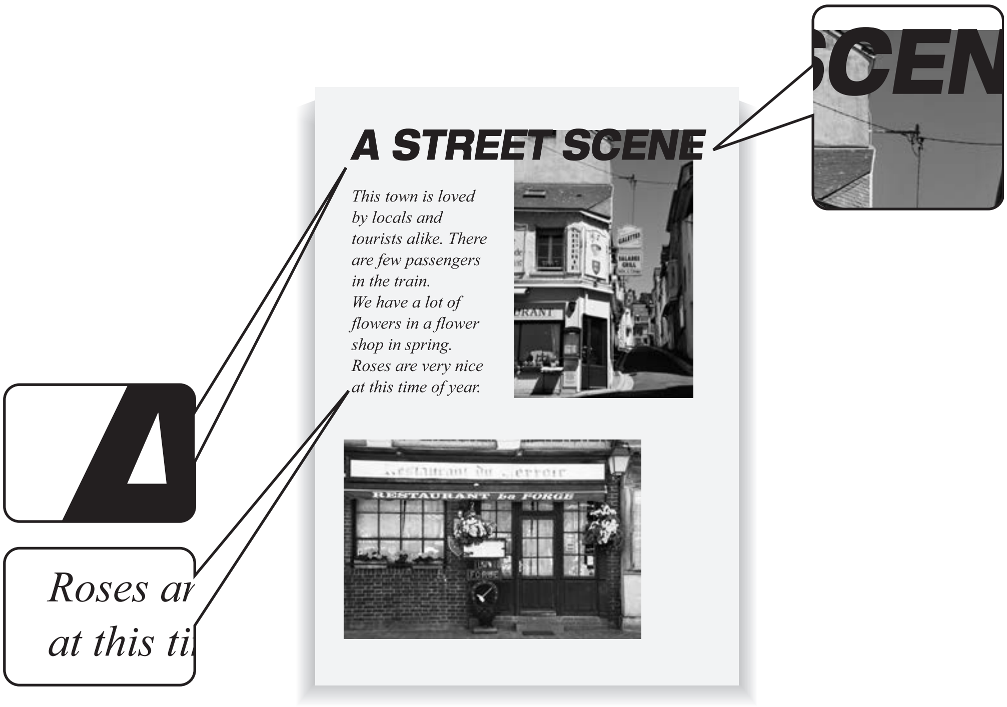
One is the dither (error diffusion) method which uses small dots (600 dots per inch) to reproduce an image.

This method is suitable for reproducing text originals sharply.

The other is the screen method, which also provides two methods. One is the Line Screen which uses many halftone lines to reproduce an image, and the other is the Dot Screen which uses halftone dots as used for printed images. The screen methods provide fine quality in reproducing the gradation of images. However, text originals may not be reproduced clearly, being processed in the same way as photo originals.

Using the Text/Photo distinction function, the machine detects and determines the photo portion and text area of the scanned original, which allows you to obtain the optimum print result for each original.

This section describes how to adjust the ratio in detecting the text/photo area.


SCEN
A STREET SCENE
This town is loved by locals and tourists alike. There are few passengers in the train.
We have a lot of flowers in a flower shop in spring.
Roses are very nice at this time of year.
RESTAURANT La FORGE
A
Roses ar
at this ti

1 Position the original.

2 Press [COPY] tab to display the Copy Screen.

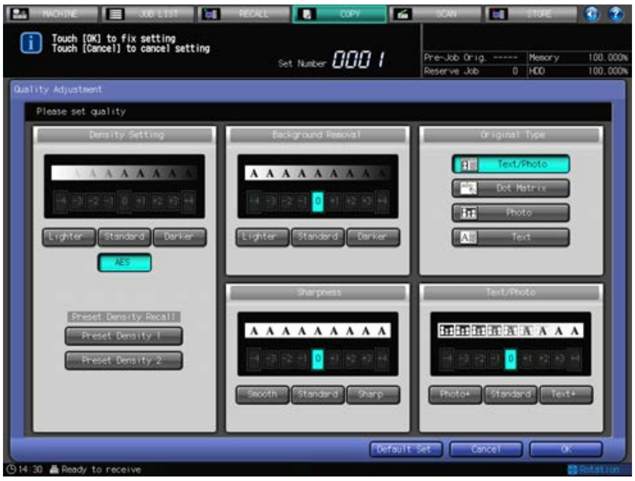
3 Press [Quality Adj.]

The Quality Adjustment Screen will be displayed.

4 Select the desired level using the setting keys provided under [Text/Photo].

➔ Press [Photo+] to increase the photo distinction level, or press [Text+] to increase the text distinction level.

➔ Press [Standard] to resume the standard level.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set quality

Ready to receive

5 Press [OK] to complete the setting and return to the Copy Screen.

➔ Press [Default Set] to restore the initial settings of the Quality Adjustment. Press [Cancel] to resume the previous setting.

➔ Printing will not start without the Copy Screen displayed. Be sure to display the Copy Screen when you start printing.

Reference

Making a proof copy allows you to view the output image and check the adjustment result. See page 10-2 for details.

6.4 Zoom

In the initial settings of the Copy Screen, the magnification is automatically set at 1.000 (full size).

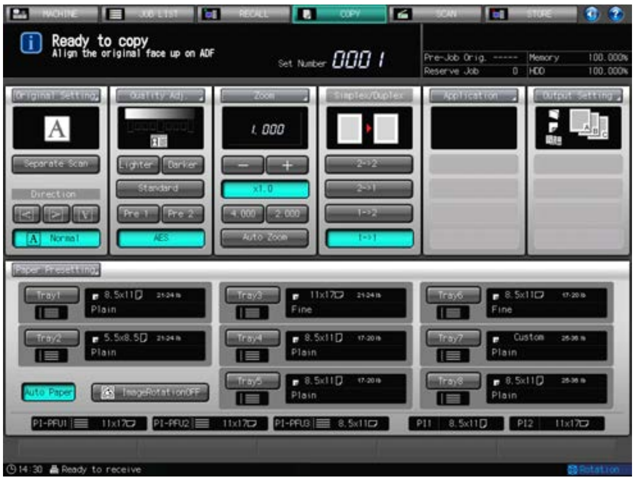
This section describes how to change the magnification ratio.

6.4.1 Making Full-Size Copies

Follow this procedure to make a full-size copy of the original image.

1 Close the **ADF** securely, and then press **Reset** on the **control panel**.

All the settings will resume the initial state, with [x1.0] (1.000) selected automatically for the Zoom setting.



Ready to copy
Align the original face up on ADF

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Zoom 1.000

14:30 Ready to receive

2 Set copy conditions, as desired.

→ Specifying a paper size will set [Auto Zoom] automatically. In this case, select [×1.0] again to make a full-size copy for sure.

Reference

The machine may select [Auto Zoom] or any other magnification ratio than [×1.0] when the initial settings are restored. In this case, the initial setting for Zoom has been changed. The initial settings can be changed in [Copy Setting] on the Utility menu. For details, see Section 7 of the POD Administrator's Reference.

6.4.2 Changing Magnification Ratio

Display the Zoom Screen to change the magnification ratio as desired.

The following four modes are provided to change the magnification ratio:

- Vert./Horiz. Zoom (proportional): Specified within the range from 0.250 to 4.000 in 0.001 (0.1%) increments.
- Vertical Zoom/Horizontal Zoom (individual): Specified individually for vertical and horizontal ratios within the range from 0.250 to 4.000 in 0.001 (0.1%) increments.
- Enlarge/Reduce (fixed): Select one from the eight ratios (0.500, 0.647, 0.772, 0.939, 1.214, 1.294, 1.545, 2.000) at a single touch.
- Set Zoom Ratio: Select one from the three ratios previously programmed at a single touch.

NOTICE

*After changing the magnification ratio on the Zoom Screen, you can press **Start** on the **control panel** to start printing without returning to the Copy Screen.*

Reference

You can change the setting of Vert./Horiz. Zoom (proportional) without displaying the Zoom Screen. See page 6-31 for details.

Reference

The Set Zoom Ratio setting is provided in [Function Setting] on the Utility menu. For details, see Section 7 of the POD Administrator's Reference.

1. Press [COPY] tab to display the Copy Screen.
2. Press [Zoom].

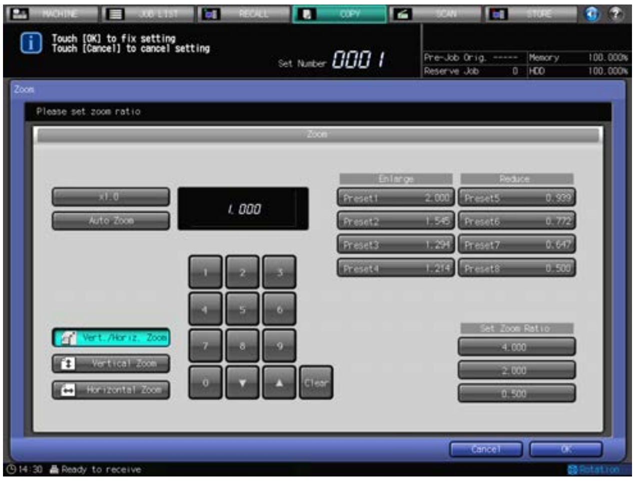
   The Zoom Screen will be displayed.
3. Specify the desired magnification ratio.

   Vert./Horiz. Zoom (proportional):

   Press [Vert./Horiz. Zoom] to highlight it. Use the keypad, [▼], or [▲] on the screen to enter the desired magnification ratio. The entered ratio will be displayed on the screen.

   ➔ If wrong number is entered, continue by entering the correct number.

   ➔ Keep pressing arrow keys [▼] or [▲] to change the ratio in 0.001 (0.1%) steps at first, and then in 0.010 (1%) steps.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set zoom ratio

1.000

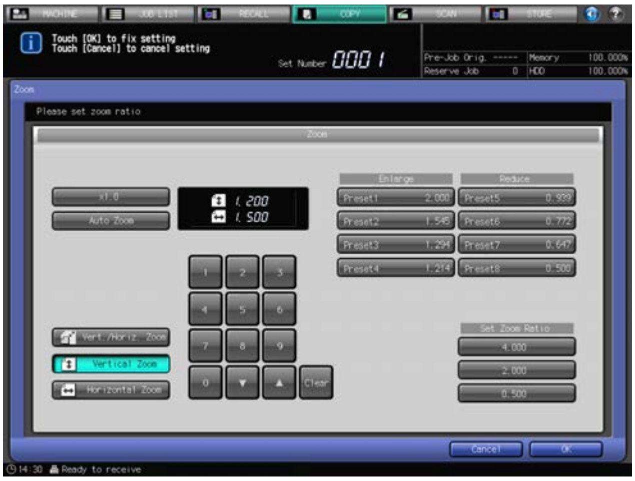
14:30 Ready to receive

Vertical Zoom/Horizontal Zoom (individual):

Select [Vertical Zoom] or [Horizontal Zoom]. Use the keypad, [▼], or [▲] on the screen to enter the desired magnification ratio. The entered ratios will be displayed separately with vertical and horizontal icons.

➔ If wrong number is entered, continue by entering the correct number.

➔ Keep pressing arrow keys [▼] or [▲] to change the ratio in 0.001 (0.1%) steps at first, and then in 0.010 (1%) steps.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

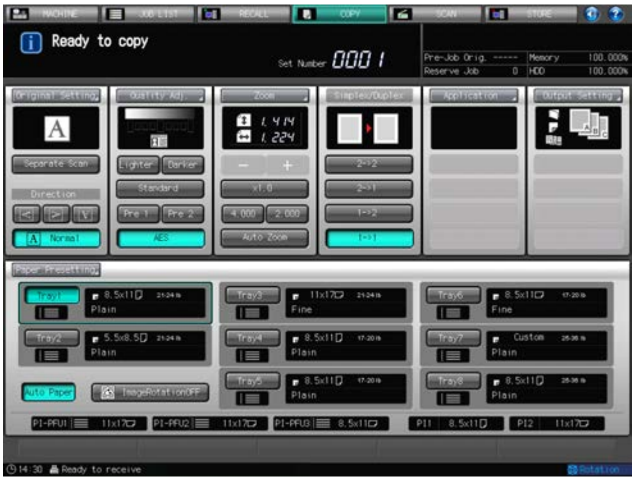
Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set zoom ratio

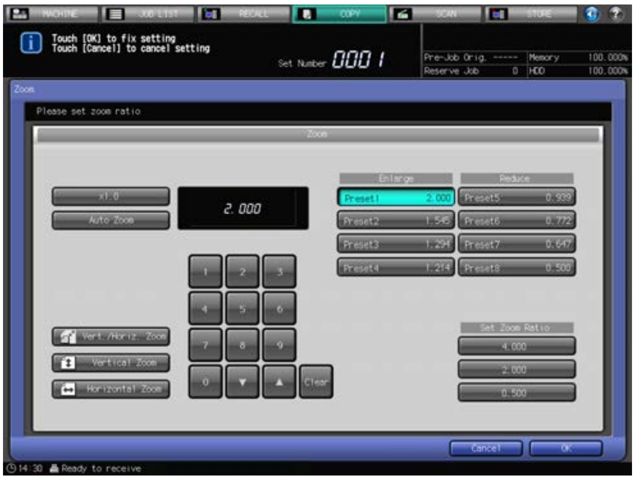
1.200
1.500

14:30 Ready to receive

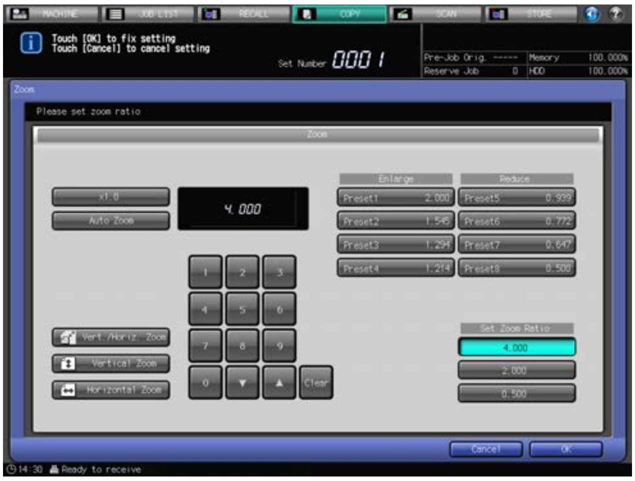
➔ When the vertical and horizontal zoom ratios are specified, entered ratios will be displayed separately under Zoom on the Copy Screen.



Enlarge/Reduce (fixed):
Select the desired zoom key from under [Enlarge] or [Reduce].



Set Zoom Ratio:
Select the desired zoom key from under [Set Zoom Ratio].
➔ The upper two of the three Set Zoom Ratio keys can also be selected from the Copy Screen.



4 Press [OK] to complete the setting and return to the Copy Screen.

➔ Press [Cancel] to resume the previous setting.

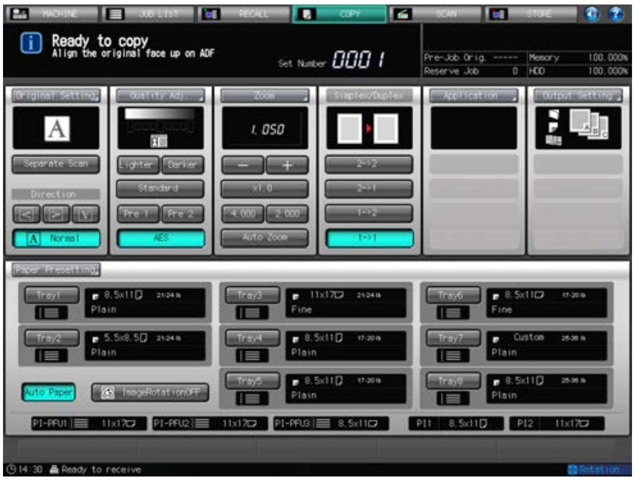
6.4.3 Changing Magnification Ratio Using [-]/[+] on the Copy Screen

Vert./Horiz. Zoom (proportional) can also be changed from the Copy Screen.

1 Press [COPY] tab to display the Copy Screen.

2 Specify the desired magnification ratio using [-] and [+] keys provided under [Zoom].

➔ Keep pressing [-] or [+] to change the ratio in 0.001 (0.1%) steps at first, and then in 0.010 (1%) steps.



Ready to copy
Align the original face up on ADF

6.4.4 Changing Magnification Ratio Using Set Zoom Ratio Keys on the Copy Screen

You can use the Set Zoom Ratio keys provided on the Copy Screen to change the magnification ratio.

NOTICE

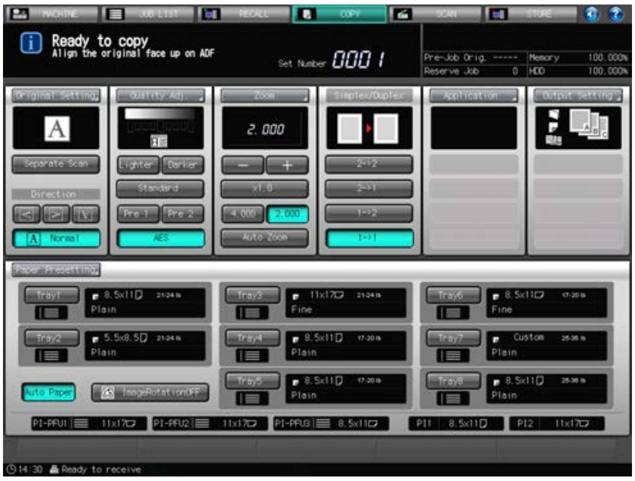
The magnification ratios of the keys provided under [Zoom] on the Copy Screen are the same as those of the upper two keys (Set Zoom Ratio 1, Set Zoom Ratio 2) provided under [Set Zoom Ratio] on the Zoom Screen. Three Set Zoom Ratios can be registered, yet only two ratios, namely Set Zoom Ratio 1 and Set Zoom Ratio 2, are displayed on the Copy Screen to allow the selection.

Reference

The Set Zoom Ratio registration is provided in [Function Setting] on the Utility menu. For details, see Section 7 of the POD Administrator's Reference.

1 Press [COPY] tab to display the Copy Screen.

2 Select the desired magnification ratio key from the two provided under [Zoom].



Ready to copy
Align the original face up on ADF

6.4.5 Setting Magnification Ratio Automatically: Auto Zoom

Selecting a tray of the desired paper size specified in Tray Setting, the machine automatically selects an appropriate magnification ratio according to the scanned original size and paper size.

Reference

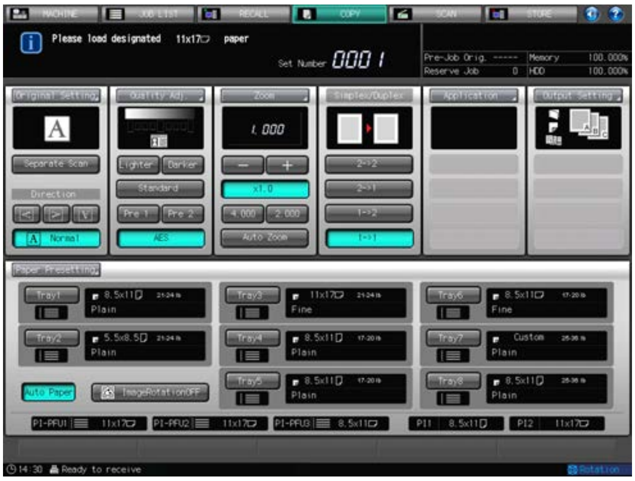
See page 6-39 for details on specifying paper size for a tray.

✔ Auto Zoom is incompatible with Auto Paper, while Image Rotation is available.

✔ Auto Zoom will not function for the tray specified as [Custom] in the Tray Setting or Paper Presetting.

1 Position the original.

The machine detects the original size automatically.



Please load designated 11x17 paper

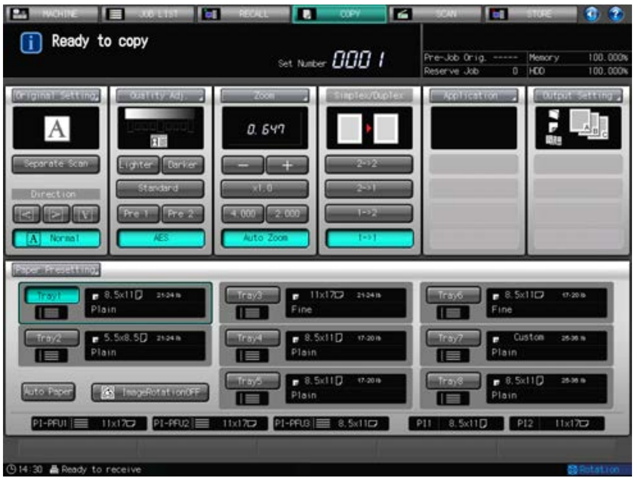
Set Number 0001

1.000

2 Press a tray key to select the desired paper size.

The [Auto Zoom] provided under [Zoom] will be highlighted, and a proportional zoom ratio will be automatically determined and displayed on the screen.

➔ The [Auto Zoom] will not be highlighted if you select a tray with [Custom] specified.



Ready to copy

Set Number 0001

0.647

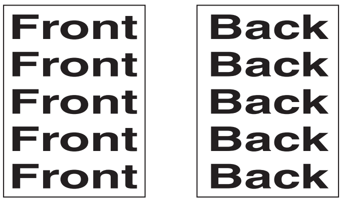
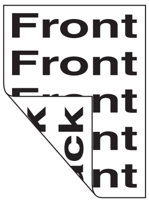
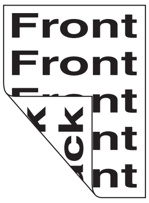
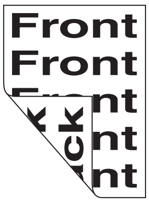
6.5 Simplex/Duplex Setting

The machine initially selects the simplex copy mode [1->1] to make single-sided copies from the single-sided original.

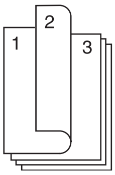
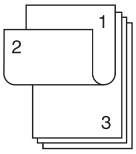
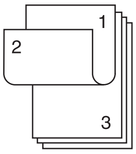
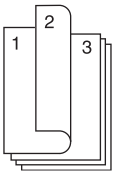
Follow the procedure below to make double-sided copies from the original scanned from the **ADF** or from the original glass (duplex copying), and also to make single-sided copies from the double-sided original.

6.5.1 Making Double-Sided Copies Using ADF

Follow the procedure below to make double-sided copies from the single-sided or double-sided original scanned from the **ADF**.

Single-sided original	Duplex copy
 Front Front Front Front Front Back Back Back Back Back	
Double-sided original	Duplex copy
	

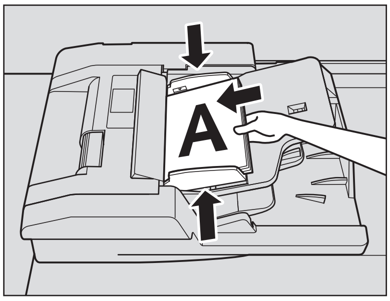
- The top-bound double-sided copies (printed upside down on back pages) can be made from side-bound single- or double-sided originals (having the same edge as page top).
- The side-bound double-sided copies can be made from top-bound double-sided originals.

Side-bound single- or double-sided originals	Top-bound double-sided copies
	
Top-bound double-sided originals	Side-bound double-sided copies
	

✔ Specify [Direction] and [Bind Direction] of the Original Setting according to the original loaded in the **ADF**.

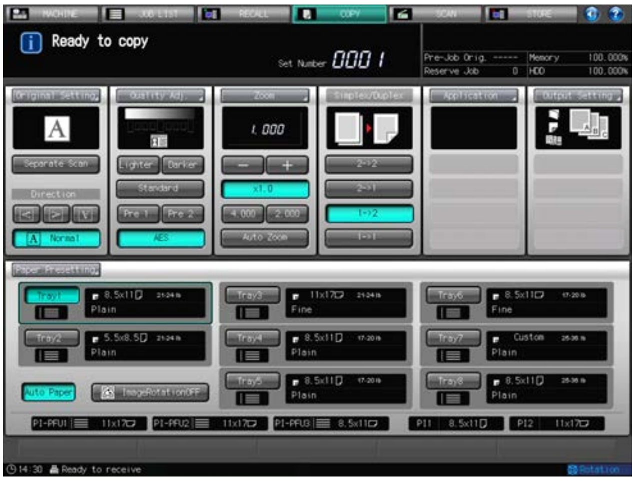
✔ The machine is set to automatically match the [Bind Direction] of the Output Setting to the [Bind Direction] specified in the Original Setting. To make top-bound copies from side-bound originals, or to make side-bound copies from top-bound originals, specify [Bind Direction] in the Output Setting as desired.

1 Position the original in the **ADF**.



2 Press [COPY] tab to display the Copy Screen.

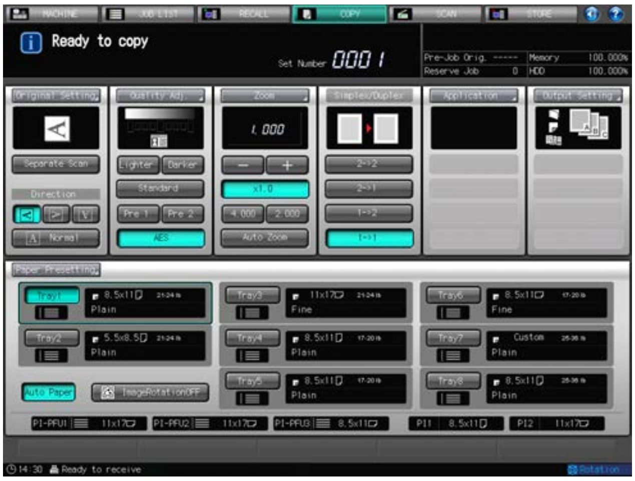
3 Select either [1->2] or [2->2].



4 Specify the direction of the original.

➔ Select a key provided under [Direction] according to the orientation of the original in place.

➔ See page 6-2 for details of [Direction].



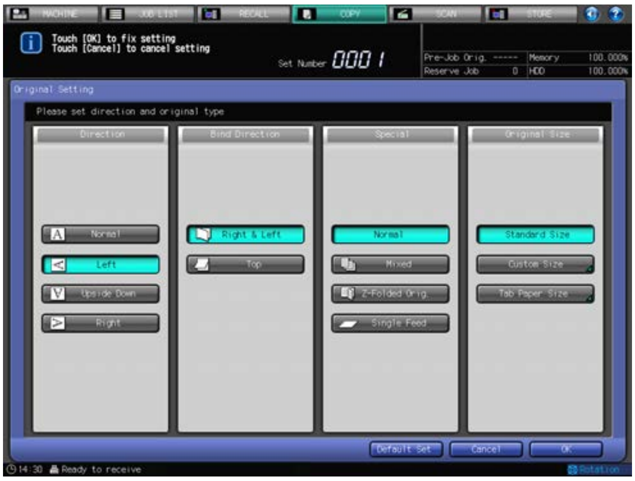
5 Specify the bind direction of the original.

➔ Press [Original Setting] to display the Original Setting Screen.

For top-bound double-sided originals (printed upside down on back pages), select [Top] from under [Bind Direction].

Press [OK] to complete the setting and return to the Copy Screen.

➔ See page 6-3 for details of [Bind Direction].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set direction and original type

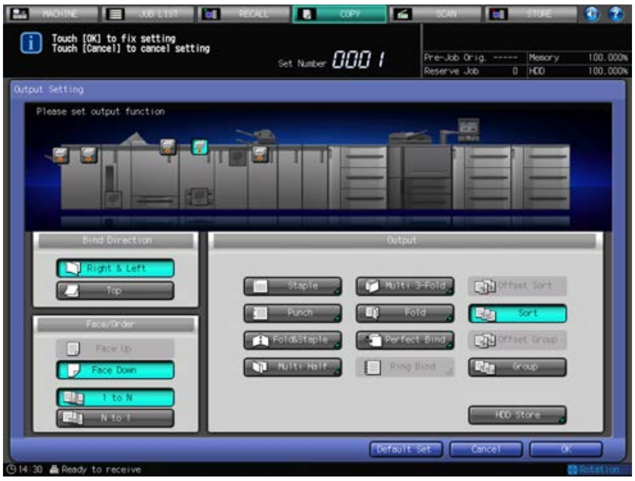
6 To make double-sided copies of different bind direction from the originals, specify the bind direction for double-sided copies in the Output Setting.

➔ Press [Output Setting] on the Copy Screen to display the Output Setting Screen.

Select the desired bind direction key provided under [Bind Direction].

Press [OK] to complete the setting and return to the Copy Screen.

➔ See page 8-8 for [Bind Direction] in the Output Setting.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set output function

7 Select additional copy conditions, as desired.

8 Press **Start** on the **control panel**.

➔ You cannot output unless you return to the Copy Screen. Be sure to display the Copy Screen when you start printing.

6.5.2 Making Double-Sided Copies Using Original Glass

This section describes how to make double-sided copies from the original scanned from the **original glass**.

✔ The Separate Scan mode will be activated automatically.

✔ Specify [Direction] according to that of the original placed on the **original glass**. Double-sided copies can be arranged upside down on back pages.

1 Position the original on the **original glass**.

➔ Open the **ADF**. Position the first page of the original face down, then close the **ADF**.

➔ When using Book Copy, No Image Area Erase, Auto Detect mode of Image Repeat, or Image Centering, keep the **ADF** open throughout the scanning procedure.

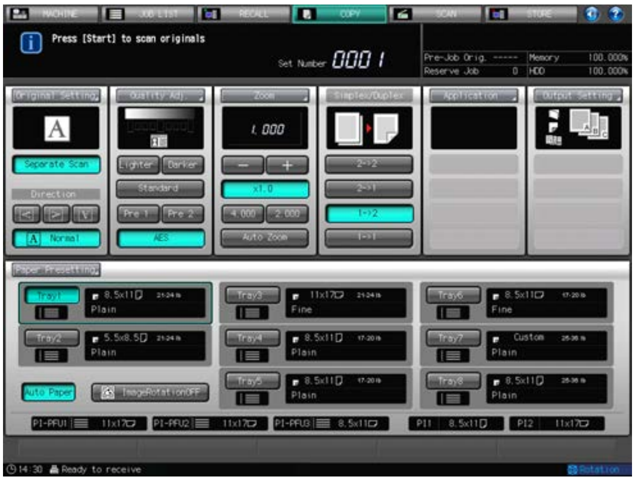
2 Press [COPY] tab to display the Copy Screen.

3 Select [1->2] copy mode.

The [Separate Scan] key will be automatically selected on the screen.

NOTICE

*Do not press **Reset** on the **control panel** at this point, otherwise the machine will be disabled for scanning the original placed on the **original glass**.*



Press [Start] to scan originals

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

14:30 Ready to receive

4 Specify the direction of the original.

➔ Select a key provided under [Direction] according to the orientation of the original in place.

➔ See page 6-2 for details of [Direction].

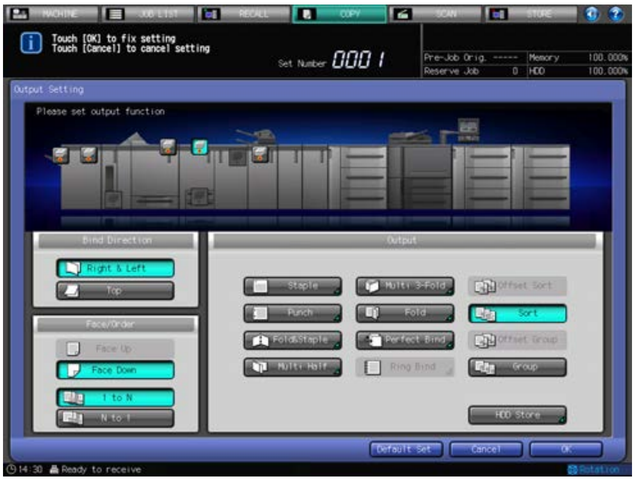
5 Specify the bind direction of double-sided copies.

➔ Press [Output Setting] on the Copy Screen to display the Output Setting Screen.

Press the desired bind direction key provided under [Bind Direction].

Press [OK] to complete the setting and return to the Copy Screen.

➔ See page 8-8 for [Bind Direction] in the Output Setting.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set output function

14:30 Ready to receive

6 Select additional copy conditions, as desired.

7 Press **Start** on the **control panel**.

The front side image of the double-sided copy will be scanned into memory.

8 Replace the original on the **original glass** with that of the back side image, then press **Start** on the **control panel**.

9 When scanning is completed, press [Scan Complete] on the dialog.

10 Press **Start** on the **control panel**.

All the data in memory will be output.

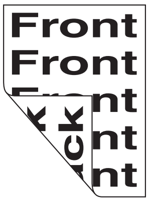
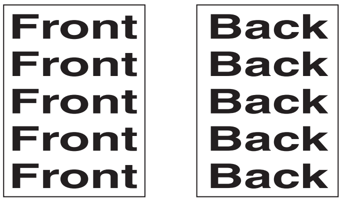
➔ Printing will not start without the Copy Screen displayed. Be sure to display the Copy Screen when you start printing.

Reference

*To delete the scanned data without printing, or to suspend the printing job, press **Stop** on the **control panel**. See page 4-21 for details.*

6.5.3 Making Single-Sided Copies from Double-Sided Originals

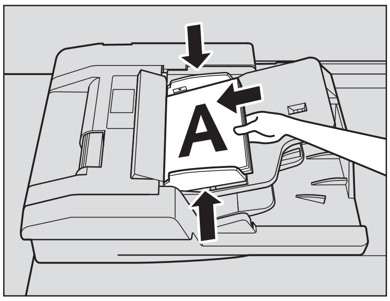
This section describes how to make single-sided copies from double-sided originals using the **ADF**.

Double-sided original	Simplex copy
	 Front Front Front Front Front Back Back Back Back Back

✔ Specify [Direction] according to the direction of the original loaded in the **ADF**.

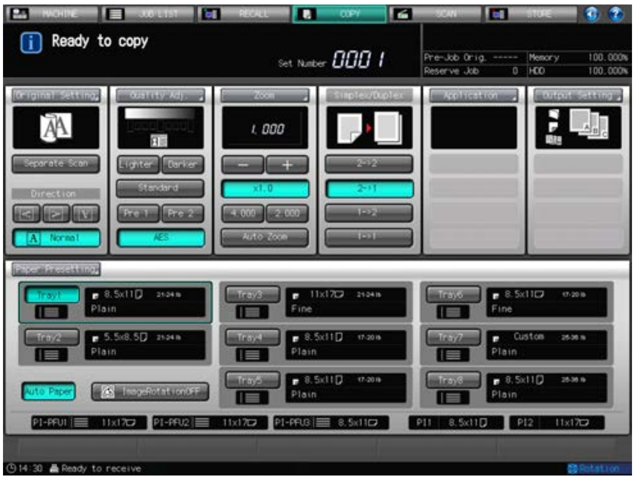
✔ The side-bound single-sided copies (having the same edge as page top) can be made from top-bound double-sided originals (printed upside down on back pages).

1 Position the original in the **ADF**.



2 Press [COPY] tab to display the Copy Screen.

3 Select [2->1] copy mode.



Ready to copy

Set Number 0001

4 Specify the direction of the original.

➔ Select a key provided under [Direction] according to the orientation of the original in place.

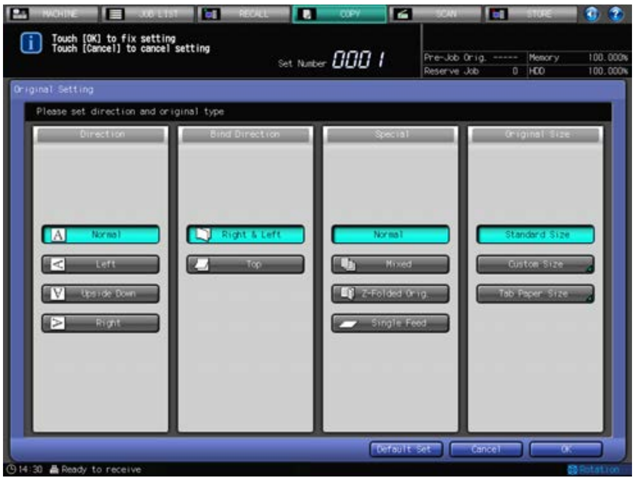
➔ See page 6-2 for details of [Direction].

5 Specify the bind direction of the original.

➔ Press [Original Setting] to display the Original Setting Screen.

For top-bound double-sided originals (printed upside down on back pages), select [Top] from under [Bind Direction].

Press [OK] to complete the setting and return to the Copy Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Original Setting

Please set direction and original type

14:30 Ready to receive

6 Select additional copy conditions, as desired.

7 Press **Start** on the **control panel**.

➔ You cannot output unless you return to the Copy Screen. Be sure to display the Copy Screen when you start printing.

6.6 Paper Presetting

Each paper tray has been preset with paper specifications such as size or type for the paper to be loaded. This section describes how to temporarily use another paper than any specified in the Tray Setting.

6.6.1 Paper Setting Outlines

The following five setting items are provided as the paper setting:

- Paper Tray
- Paper Size
- Paper Conditions
- Air Assist
- Dehumidify Mode

NOTICE

*Air Assist is not provided for the post inserter of **Folding Unit FD-503** and **Post Inserter PI-502**.*

NOTICE

*Dehumidify Mode is provided only for the trays of **Paper Feeder Unit PF-703** attached with the optional **Dehumidifier Heater HT-505**. The paper feeder unit has three trays; however, up to two dehumidifier heaters can be attached.*

The paper setting offers three types of operation depending on what the setting is intended for.

Operation	Description	Setting item
Tray Setting	Specify the paper size, paper conditions, air assist, and dehumidifier mode settings for each tray.	Paper Tray Paper Size Paper Conditions Air Assist Dehumidify Mode
Paper Presetting	Specify a paper size and paper conditions for the tray to be used when temporarily loading different paper size or type from that already specified for the tray in Tray Setting. The air assist setting is unavailable.	Paper Tray Paper Size Paper Conditions
Paper Setting Register/Delete	Register only the paper conditions out of the five setting items. You can recall the desired one to ease the setting operation in Tray Setting or Paper Presetting.	Paper Conditions

6.6.2 Paper Presetting Outlines

This section describes the Paper Presetting which allows you to make the paper setting temporarily from the Copy Screen.

Reference

Tray Setting and Paper Setting Register/Delete can be made from the Machine Screen. For details, see Section 3 of the POD Administrator's Reference.

Paper Presetting consists of the following paper sizes and conditions that can be specified as desired.

Paper setting item	Description	Setting options
Paper Tray	Select the tray to be specified in Paper Presetting.	Tray 1, Tray 2 (main body trays) Tray 3, Tray 4, Tray 5, Tray 6, Tray 7, Tray 8 (**Paper Feeder Unit PF-703/PF-706**)

Paper setting item		Description	Setting options
Paper Size		To specify Standard, select one of 16 standard sizes provided on the screen. Selecting Custom allows you to enter the desired dimensions from the screen. Up to 20 custom sizes can be registered and recalled. To specify Wide Paper, select one of 12 wide sizes provided in [Size Setting], and also select [Lead Edge], [Rear Edge], or [Center] for the image position. Enter the actual wide paper size from [Size Input]. To specify Tab Paper, select one of 10 standard sizes or enter the desired custom size. Also, specify the number of tabs (1 to 15). Postcard setting is available for the main body trays (Tray 1, Tray 2)[*1] and **Paper Feeder Unit PF-706** (Tray 3 to Tray 8)[*2].	Standard: 12 × 18 ▭, A3 ▭, A4 ▯, A5 ▯, 5.5 × 8.5 ▯, A4 ▭, 8.5 × 11 ▭, 8.5 × 14 ▭, B5 ▭, B5 ▯, B4 ▭, 8.5 × 11 ▯, 11 × 17 ▭, 9 × 11 ▯, SRA3 ▭, SRA4 ▭ Custom for Tray 1 and Tray 2 (main body trays): Min. 7.15 inches × 5.46 inches to max. 12.76 inches × 18.23 inches Custom for Tray 3, Tray 4, Tray 5, Tray 6, Tray 7, and Tray 8 (**Paper Feeder Unit PF-703**): Min. 3.73 inches × 5.26 inches to max. 12.76 inches × 18.98 inches Custom for Tray 3, Tray 4, Tray 5, Tray 6, Tray 7, and Tray 8 (**Paper Feeder Unit PF-706**): Min. 3.73 inches × 5.46 inches to max. 12.76 inches × 18.23 inches Wide Paper: 12 × 18W ▭, 11 × 17W ▭, 8.5 × 11W ▯, 8.5 × 11W ▭, 5.5 × 8.5W ▯, A3W ▭, A4W ▯, A4W ▭, A5W ▯, B4W ▭, B5W ▯, B5W ▭ Tab Paper: 11 × 17T ▭, 8.5 × 11T ▯, 8.5 × 11T ▭, 5.5 × 8.5T ▯, A3T ▭, A4T ▯, A4T ▭, B4T ▭, B5T ▯, B5T ▭ Postcard
Paper Conditions	Paper Type	Paper types are provided according to the plainness of paper or usage. See the table "Paper type descriptions" provided below for details of the paper type.	Coated, PrePrinted, Fine, Plain, Book/News, Embossed, Blank Insert, Embossed 2
	Weight	Select one of 10 types provided on the screen. 81-93 lb Bond paper is available only for Tray 4/7 of **Paper Feeder Unit PF-703/PF-706**. The weight over 58 lb Bond cannot be specified for Book/News or Embossed selected as paper type. Also, for Embossed 2, the weight can be specified only between 21 to 57 lb.	11-13 lb Bond 14-16 lb Bond 17-20 lb Bond 21-24 lb Bond 25-36 lb Bond 37-43 lb Bond 44-57 lb Bond 58-65 lb Bond 66-80 lb Bond 81-93 lb Bond
	Colored Paper	Specify the color of paper. This setting allows the machine to avoid using trays with a color other than white specified in the case you select [White] in Type Selection for Auto Paper.	White, Transparent, Yellow, Pink, Blue, Green
	Punch	Specify whether or not the paper is punched. Use this setting to avoid using the punched paper mixed with paper without punch holes.	Pre-Punched, No Hole-Punch
	Both Sides Adjust	Specify magnification ratios (vertical, horizontal) and image shift amounts (up/down, right/left) for both front and back pages in order to align the images printed on front and back pages in duplex printing.	Vertical: Front -10 to +10 (1 step = 0.05%), Back -5 to +5 (1 step = 0.05%) Horizontal: -10 to +10 (1 step = 0.05%) Image Shift Up/Down: -100 to +100 (1 step = 0.1 mm) Image Shift Right/Left: -100 to +100 (1 step = 0.1 mm)

Paper setting item		Description	Setting options
	Process Adjustment	Specify the settings for Transfer Offset Adjustment, Pressure Power Setting, Process Speed Setting and Embossed 2 Density Level Setting.	Transfer Offset Adjustment: Offset Lead Edge 1 (Front): -128 to +127 Offset Lead Edge 1 (Back): -128 to +127 Offset Lead Edge 2 (Front): -128 to +127 Offset Lead Edge 2 (Back): -128 to +127 Offset Lead Edge 3 (Front): -128 to +127 Offset Lead Edge 3 (Back): -128 to +127 Offset Center (Front): -128 to +127 Offset Center (Back): -128 to +127 Offset Rear Edge (Front): -128 to +127 Offset Rear Edge (Back): -128 to +127 Pressure Power Setting: Default, Very Weak, Weak, Medium, Strong Process Speed Setting: Default, High Speed, Mid Speed, Low Speed Embossed 2 Density Level Setting: Level 1, Level 2, **Level 3**
	Mis-centering Detection	Specify whether or not to detect the mis-centering of paper and adjust the image position automatically.	ON, OFF
	Curl Adjustment	Specify whether or not to mechanically correct the curl of output paper.	Correct Upward, Correct Downward, OFF
	Double-feed Detection	Select whether or not to pause the machine automatically when more than one sheet is fed at a time.	ON, OFF
	Skew Detection Setting	Enable measurement of skew for each sheet being fed so that the machine will pause if the specified threshold is exceeded.	1.0%, 0.5%, OFF
	RU Curl Adjustment	Displayed when **Relay Unit RU-509** is attached. Correct the curl of output paper. Also, switching ON and OFF for Humidifier Setting is available if the relay unit is equipped with **Humidifier HM-102**.	Curl Adjustment: -2, -1, 0 +1, +2 Humidifier Setting: ON, OFF

[*1]: The postcard adapter (option) is required for loading postcards into the main body trays (Tray 1, Tray 2). Contact your service representative, if desired.

[*2]: Use the small size guides when loading postcards into **Paper Feeder Unit PF-703/PF-706**. See page 5-17 for details.

Paper Type Descriptions

Paper Type	Description
Coated	Coated paper collectively refers to fine paper coated on both sides using approximately 20 to 40 grams of coating per square meter, including art paper and coated paper. Its major applications include high-grade art books, posters, calendars, car catalogs, books, magazines and flyers. Usually, [Coated] must be selected for each tray that is expected to have coated paper loaded.
PrePrinted[*]	Specify [PrePrinted] for a tray when it is used to print on coated paper that is already offset printed. Also, if a tray that is set to [Coated] encounters problems feeding coated paper, change the setting to [PrePrinted].
Fine	The fine paper is non-coated paper generally used for offset printing. This paper type has a high degree of whiteness and used for various purposes. Select [Fine] for the tray loaded with paper having such characteristics as mentioned above.
Plain	The plain paper is used for copying/printing in general and is called "PPC paper," and is usually not recycled. Select [Plain] for the tray loaded with plain paper or recycled paper.

Paper Type	Description
Book/News	The book/news paper is generally used for a body part of a book, having characteristics such as high opacity to prevent prints to be seen from the back, or being cream-colored for ease of reading. Select [Book/News] for the tray loaded with this type of paper.
Embossed	Embossed refers to a type of paper with coarse surface and low fixability. Select [Embossed] for the tray loaded with paper having such characteristics as mentioned above. Fine paper types such as cotton paper are included in this category.
Blank Insert	The blank insert is not a category provided according to the plainness of paper, but used for the paper only to be fed without being printed. When using With Cover/Blank or Blank mode of Insert Sheet, select [Blank Insert] for the tray loaded with paper already printed and only to be fed through, or paper to be used as blank pages.
Embossed 2	Embossed 2 refers to a type of embossed art paper or coated paper whose surface is made uneven for pear skin, fabric, matte or other types of finish. Its major applications include book covers, jackets, tickets, packages and wallpapers. Usually, [Embossed 2] must be selected for each tray that is expected to have embossed paper loaded.

*: Preprinted paper must be loaded into **Paper Feeder Unit PF-703** (trays 3 to 8). It cannot be loaded into the main body trays (tray 1, tray 2). Also, when loading preprinted paper into **Paper Feeder Unit PF-706** (trays 3 to 8), **Pre-printed Paper Feeding Kit PP-701** (option) must be attached to it. Contact your service representative, if desired.

6.6.3 Outlines of Paper Presetting Operation

Follow the procedure below to make a copy along with the operation of Paper Presetting.

NOTICE

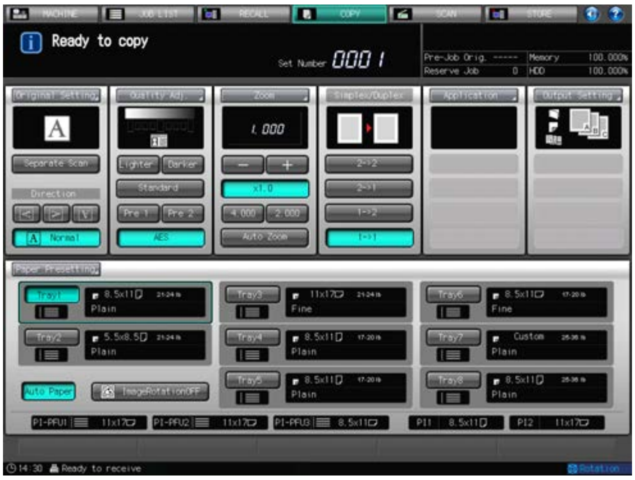
Settings changed in Paper Presetting will not resume those made in Tray Setting even when the job is completed. Settings made in Tray Setting will be restored when the reset function is activated.

Do not press Reset on the control panel after making the Paper Presetting. Settings changed in Paper Presetting will be cleared and the tray will resume the settings made in Tray Setting.

NOTICE

Paper conditions changed in Paper Presetting cannot be registered. If you expect the frequent use of settings to be changed in Paper Presetting, it is recommended that you register the paper conditions in advance using [Paper Set Reg./Del.] provided on the Machine Screen. For details, see Section 3 of the POD Administrator's Reference.

1. Position the original.
2. Press [COPY] tab to display the Copy Screen.
3. Check the settings made for each tray.
   ➔ A tray key provides the information on paper size, weight, paper type or name, and remaining amount of loaded paper.



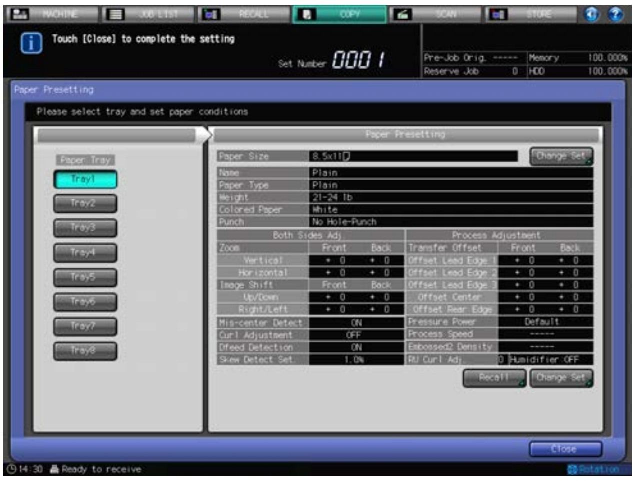
4 Press [Paper Presetting] on the Copy Screen.

The Paper Presetting Screen will be displayed.

5 Select the tray to change the setting in Paper Presetting.

➔ Select the desired tray key provided under [Paper Tray]. Settings specified for the selected tray in Tray Setting will be displayed on the right side area of the screen.

➔ Paper Presetting is available even when printing for another job is in progress.



Touch [Close] to complete the setting

Please select tray and set paper conditions

Paper Presetting

Paper Size: 8.5x11

Name: Plain

Paper Type: Plain

Weight: 21-24 lb

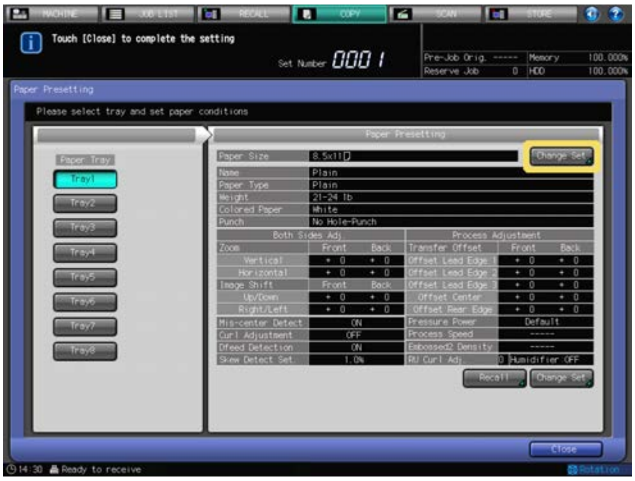
Colored Paper: White

Punch: No Hole-Punch

Both Sides Adj.			Process Adjustment		
Zoom	Front	Back	Transfer Offset	Front	Back
Vertical	+ 0	+ 0	Offset Lead Edge 1	+ 0	+ 0
Horizontal	+ 0	+ 0	Offset Lead Edge 2	+ 0	+ 0
Image Shift	Front	Back	Offset Lead Edge 3	+ 0	+ 0
Up/Down	+ 0	+ 0	Offset Center	+ 0	+ 0
Right/Left	+ 0	+ 0	Offset Rear Edge	+ 0	+ 0
Mis-center Detect	ON		Pressure Power	Default	
Curl Adjustment	OFF		Process Speed	------	
Dfeed Detection	ON		Embossed2 Density	------	
Skew Detect Set	1.0%		RU Curl Adj.	0	Humidifier OFF

6 Change the paper size temporarily.

➔ Press [Change Set] on the right side of [Paper Size] to display the Size Setting Screen. See page 6-45 for details on the setting procedure.



Touch [Close] to complete the setting

Please select tray and set paper conditions

Paper Presetting

Paper Size: 8.5x11

Name: Plain

Paper Type: Plain

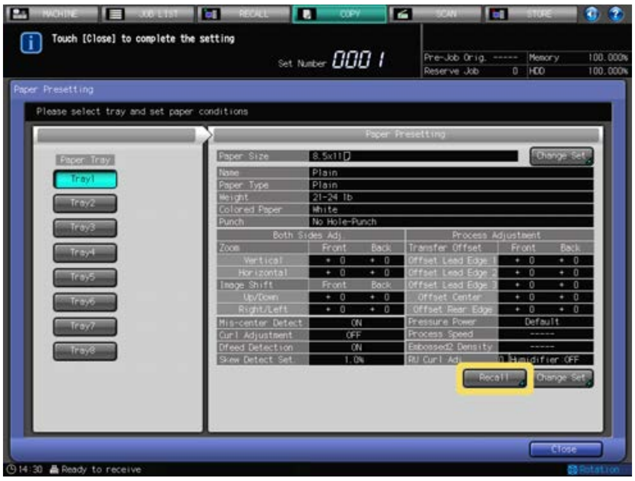
Weight: 21-24 lb

Colored Paper: White

Punch: No Hole-Punch

7 Change the paper conditions temporarily.

➔ To recall the paper conditions, press [Recall] in the lower right of the Paper Presetting Screen to display the Recall Screen. See page 6-49 for details on the setting procedure.



Touch [Close] to complete the setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

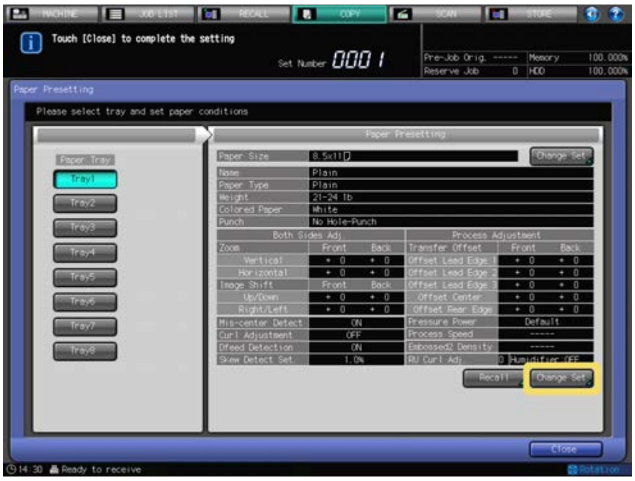
Please select tray and set paper conditions

Paper Size 8.5x11▯
Name Plain
Paper Type Plain
Weight 21-24 lb
Colored Paper White
Punch No Hole-Punch

Both Sides Adj.			Process Adjustment		
Zoom	Front	Back	Transfer Offset	Front	Back
Vertical	+ 0	+ 0	Offset Lead Edge 1	+ 0	+ 0
Horizontal	+ 0	+ 0	Offset Lead Edge 2	+ 0	+ 0
Image Shift	Front	Back	Offset Lead Edge 3	+ 0	+ 0
Up/Down	+ 0	+ 0	Offset Center	+ 0	+ 0
Right/Left	+ 0	+ 0	Offset Rear Edge	+ 0	+ 0
Mis-center Detect	ON		Pressure Power	Default	
Curl Adjustment	OFF		Process Speed	-----	
Dfeed Detection	ON		Embossed2 Density	-----	
Skew Detect Set	1.0%		RU Curl Adj.	0	Humidifier OFF

14:30 Ready to receive

➔ To change the paper conditions, press [Change Set] in the lower right of the Paper Presetting Screen to display the Change Individual Set Screen. See page 6-49 for details on the setting procedure.



Touch [Close] to complete the setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

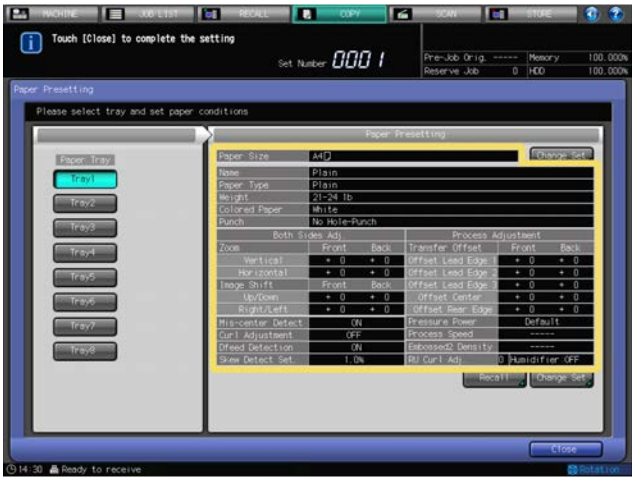
Please select tray and set paper conditions

Paper Size 8.5x11▯
Name Plain
Paper Type Plain
Weight 21-24 lb
Colored Paper White
Punch No Hole-Punch

Both Sides Adj.			Process Adjustment		
Zoom	Front	Back	Transfer Offset	Front	Back
Vertical	+ 0	+ 0	Offset Lead Edge 1	+ 0	+ 0
Horizontal	+ 0	+ 0	Offset Lead Edge 2	+ 0	+ 0
Image Shift	Front	Back	Offset Lead Edge 3	+ 0	+ 0
Up/Down	+ 0	+ 0	Offset Center	+ 0	+ 0
Right/Left	+ 0	+ 0	Offset Rear Edge	+ 0	+ 0
Mis-center Detect	ON		Pressure Power	Default	
Curl Adjustment	OFF		Process Speed	-----	
Dfeed Detection	ON		Embossed2 Density	-----	
Skew Detect Set	1.0%		RU Curl Adj.	0	Humidifier OFF

14:30 Ready to receive

8 Check the current settings displayed in the Paper Presetting list.



Touch [Close] to complete the setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please select tray and set paper conditions

Paper Size A4▯
Name Plain
Paper Type Plain
Weight 21-24 lb
Colored Paper White
Punch No Hole-Punch

Both Sides Adj.			Process Adjustment		
Zoom	Front	Back	Transfer Offset	Front	Back
Vertical	+ 0	+ 0	Offset Lead Edge 1	+ 0	+ 0
Horizontal	+ 0	+ 0	Offset Lead Edge 2	+ 0	+ 0
Image Shift	Front	Back	Offset Lead Edge 3	+ 0	+ 0
Up/Down	+ 0	+ 0	Offset Center	+ 0	+ 0
Right/Left	+ 0	+ 0	Offset Rear Edge	+ 0	+ 0
Mis-center Detect	ON		Pressure Power	Default	
Curl Adjustment	OFF		Process Speed	-----	
Dfeed Detection	ON		Embossed2 Density	-----	
Skew Detect Set	1.0%		RU Curl Adj.	0	Humidifier OFF

14:30 Ready to receive

9 Press [Close] on the Paper Presetting Screen to return to the Copy Screen.

10 Load paper appropriate to the specified settings into the tray to which Paper Presetting is made.

➔ When you changed the settings in Paper Presetting for the tray used in the current output job, load the appropriate paper into that tray after the job is completed.

11 Select additional copy conditions, as desired.

12 Enter the desired print quantity from the **control panel keypad**.

13 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

6.6.4 Setting Paper Size: Standard

✔ Selecting [Standard] for the paper size in Tray Setting accessed from the Machine Screen automatically detects the standard size of paper loaded in the tray. In Paper Presetting, specify the desired standard size manually for each tray.

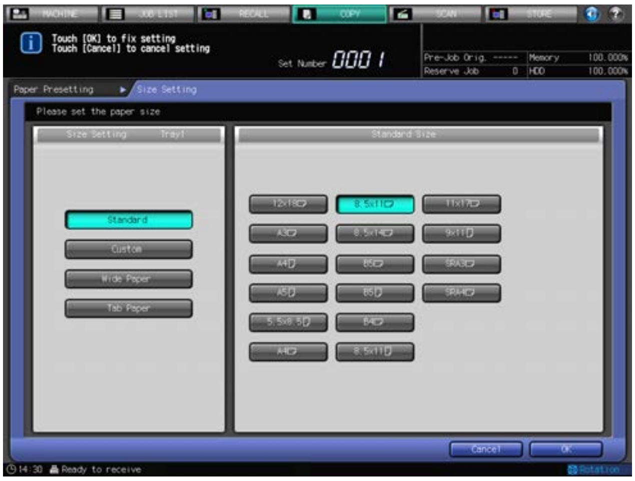
1 Press [Paper Presetting] on the Copy Screen to display the Paper Presetting Screen.

2 Press a tray key provided under [Paper Tray] to select the tray to change the setting.

3 Press [Change Set] on the right side of [Paper Size].

The Size Setting Screen will be displayed.

4 Press [Standard].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set the paper size

Size Setting Tray1

14:30 Ready to receive

5 Press the desired standard size key.

6 Press [OK] to return to the Paper Presetting Screen.

6.6.5 Setting Paper Size: Custom

Reference

The minimum custom size can be changed. Contact your service representative, if desired.

1 Press [Paper Presetting] on the Copy Screen to display the Paper Presetting Screen.

2 Press a tray key provided under [Paper Tray] to select the tray to change the setting.

3 Press [Change Set] on the right side of [Paper Size].

The Size Setting Screen will be displayed.

4 Press [Custom].

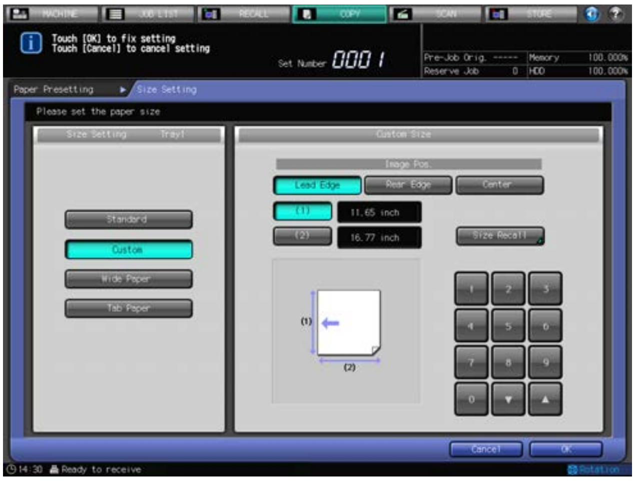
5 Enter the lengthwise/widthwise dimensions of the paper.

➔ Press [(1)], then use the touch panel keypad, [▼], [▲], or **control panel keypad** to enter the desired lengthwise dimension. Press [(2)] to similarly enter the desired widthwise dimension.

➔ Available range depends on the paper tray to be loaded.

6 Make a selection for [Image Pos.]

➔ Select [Lead Edge], [Rear Edge], or [Center] provided under [Image Pos.] to specify the standard of image position.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set the paper size

(1) 11.65 inch
(2) 16.77 inch

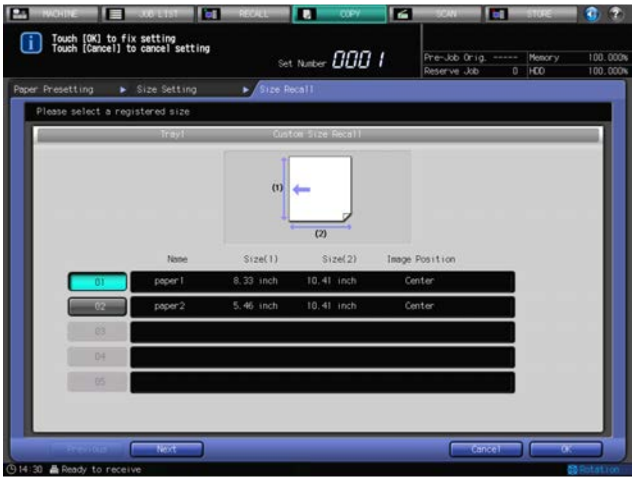
14:30 Ready to receive

7 To recall a custom size previously registered, press [Size Recall].

The Size Recall Screen will be displayed.

➔ Press [Previous] or [Next] to scroll to the desired custom size. Entries from [01] to [20] are provided on the screen.

➔ Press the number key of the custom size to be used, then press [OK].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please select a registered size

	Name	Size(1)	Size(2)	Image Position
01	paper1	8.33 inch	10.41 inch	Center
02	paper2	5.46 inch	10.41 inch	Center
03				
04				
05				

14:30 Ready to receive

8 Press [OK] on the Size Setting Screen to return to the Paper Presetting Screen.

Reference

The custom size registration can be made from [Custom Reg./Del.] provided on the Machine Screen. For details, see Section 3 of the POD Administrator's Reference.

6.6.6 Setting Paper Size: Wide Paper

1 Press [Paper Presetting] on the Copy Screen to display the Paper Presetting Screen.

2 Press a tray key provided under [Paper Tray] to select the tray to change the setting.

3 Press [Change Set] on the right side of [Paper Size].

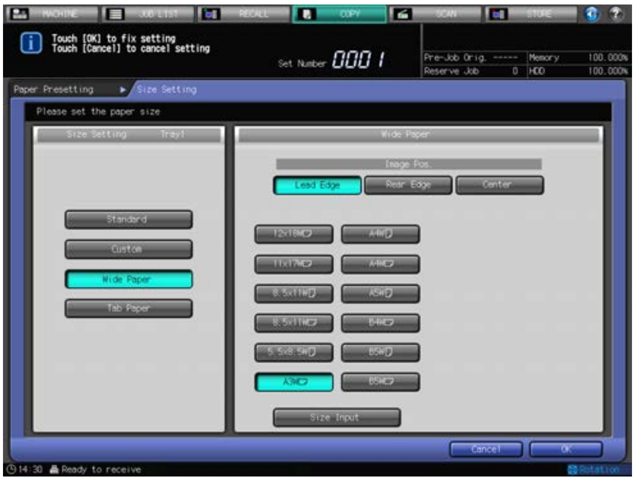
The Size Setting Screen will be displayed.

4 Press [Wide Paper].

5 Press the desired size key.

6 Make a selection for [Image Pos.]

➔ Select [Lead Edge], [Rear Edge], or [Center] provided under [Image Pos.] to specify the standard of image position.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Paper Presetting ▶ Size Setting

Please set the paper size

14:30 Ready to receive

7 Press [Size Input] to display the Size Input Screen.

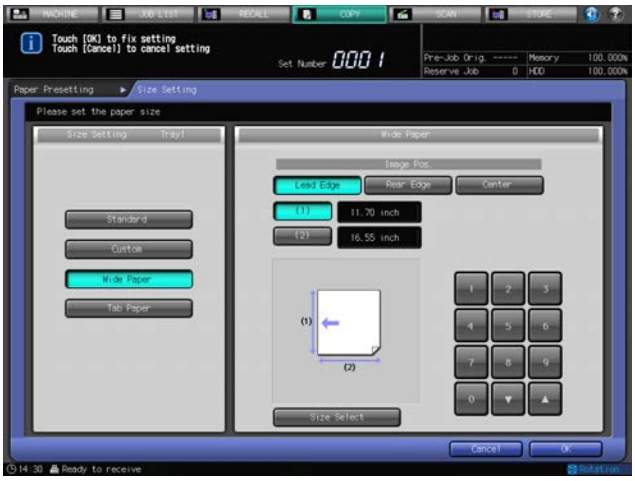
➔ Wide paper varies in dimensions even though having the same size name. Be sure to check and enter actual dimensions of the wide paper to be used.

8 Enter the lengthwise/widthwise dimensions of the paper.

➔ Press [(1)], then use the touch panel keypad, [▼], [▲], or **control panel keypad** to enter the desired lengthwise dimension. Entered size should fall within the range from the lengthwise dimension of the standard size corresponding to the wide size selected in step 2, to a maximum of 12.73 inches.

➔ Press [(2)] to similarly enter the desired widthwise dimension. Entered size should fall within the range from the widthwise dimension of the standard size corresponding to the wide size selected in step 2, to a maximum of 18.19 inches.

➔ Available range depends on the paper tray to be loaded.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Paper Presetting ▶ Size Setting

Please set the paper size

(1) 11.70 inch
(2) 16.55 inch

14:30 Ready to receive

9 Press [Size Select] to return to the Size Select Screen.

10 Press [OK] on the Size Setting Screen to return to the Paper Presetting Screen.

6.6.7 Setting Paper Size: Tab Paper

1 Press [Paper Presetting] on the Copy Screen to display the Paper Presetting Screen.

2 Press a tray key provided under [Paper Tray] to select the tray to change the setting.

3 Press [Change Set] on the right side of [Paper Size].

The Size Setting Screen will be displayed.

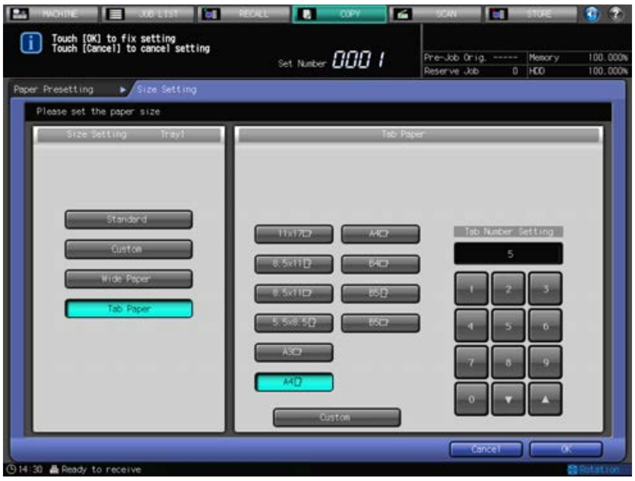
4 Press [Tab Paper].

➔ The size setting of Tab Paper is provided with the screen to specify a standard size and another screen to specify a custom size. Press [Standard] or [Custom] provided on each screen to switch the display.

5 Press the desired standard size key.

6 Specify the number of tabs.

➔ Use the touch panel keypad, [▼], or [▲] provided under [Tab Number Setting] to enter the desired number of tabs. Setting range is from 1 to 15.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set the paper size

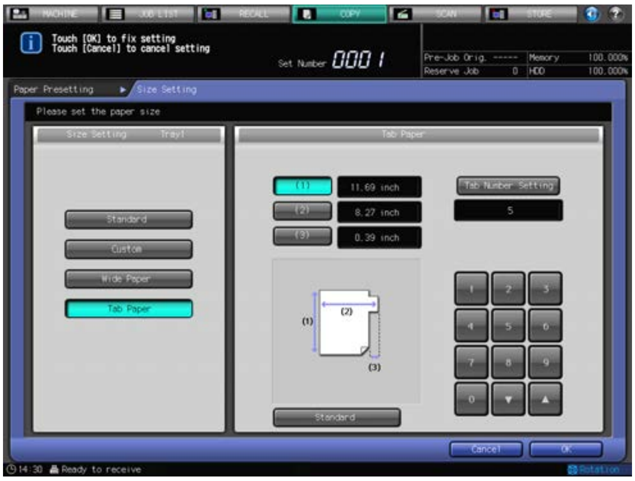
Tab Number Setting: 5

7 If a custom tab paper size is desired, press [Custom].

8 Enter the lengthwise/widthwise dimensions and tab extension width of the paper.

➔ Press [(1)], then use the touch panel keypad, [▼], [▲], or **control panel keypad** to enter the desired lengthwise dimension. Press [(2)] to similarly enter the desired widthwise dimension, and [(3)] for the tab extension width.

➔ If you specify the tab number here, press [Tab Number Setting], and then enter the desired number.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set the paper size

(1) 11.69 inch
(2) 8.27 inch
(3) 0.39 inch

Tab Number Setting: 5

9 Press [OK] on the Size Setting Screen to return to the Paper Presetting Screen.

6.6.8 Setting Paper Conditions: Recall

1 Press [Paper Presetting] on the Copy Screen to display the Paper Presetting Screen.

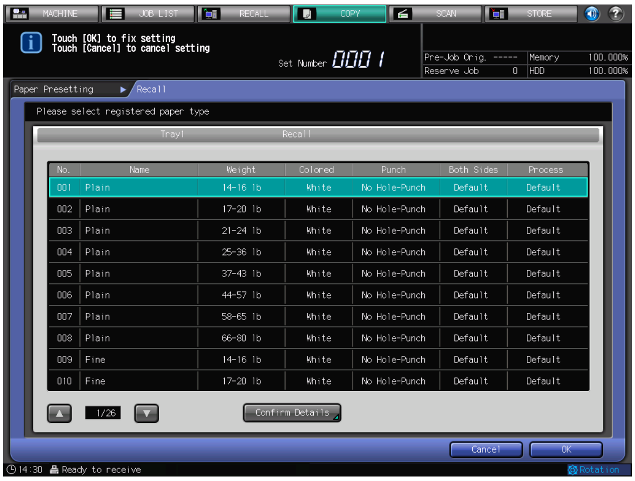
2 Press a tray key provided under [Paper Tray] to select the tray to change the setting.

3 Press [Recall] in the lower right of the Paper Presetting Screen.

The Recall Screen will be displayed.

4 Select the registered paper conditions.

➔ Press [▲] or [▼] to scroll to the entry of the desired paper conditions on the list to select it.



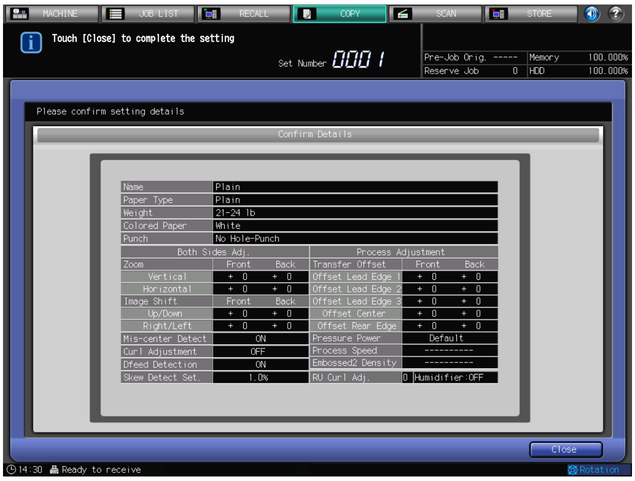
Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select registered paper type

No.	Name	Weight	Colored	Punch	Both Sides	Process
001	Plain	14-16 lb	White	No Hole-Punch	Default	Default
002	Plain	17-20 lb	White	No Hole-Punch	Default	Default
003	Plain	21-24 lb	White	No Hole-Punch	Default	Default
004	Plain	25-36 lb	White	No Hole-Punch	Default	Default
005	Plain	37-43 lb	White	No Hole-Punch	Default	Default
006	Plain	44-57 lb	White	No Hole-Punch	Default	Default
007	Plain	58-65 lb	White	No Hole-Punch	Default	Default
008	Plain	66-80 lb	White	No Hole-Punch	Default	Default
009	Fine	14-16 lb	White	No Hole-Punch	Default	Default
010	Fine	17-20 lb	White	No Hole-Punch	Default	Default

5 To check the details, press [Confirm Details].

Details of the selected entry will be displayed. When finished with checking, press [Close].



Touch [Close] to complete the setting

Please confirm setting details

Name	Plain				
Paper Type	Plain				
Weight	21-24 lb				
Colored Paper	White				
Punch	No Hole-Punch				
Both Sides Adj.			Process Adjustment		
Zoom	Front	Back	Transfer Offset	Front	Back
Vertical	+ 0	+ 0	Offset Lead Edge 1	+ 0	+ 0
Horizontal	+ 0	+ 0	Offset Lead Edge 2	+ 0	+ 0
Image Shift	Front	Back	Offset Lead Edge 3	+ 0	+ 0
Up/Down	+ 0	+ 0	Offset Center	+ 0	+ 0
Right/Left	+ 0	+ 0	Offset Rear Edge	+ 0	+ 0
Mis-center Detect	ON		Pressure Power	Default	
Curl Adjustment	OFF		Process Speed	----------	
Dfeed Detection	ON		Embossed2 Density	----------	
Skew Detect Set.	1.0%		RU Curl Adj.	0	Humidifier:OFF

6 Press [OK] to return to the Paper Presetting Screen.

6.6.9 Setting Paper Conditions: Change Set

✔ When changing the paper conditions, it is recommended that you first recall the desired setting by operating the "Recall" procedure, then modify the conditions as desired.

1 Press [Paper Presetting] on the Copy Screen to display the Paper Presetting Screen.

2 Press a tray key provided under [Paper Tray] to select the tray to change the setting.

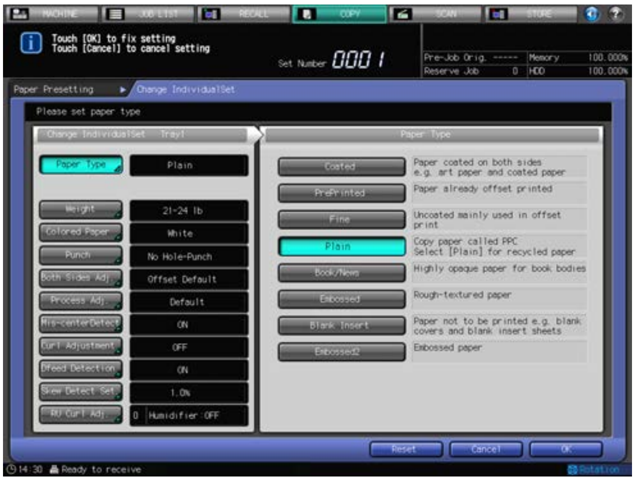
3 Press [Change Set] in the lower right of the Paper Presetting Screen.

The Change Individual Set Screen will be displayed.

4 Press [Paper Type].

The Paper Type Screen will be displayed.

➔ Select the desired paper type key provided under [Paper Type].


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig.	-----	Memory	100.000%
Reserve Job	0	HDD	100.000%

Paper Presetting ► Change IndividualSet

Please set paper type

Change IndividualSet Tray1

Paper Type	Plain
Weight	21-24 lb
Colored Paper	White
Punch	No Hole-Punch
Both Sides Adj.	Offset Default
Process Adj.	Default
Mis-centerDetect	ON
Curl Adjustment	OFF
Dfeed Detection	ON
Skew Detect Set	1.0%
RU Curl Adj.	0 Humidifier :OFF

Paper Type

Coated	Paper coated on both sides e.g. art paper and coated paper
PrePrinted	Paper already offset printed
Fine	Uncoated mainly used in offset print
Plain	Copy paper called PPC Select [Plain] for recycled paper
Book/News	Highly opaque paper for book bodies
Embossed	Rough-textured paper
Blank Insert	Paper not to be printed e.g. blank covers and blank insert sheets
Embossed2	Embossed paper

14:30 Ready to receive

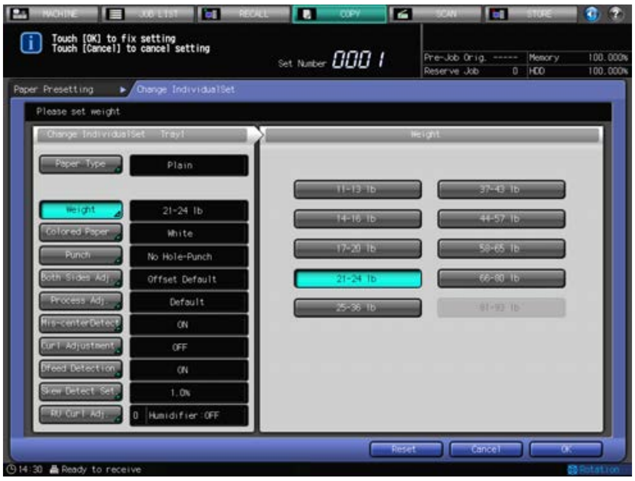
5 Press [Weight].

The Weight Screen will be displayed.

➔ Select the desired weight key provided under [Weight].

➔ 81-93 lb Bond paper is available only for Trays 4/7 of **Paper Feeder Units PF-703/PF-706**.

➔ The weight over 58 lb Bond cannot be specified for Book/News or Embossed selected as paper type. Also, for Embossed 2, the weight can be specified only between 21 to 57 lb Bond.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig.	-----	Memory	100.000%
Reserve Job	0	HDD	100.000%

Paper Presetting ► Change IndividualSet

Please set weight

Change IndividualSet Tray1

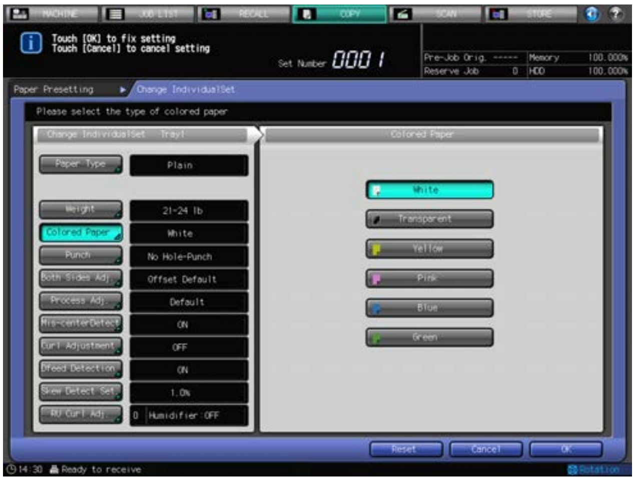
Paper Type	Plain
Weight	21-24 lb
Colored Paper	White
Punch	No Hole-Punch
Both Sides Adj.	Offset Default
Process Adj.	Default
Mis-centerDetect	ON
Curl Adjustment	OFF
Dfeed Detection	ON
Skew Detect Set	1.0%
RU Curl Adj.	0 Humidifier :OFF

14:30 Ready to receive

6 Press [Colored Paper].

The Colored Paper Screen will be displayed.

➔ Select the desired colored paper key provided under [Colored Paper].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

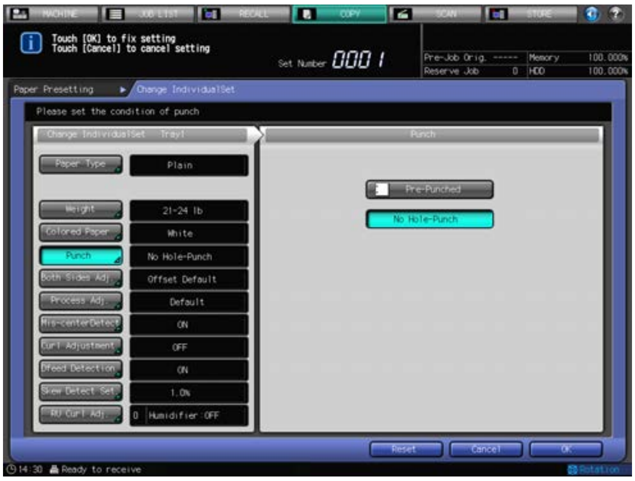
Please select the type of colored paper

Paper Type	Plain
Weight	21-24 lb
Colored Paper	White
Punch	No Hole-Punch
Both Sides Adj.	Offset Default
Process Adj.	Default
Mis-centerDetect	ON
Curl Adjustment	OFF
Dfeed Detection	ON
Skew Detect Set	1.0%
RU Curl Adj.	0 Humidifier:OFF

7 Press [Punch].

The Punch Screen will be displayed.

➔ Select either [Pre-Punched] or [No Hole-Punch] from under [Punch].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set the condition of punch

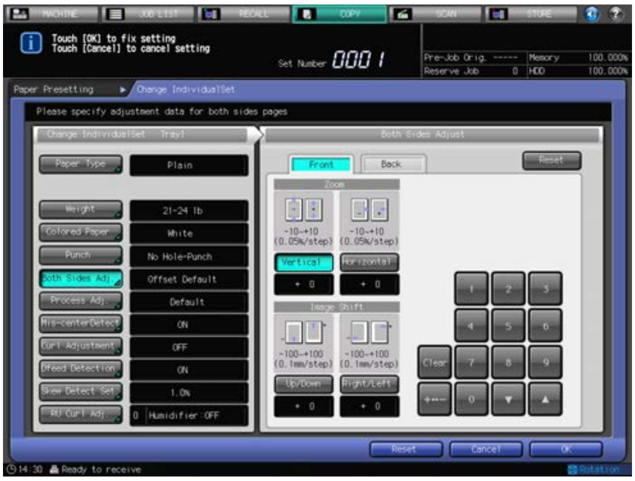
Paper Type	Plain
Weight	21-24 lb
Colored Paper	White
Punch	No Hole-Punch
Both Sides Adj.	Offset Default
Process Adj.	Default
Mis-centerDetect	ON
Curl Adjustment	OFF
Dfeed Detection	ON
Skew Detect Set	1.0%
RU Curl Adj.	0 Humidifier:OFF

8 Press [Both Sides Adj.].

The Both Sides Adjust Screen will be displayed.

➔ Press [Front] or [Back] to select the print side to be adjusted. Press [Vertical], [Horizontal], [Up/Down], or [Right/Left] to select the adjustment item. Use the keypad, [▼], or [▲] on the screen to enter the desired adjustment value. Press [+<->-] to specify the adjustment value to be positive or negative.

➔ For details on the adjustment procedure, see Section 4 of the POD Administrator's Reference.

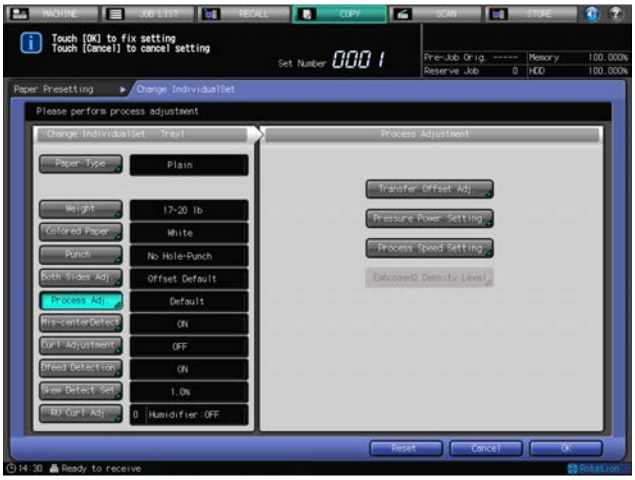

Touch [OK] to fix setting
Touch [Cancel] to cancel setting
Set Number 0001
Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%
Paper Presetting ► Change IndividualSet
Please specify adjustment data for both sides pages
Change IndividualSet Tray1
Paper Type Plain
Weight 21-24 lb
Colored Paper White
Punch No Hole-Punch
Both Sides Adj. Offset Default
Process Adj. Default
Mis-centerDetect ON
Curl Adjustment OFF
Dfeed Detection ON
Skew Detect Set 1.0%
RU Curl Adj. 0 Humidifier :OFF
Both Sides Adjust
Zoom -10~+10 (0.05%/step) -10~+10 (0.05%/step)
Vertical + 0
Horizontal + 0
Image Shift -100~+100 (0.1mm/step) -100~+100 (0.1mm/step)
Up/Down + 0
Right/Left + 0
14:30 Ready to receive

9 Press [Process Adj.].

The Process Adjustment Screen will be displayed.

➔ Press [Transfer Offset Adjustment], [Pressure Power Setting], [Process Speed Setting] or [Embossed 2 Density Level Setting], and make adjustments as desired. For details of Transfer Offset Adjustment, please contact your service representative.

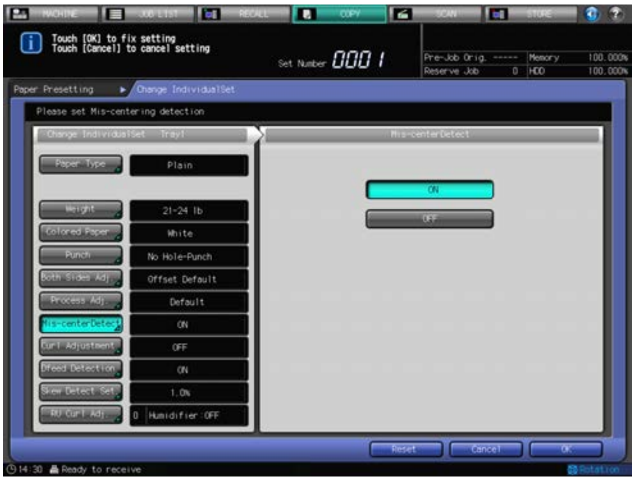
➔ For details on the adjustment procedure, see Section 3 of the POD Administrator's Reference.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting
Set Number 0001
Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%
Paper Presetting ► Change IndividualSet
Please perform process adjustment
Change IndividualSet Tray1
Paper Type Plain
Weight 17-20 lb
Colored Paper White
Punch No Hole-Punch
Both Sides Adj. Offset Default
Process Adj. Default
Mis-centerDetect ON
Curl Adjustment OFF
Dfeed Detection ON
Skew Detect Set 1.0%
RU Curl Adj. 0 Humidifier :OFF
Process Adjustment
14:30 Ready to receive

10 Press [Mis-center Detect].

The Mis-centering Detection Screen will be displayed.

➔ Select either [ON] or [OFF] from under [Mis-center Detect].


Touch [OK] to fix setting
Touch [Cancel] to cancel setting
Set Number 0001
Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%
Paper Presetting ► Change IndividualSet
Please set Mis-centering detection
Change IndividualSet Tray1
Paper Type Plain
Weight 21-24 lb
Colored Paper White
Punch No Hole-Punch
Both Sides Adj. Offset Default
Process Adj. Default
Mis-centerDetect ON
Curl Adjustment OFF
Dfeed Detection ON
Skew Detect Set 1.0%
RU Curl Adj. 0 Humidifier :OFF
Mis-centerDetect
14:30 Ready to receive

11 Press [Curl Adjustment].

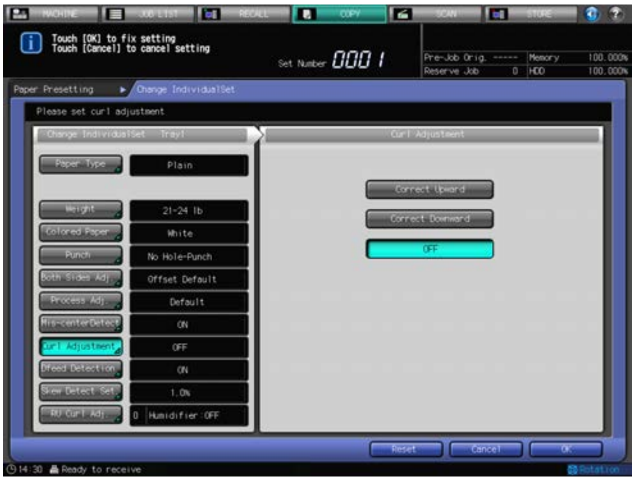
The Curl Adjustment Screen will be displayed.

Specify the settings for Curl Adjustment performed on the main body.

NOTICE

Adjustment can be made for each tray. For large-volume output that is expected to be handled using Auto Tray Switch (ATS), each tray must use the same Curl Adjustment setting.

➔ Under [Curl Adjustment], select [Correct Upward], [Correct Downward] or [OFF].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set curl adjustment

Change IndividualSet Tray1

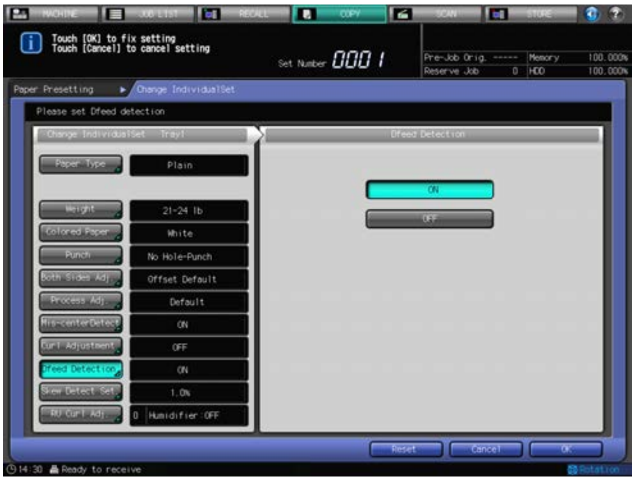
Paper Type	Plain
Weight	21-24 lb
Colored Paper	White
Punch	No Hole-Punch
Both Sides Adj.	Offset Default
Process Adj.	Default
Mis-centerDetect	ON
Curl Adjustment	OFF
Dfeed Detection	ON
Skew Detect Set.	1.0%
RU Curl Adj.	0 Humidifier :OFF

14:30 Ready to receive

12 Press [Dfeed Detection].

The Double-feed Detection Screen will be displayed.

➔ Select either [ON] or [OFF] from under "Dfeed Detection."



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set Dfeed detection

Change IndividualSet Tray1

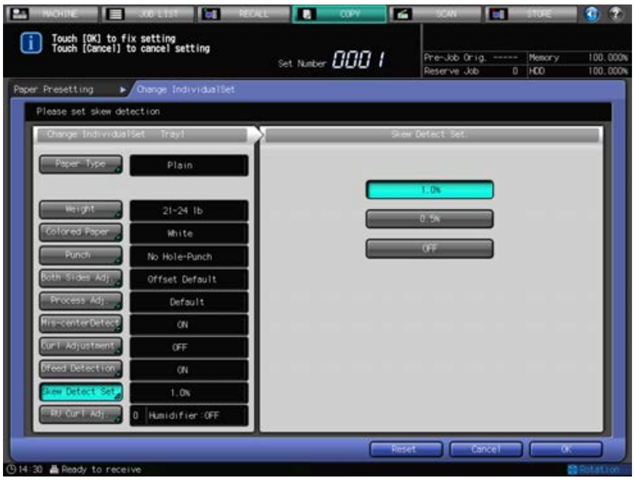
Paper Type	Plain
Weight	21-24 lb
Colored Paper	White
Punch	No Hole-Punch
Both Sides Adj.	Offset Default
Process Adj.	Default
Mis-centerDetect	ON
Curl Adjustment	OFF
Dfeed Detection	ON
Skew Detect Set.	1.0%
RU Curl Adj.	0 Humidifier :OFF

14:30 Ready to receive

13 Press [Skew Detect Set.].

The Skew Detection Setting Screen will be displayed.

➔ Select [1.0%], [0.5%] or [OFF] from under "Skew Detect Set."



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set skew detection

Paper Type	Plain
Weight	21-24 lb
Colored Paper	White
Punch	No Hole-Punch
Both Sides Adj.	Offset Default
Process Adj.	Default
Mis-centerDetect	ON
Curl Adjustment	OFF
Dfeed Detection	ON
Skew Detect Set	1.0%
RU Curl Adj.	0 Humidifier :OFF

14:30 Ready to receive

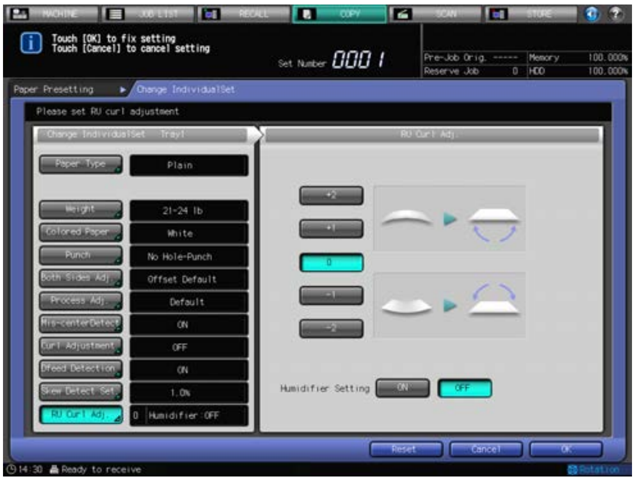
14 Press [RU Curl Adj.].

The RU Curl Adjustment Screen will be displayed.

Specify the curl adjustment handled on **Relay Unit RU-509**. This setting is configurable only when the unit is attached.

➔ **Relay Unit RU-509** provides curl adjustment in two ways: humidifying and mechanical methods. Curl adjustment with humidifier may not work properly, depending on the paper type or weight. For details, see Section 3 of the POD Administrator's Reference.

➔ For mechanical curl adjustment, select [+2], [+1], [0], [-1] or [-2]. For humidifier for curl adjustment, select [ON] or [OFF] for Humidifier Setting.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set RU curl adjustment

Paper Type	Plain
Weight	21-24 lb
Colored Paper	White
Punch	No Hole-Punch
Both Sides Adj.	Offset Default
Process Adj.	Default
Mis-centerDetect	ON
Curl Adjustment	OFF
Dfeed Detection	ON
Skew Detect Set	1.0%
RU Curl Adj.	0 Humidifier :OFF

Humidifier Setting OFF

14:30 Ready to receive

15 Press [OK] to return to the Paper Presetting Screen.

6.7 Auto Paper

Auto Paper detects the original size and automatically selects and feeds copy paper of the same size (×1.0 magnification mode), or selects an appropriate size according to the magnification ratio selected (Zoom mode).

Reference

The original sizes to be detected from the ***ADF*** *or* ***original glass*** *are previously determined. See page 3-15 for details.*

The original sizes to be detected from the ***ADF*** *or* ***original glass*** *can be changed. For details, see Section 7 of the POD Administrator's Reference.*

An administrator can set a tray or paper condition to be incompatible with Auto Paper. For details, see Section 7 of the POD Administrator's Reference.

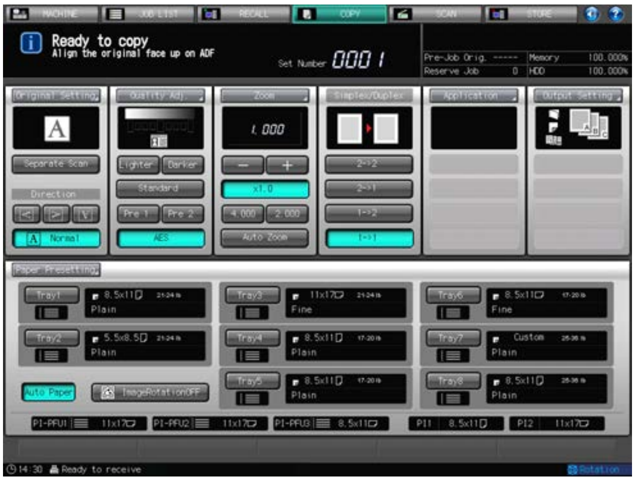
The machine can be set to deactivate Auto Paper when original is set in the ***ADF*** *or on the* ***original glass****. For details, see Section 7 of the POD Administrator's Reference.*

✔ Auto Paper is incompatible with Auto Zoom, while Image Rotation is available.

✔ Auto Paper will not function for the tray specified as [Custom] in Tray Setting or Paper Presetting.

1 Close the **ADF** securely, and then press **Reset** on the **control panel**.

All the settings will resume the initial state, with [Auto Paper] selected automatically.



Ready to copy
Align the original face up on ADF
Set Number 0001
Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Tray1 8.5x11 21-24 lb Plain
Tray2 5.5x8.5 21-24 lb Plain
Tray3 11x17 21-24 lb Fine
Tray4 8.5x11 17-20 lb Plain
Tray5 8.5x11 17-20 lb Plain
Tray6 8.5x11 17-20 lb Fine
Tray7 Custom 25-36 lb Plain
Tray8 8.5x11 25-36 lb Plain
PI-PFU1 11x17 PI-PFU2 11x17 PI-PFU3 8.5x11 PI1 8.5x11 PI2 11x17

14:30 Ready to receive

2 Position the original.

The tray loaded with an appropriate paper size will be selected automatically.

➔ Or, a message will prompt you that an appropriate size cannot be found in any tray. In this case, load paper of the size referred in the message.

➔ Auto Paper may not function for the tray due to the paper conditions specified for that tray, even with the selected size loaded.

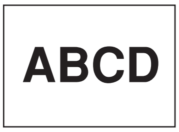
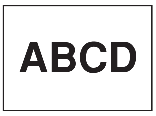
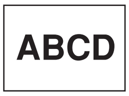
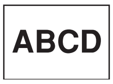
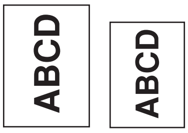
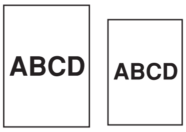
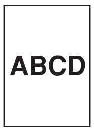
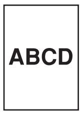
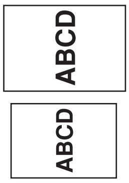
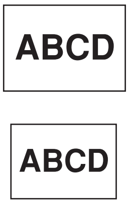
6.8 Image Rotation

If 8.5 × 11 ▯ original is detected and 8.5 × 11 ▭ paper is loaded in a tray, the machine automatically rotates the original image by 90 degrees to copy using 8.5 × 11 ▭ paper. The original to be placed only in landscape (▭) orientation (e.g. 11 × 17, 8.5 × 14) can be copied onto paper loaded in a tray in portrait (▯) orientation with an appropriate magnification ratio.

Reference

The timing for Image Rotation to function can be specified. For details, see Section 7 of the POD Administrator's Reference.

The machine is initially set to activate Image Rotation automatically. Follow the procedure below to deactivate/activate Image Rotation.

Original	Output	
Landscape original	Image Rotation: ON	Image Rotation: OFF
11 × 17 ▭  8.5 × 14 ▭  8.5 × 11 ▭  5.5 × 8.5 ▭ 		
Portrait original	Image Rotation: ON	Image Rotation: OFF
8.5 × 11 ▯  5.5 × 8.5 ▯ 		

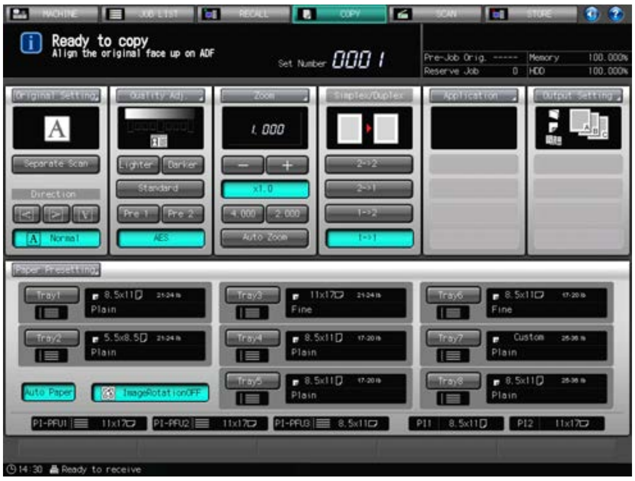
✔ Copy paper sizes: 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 8.5 × 14 ▭

✔ Original sizes: 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯

1 Press [COPY] tab to display the Copy Screen.

2 Press [Image Rotation OFF].

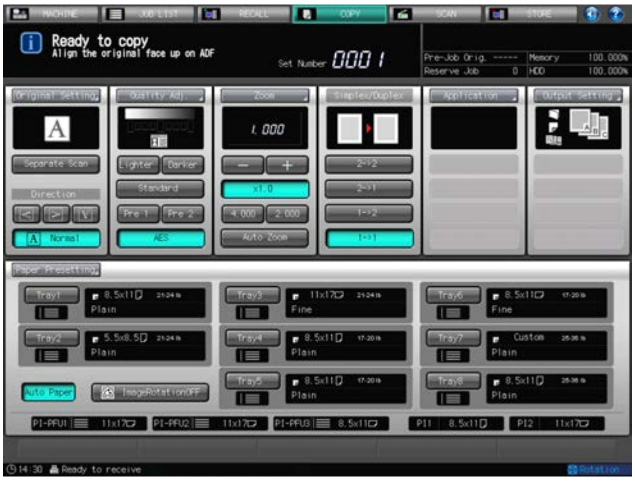
The [Image Rotation OFF] key will be highlighted to indicate that this function is deactivated.



Ready to copy
Align the original face up on ADF

3 Press [Image Rotation OFF] again.

The [Image Rotation OFF] key will be deselected. Image Rotation is now activated.



Ready to copy
Align the original face up on ADF

6.9 Setting Reserve Job

In a copy operation, the machine allows you to set up a new job while scanning the current job. Scanning the next job becomes available when the current job is completed with scanning and starts printing.

This operation is called "reserve job setting."

When the current job is finished, the reserve job starts printing immediately.

Reference

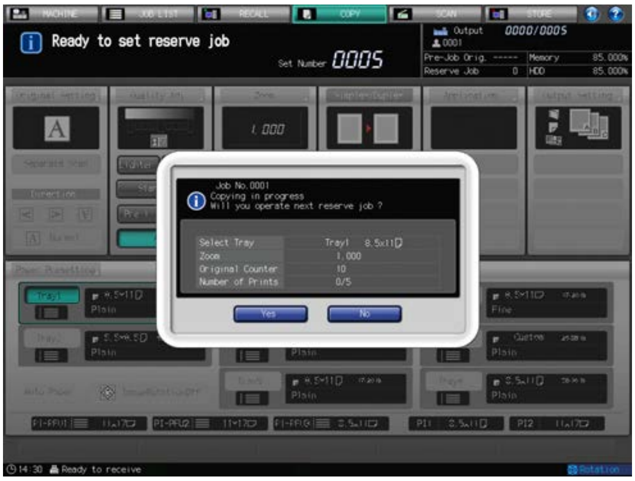
Service can set the machine to disable this function. Contact your service representative, if desired.

✔ Up to 100 reserve jobs can be entered.

1 Display the Copy Screen.

➔ If Machine Screen is specified as the default screen, the following dialog will pop up on the Copy Screen when the machine starts to scan the current job. Press [Yes] to make a reserve job setting.

➔ For the Job List Screen selected as the default screen, the same dialog will also be displayed. Operate as described above to obtain the same result. The default screen setting is provided in [System Setting] on the Utility menu. For details, see Section 7 of the POD Administrator's Reference.



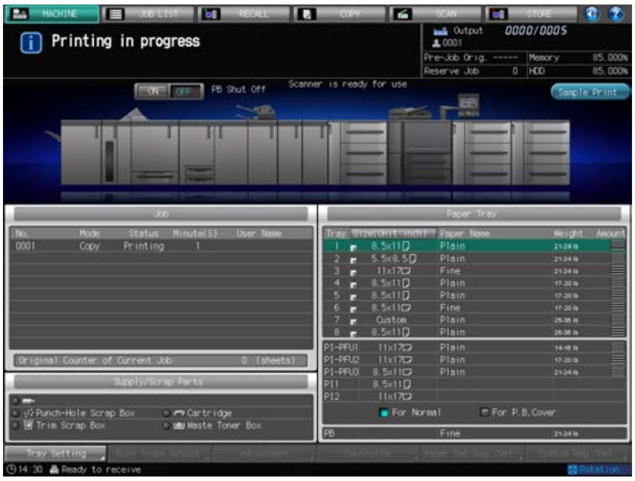
Ready to set reserve job

Set Number 0005

Job No.0001
Copying in progress
Will you operate next reserve job ?

Select Tray Tray1 8.5x11
Zoom 1.000
Original Counter 10
Number of Prints 0/5

➔ Pressing [No] will return to the Machine Screen with the message [Printing in progress] displayed. At this point, pressing [COPY] tab will display the Copy Screen and allows you to make a reserve job setting.

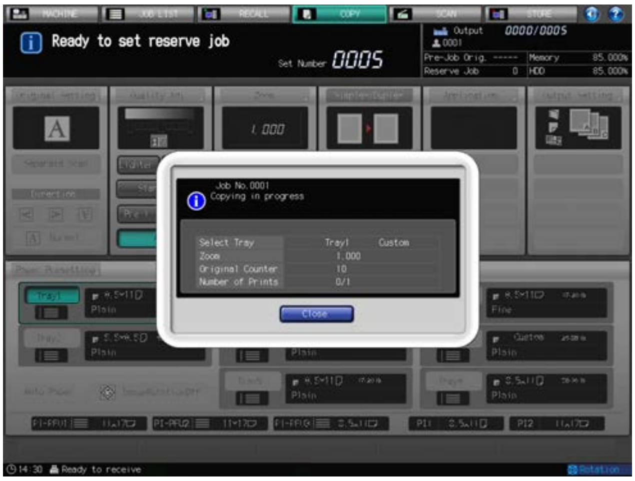


Printing in progress

Scanner is ready for use

No.	Mode	Status	Minute(S)	User Name
0001	Copy	Printing	1	

➔ If Copy Screen is specified as the default screen, the following dialog will be displayed. Press [Close] to return to the Copy Screen.



Ready to set reserve job

Set Number 0005

Output 0000/0005

0001

Pre-Job Orig. ------

Reserve Job 0

Memory 85.000%

HDD 85.000%

Job No.0001
Copying in progress

Select Tray	Tray1	Custom
Zoom	1.000	
Original Counter	10	
Number of Prints	0/1	

14:30 Ready to receive

2 Select copy conditions for the next job as desired, position the original, then press **Start** on the **control panel**.

➔ Repeat steps 1 and 2 to continue the reserve job setting. Up to 100 reserve jobs can be entered. To check and operate reserve jobs, press [JOB LIST] tab to display the Job List Screen.

3 Printing on the reserve job will start automatically after completing the current job.

Reference

See page 9-2 for details of the job list.

If any trouble occurs on a reserve job, see page 11-17.

7

Application Functions

7 Application Functions

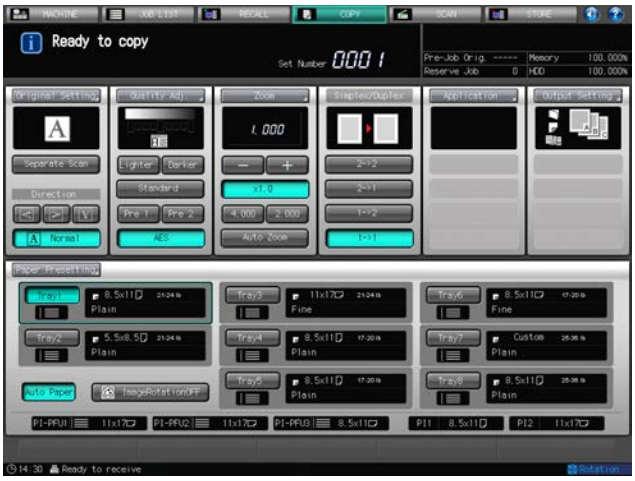
7.1 To Use Application Function

7.1.1 Overview of Application

Follow the procedure below to display the Application Screen and select the desired copying features.

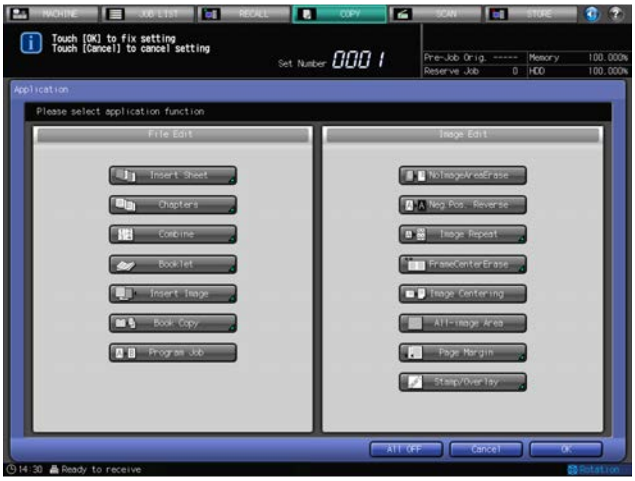
1 Press [COPY] tab to display the Copy Screen.

2 Press [Application].



Ready to copy

The Application Screen will be displayed.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select application function

- ➔ Pressing a key displays a dedicated screen to set up the function (except for Program Job, No Image Area Erase, Neg. Pos. Reverse, Image Centering, and All-image Area).
- ➔ More than one application function can be used in combination; however, the keys of incompatible functions will be grayed out to show inactivity.
- ➔ Press [Cancel] to restore the previous setting. Press [All OFF] to clear all the application selections with the setting made for each saved. Press **Reset** on the **control panel** to resume the initial setting for all copying features including application settings.

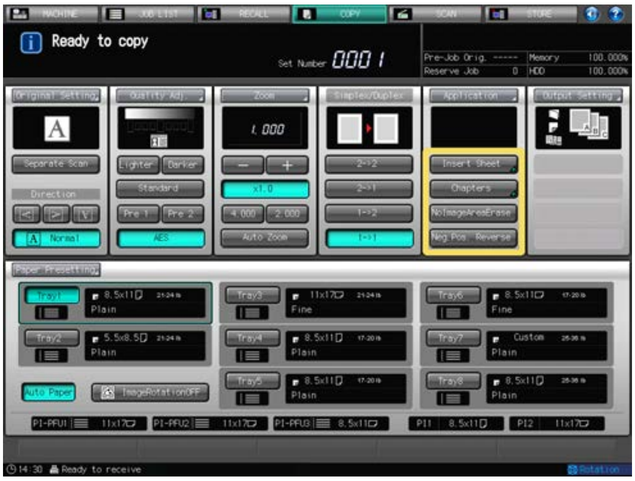
3 Press [OK] on the Application Screen to return to the Copy Screen.

➔ Printing will not start without the Copy Screen displayed. Be sure to display the Copy Screen when you start printing.

7.1.2 Display under [Application] on the Copy Screen

Shortcut keys

Under [Application] on the Copy Screen, you can display up to 4 shortcut keys for frequently used application functions. These keys allow you to select an application function with a single touch of a key or to directly jump to the subsequent screen for each function. You can enter settings for shortcut keys under [System Setting] on the Utility Menu Screen.



Ready to copy

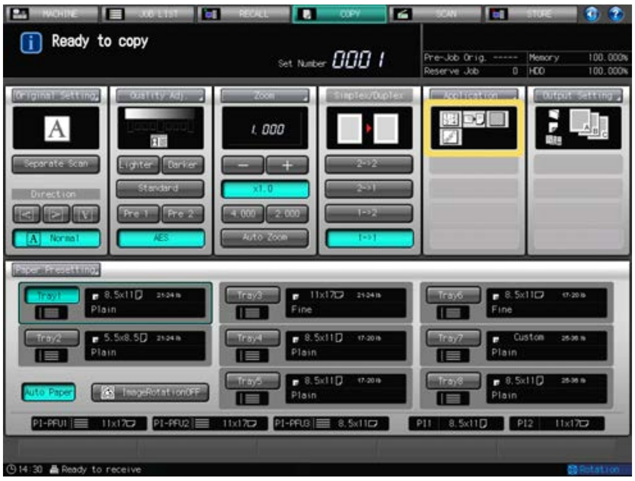
Ready to receive

Reference

For details on the setting procedure, see Section 7 of the POD Administrator's Reference.

Icons

Under the [Application] key on the Copy Screen, up to 6 icons of the application functions that you have set are displayed.



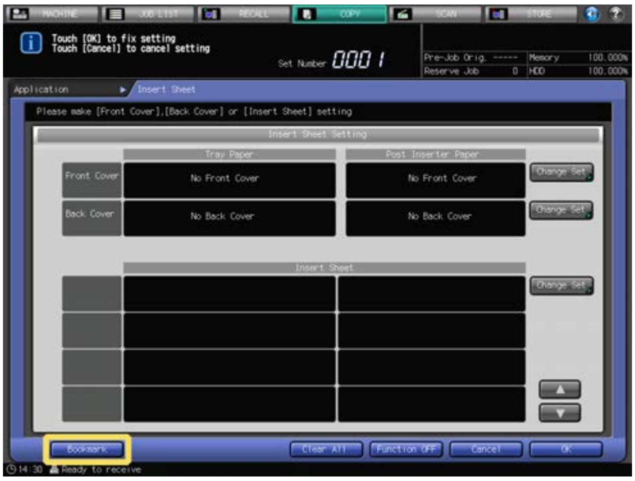
Ready to copy

Ready to receive

7.1.3 Bookmark

You may find [Bookmark] on some subsequent screens, such as Insert Sheet. After pressing the key, you can jump to that subsequent screen through any of the following operations.

- Pressing the item key which has the subsequent screen on the Application Screen.
- Pressing a shortcut key under [Application] on the Copy Screen.
- Changing the settings of that application function from the Mode Check Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. -----
Reserve Job 0
Memory 100.000%
HDD 100.000%

Please make [Front Cover],[Back Cover] or [Insert Sheet] setting

	Tray Paper	Post Inserter Paper
Front Cover	No Front Cover	No Front Cover
Back Cover	No Back Cover	No Back Cover

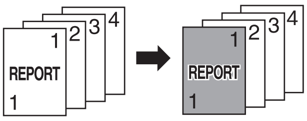
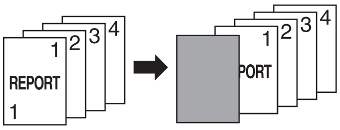
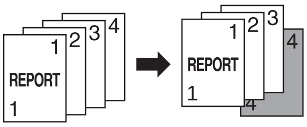
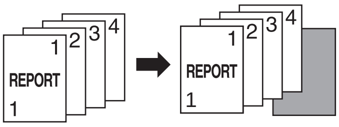
14:30 Ready to receive

7.2 Inserting Sheets/Covers: Insert Sheet

Use this function in print mode or blank mode to insert chapter sheets or separator sheets into the finished set, as well as front and back covers. You can select whether to add the original in print mode or blank mode upon setting the Front/Back cover and insert sheets. The covers and insert sheets can be fed from a tray source other than that of body sets. Sheets can also be fed from a post inserter when the machine is equipped with **Large Capacity Post Inserter PI-PFU**, the post inserter of **Folding Unit FD-503**, or **Post Inserter PI-502**. If a Post Inserter is available, a blank cover or insert sheet can be inserted.

Front/Back Cover setting

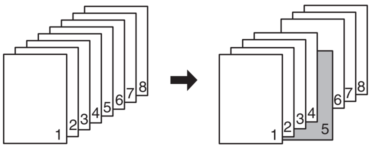
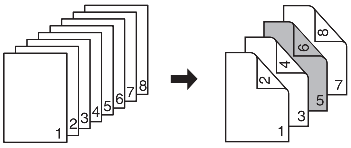
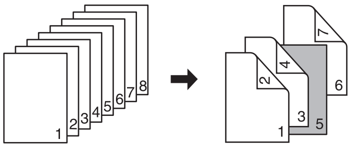
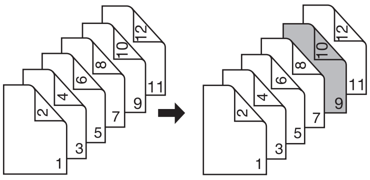
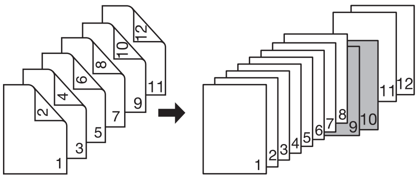
There are the following options which can be selected for Front/Back Cover setting. Front Cover (Print or Blank) and Back Cover (Print or Blank) can be configured individually.

Setting options	Description
Front Cover + Print (Simplex/Duplex)	• In simplex copy mode (1->1 or 2->1), the first sheet of single-sided original or the first page of double-sided original is printed onto a front cover sheet. A front cover cannot be duplex-copied. • In simplex to duplex mode, the first and second sheets of single-sided original are printed onto the front and back of a front cover respectively, regardless of the cover print settings. • In duplex to duplex mode, the first sheet of double-sided original is printed onto the two sides of a front cover sheet. A front cover cannot be simplex-copied. 
Front Cover + Blank	A blank sheet for a front cover will be inserted as the first sheet, regardless of the printing mode (simplex/duplex) of the original or copied set. 
Back Cover + Print (Simplex/Duplex)	• In simplex copy mode (1->1 or 2->1), the last page of single-sided or double-sided original is printed onto a back cover sheet. A back cover cannot be duplex-copied. • In simplex to duplex mode, when cover printing is set to [Simplex], the last page of single-sided original is printed onto a back cover sheet. When it is set to [Duplex], the last two pages of the original are printed onto both sides of the back cover sheet. • In duplex to duplex mode, the last sheet of double-sided original is printed onto the two sides of a back cover sheet. A back cover cannot be simplex-copied. 
Back Cover + Blank	A blank sheet for a back cover will be inserted as the last sheet of copied set, regardless of the simplex/duplex printing mode of the original or copy. 

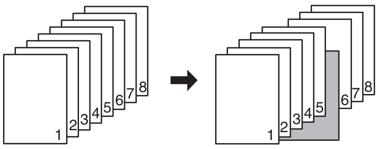
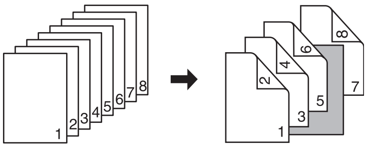
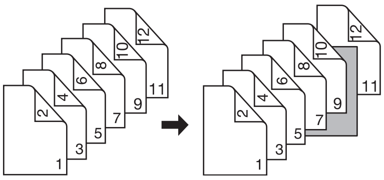
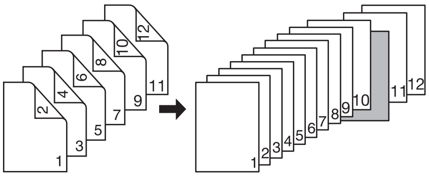
Insert Sheet setting

Insert Sheet setting produces various output depending on the original and copy type (simplex/duplex).

Example: Selecting [Print] with page [5] specified as insertion location

Setting options	Description
1->1	The 5th sheet of single-sided original is copied onto the insert sheet, which will be the 5th sheet of copied set. An insert sheet cannot be duplex-copied. 
1->2	• When Insert Sheet printing is set to [Duplex], the 5th and 6th sheets of single-sided original are printed onto both sides of the insert sheet, which will be the 3rd sheet of copied set. With page [6] specified, the output result will be the same. • When Insert Sheet printing is set to [Simplex], the 5th sheet of single-sided original is simplex-copied onto the insert sheet, which will be the 3rd sheet of copied set. At this point, the 6th sheet of original is printed onto the front of the 4th sheet (next copy) and the 7th onto the back. Therefore, subsequently the odd/even page number on original will be reversed on the front/back of copied set.  
2->2	The 5th sheet (the 9th and 10th pages) of double-sided original is printed onto both sides of the insert sheet, which will be the 5th sheet of copied set. An insert sheet cannot be simplex-copied. 
2->1	The 5th sheet (the 9th and 10th pages) of double-sided original is simplex-copied onto 2 insert sheets, which will be the 9th and 10th sheets of copied set. An insert sheet cannot be duplex-copied. 

Example: Selecting [Blank] with page [5] specified as insertion location

Setting options	Description
1->1	A blank sheet will be inserted after the 5th sheet of single sided original is simplex-copied. 
1->2	A blank sheet is inserted after the 5th and 6th sheet of single-sided original are duplex-copied. With page [6] specified, the output result will be the same. 
2->2	A blank sheet will be inserted after the 5th sheet (the 9th and 10th pages) of double-sided original are duplex-copied. 
2->1	A blank sheet will be inserted after the 5th sheet (the 9th and 10th pages) of double-sided original are simplex-copied. A sheet cannot be inserted after an odd-numbered page of copied set. 

- ✔ Load the original in the **ADF**. Use [Separate Scan] if the original page count exceeds 100. Combined with the Separate Scan mode, the **original glass** will also be available.
- ✔ Trays for copy paper, front and back covers, and insert sheets should have the same paper size loaded. (Auto Zoom is automatically selected.)
- ✔ Front/back cover can be fed one sheet at a time from tray 1-8 and/or up to 40 sheets from the post inserter. When sheets from the main body tray and post inserter are fed together, the post inserter feeds the first (front) cover and the last (back) cover.
- ✔ You can set up to 100 types, from page 1 to 999, for insert sheet setting, excluding front and back covers. Also, a maximum of 40 sheets can be inserted for each insertion point from the post inserter.

1 Position the original.

2 Load paper into the tray.

➔ Load paper for front/back cover, insert sheets, and text copy into any tray. When using the post inserter, load paper into the post inserter tray. Be sure that the trays for copy paper, front/back cover, and insert sheets have paper of the same size.

NOTICE

Check the tray information to see which type/size of paper is specified for each tray before loading paper. If a different type of paper is loaded into the tray, copying may not be completed or a malfunction may occur.

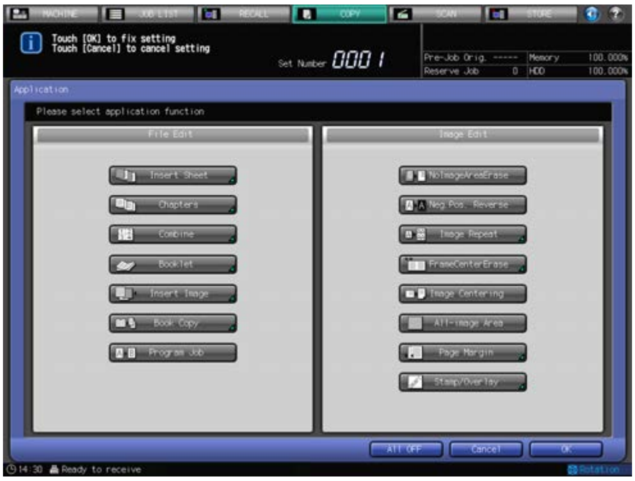
To use another type/size of paper, press [Paper Presetting] on the Copy Screen to change the setting temporarily. See page 6-39 for details.

3 Set Simplex/Duplex for original and copied set.

➔ Display the Copy Screen and press the desired key under [Simplex/Duplex]. The Simplex/Duplex setting specified here will be reflected in the print side setting for cover and insert sheet.

4 Press [Application] on the Copy Screen.

5 Press [Insert Sheet] on the Application Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

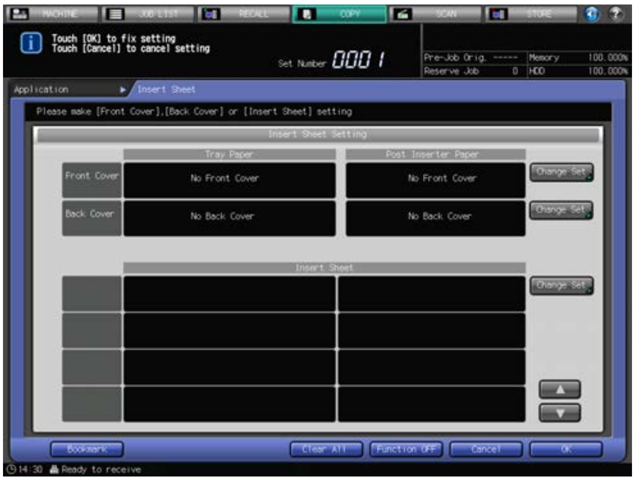
Please select application function

14:30 Ready to receive

The Insert Sheet Screen will be displayed.

6 Select the desired cover mode.

➔ Press [Change Set] on the right of [Front Cover] row to insert a front cover, or press [Change Set] on the right of [Back Cover] row to insert a back cover.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

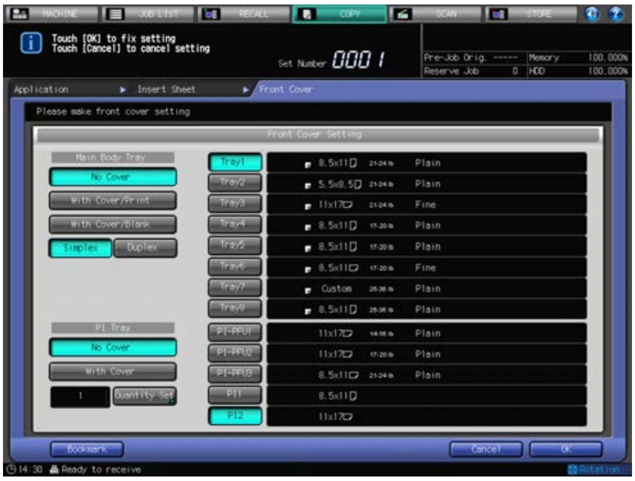
Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please make [Front Cover],[Back Cover] or [Insert Sheet] setting

	Tray Paper	Post Inserter Paper
Front Cover	No Front Cover	No Front Cover
Back Cover	No Back Cover	No Back Cover

14:30 Ready to receive

The Front Cover Setting Screen



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

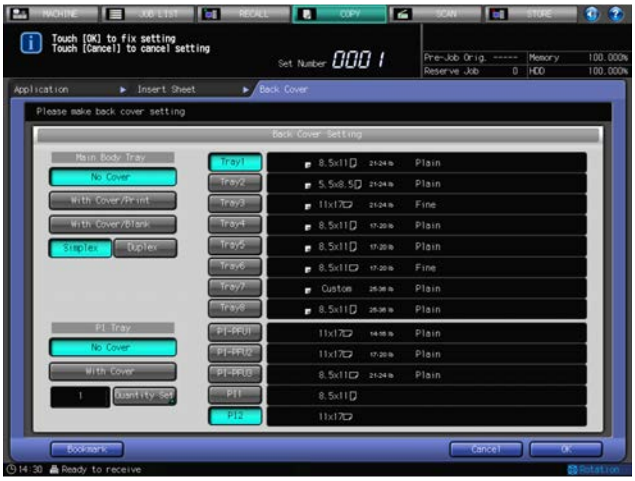
Please make front cover setting

Tray1	8.5x11	21-24 lb	Plain
Tray2	5.5x8.5	21-24 lb	Plain
Tray3	11x17	21-24 lb	Fine
Tray4	8.5x11	17-20 lb	Plain
Tray5	8.5x11	17-20 lb	Plain
Tray6	8.5x11	17-20 lb	Fine
Tray7	Custom	28-36 lb	Plain
Tray8	8.5x11	28-36 lb	Plain
PI-PFU1	11x17	14-16 lb	Plain
PI-PFU2	11x17	17-20 lb	Plain
PI-PFU3	8.5x11	21-24 lb	Plain
PI1	8.5x11		
PI2	11x17		

1

14:30 Ready to receive

The Back Cover Setting Screen



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Please make back cover setting

Tray1	8.5x11	21-24 lb	Plain
Tray2	5.5x8.5	21-24 lb	Plain
Tray3	11x17	21-24 lb	Fine
Tray4	8.5x11	17-20 lb	Plain
Tray5	8.5x11	17-20 lb	Plain
Tray6	8.5x11	17-20 lb	Fine
Tray7	Custom	28-36 lb	Plain
Tray8	8.5x11	28-36 lb	Plain
PI-PFU1	11x17	14-16 lb	Plain
PI-PFU2	11x17	17-20 lb	Plain
PI-PFU3	8.5x11	21-24 lb	Plain
PI1	8.5x11		
PI2	11x17		

1

14:30 Ready to receive

➔ Set the following options, if necessary.

Main Body Tray:

Cover printing	To copy and add a cover, press [With Cover/Print]. To attach a blank cover, press [With Cover/Blank].
Print side	Press [Simplex] to have the cover simplex-copied or [Duplex] to have it duplex-copied. When the screen is initially displayed, the setting is what you have selected for print side of copied set in the Simplex/Duplex setting in step 3. If you select [With Cover/Blank] in the cover print setting, [Simplex] is automatically selected.
Paper tray	Select the desired tray key.

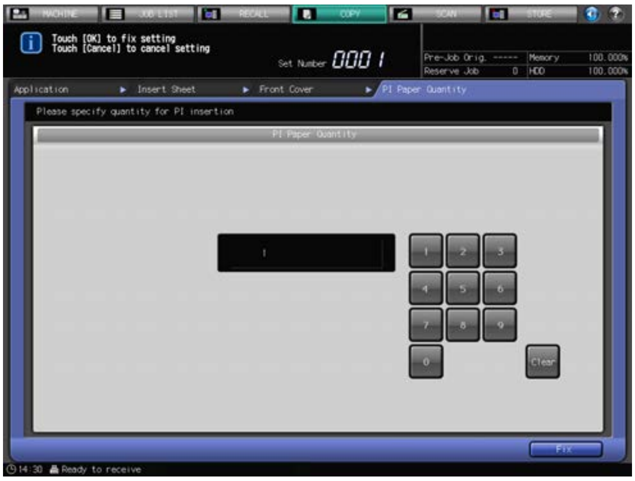
PI Tray:

Paper in the post inserter	To use paper set in the post inserter as a cover, press [With Cover], and press one of the PI Tray keys. Paper fed from the PI tray cannot be printed.
Quantity Set	From the post inserter, covers can be attached up to 40 sheets. Press [Quantity Set] to specify the number on the keypad on the screen, then press [Fix].

NOTICE

Paper for cover can be simultaneously fed from a main body tray and PI tray. In that case, the post inserter feeds the first (front) cover and the last (back) cover.

The PI Paper Quantity Screen



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

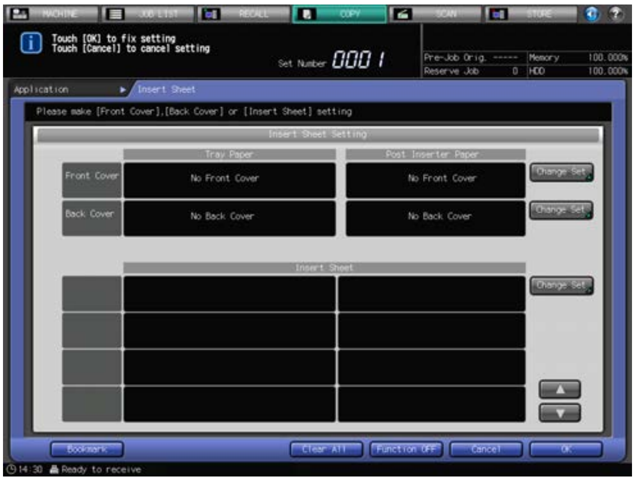
Please specify quantity for PI insertion

14:30 Ready to receive

➔ Press [OK] to return to the Insert Sheet Screen.

7 Select the desired insert sheet.

➔ Press [Change Set] on the right of [Insert Sheet].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

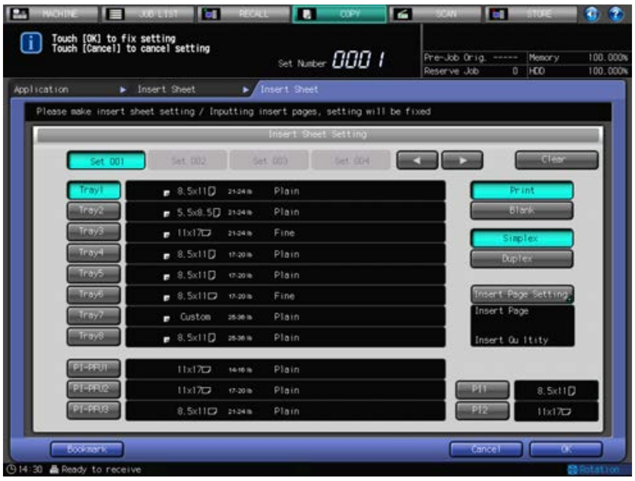
Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please make [Front Cover],[Back Cover] or [Insert Sheet] setting

	Tray Paper	Post Inserter Paper
Front Cover	No Front Cover	No Front Cover
Back Cover	No Back Cover	No Back Cover

14:30 Ready to receive

On the upper left of the screen, [Set 001] is highlighted.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please make insert sheet setting / Inputting insert pages, setting will be fixed

Tray1	8.5x11	21-24 lb	Plain
Tray2	5.5x8.5	21-24 lb	Plain
Tray3	11x17	21-24 lb	Fine
Tray4	8.5x11	17-20 lb	Plain
Tray5	8.5x11	17-20 lb	Plain
Tray6	8.5x11	17-20 lb	Fine
Tray7	Custom	28-36 lb	Plain
Tray8	8.5x11	28-36 lb	Plain
PI-PFU1	11x17	14-16 lb	Plain
PI-PFU2	11x17	17-20 lb	Plain
PI-PFU3	8.5x11	21-24 lb	Plain

PI1 8.5x11
PI2 11x17

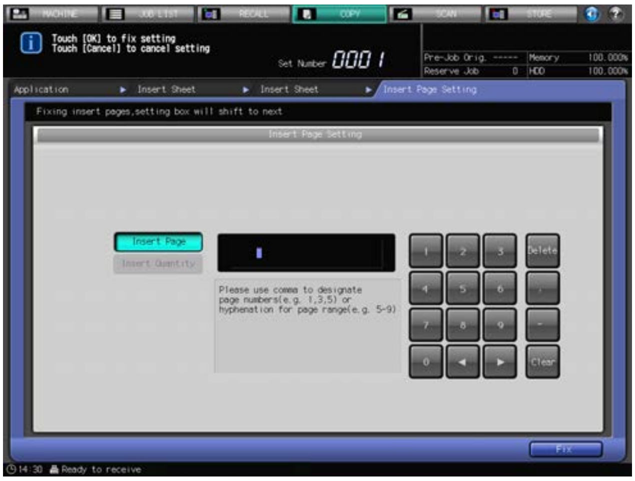
14:30 Ready to receive

➔ For a single set key, you can specify only one combination of printing/not printing, print side, and paper tray settings, while multiple insertion points can be specified. If another combination is necessary to add insert sheets, confirm the current setting and use the following keys to create a new setting.

Paper tray	Select the desired tray key. To use paper loaded into the post inserter, select one of the PI Tray keys. Paper fed from the PI tray cannot be printed.
Insert sheet printing	To copy and attach insert sheets, press [Print]. To insert blank sheets, press [Blank].
Print side	Press [Simplex] to have the insert sheet simplex-copied, or press [Duplex] to have it duplex-copied. When the screen is initially displayed, the setting is what you have selected for print side of copied set in the Simplex/Duplex setting in step 3. If you select [Blank] in the insert sheet print setting, [Simplex] is automatically selected.

8 Specify the insert page.

➔ Press [Insert Page Setting] to display the Insert Page Setting Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Fixing insert pages,setting box will shift to next

Please use comma to designate page numbers(e.g. 1,3,5) or hyphenation for page range(e.g. 5-9)

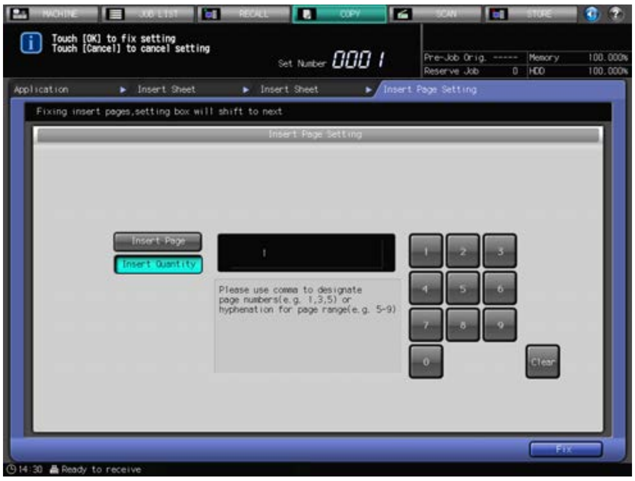
14:30 Ready to receive

➔ Use the keypad on the screen to enter the page number of insertion location. Use commas "," to separate the page numbers when specifying multiple pages. Use a hyphen "-" between the first and last page numbers when specifying a range. You can enter up to 20 characters including commas and hyphens.

➔ The page numbers entered will be automatically sorted in ascending order. You cannot specify the same page more than once.

➔ Press [Delete] to delete the last number entered (the one preceding the cursor). Press [Clear] to delete all the entries.

➔ If PI Tray is selected for paper tray, specify the insert quantity. Press [Insert Quantity] to enter the desired number using the keypad on the screen. You can specify up to 40 sheets.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Fixing insert pages,setting box will shift to next

1

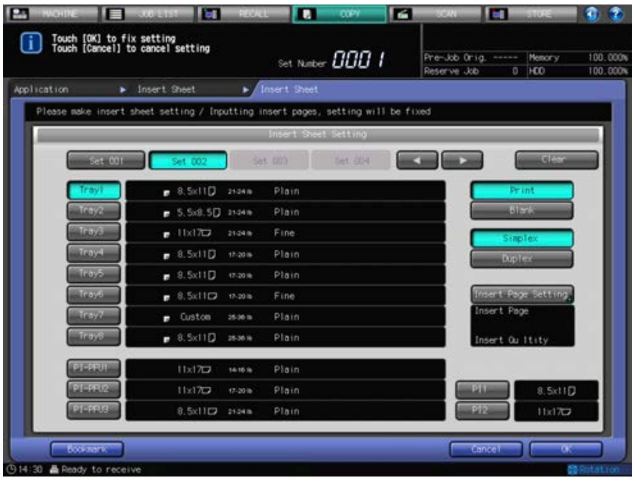
Please use comma to designate page numbers(e.g. 1,3,5) or hyphenation for page range(e.g. 5-9)

14:30 Ready to receive

➔ When all entries are made, press [Fix]. The Insert Sheet Screen will be restored.

9 Continue setting the insert sheet options, if necessary.

On the upper left of the screen, [Set 002] is highlighted. You can change the settings to attach a different type of insert sheets. You can set up to 100 types.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Please make insert sheet setting / Inputting insert pages, setting will be fixed

Tray1	8.5x11	21-24	Plain
Tray2	5.5x8.5	21-24	Plain
Tray3	11x17	21-24	Fine
Tray4	8.5x11	17-20	Plain
Tray5	8.5x11	17-20	Plain
Tray6	8.5x11	17-20	Fine
Tray7	Custom	28-38	Plain
Tray8	8.5x11	28-38	Plain
PI-PFU1	11x17	14-16	Plain
PI-PFU2	11x17	17-20	Plain
PI-PFU3	8.5x11	21-24	Plain

Insert Page
Insert Qu ltity

PI1 8.5x11
PI2 11x17

14:30 Ready to receive

➔ When the same page number as the previous setting is entered, the last setting with a larger set number takes precedence.

➔ Press [Clear] on the upper right of the screen to clear the setting of the highlighted set key.

➔ When all settings are completed, press [OK].

The Insert Sheet Screen will be restored. The Insert Sheet Screen provides information on the settings made on the Front Cover, Back Cover, and Insert Sheet Setting screens.

10 Press [OK] to complete the setting.

The setting will be confirmed and the Application Screen will be restored.

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

➔ To clear all the settings, press [Clear All].

11 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Insert Sheet icon displayed under [Application].

12 Select additional copy conditions, as desired.

13 Enter the desired print quantity from the **control panel keypad**.

14 Press **Start** on the **control panel**.

To print and attach back covers, scan all of the original and then output the data.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

7.3 Locating Title Pages on the Right Side: Chapters

Chapters will function when making double-sided copies from single-sided originals. It ensures that every chapter begins with a title page on the right side, i.e., on the front side of a double-sided copy, by inserting a blank page before a title page when needed. Using [Print Insertion], title pages can be printed on sheets from another tray source.

NOTICE

Selecting [2->2] is available with Chapters specified; however, this selection will deactivate the Chapters function.

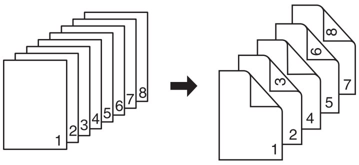
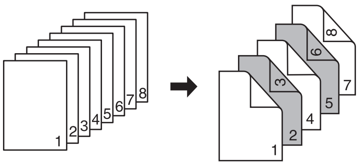
NOTICE

When setting [Last Chapter Print] or [Page/Chapter Setting] in [Page No.] of Stamp/Overlay, you need to specify every chapter title page in Chapters beforehand. In this case, you can select either [1->2] or [2->2]; however, selecting [2->2] will deactivate the Chapters function. Only pages specified in Chapters are enabled for [Last Chapter Print] and [Page/Chapter Setting] to function.

Reference

See page 7-64 for details on using Chapters in combination with [Page No.] of Stamp/Overlay.

Example: Specifying pages [2] and [5] as title pages

Setting options	Description
1->2	Blank pages are automatically added in front of the 2nd and 5th sheets of single-sided original and each of the specified title pages will be on the front of duplex-copied set. 
1->2 + Print Insertion	Blank pages are automatically added in front of the 2nd and 5th sheets of single-sided original to bring those pages to the front side. Then, the pages are printed on paper from another tray source and inserted into duplex-copied set. 

✔ Use **ADF**. Use [Separate Scan] if the original page count exceeds 100. Combined with the Separate Scan mode, the **original glass** will also be available.

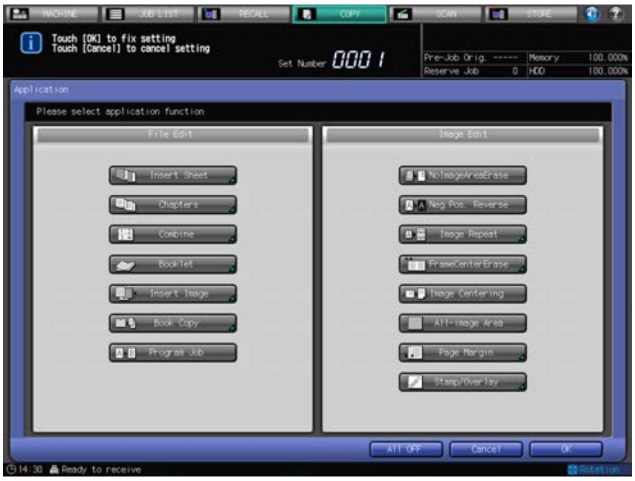
✔ You can specify up to 30 locations for chapter title pages.

✔ [Print Insertion] of Chapters and Booklet cannot be used in combination. Booklet will be unavailable when [Print Insertion] of Chapters is selected. Similarly, [Print Insertion] will be unavailable when [Booklet] is selected.

1 Position the original.

2 Press [Application] on the Copy Screen.

3 Press [Chapters] on the Application Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Please select application function

The Chapters Screen will be displayed.

4. Specify the page number of each title page.

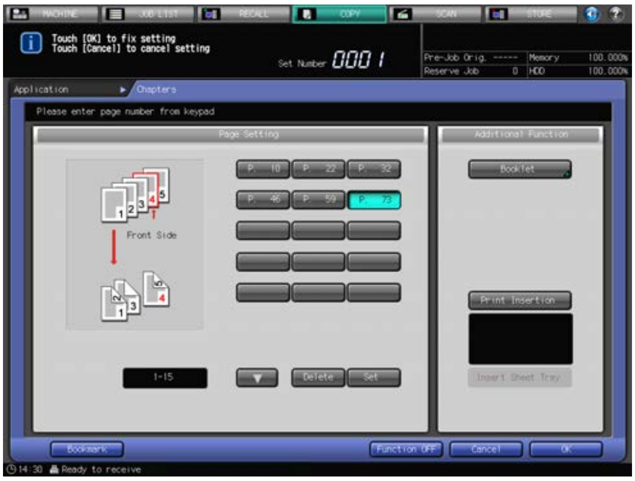
➔ Use the **control panel keypad** to enter the page number of each chapter title page, and then press [Set]. The entered page number will be confirmed to highlight the next key.

➔ Press [Delete] to delete the number on the highlighted key.

➔ If the entered page number is larger than the total page count of the original, it will be ignored.

➔ The page numbers entered will be automatically sorted in ascending order. You cannot specify the same page more than once.

➔ You can specify up to 30 locations for chapter title pages. To enter the 16th to 30th locations, press [▼].

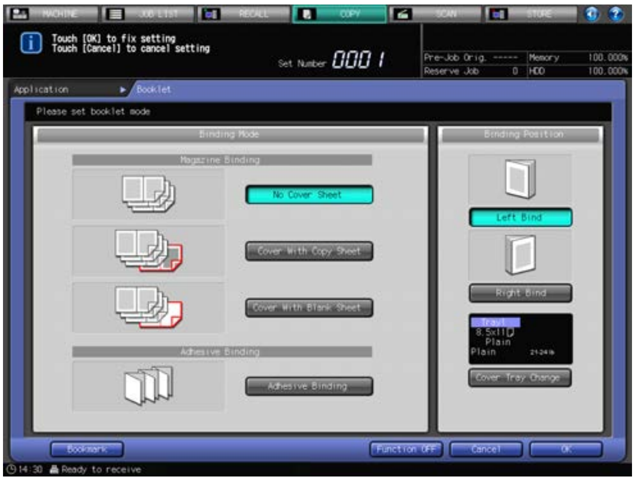


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

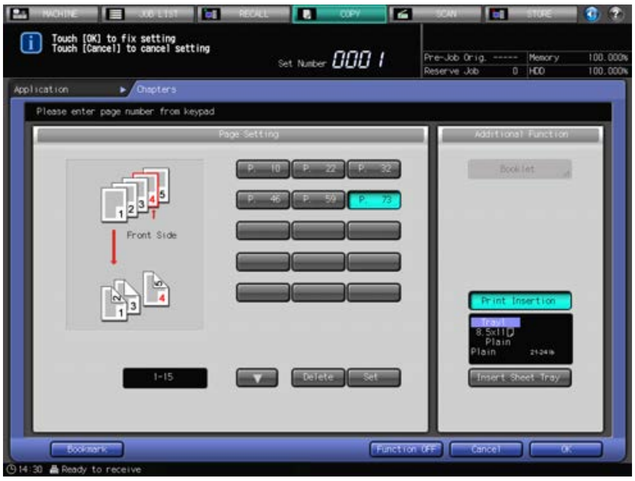
Please enter page number from keypad

➔ To use the Booklet function in combination, press [Booklet] on the right side of the screen, without selecting [Print Insertion] of Chapters. See page 7-20 for details on the setting procedure. Press [OK] on the Booklet Screen to return to the Chapters Screen.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set booklet mode

➔ To print title pages on paper from another tray source and have them inserted, press [Print Insertion] without selecting [Booklet]. The currently selected tray for insert sheets will be displayed. To change the tray, press [Insert Sheet Tray] to switch to the desired tray. At this point, you cannot select the post inserter tray.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please enter page number from keypad

5 Press [OK] to complete the setting.

The setting will be confirmed and the Application Screen will be restored.

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

6 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Chapters icon displayed under [Application].

7 Select additional copy conditions, as desired.

8 Enter the desired print quantity from the **control panel keypad**.

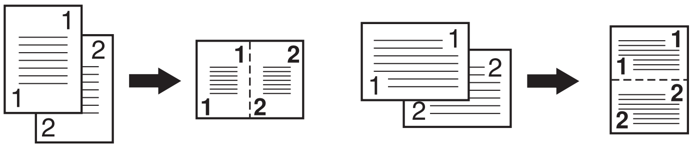
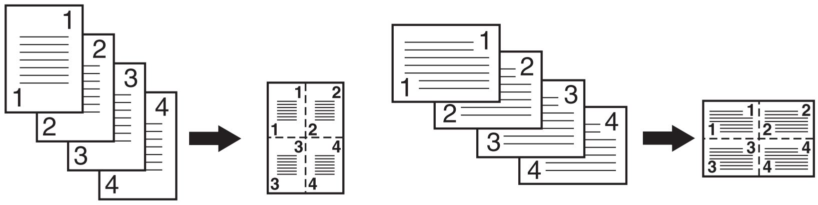
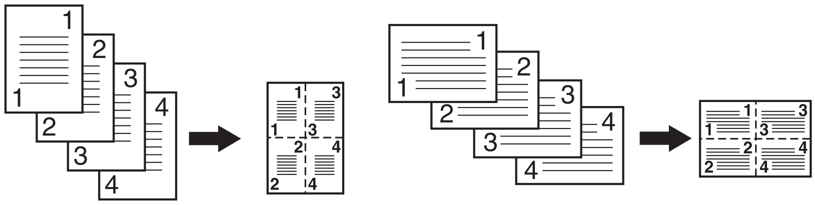
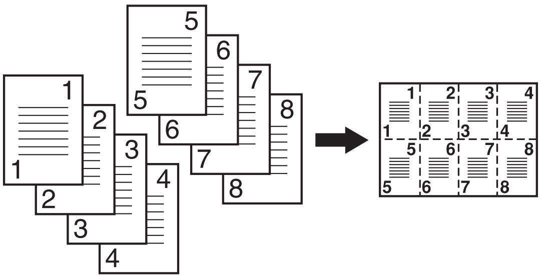
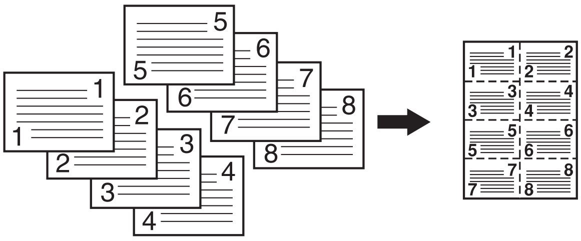
9 Press **Start** on the **control panel**.

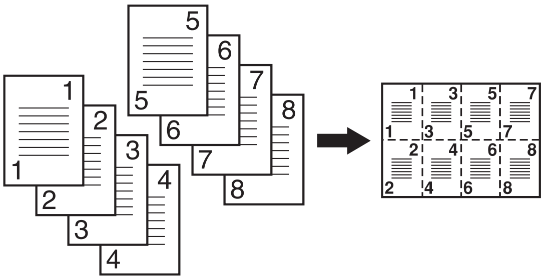
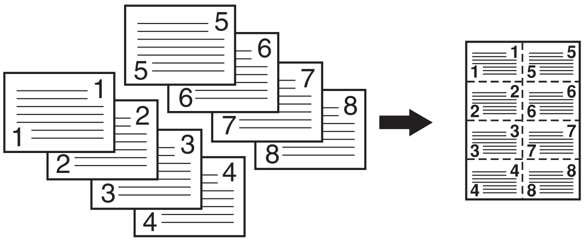
➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

7.4 Laying Out Several Pages onto One Sheet: Combine

Use this function to lay out and copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper, so that the paper use can be saved.

There are the following options for the Combine function. The position where Combine starts varies depending on the direction setting of the original.

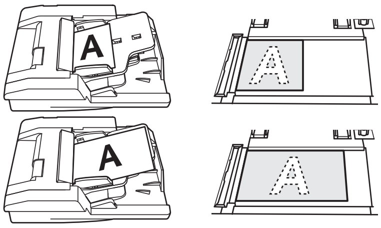
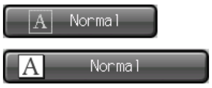
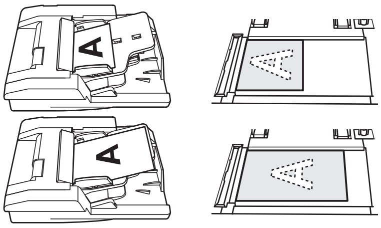
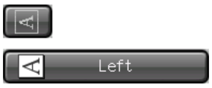
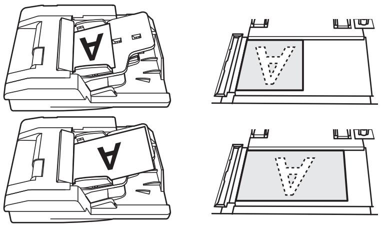
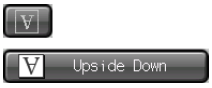
Setting options	Description
2 in 1	Select this setting to print two original images onto one sheet. Horizontal order 
4 in 1	Select this setting to print four original images onto one sheet. The page arrangement (numbering direction) can be specified. Horizontal order  Vertical order 
8 in 1	Select this setting to print eight original images onto one page. The page arrangement (numbering direction) can be specified. Horizontal order  

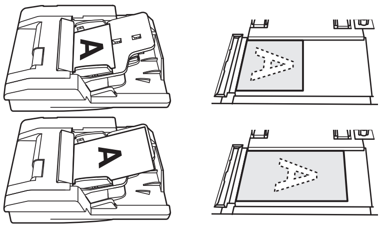
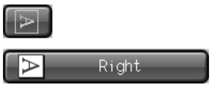
Setting options	Description
8 in 1	Vertical order  

- ✔ Use **ADF**. Use [Separate Scan] if the original page count exceeds 100.
- ✔ If the original is placed on the **original glass**, Separate Scan mode will function automatically.
- ✔ Auto Zoom is automatically selected. Normally the fixed size of tray 1 will be selected (available to be changed manually).

1 Position the original.

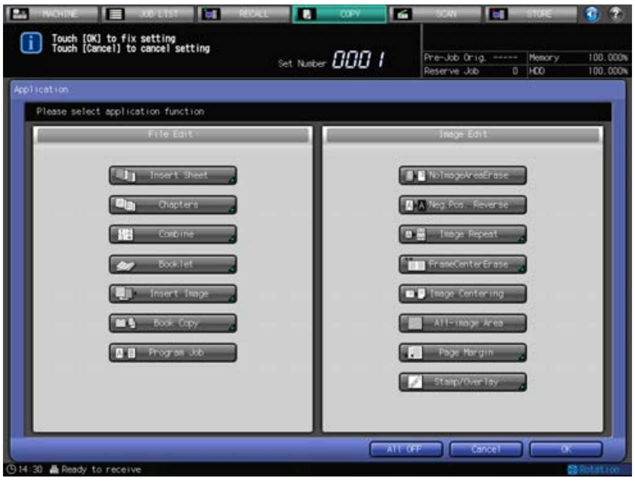
2 Select [Direction] according to the orientation of the original in place.

Original direction	Direction keys
	
	
	

Original direction	Direction keys
	

3 Press [Application] on the Copy Screen.

4 Press [Combine] on the Application Screen.

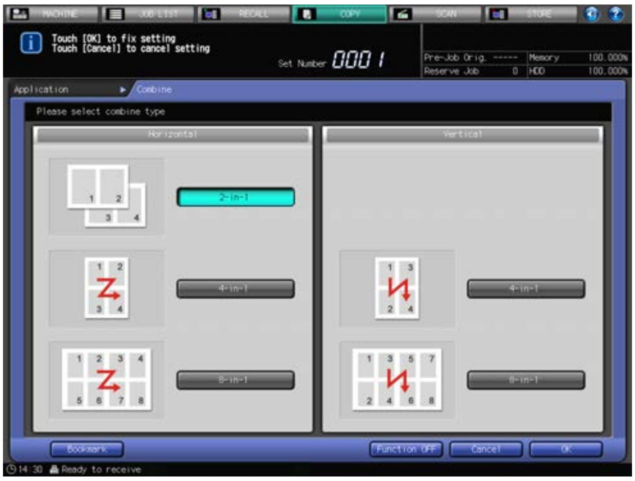


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select application function

5 The Combine Screen will be displayed.

➔ Be aware of the orientation of original and the combine order when selecting the options.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select combine type

6 Press [OK] to complete the setting.

The setting will be confirmed and the Application Screen will be restored.

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

7 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Combine icon displayed under [Application].

8 Select additional copy conditions, as desired.

➔ Auto Zoom is selected. When you need to change the paper size, select the desired tray.

9 Enter the desired print quantity from the **control panel keypad**.

10 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

7.5 Making a Multiple Page Signature Booklet: Booklet

Use this function to make a magazine binding/adhesive binding booklet by printing a multi-page original on both sides of paper. Original images are scanned into memory and automatically arranged in the booklet format in correct order.

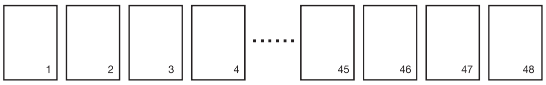
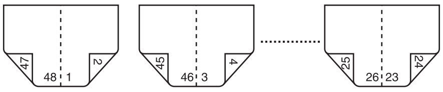
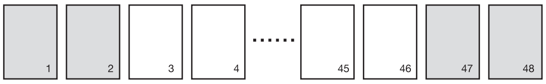
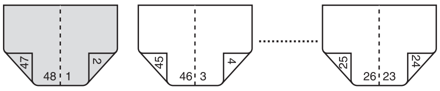
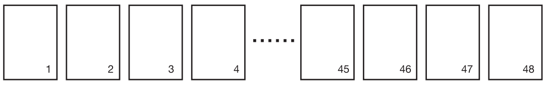
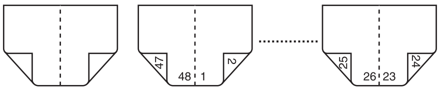
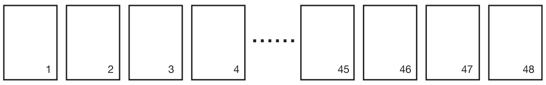
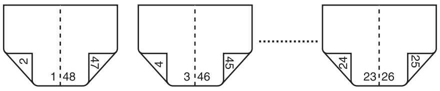
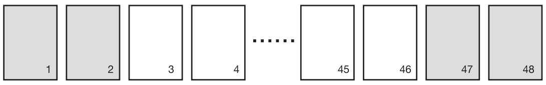
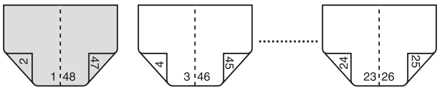
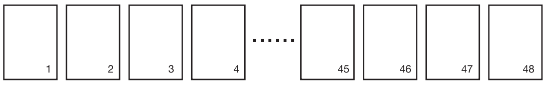
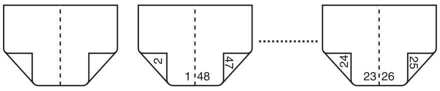
Select either Left Bind or Right Bind according to the desired booklet type.

When you use **Finisher FS-532** equipped with **Saddle Stitcher SD-510**, half-folded or folded & stapled booklets can be made.

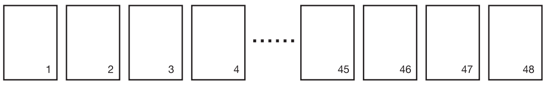
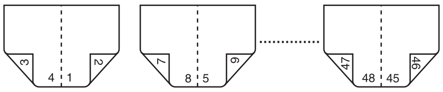
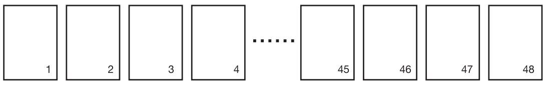
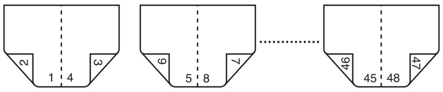
If the machine is equipped with **Saddle Stitcher SD-506**, booklets folded in the center or folded and saddle-stitched booklets can be made, and trimming function is also available in combination.

If the machine is equipped with **Folding Unit FD-503**, output sheets can be folded to make adhesive-bound books.

Magazine Binding:

Setting options	Original	Output
No Cover Sheet + Left Bind		
Cover With Copy Sheet + Left Bind		
Cover With Blank Sheet + Left Bind		
No Cover Sheet + Right Bind		
Cover With Copy Sheet + Right Bind		
Cover With Blank Sheet + Right Bind		

Adhesive Binding:

Setting options	Original	Output
Left Bind		 3 4 1 2 7 8 5 6 47 48 45 46
Right Bind		 2 1 4 3 6 5 8 7 46 45 48 47

- ✔ Use **ADF**. Use [Separate Scan] if the original page count exceeds 100. Combined with the Separate Scan mode, the **original glass** will also be available.
- ✔ Original pages should be a multiple of 4 in 1-2 mode or a multiple of 2 in 2-2 mode. If that is insufficient, blank pages are automatically inserted at the end.
- ✔ When using cover paper different from the one for the body sets, load the same size as the body sets into another tray. Post inserter cannot be used for feeding covers or body sets.
- ✔ Auto Zoom is automatically selected.

1 Position the original.

2 Load paper into the desired tray.

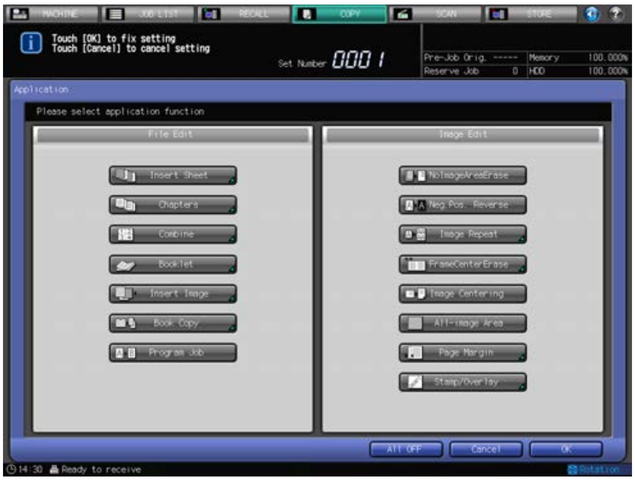
➔ When selecting a cover mode, load cover paper of the same size as the body sets into a tray other than the post inserter.

3 Configure paper settings for body sets and covers.

➔ See page 6-39 for details on paper setting.

4 Press [Application] on the Copy Screen.

5 Press [Booklet] on the Application Screen.

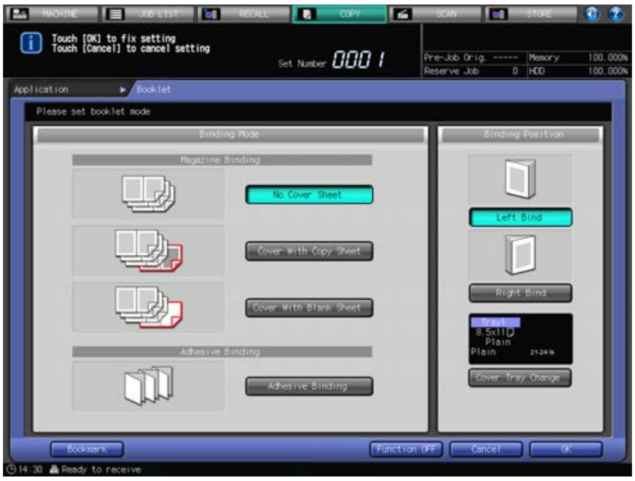

Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select application function

The Booklet Screen will be displayed.

6 Select the desired Binding Mode and Binding Position.

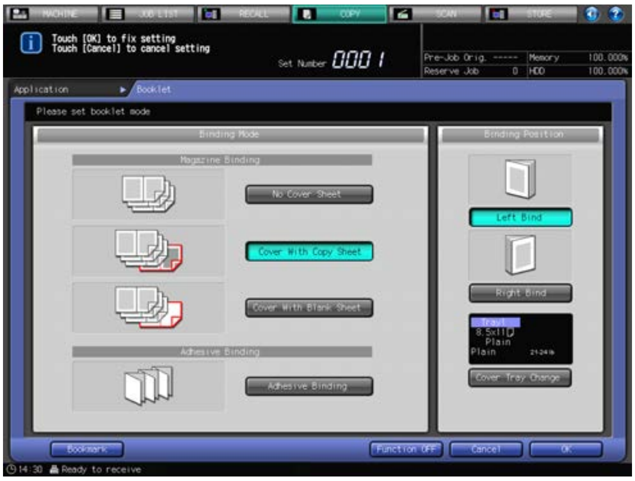
➔ Press [Left Bind] or [Right Bind] if you want to change the output order.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set booklet mode

➔ When [Cover With Copy Sheet] or [Cover With Blank Sheet] is selected, press [Cover Tray Change] to select the tray which has the cover sheets set in step 2.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set booklet mode

7 Press [OK] to complete the setting.

The setting will be confirmed and the Application Screen will be restored.

➔ To restore the previous setting, press [Cancel].

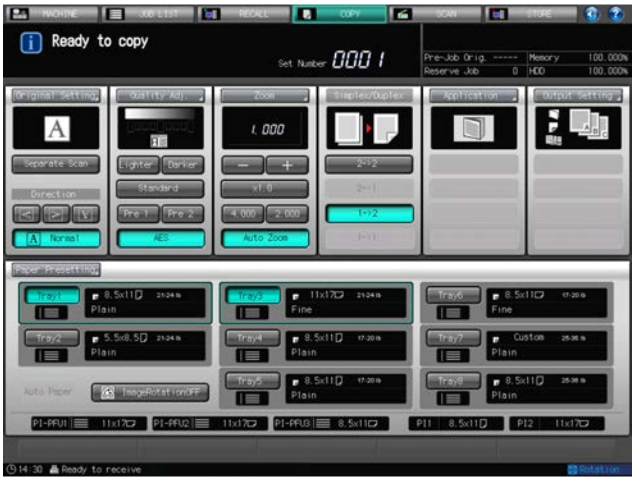
➔ To disable the function while keeping the current setting, press [Function OFF].

8 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Booklet icon displayed under [Application].

9 Select the tray loaded with paper for the body sets in step 2.

➔ The paper tray for the body sets is automatically selected as default. If [Cover With Copy Sheet] or [Cover With Blank Sheet] was selected in step 6, two keys including the tray for covers are highlighted on the screen.



10 Select either Simplex/Duplex.

➔ Select [1->2] or [2->2] according to the original set in step 1.

11 Select additional copy conditions, as desired.

➔ When you make half-folded or folded & stapled booklets, you can complete copying without causing any image loss by using the Reduce & Shift function to ensure sufficient page margin. See page 7-56 for details.

➔ When making half-folded or folded and stapled, and fore-edge-trimmed booklets, the space from the trimmed edge to the printed image may gradually widen from the inner pages to the outer pages. In this case, specify both Page Space and Creep Adjustment in Page Margin. See page 7-51 for details.

➔ Using Set Numbering or Page No. of Stamp in combination, the machine can be set to print numbers on the outside edges (right side of right image, left side of left image) of copies. For details, see Section 7 of the POD Administrator's Reference.

12 Enter the desired print quantity from the **control panel keypad**.

13 Press **Start** on the **control panel**.

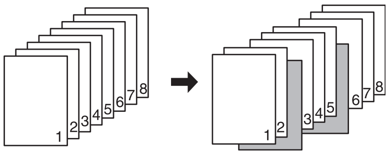
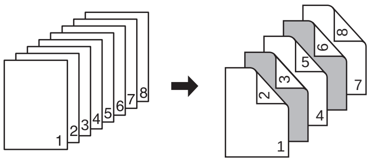
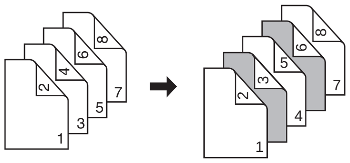
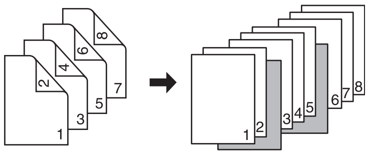
➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

7.6 Inserting Different Original Images into Printed Sets: Insert Image

Use this function to insert images scanned from the original glass into a set of original document scanned from the **ADF** at specified locations, then output the combined images as a finished set.

The images scanned from original glass will be added as the next page of specified document pages.

Example: Specifying pages [2] and [5] as insertion locations

Setting options	Description
1->1	A single sheet of image scanned from the original glass will be inserted after the 2nd and 5th sheets scanned from a single-sided original to make simplex-copied sets. 
1->2	A single sheet of image scanned from original glass will be inserted after the 2nd and 5th sheets scanned from a single-sided original to make duplex-copied sets. The insert image will be placed on the front side of the 2nd and 4th sheets of the duplex-copied sets. 
2->2	A single sheet of image scanned from original glass will be inserted after the 2nd and 5th pages scanned from a double-sided original to make duplex-copied sets. The insert image will be placed on the front side of the 2nd and 4th sheets of the duplex-copied sets. 
2->1	A single sheet of image scanned from original glass will be inserted after the 2nd and 5th pages scanned from a double-sided original to make simplex-copied sets. 

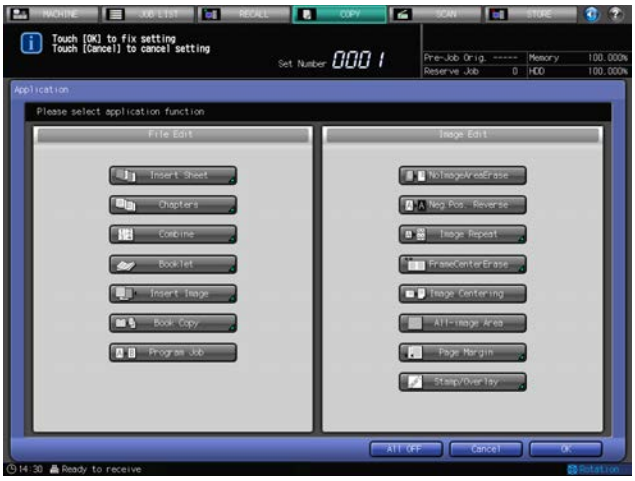
- ✔ You can specify up to 30 locations to insert images.
- ✔ Separate Scan mode is automatically selected.

1 Set the original to be inserted in the **ADF**.

- ➔ Be sure to arrange the original in page order, and then place it with the side to be copied, the first page if the original is double-sided, facing upward. Up to 100 original sheets can be set.
- ➔ If the original count exceeds 100, divide them into blocks not exceeding 100 sheets, and load and scan the block with the first page.

2 Press [Application] on the Copy Screen.

3 Press [Insert Image] on the Application Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Please select application function

14:30 Ready to receive

The Insert Image Screen will be displayed.

4 Specify the location to insert image.

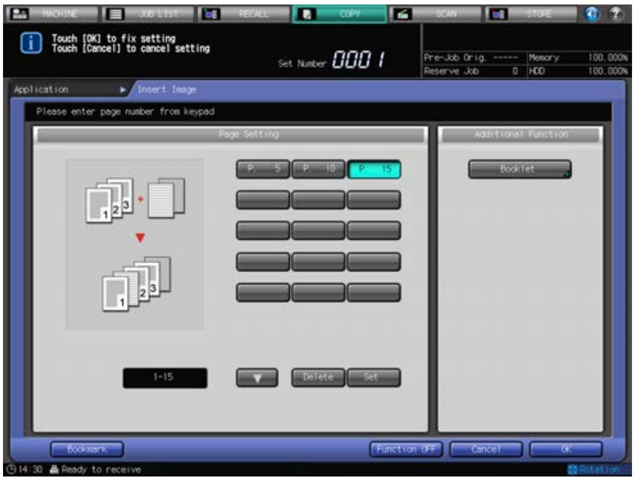
➔ Use the **control panel keypad** to enter the page number where the image should be inserted, then press [Set]. The entered page number will be confirmed to highlight the next key.

➔ Press [Delete] to delete the number on the highlighted key.

➔ If the page number you have entered is larger than the original page count, the image will be inserted at the end of the finished set.

➔ The page numbers entered will be automatically sorted in ascending order. If the same page number is entered twice, 2 pages of the image will be inserted at the specified location.

➔ You can specify up to 30 locations to insert images. To enter the 16th to 30th locations, press [▼].



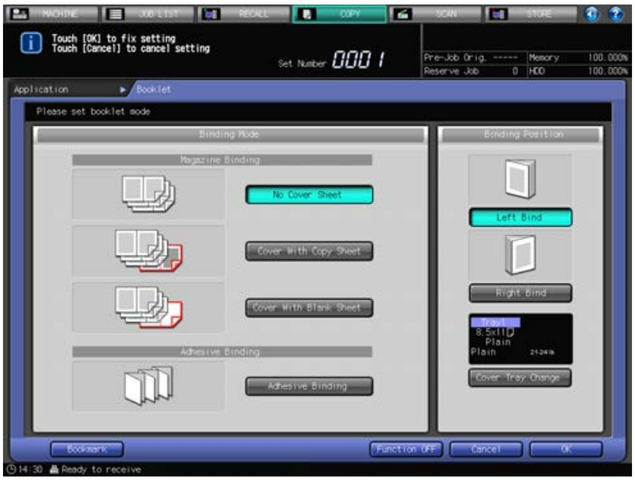
Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Please enter page number from keypad

14:30 Ready to receive

➔ Press [Booklet] to use the Booklet function in conjunction with this function. See page 7-20 for details on the setting procedure. Press [OK] on the Booklet Screen to return to the Insert Image Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set booklet mode

Ready to receive

5 Press [OK] to complete the setting.

The setting will be confirmed and the Application Screen will be restored.

- ➔ To restore the previous setting, press [Cancel].
- ➔ To disable the function while keeping the current setting, press [Function OFF].

6 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Insert Image icon displayed under [Application]. And, [Separate Scan] is automatically selected

7 Select additional copy conditions, as desired.

8 Press **Start** on the **control panel**.

- ➔ You cannot start scanning without the Copy Screen displayed. Please make sure to display the Copy Screen.

The machine starts scanning and the scanned image will be stored into memory.

9 Place the original of image insertion on the **original glass**.

- ➔ Open the **ADF**, position the first page of the original face down on the original glass, then gently close the **ADF**.

NOTICE

Please be sure to start with the first page of the original. If the last page of the original is scanned first, the result will not be as expected.

10 Press **Start** on the **control panel**.

- ➔ You cannot start scanning without the Copy Screen displayed. Please make sure to display the Copy Screen.
- ➔ When scanning multiple originals, be sure to start with the first page and repeat steps 9 and 10 for all the originals in page order.

11 Press [Separate Scan] to exit the Separate Scan mode.

12 Enter the desired print quantity from the **control panel keypad**.

13 Press **Start** on the **control panel**.

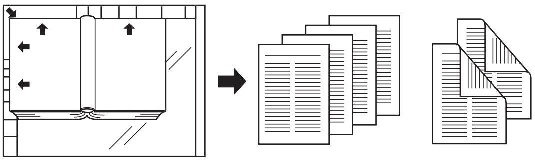
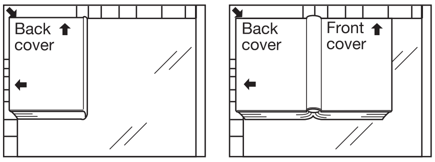
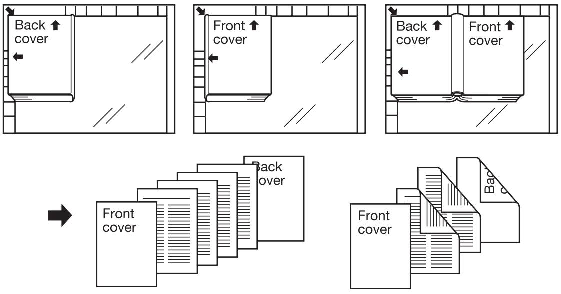
- ➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

7.7 Dividing Spread Image into Right and Left Pages: Book Copy

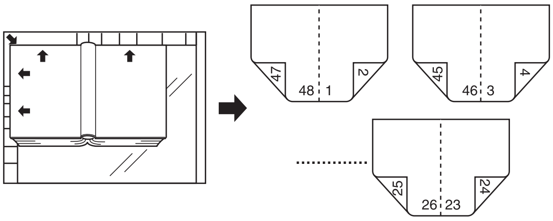
Use this function to divide a page spread image, such as an open book or catalog, into two separate images on right and left pages. With a single scan, two sheets are printed in simplex mode and both sides of a sheet are printed in duplex mode. If front and back covers are also needed, scan the cover page first without dividing the image, then the spread body so that all the original pages will be output in correct order.

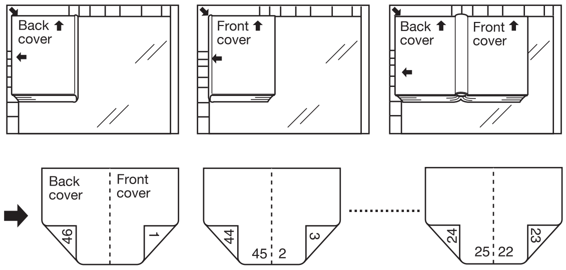
Also, when the Booklet function is used in combination, original images are automatically arranged in booklet format in correct order to make a multiple page signature booklet on both sides of paper.

Selecting covers: When you need to add covers to the copied sets, scan the covers first.

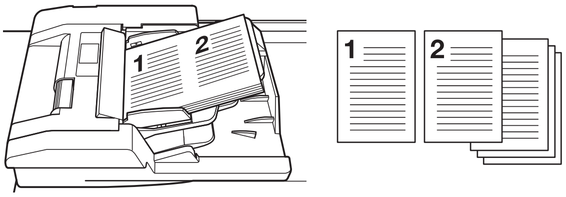
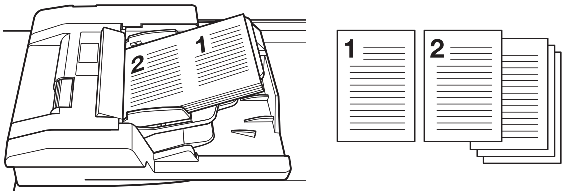
Setting options	Description
No Cover	
Front With Cover (Left Bind)	The original should be scanned in the order of the front cover, then page spread originals. Printed sets will be output in the order of the front cover page, then divided document pages according to the pagination. 
Front/Back With Cover (Left Bind)	The original should be scanned in the order of the front cover, the back cover, then page spread originals. Printed sets will be output in the order of the front cover page, divided document pages according to the pagination, then the back cover page.  Back cover Front cover Back cover Front cover Front cover Back cover Front cover

Using Booklet in combination: Use the Booklet function to make a booklet.

Setting options	Description
No Cover + Booklet (Left Bind)	 47 48 1 2 45 46 3 4 25 26 23 24

Setting options	Description
Front/Back With Cover + Booklet (Left Bind)	 Back cover Front cover Back cover Front cover Back cover Front cover 46 1 44 45 2 3 24 25 22 23

Using **ADF**: Use the **ADF** to scan page spread originals to copy the pages separately.

Setting options	Description
Left Bind	Page spread originals will be scanned from the left page to the right page, and will be output in page order. 
Right Bind	Page spread originals will be scanned from the right page to the left page, and will be output in page order. 

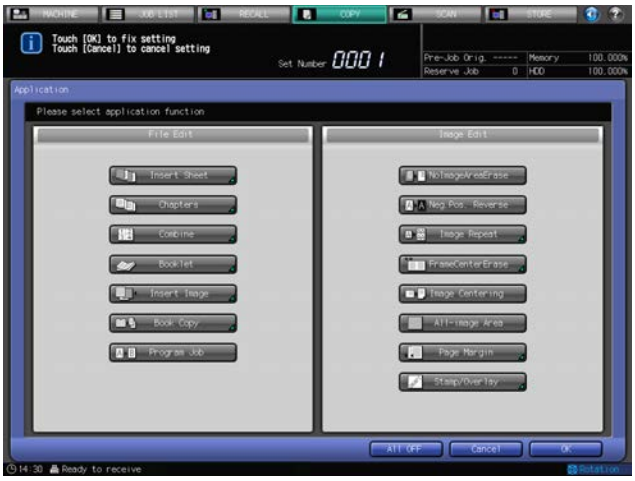
- ✔ By choosing Bind Direction (Left/Right Bind) of the original, the pages will be output in the correct order.
- ✔ Available paper sizes are 8.5 × 11 ▯, A4 ▯, and B5 ▯.
- ✔ Separate Scan mode is automatically selected.
- ✔ Neither Auto Zoom nor Auto Paper can be used in combination.

1 Position the original.

- ➔ When you choose to use the **original glass**, position the front cover or first page of the spread original face down on the glass. At this point, No Image Area Erase and Image Centering settings are automatically selected. Make sure to keep the **ADF** open throughout the scan operation.
- ➔ When you choose to use the **ADF**, arrange the original in page order, then load it with the first page face up. Up to 100 original sheets can be set. If the original count exceeds 100, divide them into blocks not exceeding 100 sheets, and load and scan the block with the first page.

2 Press [Application] on the Copy Screen.

3 Press [Book Copy] on the Application Screen.

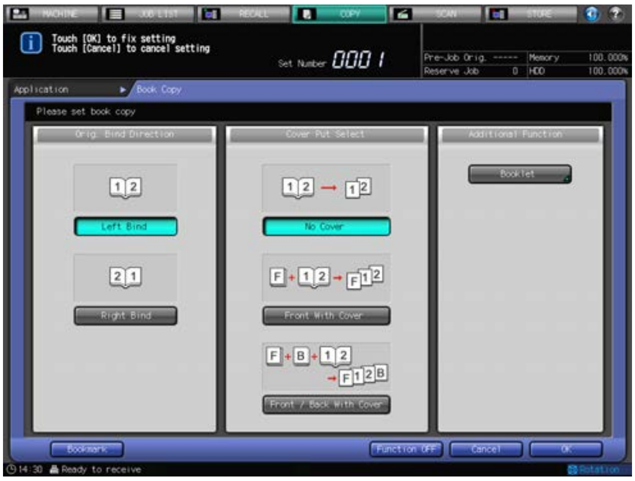

Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select application function

The Book Copy Screen will be displayed.

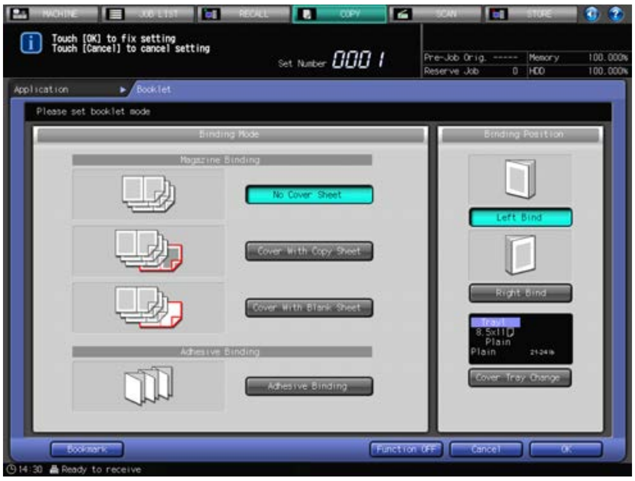
4 Select the options from the Original Bind Direction and Cover Put Select.

➔ Select the binding position of the original by pressing [Left Bind] or [Right Bind].


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set book copy

➔ Press [Booklet] to use the Booklet function in conjunction with this function. See page 7-20 for details on the setting procedure. Press [OK] on the Booklet Screen to return to the Book Copy Screen.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set booklet mode

5 Press [OK] to complete the setting.

The setting will be confirmed and the Application Screen will be restored.

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

6 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Book Copy icon displayed under [Application]. And, [Separate Scan] is automatically selected

7 Select additional copy conditions, as desired.

➔ Select a tray. Available paper sizes are 8.5 × 11 ▯, A4 ▯, and B5 ▯.

Auto Zoom and Auto Paper are deselected and [x1.0] magnification is selected automatically.

NOTICE

Do not select [Top] as binding direction on the Output Setting Screen. It may cause an unexpected output.

8 Press **Start** on the **control panel**.

➔ You cannot start scanning without the Copy Screen displayed. Please make sure to display the Copy Screen.

The machine starts scanning and the scanned image will be stored into memory. Repeat this procedure to complete scanning of all originals.

NOTICE

*When scanning from the **original glass**, No Image Area Erase and Image Centering settings are automatically selected. Be sure to keep the **ADF** open throughout the scan operation.*

9 Press [Separate Scan] to exit the Separate Scan mode.

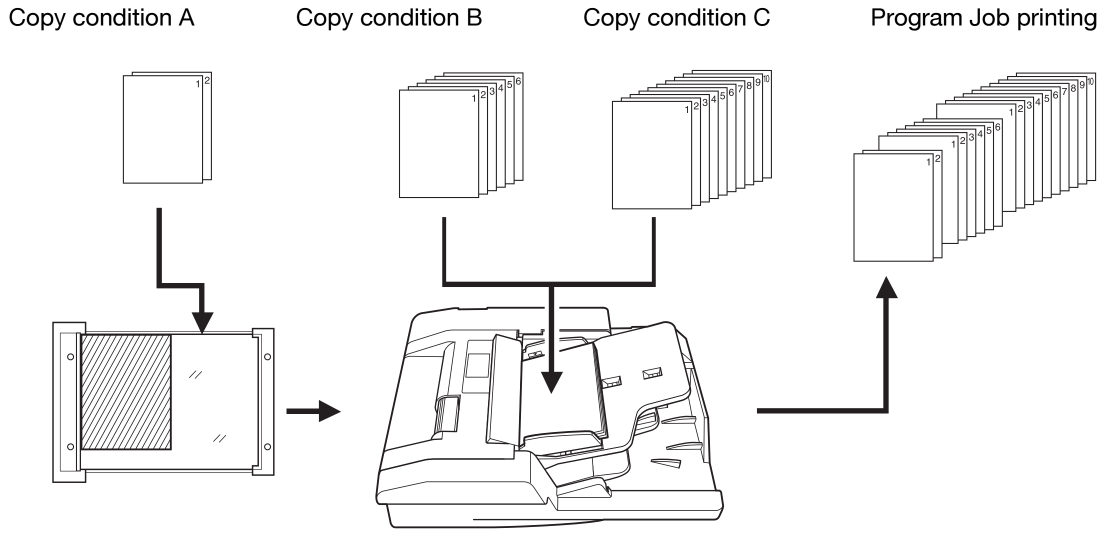
10 Enter the desired print quantity from the **control panel keypad**.

11 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

7.8 Programming Different Settings for an Output Job: Program Job

Use this function to output multiple jobs loaded with various settings as a single job.



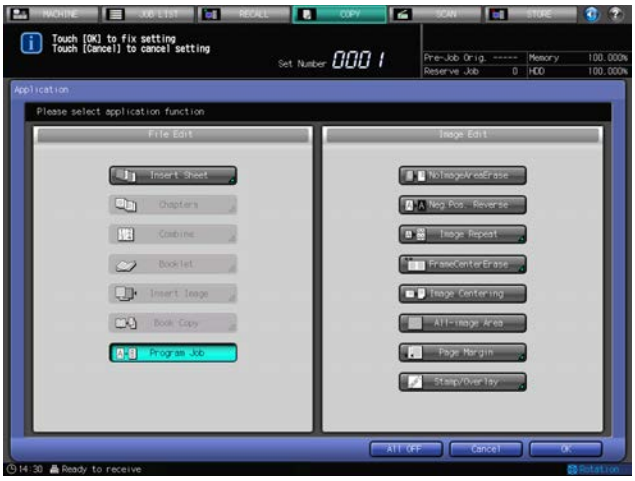
- ✔ Separate Scan mode is automatically selected.
- ✔ Print quantity and output mode settings cannot be specified for each job. The last setting made will be applied to all jobs.
- ✔ As for the paper size, the setting made for the first job will be applied to all jobs. However, the paper tray can be changed if loaded with the same size.
- ✔ For standard, custom, wide paper or standard tab paper sizes, continual output is available provided that the paper size and orientation are the same throughout the jobs integrated using Program Job with the Fold function (except Z-Fold) of **Folding Unit FD-503** or Fold & Staple function of **Saddle Stitcher SD-506** specified. Any job that combines multiple paper sizes cannot be handled for continual output.
- ✔ When the Staple mode is selected before the original is scanned in a program job, each job can be stapled separately.
- ✔ The maximum number of jobs that can be handled as a single job is 100.
- ✔ Program Job settings cannot be stored in Program Memory.
- ✔ You can modify the settings to use the start number setting for page/chapter in the Stamp/Overlay Screen for the second job or later. Contact your service representative, if desired.

1 Position the original of the first job.

2 Press [Application] on the Copy Screen.

3 Press [Program Job] on the Application Screen.

The incompatible function keys will be grayed out to show inactivity.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Application

Please select application function

4 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Program Job icon displayed under [Application]. And, [Separate Scan] is automatically selected

5 Select additional copy conditions, as desired.

➔ The paper size specified here will be applied to all subsequent jobs

➔ To have each job stapled separately, select the Staple mode here. The Staple mode can be selected on the Staple Screen accessed from the Output Setting provided on the Copy Screen.

6 Press **Start** on the **control panel** to scan the original.

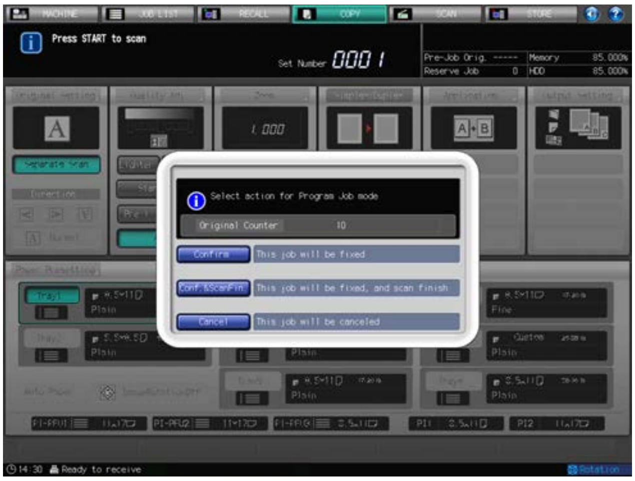
When scanning is completed, a dialog will be displayed to ask you whether or not to store the scanned image data as a job.

7 Press [Confirm].

The scanned image data is confirmed as a job to be printed with the specified copy conditions.

➔ Press [Conf. & Scan Fin.] to stop scanning at this point. Press [Cancel] to delete the scanned data and cancel the job.

NOTICE
Do not press [Conf. & Scan Fin.] until all job originals are scanned.


Press START to scan

Select action for Program Job mode

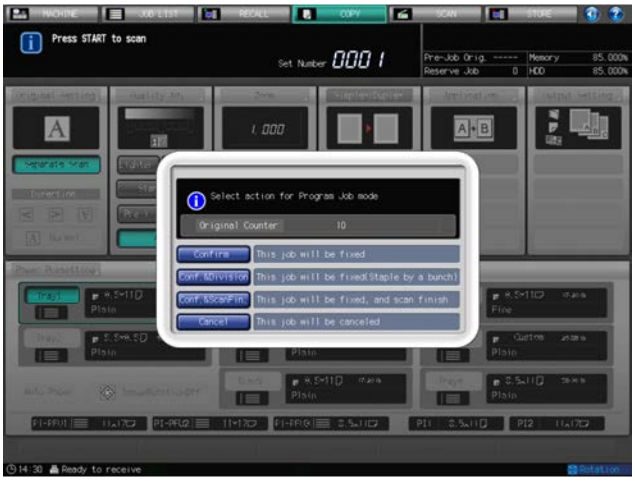
Original Counter 10

Confirm — This job will be fixed

Conf.&ScanFin. — This job will be fixed, and scan finish

Cancel — This job will be canceled

➔ If the Staple mode has been selected in step 5, the [Conf. & Division] key is displayed in the dialog. To have each job stapled separately, press this key.



Press START to scan

Set Number 0001

Select action for Program Job mode

Original Counter 10

Confirm This job will be fixed

Conf.&Division This job will be fixed(Staple by a bunch)

Conf.&ScanFin. This job will be fixed, and scan finish

Cancel This job will be canceled

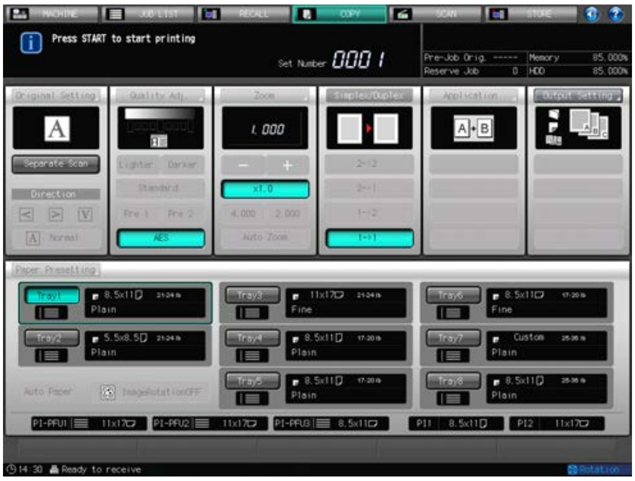
Ready to receive

8 Position the original of the next job.

9 Repeat step 5 through step 8 to scan the originals of all jobs.

10 When all jobs are scanned, press [Conf. & Scan Fin.].

The Separate Scan mode is disabled.



Press START to start printing

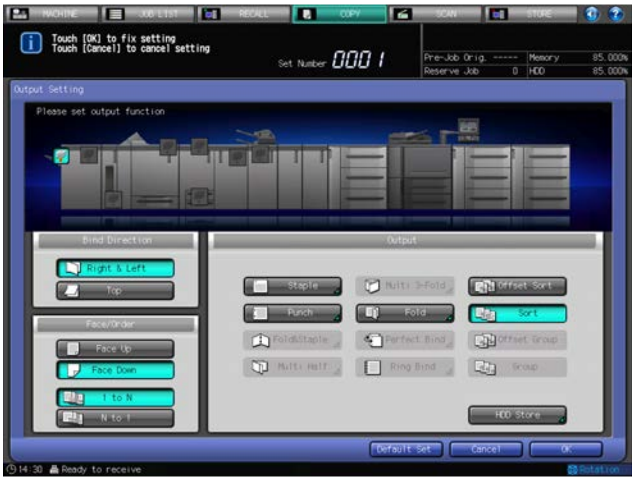
Set Number 0001

Ready to receive

11 Select an output mode for the entire program job.

➔ Press [Output Setting] on the Copy Screen to display the Output Setting Screen. Select the desired output mode. The output mode selected here will be applied to all jobs.

➔ If you have selected the Staple mode in step 5 and specified to have each bunch stapled after every scanning, you do not need to select this option.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Output Setting

Please set output function

12 Enter the desired print quantity from the **control panel keypad**.

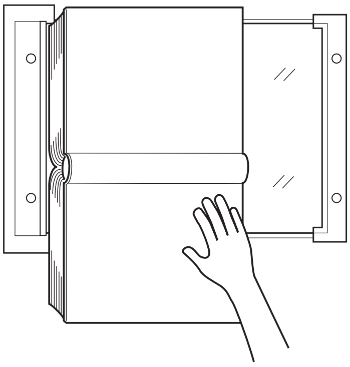
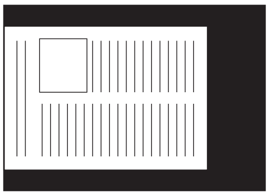
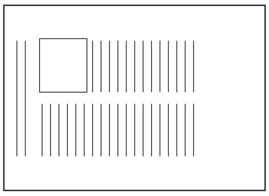
The print quantity selected here will be applied to all jobs.

13 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

7.9 Erasing Outside Area of Original: No Image Area Erase

Use this function to have the machine detect the original size placed on the original glass, then make a copy eliminating the area of the glass outside the borders of the original.

Setting original	Output	
	Normal mode	No Image Area Erase
		

✔ Position the original on the **original glass**. The **ADF** should be kept open.

✔ The size of the original should be larger than 0.39 x 0.39 inches.

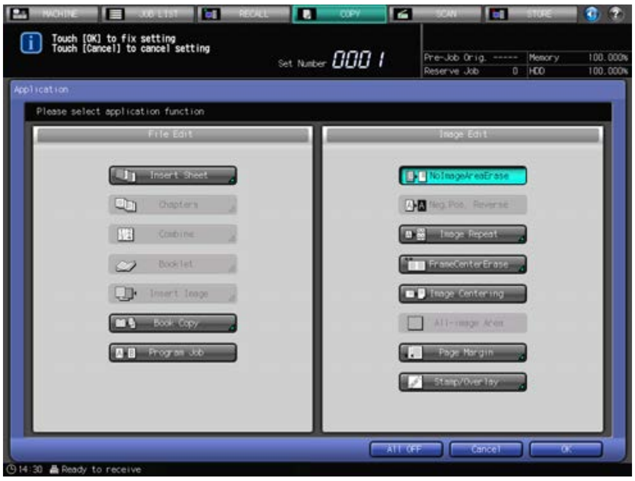
1 Position the original on the **original glass** and keep the **ADF** open.

NOTICE
*Do not close the **ADF**.*

2 Press [Application] on the Copy Screen.

3 Press [No Image Area Erase] on the Application Screen.

The incompatible function keys will be grayed out to show inactivity.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select application function

4 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the No Image Area Erase icon displayed under [Application]. Auto Paper and Auto Zoom are canceled and [x1.0] magnification is selected automatically.

5 Select additional copy conditions, as desired.

➔ The available copy modes are [1->1] and [1->2]. Selecting [1->2] automatically sets the Separate Scan mode.

6 Enter the desired print quantity from the **control panel keypad**.

7 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

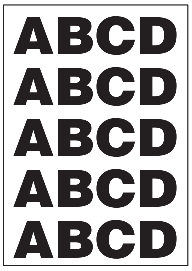
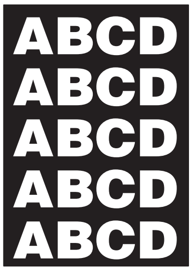
Reference

No Image Area Erase may not function properly if the lighting in the work place is directly over the ***original glass****. In this case, consult your service representative about an appropriate place for installation.*

The administrator can set the machine to obtain the optimum copy result of No Image Area Erase based on the working environment by adjusting the density level of the original manually. For details, see Section 7 of the POD Administrator's Reference.

7.10 Reversing Color in Image: Neg. Pos. Reverse

Use this function to reverse the positive image to the negative image and vice versa in the selected color mode.

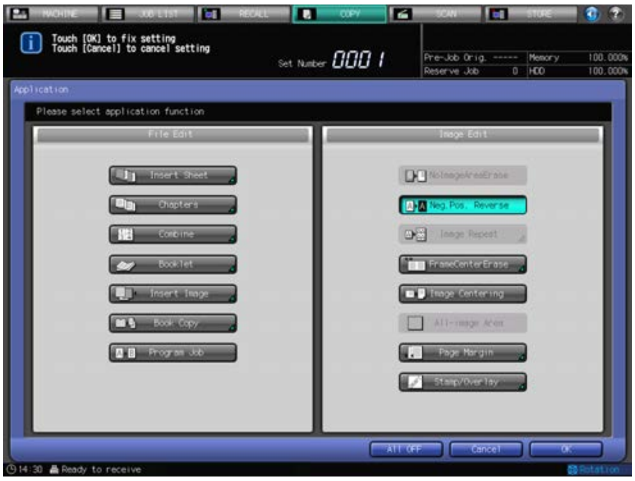
Original	Output
	

1 Position the original.

2 Press [Application] on the Copy Screen.

3 Press [Neg. Pos. Reverse] on the Application Screen.

The incompatible function keys will be grayed out to show inactivity.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select application function

4 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Neg. Pos. Reverse icon displayed under [Application].

5 Select additional copy conditions, as desired.

6 Enter the desired print quantity from the **control panel keypad**.

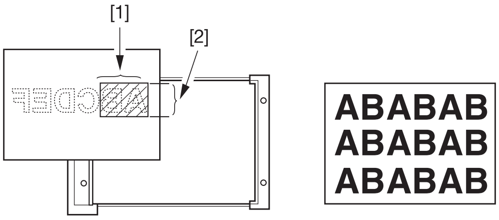
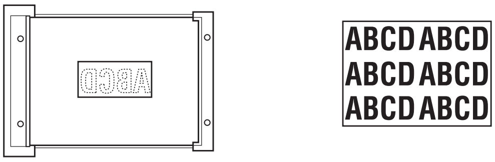
7 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

7.11 Repeating Original Image on One Sheet: Image Repeat

7.11.1 Setting Repeat Times Automatically

Use this function to print the specified image area repeatedly on a single sheet of copy paper. The number of repetition depends on the paper size and original size. To repeat printing automatically, select one of the following options: [Repeat Range Manual Input] or [Auto Detect].

Setting options	Description
Repeat Range Manual Input	When an original is placed on the **original glass** and an area to be copied is specified, the original image within the area will be printed repeatedly on a sheet of paper.  [1]: Horizontal width [2]: Vertical width
Auto Detect	The area, including a blank area, to be copied is automatically detected on the **original glass** and will be printed repeatedly for the number of times the machine has determined to fill the sheet of paper. 

✔ Scan the original from the **original glass**. The **ADF** cannot be used to scan the original.

✔ Use the Repeat Range Manual Input mode to repeat a part of the original, not the entire image, by specifying the scanning area. Available range is from 0.39 to 5.89 inches (10 mm to 150 mm) for both height and width.

✔ Auto Detect mode uses No Image Area Erase to automatically detect the original size. The **ADF** should be kept open.

1 Position the original on the **original glass**.

➔ When selecting Repeat Range Manual Input, place the original face down on the **original glass** so that the original image should fit within the area measured by vertical/horizontal width from the rear-left corner. Close the **ADF** gently to keep the original in place.

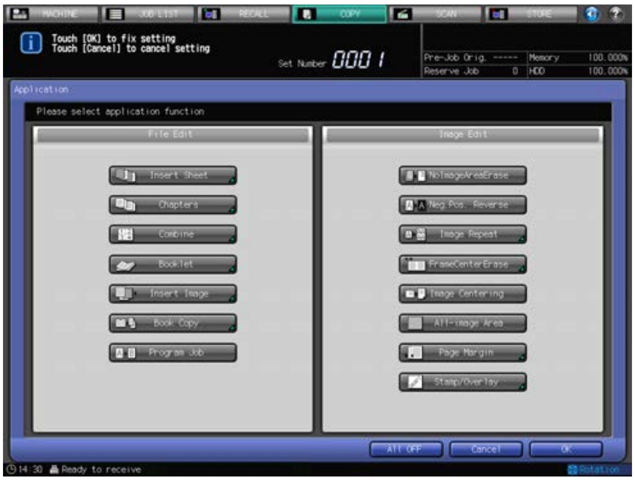
➔ On selecting Auto Detect, place the original of desired size face down on the original glass.

NOTICE

In this case, No Image Area Erase is automatically selected. Make sure to keep the ***ADF*** *open throughout the scan operation.*

2 Press [Application] on the Copy Screen.

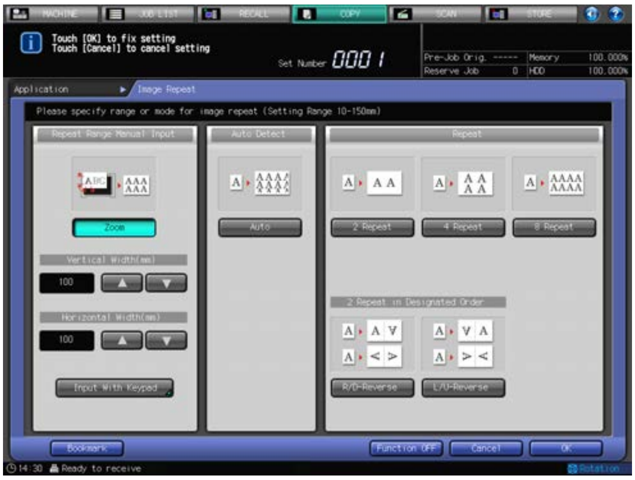
3 Press [Image Repeat] on the Application Screen.



The Image Repeat Screen will be displayed.

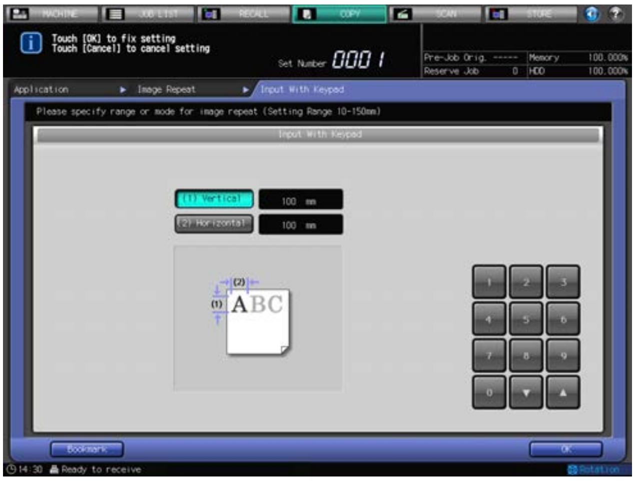
4 Make setting for Repeat Range Manual Input or Auto Detect, as desired.

➔ Press [Zoom] to set Repeat Range Manual Input. Then, press [▲] or [▼] to specify the horizontal/vertical width.

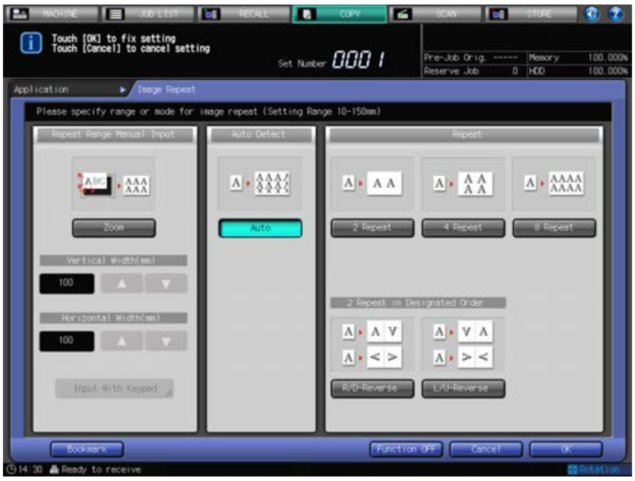

MACHINE
JOB LIST
RECALL
COPY
SCAN
STORE
Touch [OK] to fix setting
Touch [Cancel] to cancel setting
Set Number 0001
Pre-Job Orig. Memory 100.000%
Reserve Job 0 HDD 100.000%
Application ▸ Image Repeat
Please specify range or mode for image repeat (Setting Range 10-150mm)
Repeat Range Manual Input
Zoom
Vertical Width(mm)
100
Horizontal Width(mm)
100
Input With Keypad
Auto Detect
Auto
Repeat
2 Repeat
4 Repeat
8 Repeat
2 Repeat in Designated Order
R/D-Reverse
L/U-Reverse
Bookmark
Function OFF
Cancel
OK
14:30 Ready to receive
Rotation

➔ To use the keypad on the screen to enter the values, press [Input With Keypad] to display the Input With Keypad Screen.

Press [(1) Vertical] or [(2) Horizontal], then enter the desired values for horizontal/vertical width from the keypad on the screen. Press [OK] to complete the setting and return to the Image Repeat Screen.


MACHINE
JOB LIST
RECALL
COPY
SCAN
STORE
Touch [OK] to fix setting
Touch [Cancel] to cancel setting
Set Number 0001
Pre-Job Orig. Memory 100.000%
Reserve Job 0 HDD 100.000%
Application ▸ Image Repeat ▸ Input With Keypad
Please specify range or mode for image repeat (Setting Range 10-150mm)
Input With Keypad
(1) Vertical
100 mm
(2) Horizontal
100 mm
(2)
(1)
ABC
1 2 3
4 5 6
7 8 9
0 ▼ ▲
Bookmark
OK
14:30 Ready to receive
Rotation

➔ To select the Auto Detect mode, press [Auto].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please specify range or mode for image repeat (Setting Range 10-150mm)

Vertical Width(mm) 100

Horizontal Width(mm) 100

14:30 Ready to receive

5 Press [OK] to complete the setting.

The setting will be confirmed and the Application Screen will be restored.

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

6 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Image Repeat icon displayed under [Application].

Auto Paper and Auto Zoom are canceled and [x1.0] magnification is selected automatically.

7 Select additional copy conditions, as desired.

➔ The available copy modes are [1->1] and [1->2]. Selecting [1->2] automatically sets the Separate Scan mode.

8 Enter the desired print quantity from the **control panel keypad**.

9 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

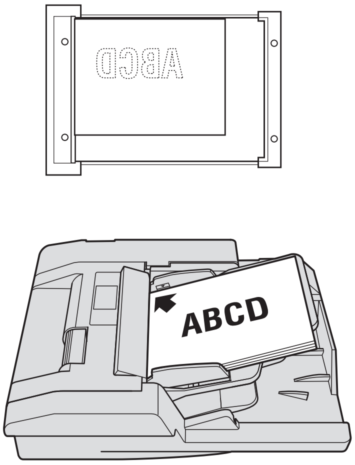
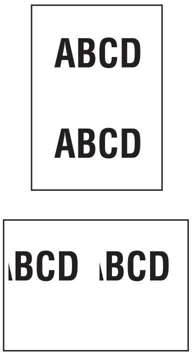
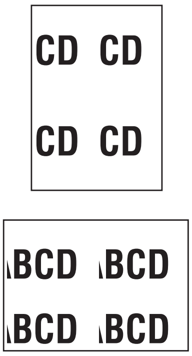
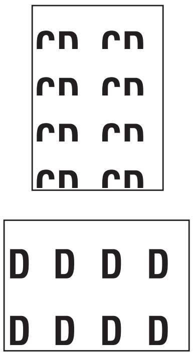
Reference

The Auto Detect mode for Image Repeat may not function properly if the lighting in the work place is directly over the ***original glass****. In this case, consult your service representative about an appropriate place for installation.*

7.11.2 Specifying Repeat Times: Repeat

Use this function to repeat copying the image of a certain area for the number of times specified. The repeated image area is determined by the specified paper size and how many times copying is repeated (2 Repeat, 4 Repeat, or 8 Repeat).

Use 2 Repeat to repeat printing in the same direction and to have the same cut side when cutting copied sheets in two by reversing and repeating the image.

Setting original	Output		
	2 Repeat	4 Repeat	8 Repeat
			

- ✔ The repeated image area will be a portion of the specified paper size divided by the repeat number.
- ✔ Auto Zoom is automatically selected. Magnification can be changed manually, however, Image Rotation is unavailable. The scanning area will be a portion of the selected paper size equally divided by the repeat number.
- ✔ When 2 Repeat is selected, the orientation of the repeated image can be specified.

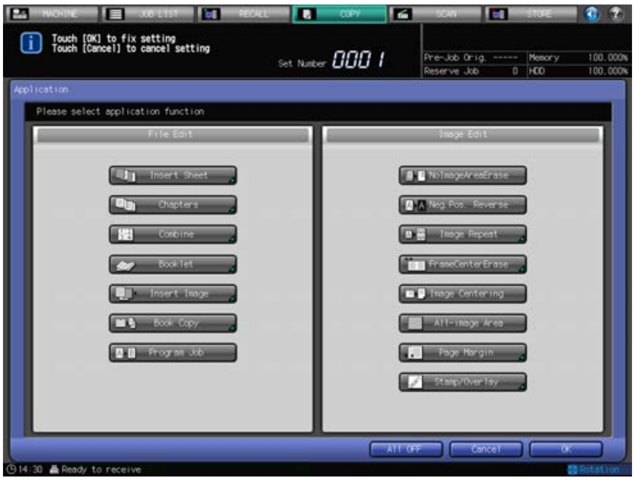
1 Position the original.

➔ Both the **ADF** and **original glass** are available. The scanning area varies according to the selected paper size, orientation of copy paper, and selected repeat mode.

➔ For details of scanning area and orientation of copy paper, see page 7-43.

2 Press [Application] on the Copy Screen.

3 Press [Image Repeat] on the Application Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Application

Please select application function

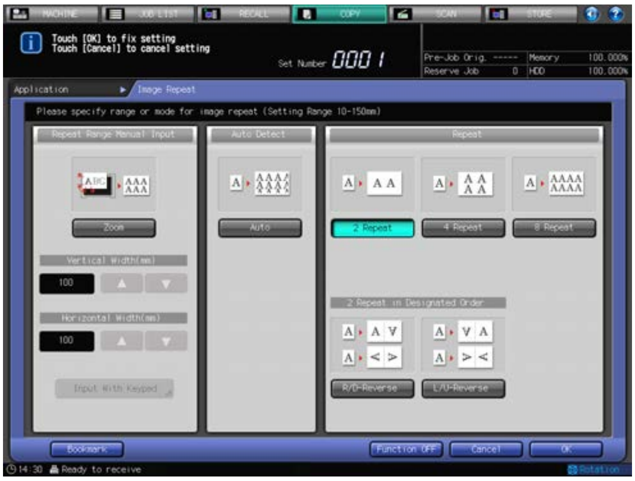
14:30 Ready to receive

The Image Repeat Screen will be displayed.

4 Select the desired Repeat mode.

➔ Press [2 Repeat], [4 Repeat], or [8 Repeat].

➔ In the 2 Repeat mode, there are 2 additional options to specify the direction of the repeated image.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Please specify range or mode for image repeat (Setting Range 10-150mm)

Vertical Width(mm) 100

Horizontal Width(mm) 100

5 Press [OK] to complete the setting.

The setting will be confirmed and the Application Screen will be restored.

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

6 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Image Repeat icon displayed under [Application].

And also, Auto Paper and Automatic Image Rotation are canceled and Auto Zoom is selected automatically.

7 Select additional copy conditions, as desired.

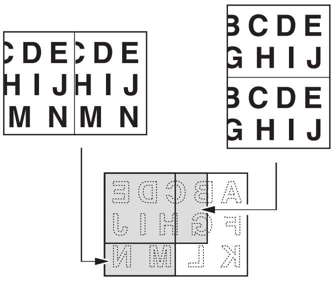
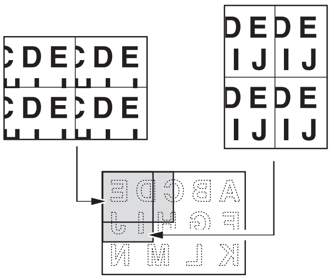
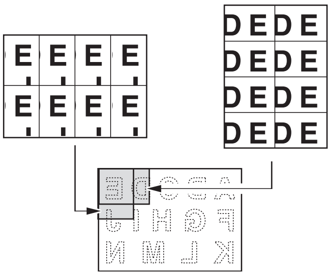
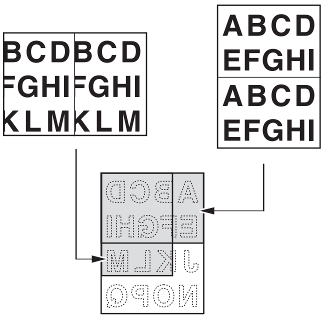
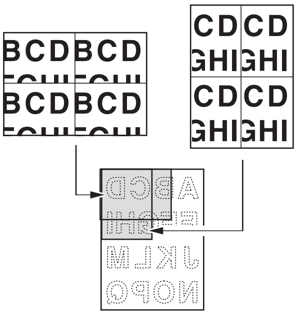
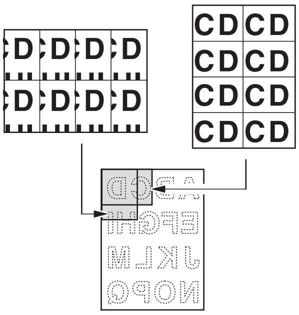
➔ Since Auto Zoom has been selected, select the desired tray and specify the paper size.

8 Enter the desired print quantity from the **control panel keypad**.

9 Press **Start** on the **control panel**.

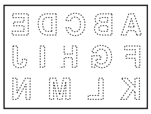
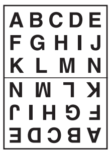
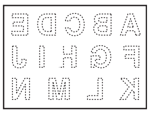
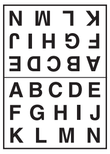
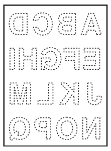
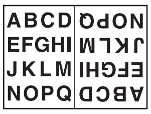
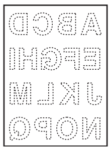
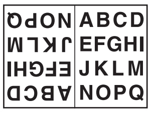
➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

Scanning area of the original and orientation of copy paper

2 Repeat		4 Repeat		8 Repeat	
Paper in landscape orientation	Paper in portrait orientation	Paper in landscape orientation	Paper in portrait orientation	Paper in landscape orientation	Paper in portrait orientation
					
Repeated images of landscape original		Repeated images of landscape original		Repeated images of landscape original	
Paper in landscape orientation	Paper in portrait orientation	Paper in landscape orientation	Paper in portrait orientation	Paper in landscape orientation	Paper in portrait orientation
					
Repeated images of portrait original		Repeated images of portrait original		Repeated images of portrait original	

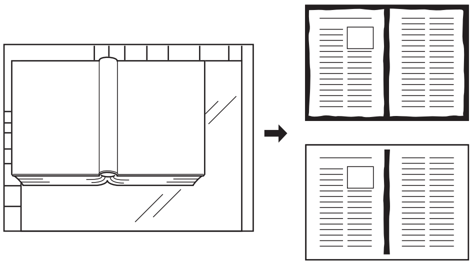
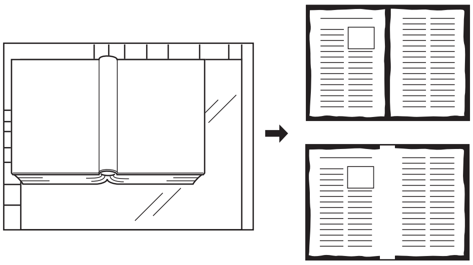
2 Repeat - Specifying the orientation of repeated image

Select [R/D-Reverse] or [L/U-Reverse] for 2 Repeat mode to obtain output images as illustrated below. This function allows you to have the same cut side when cutting copied sheets in two.

2 Repeat: [R/D-Reverse]		2 Repeat: [L/U-Reverse]	
Landscape original	Repeated images	Landscape original	Repeated images
			
Portrait original	Repeated images	Portrait original	Repeated images
			

7.12 Eliminating Copy Marks Along Borders: Frame Center Erase

When the original is scanned from the original glass, black copy marks may be produced along borders and center line, and also around punch holes. Selecting the Frame Erase or Center Erase mode removes the black shadow before printing and reduces toner consumption.

Setting options	Description
Frame Erase	Removes black shadow around the copied image before printing. 
Center Erase	Removes black shadow in the center of the copied image before printing. 

- ✔ You can specify from 0.04 to 11.79 inches (1 to 300 mm) for Frame Erase width and from 0.04 to 3.89 inches (1 to 99 mm) for Center Erase width in 0.04 inches (1 mm) increments.
- ✔ Frame Erase and Center Erase can be used in combination or separately.
- ✔ Frame Erase has two options; [Erase/All Sided] to erase the same width on all four sides of the paper and [Erase/Each Side] to specify the width to be erased for each side.

1 Position the original.

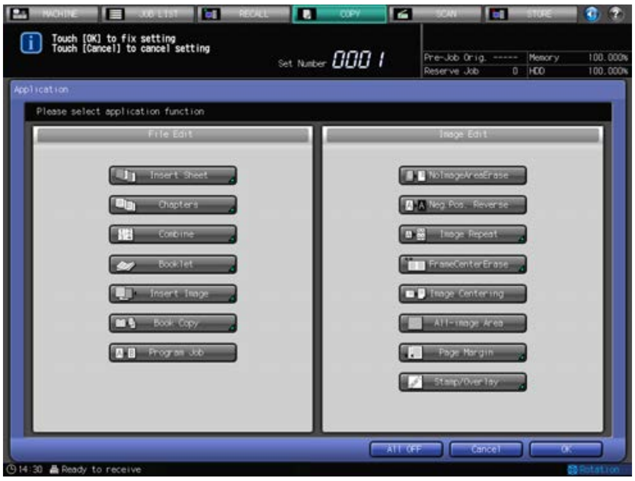
➔ Both the **ADF** and **original glass** are available.

NOTICE

*When lowering the **ADF** onto thick original (e.g. open book) placed on the **original glass**, do not press it down too hard. Keep the **ADF** open, if required.*

2 Press [Application] on the Copy Screen.

3 Press [Frame Center Erase] on the Application Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. -----
Reserve Job 0
Memory 100.000%
HDD 100.000%

Application

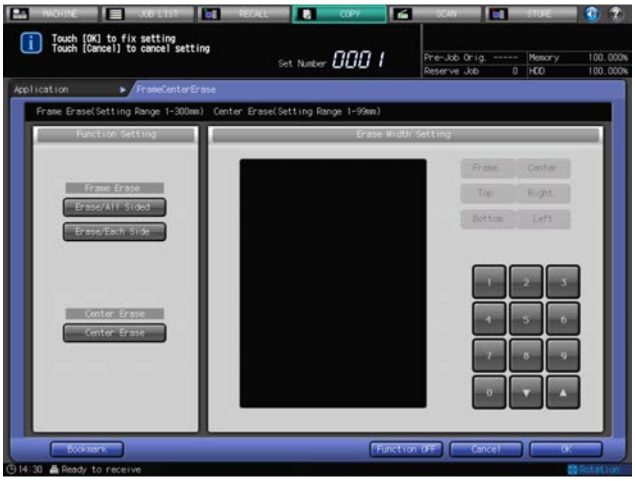
Please select application function

14:30 Ready to receive

The Frame Center Erase Screen will be displayed.

4 Select one of the Frame Erase modes or [Center Erase].

➔ Frame Erase and Center Erase can be used in combination.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

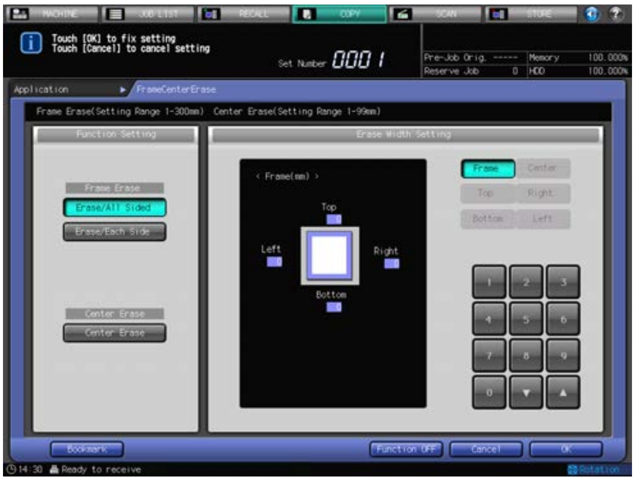
Frame Erase(Setting Range 1-300mm) Center Erase(Setting Range 1-99mm)

5 Specify the width to be erased.

When [Erase/All Sided] is selected, all values under [Erase Width Setting] are highlighted.

➔ Use the keypad, [▼], or [▲] on the screen to enter the desired erase width.

➔ With [Center Erase] selected at the same time, select [Frame] under [Erase Width Setting] before entering an erasure amount.

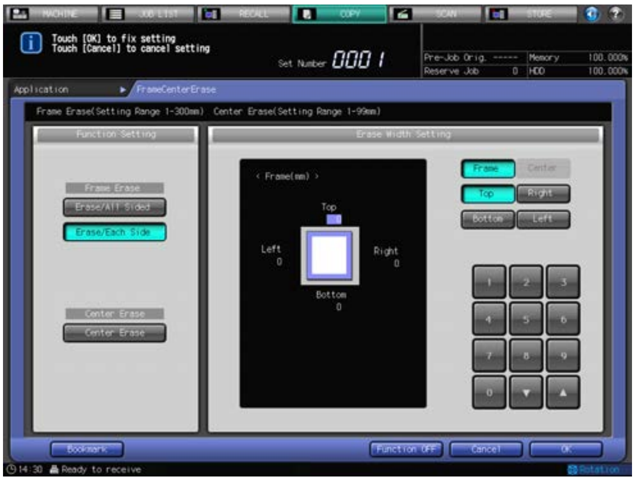

Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Frame Erase(Setting Range 1-300mm) Center Erase(Setting Range 1-99mm)

When [Erase/Each Side] is selected,

➔ Select a side from the keys under [Erase Width Setting], then press the keypad, [▼], or [▲] on the screen to enter the width to be erased.

➔ If [Center Erase] is also selected, select [Frame] under [Erase Width Setting] before entering each value.

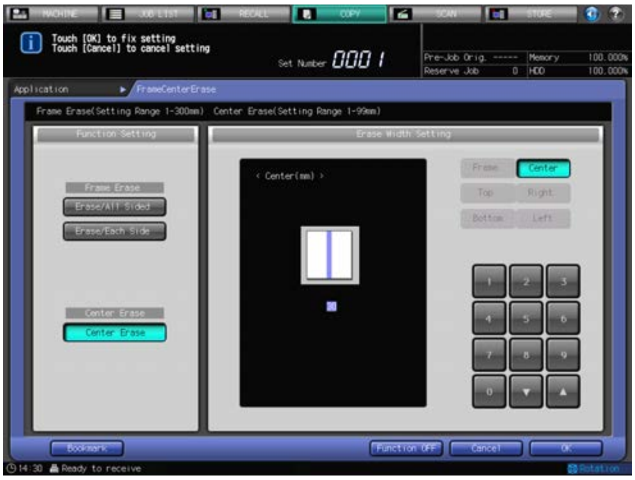

Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Frame Erase(Setting Range 1-300mm) Center Erase(Setting Range 1-99mm)

When [Center Erase] is selected, the value for Center Erase under [Erase Width Setting] is highlighted.

➔ Use the keypad, [▼], or [▲] on the screen to enter the desired erase width.

➔ With [Frame Erase] selected at the same time, select [Center] under [Erase Width Setting] before entering an erasure amount.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Frame Erase(Setting Range 1-300mm) Center Erase(Setting Range 1-99mm)

6 Press [OK] to complete the setting.

➔ To restore the previous setting, press [Cancel].

➔ To cancel the Frame Center Erase function with the current setting saved, press [Function OFF].

7 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Frame Center Erase icon displayed under [Application].

8 Select additional copy conditions, as desired.

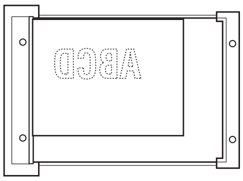
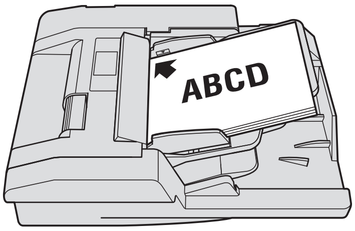
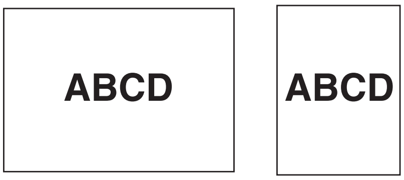
9 Enter the desired print quantity from the **control panel keypad**.

10 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

7.13 Copying Image in the Center of Copy Paper: Image Centering

Use this function to detect the image area of the original and center the whole image on copy paper.

Setting original	Output
 	

✔ No Image Area Erase will be selected automatically. When using the **ADF** to scan the original, you need to deselect this function.

✔ When Book Copy is used in combination, the original which is smaller than the selected paper size will be printed in the center of the paper without image division performed.

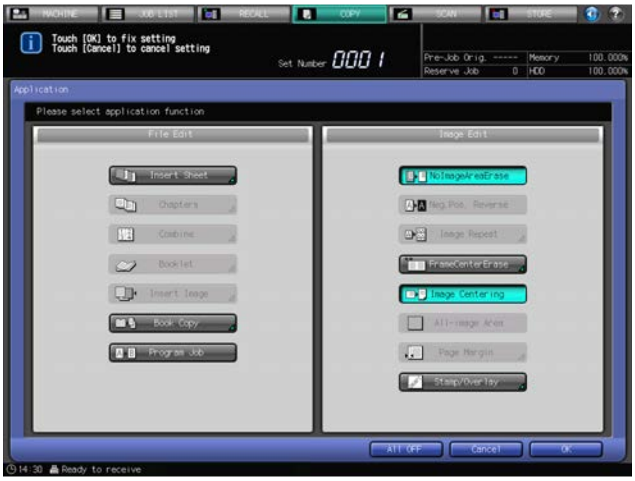
1 Position the original.

➔ Both the **ADF** and **original glass** are available.

2 Press [Application] on the Copy Screen.

3 Press [Image Centering] on the Application Screen.

The incompatible function keys will be grayed out to show inactivity.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

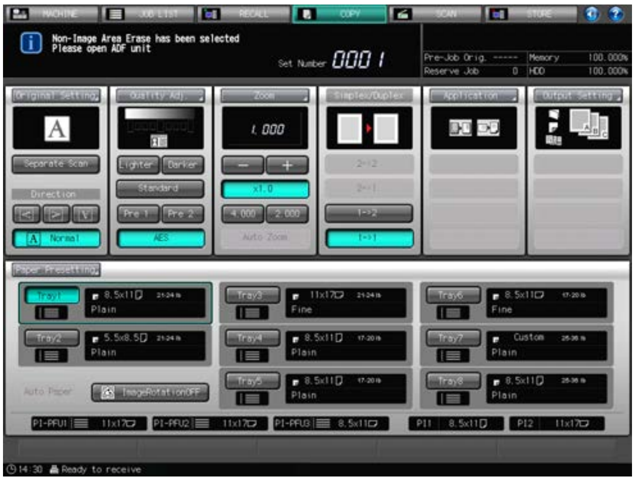
Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Application

Please select application function

14:30 Ready to receive

4 Press [OK] on the Application Screen to return to the Copy Screen.



Non-Image Area Erase has been selected
Please open ADF unit

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

14:30 Ready to receive

The Copy Screen will be restored with the No Image Area Erase and Image Centering icons displayed under [Application].

Auto Paper and Auto Zoom are canceled and [x1.0] magnification is selected automatically.

5 Select additional copy conditions, as desired.

➔ The available copy modes are [1->1] and [1->2]. Selecting [1->2] automatically sets the Separate Scan mode.

6 Enter the desired print quantity from the **control panel keypad**.

7 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

Reference

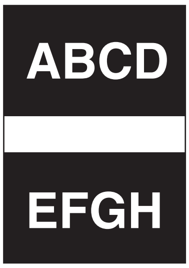
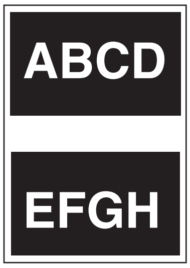
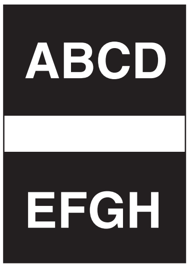
Image Centering may not function properly if the lighting in the work place is directly over the ***original glass****.*
In this case, consult your service representative about an appropriate place for installation.

7.14 Printing Images Fully to the Edges: All-image Area

When copying is performed, the machine usually erases approximately 0.12 inches on the lead edge and 0.08 inches on front side of rear edge, back side of rear edge, and left/right edge.

Use the All-image Area function to make copies printed completely to the edges without performing such an image erasing.

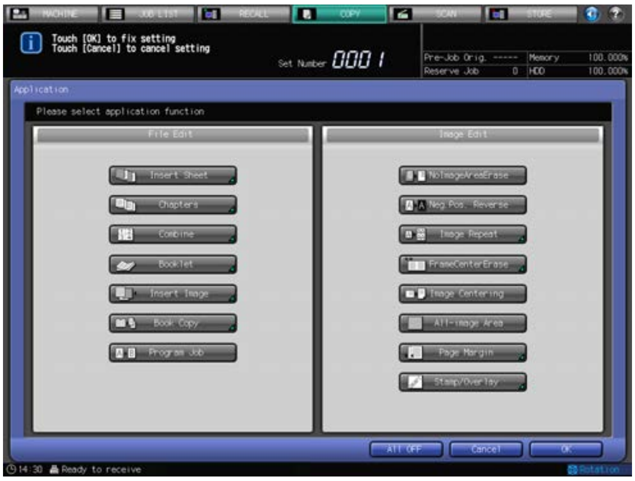
This function is useful when you need to print on the entire sheet of paper slightly larger than the original, such as printing on wide paper or making a B4-size copy from an A4-size original.

Original	Output	
	Normal mode	All-image Area
		

1 Position the original.

➔ Both the **ADF** and **original glass** are available.

2 Press [Application] on the Copy Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. -----
Reserve Job 0
Memory 100.000%
HDD 100.000%

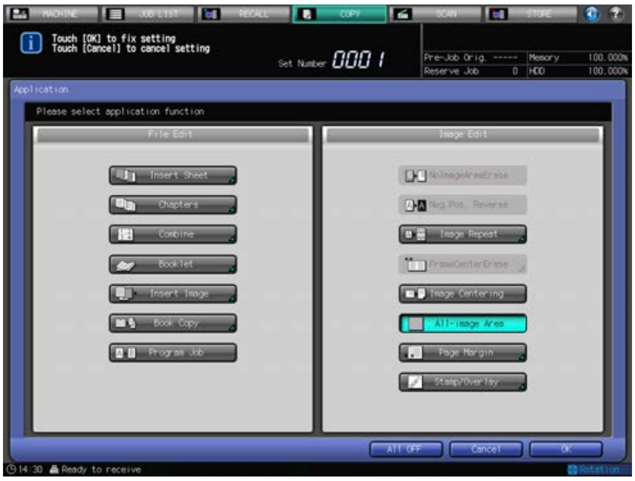
Application

Please select application function

14:30 Ready to receive

3 Press [All-image Area] on the Application Screen.

The incompatible function keys will be grayed out to show inactivity.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Please select application function

4 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the [All-image Area] icon displayed under [Application].

5 Select additional copy conditions, as desired.

6 Enter the desired print quantity from the **control panel keypad**.

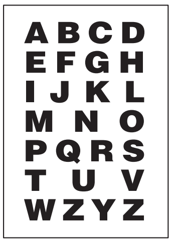
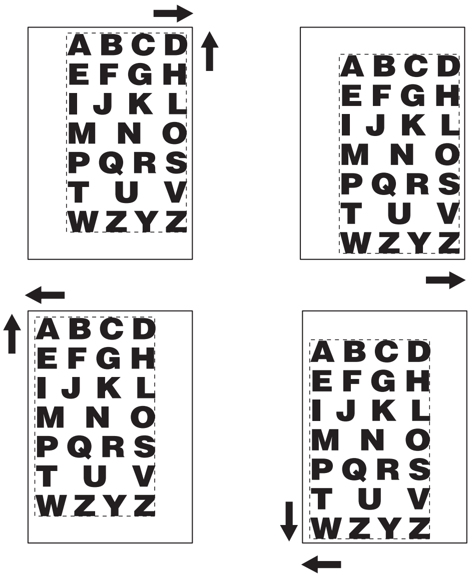
7 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

7.15 Adjusting Position of Copy Image: Page Margin - Shift

Use this function to create a binding margin on copies in order to make it easier for filing purposes, and also to adjust the position of copy image on both front and back sides when making double-sided copies, in order to correct the image dislocation.

The Page Space function is available only when Booklet or [2 Repeat] mode of Image Repeat has been already selected. Use this function to set the desired amount of blank space between the two images on a page.

Original	Output
 A B C D E F G H I J K L M N O P Q R S T U V W Z Y Z	

Reference

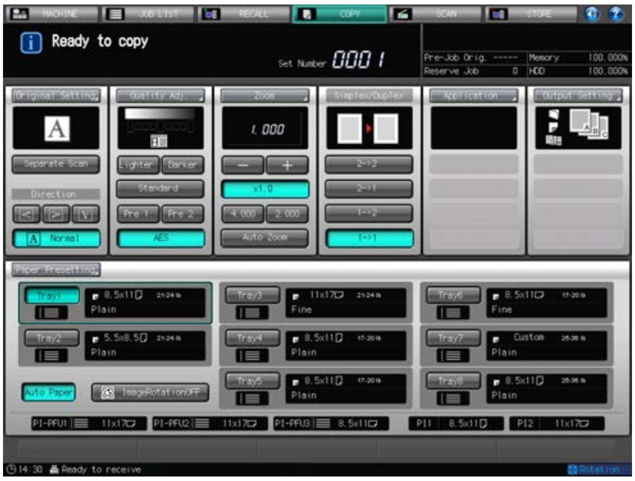
If image loss is likely, use "Reduce & Shift." See page 7-56 for details.

Each value of page margins can be adjusted in 0.1 mm increments. For details, see Section 7 of the POD Administrator's Reference.

- ✔ Available shift directions are [Top], [Bottom], [Right], and [Left].
- ✔ Values for shift amount can be entered from 0 to 9.82 inches (0 to 250 mm).
- ✔ To set Page Space, Booklet or [2 Repeat] of Image Repeat should be specified in advance. Also, Booklet (except Adhesive Binding mode) should be specified in advance to make the Creep Adjustment.
- ✔ The value for Page Space can be entered from -9.82 inches to 9.82 inches (-250 mm to 250 mm). The value for Creep Adjustment can be entered from 0 to 1.96 inches (0 mm to 50 mm).

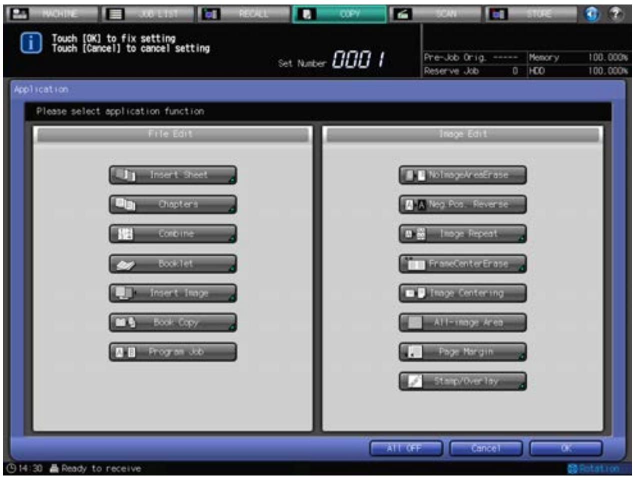
1 Position the original.

2 Display the Copy Screen and press the desired copy mode under [Simplex/Duplex].


Ready to copy

3 Press [Application] on the Copy Screen.

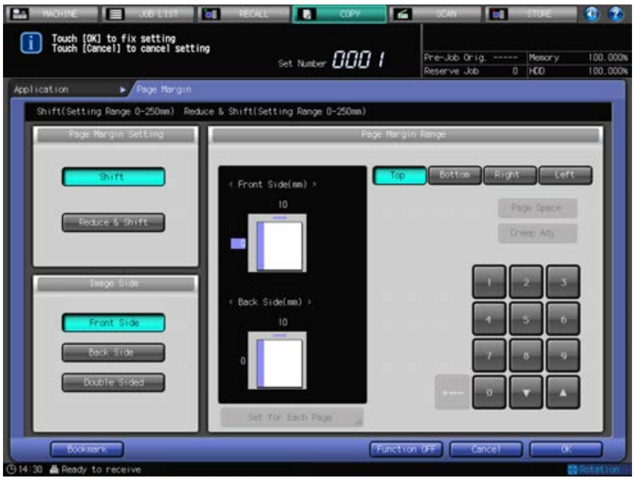
4 Press [Page Margin] on the Application Screen.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select application function

The Page Margin Screen will be displayed.

5 Press [Shift].

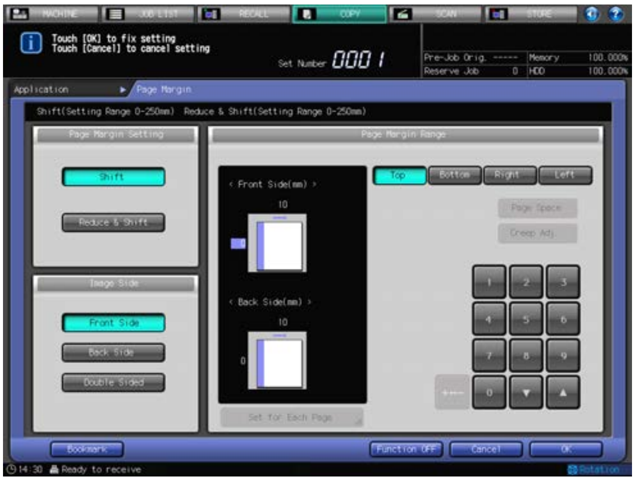

Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Shift(Setting Range 0-250mm) Reduce & Shift(Setting Range 0-250mm)

6 Select the side of copy paper to be adjusted with image position.

➔ Press [Front Side], [Back Side], or [Double Sided] under [Image Side].

➔ For single-sided copies, only the front side setting will be effective. To have the same shift amount on both sides of double-sided copies, select [Double Sided].



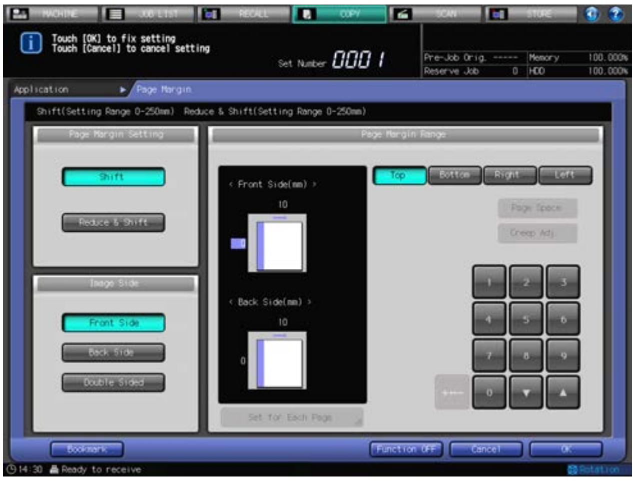
Touch [OK] to fix setting
Touch [Cancel] to cancel setting

7 Specify the shift direction and amount.

➔ Select a shift direction key, then press the touch panel keypad, **control panel** keypad, [▼], or [▲] to enter the shift amount.

➔ Values for shift amount can be entered from 0 to 9.82 inches (0 to 250 mm).

➔ The shift direction should be specified based on the [Direction] on the Copy Screen.

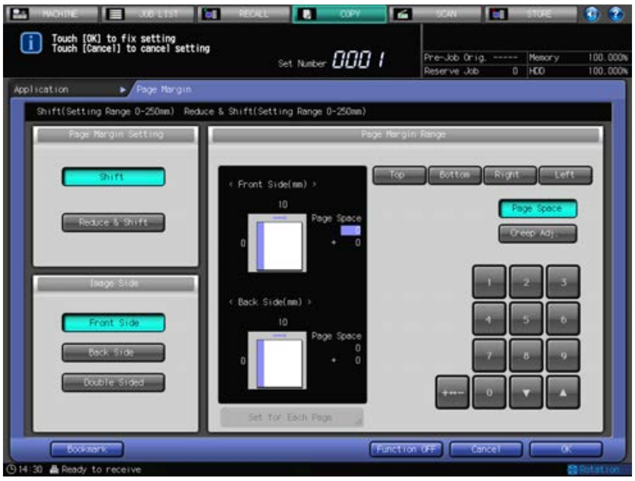


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

8 To use the Page Space function, select [Page Space] and enter the desired page space amount.

➔ The [Page Space] key appears clear on the screen only when Booklet or [2 Repeat] mode of Image Repeat has already been specified.

➔ The value for Page Space can be entered from -9.82 inches to 9.82 inches (-250 mm to 250 mm). Enter the desired value, then press [+ <-> -] to specify the adjustment data to be positive or negative.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Shift(Setting Range 0-250mm) Reduce & Shift(Setting Range 0-250mm)

Ready to receive

9 To make the Creep Adjustment, select [Creep Adj.] and enter the desired adjustment data.

- ➔ The [Creep Adj.] key appears clear on the screen only when Booklet (except Adhesive Binding mode) has already been specified.
- ➔ The value for Creep Adjustment can be entered from 0 to 1.96 inches (0 mm to 50 mm).

10 Press [OK] to complete the setting.

- ➔ To restore the previous setting, press [Cancel].
- ➔ To disable the function while keeping the current setting, press [Function OFF].

11 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Page Margin icon displayed under [Application].

12 Select additional copy conditions, as desired.

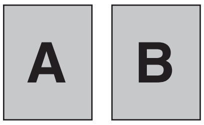
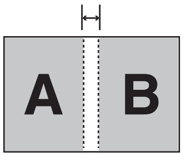
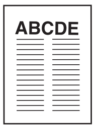
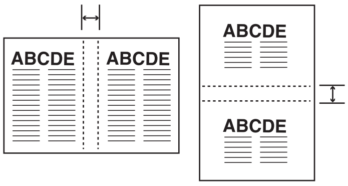
13 Enter the desired print quantity from the **control panel keypad**.

14 Press **Start** on the **control panel**.

- ➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

What is Page Space?

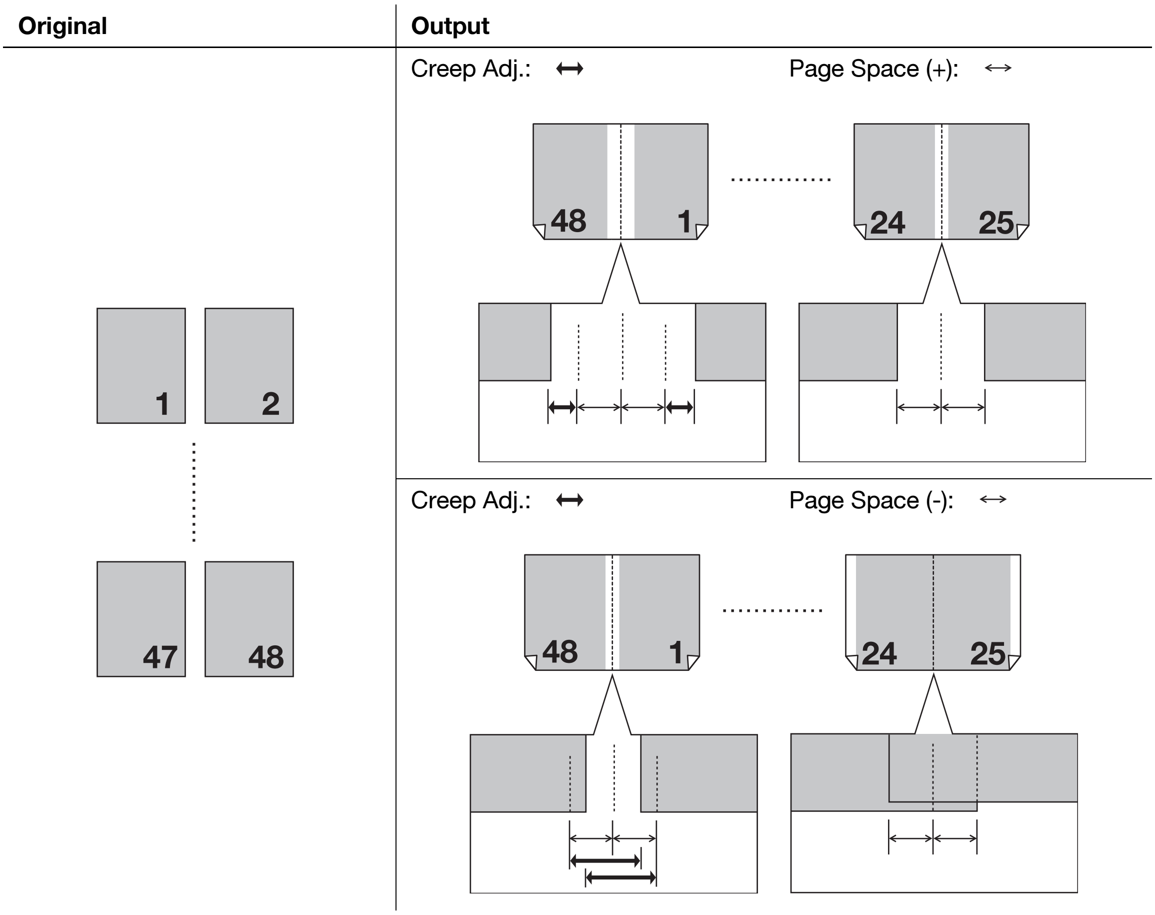
Page Space function is available only when Booklet or 2 Repeat mode of Image Repeat has already been selected. Use this function to make the desired amount of blank space between the two images on a page.

Booklet	**Page Space**
	
2 Repeat mode of Image Repeat	Page Space
	

What is Creep Adjustment?

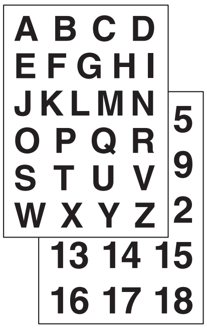
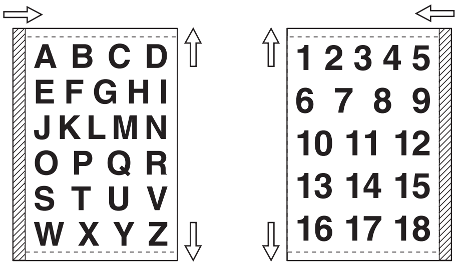
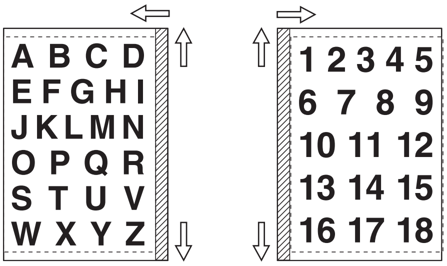
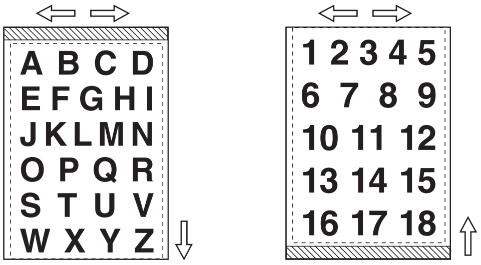
Creep Adjustment is available only when Booklet (except Adhesive Binding mode) has already been specified. When trimming half-folded or folded and stapled booklets, the space from the trimmed edge to the printed image may gradually widen from the inner pages to the outer pages. Use this function in combination with Page Space to make space between the two images widening gradually from the inner pages to the outer pages, so that the outer margin should be uniform on all pages through.

Enter the creep amount of the images on the outermost page, while entering the page space amount of the images on the innermost page.



7.16 Reducing Images to Create Binding Margin: Page Margin - Reduce & Shift

Use this function to prevent image loss when shifting is performed, by reducing the size of the original image which may cause image loss. Reduction ratio will depend on the shift amount in the right direction specified for the front side.

Original	Output
Front	Left binding margin
 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 5 9 2 13 14 15 16 17 18	 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
Back	Front Back
	Right binding margin
	 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
	Front Back
	Top binding margin
	 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
	Front Back

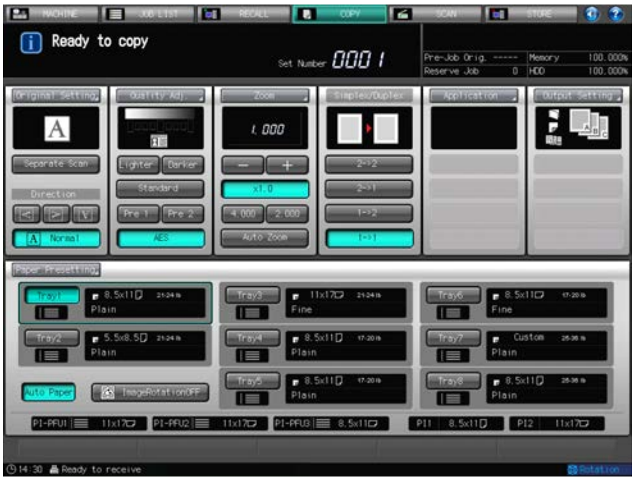
Reference

Each value of page margins can be adjusted in 0.1 mm increments. For details, see Section 7 of the POD Administrator's Reference.

- ✔ In simplex copying, reduction ratio will depend on the shift amount in the right direction specified for the front side. The reduction ratio will not change with the shift amount specified for lengthwise direction. Settings for the back side, shift direction and amount, will not function even if specified.
- ✔ Also in duplex copying, reduction ratio will depend on the shift amount in the right direction specified for the front side. Though the binding margin, shift direction and amount, can be specified individually for the front and back sides, the same reduction ratio will be applied for both sides.
- ✔ Values for shift amount can be entered from 0 to 9.82 inches (0 to 250 mm) in 0.04 inches (1 mm) increments.

1 Position the original.

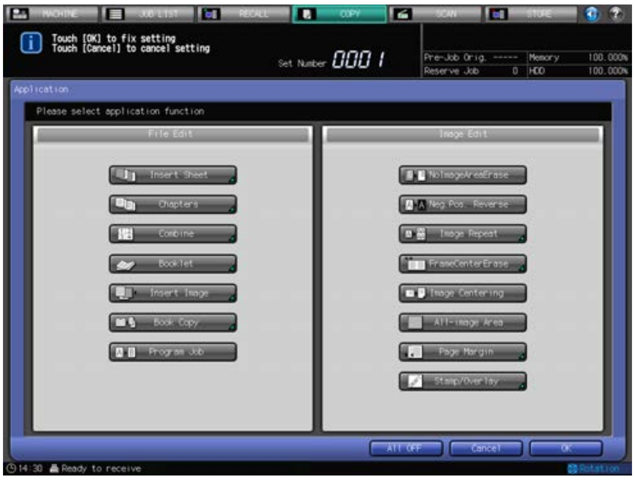
2 Display the Copy Screen and select the desired copy mode under [Simplex/Duplex].



Ready to copy

3 Press [Application].

4 Press [Page Margin] on the Application Screen.



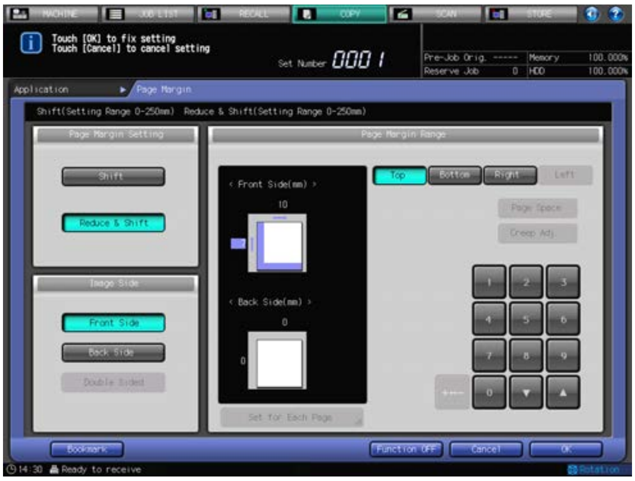
Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select application function

The Page Margin Screen will be displayed.

5 Select [Reduce & Shift] and [Front Side].

➔ Press [Reduce & Shift] under [Page Margin Setting] and [Front Side] under [Image Side].

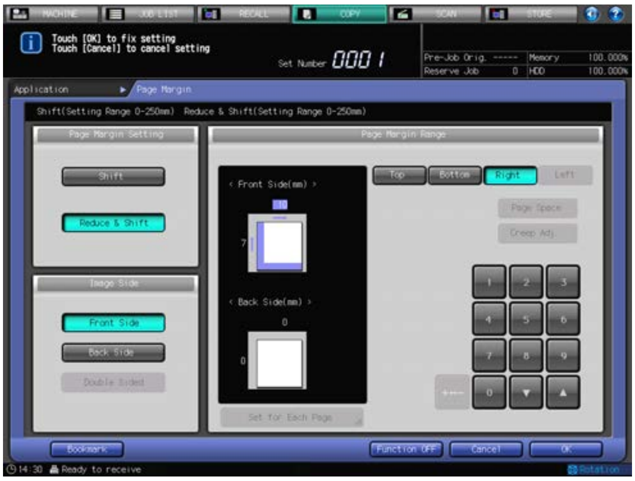


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Shift(Setting Range 0-250mm) Reduce & Shift(Setting Range 0-250mm)

6 Specify the shift amount in the right direction.

- ➔ Press [Right] under [Page Margin Range], then press [▼], or [▲] to enter a value for the shift amount. At this point, the reduction ratio will be automatically selected.
- ➔ With the [Front Side] selected, only [Right] can be selected for the horizontal direction. If page margin on the right side is needed, change the setting of [Direction] under [Original Setting] on the Copy Screen.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Shift(Setting Range 0-250mm) Reduce & Shift(Setting Range 0-250mm)

14:30 Ready to receive

7 Specify the page margin, shift direction and amount, in other directions.

- ➔ In simplex copying, press [Top] or [Bottom] if necessary, then press the keypad, [▼], or [▲] to enter a value for the shift amount. Setting for the [Back Side] is not necessary; it will not function, even if specified.
- ➔ In duplex copying, normally the page margin of [Back Side] should be the same as that of [Front Side]. However, the setting can be different from [Front Side].

8 Press [OK] to complete the setting.

- ➔ To restore the previous setting, press [Cancel].
- ➔ To disable the function while keeping the current setting, press [Function OFF].

9 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Page Margin icon displayed under [Application].

10 Select additional copy conditions, as desired.

11 Enter the desired print quantity from the **control panel keypad**.

12 Press **Start** on the **control panel**.

- ➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

7.17 Printing Additional Information: Stamp

Use this function to print additional information, such as text, page number, and date, onto copied sets.

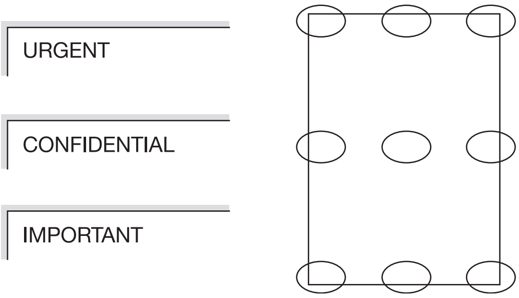
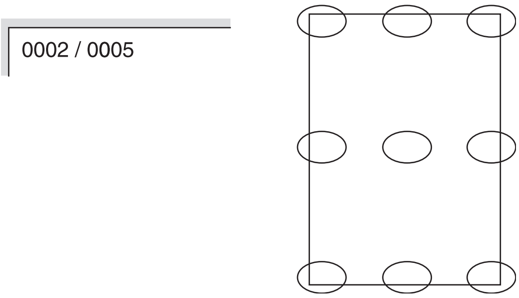
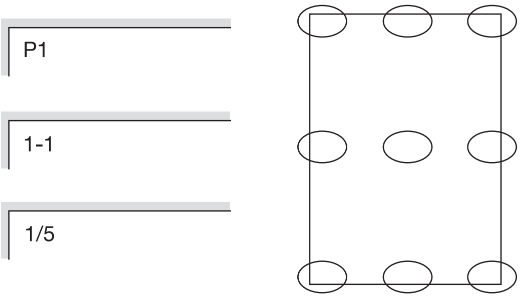
NOTICE

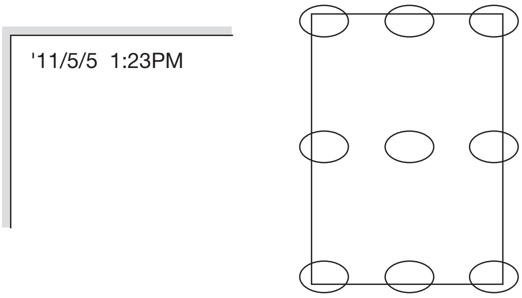
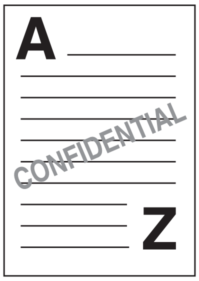
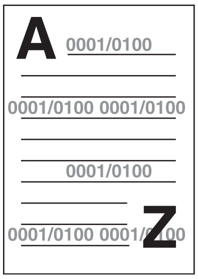
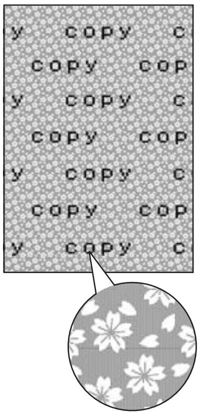
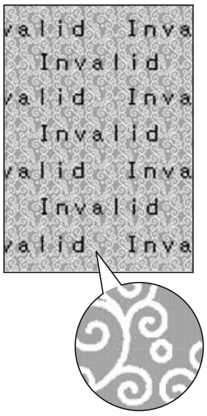
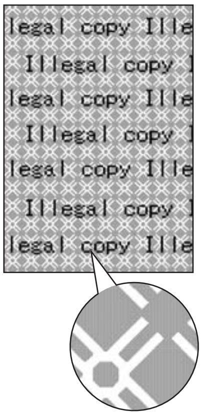
When setting [Last Chapter Print] or [Page/Chapter Setting] in [Page No.] of Stamp/Overlay, you need to specify every chapter title page in Chapters beforehand. In this case, you can select either [1->2] or [2->2]; however, selecting [2->2] will deactivate the Chapters function. Only pages specified in Chapters are enabled for [Last Chapter Print] and [Page/Chapter Setting] to function.

Reference

See page 7-13 for how to specify title pages in Chapters.

The following modes are provided for the Stamp function.

Setting options	Description
Preset Stamp	Print the desired text from preset stamps onto the specified position. 
Set Numbering	Print a sequential number onto the specified position. 
Page No.	Print a page number onto the specified position. 

Setting options	Description
Date/Time	Print date and time onto the specified position. 
Watermark	Print the desired text in light color in the center of the printed image. 
Watermark Numbering	Print a numbering, a sequential number, in light color over the whole surface.  A 0001/0100 0001/0100 0001/0100 0001/0100 0001/0100 0001/0100 Z
Copy Protect	When you use a sheet printed with the Copy Protect function as original, light gray-colored text and background as well as the copy image will be printed on the output result. There are 4 types of text and 3 types of background; select one from each category and use them in combination. Text: Copy Background: Blossoms  Text: Invalid Background: Arabesque  Text: Illegal copy Background: Lattice 

See the following description for each setting and procedure. There are the following advanced settings for these options except Copy Protect. See page 7-73 for details.

- Making fine adjustment on printing position
- Text size of Set Numbering
- Start number setting for Set Numbering
- Page cover and insert sheet
- Text Size and Font settings for Page No. and Date/Time modes
- Date/Time
- Start number setting for Page No./Chapter

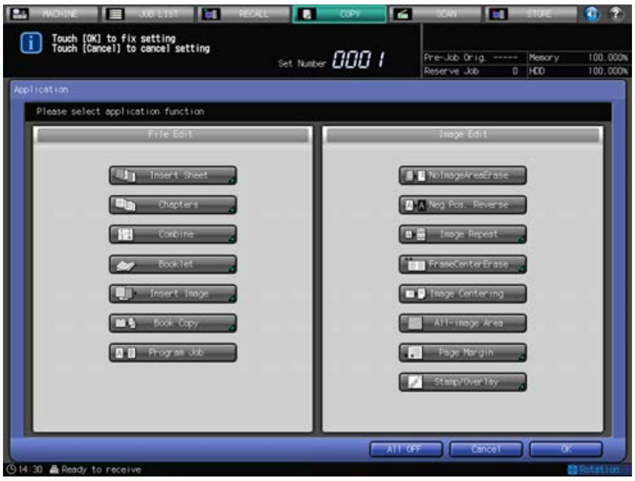
7.17.1 Printing Stamp onto Copies: Preset Stamp

Print the desired text from preset stamps onto the specified position.

1 Position the original.

2 Press [Application] on the Copy Screen.

3 Press [Stamp/Overlay] on the Application Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

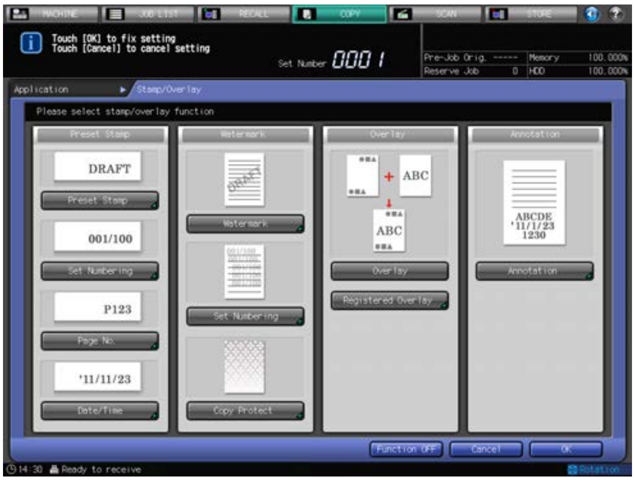
Application

Please select application function

14:30 Ready to receive

The Stamp/Overlay Screen will be displayed.

4 Press [Preset Stamp].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Application ▶ Stamp/Overlay

Please select stamp/overlay function

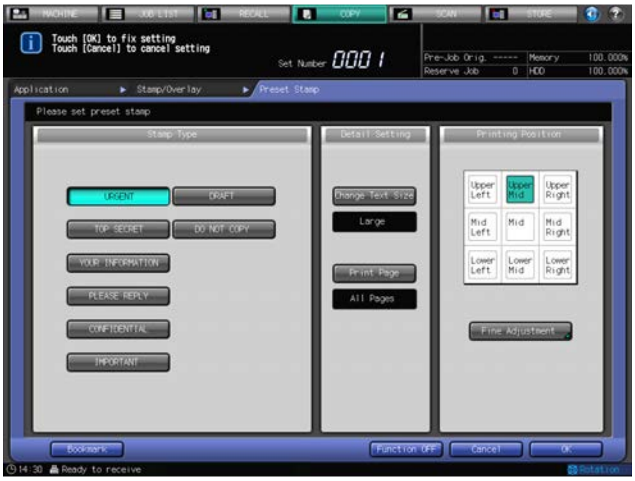
14:30 Ready to receive

The Preset Stamp Screen will be displayed.

5 Select the desired stamp type, text size, print page and printing position.

Setting options	Description
[Stamp Type]	Select one of the eight stamp type keys.
[Change Text Size]	Press this key to select [Large] or [Smaller].
[Print Page]	Press this key to select [Cover Only] or [All Pages].
[Printing Position]	Select one of the 9 printing positions provided under [Printing Position]. If fine adjustment is desired, press [Fine Adjustment].

➔ See page 7-73 for details on fine adjustment of printing position.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Please set preset stamp

6 Press [OK] twice to complete the setting.

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

7 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Stamp/Overlay icon displayed under [Application].

8 Select additional copy conditions, as desired.

9 Enter the desired print quantity from the **control panel keypad**.

10 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

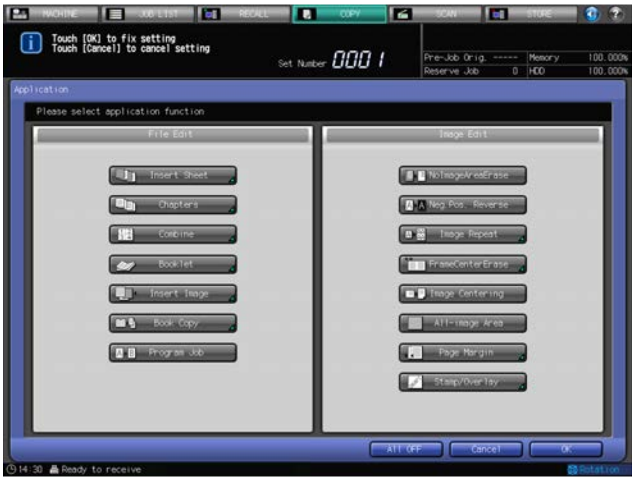
7.17.2 Printing Distribution Number: Set Numbering

Print a sequential number onto the specified position.

1 Position the original.

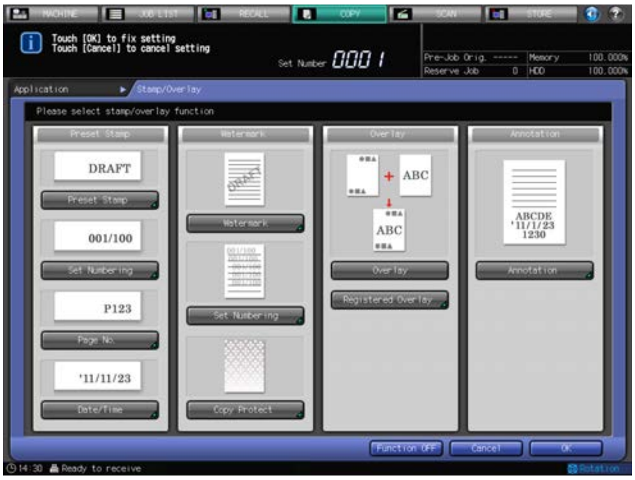
2 Press [Application] on the Copy Screen.

3 Press [Stamp/Overlay] on the Application Screen.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

The Stamp/Overlay Screen will be displayed.

4 Press [Set Numbering] under [Preset Stamp].

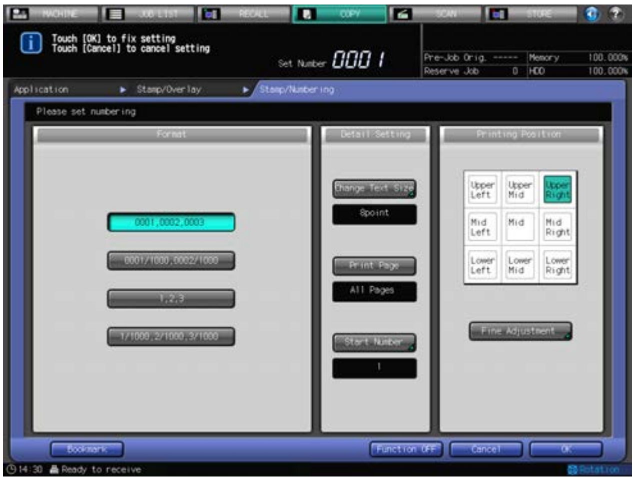

Touch [OK] to fix setting
Touch [Cancel] to cancel setting

The Stamp/Numbering Screen will be displayed.

5 Select the desired Format, Text Size, Print Page, Start Number and Printing Position.

Setting options	Description
[Format]	Select one of the four numbering type keys in the Format area.
[Change Text Size]	Select the desired Text Size.
[Print Page]	Press this key to select [Cover Only] or [All Pages].
[Start Number]	Press this key to specify the page to start printing.
[Printing Position]	Select one of the 9 printing positions provided under [Printing Position]. If fine adjustment is desired, press [Fine Adjustment].

➔ See page 7-73 for details on fine adjustment of printing position, how to change the text size, and how to set the start number.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set numbering

Ready to receive

6 Press [OK] twice to complete the setting.

- ➔ To restore the previous setting, press [Cancel].
- ➔ To disable the function while keeping the current setting, press [Function OFF].

7 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Stamp/Overlay icon displayed under [Application].

8 Select additional copy conditions, as desired.

9 Enter the desired print quantity from the **control panel keypad**.

10 Press **Start** on the **control panel**.

- ➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

7.17.3 Printing Page Number: Page No.

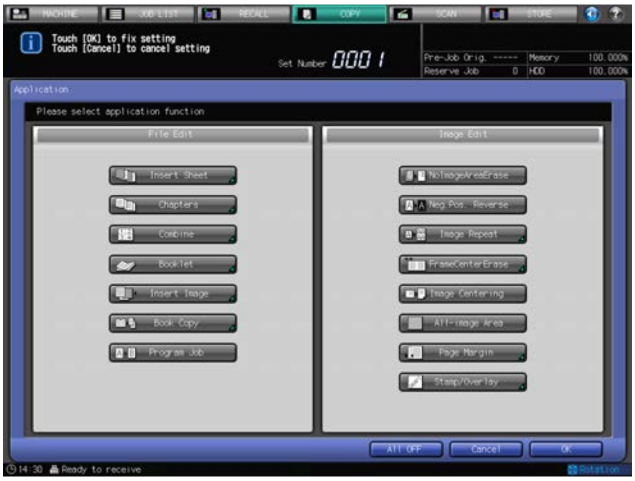
Print a page number onto the specified position.

1 Position the original.

2 Press [Application] on the Copy Screen.

- ➔ When setting [Last Chapter Print] or [Page/Chapter Setting], specify every chapter title page in Chapters beforehand.

3 Press [Stamp/Overlay] on the Application Screen.



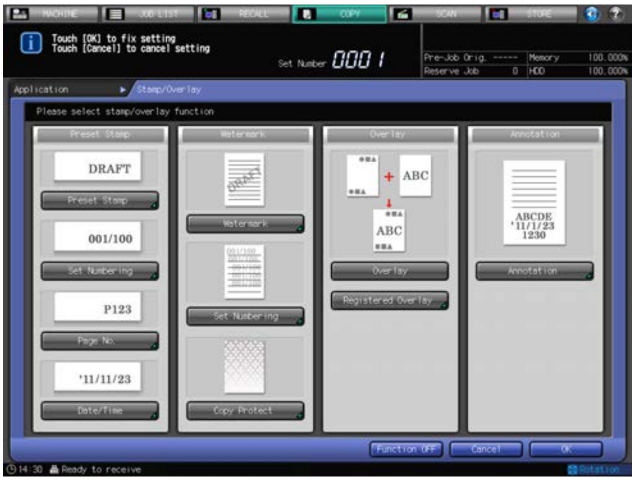
Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select application function

Ready to receive

The Stamp/Overlay Screen will be displayed.

4 Press [Page No.].


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select stamp/overlay function

The Page No. Screen will be displayed.

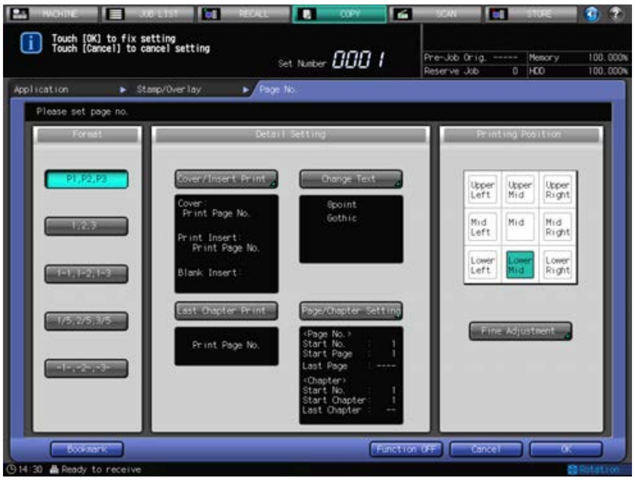
5 Specify the desired page number format, printing on the cover, insert sheet, or chapter title page, text size and font, start number of page or chapter, and printing position.

Setting options	Description
[Format]	Select one of the five types in the Format area.
[Cover/Insert Print]	When using Insert Sheet in combination, specify whether or not to print the page number on the front/back cover or insert sheet.
[Last Chapter Print]	Specify the page number of each title page in Chapters beforehand. Select whether or not to print the page number on the chapter title pages.
[Change Text]	Select the text size and font type.
[Page/Chapter Setting]	Specify the page number of each title page in Chapters beforehand. Specify the start number of "Page No." and the start/last page to print page numbers. Similarly, specify the start number of "Chapter" and the start/last chapter to print chapter numbers.
[Printing Position]	Select one of the 9 printing positions provided under [Printing Position]. When fine adjustment is desired, press [Fine Adjustment].

➔ Selections made in [Cover/Insert Print] will function when Front Cover, Back Cover, or Insert Sheet is specified in Insert Sheet. When using Insert Sheet in combination, make this setting as desired. It will not function, even if specified, without Insert Sheet used in combination.

➔ Selections made in [Last Chapter Print] or [Page/Chapter Setting] will function only when chapter title pages are specified in Chapters beforehand.

➔ See page 7-73 for details on fine adjustment of printing position, printing on the cover or insert sheet, setting the page number to start printing, and changing the text.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Please set page no.

Cover: Print Page No.
Print Insert: Print Page No.
Blank Insert:

8point Gothic

<Page No.>
Start No. : 1
Start Page : 1
Last Page : ----
<Chapter>
Start No. : 1
Start Chapter : 1
Last Chapter : --

6 Press [OK] twice to complete the setting.

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

7 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Stamp/Overlay icon displayed under [Application].

8 Select additional copy conditions, as desired.

9 Enter the desired print quantity from the **control panel keypad**.

10 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

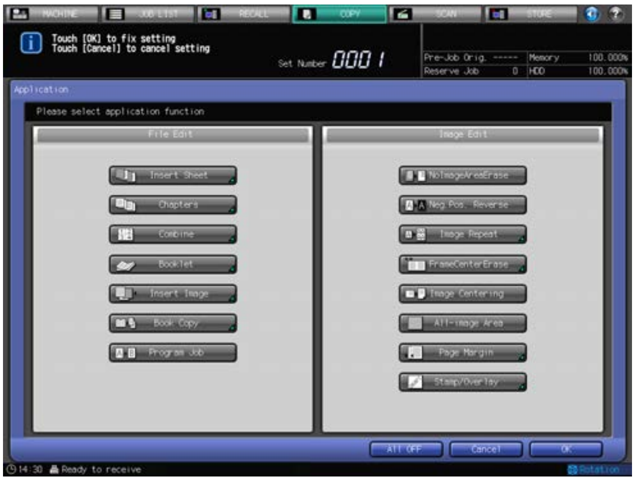
7.17.4 Printing Date/Time: Date/Time

Print date and time onto the specified position.

1 Position the original.

2 Press [Application] on the Copy Screen.

3 Press [Stamp/Overlay] on the Application Screen.



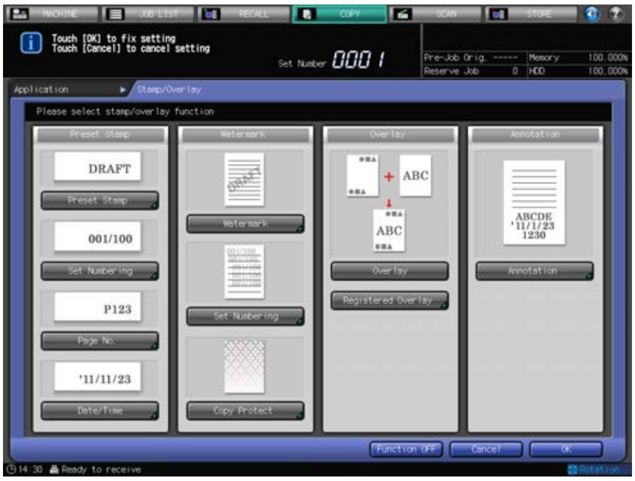
Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Please select application function

The Stamp/Overlay Screen will be displayed.

4 Press [Date/Time].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

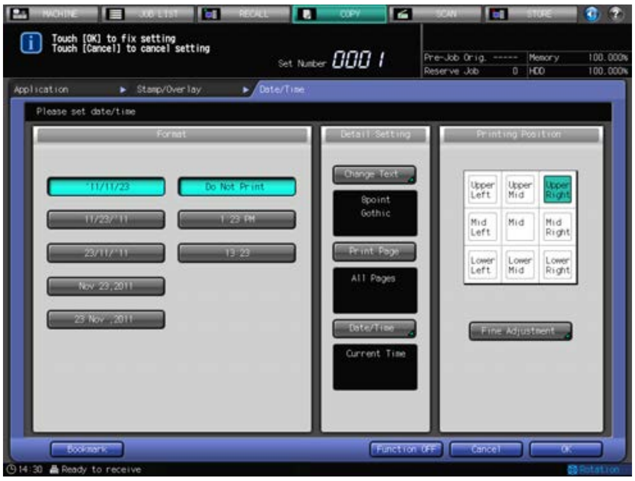
Please select stamp/overlay function

The Date/Time Screen will be displayed.

5 Select the desired date/time format, text size and font, print page, date and time to be printed and printing position.

Setting options	Description
[Format]	Select one of the five date format and one of the three time format in the Format area.
[Change Text]	Select the text size and font type.
[Print Page]	Press this key to select [Cover Only] or [All Pages].
[Date/Time]	Use this function to change the date/time to be printed from the one configured for the machine to your desired time/date.
[Printing Position]	Select one of the 9 printing positions provided under [Printing Position]. If fine adjustment is desired, press [Fine Adjustment].

➔ See page 7-73 for details on fine adjustment of printing position, how to change the date/time, and how to change the text.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Please set date/time

Change Text: 8point Gothic

Print Page: All Pages

Date/Time: Current Time

6 Press [OK] twice to complete the setting.

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

7 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Stamp/Overlay icon displayed under [Application].

8 Select additional copy conditions, as desired.

9 Enter the desired print quantity from the **control panel keypad**.

10 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

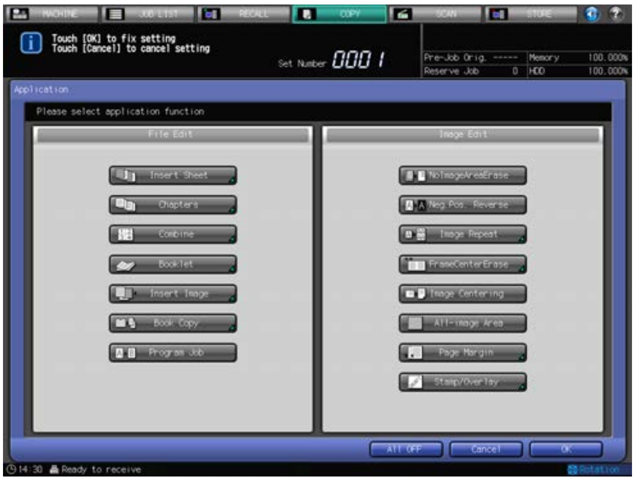
7.17.5 Printing Watermark onto Copies: Watermark

Print the desired text in light color in the center of the printed image.

1 Position the original.

2 Press [Application] on the Copy Screen.

3 Press [Stamp/Overlay] on the Application Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

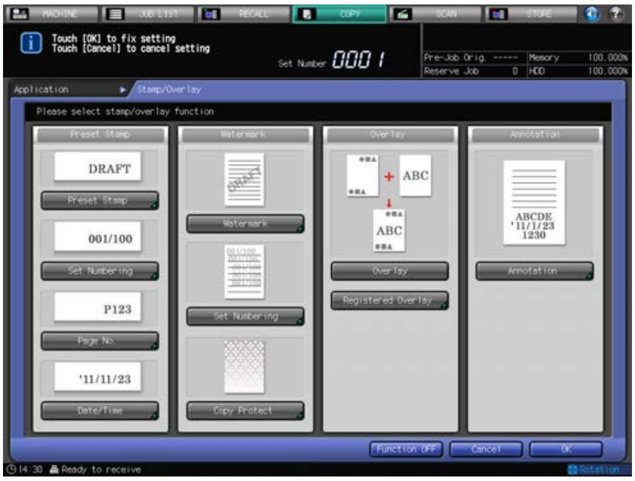
Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Please select application function

The Stamp/Overlay Screen will be displayed.

4 Press [Watermark].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Please select stamp/overlay function

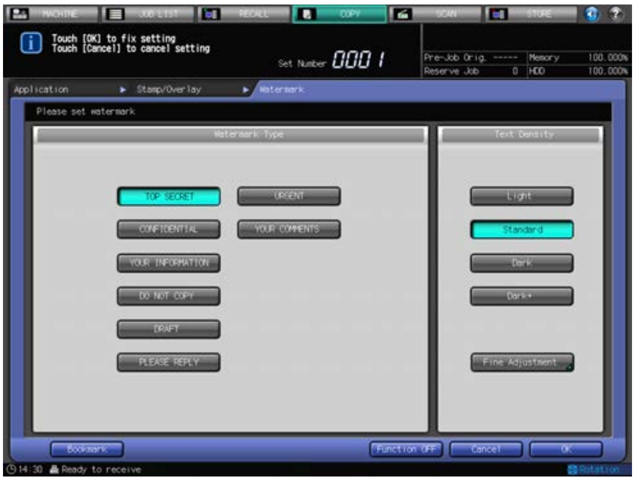
The Watermark Screen will be displayed.

5 Select the desired watermark type, text density, and printing position.

Setting options	Description
[Watermark Type]	Select one of the eight watermark type keys.
[Text Density]	Select one of the four text density keys.

➔ If adjustment of the centered watermark position is required, press [Fine Adjustment] under [Text Density].

➔ See page 7-73 for details on fine adjustment of printing position.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Application ▶ Stamp/Overlay ▶ Watermark

Please set watermark

14:30 Ready to receive

6 Press [OK] twice to complete the setting.

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

7 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Stamp/Overlay icon displayed under [Application].

8 Select additional copy conditions, as desired.

9 Enter the desired print quantity from the **control panel keypad**.

10 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

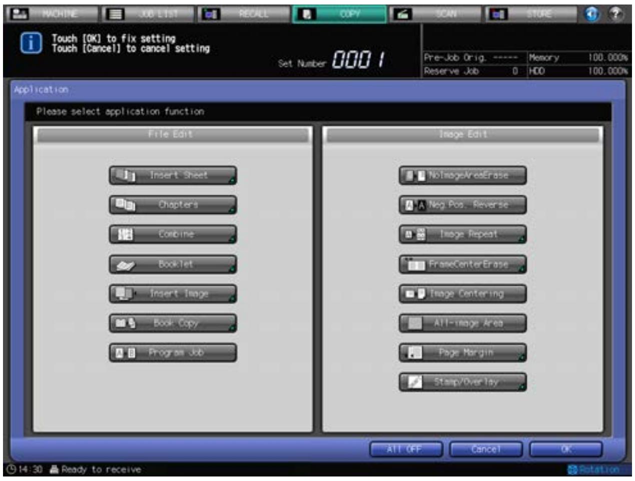
7.17.6 Printing Sequential Number as Watermark: Set Numbering

Print a numbering, a sequential number, in light color over the whole surface.

1 Position the original.

2 Press [Application] on the Copy Screen.

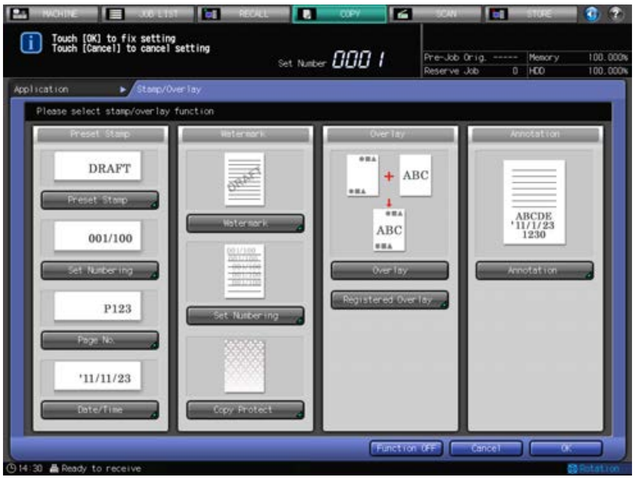
3 Press [Stamp/Overlay] on the Application Screen.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select application function

The Stamp/Overlay Screen will be displayed.

4 Press [Set Numbering] in the Watermark area.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

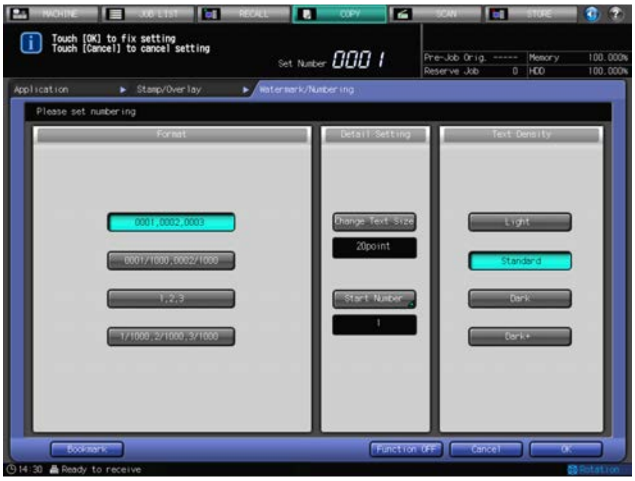
Please select stamp/overlay function

The Watermark/Numbering Screen will be displayed.

5 Select the desired watermark numbering format, text size, start number, and text density.

Setting options	Description
[Format]	Select one of the four numbering type keys in the Format area.
[Change Text Size]	Press this key to select [20 point] or [36 point].
[Start Number]	Press this key to specify the start number.
[Text Density]	Select one of the four text density keys.

➔ See page 7-74 for details on how to set the start number.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Application ▶ Stamp/Overlay ▶ Watermark/Numbering

Please set numbering

Change Text Size: 20point
Start Number: 1

14:30 Ready to receive

6 Press [OK] twice to complete the setting.

➔ To restore the previous setting, press [Cancel].
➔ To disable the function while keeping the current setting, press [Function OFF].

7 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Stamp/Overlay icon displayed under [Application].

8 Select additional copy conditions, as desired.

9 Enter the desired print quantity from the **control panel keypad**.

10 Press **Start** on the **control panel**.

➔ Printing will not start without the Copy Screen displayed. Please make sure to display the Copy Screen.

7.17.7 Printing Watermark and Background Pattern: Copy Protect

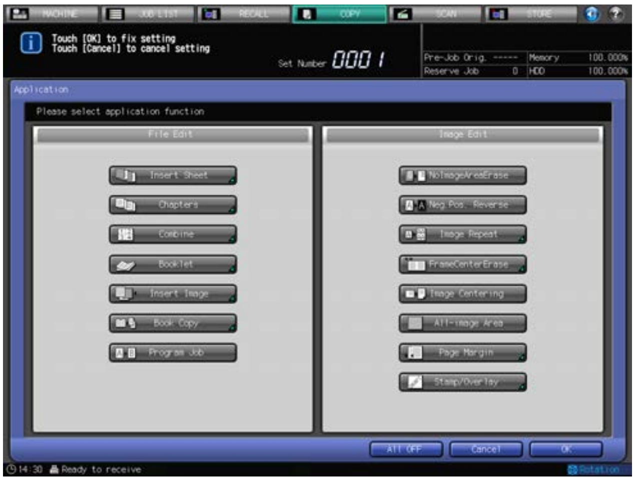
When you use a sheet printed with the Copy Protect function as original, light gray-colored text and background as well as the copy image will be printed on the output result. With these text and background printed, the copy-protected output sheets will prevent illegal copy and information leakage.

✔ There are four types of text: [Copy], [Invalid], [Illegal copy], and [Invalid copy]. There are three types of background: Blossoms, Arabesque, and Lattice. Select one from each category to use them in combination. You cannot select only the text or background.
✔ The watermark and background always print in 100% magnification, while the original image is enlarged, reduced, or combined.
✔ The text size of watermark is 44 points.
✔ Printed position of watermark is the same as that of Set Numbering of Watermark.

1 Position the original.

2 Press [Application] on the Copy Screen.

3 Press [Stamp/Overlay] on the Application Screen.

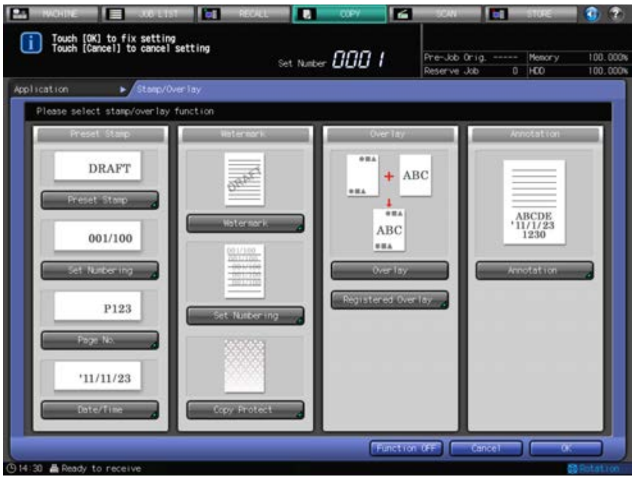


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select application function

The Stamp/Overlay Screen will be displayed.

4 Press [Copy Protect].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

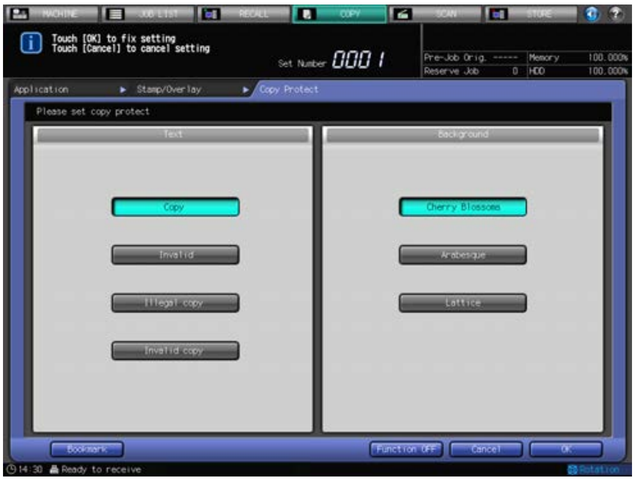
Please select stamp/overlay function

The Copy Protect Screen will be displayed.

5 Select the desired text and background pattern.

Setting options	Description
[Text]	Select one of the four text types.
[Background]	Select one of the three background patterns.

➔ You cannot select only the text or background pattern.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set copy protect

14:30 Ready to receive

6 Press [OK] twice to complete the setting.

The setting will be confirmed and the Application Screen will be restored.

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

7 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Stamp/Overlay icon displayed under [Application].

8 Select additional copy conditions, as desired.

9 Enter the desired print quantity from the **control panel keypad**.

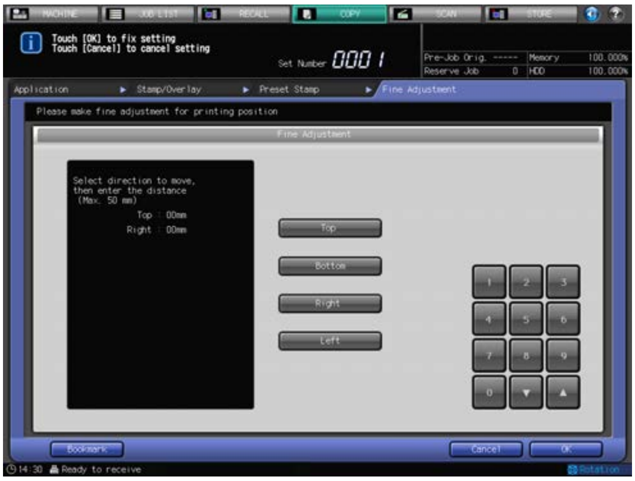
10 Press **Start** on the **control panel**.

7.17.8 Detailed Setting in Stamp

Making fine adjustment on printing position

Use this function to make fine adjustment on printing position of Preset Stamp, Set Numbering, Page No., Date/Time, Watermark, and Annotation. The Fine Adjustment Screen will be displayed when [Fine Adjustment] is pressed on each screen.

The adjustment range is 0 to 1.96 inches (0 to 50 mm), in lengthwise direction ([Top] or [Bottom]) and in widthwise direction ([Right] or [Left]).



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Please make fine adjustment for printing position

Select direction to move,
then enter the distance
(Max. 50 mm)
Top : 00mm
Right : 00mm

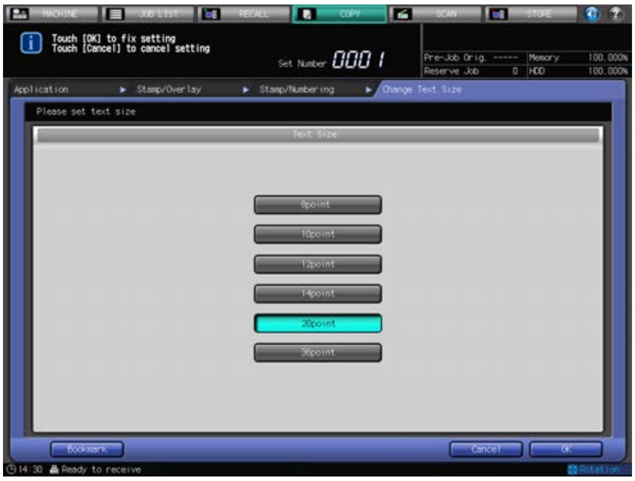
14:30 Ready to receive

1 Select a direction key, then press the keypad, [▼], or [▲] to enter adjustment data.

2 Press [OK] to complete the setting and return to the previous screen.

Text size of Set Numbering

Specify the text size of numbering.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Application ▶ Stamp/Overlay ▶ Stamp/Numbering ▶ Change Text Size

Please set text size

Text Size

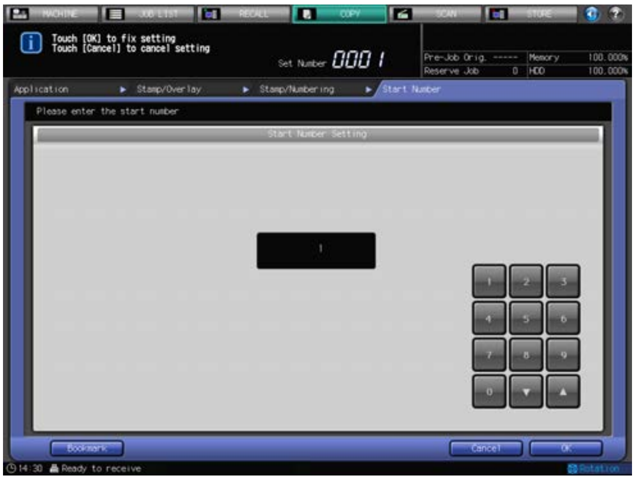
14:30 Ready to receive

1 Select one of the Text Size keys.

2 Press [OK] to complete the setting and return to the previous screen.

Setting start number in Set Numbering

Press this key to specify the start number.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Application ▶ Stamp/Overlay ▶ Stamp/Numbering ▶ Start Number

Please enter the start number

Start Number Setting

1

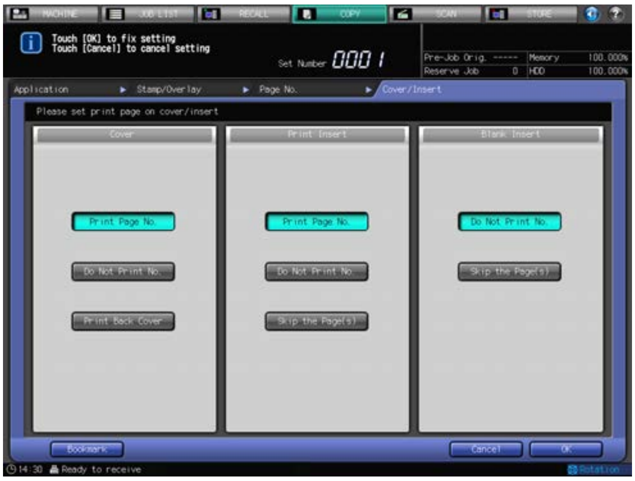
14:30 Ready to receive

1 Use the keypad, [▼], or [▲] on the screen to enter the desired start number (up to four digits).

2 Press [OK] to complete the setting and return to the previous screen.

Page cover and insert sheet

When the Insert Sheet, Chapters, or Booklet function is also used, you can specify printing onto the covers and insert sheets (printed or blank).



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set print page on cover/insert

14:30 Ready to receive

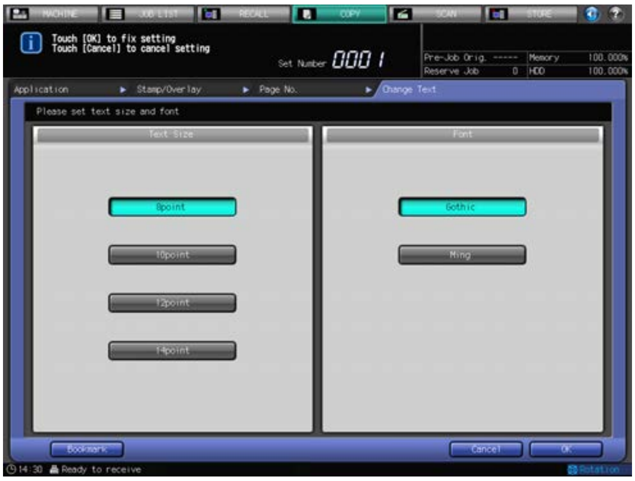
1 Select a key from each of the [Cover], [Print Insert], and [Blank Insert] areas.

➔ When [Skip the Page(s)] is selected, an insert sheet will not be counted as a page.

2 Press [OK] to complete the setting and return to the previous screen.

Changing text size and font in Page No. and Date/Time

Use this function to specify the text size and font for Page No. and Date/Time.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set text size and font

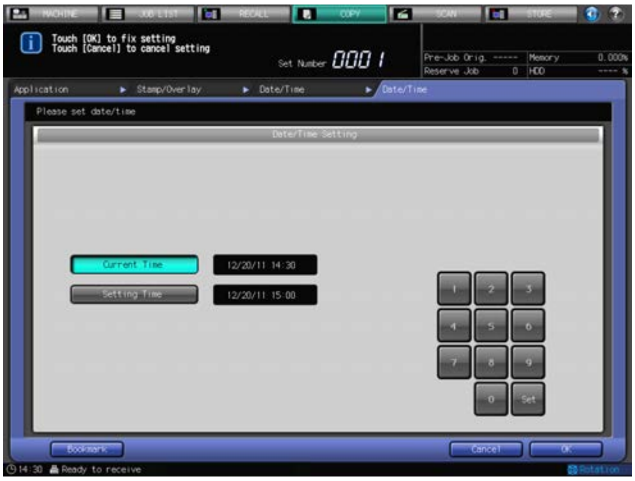
14:30 Ready to receive

1 Select the text size and font type.

2 Press [OK] to complete the setting and return to the previous screen.

Date/Time

Use this function to change the date/time to be printed from the one configured for the machine to your desired time/date.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 0.000%
Reserve Job 0 HDD ---- %

Application ▶ Stamp/Overlay ▶ Date/Time ▶ Date/Time

Please set date/time

Current Time 12/20/11 14:30
Setting Time 12/20/11 15:00

14:30 Ready to receive

1 Press [Setting Time].

The area on the right of [Setting Time] will be highlighted.

2 Press [Set] to select the part to be changed.

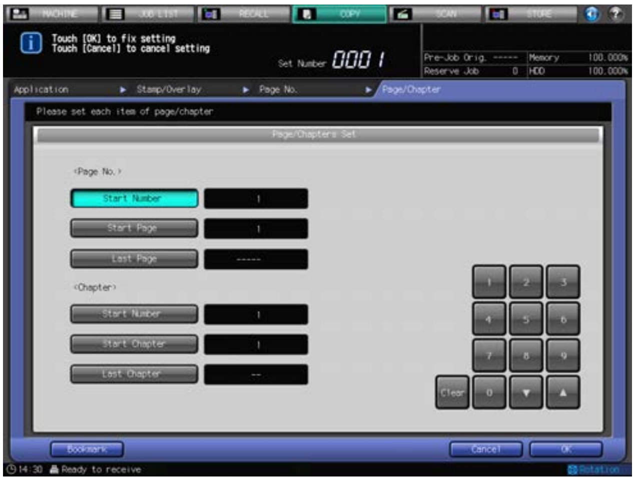
➔ Every time [Set] is pressed, the cursor moves to the next field, in the order of year, month, day, and time. Use the keypad on the screen to enter the desired numbers.

3 Press [OK] to complete the setting and return to the previous screen.

Start number setting for Page No./Chapter

Use this function to specify the page number to start printing and the start/last page to print page numbers. If the Chapters function is also used, you can specify the page number to start, and the start/last chapter to print page numbers.

Setting of the last page number and last chapter number is not required when numbering the pages/chapters to the last. Use this function only when stopping the numbering halfway.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Application ▶ Stamp/Overlay ▶ Page No. ▶ Page/Chapter

Please set each item of page/chapter

<Page No.>
Start Number 1
Start Page 1
Last Page -----

<Chapter>
Start Number 1
Start Chapter 1
Last Chapter --

14:30 Ready to receive

1 Press the key of the item to be changed.

2 Use the keypad or arrow keys [▼], or [▲] on the screen to enter the desired number.

➔ You can enter numbers in the range from 1 to 99999 for Page No. and from 1 to 99 for Chapter.

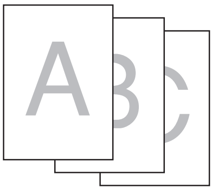
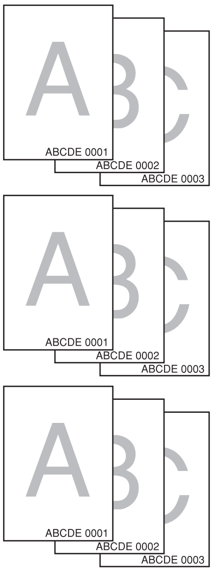
➔ Press [Clear] to reset the entered value to [1]. Entering [0] automatically sets the start number to [1].

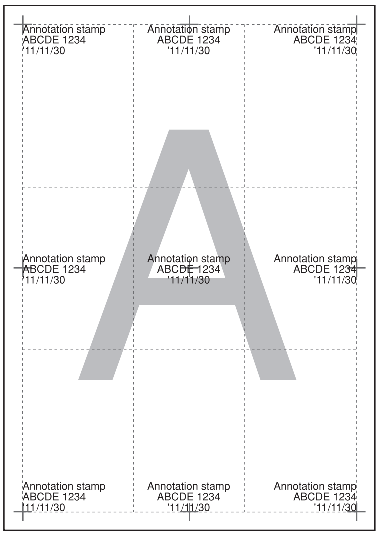
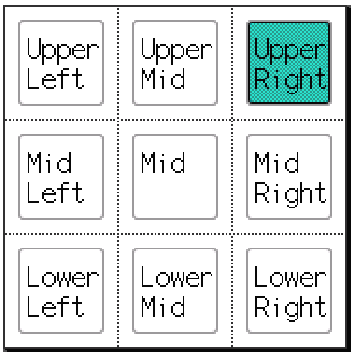
3 Press [OK] to complete the setting and return to the previous screen.

7.18 Print Words, Date/Time, Annotation Number onto Copies: Annotation

This function allows you to recall a predefined combination of text, date/time to load the original, and annotation number of the original and to print them onto output copies at the designated location. The annotation number can be changed temporarily on the Annotation Screen after recalling the predefined setting (Temporary Number Setting).

Annotation can be used with other stamp functions, Preset Stamp and all types of Watermark, provided on the Stamp/Overlay Selection Screen in multiple combinations.

Original	Output
	3 sets
	

Setting item	Output
What is printed	
Example Type In: Annotation stamp Date/Time: '11/11/30 Annotation No.: ABCDE 1234	
Annotation stamp '11/11/30 ABCDE 1234 Annotation stamp '11/11/30 ABCDE 1234	
Printing Position	
 Upper Left Upper Mid Upper Right Mid Left Mid Mid Right Lower Left Lower Mid Lower Right	

Reference

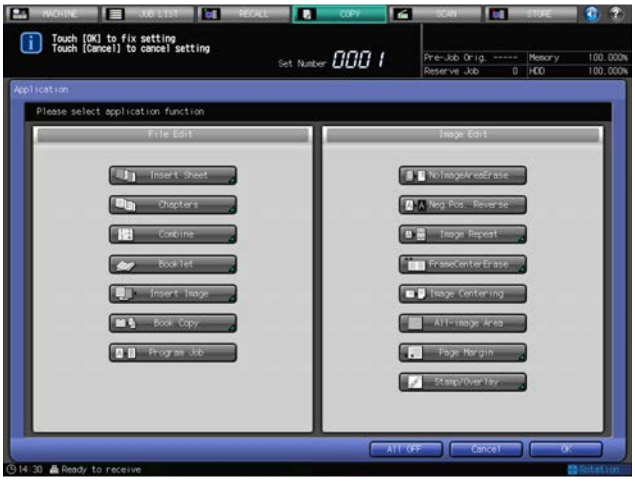
The administrator can change the order of text, date/time, and annotation number and whether to print/hide those in the Utility mode. For details, see Section 7 of the POD Administrator's Reference.

- ✔ Up to 40 combinations of text, date/time, and annotation number can be registered.
- ✔ The date/time is determined when the machine starts scanning originals, and will be printed according to the type specified on the machine.
- ✔ The annotation number is counted for each scanned original in scanning order, and will continue to the next job even if the machine power is turned off then on. However, the serial count will be suspended if this function is not selected or Temporary Number Setting is specified.
- ✔ Printing position can be selected from 9 options, and fine adjustment is available up to 1.96 inches (50 mm) both in up/down and right/left directions.

1 Position the original.

2 Press [Application] on the Copy Screen.

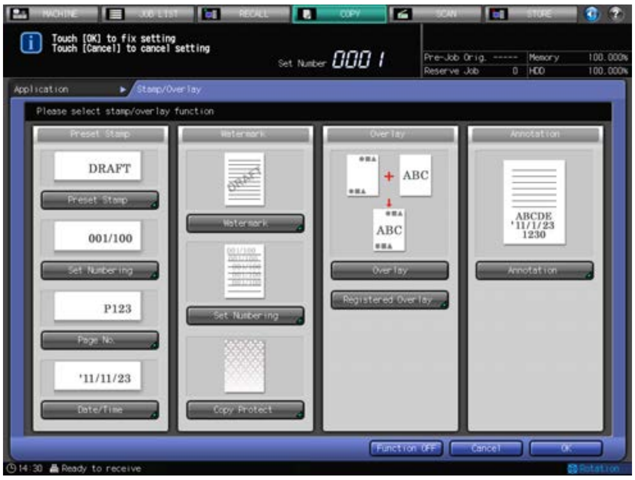
3 Press [Stamp/Overlay] on the Application Screen.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select application function

The Stamp/Overlay Screen will be displayed.

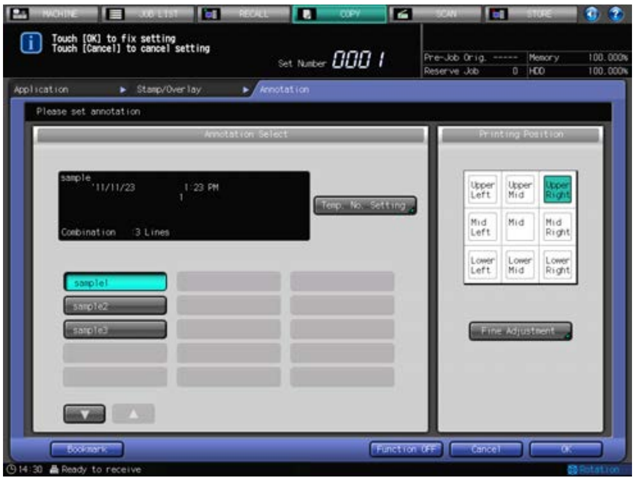
4 Press [Annotation].


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select stamp/overlay function

The Annotation Screen will be displayed.

5 Select the desired Annotation type, then specify its printing position.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set annotation

sample
'11/11/23 1:23 PM
1
Combination :3 Lines

➔ Press [▼] or [▲] to display and select a key to recall the desired setting.
The annotation setting registered on that key will be displayed on the screen.

➔ Select one of the 9 printing positions provided under [Printing Position]. If fine adjustment is desired, press [Fine Adjustment].

➔ See page 7-73 for details on fine adjustment of printing position.

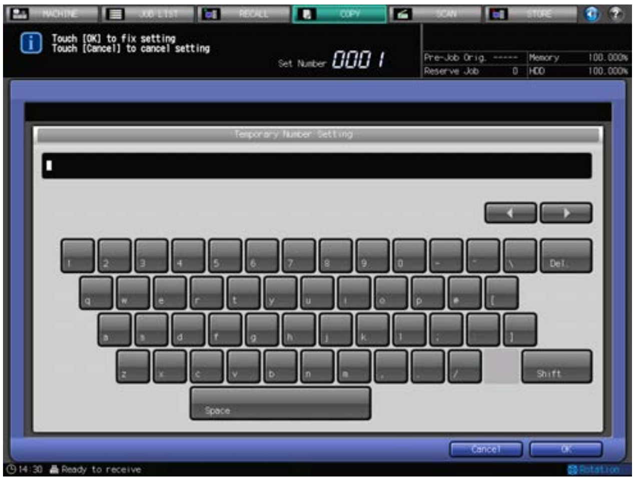
6 To change the annotation number setting temporarily, press [Temp. No. Setting].

The Temp. No. Setting Screen will be displayed.

➔ If the annotation number setting has not been made for the key selected in step 5, [Temp. No. Setting] key will be grayed out to show inactivity on the screen.

➔ Press the screen keys to enter a desired number for the temporary number. Up to 12 alphanumeric characters can be entered.

With this setting specified, the annotation number will not be counted in the former setting. The entered temporary number will be printed on all pages

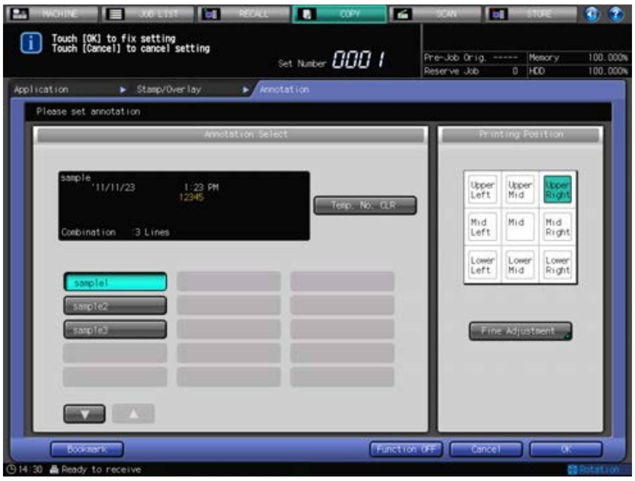


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

➔ Press [OK] to return to the Annotation Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set annotation

sample
'11/11/23 1:23 PM
12345

Combination 3 Lines

7 Press [OK] twice to complete the setting.

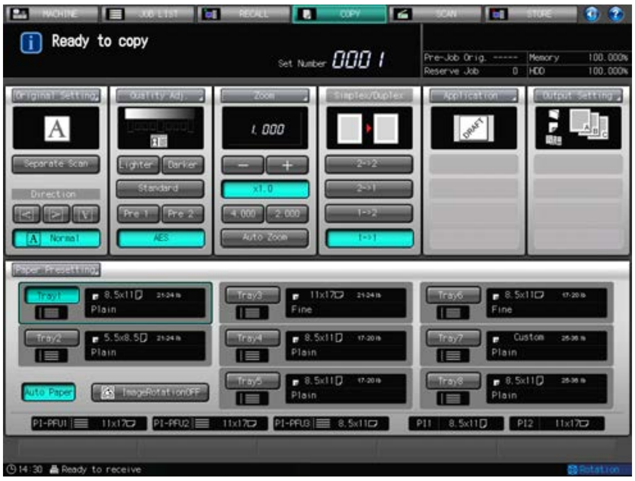
The setting will be confirmed and the Application Screen will be restored.

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

8 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Stamp/Overlay icon displayed under [Application].



Ready to copy

Set Number 0001

Ready to receive

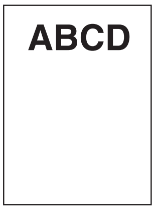
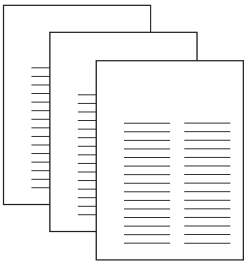
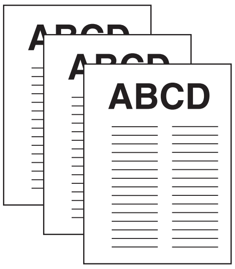
9 Select additional copy conditions, as desired.

10 Enter the desired print quantity from the **control panel keypad**.

11 Press **Start** on the **control panel**.

7.19 Overlaying Image onto Printed Pages: Overlay

Use this function to scan an image, then overlay the image onto each page copied in the job.

Original		**Output**
1st scanned original	Originals scanned 2nd and later	Copies in Overlay mode
		

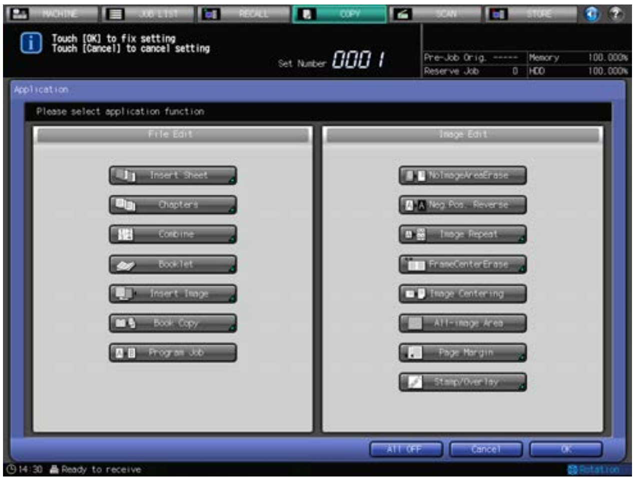
✔ Separate Scan mode is automatically selected.

1 Position the overlaying original.

➔ Position a sheet of original face up in the **ADF** or face down on the **original glass**.

2 Press [Application] on the Copy Screen.

3 Press [Stamp/Overlay] on the Application Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please select application function

14:30 Ready to receive

The Stamp/Overlay Screen will be displayed.

4 Press [Overlay].

5 Press [OK].

The setting will be confirmed and the Application Screen will be restored.

➔ To restore the previous setting, press [Cancel].

6 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the Stamp/Overlay icon displayed under [Application].
Auto Paper and Auto Zoom are canceled and [x1.0] magnification is selected automatically.
Separate Scan mode is automatically selected.

7 Select additional copy conditions, as desired.

8 Press **Start** on the **control panel**.

The machine starts scanning and the scanned image will be stored into memory.

9 Position the original to be overlaid.

➔ Position the original either in the **ADF** or on the **original glass**. If the original to be loaded into the **ADF** exceeds 100 sheets, divide them into blocks not exceeding 100 sheets, and load and scan the block with the first page.

10 Press **Start** on the **control panel**.

➔ If the original count exceeds 100, repeat the procedures of steps 9 and 10 to scan all of the original.

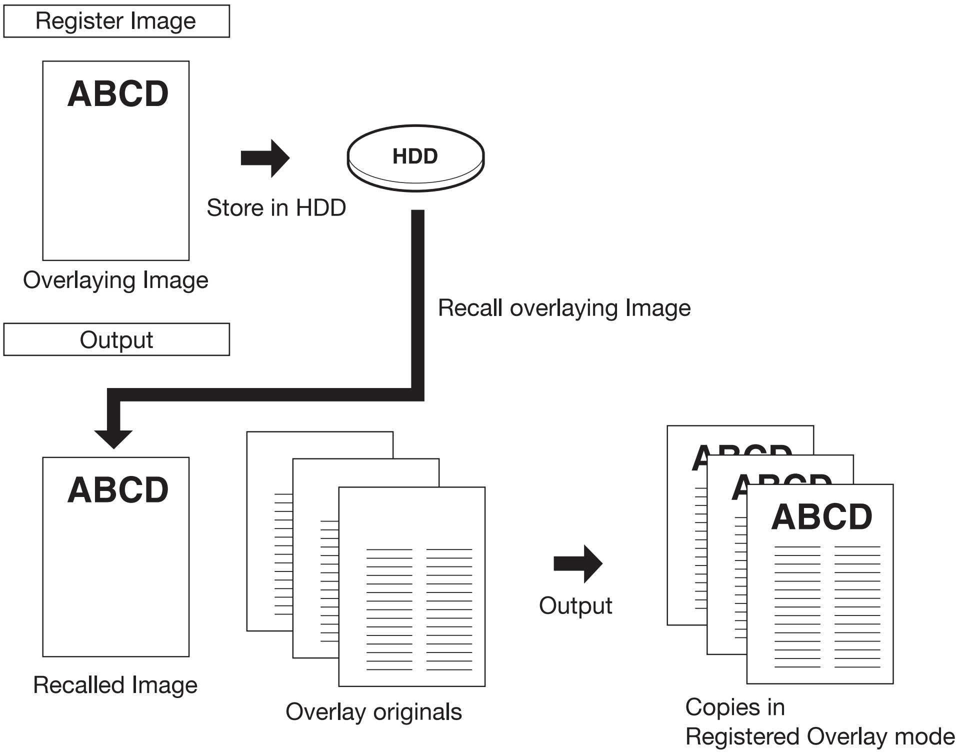
11 Press [Separate Scan] to exit the Separate Scan mode.

12 Enter the desired print quantity from the **control panel keypad**.

13 Press **Start** on the **control panel**.

7.20 Storing Overlay Image in HDD and Overlaying the Stored Image: Registered Overlay

Use Registered Overlay to recall a image stored in HDD and overlay the image onto the scanned image.

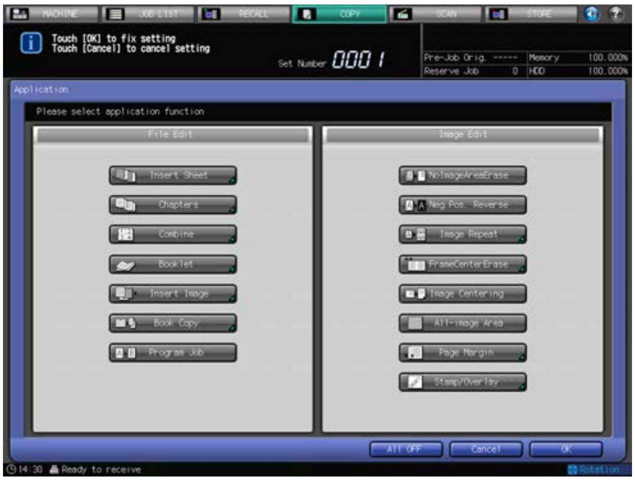


To store image for overlay:

1 Position the overlaying original face down on the original glass.

2 Press [Application] on the Copy Screen.

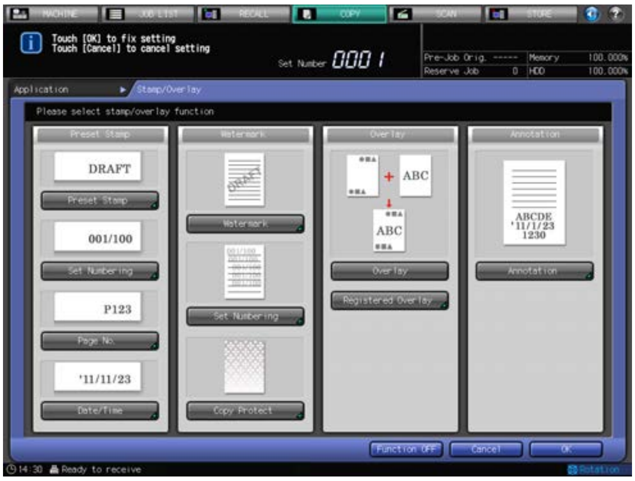
3 Press [Stamp/Overlay] on the Application Screen.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select application function

The Stamp/Overlay Screen will be displayed.

4 Press [Registered Overlay].

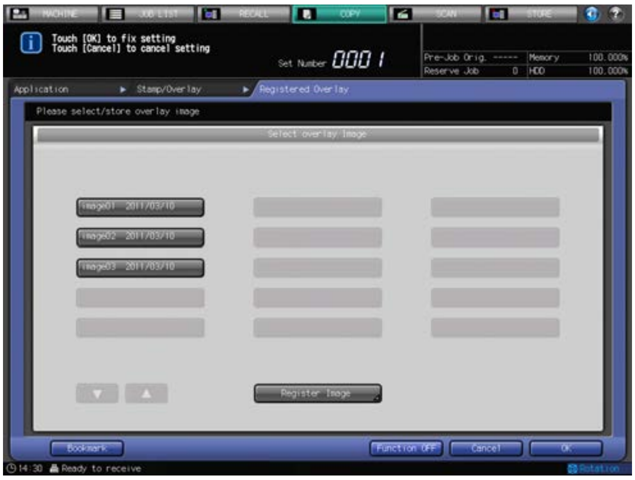


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select stamp/overlay function

The Registered Overlay Screen will be displayed.

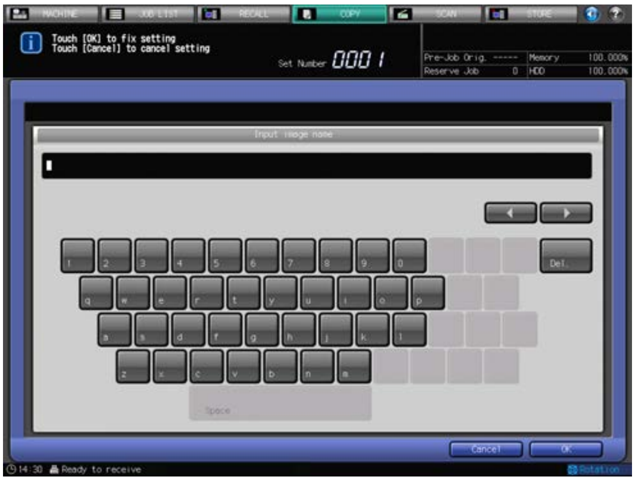
5 Press [Register Image].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select/store overlay image

6 Enter a name for the overlaying image to be stored.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

➔ Use the screen keypad to enter the desired name. You can enter up to 8 characters. The date of the entry will be added to the name automatically.

7 Press [OK].

The Copy Screen to store the overlaying image will be displayed. Select copy conditions, as necessary.

➔ If an image with the same name already exists, a confirmation dialog will be displayed when [OK] is pressed. See page 7-87 for details.

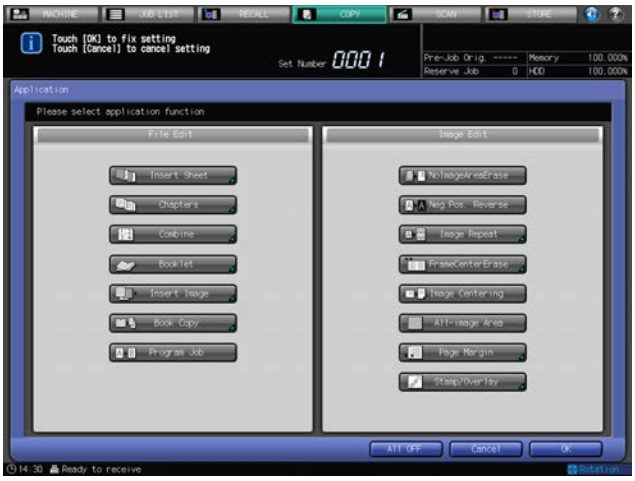
8 Press **Start** on the **control panel**.

Store the scanned image in HDD and return to the Registered Overlay Screen.

To overlay stored image onto each page:

1 Press [Application] on the Copy Screen.

2 Press [Stamp/Overlay] on the Application Screen.



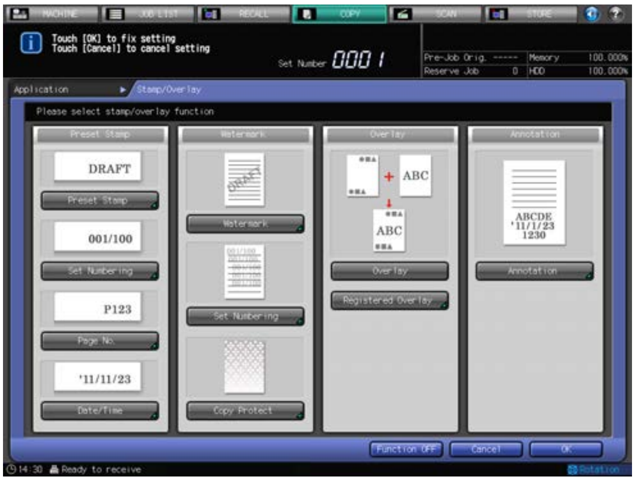
Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select application function

Ready to receive

The Stamp/Overlay Screen will be displayed.

3 Press [Registered Overlay].



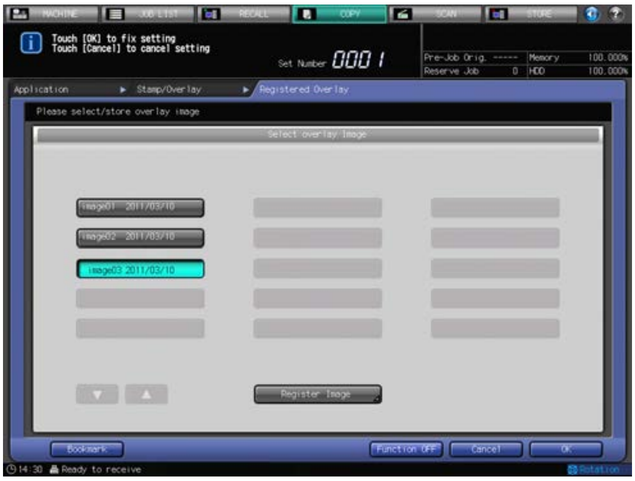
Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select stamp/overlay function

Ready to receive

The Registered Overlay Screen will be displayed.

4 Select the desired overlaying image data.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select/store overlay image

➔ Press the desired image data key, then press [OK].

The Stamp/Overlay Screen will be restored.

5 Press [OK] on the Stamp/Overlay Screen.

The setting will be confirmed and the Application Screen will be restored.

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

6 Press [OK] on the Application Screen to return to the Copy Screen.

The Copy Screen will be restored with the [Stamp/Overlay] icon displayed under [Application].

7 Position the original to be overlaid.

➔ Position the original either in the **ADF** or on the **original glass**. Use the [Separate Scan] mode to scan a large amount of documents.

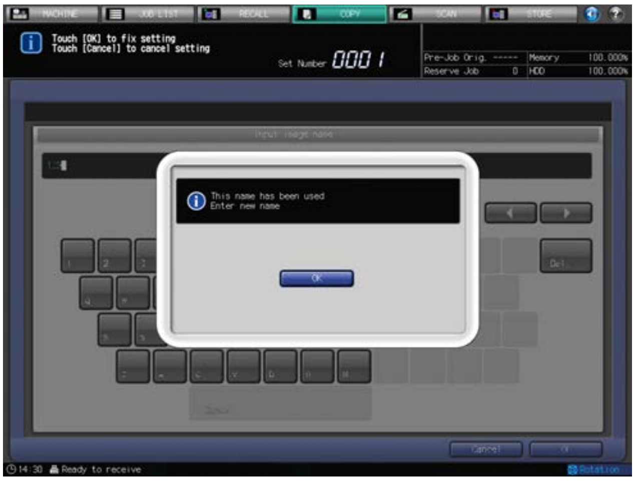
8 Select additional copy conditions, as desired.

9 Enter the desired print quantity from the **control panel keypad**.

10 Press **Start** on the **control panel**.

Duplicate image names

If an image with the same name as you entered already exists, the following confirmation dialog will be displayed.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

This name has been used
Enter new name

Image names cannot be overwritten. Press [OK], then store the image with another name.

Reference

You can set the dialog above in the Administrator Setting on the Utility Menu Screen. For details, see Section 7 of the POD Administrator's Reference.

8

Output Setting

8 Output Setting

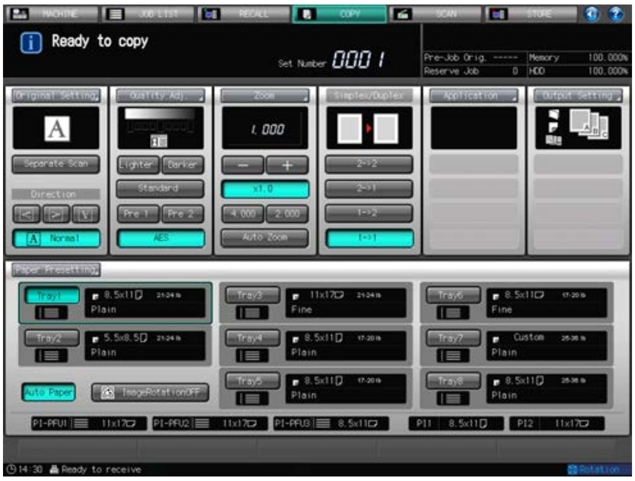
8.1 Making Output Setting

8.1.1 Outline of Output Setting

Follow the procedure below to display the Output Setting Screen and select the desired copying features.

To display the Output Setting Screen

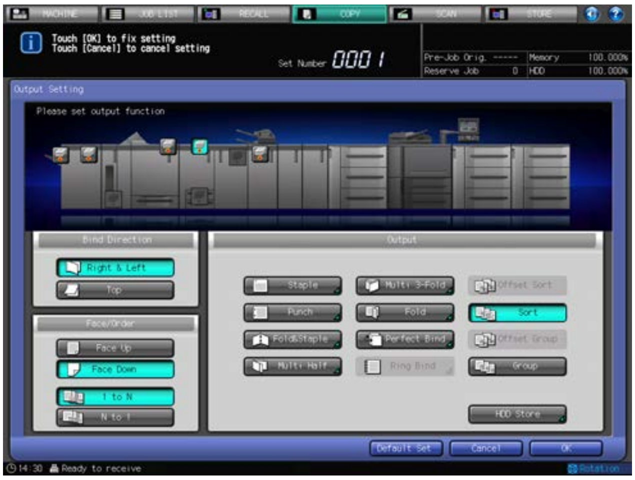
1. Press [COPY] tab to display the Copy Screen.
2. Press [Output Setting].



Ready to copy

Set Number 0001

The Output Setting Screen will be displayed.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

- ➔ Pressing a function key displays its subsequent screen for setting the function in detail.
- ➔ More than one output functions can be used in combination; however, the keys which are incompatible will be grayed out to show inactivity.
- ➔ Pressing [HDD Store] allows you to configure the setting to store scanned data onto the HDD. The same operation can be performed as pressing [STORE] tab and selecting [Scan to HDD] on the subsequent screen. For details, see [User's Guide - Network Scanner].
- ➔ Press [Cancel] to restore the previous setting. To restore the initial setting, press [Default Set].

➔ To cancel the function on each subsequent screen with the current setting saved, press [Function OFF]. Press **Reset** on the **control panel** to resume the initial setting for all copying features including output settings.

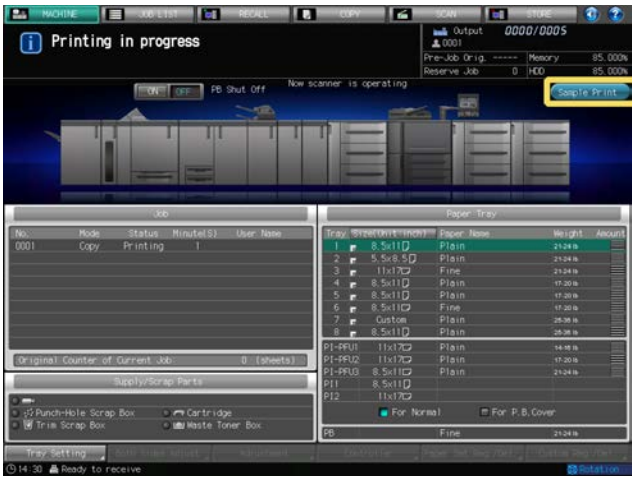
3 Press [OK] on the Output Setting Screen to return to the Copy Screen.

NOTICE

*You cannot start printing with the Output Setting Screen displayed. Be sure to return to the Copy Screen, then press **Start** on the **control panel**.*

Key for Sample Print

The [Sample Print] key is displayed on the Machine Screen while printing is in progress. Press the key at the desired moment to output the same image as that currently printed to the secondary (sub) tray, so that you can check the quality of printed image at that time.



Printing in progress

Now scanner is operating

Reference

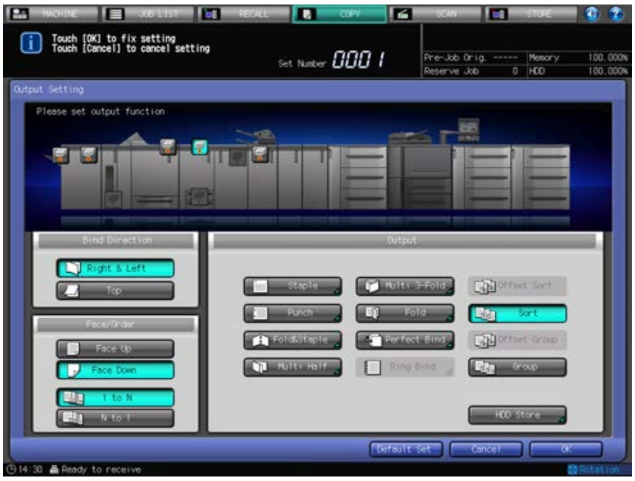
See page 10-7 for details of Sample Print.

8.1.2 Selecting an Output Tray

This section describes how to select an output tray.

1 Position the original.

2 Press [Output Setting] on the Copy Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

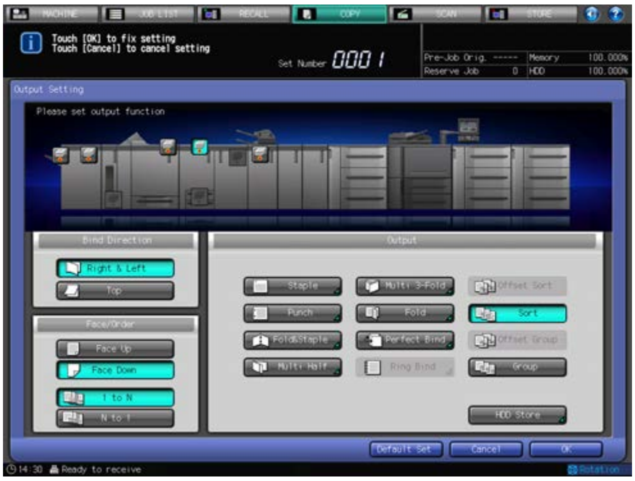
Please set output function

The Output Setting Screen will be displayed.

Output tray positions are indicated as keys on the front image of the machine. The tray currently selected appears highlighted.

3 Press the desired tray position key "▣".

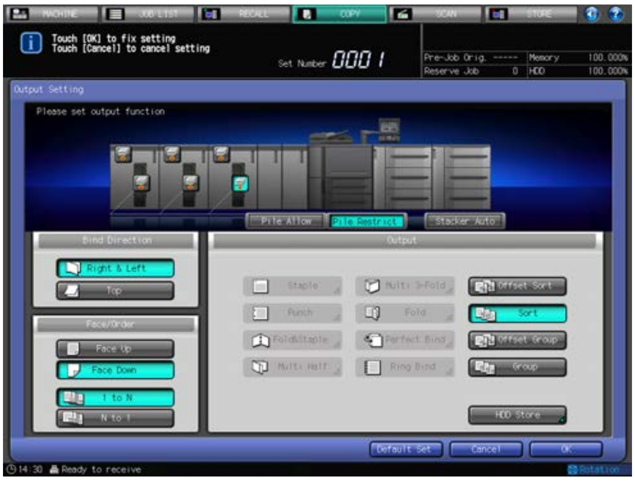
The selected tray appears highlighted on the screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set output function

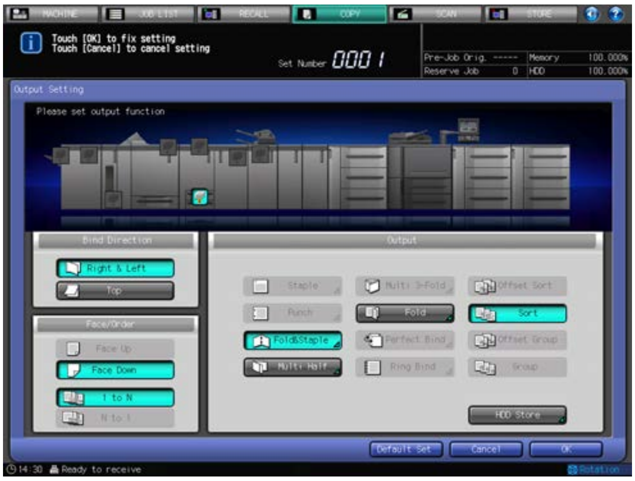
→ If the machine has **Large Capacity Stacker LS-505** installed, [Pile Allow] and [Pile Restrict] keys appear on the screen. With multiple units of **Large Capacity Stacker LS-505** installed, the [Stacker Auto] key also appears. See page 8-5 for details.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set output function

→ Withdraw the saddle stitcher folder tray, if selected as an output tray.

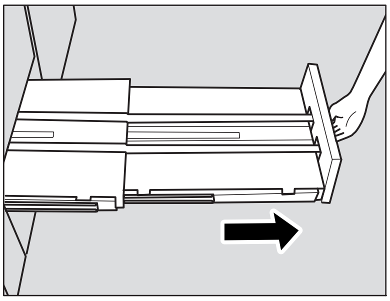


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set output function

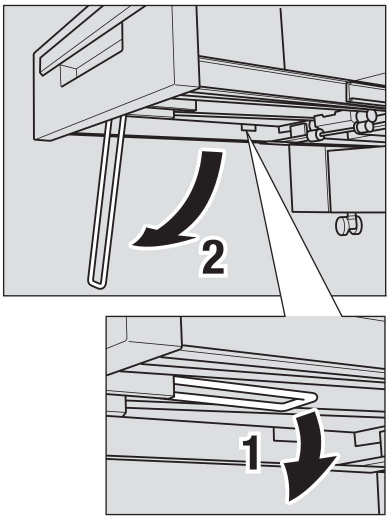
NOTICE

When using the folder tray, make sure to withdraw it completely and open the stand from underneath for support.



NOTICE

Never return the saddle stitcher folder tray to its original position with the tray stand opened.



4 Press [OK] on the Output Setting Screen.

The Copy Screen will be restored.

NOTICE

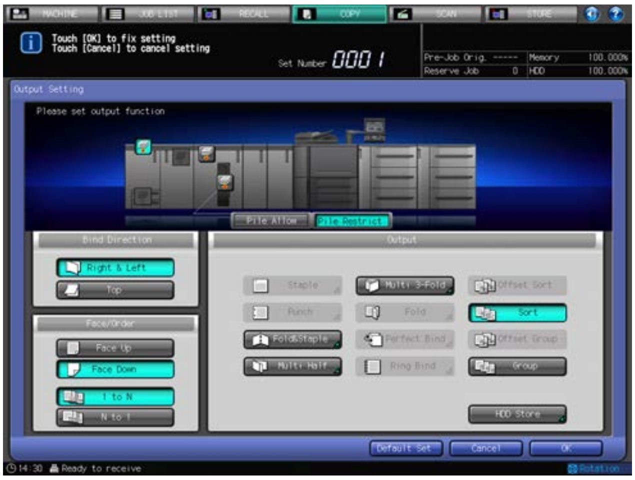
Each output tray has a limit in capacity. Be careful not to exceed the limit, otherwise unexpected trouble may be caused.

8.1.3 [Pile Allow], [Pile Restrict] and [Stacker Auto] Keys of Large Capacity Stacker LS-505

[Pile Allow] and [Pile Restrict] Keys

If the machine has **Large Capacity Stacker LS-505** installed, [Pile Allow] and [Pile Restrict] appears on the Output Setting Screen.

Press [Pile Allow] to highlight it if you allow paper from several jobs to pile up in the stacker, or press [Pile Restrict] if you do not, then press [OK].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

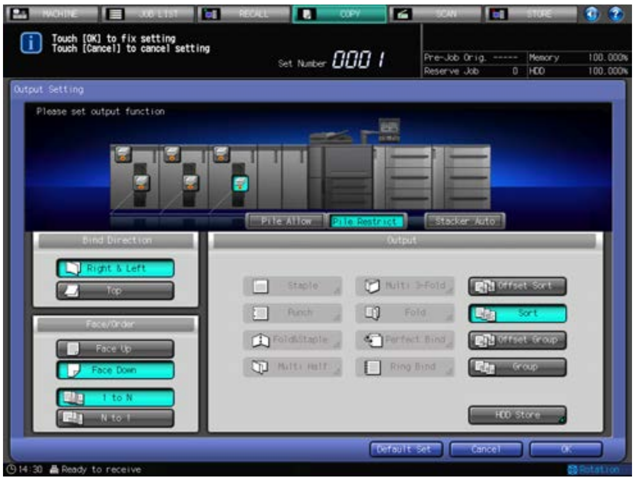
Output Setting

Please set output function

[Stacker Auto] key

If the machine has multiple units of **Large Capacity Stacker LS-505** installed, the [Stacker Auto] key appears on the Output Setting Screen. Pressing [Stacker Auto] will lead to the delivery managed as follows (up to three **Large Capacity Stacker LS-505** options can be connected. Those connect stackers are hereafter referred to as "stacker 1", "stacker 2" and "stacker 3" from the right to the left.)

- When stacker 1 reaches the limit, the next job will be delivered to stacker 2. If three stackers are connected and stackers 1 and 2 reach the limit, the next job will be delivered to stacker 3.
- If stacker 1 becomes unavailable due to some trouble, stacker 2 will take over. If three stackers are connected and stackers 1 and 2 become unavailable due to some trouble, stacker 3 will take over.
- If the **paper removal button** provided on the top surface of stacker 1 is pressed while stacker 1 is operating for the current delivery, the next job will be delivered to the stacker 2. If three stackers are connected and the paper removal button provided on the top surface of stacker 2 is pressed while stacker 2 is operating for the current delivery, the next job will be delivered to the stacker 3.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Output Setting

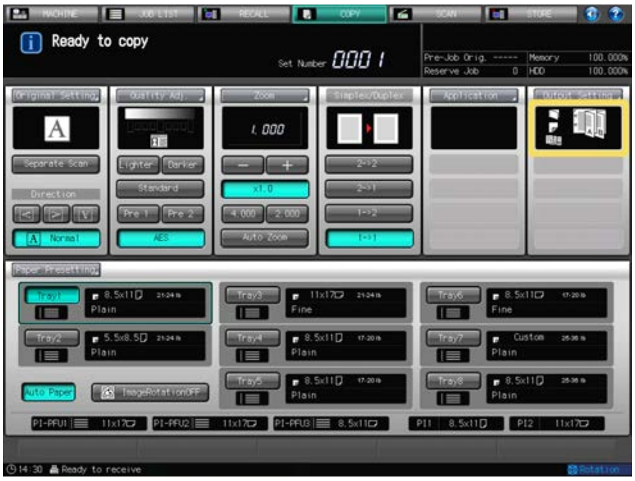
Please set output function

[Stacker Auto] functions as described above provided that all the stackers operate as expected, and that either the next stacker to receive delivery has no remaining paper or [Pile Allow] has been selected.

8.1.4 Display under [Output Setting] on the Copy Screen

Icons

Icons representing specified output functions are displayed under [Output Setting] on the Copy Screen.

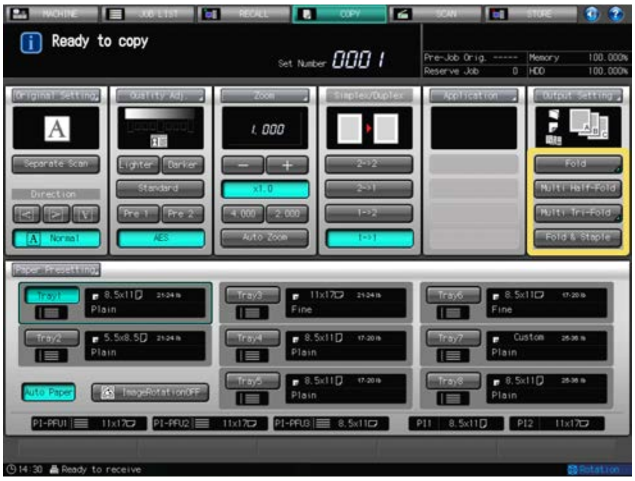


Shortcut keys

Up to 4 shortcut keys for frequently-used output functions can be displayed under [Output Setting] on the Copy Screen. These keys allow you to select an output function with a single touch or to directly jump to the subsequent screen for each function. The shortcut key setting is provided in [System Setting] on the Utility menu.

Reference

For details on the setting procedure, see Section 7 of the POD Administrator's Reference.



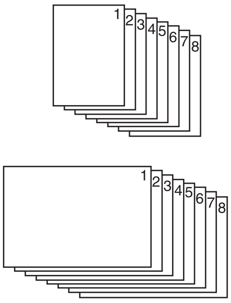
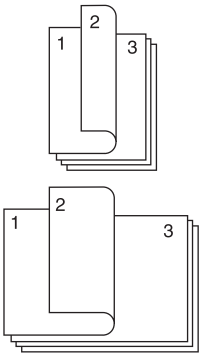
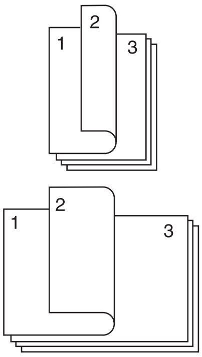
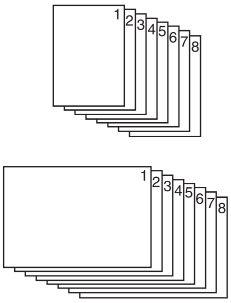
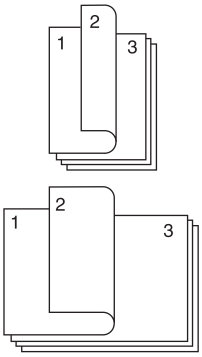
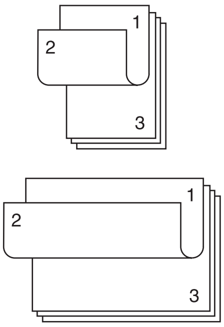
8.2 Setting Binding Direction for Duplex Copies

Use this setting to obtain duplex copies printed upside down on the reverse side (referred to as top-bound).

To make duplex copies printed upside down on the reverse side (top-bound) from single- or double-sided originals having the same edge as page top (side-bound), select [Top] for [Bind Direction] in the Output Setting. Select [Right & Left] for normal copying.

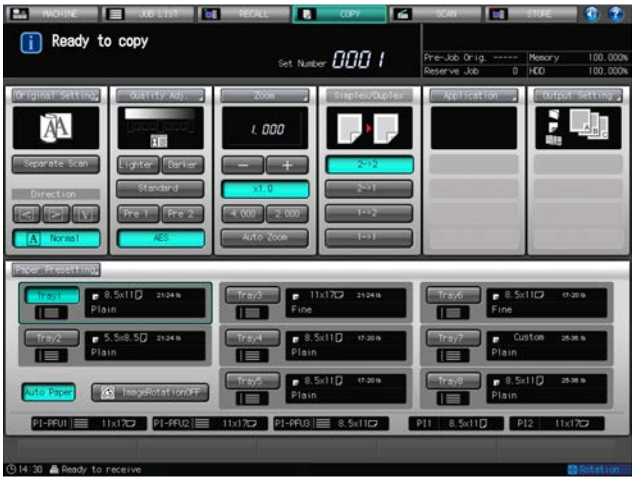
Reference

To make side-bound simplex or duplex copies from top-bound double-sided originals, select [Top] for [Bind Direction] in the Original Setting. See page 6-3 for details.

Bind Direction key	Single-sided original	Double-sided original	Duplex copy
Right & Left			
Top			

- ✔ [Top] specified in the Output Setting properly functions only when [1->2] or [2->2] is selected.
- ✔ When the machine is reset, [Right & Left] will be resumed.

1. Position the original.
2. Press [COPY] tab to display the Copy Screen.
3. Select either [1->2] or [2->2].



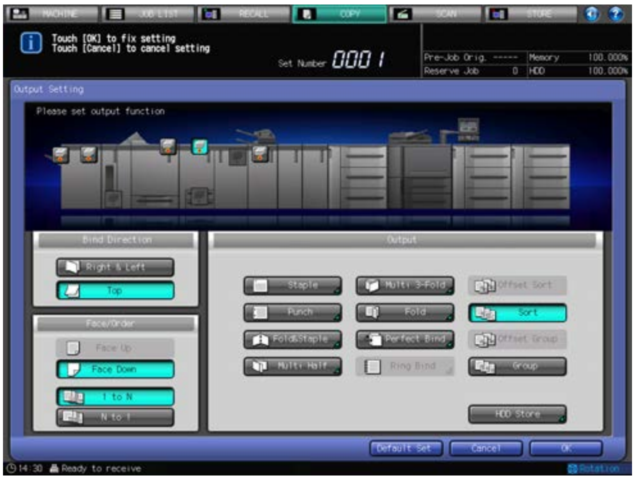
Ready to copy

4 Press [Output Setting].

The Output Setting Screen will be displayed.

5 Select [Top] under [Bind Direction].

➔ Without [1->2] or [2->2] selected in advance, the top binding setting will not function.



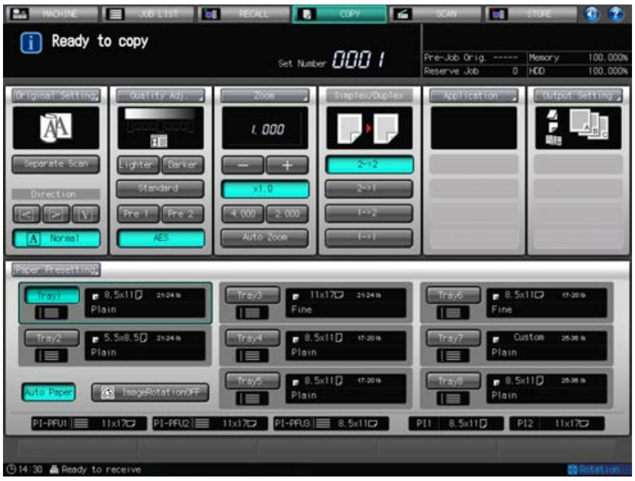
Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set output function

6 Press [OK] to complete the setting and return to the Copy Screen.

➔ Press [Default Set] to restore the initial settings of the Output Setting. Press [Cancel] to resume the previous setting.

➔ Printing will not start without the Copy Screen displayed. Be sure to display the Copy Screen when you start printing.



Ready to copy

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

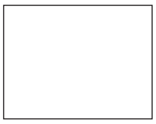
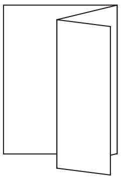
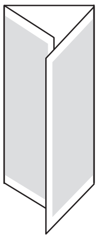
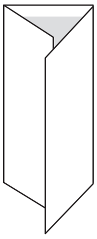
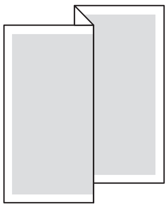
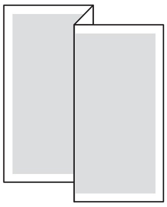
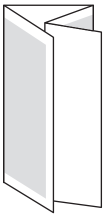
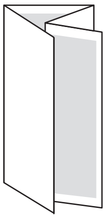
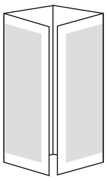
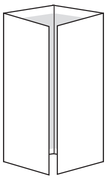
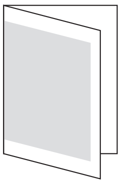
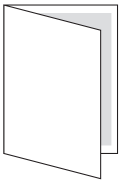
14:30 Ready to receive

8.3 Using Folding Unit FD-503

The machine with **Folding Unit FD-503** installed provides the following functions.

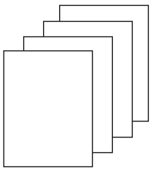
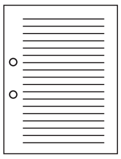
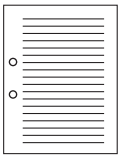
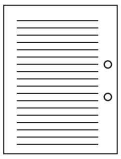
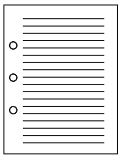
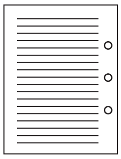
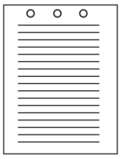
Fold:

Select from six folding types: Z-Fold, Tri-Fold-in, Tri-Fold-out, Double Parallel, Gate, and Half Fold. Specify the print side (outside or inside) for each fold mode except Z-Fold.

Original	Output					
	Z-Fold		Tri-Fold-in		Tri-Fold-out	
			Outside Print	Inside Print	Outside Print	Inside Print
						
	Double Parallel		Gate		Half-Fold	
	Outside Print	Inside Print	Outside Print	Inside Print	Outside Print	Inside Print
						

Punch:

Punch holes in printed sheets for filing purposes. Specify the number of punch holes and their positions.

Original	Output		
	2-Hole Punch		
	Left	Right	Top
			
	3-Hole Punch		
	Left	Right	Top
			

Number of punch holes	2 holes, 3 holes
Hole diameter	2 holes: 0.26 ± 0.02 inches 3 holes: 0.31 ± 0.02 inches
Hole pitch	2 holes: 2.75 ± 0.02 inches 3 holes: 4.25 ± 0.02 inches
Paper size	A3 ▭ to A5 ▯
Paper weight	17 to 33 lb Bond

When **Folding Unit FD-503** is used as a single finishing option, the primary (main) tray and multi folder tray are available to be allotted with output modes as described below.

Tray	**Output mode**
Primary (main) tray	Half-Fold, Z-Fold, Punch, not processed (straight delivery)
Multi folder tray	Tri-Fold-in, Tri-Fold-out, Double Parallel, Gate

Reference

The secondary (sub) tray is also available in place of the multi folder tray. Contact your service representative, if desired.

8.3.1 Folding Copies: Z-Fold/Tri-Fold-in/Tri-Fold-out/Double Parallel/Gate/Half-Fold

Follow the procedure below to select the desired one from six fold types.

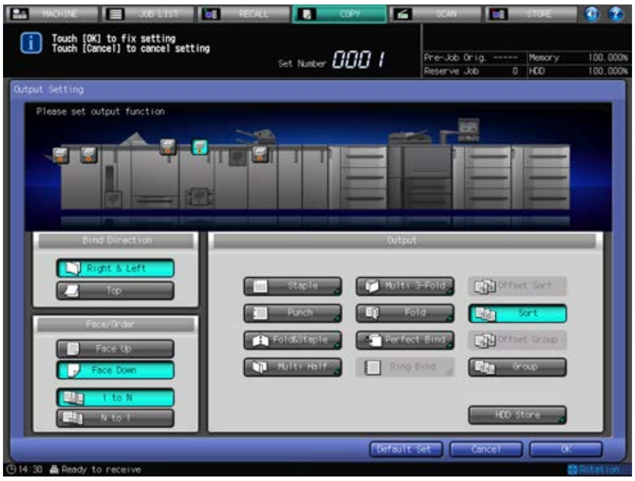
1 Position the original.

2 Press [COPY] tab to display the Copy Screen.

3 Press [Output Setting].

The Output Setting Screen will be displayed.

4 Press [Fold].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. -----
Reserve Job 0
Memory 100.000%
HDD 100.000%

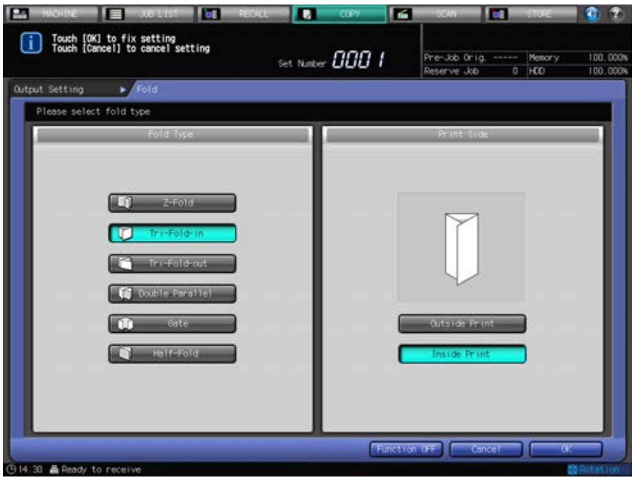
Please set output function

14:30 Ready to receive

The Fold Screen will be displayed.

5 Select the desired fold type.

- ➔ Select the desired one from the keys under [Fold Type].
- ➔ Press either [Outside Print] or [Inside Print] provided under [Print Side] to select the print side.
- ➔ The print side selection is unavailable for Z-Fold mode.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------
Reserve Job 0
Memory 100.000%
HDD 100.000%

Please select fold type

14:30 Ready to receive

6 Press [OK].

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

The Output Setting Screen will be restored.

7 Press [OK] on the Output Setting Screen to return to the Copy Screen.

An icon representing specified output mode will be displayed under [Output Setting] on the Copy Screen.

8.3.2 Punching File Holes in Copies: Punch

Follow the procedure below to select the desired number of punch holes and positions.

✔ Be sure that the side guides of the source tray are securely aligned to the paper loaded in that tray. Otherwise, copies may not be punched in position.

✔ If ATS (automatic tray switch) functions while punching operation is in progress, punch holes may be off the position.

✔ Punch mode is unavailable for paper sizes other than standard (Detect Size Setting, Custom, Wide Paper, Tab paper).

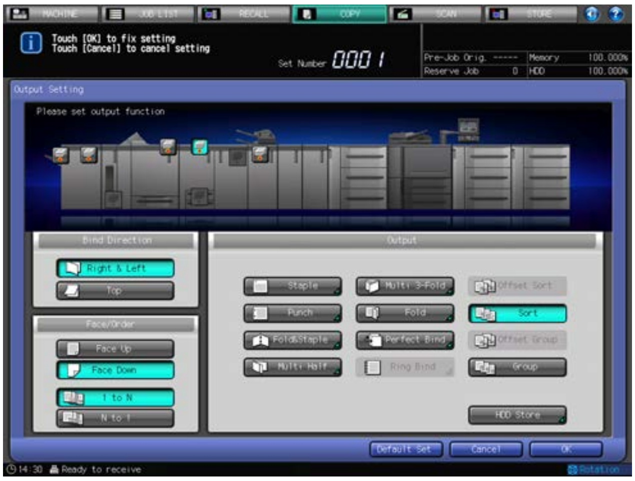
1 Position the original.

2 Press [COPY] tab to display the Copy Screen.

3 Press [Output Setting].

The Output Setting Screen will be displayed.

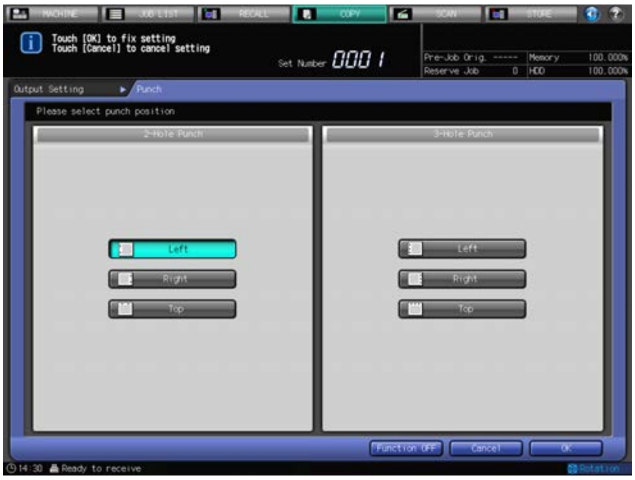
4 Press [Punch].


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set output function

The Punch Screen will be displayed.

5 Select the desired number of punch holes and their positions.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select punch position

6 Press [OK].

- ➔ To restore the previous setting, press [Cancel].
- ➔ To disable the function while keeping the current setting, press [Function OFF].

The Output Setting Screen will be restored.

7 Press [OK] on the Output Setting Screen to return to the Copy Screen.

An icon representing specified output mode will be displayed under [Output Setting] on the Copy Screen.

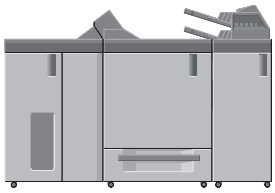
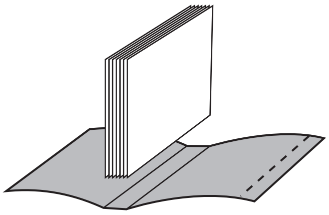
8.3.3 Loading Covers into Post Inserter of Folding Unit FD-503

Using the Insert Sheet function, cover sheets loaded in the upper/lower tray of the post inserter will be attached to the output copies as a front cover, as a back cover, or as insertion (chapter) sheets. Use this function to create a staple-bound book with covers and title pages attached. Also, used in combination with **Perfect Binder PB-503**, cover sheets can be attached to output copies to make perfect-bound booklets.

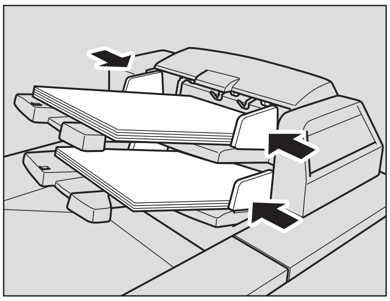
Reference

Paper setting for the covers to be loaded in the post inserter tray is required. For details, see Section 7 of the POD Administrator's Reference.

For details of perfect binding, see page 8-43.

Covers for perfect binding	Perfect binding
	

1 Load cover sheets in the upper/lower tray of the post inserter.

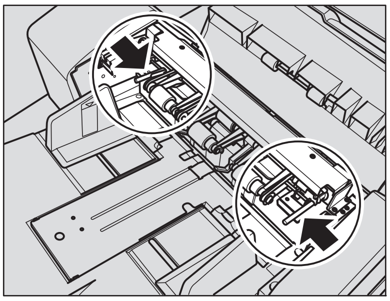


NOTICE

Do not load more than 500 sheets (22 lb Bond) for each of the upper tray and lower tray. Do not load above the limit line indicated on the guide plate.

2 Use Insert Sheet, Booklet and Perfect Bind to attach a cover sheet.

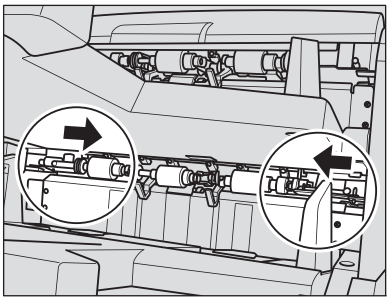
8.3.4 Preventing Multiple Feeding in Post Inserter of Folding Unit FD-503



Multiple sheets may be fed when loaded in the upper/lower tray of the post inserter.

Three feed rollers are attached to each of the upper tray and lower tray, and used for feeding sheets. Locking the rollers on both sides and using only the middle one may be effective in preventing small cover sheets from skewing.

➔ As shown below, push both roller lock levers inside to lock them.



NOTICE

Be sure to lock the rollers on both sides, when required. Do not lock the paper rollers in usual operation.

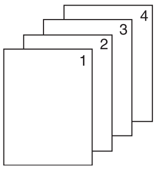
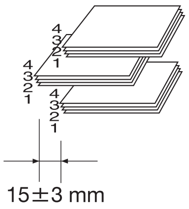
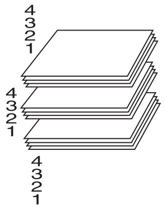
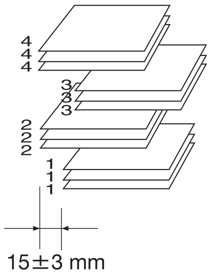
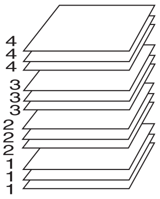
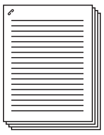
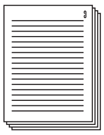
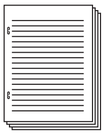
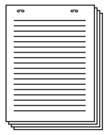
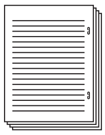
8.4 Using Finisher FS-532

Finisher FS-532 has a primary (main) tray and a secondary (sub) tray, each of which provides the following output modes.

Output to the primary (main) tray

Output mode	**Details**
[Offset Sort]	Outputs each sorted set offset by 0.59 ± 0.12 inches upon exit. Copies can also be offset by specified number of sorted sets, from 1 to 9,999.
[Sort]	Outputs multiple copies of the original set. Copies are stacked upon exit without being offset.
[Offset Group]	Groups together multiple copies of each original and offsets the sets upon exit. Copies can also be offset by specified number of grouped sets, from 1 to 9,999.
[Group]	Groups together multiple copies of each original. Copies are stacked upon exit without being offset.
[Staple] (+ [Sort])	Outputs each sorted set, stapling it automatically upon exit.
[Staple] (+ [Offset Sort])	Outputs each sorted set, stapling and offsetting it automatically upon exit.
[Staple] (+ [Group])	Groups together multiple copies of each original, stapling each set upon exit.
[Staple] (+ [Offset Group])	Groups together multiple copies of each original, stapling and offsetting each set upon exit.

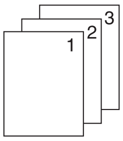
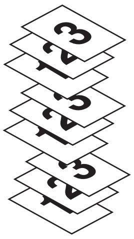
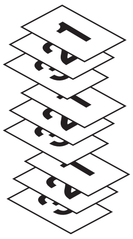
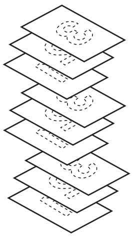
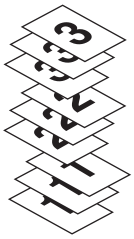
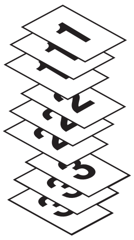
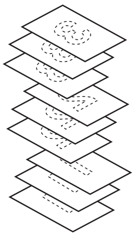
Combined with the output modes above except Staple, you can also select the desired Face ([Face Up] or [Face Down]) and Order ([1 to N] or [N to 1]), as needed.

<table>
<tr><td>Original</td><td colspan="5">Output</td></tr>
<tr><td rowspan="5">Example
Make 3 printed sets from 4 original sheets
 </td><td>Offset Sort</td><td>Sort</td><td colspan="2">Offset Group</td><td>Group</td></tr>
<tr><td> </td><td> </td><td colspan="2"> </td><td> </td></tr>
<tr><td colspan="2">Corner Staple</td><td colspan="3">2 Position Staple</td></tr>
<tr><td>Left Corner</td><td>Right Corner</td><td>Left</td><td>Top</td><td>Right</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
</table>

Output to the secondary (sub) tray

Output mode	**Details**
[Sort]	Outputs multiple copies of the original set. Copies are stacked upon exit without being offset.
[Group]	Groups together multiple copies of each original. Copies are stacked upon exit without being offset.

Combined with the output modes above, you can also select the desired Face ([Face Up] or [Face Down]) and Order ([1 to N] or [N to 1]), as needed.

Original	Output					
Example Make 3 printed sets	Sort			Group		
	Face Up and 1 to N	Face Up and N to 1	Face Down and 1 to N	Face Up and 1 to N	Face Up and N to 1	Face Down and 1 to N
						

This section describes the following output modes:

- Sort/Group/Offset Sort/Offset Group output to the primary (main) tray
- Sort/Group output to the secondary (sub) tray
- Staple output to the primary (main) tray

8.4.1 Sorting Copies: Sort/Group/Offset Sort/Offset Group

A machine installed with **Finisher FS-532** is initially set to output sorted sets to the primary (main) tray, regardless of whether or not to be equipped with other options.

Please select an output mode by following the procedure below.

Reference

You can change the initial output mode from the Utility menu. For details, see Section 7 of the POD Administrator's Reference.

1 Position the original.

2 Press [COPY] tab to display the Copy Screen.

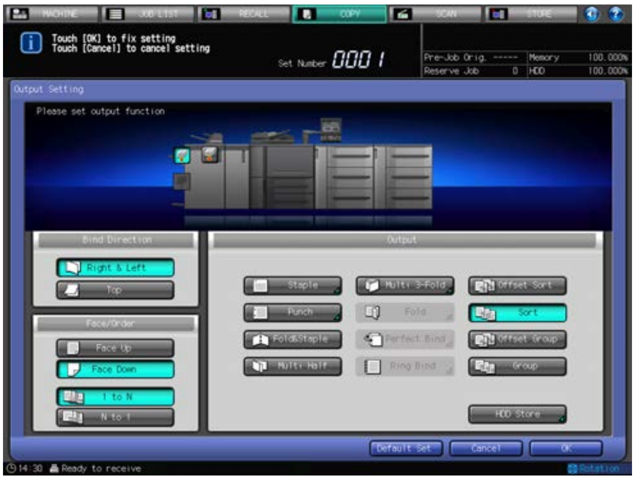
3 Press [Output Setting].

The Output Setting Screen will be displayed.

➔ The tray currently selected appears highlighted on the front image of the machine. If the primary (main) tray is not selected, press the primary (main) tray position key to highlight it.

4 Select the desired output mode.

➔ Select one of [Offset Sort], [Sort], [Offset Group], and [Group] keys.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

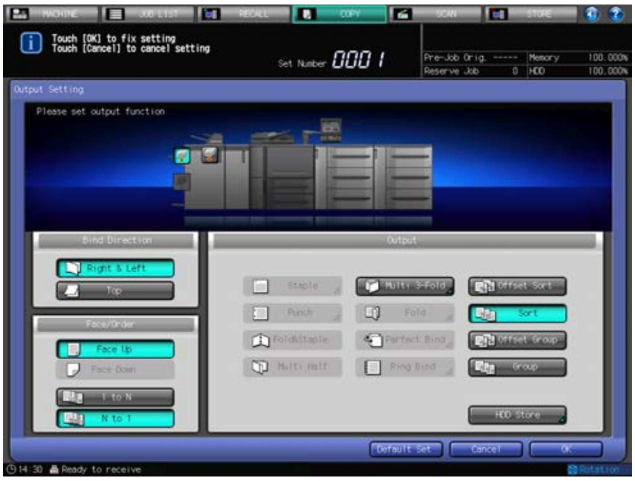
Output Setting

Please set output function

14:30 Ready to receive

➔ Select either [Face Up] or [Face Down], and either [1 to N] or [N to 1] provided under [Face/Order], as needed.

➔ Selecting [N to 1] automatically sets and limits the Face mode to [Face Up].


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig.	-----	Memory	100.000%
Reserve Job	0	HDD	100.000%

Output Setting

Please set output function

14:30 Ready to receive

5 Press [OK] on the Output Setting Screen to return to the Copy Screen.

An icon representing specified output mode will be displayed under [Output Setting] on the Copy Screen.

NOTICE

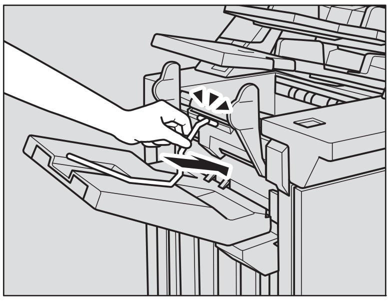
The primary (main) tray gradually goes down while printed materials are output. DO NOT allow any object to interfere with the operation of the primary (main) tray on the left side of the finisher, as any interference may cause damage to the finisher.

NOTICE

*The primary (main) tray of **Finisher FS-532** has a limit in capacity. Be careful not to exceed the limit, otherwise unexpected trouble may be caused.*

6 Mount the paper holder on the primary (main) tray.

➔ It is recommended to mount the paper holder on the primary (main) tray before using thin paper or paper that curls easily for output. It is no problem to keep the holder mounted for normal printing.



Reference

*The **suspend/restart button** provided on the top surface of **Finisher FS-532** allows you to temporarily stop printing, so that printed sheets can be taken out from the primary (main) tray, secondary (sub) tray, or folder tray. See page 8-31 for details.*

8.4.2 Sorting Copies Output to Secondary (Sub) Tray: Sort/Group

A machine installed with **Finisher FS-532** is initially set to output sorted sets to the primary (main) tray, regardless of whether or not to be equipped with other options. When the secondary (sub) tray is desired for output, follow the procedure below to change the output tray and select the desired output mode.

1 Position the original.

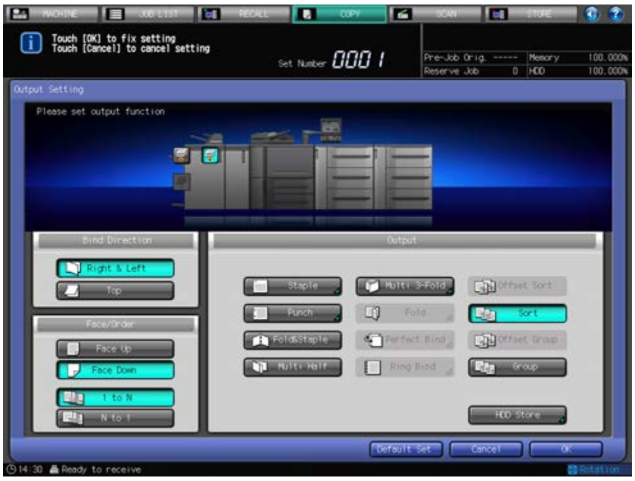
2 Press [COPY] tab to display the Copy Screen.

3 Press [Output Setting].

The Output Setting Screen will be displayed.

4 Select the secondary (sub) tray as output tray.

➔ Press the tray position key "▨" of the secondary (sub) tray to highlight it.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Output Setting

Please set output function

14:30 Ready to receive

5 Select the desired output mode.

- ➔ Select either [Sort] or [Group] provided under [Output].
- ➔ Select either [Face Up] or [Face Down], and either [1 to N] or [N to 1] provided under [Face/Order], as needed.
- ➔ Selecting [N to 1] automatically sets and limits the Face mode to [Face Up].

6 Press [OK] on the Output Setting Screen to return to the Copy Screen.

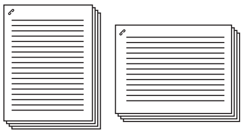
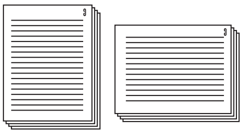
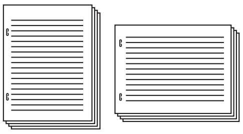
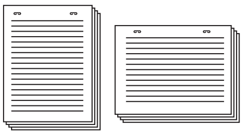
An icon representing specified output mode will be displayed under [Output Setting] on the Copy Screen.

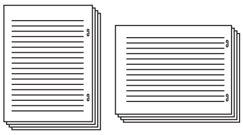
NOTICE

*The **secondary (sub) tray** of **Finisher FS-532** has a limit in capacity. Be careful not to exceed the limit, otherwise unexpected trouble may be caused.*

8.4.3 Stapling Copies (Corner/2 Position Staple): Staple

Copies will be stapled in this mode. Select one of the following five types of the staple position.

Staple position	Stapling method
Corner Staple - Left Corner	
Corner Staple - Right Corner	
2 Position Staple - Left	
2 Position Staple - Top	

Staple position	Stapling method
2 Position Staple - Right	

When selecting [Left], [Top], or [Right] of 2 Position Staple, also select [Wide], [Narrow], or [Narrow+] for the staple pitch. The actual sizes are as follows:

[Wide]	6.48 inches
[Narrow]	5.50 inches
[Narrow+]	4.72 inches

[Corner Staple - Left Corner] enables you to select whether to staple at the paper edge diagonally or parallel to the vertical side. For details, see Section 7 of the POD Administrator's Reference.

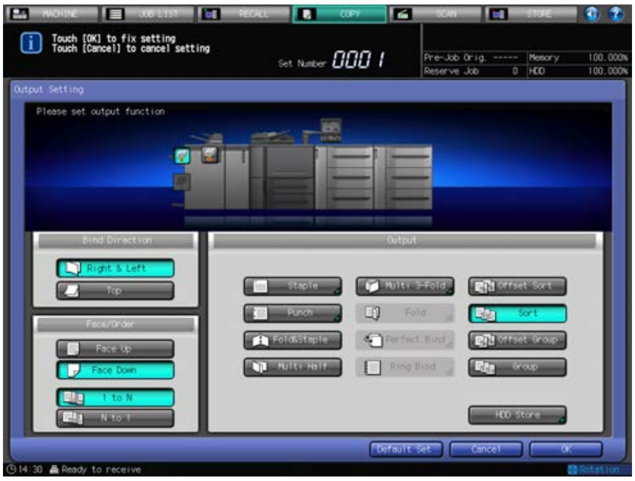
1 Position the original.

2 Press [COPY] tab to display the Copy Screen.

3 Press [Output Setting].

The Output Setting Screen will be displayed.

4 Press [Staple].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig.	-----	Memory	100.000%
Reserve Job	0	HDD	100.000%

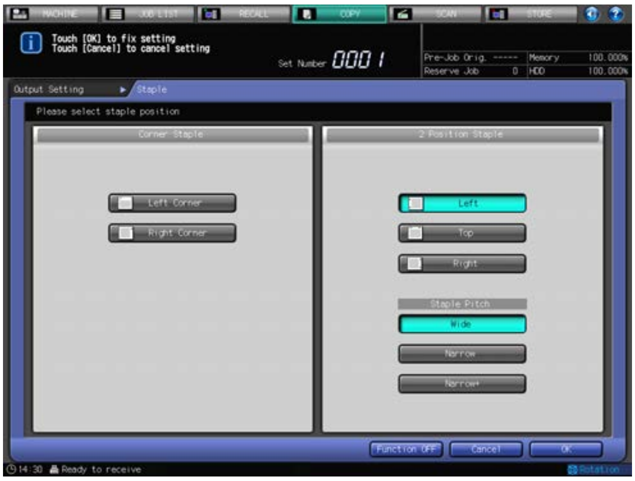
Please set output function

14:30 Ready to receive

The Staple Screen will be displayed.

5 Select the desired staple position.

- ➔ When you select any one of 2 Position Staple, also select [Wide], [Narrow], or [Narrow+] to specify the staple pitch.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select staple position

2 Position Staple: Left
Staple Pitch: Wide

6 Press [OK].

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

The Output Setting Screen will be restored.

7 Press [OK] on the Output Setting Screen to return to the Copy Screen.

An icon representing specified output mode will be displayed under [Output Setting] on the Copy Screen.

NOTICE

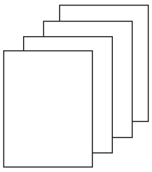
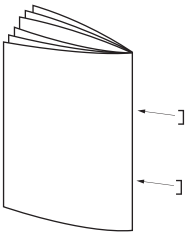
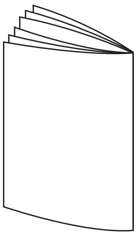
The primary (main) tray gradually goes down while printed materials are output. DO NOT allow any object to interfere with the operation of the primary (main) tray on the left side of the finisher, as any interference may cause damage to the finisher.

NOTICE

*The primary (main) tray of **Finisher FS-532** has a limit in capacity. Be careful not to exceed the limit, otherwise unexpected trouble may be caused.*

8.4.4 Making Folded Booklets: Fold & Staple/Multi Half-Fold

Finisher FS-532 mounted with **Saddle Stitcher SD-510** allows the machine to create a multiple page signature booklet folded and stapled at two positions (saddle stitched) in the center, using Booklet in combination.

Original	Output	
	Fold & Staple	Multi Half-Fold
		

Paper size	12 × 18 ◪, 11 × 17 ◪, 8.5 × 14 ◪, 8.5 × 11 ◪, A3 ◪, B4 ◪, A4 ◪, Wide Paper, Custom (4.72 × 9.43 inches to 13.01 × 19.17 inches)
Paper weight	Body: 14 to 57 lb Bond, Cover: 14 to 80 lb Bond
Max. number of folded sheets	Multi Half-Fold: 5 sheets (14 to 57 lb Bond), 1 sheet (58 to 80 lb Bond) Fold & Staple: 25 sheets (14 to 16 lb Bond), 20 sheets (17 to 21 lb Bond), 16 sheets (22 to 24 lb Bond), 5 sheets (25 to 57 lb Bond)
Output tray	Folder tray

Tray capacity	35 sets (5-sheet-folded in Multi Half-Fold) 35 sets (2 to 5-sheet-folded and stapled in Fold & Staple) 25 sets (6 to 10-sheet-folded and stapled in Fold & Staple) 15 sets (11 to 25-sheet-folded and stapled in Fold & Staple)

✔ Booklet in Application is automatically specified.

✔ Auto Zoom is automatically specified. Auto Paper cannot be used in combination.

✔ Select [1->2] or [2->2] copy mode.

✔ Open the paper delivery handle of the folder tray before operating an output using Fold & Staple or Multi Half-Fold mode. Use the paper delivery handle when taking out the output sheets.

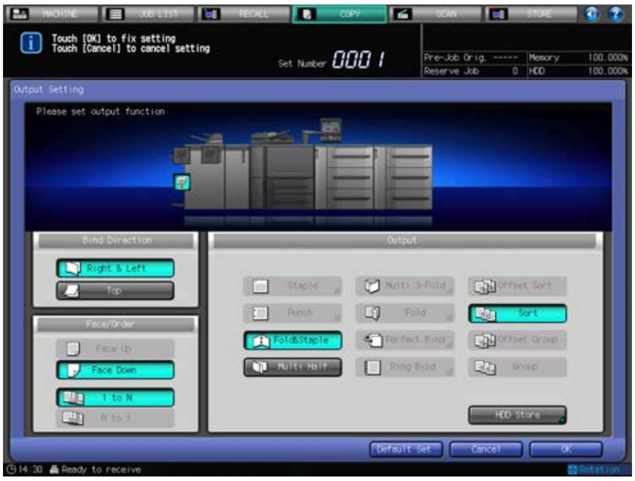
1 Position the original.

2 Press [COPY] tab to display the Copy Screen.

3 Press [Output Setting].

The Output Setting Screen will be displayed.

4 Select [Fold & Staple] or [Multi Half].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Output Setting

Please set output function

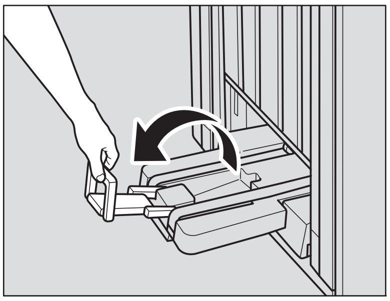
14:30 Ready to receive

The front image of the machine provided on the Output Setting Screen shows that the folder tray is currently selected as an output tray.

5 Press [OK] on the Output Setting Screen to return to the Copy Screen.

An icon representing specified output mode will be displayed under [Output Setting] on the Copy Screen.

6 Open the paper delivery handle of the folder tray.

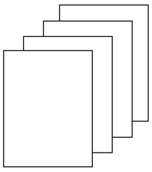
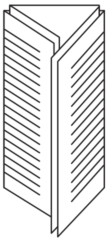
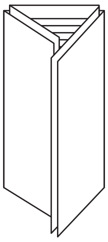


Reference

See page 8-28 for usage of the paper delivery handle.

8.4.5 Folding Copies in Three: Multi Tri-Fold

Finisher FS-532 mounted with **Saddle Stitcher SD-510** allows the machine to copy on 8.5 × 11 ◻ or A4 ◻ paper and then fold it inside in three. When selecting Multi Tri-Fold, also select either inside or outside to have the printed image.

Original	Output	
	Multi Tri-Fold + Outside Print	Multi Tri-Fold + Inside Print
		

Folding capacity (weight)	1 sheet (25 to 28 lb Bond), 3 sheets (14 to 24 lb Bond)
Paper size	8.5 × 11 ▭, A4 ▭
Print side	Inside, outside
Output tray	Folder tray
Tray capacity	50 sets (1-sheet-folded set) 40 sets (2-sheet-folded set) 30 sets (3-sheet-folded set)

✔ Selecting Inside Print automatically sets the printing order to N to 1, and selecting Outside Print to 1 to N.

✔ As for the Face mode, Face Up is automatically selected in combination with Inside Print, and Face Down in combination with Outside Print.

✔ Open the paper delivery handle of the folder tray before operating an output using Multi Tri-Fold mode. Use the paper delivery handle when taking out the output sheets.

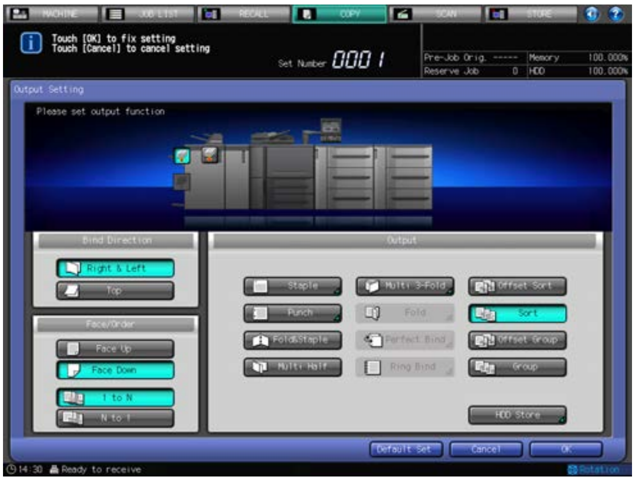
1 Position the original.

2 Press [COPY] tab to display the Copy Screen.

3 Press [Output Setting].

The Output Setting Screen will be displayed.

4 Press [Multi 3-Fold].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

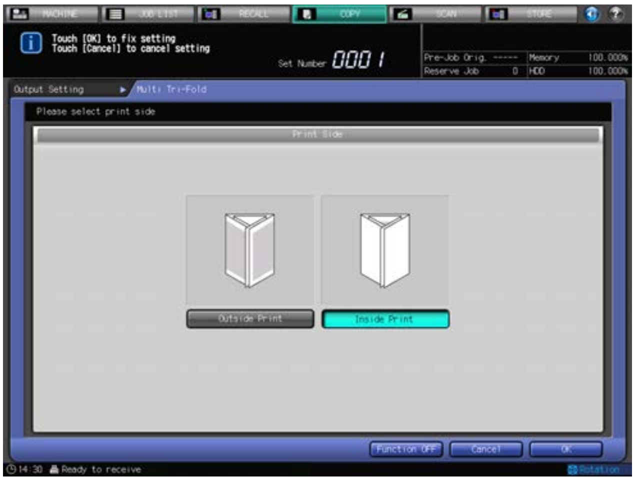
Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set output function

14:30 Ready to receive

The Multi Tri-Fold Screen will be displayed.

5 Select either [Outside Print] or [Inside Print].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. -----
Reserve Job 0
Memory 100.000%
HDD 100.000%

Please select print side

14:30 Ready to receive

6 Press [OK].

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

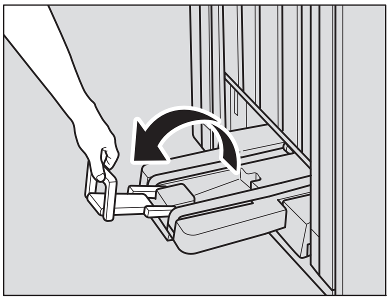
The Output Setting Screen will be restored.

The front image of the machine provided on the Output Setting Screen shows that the folder tray is currently selected as an output tray.

7 Press [OK] to complete the setting and return to the Copy Screen.

An icon representing specified output mode will be displayed under [Output Setting] on the Copy Screen.

8 Open the paper delivery handle of the folder tray.



Reference

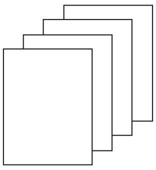
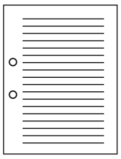
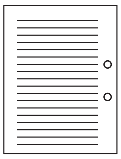
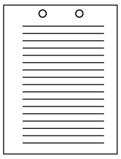
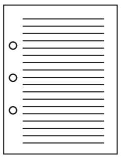
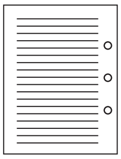
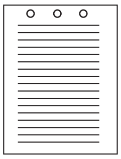
See page 8-28 for usage of the paper delivery handle.

8.4.6 Punching File Holes in Copies: Punch

Finisher FS-532 mounted with **Punch Kit PK-522** provides the Punch mode to punch file holes in copies. Punch and Staple are compatible.

NOTICE

Do not punch special paper type such as OHP transparencies, labels, or tracing paper. Punching in special paper may cause unexpected machine trouble.

Original	Output		
	2 holes		
	Left	Right	Top
			
	3 holes		
	Left	Right	Top
			

Number of punch holes	2 holes, 3 holes
Hole diameter	0.31 inches
Hole pitch	2 holes: 2.75 ± 0.04 inches, 3 holes: 4.25 ± 0.04 inches
Paper size	See page 3-8 for details.
Paper weight	15-80 lb Bond

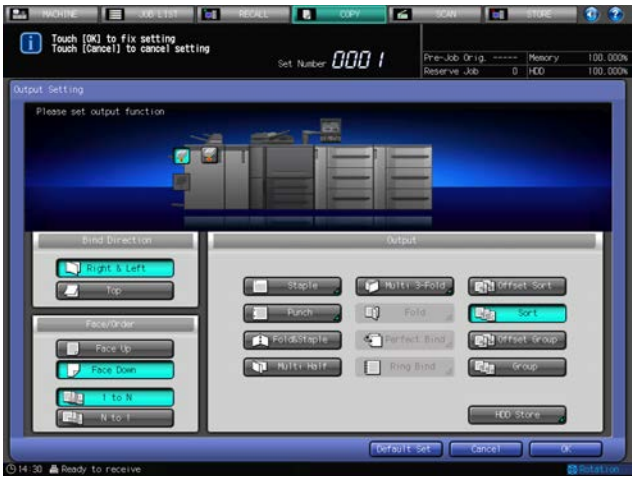
✔ Be sure that the side guides of the source tray are securely aligned to the paper loaded in that tray. Otherwise, copies may not be punched in position.

✔ If ATS (automatic tray switch) functions while punching operation is in progress, punch holes may be off the position.

✔ Punch mode is unavailable for paper sizes other than standard (Detect Size Setting, Custom, Wide Paper, Tab paper).

1. Position the original.
2. Press [COPY] tab to display the Copy Screen.
3. Press [Output Setting].

   The Output Setting Screen will be displayed.
4. Press [Punch] .

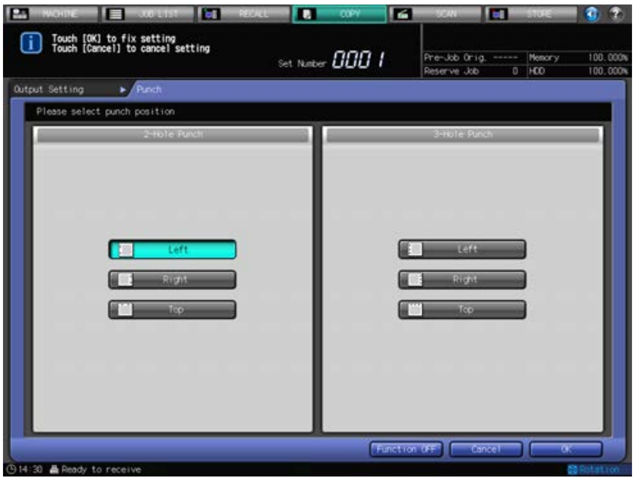


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set output function

The Punch Screen will be displayed.

5 Select the desired punch position.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select punch position

6 Press [OK].

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

The Output Setting Screen will be restored.

7 Press [OK] on the Output Setting Screen to return to the Copy Screen.

An icon representing specified output mode will be displayed under [Output Setting] on the Copy Screen.

NOTICE

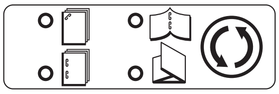
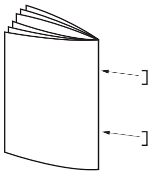
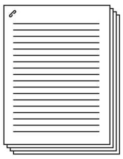
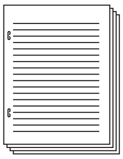
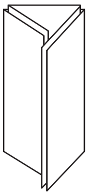
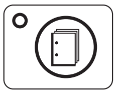
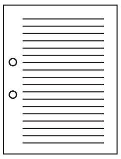
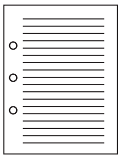
The primary (main) tray gradually goes down while printed materials are output. DO NOT allow any object to interfere with the operation of the primary (main) tray on the left side of the finisher, as any interference may cause damage to the finisher.

8.4.7 Using Finisher FS-532 Manually

Finisher FS-532 mounted with **Post Inserter PI-502** can be operated manually with the operation panel provided on the post inserter.

Finisher FS-532 provides the following output modes according to the optional configuration.

Standard/Optional Equipment	Output mode
Finisher FS-532 + **Post Inserter PI-502**	Corner Staple/2 Position Staple
Finisher FS-532 + **Post Inserter PI-502** + **Punch Kit PK-522**	Corner Staple/2 Position Staple, Punch
Finisher FS-532 + **Post Inserter PI-502** + **Saddle Stitcher SD-510**	Corner Staple/2 Position Staple, Fold & Staple, Multi Tri-Fold

Button	Output			
Staple mode selection button 	Fold & Staple	Corner Staple	2 Position Staple	Multi Tri-Fold
				
Punch button 				

Function	Paper (Size/Weight)	Number of sheets loaded	Output tray
Corner Staple/2 Position Staple	12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▯, A5 ▯ (14 to 53 lb Bond)	50 sheets or less	Primary (main) tray
Punch	11 × 17 ▭ to 5.5 × 8.5 ▯ (15 to 53 lb Bond)	200 sheets (21 lb Bond), or within 1.18 inches	Primary (main) tray
Fold & Staple	12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭, A3 ▭, B4 ▭, A4 ▭ (14 to 53 lb Bond) Up to 1 cover sheet (53 lb Bond) can be attached to be folded and stapled.	25 sheets or less (14 to 16 lb Bond 20 sheets or less (17 to 21 lb Bond 16 sheets or less (22 to 24 lb Bond 5 sheets or less (25 to 53 lb Bond	Folder tray
Multi Tri-Fold	8.5 × 11 ▭, A4 ▭	1 sheet (25 to 28 lb Bond) 3 sheets (14 to 24 lb Bond)	Folder tray

✔ Paper should be placed only in the lower tray. Upper tray cannot be used.

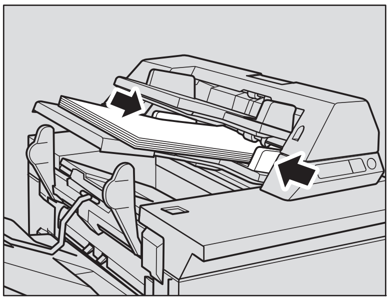
1 Place paper in the lower tray of the post inserter.

Function	Positioning of paper
Corner Staple/2 Position Staple	Place paper face up.
Punch	Place paper face up.
Fold & Staple	Place the face to be outside the booklet up.
Multi Tri-Fold	Place the face to be outside the fold up.

➔ Align the guide plate with the paper.

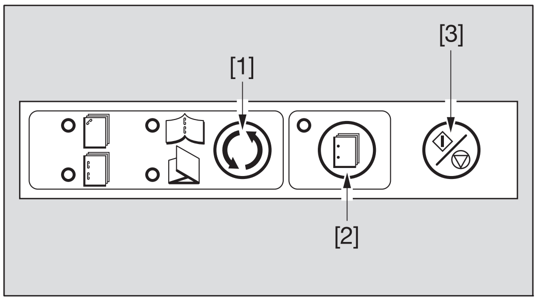
NOTICE

Do not punch special paper types such as labels or tracing paper. If you use special paper, unexpected trouble may be caused to the punch kit.



2 Select the desired mode using the **staple mode selection button** and **punch button**.

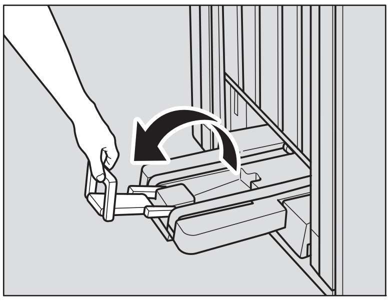
➔ To select Corner Staple/2 Position Staple, Fold & Staple, or Multi Tri-Fold, press the **staple mode selection button** to turn on the lamp of desired mode. To select Punch, press the **punch button** to turn on the lamp.



[1]: Staple mode selection button
[2]: Punch button
[3]: Start/Stop button

➔ Punch and Corner Staple/2 Position Staple are compatible. To use them in combination, press the **staple mode selection button** to turn on the lamp of Corner Staple or 2 Position Staple. If any combination is not desired, turn off all the lamps except that of Punch.

3 Open the paper delivery handle of the folder tray when Fold & Staple, Multi Half-Fold, or Multi Tri-Fold mode is selected.



4 Press the **Start**/**Stop button** on the control panel of the post inserter.

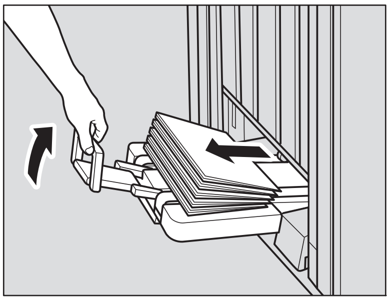
➔ To stop the operation, press the **Start**/**Stop button** again.

8.4.8 Taking Out Sheets From the Folder Tray

Output sheets are delivered to the folder tray when using Fold & Staple, Multi Half-Fold, or Multi Tri-Fold mode. Follow the procedure below to take out the output sheets from the folder tray.

1 Pull up the paper delivery handle.

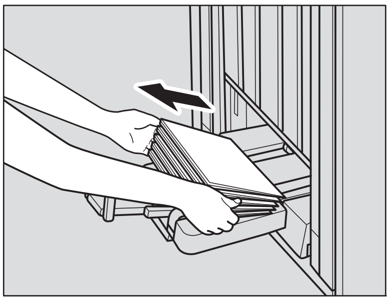
Output sheets loaded in the folder tray will be delivered.



2 Return the paper delivery handle to stop the paper delivery belt.

➔ The paper delivery belt stops even with a slight lift of the paper delivery handle.

3 Take out the output sheets from the folder tray.



8.5 Taking Out Printed Sheets From the Tray of Finisher FS-532

The primary (main) tray, secondary (sub) tray, and folder tray of **Finisher FS-532** have a limit in capacity. When the limit set up for each tray is exceeded, the machine detects that the tray is filled up and automatically stops printing.

This section describes how to take out printed sheets from the tray in the output that has automatically been suspended, and how to cancel the suspended output. Also, the description includes how to manually suspend the output and to take out the printed sheets from the tray.

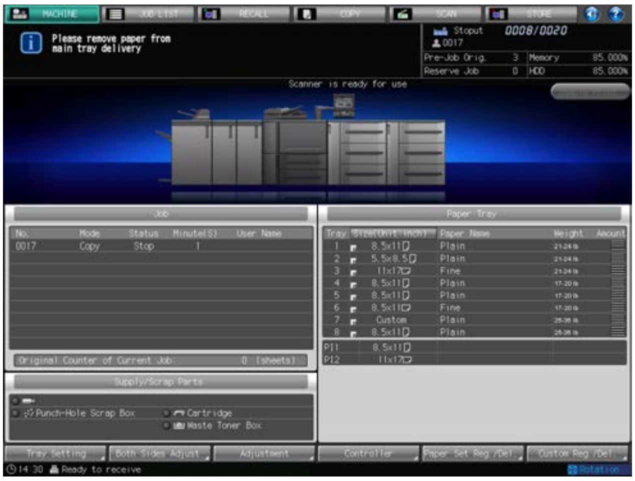
8.5.1 Taking Out Printed Sheets From the Primary (Main) Tray Suspended Automatically

If the capacity of the primary (main) tray is exceeded, the machine automatically stops printing.

At this time, the message [Please remove paper from main tray delivery] appears in the message area of the screen, and the **Start** LED turns orange. The machine cannot resume printing even if you press **Start**.

Reference

*The machine can be set to resume printing automatically after taking out the printed sheets and the primary (main) tray goes up completely. Or, you can set to resume printing automatically by pressing **Start** on the **control panel** while the primary (main) tray goes up. Contact your service representative, if desired.*



Please remove paper from main tray delivery

Stopout 0008/0020

0017

Pre-Job Orig.	3	Memory	85.000%
Reserve Job	0	HDD	85.000%

Scanner is ready for use

Job

No.	Mode	Status	Minute(S)	User Name
0017	Copy	Stop	1	

Original Counter of Current Job: 0 (sheets)

Paper Tray

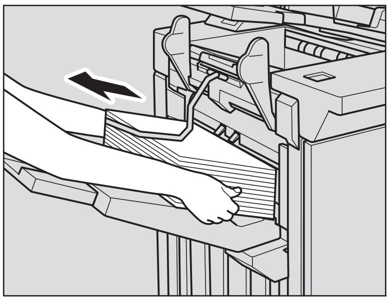
Tray	Size(Unit: inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI1	8.5x11			
PI2	11x17			

Supply/Scrap Parts

14:30 Ready to receive

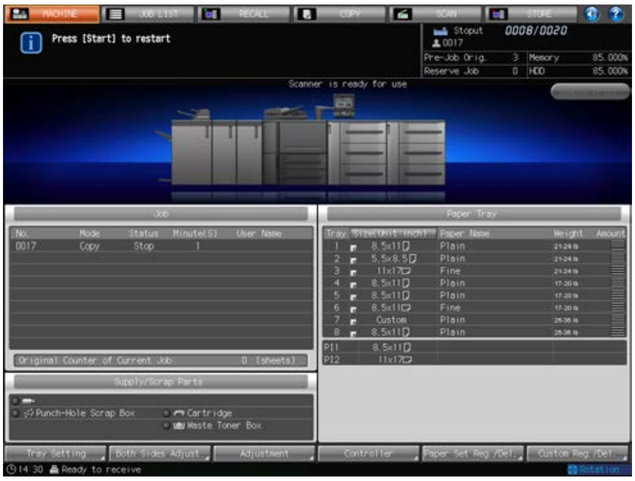
1 Take out all the printed sheets delivered to the primary (main) tray.

The primary (main) tray automatically goes up, and the message [Finisher is now operating] appears on the screen. The suspend indicator flashes on the top of the finisher.



2 Confirm that the primary (main) tray reaches the top position.

When the primary (main) tray goes up completely, the message [Press [Start] to restart] will be displayed.



Press [Start] to restart

Stopout 0008/0020
0017

Pre-Job Orig.	3	Memory	85.000%
Reserve Job	0	HDD	85.000%

Scanner is ready for use

No.	Mode	Status	Minute(S)	User Name
0017	Copy	Stop	1	

Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	25-36 lb	
8	8.5x11	Plain	25-36 lb	
PI1	8.5x11			
PI2	11x17			

Punch-Hole Scrap Box
Cartridge
Waste Toner Box

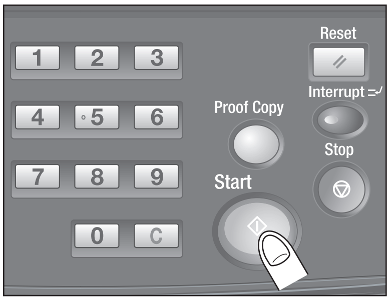
14:30 Ready to receive

3 Press **Start** on the **control panel**.

The machine will resume printing.

➔ The suspend indicator on the top of the finisher keeps flashing till the machine resumes printing. The machine will not resume printing if you press **suspend/restart** button provided on the finisher while the indicator flashes.

➔ To cancel the output job without resuming it, press **Stop** on the **control panel**. See page 8-34 for details.

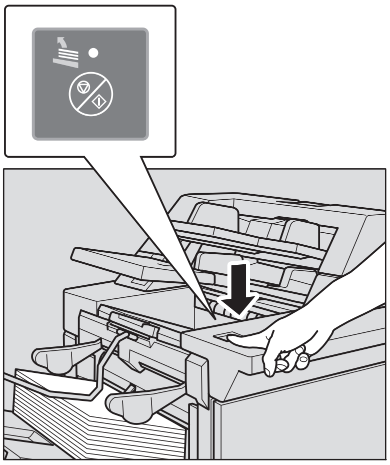


8.5.2 To Suspend the Output Manually

1 Hold down the **suspend/restart** button for over a second to suspend the output.

The machine stops printing, and the suspend indicator starts flashing. The delivery guides open upward.

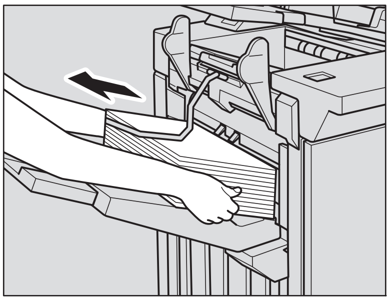
➔ When you release the button, the suspend indicator starts flashing.



2 Take out all the printed sheets delivered to the tray.

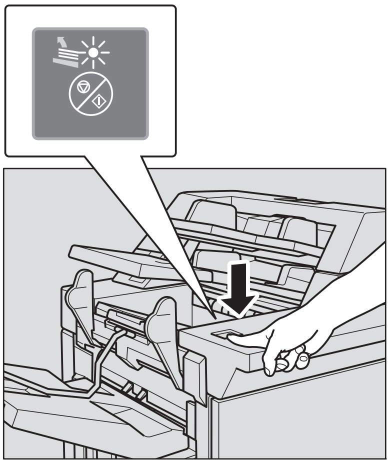
The suspend indicator keeps flashing even after all sheets are removed from the tray.

➔ The output can be resumed with printed sheets left in the tray; however, please do not move the sheets back and forth and around.



3 Press the **suspend/restart** button of the finisher.

The suspend indicator goes out, and the machine resumes printing.



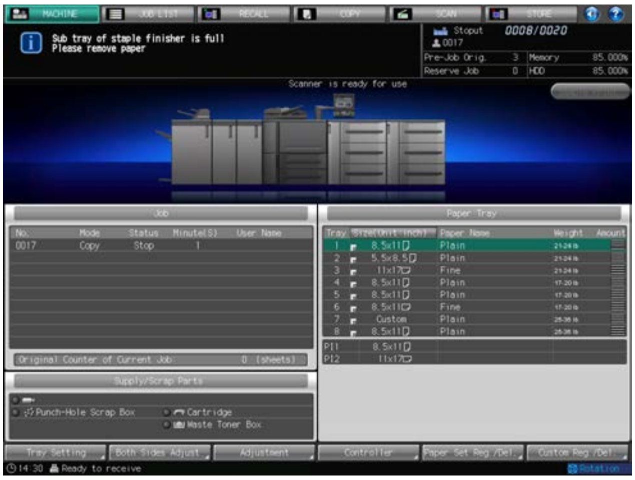
Reference

*To cancel the output job without resuming it, press **Stop** on the **control panel**. See page 8-34 for details.*

8.5.3 Taking Out Printed Sheets From the Secondary (Sub) Tray Suspended Automatically

If the capacity of the secondary (sub) tray is exceeded, the machine automatically stops printing.

At this time, the message [Sub tray of staple finisher is full / Please remove paper] appears in the message area of the screen, and the **Start** LED turns orange. The machine cannot resume printing even if you press **Start**.



Sub tray of staple finisher is full
Please remove paper

Stopout 0008/0020
0017

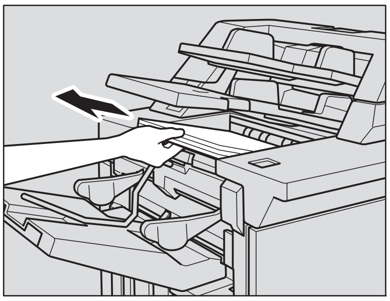
Pre-Job Orig.	3	Memory	85.000%
Reserve Job	0	HDD	85.000%

No.	Mode	Status	Minute(S)	User Name
0017	Copy	Stop	1	

Original Counter of Current Job 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI1	8.5x11			
PI2	11x17			

1 Take out all the printed sheets delivered to the secondary (sub) tray.



2 Press **Start** on the **control panel**.

The machine will resume printing.

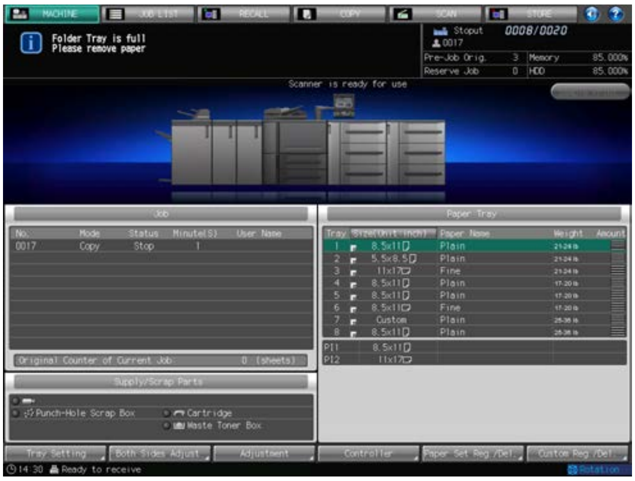
➔ The machine will not resume printing if you press the **suspend/restart** button provided on the finisher.

Reset
1
2
3
Interrupt
4
5
6
Proof Copy
Stop
7
8
9
Start
0
C

8.5.4 Taking Out Printed Sheets From the Folder Tray Suspended Automatically

If the capacity of the folder tray is exceeded, the machine automatically stops printing.

At this time, the message [Folder Tray is full / Please remove paper] appears in the message area of the screen, and the **Start** LED turns orange. The machine cannot restart printing even if you press **Start**.



Folder Tray is full
Please remove paper

Stoput 0008/0020
0017

Pre-Job Orig.	3	Memory	85.000%
Reserve Job	0	HDD	85.000%

Scanner is ready for use

Job

No.	Mode	Status	Minute(S)	User Name
0017	Copy	Stop	1	

Original Counter of Current Job: 0 (sheets)

Paper Tray

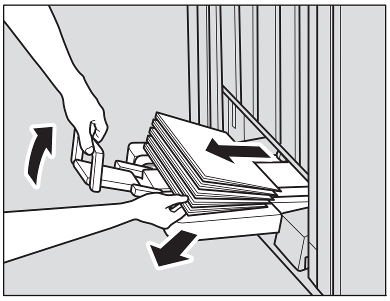
Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI1	8.5x11			
PI2	11x17			

Supply/Scrap Parts

Punch-Hole Scrap Box
Cartridge
Waste Toner Box

14:30 Ready to receive

1 Raise the paper delivery handle to deliver the output sheets, and remove all of them from the folder tray.



2 Press **Start** on the **control panel**.

The machine will resume printing.

➔ The machine will not resume printing if you press the **suspend/restart** button provided on the finisher.

Reset
1
2
3
Interrupt
4
5
6
Proof Copy
Stop
7
8
9
Start
0
C

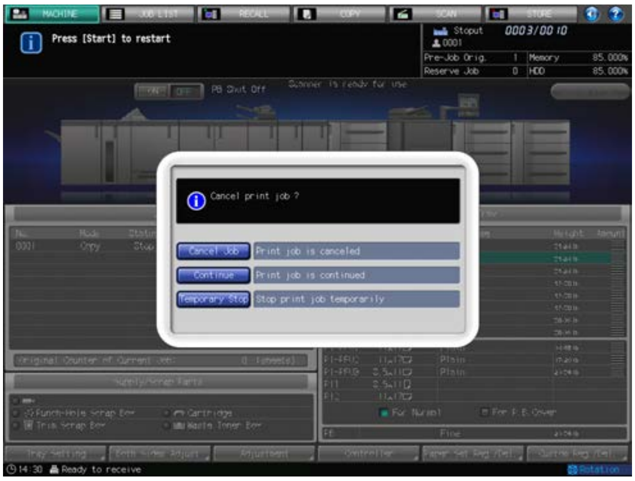
8.5.5 Canceling a Suspended Job

1 Press **Stop** on the **control panel**.

A dialog box will be displayed to select whether or not to cancel the suspended job.

1
2
3
4
5
6
7
8
9
0
C
Reset
Interrupt
Proof Copy
Stop
Start

2 Press [Cancel Job].



Press [Start] to restart

Stopout 0003/00 10

0001

Pre-Job Orig.	1	Memory	85.000%
Reserve Job	0	HDD	85.000%

Cancel print job ?

Cancel Job: Print job is canceled

Continue: Print job is continued

Temporary Stop: Stop print job temporarily

14:30 Ready to receive

8.6 Using Saddle Stitcher SD-506

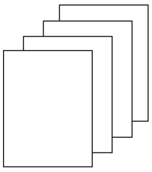
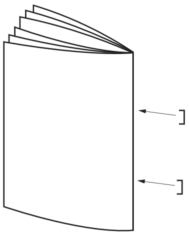
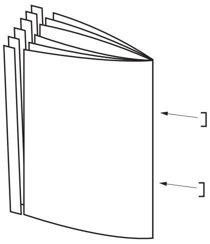
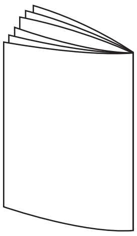
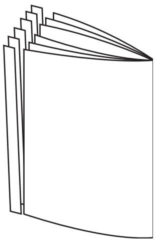
8.6.1 Making Folded Booklets: Fold & Staple/Multi Half-Fold

The machine with **Saddle Stitcher SD-506** installed provides the following functions.

Output mode	Details
[Fold & Staple] + [Non Trimming]	Using Booklet in combination, creates a multiple page signature booklet folded and stapled at two positions (saddle stitched) in the center.
[Fold & Staple] + [Trimming]	Trims the fore edge of booklets created using [Fold & Staple].
[Multi Half Fold] + [Non Trimming]	Using Booklet in combination, doubles up to 5 sheets of printed set.
[Multi Half Fold] + [Trimming]	Trims the fore edge of doubled sheets created using [Multi Half Fold].

Reference

Please check paper information before use. For details, see Section 3.

Original	Output			
	Fold & Staple	Fold & Staple + Trimming	Multi Half-Fold	Multi Half Fold + Trimming
				

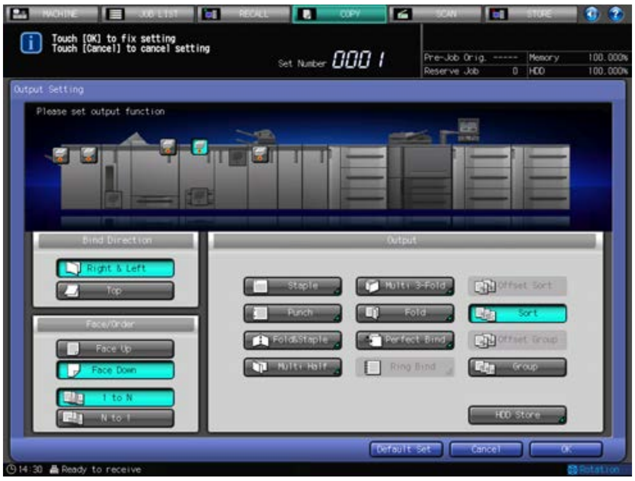
1 Position the original.

2 Press [COPY] tab to display the Copy Screen.

3 Press [Output Setting].

The Output Setting Screen will be displayed.

4 Press either [Fold & Staple] or [Multi Half].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

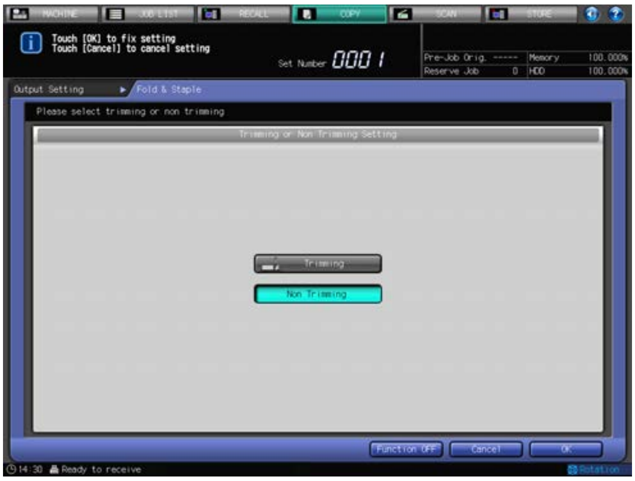
Output Setting

Please set output function

14:30 Ready to receive

The screen to specify the Trimming mode will be displayed.

5 Press [Trimming] or [Non Trimming].


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Please select trimming or non trimming

14:30 Ready to receive

6 Press [OK].

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

The Output Setting Screen will be restored.

7 Press [OK] on the Output Setting Screen to return to the Copy Screen.

An icon representing specified output mode will be displayed under [Output Setting] on the Copy Screen.

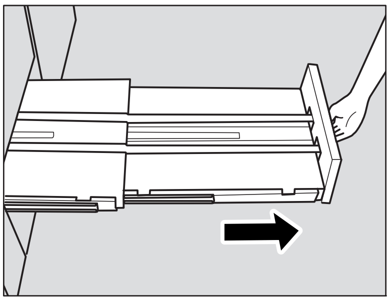
You will also find that Booklet in Application is selected automatically.

8 Fully withdraw the folder tray.

➔ Open the tray stand located under the tray when fully withdrawing the tray.

NOTICE

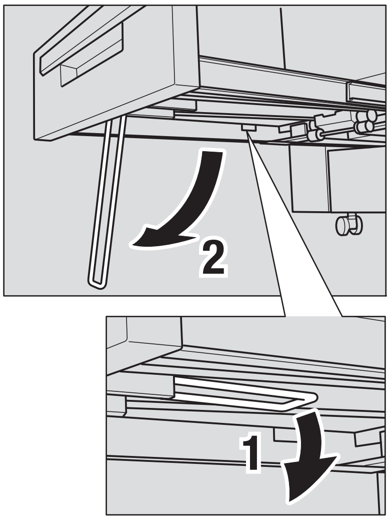
When using the folder tray, make sure to withdraw it completely and open the stand from underneath for support.



➔ The folded and stapled (and trimmed) sets will be delivered into the saddle stitcher tray. If the tray is not fully withdrawn, the machine will detect that the tray is filled up even when the number of finished sets is fewer than that specified in specifications.

NOTICE

Never return the folder tray to its original position with the tray stand opened.

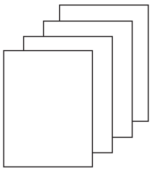
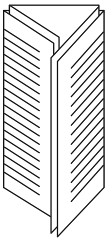
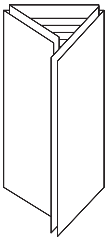


9 Enter the desired print quantity from the control panel keypad.

➔ Enter 5 or less for Multi Half Fold.

8.6.2 Folding Copies in Three: Multi Tri-Fold

The machine with **Saddle Stitcher SD-506** installed can fold output sheets inside in three. When selecting Multi Tri-Fold, you can select either inside or outside to have the printed image. The tri-folded sheets will be delivered onto the tri-fold tray.

Original	Output	
	Multi Tri-Fold + Outside Print	Multi Tri-Fold + Inside Print
		

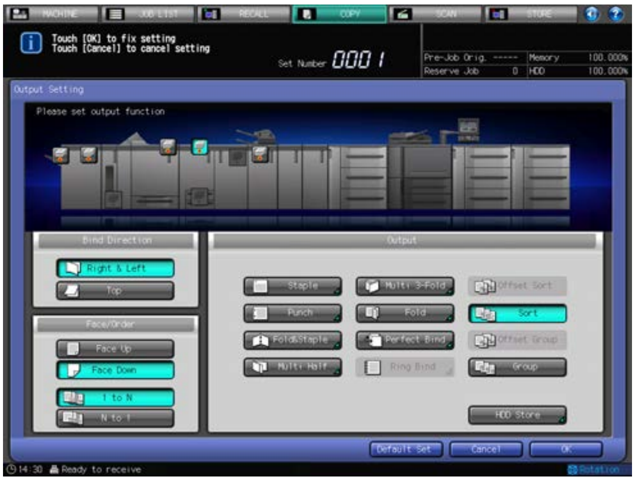
1 Position the original.

2 Press [COPY] tab to display the Copy Screen.

3 Press [Output Setting].

The Output Setting Screen will be displayed.

4 Press [Multi 3-Fold].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

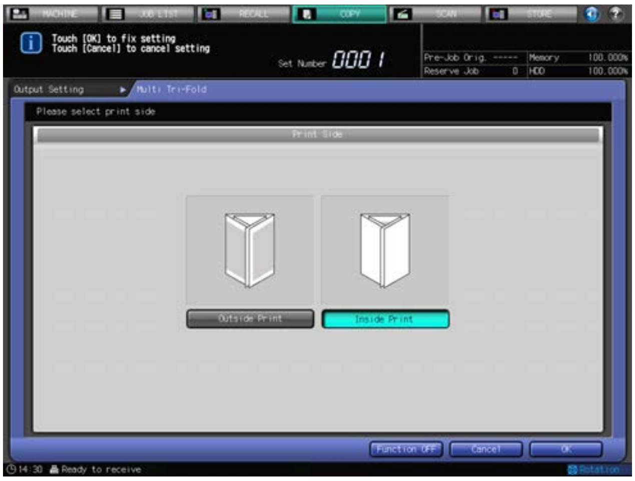
Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Please set output function

14:30 Ready to receive

The screen to specify the print side will be displayed.

5 Select either [Outside Print] or [Inside Print].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Output Setting ▶ Multi Tri-Fold

Please select print side

6 Press [OK].

- ➔ To restore the previous setting, press [Cancel].
- ➔ To disable the function while keeping the current setting, press [Function OFF].

The Output Setting Screen will be restored.

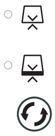
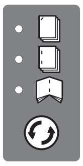
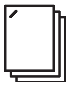
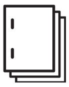
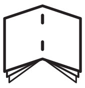
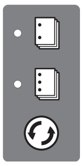
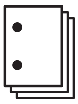
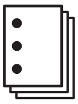
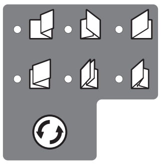
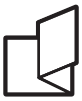
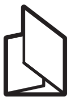
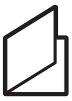
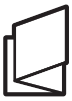
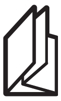
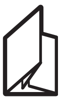
7 Press [OK] on the Output Setting Screen to return to the Copy Screen.

An icon representing specified output mode will be displayed under [Output Setting] on the Copy Screen.

8.7 Using Folding Unit FD-503/Finisher FS-532/Saddle Stitcher SD-506 Manually

The following finishing functions are manually available with a set of paper loaded in the upper tray of the post inserter of **Folding Unit FD-503**.

Standard/Optional Equipment	Output mode
Folding Unit FD-503 only	Z-Fold, Tri-Fold-in, Tri-Fold-out, Double Parallel, Gate, Half-Fold, 2-Hole Punch, 3-Hole Punch
Folding Unit FD-503 + **Finisher FS-532**	Functions available with **Folding Unit FD-503** only, Corner Staple, 2 Position Staple
Folding Unit FD-503 + **Saddle Stitcher SD-506**	Functions available with Folding Unit FD-503 only, Fold & Staple
Folding Unit FD-503 + **Finisher FS-532** + **Saddle Stitcher SD-506**	All the manual operations with the post inserter

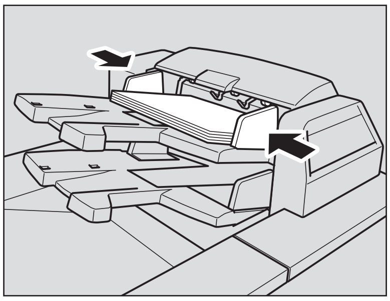
Button	Output		
Multi-feed detection button 	Multi-feed detection - ON	Multi-feed detection - OFF	
Staple selection button 	Corner Staple	2 Position Staple	Fold & Staple
			
Punch selection button 	2-Hole Punch	3-Hole Punch	
			
Fold selection button 	Z-Fold	Tri-Fold-in	Half-Fold
			
	Tri-Fold-out	Double Parallel	Gate
			

✔ When manually using the functions available with **Folding Unit FD-503**/**Finisher FS-532**/**Saddle Stitcher SD-506**, you can load paper in the upper tray of the post inserter only.

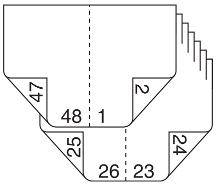
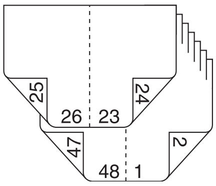
✔ Multi-feed detection is a feature that automatically stops the machine if more than one sheet is fed at a time. The post inserter is designed to operate this function. Some paper type, such as smooth surface paper, may activate this function even if a single sheet is fed, and may stop the machine as a result. Should this case occur frequently, press the multi-feed detection button and light up the lower lamp, in order to turn the function OFF.

1 Place paper in the upper tray of the post inserter, then align the guides with paper.

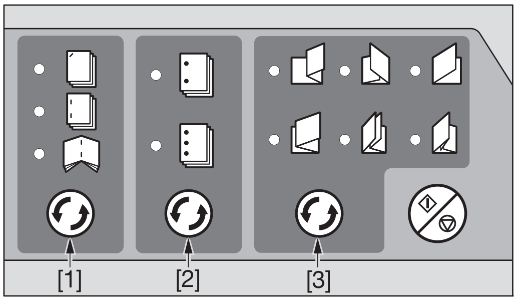
Function	Positioning of paper
Corner Staple/2 Position Staple	Place paper face up.
Punch	Place paper face up.
Fold	Place the face to be inside the fold up.
Fold & Staple	Place the face to be inside the booklet up.



➔ To fold or fold & staple booklet-styled prints manually, arrange the printed sheets as shown below before placing them into the post inserter.

Magazine binding prints	Arrange sheets in the reverse order
	

2 Select the desired function.



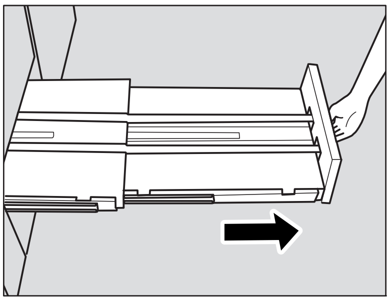
[1]: Staple selection button
[2]: Punch selection button
[3]: Fold selection button

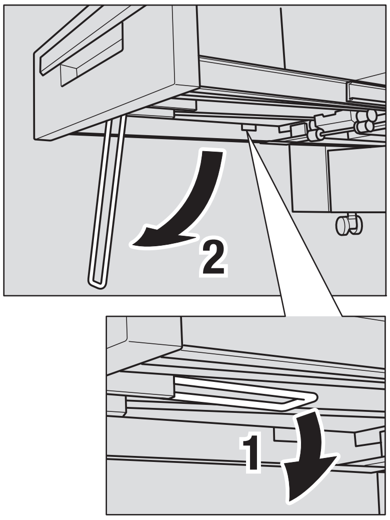
➔ Press **Staple Selection button**, **Punch Selection button** or **Fold Selection button**, and turn on the desired mode lamp.

➔ Punch and Corner Staple/2 Position Staple are compatible. To use them in combination, turn on the lamps of both functions.

NOTICE

Using Fold & Staple mode, the finished sets will be delivered to the saddle stitcher folder tray. To prepare for output, be sure to withdraw the folder tray and open the tray stand.

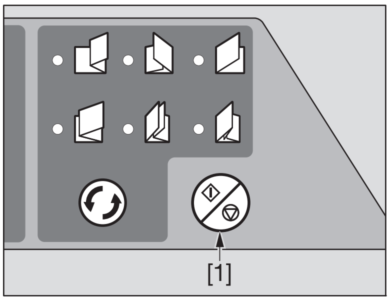




3 Press the **Start/Stop** button.

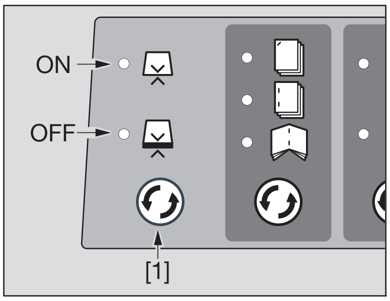
➔ To interrupt the operation, press the **Start/Stop** button again.

➔ The suspension button provided on **Finisher FS-532** is unavailable for the job using a manual function.



[1]: Start/Stop button

➔ If multi-feeding is detected and the machine stops even if a single sheet is fed, press the **multi-feed detection** button to turn on the lower lamp.



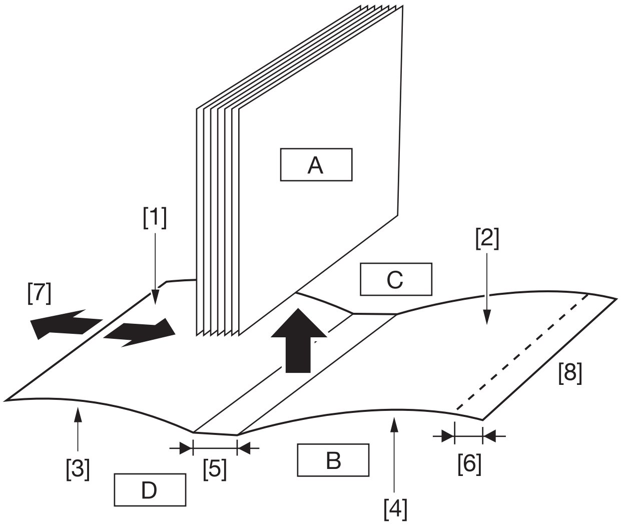
[1]: Multi-feed detection button

NOTICE

*The **Finisher FS-532** trays have a limit in capacity. Be careful not to exceed the limit, otherwise unexpected trouble may be caused.*

8.8 Using Perfect Binder PB-503

The machine with **Perfect Binder PB-503** installed automatically attaches a copied set with a cover sheet to make a perfect-bound book, applying a dab of glue to the spine.



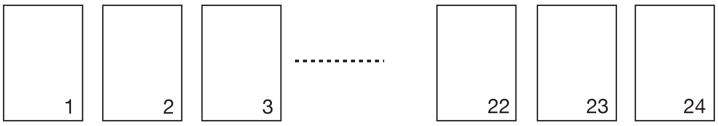
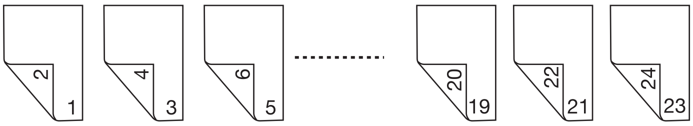
A: Body set
B: Cover
C: Head
D: Foot

[1] Back side of front cover
[2] Back side of back cover
[3] Front side of front cover
[4] Front side of back cover
[5] Spine width
[6] Cover trimming
[7] Cover lead edge adjustment
[8] Left binding (upside down for right binding)

Original: single-sided, even number

Body set: duplex copying

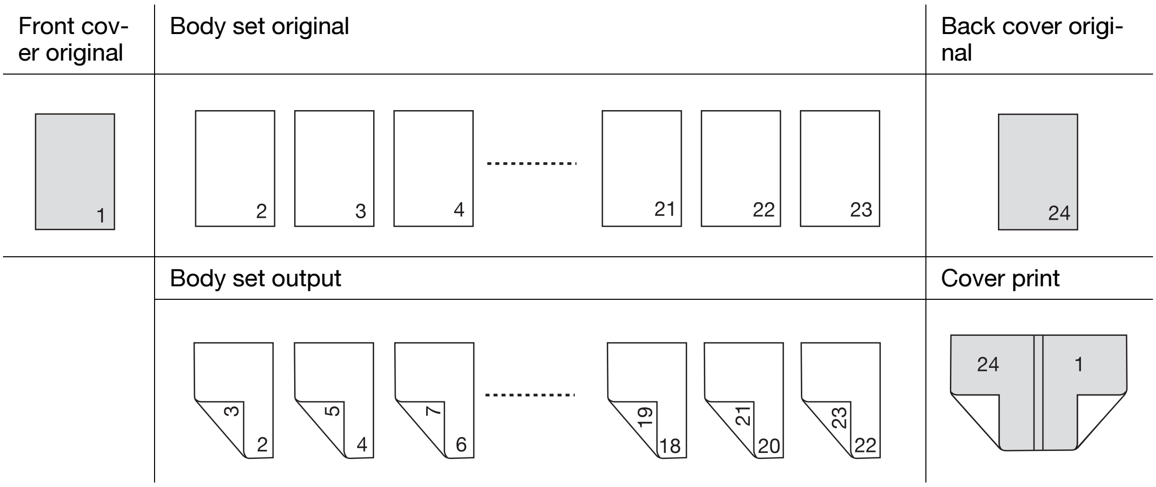
Cover Print: OFF

Front cover original	Body set original	Back cover original
		
	Body set output	Cover print
	 2 1 4 3 6 5 20 19 22 21 24 23	

Original: single-sided, even number

Body set: duplex copying

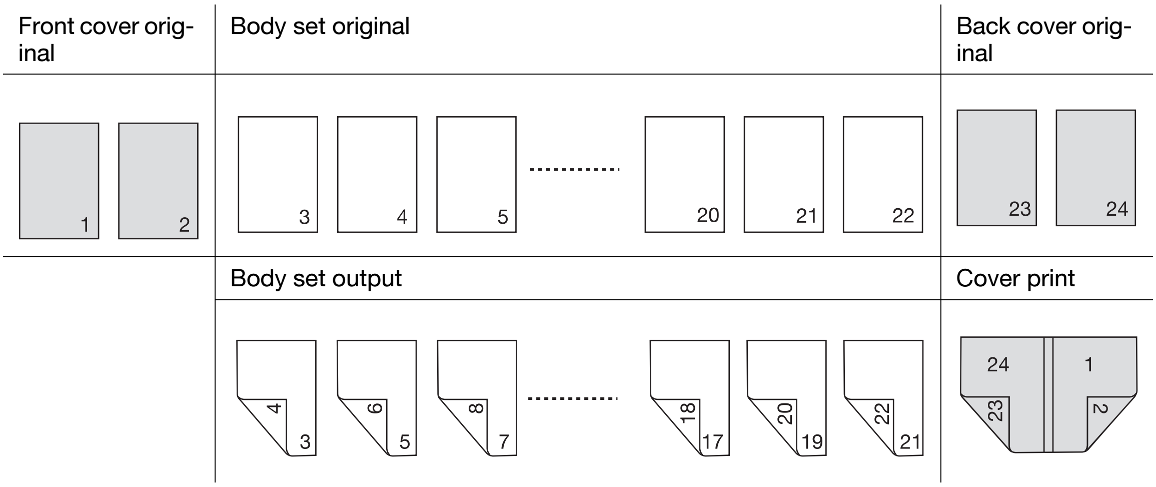
Cover print: ON, simplex



Original: single-sided, even number

Body set: duplex copying

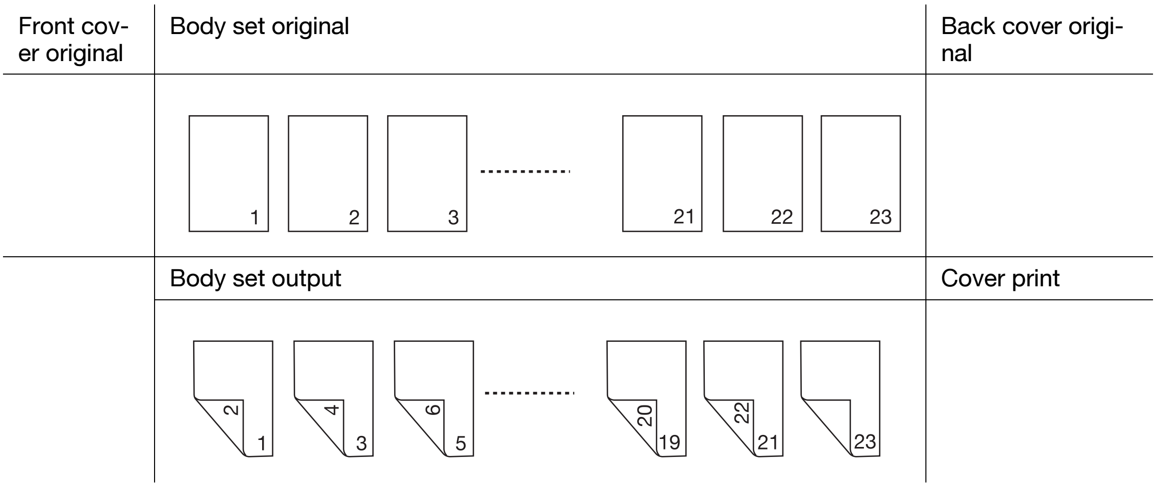
Cover print: ON, duplex



Original: single-sided, odd number

Body set: duplex copying

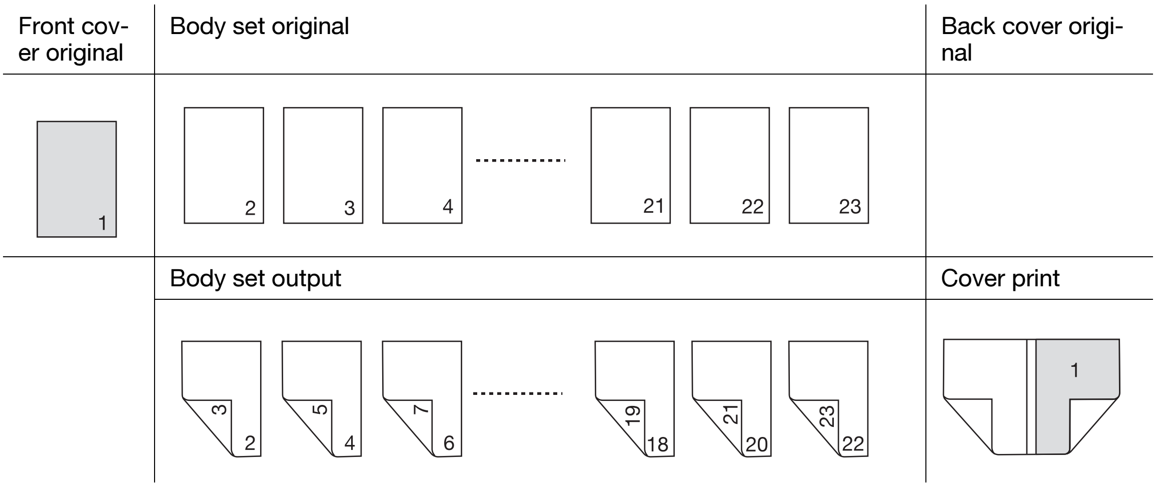
Cover Print: OFF



Original: single-sided, odd number

Body set: duplex copying

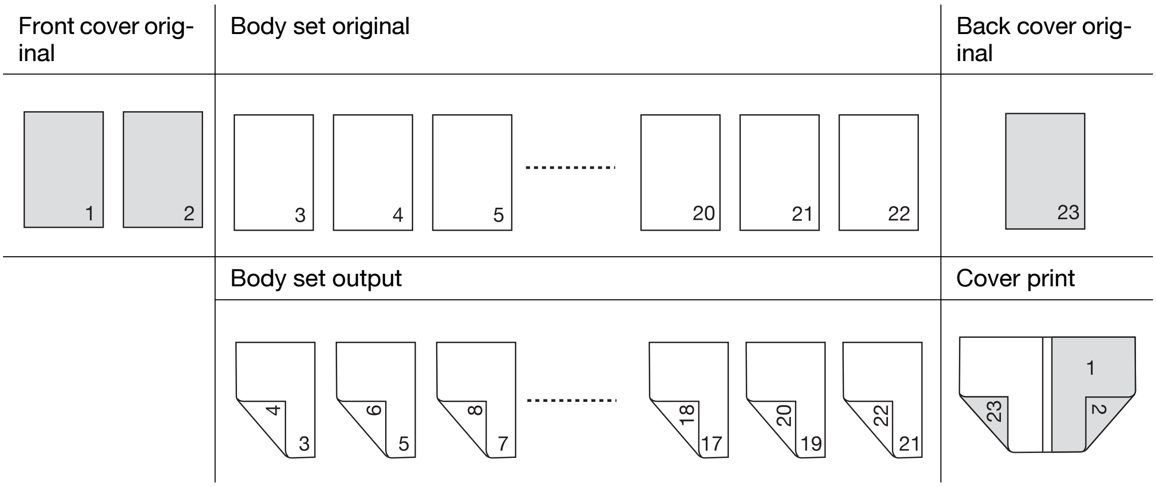
Cover print: ON, simplex



Original: single-sided, odd number

Body set: duplex copying

Cover print: ON, duplex



- Both simplex and duplex copy modes are available for body sets.
- Specify whether to be blank, simplex-printed, or duplex-printed for covers. Covers can also be trimmed to match with the thickness of the body set.
- The binding direction can be either left or right.
- The low power/shut off mode activates at the same time on the main body and **Perfect Binder PB-503**.
- Paper tray
  - Body: main body tray (tray 1, tray 2), **Paper Feeder Unit PF-703**/**PF-706** (trays 3 to 8)
  - Cover: main body tray (tray 1, tray 2), **Paper Feeder Unit PF-703**/**PF-706** (trays 3 to 8), **Perfect Binder PB-503** cover tray (cover print unable), the upper/lower tray of the post inserter of **Folding Unit FD-503** (cover print unable), **Large Capacity Post Inserter PI-PFU** (cover print unable), **Post Inserter PI-502** (cover print unable)
- See Section 3 for details of available sizes for body.
- Paper size for cover
  - Set the paper of the body length (head to foot) and of the body width × 2 + body thickness (1 mm or more) + 5 mm or more of trimming width if Trimming mode is specified.
  - See Section 3 for the maximum size available in each tray.
- Paper weight
  - Body: 18 to 24 lb Bond

  - Cover: 23 to 57 lb Bond
- Paper type
  - Body: Fine, Plain
  - Cover: Fine, Coated
- Number of sheets to be bound:
  - 10 sheets min. to 300 sheets max, or within 1.18 inches thick
  - Z-folded insertions: 4 sheets max. for duplex mode, or 2 sheets max. for simplex-printed

Maximum number of z-folded insertions and body sheets:

Z-folded insertions	Body sheets	Total at maximum
1 sheet	200 sheets	201 sheets
2 sheets	150 sheets	152 sheets
3 sheets	100 sheets	103 sheets
4 sheets	50 sheets	54 sheets

- Cover print
  - When feeding cover from a main body tray (tray 1, tray 2) or **Paper Feeder Unit PF-703**/**PF-706** (trays 3 to 8), both simplex print and duplex print are enabled. Covers fed from **Perfect Binder PB-503** cover tray, the upper/lower tray of the post inserter of **Folding Unit FD-503**, **Large Capacity Post Inserter PI-PFU** or **Post Inserter PI-502** cannot be printed.
- Cover Trim
  - With Cover Trim specified, the machine trims the cover by the amount automatically estimated from the following formula, in the range from 5 mm to 40 mm in 0.1 mm increments.
  - (Cover width) - (Body width × 2) - (Spine width)
  - If the estimated amount exceeds 10 mm, the machine will automatically trim the cover whether this function is activated or not.
- Fine Adjustment
  - Cover Lead Edge Adjustment: Adjusts the lateral position of front cover and body set in the range from -20.0 mm to + 5.0 mm, in 0.1 mm increments.
  - Cover Trimming Adjustment: Adjusts the trimming width in the range from -5.0 mm to +5.0 mm, in 0.1 mm increments.
  - Cover Image Shift Adjustment: Adjusts the position of image to be printed on the front/back cover when using Cover Print mode.

If a set of 8.5 × 11 ▯ body size is bound using a cover fed from the main body tray (tray 1, tray 2) or **Paper Feeder Unit PF-703**/**PF-706** (trays 3 to 8), the maximum thickness of the book will be less than 30 mm.

- Cover Trim OFF: 460 - (216 × 2) = 28 mm
- Cover Trim ON: 460 - (216 × 2) - (5 mm in trimming width) = 23 mm

For the set of 8.5 × 11 ▯ body size thicker than the above, use **Perfect Binder PB-503** cover tray, the upper/lower tray of the post inserter of Folding Unit FD-503, **Large Capacity Post Inserter PI-PFU** or **Post Inserter PI-502** as the cover source.

Reference

*You can specify the paper weight of body sets and covers available in **Perfect Binder PB-503**.*

The minimum/maximum number of sheets to be bound in perfect binding can be changed according to the paper weight of body set.

The machine can be set to detect the thickness of body set and to stop the binding operation temporarily if the cover width to be used is unsuitable for the body set.

For details, see Section 7 of the POD Administrator's Reference.

8.8.1 Turning On/Off the Heater of the Perfect Binder

The **Perfect Binder PB-503** has an inner heater to add heat to glue pellets for making perfect-bound books. It requires approximately 20 minutes of warmup time to melt the pellets to be ready for the operation.

Adding heat continuously to glue pellets, however, may deteriorate them if the **Perfect Binder PB-503** is kept unoperated.

To prevent the deterioration of glue pellets, the heater of the perfect binder is designed to be turned off automatically in the following condition.

- One minute after a perfect binding job is completed
- One minute after completion of the warmup if any operation has not been made on the perfect binder

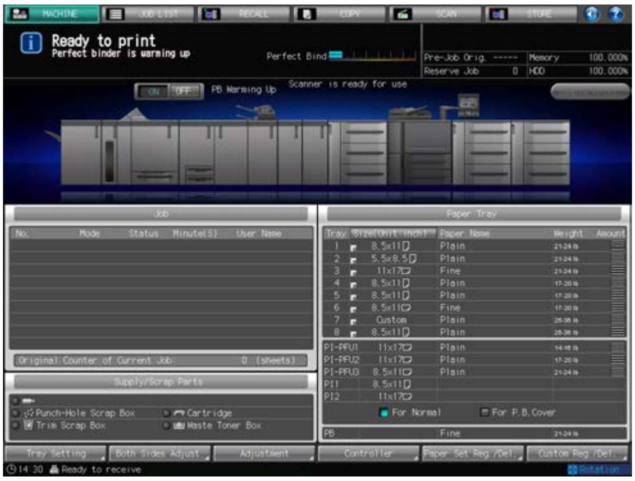
To turn on the heater of the perfect binder

Turning on the **sub power switch** of the main body does not turn on the heater of the perfect binder at the same time to start warming up automatically.

The heater of the perfect binder automatically starts warming up when [Perfect Bind] is selected on the Output Setting Screen, or when a print job using perfect binder is received.

If you know the time to use the **Perfect Binder PB-503** in advance, calculate the timing to turn on the heater with required warmup time, then manually turn it on by pressing the inner heater switch for the perfect binder [ON] on the Machine Screen.

➔ Press [ON] for the inner heater switch for the perfect binder provided on the Machine Screen to start the heater of the perfect binder warming up. The message right to the inner heater switch for the perfect binder is changed to [PB Shut Off] to [PB Warming Up].

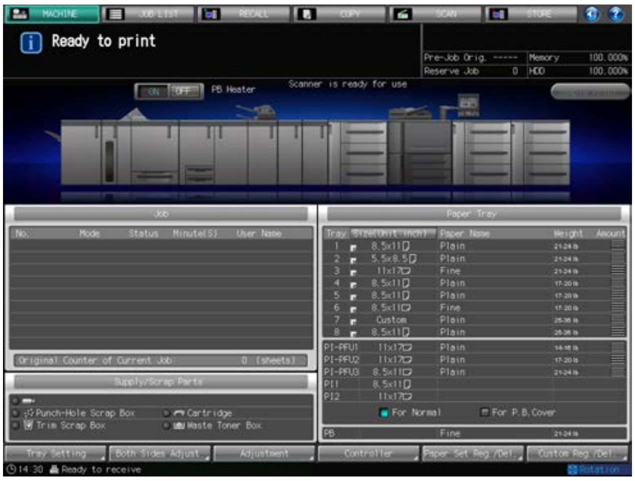


Ready to print
Perfect binder is warming up

PB Warming Up

Scanner is ready for use

➔ When the **Perfect Binder PB-503** become available, this message is changed to [PB Heater].



Ready to print

PB Heater

Scanner is ready for use

Reference

The heater of the perfect binder can be set to start warming up automatically with the ***sub power switch*** *turned on. Contact your service representative, if desired.*

NOTICE

Once started, the warmup of the heater will not be interrupted even when the Auto Low Power/ Auto Shut Off functions on the main body. Once [Perfect Bind] selected on the Output Setting Screen, the heater of the perfect binder will continue warming up even though the setting is canceled with [Function Off] pressed on the

*Perfect Binding Screen or with **Reset** pressed on the **control panel**. If not using the **Perfect Binder PB-503**, be sure to turn off the heater by pressing the heater switch of the perfect binder [OFF] on the Machine Screen.*

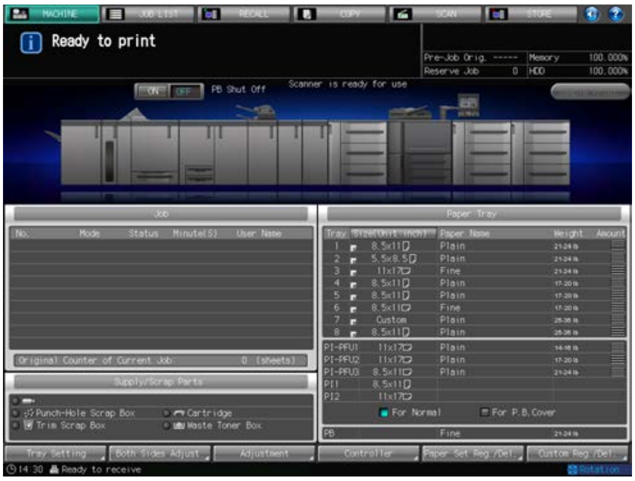
To turn off the heater of the perfect binder

When the job using perfect binder is completed, the heater of the perfect binder will automatically be turned off in one minute.

The heater will also be turned off automatically in one minute if any operation has not been made on the **Perfect Binder PB-503** after completion of the warmup.

The heater can be turned off manually by pressing the heater switch for the perfect binder [OFF] on the Machine Screen while warming up or ready for operation.

Pressing the heater switch for the perfect binder [OFF] will not function if any perfect binding jobs are entered.



Ready to print

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Scanner is ready for use

Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

🟩 For Normal ☐ For P.B.Cover

14:30 Ready to receive

Reference

Service can set the heater not to be turned off automatically after one-minute interval. Contact your service representative, if desired. In this case, the heater will not be turned off till the Auto Low Power/Auto Shut Off functions on the main body. Please be careful not to allow the glue pellets to deteriorate.

8.8.2 Managing the Perfect Binder PB-503 and Glue Pellets

To ensure safety and product reliability, please observe the precautions for using **Perfect Binder PB-503** and glue pellets.

⚠ CAUTION

NEVER touch the thermally melted glue.

- The thermally melted glue is very hot. If you touch them, you may get burned. Handle thermally melted hot glue only with great care. If you need to clean or replace thermally melted glue, contact your service representative.

Precautions for the perfect binder

- Use only the glue GC-501 for this binder.
- When you do not use the perfect binder, be sure to turn the heater switch OFF to prevent the deterioration of glue. If the heater is not set to be turned off automatically one minute after completion of a perfect binding job, it is also recommended that you adjust the time settings for the low power and shut-off modes of the main body to suit the usage of **Perfect Binder PB-503**, since those settings are applied to the perfect binder as well.
- Do not overload the glue hopper with glue pellets.
- Do not touch the lever in the glue hopper with your hand. It may cause machine trouble.

Precautions for glue pellets

- Glue pellets are not edible. Do not put them in your mouth nor swallow them.
- Keep glue pellets out of reach of children.

- Store glue pellets in dark, cool indoors, avoiding direct sunlight or exposure to water. The storage temperature is between 5 and 35 degrees Celsius.
- Glue pellets may become degraded by such products as common oils, organic solvents, solvents used in ink formulations, or volatile fragrances. Such degradation may cause deterioration in adhesiveness, resulting in poor binding performance.

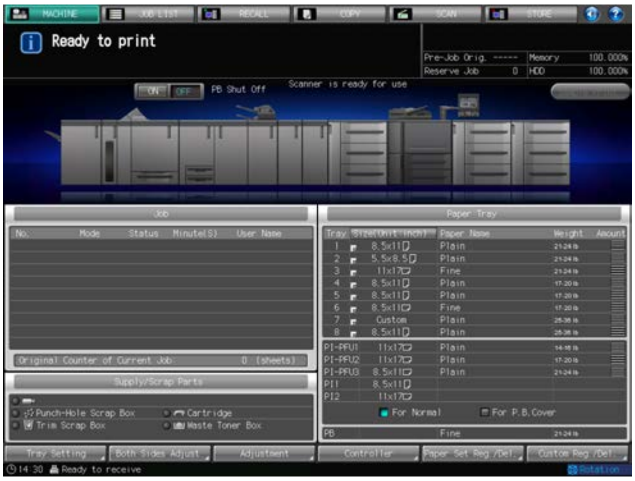
8.8.3 Making Perfect-Bound Booklets

1 Check the current status of the heater of perfect binder.

The Machine Screen allows you to check the current status of the heater of perfect binder. Normally, [PB Shut Off] is displayed on the screen.

➔ With [Perfect Bind] selected on the Output Setting Screen in step 8, the PB heater switch is automatically turned [ON].

➔ If you previously know the time to use the perfect binder, calculate the timing to turn on the heater with required warmup time, then press [ON] of PB heater switch.

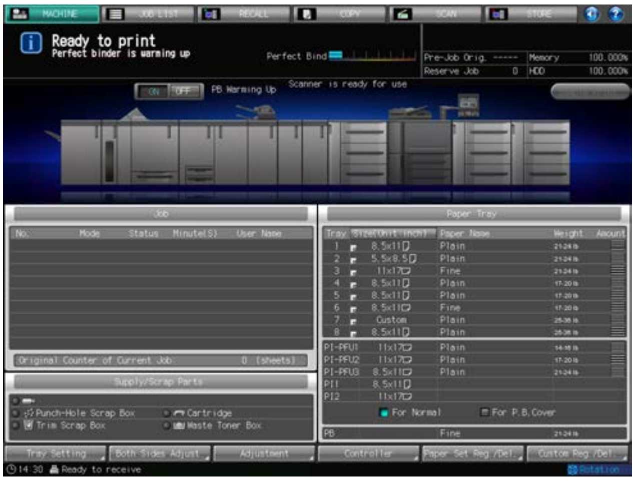


Ready to print

PB Shut Off

Scanner is ready for use

➔ When the heater switch for the perfect binder is turned [ON], [PB Shut OFF] becomes [PB Warming Up]. After completion of the warmup, the display will change again to [PB Heater].

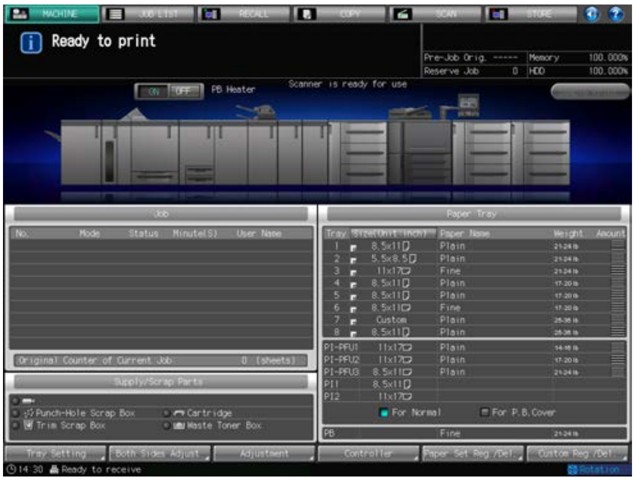


Ready to print
Perfect binder is warming up

Perfect Bind

PB Warming Up

Scanner is ready for use



2 Position the original.

➔ For the original available in perfect binding, see page 8-43.

3 Load paper for body sets in a tray.

➔ Load paper for body sets in a main body tray (tray 1, tray 2) or **Paper Feeder Unit PF-703**/**PF-706** (trays 3 to 8).

4 Load paper for covers in a tray.

➔ Load paper for covers in one of the following trays.

When printing on covers: main body trays (tray 1, tray 2), **Paper Feeder Unit PF-703**/**PF-706** (trays 3 to 8)

When not printing on covers: **Perfect Binder PB-503** cover tray, upper/lower tray of the post inserter of **Folding Unit FD-503**, **Large Capacity Post Inserter PI-PFU** in addition to the trays above

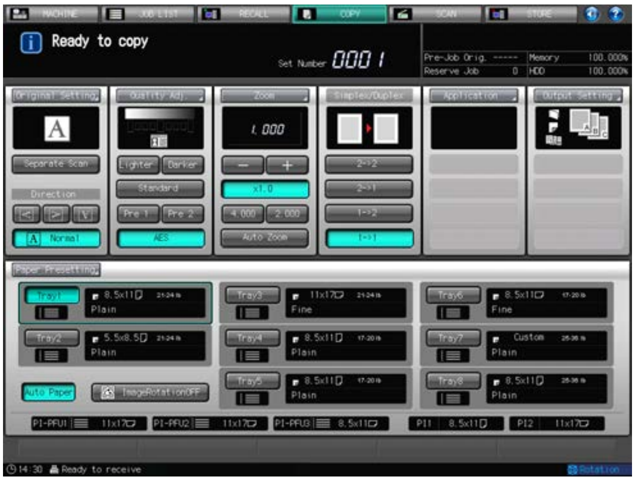
NOTICE

Use custom paper size for cover. Entering length/width is required. Be sure to check precise dimensions of cover sheets to be used.

If cover trimming is desired, be sure to use the paper size that secures 5 mm to 40 mm of trimming width.

5 Press [COPY] tab to display the Copy Screen.

6 Select the tray loaded with paper for the body sets.



The paper size will be detected automatically.

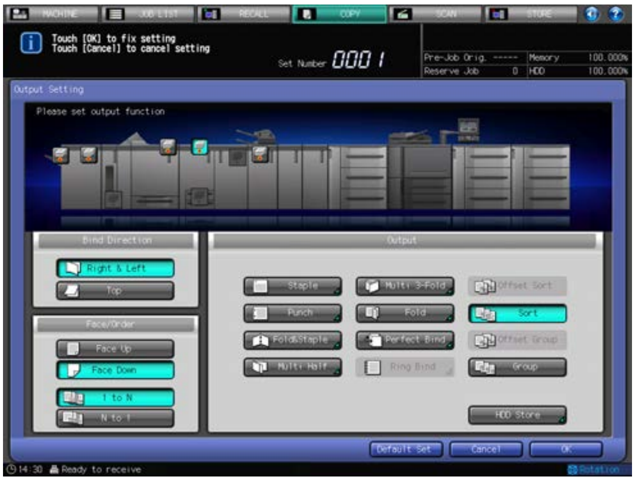
7 Change the paper setting, as required.

➔ The paper size will be detected automatically.

➔ If the paper weight specified for the selected tray is inadequate for body set, the binding operation cannot be performed. Select either [17-20 lb Bond] or [20-24 lb Bond].

➔ The binding operation may not be performed even if one of the paper weight mentioned above is specified. The number of body set pages may also be limited depending on the selected paper weight. For details, see Section 7 of the POD Administrator's Reference.

8 Press [Output Setting] and [Perfect Bind] in sequence.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Output Setting

Please set output function

The Perfect Bind Screen will be displayed.

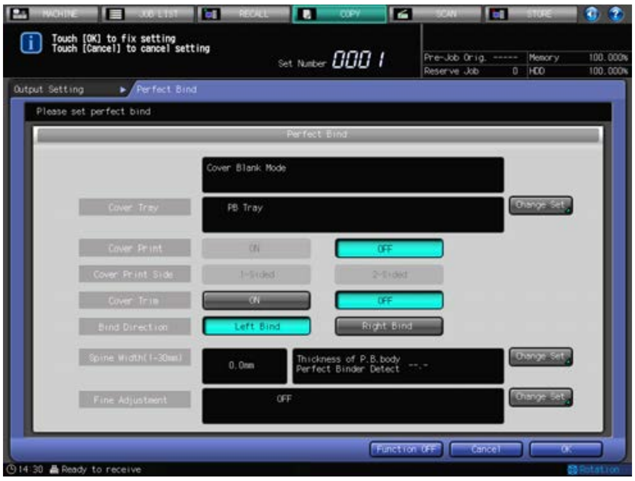
The heater of the perfect binder automatically starts warming up. The warmup takes approximately 20 minutes.

NOTICE

Perfect Binder PB-503 *will not stop warming up even if [Default Set] is pressed on the Output Setting Screen or* ***Reset*** *is pressed on the* ***control panel****.*

To stop using ***Perfect Binder PB-503****, return to the Machine Screen, then press [OFF] of PB heater switch. When you stop using the perfect binder, be sure to turn off the heater so as to prevent the degradation of glue pellets.*

9 Select the tray loaded with covers.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Output Setting ▶ Perfect Bind

Please set perfect bind

Cover Blank Mode

Cover Tray: PB Tray

Cover Print: OFF

Cover Trim: OFF

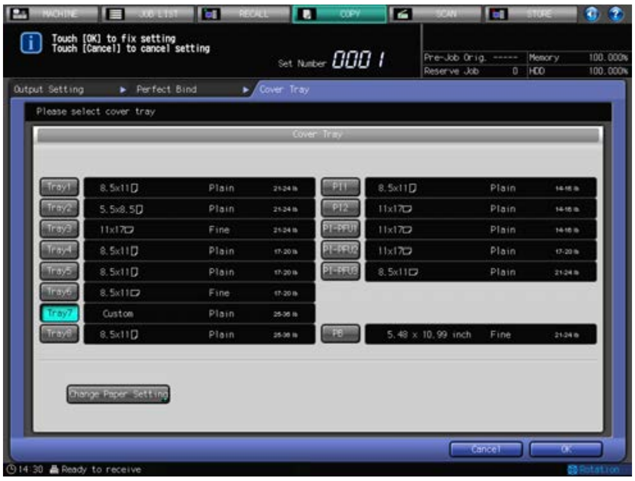
Bind Direction: Left Bind

Spine Width(1-30mm): 0.0mm

Thickness of P.B.body
Perfect Binder Detect --.-

Fine Adjustment: OFF

➔ To the right of [Cover Tray], press [Change Set] to select the tray to which the cover paper has been loaded in step 4.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Output Setting ▶ Perfect Bind ▶ Cover Tray

Please select cover tray

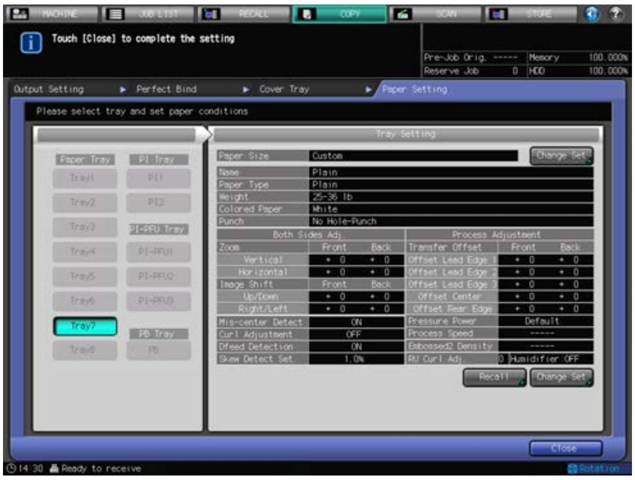
Tray1	8.5x11	Plain	21-24 lb	PI1	8.5x11	Plain	14-16 lb
Tray2	5.5x8.5	Plain	21-24 lb	PI2	11x17	Plain	14-16 lb
Tray3	11x17	Fine	21-24 lb	PI-PFU1	11x17	Plain	14-16 lb
Tray4	8.5x11	Plain	17-20 lb	PI-PFU2	11x17	Plain	17-20 lb
Tray5	8.5x11	Plain	17-20 lb	PI-PFU3	8.5x11	Plain	21-24 lb
Tray6	8.5x11	Fine	17-20 lb				
Tray7	Custom	Plain	25-36 lb				
Tray8	8.5x11	Plain	25-36 lb	PB	5.48 x 10.99 inch	Fine	21-24 lb

14:30 Ready to receive

- ➔ Selecting one from [Tray 1] to [Tray 8] enables the covers to be printed. Cover print cannot be performed if any other tray is selected.

10 Change the paper setting of the tray loaded with covers.

- ➔ Press [Change Paper Setting], and modify the settings as required.



Touch [Close] to complete the setting

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Output Setting ▶ Perfect Bind ▶ Cover Tray ▶ Paper Setting

Please select tray and set paper conditions

Paper Size	Custom
Name	Plain
Paper Type	Plain
Weight	25-36 lb
Colored Paper	White
Punch	No Hole-Punch

Both Sides Adj.			Process Adjustment		
Zoom	Front	Back	Transfer Offset	Front	Back
Vertical	+ 0	+ 0	Offset Lead Edge 1	+ 0	+ 0
Horizontal	+ 0	+ 0	Offset Lead Edge 2	+ 0	+ 0
Image Shift	Front	Back	Offset Lead Edge 3	+ 0	+ 0
Up/Down	+ 0	+ 0	Offset Center	+ 0	+ 0
Right/Left	+ 0	+ 0	Offset Rear Edge	+ 0	+ 0
Mis-center Detect	ON		Pressure Power	Default	
Curl Adjustment	OFF		Process Speed	-----	
Dfeed Detection	ON		Embossed2 Density	-----	
Skew Detect Set.	1.0%		RU Curl Adj.	0	Humidifier OFF

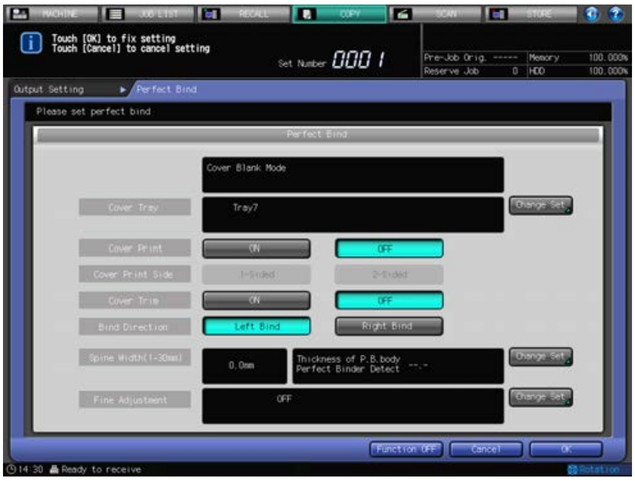
14:30 Ready to receive

- ➔ This paper setting step is not necessary if the tray selected in step 9 has already been set for the covers.
- ➔ For Custom paper, the vertical/horizontal sizes should be specified. See page 6-45 for details.
- ➔ When the setting is completed, press [Close].

11 Press [OK] on the Cover Tray Screen.

The Perfect Bind Screen will be restored.

12 Select the settings for cover print, cover print side, cover trimming and bind direction.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Please set perfect bind

Cover Blank Mode

Cover Tray: Tray7

Cover Print: OFF

Cover Trim: OFF

Bind Direction: Left Bind

Spine Width(1-30mm): 0.0mm

Thickness of P.B.body
Perfect Binder Detect --.-

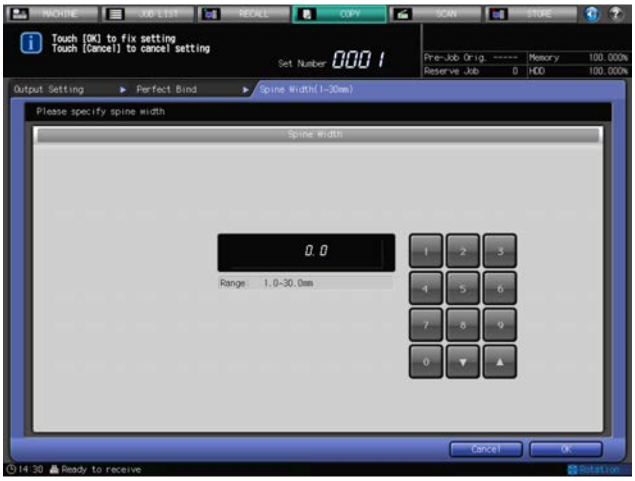
Fine Adjustment: OFF

14:30 Ready to receive

- ➔ Cover Print can be set to [ON] when one of [Tray 1] to [Tray 8] is specified as the cover tray. By selecting [ON], Cover Print Side becomes selectable.
- ➔ The cover print operations will differ, depending on whether the number of original sheets is odd or even. For details of finished result with each setting specified, see page 8-43.
- ➔ With Cover Trimming set to [ON], if the trimming width estimated by the machine does not fall within the range from 5 mm to 40 mm, a message will be displayed to inform you that the trimming mode is unavailable. If the trimming width exceeds 10 mm, the machine will automatically trim the cover whether this function is activated or not.

13 Specify the spine width.

- ➔ Press [Change Set] on the right side of [Spine Width (1-30 mm)] to display the Spine Width Screen. Use the touch panel keypad, [▼], [▲], or the **control panel keypad** to enter the desired value.
- ➔ This setting is effective with Cover Print set to [ON].


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Please specify spine width

0.0

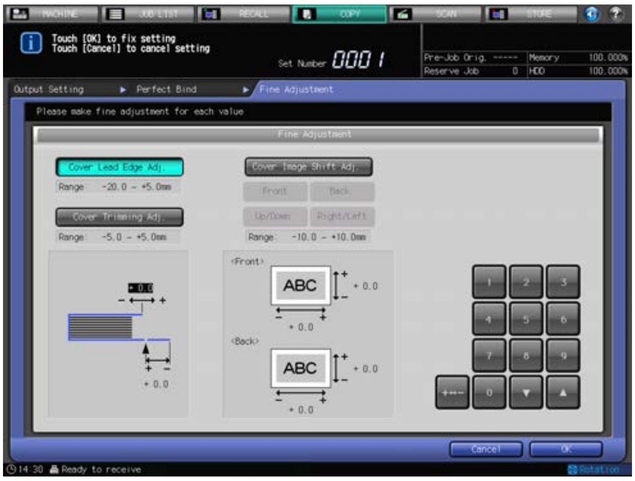
Range 1.0-30.0mm

14:30 Ready to receive

- ➔ Press [OK] to restore the Perfect Bind Screen.

14 Make fine adjustments in the lead edge, trimming width, and image position of the cover.

- ➔ Press [Change Set] on the right side of [Fine Adjustment] to display the Fine Adjustment Screen.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Output Setting ▶ Perfect Bind ▶ Fine Adjustment

Please make fine adjustment for each value

Cover Lead Edge Adj. Range -20.0 – +5.0mm

Cover Trimming Adj. Range -5.0 – +5.0mm

Cover Image Shift Adj. Range -10.0 – +10.0mm

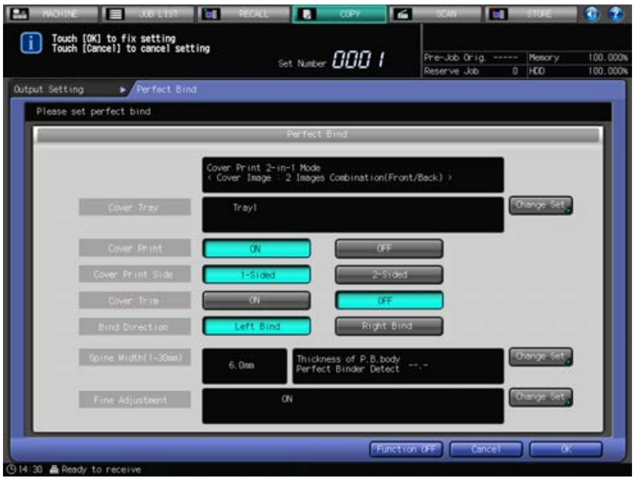
14:30 Ready to receive

- ➔ To adjust the lead edge of the cover, press [Cover Lead Edge Adj.]. Use the touch panel keypad, [▼], [▲] or the **control panel keypad** to enter the desired value, then press [+<->-] to select positive or negative of the value.
- ➔ To adjust the trimming width, press [Cover Trimming Adj.]. Use the touch panel keypad, [▼], [▲] or the **control panel keypad** to enter the desired value, then press [+<->-] to select positive or negative of the value.
- ➔ To adjust the image position of the cover, press [Cover Image Shift Adj.]. Press [Front] or [Back] to select the print side, then [Up/Down] or [Right/Left] to select the direction to be adjusted. Use the touch panel keypad, [▼], [▲] or the **control panel keypad** to enter the desired value, then press [+<->-] to select positive or negative of the value.

15 Press [OK].

The Perfect Bind Screen will be restored.

The screen shows the details of perfect binding settings currently made. Check the settings.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Output Setting ▶ Perfect Bind

Please set perfect bind

Cover Print 2-in-1 Mode
< Cover Image : 2 Images Combination(Front/Back) >

Cover Tray: Tray1

Cover Print: ON

Cover Print Side: 1-Sided

Cover Trim: OFF

Bind Direction: Left Bind

Spine Width(1-30mm): 6.0mm

Thickness of P.B.body
Perfect Binder Detect --.-

Fine Adjustment: ON

14:30 Ready to receive

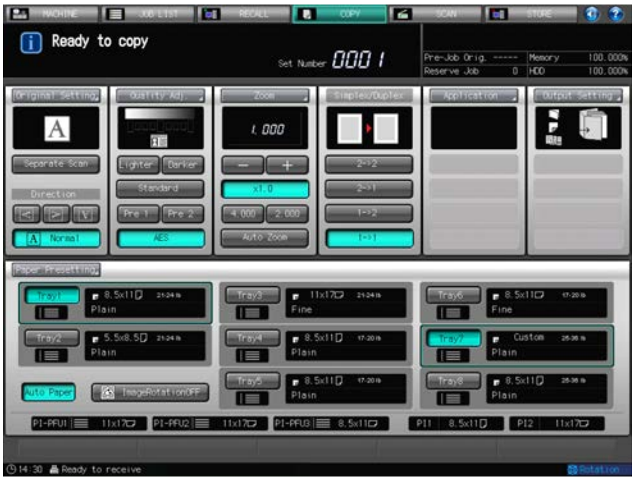
16 Press [OK] to confirm the settings.

- ➔ To restore the previous setting, press [Cancel].
- ➔ To disable the function while keeping the current setting, press [Function OFF].

The Output Setting Screen will be restored.

17 Press [OK] on the Output Setting Screen to return to the Copy Screen.

The Perfect Bind icon will be displayed under [Output Setting] on the Copy Screen.



Ready to copy

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

18 Select additional copy conditions, as desired.

➔ When making double-sided copies, select [1->2] or [2->2].

➔ If the original count exceeds 100, use Separate Scan mode.

19 Enter the desired print quantity from the control panel keypad.

➔ It is recommended to proof copy before making multiple sets. For details on proof copying, see page 10-2.

➔ After proof copying, the actual thickness of body set will be displayed on the Perfect Bind Screen. Use this information to adjust the spine width if it differs from the value specified before.

20 Press **Start** on the **control panel**.

Perfect Binder PB-503 does not operate while the heater of perfect binder is warming up. When warmup is completed, the machine operation starts automatically.

NOTICE

*Never open the front door of the **Perfect Binder PB-503** while the machine operation is in process. Otherwise the machine immediately stops the operation and paper jam may be caused.*

8.8.4 Taking Out Perfect-Bound Books from Perfect Binder Tray

Tray capacity is approx. 6,600 sheets, stacked with 11 sets 30 mm thick × 2 columns.

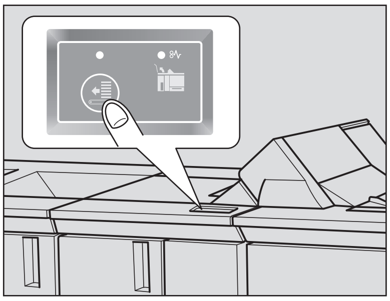
The machine piles up the first column on the right side of the perfect binder tray, then slide it to the left side onto the carriage to pile up the second column.

1 Check the stacks through the perfect binder tray window.

If piled books show only on the right side of the tray, proceed to step 2.

If two columns of books show on the tray, proceed to step 3.

2 Press the feeding button to move the books to the carriage.



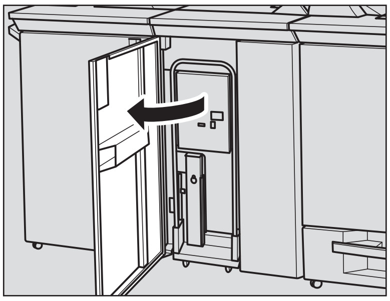
➔ Delivery to the perfect binder tray is available even if the carriage is not installed inside the perfect binder tray. In this case, tray capacity will be a half of that with the carriage installed. (1 set 30 mm thick × 11 × 1 column = approx. 3,300 sheets)

➔ The feeding button does not function while the machine is delivering finished books onto the perfect binder tray.

➔ The feeding button does not function without the carriage installed.

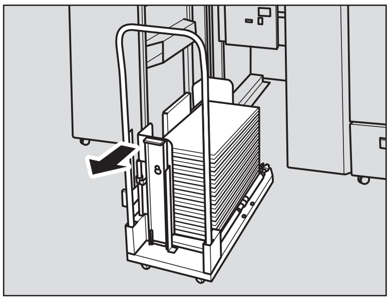
3 Open the perfect binder tray front door.

➔ The perfect binder tray front door does not open while the machine is delivering finished books onto the perfect binder tray, or sliding them with the feeding button pressed.



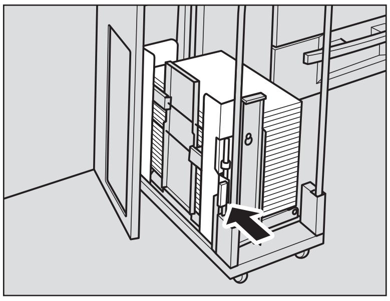
4 Slowly withdraw the carriage.

➔ Be sure to withdraw the carriage slowly. Otherwise, the piled books may collapse.

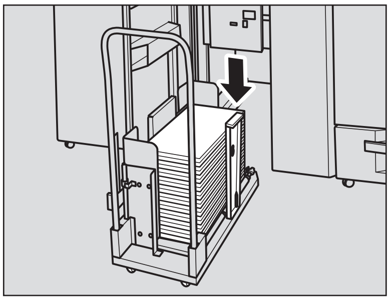


5 When moving the carriage with books piled on it, use the book holding plate and book stopper to fix the books onto the carriage, in order to prevent them from collapsing.

➔ Move the book holding plate lever to align the plate to the books.



➔ Insert the book stopper into the desired positioning hole on the carriage to align it to the books.



6 Take out the books from the carriage.

➔ Before taking out the books, be sure to remove the book holding plate and book stopper, if used.

7 Return the carriage to its original position, then close the perfect binder tray front door.

8 If the column of books is left on the right side of the tray, repeat steps from 2 to 7.

8.9 Using Large Capacity Stacker LS-505

Large Capacity Stacker LS-505 has a stacker (on the carriage) and a secondary (sub) tray.

8.9.1 Outputting to the Stacker

Output mode	Details
[Offset Sort]	Outputs multiple copies of the original set, having each set offset by 20 mm upon exit to the stacker.
[Sort]	Outputs multiple copies of the original set. Copies are stacked upon exit without being offset.
[Offset Group]	Groups together multiple copies of each original and offsets the sets upon exit.
[Group]	Output multiple copies for each original. Copies are stacked upon exit without being offset.

Combined with the output modes above, you can also select the desired Face ([Face Up] or [Face Down]) and Order ([1 to N] or [N to 1]), as needed.

Reference

For details on [Pile Allow], [Pile Restrict] and [Stacker Auto], see page 8-5.

Reference

You can change the initial output mode from the Utility menu. For details, see Section 7 of the POD Administrator's Reference.

1 Position the original.

2 Press [COPY] tab to display the Copy Screen.

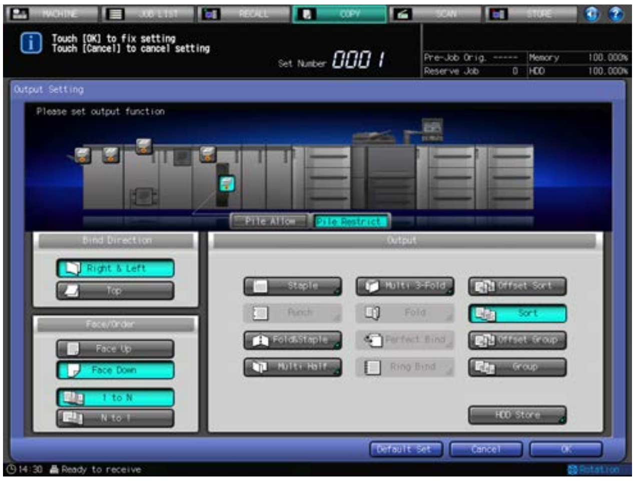
3 Press [Output Setting].

The Output Setting Screen will be displayed.

→ The tray currently selected appears highlighted on the front image of the machine. If the primary (main) tray (stacker) is not selected, press the primary (main) tray position key to highlight it.

4 Select the desired output mode.

→ Select one of [Offset Sort], [Sort], [Offset Group], and [Group] keys.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. -----
Reserve Job 0
Memory 100.000%
HDD 100.000%

Output Setting

Please set output function

14:30 Ready to receive

→ Select either [Face Up] or [Face Down], and either [1 to N] or [N to 1] provided under [Face/Order], as needed.

→ Selecting [N to 1] automatically sets and limits the Face mode to [Face Up].

5 Press [OK] on the Output Setting Screen to return to the Copy Screen.

An icon representing specified output mode will be displayed under [Output Setting] on the Copy Screen.

NOTICE

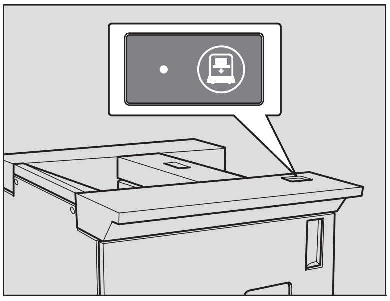
*The stacker of **Large Capacity Stacker LS-505** has a limit in capacity. Be careful not to exceed the limit, otherwise unexpected trouble may be caused.*

8.9.2 Removing Finished Sets from the Stacker

1 Press the paper removal button.

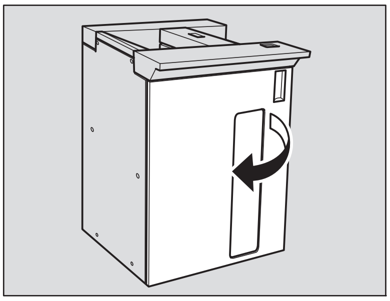
The stacker unit will move down to the carriage.

➔ The paper stopper is provided to secure the paper in position when moving the carriage. See page 8-59 for details.



2 Open the large capacity stacker door.

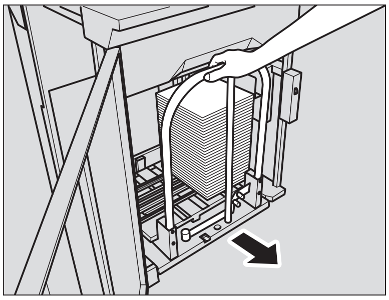
➔ Once the stacker holds a sheet of output paper, the large capacity stacker door will be locked and cannot open till the stacker unit goes down fully to the carriage.



3 Withdraw the carriage by holding its handle.

NOTICE

Be sure to withdraw the carriage straightforward. Do not change the direction forcibly while driving it. The carriage is for the exclusive use of carrying paper. Do not drive it in any other use. Never put yourself in the large capacity stacker.

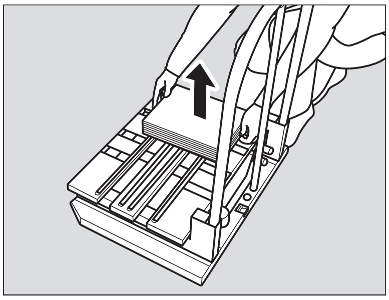


4 Remove paper from the carriage.

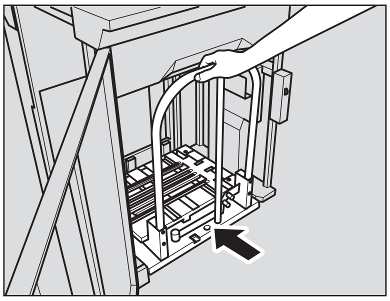
The stacker unit can be removed from the carriage.

NOTICE

Once lowering the stacker unit for the purpose of removing mishandled paper or checking output sheets, copying cannot be started till output sheets are removed. If the carriage is returned with any sheets left on the stacker unit, machine trouble may be caused. Be sure to remove all the sheets.

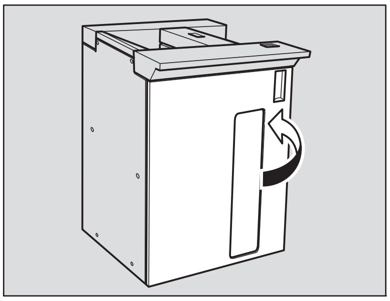


5 Return the carriage to its original position, then close the large capacity stacker door.



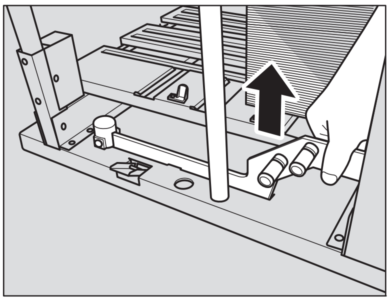
NOTICE

When returning the stacker unit to its original position, fit the two projections of the carriage to the two holes of the stacker unit. If the stacker unit is not properly set, the carriage cannot be returned to its original position.



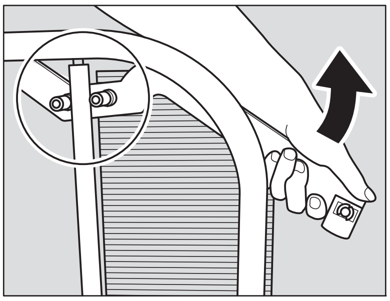
8.9.3 To Secure Paper on Carriage

1 Remove the paper stopper from the carriage.



2 Mount the paper stopper on the paper holder.

➔ Fit the two projections of paper stopper to the holder, then raise the other side as illustrated.

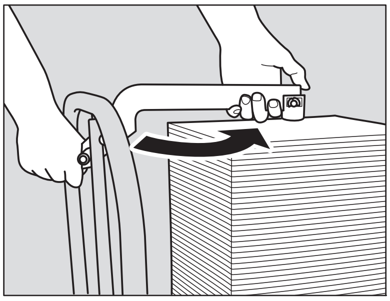


3 Hold the paper using the paper stopper.

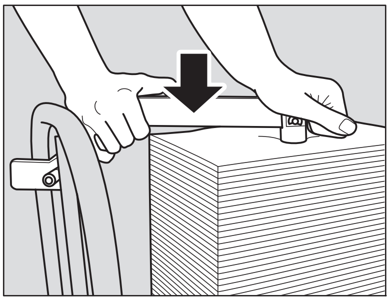
➔ Turn the paper stopper to the paper.

NOTICE

Do not push it too strong. Otherwise, output sheets may be torn or wrinkled.

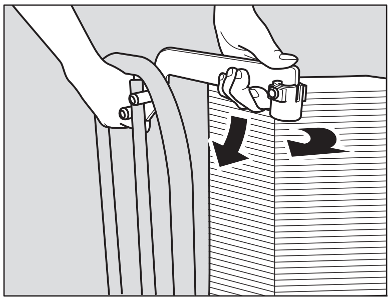


➔ Push down the paper stopper.



4 Remove the paper stopper from the paper holder.

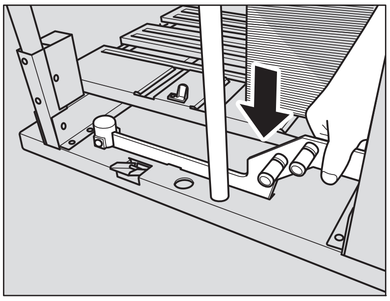
➔ Pull up and turn the paper stopper as illustrated, then remove the stopper from the paper holder.



5 Return the paper stopper to its original position.

NOTICE

Return the paper stopper properly. Otherwise, the stacker door may not be closed.



8.9.4 Outputting to the Secondary Tray

Output mode	Details
[Sort]	Outputs multiple copies of the original set. Copies are stacked upon exit without being offset.
[Group]	Groups together multiple copies of each original. Copies are stacked upon exit without being offset.

Combined with the output modes above, you can also select the desired Face ([Face Up] or [Face Down]) and Order ([1 to N] or [N to 1]), as needed.

1 Position the original.

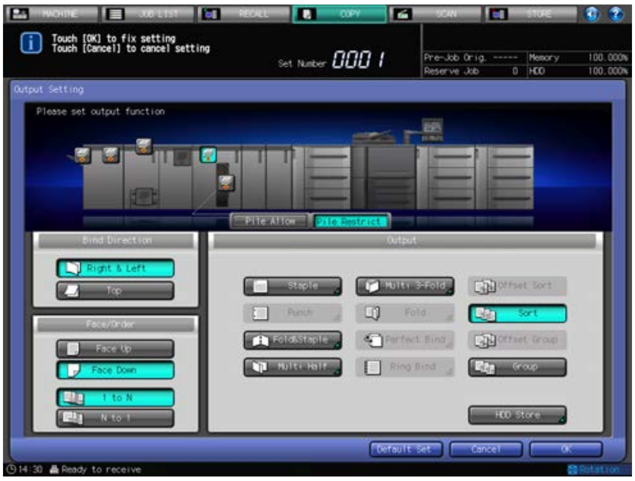
2 Press [COPY] tab to display the Copy Screen.

3 Press [Output Setting].

The Output Setting Screen will be displayed.

4 Select the secondary (sub) tray as output tray.

➔ Press the tray position key of the secondary (sub) tray to highlight it.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

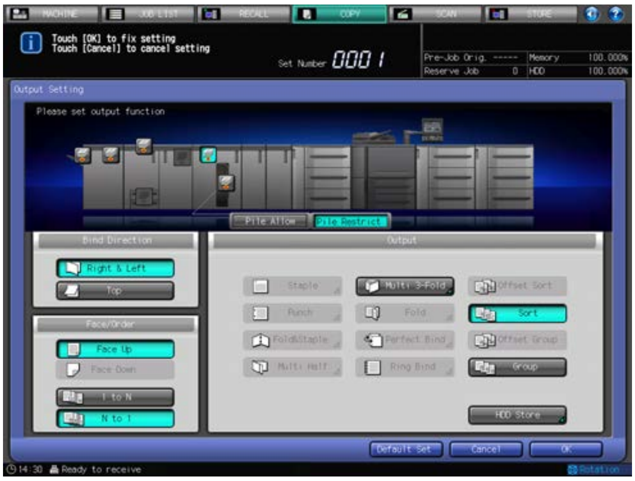
Please set output function

5 Select the desired output mode.

➔ Select either [Sort] or [Group] provided under [Output].

➔ Select either [Face Up] or [Face Down], and either [1 to N] or [N to 1] provided under [Face/Order], as needed.

➔ Selecting [N to 1] automatically sets and limits the Face mode to [Face Up].


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set output function

6 Press [OK] on the Output Setting Screen to return to the Copy Screen.

An icon representing specified output mode will be displayed under [Output Setting] on the Copy Screen.

NOTICE

*The secondary (sub) tray of **Large Capacity Stacker LS-505** has a limit in capacity. Be careful not to exceed the limit, otherwise unexpected trouble may be caused.*

8.10 Using Two Machines in Tandem: Tandem Mode

8.10.1 Overview of Tandem Mode

Tandem mode enables two machines (This MFP and Partner MFP) to work in tandem for the purpose of distributing large copying jobs ordered on This MFP. Two units working in tandem provide faster completion of large amounts of output.

The two machines should be connected in either way described below.

- Connect the two machines directly using a crossover cable.
- – In this case, other network functions provided to the machine will be unavailable.
- Connect each of the two machines to the hub in a network using straight-through cables.
- – Use the straight-through or crossover cables of Category 5 or of the later standard to connect the machines.

Reference

The tandem mode requires a service setting. Contact your service representative, if desired.

Notes on connecting machines:

Optional configuration for This MFP and Partner MFP	Two machines should have the same optional configuration to activate the tandem mode.
Tandem connection status	Press [Tandem] on the Output Setting Screen to display the Tandem Setting Screen, and then select [ON] for the machine to be This MFP, so that the two machines will turn into the tandem mode.
Paper information on the trays of This MFP and Partner MFP	Two machines in the tandem mode provides [This MFP] key and [Partner MFP] key on the [Paper Tray] indication of the Machine Screen. Pressing [This MFP] on either machine displays the information on paper specified for the trays of This MFP. Similarly, pressing [Partner MFP] on either machine displays the information on paper specified for the trays of Partner MFP.
Setting copy conditions, scanning the original, and starting an output job	Select copy conditions, scan the original, and start printing on This MFP while activating the tandem mode.
Auto Reset	Auto Reset normally functions on the machine in tandem mode. Tandem mode is initially set to be released if Auto Reset is activated on This MFP.
Output of stored data	Stored image data can be output in tandem mode.
Enhanced Security mode	Tandem mode is unavailable if the Enhanced Security mode is activated.

8.10.2 Tandem Mode Operations

This section describes how to operate the machines in tandem mode.

Notes on tandem mode operation:

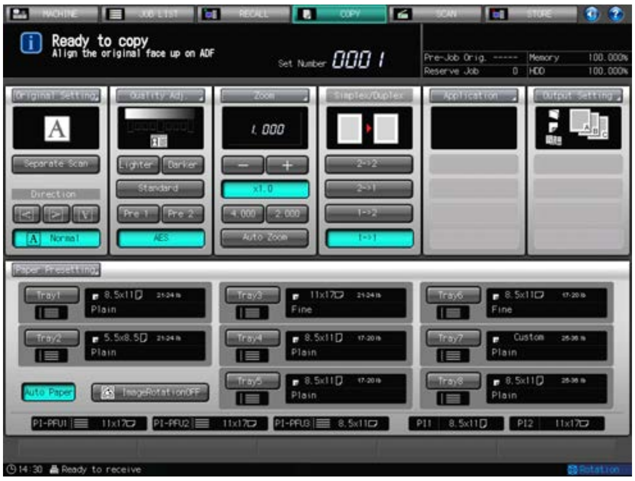
Multiple job processing in tandem mode	If the next job is specified using the reserve job function while tandem mode operations are in progress, the tandem mode operations continue. Up to 100 reserve jobs can be set, including the current output.
Interrupt copying in tandem mode	Interrupt copying is available only on the machine with **Interrupt** pressed on the **control panel**. The tandem mode printing on the machine with the interrupt mode activated will be suspended until the interrupt copying is completed.

Tandem mode and Power Save functions	• If the tandem mode is activated while the Partner MFP is in Auto Low Power mode, the Partner MFP will exit the Auto Low Power mode automatically. • Tandem mode is unavailable if the Partner MFP is in Auto Shut OFF mode. **Press Power Save** on the **control panel** to exit the Auto Shut OFF mode. • If Auto Low Power is activated on the Partner MFP during the tandem mode, the Partner MFP will exit the Auto Low Power mode automatically when the tandem mode printing starts. • If Auto Shut OFF is activated on the Partner MFP, the tandem mode will be released automatically. • If Auto Low Power/Auto Shut OFF is activated on This MFP, the tandem mode will be released automatically. Press any key on This MFP to exit the Auto Shut OFF mode, and then set the tandem mode again to restart the operation.
Problems in tandem mode	Tandem mode is unavailable when the Partner MFP is in the conditions as described below, with such message as "Please wait/Reserve is unavailable on tandem machine" or "Tandem machine error/Please confirm tandem machine" displayed. • Tandem mode is unavailable while the Partner MFP is in the off state due to Auto Shut OFF. Press **Power Save** on the **control panel** of the Partner MFP to exit the Auto Shut OFF mode. • If Auto Shut OFF is activated on the Partner MFP, the tandem mode will be released automatically. Press **Power Save** on the **control panel** of the Partner MFP to exit the Auto Shut OFF mode, and then set the tandem mode again to restart the operation. • If any problem such as a paper misfeed or out of paper occurs in the Partner MFP, the tandem mode printing will be unavailable; however, the problem will not cause the tandem mode to be released. Take the appropriate troubleshooting measures on the Partner MFP to be ready for printing. • Tandem printing job cannot be started if 100 reserve jobs (not in tandem mode) are entered on the Partner MFP. Wait until the reserve jobs are completed on the Partner MFP.

1 Turn on the **main power switch** and **sub power switch** for two machines connected to use the tandem mode, and then display the Copy Screen for each.

➔ Confirm that both machines are ready to copy with the Copy Screen displayed.

2 Press [Output Setting] on the Copy Screen of the machine to be This MFP.



Ready to copy
Align the original face up on ADF

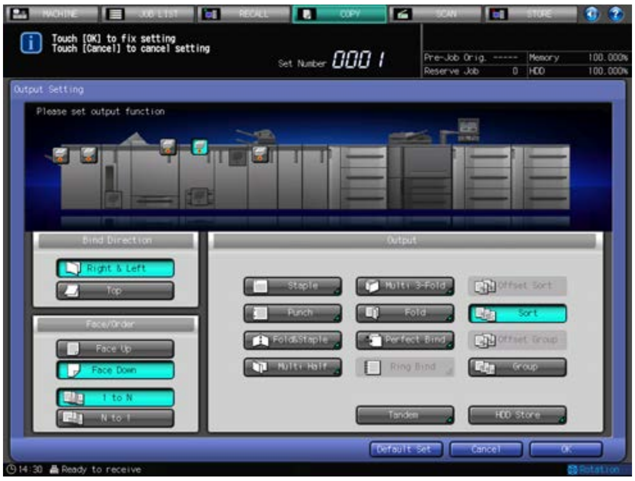
Set Number 0001

Pre-Job Orig. -----
Reserve Job 0
Memory 100.000%
HDD 100.000%

14:30 Ready to receive

The Output Setting Screen will be displayed.

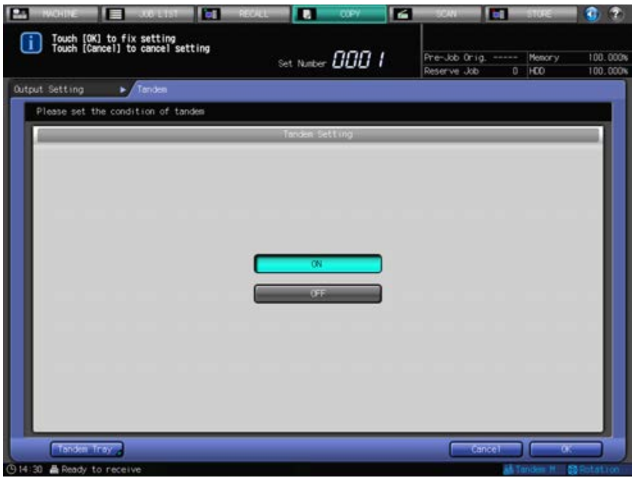
3 Press [Tandem].


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set output function

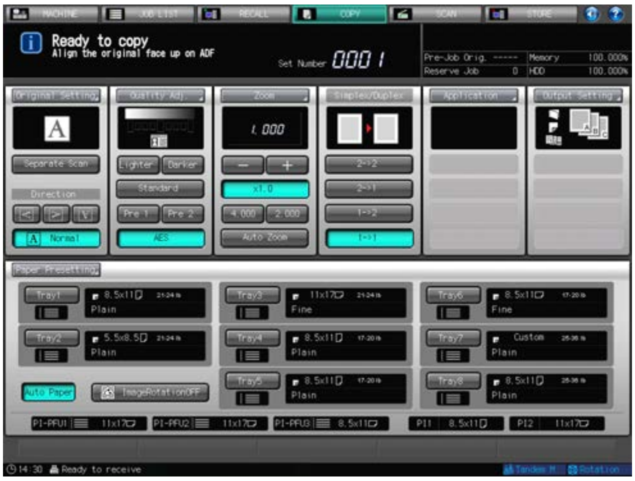
The Tandem Setting Screen will be displayed.

4 Select [ON] on the Tandem Setting Screen, then press [OK] twice.


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set the condition of tandem

[Tandem M] will be displayed in the lower right corner of the Copy Screen of This MFP.


Ready to copy
Align the original face up on ADF

NOTICE

Be sure to select [ON] on the Tandem Setting Screen not for the Partner MFP but for This MFP. Otherwise, the tandem mode cannot be activated.

➔ To specify the copy condition for using multiple trays on a machine, corresponding tray sizes on This MFP and Partner MFP should be the same.

➔ Ordinary copying operation is still available on the Partner MFP during the tandem mode setting.

5 Select the desired copy conditions on This MFP.

6 Enter the desired print quantity on This MFP.

When a print quantity amount of 100 is entered, This MFP and Partner MFP will each output 50 sets.

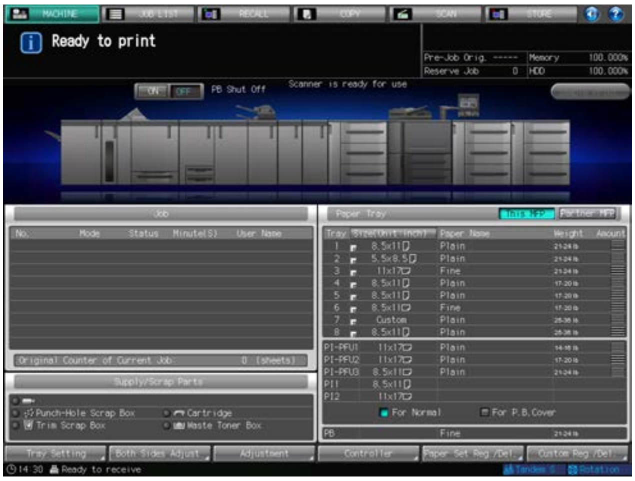
➔ Print quantity must be set for two or more copies to perform the tandem mode printing.

➔ If an odd number of sets is specified for output, one extra set will be delivered to This MFP.

7 Position the original on This MFP.

8 Press **Start** on the **control panel** of This MFP.

[Tandem S] will be displayed in the lower right corner of the screen of Partner MFP.



Ready to print

Pre-Job Orig. -----
Reserve Job 0
Memory 100.000%
HDD 100.000%

Scanner is ready for use

No.	Mode	Status	Minute(S)	User Name

Original Counter of Current Job 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

14:30 Ready to receive

The tandem mode will be released automatically when the tandem mode printing is completed, and [Tandem M] for This MFP and [Tandem S] for the Partner MFP will disappear.

NOTICE

Each output tray has a limit in capacity. Be careful not to exceed the limit, otherwise unexpected trouble may be caused.

8.10.3 Cancelling the Tandem Mode/Printing

This section describes how to cancel the tandem mode printing.

Reference

The following procedure is used to cancel all the operations of tandem mode printing. To cancel the operation on the Partner MFP only and continue on This MFP, see page 8-66.

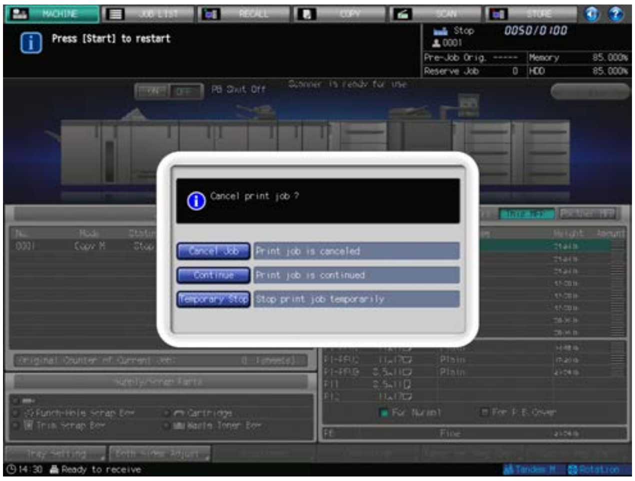
1 Press **Stop** on the **control panel** of This MFP.

The scanning/printing job stops immediately, and a confirmation dialog appears on the screen of This MFP. At this time, the tandem mode is not yet released.

1
2
3
4
5
6
7
8
9
0
C
Reset
Interrupt
Proof Copy
Stop
Start

2 Press [Cancel Job].

All the scanned data will be cleared completely to release the tandem mode/printing.


Press [Start] to restart

Cancel print job ?

➔ Press [Continue] to continue the scanning/printing job.

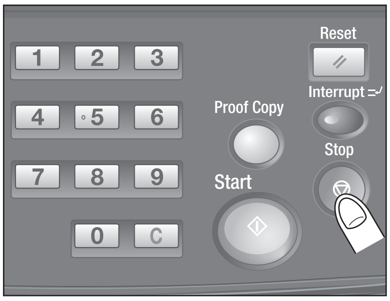
8.10.4 Cancelling Tandem Mode Printing on the Partner MFP Only

Follow the procedure below to cancel printing on the Partner MFP and continue on This MFP.

1 Press **Stop** on the **control panel** of the Partner MFP.

The Partner MFP stops printing immediately, and a confirmation dialog appears on the screen of the Partner MFP. At this time, the tandem mode is not yet released.

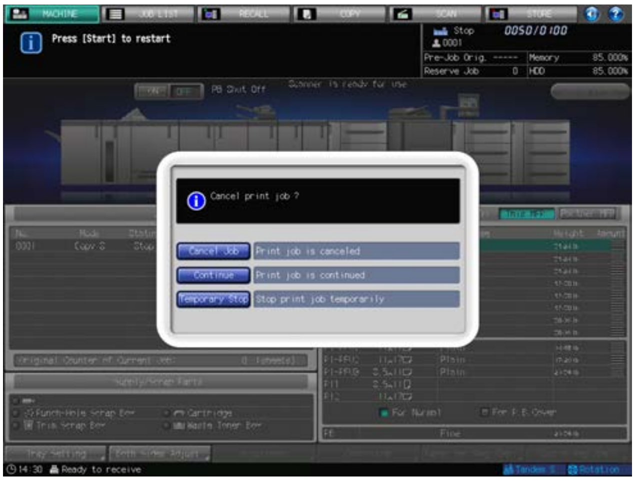
➔ If temporary suspension in the Partner MFP takes a long time, the Distribution Recovery mode will be activated to enable This MFP to take over the remaining print quantity.



2 Press [Cancel Job].

This will release the tandem mode and cancel printing on the Partner MFP.

➔ Press [Continue] to continue the tandem mode printing stopped temporarily on the Partner MFP.


Press [Start] to restart

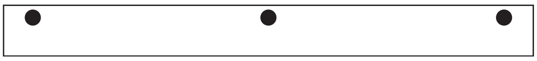
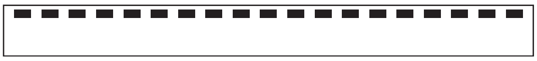
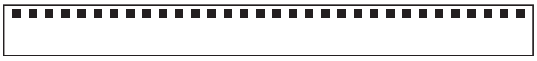
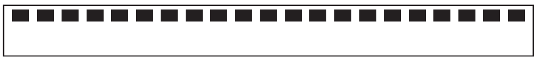
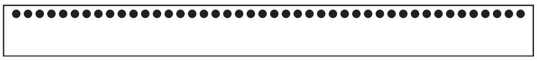
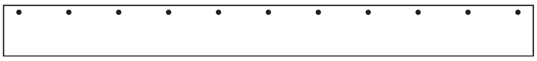
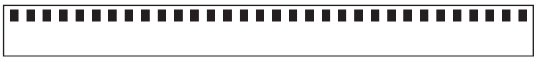
Cancel print job ?

8.10.5 Troubleshooting in Tandem Mode/Printing

Case	Solution
Distribution Recovery	The machine finished with printing detects the status of the other machine and distributes the remaining print quantity again to continue that job. Or, when trouble occurs in either machine during the tandem mode printing, the machine that is trouble free detects the status of the troubled machine and completes the job by taking over the remaining print quantity after finished with its allocation.
When either machine is finished with printing	It detects the status of the other machine and automatically takes over a half of the remaining print quantity with the Distribution Recovery mode activated.
When a paper jam, out of paper, or SC-code (E-code, F-code) trouble occurs on either machine	It automatically takes over the remaining print quantity with the Distribution Recovery mode activated. For SC-code (E-code, F-code) trouble, take appropriate troubleshooting measures to correct the problem after the tandem printing job is completed.
When memory overflow occurs on This MFP	The scanning job will stop immediately, and the tandem printing job will be suspended on both machines. At this time, the tandem mode is not yet released. Take the same measure to be applied for single machine on which memory overflow occurs.
When memory overflow occurs on the Partner MFP	The Partner MFP will restart the tandem printing job when the memory becomes available after completing some reserve jobs. In this case, the Distribution Recovery mode functions to continue the tandem printing job on This MFP until the Partner MFP becomes available for the job. If the memory of the Partner MFP does not become available despite the elapse of time, the tandem mode will be released on the Partner MFP. The Distribution Recovery mode functions to complete the job on This MFP.
When the power is turned off on either machine	The tandem mode/printing will be released automatically in either case. Restart the procedure from the first step.

8.11 Using Multi Puncher GP-501

Using **Multi Puncher GP-501**, the following types of punch holes can be made in printed sheets.

Die set model	Hole type
DS-501	Ring Binder 3-Hole, 5/16 Diameter 
DS-502	Plastic Bind Cerlox Standard 19 Hole 
DS-503	WireBind - 3:1 Square 32 Hole 
DS-504	WireBind - 2:1 Rectangular 21 Hole 
DS-505	Color Coil - 4:1 Round 44 Hole 
DS-506	VeloBind - 1:1 Round 11 Hole 
DS-507	ProClick LTR 32-Hole die set 

8.11.1 Punching File Holes in Copies: Punch

Set the Punch mode to punch file holes in printed sheets. Follow the procedure below to select the paper size (8.5 × 11 ▯) and punch position. To select the punch hole type, change the die set to the desired one.

Reference

*For detailed specifications of **Multi Puncher GP-501**, see Section 13.*

✔ Available paper size is 8.5 × 11 ▯ only. 8.5 × 11 ▭ cannot be used for this function.

✔ A power switch is provided on the multi puncher. Be sure to turn it on before turning on the **main power switch** and **sub power switches** of the main body.

✔ The die set model currently mounted on the multi puncher cannot be checked from the **control panel**. If required, open the front door of the multi puncher to check it before the operation.

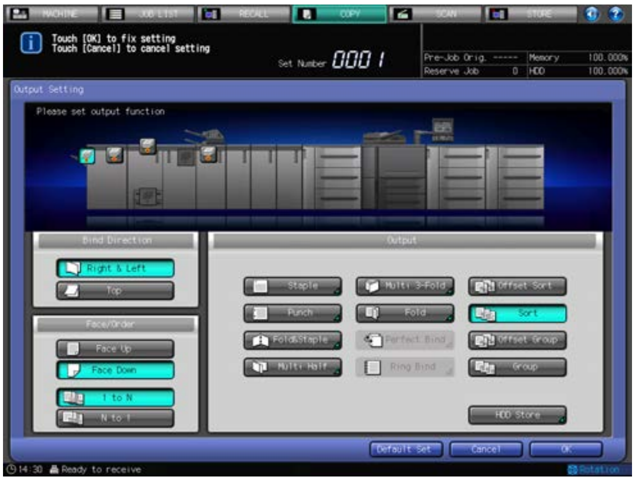
1 Position the original.

2 Press [COPY] tab to display the Copy Screen.

3 Press [Output Setting].

The Output Setting Screen will be displayed.

4 Press [Punch].

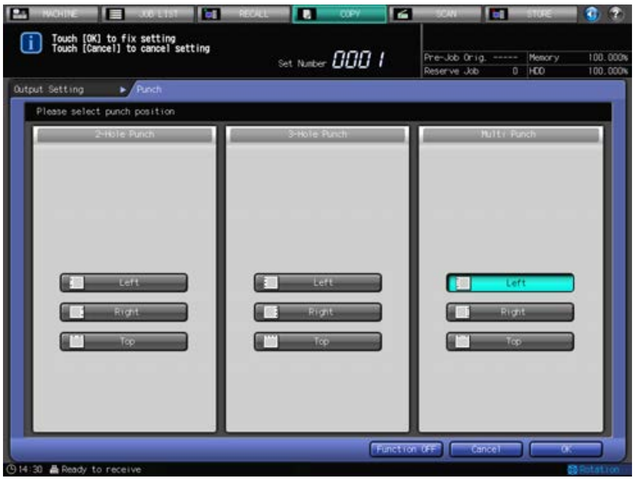


Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please set output function

The Punch Screen will be displayed.

5 Select the desired punch position key provided under [Multi Punch].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Please select punch position

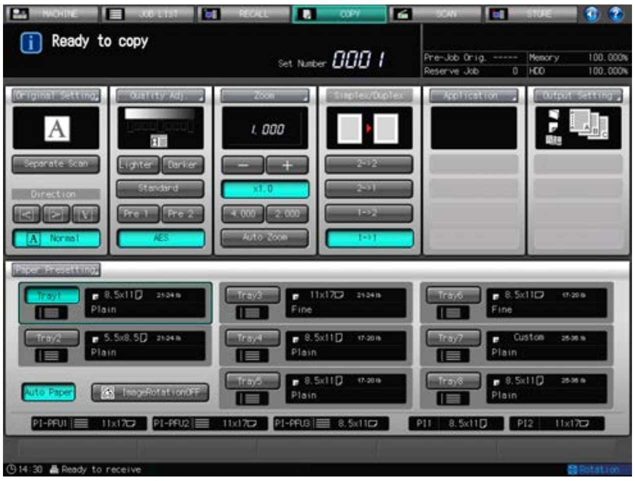
6 Press [OK].

➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

The Output Setting Screen will be restored.

7 Press [OK] on the Output Setting Screen to return to the Copy Screen.

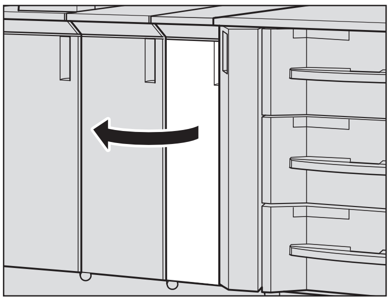


Ready to copy

An icon representing specified output mode will be displayed under [Output Setting] on the Copy Screen.

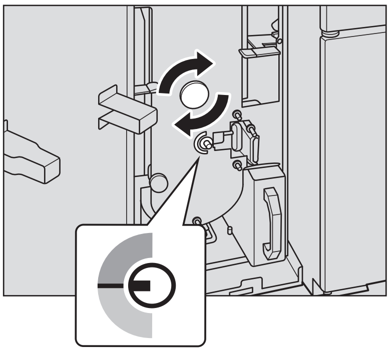
8.11.2 Exchanging the Die Set

1 Open the multi puncher front door.

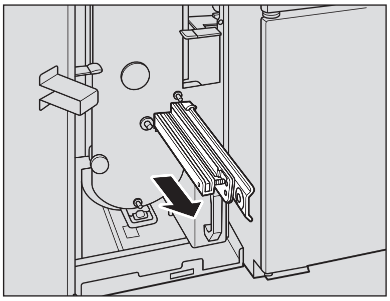


2 Turn Knob [GP4] clockwise to set the die set punch blade position indicator to the horizontal position as shown in the illustration.

➔ Horizontally dispose the die set punch blade position indicator, otherwise the die set cannot be withdrawn. Be sure to align it to the horizontal line.

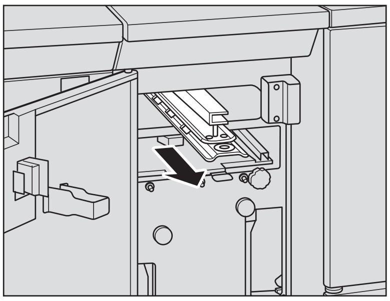


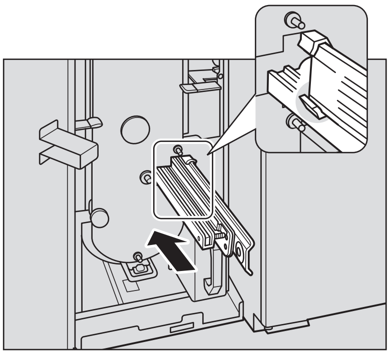
3 Slowly withdraw the die set.

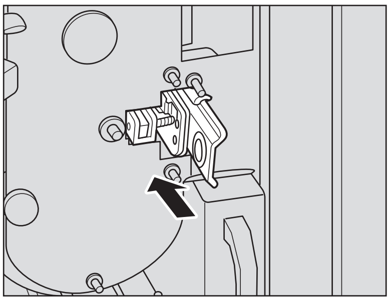


4 Take out the desired die set from the rack to replace it with the one currently set.

➔ Securely set the die set in position.

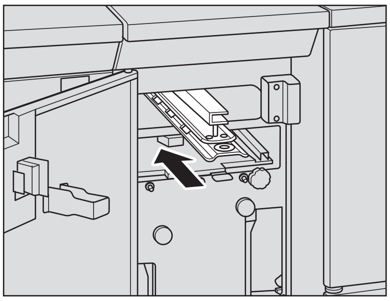




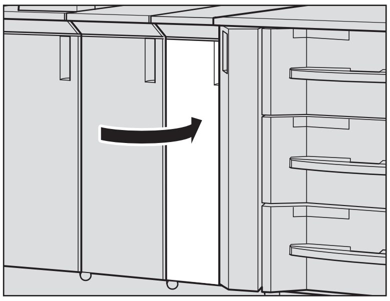


5 Put the replaced die set into the rack.

➔ The replaced die set is supposed to be stored in the rack.



6 Close the multi puncher front door.



8.12 Using Auto Ring Binder GP-502

The machine with **Auto Ring Binder GP-502** installed punches file holes in output sheets to make a booklet bound with a bind part through the holes.

Reference

*Please refer to [OPERATION MANUAL] supplied with **Auto Ring Binder GP-502** for the information on how to operate the ring binder or screens displayed on the display panel.*

8.12.1 Making Booklets Bound with Bind Parts through Punch Holes: Ring Bind

When not using the Insert Sheet function, the same paper is used for all pages to make a bound booklet.

Using the Insert Sheet function in combination, you can use different types of paper for each of the body sheets, covers, and insert sheets to make a bound booklet.

Reference

See page 7-5 for details of Insert Sheet in the Application.

✔ When using the same paper for all pages to make a bound booklet, select one tray to be used. The Insert Sheet setting is not required.

✔ When binding a simplex-printed set without using the Insert Sheet function, select the print side ([Inside Print] or [Outside Print]) for each of the top and last sheets of the booklet.

✔ When using the Insert Sheet function, select a tray for each of the covers and insert sheets.

✔ When printing on covers using the Insert Sheet function, specify the print side for covers in the Insert Sheet setting. In this case, it is not required to make a selection for the print side of the top sheet and last sheet of the booklet. Using tabbed paper in the same conditions, the top sheet will be fixed to [Outside Print] and the last sheet to [Inside Print].

✔ Select the bind direction ([Left Bind] or [Right Bind]) for the booklet. This selection is effective only for the portrait original, while the setting is fixed to the top binding for the landscape original.

✔ Available paper weight ranges from 21 to 57 lb Bond.

✔ The maximum number of sheets that can be bound is 102 (21 lb Bond body/insert sheets with 57 lb Bond covers), and the minimum number is 7 (21 to 31 lb Bond body/insert sheets with 44 to 57 lb Bond covers).

✔ Available paper sizes are 8.5 × 11 ▯ and its tabbed paper size, 8.5 × 11T ▯. The tab extension width of tabbed paper should be 0.51 inches or less. Any other sizes are unavailable for all of body sheets, covers, and insert sheets. Tabbed paper cannot be duplex-printed.

✔ Load paper for body sheets in a main body tray or a paper feeder unit tray. When using the Insert Sheet function, load paper for covers or insert sheets in a main body tray, paper feeder unit tray, or PI-PFU tray other than that for the body sheets. Paper loaded in a PI-PFU tray cannot be printed.

✔ Make a sample copy to check the pagination of a bound booklet. The sample copy is output, without being bound, to the secondary tray of a downstream device next to the ring binder.

1 Position the original.

➔ Prepare the original in the order of the front cover, body, and then the back cover.

2 Load paper into the tray.

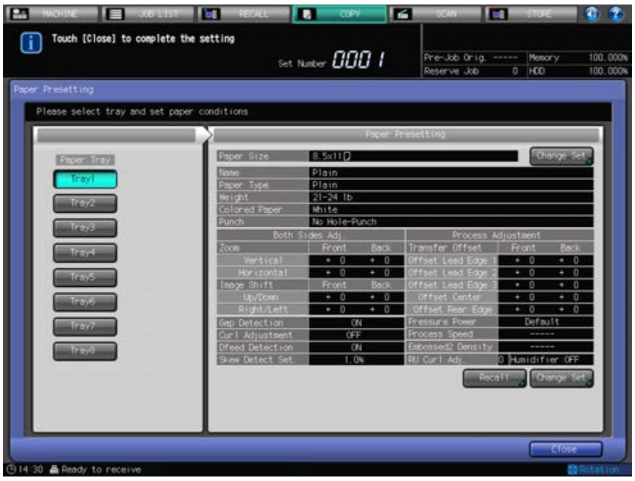
➔ Load paper for body sheets in a main body tray (tray 1, tray 2) or **Paper Feeder Unit PF-703/PF-706** (trays 3 to 8). When not using the Insert Sheet function, the tray for covers is not required.

➔ When using the Insert Sheet function, load paper for covers or insert sheets in a main body tray (tray 1, tray 2), **Paper Feeder Unit PF-703/PF-706** (trays 3 to 8), or **Large Capacity Post Inserter PI-PFU** (PI-PFU1 to PI-PFU3). Paper loaded in a PI-PFU tray cannot be printed.

3 Change the paper setting of the tray to be used, as required.

➔ For details on changing the Tray Setting, see Section 3 of the POD Administrator's Reference.

➔ If temporary change of the paper setting is desired, change the setting from the Paper Presetting Screen. See page 6-39 for details.



Touch [Close] to complete the setting

Set Number 0001

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Paper Presetting

Please select tray and set paper conditions

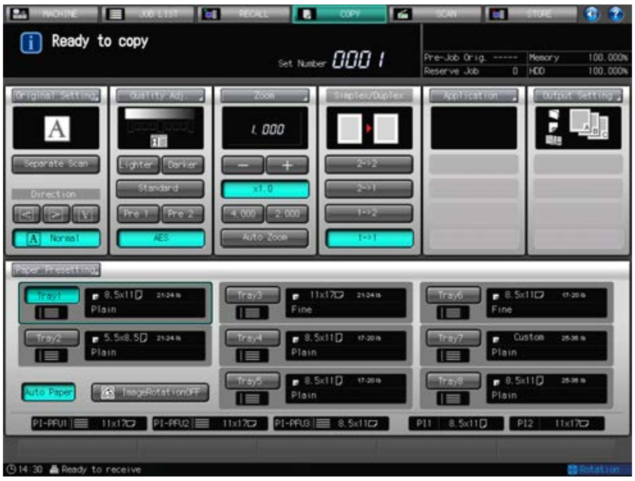
Paper Size 8.5x11
Name Plain
Paper Type Plain
Weight 21-24 lb
Colored Paper White
Punch No Hole-Punch

Both Sides Adj.			Process Adjustment		
Zoom	Front	Back	Transfer Offset	Front	Back
Vertical	+ 0	+ 0	Offset Lead Edge 1	+ 0	+ 0
Horizontal	+ 0	+ 0	Offset Lead Edge 2	+ 0	+ 0
Image Shift	Front	Back	Offset Lead Edge 3	+ 0	+ 0
Up/Down	+ 0	+ 0	Offset Center	+ 0	+ 0
Right/Left	+ 0	+ 0	Offset Rear Edge	+ 0	+ 0
Gap Detection	ON		Pressure Power	Default	
Curl Adjustment	OFF		Process Speed	------	
Dfeed Detection	ON		Embossed2 Density	------	
Skew Detect Set.	1.0%		RU Curl Adj.	0	Humidifier OFF

➔ If the paper weight specified for the tray is inadequate, the binding operation cannot be performed. For the paper weight adequate to body sheets, covers, and insert sheets, see page 3-2.

4 Press [COPY] tab to display the Copy Screen.

5 Press [Output Setting].

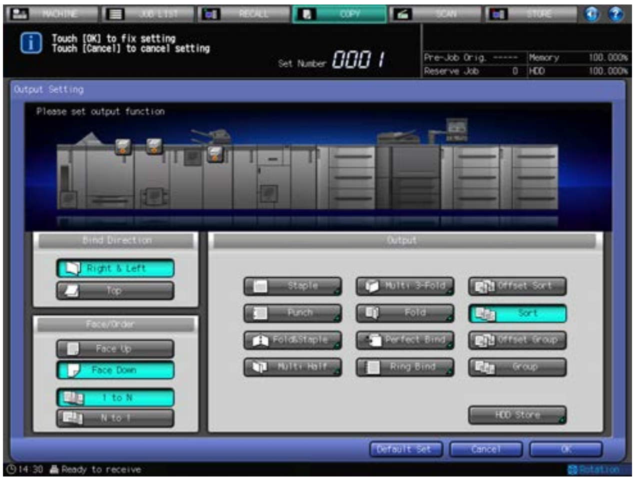


Ready to copy

Set Number 0001

The Output Setting Screen will be displayed.

6 Press [Ring Bind].



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

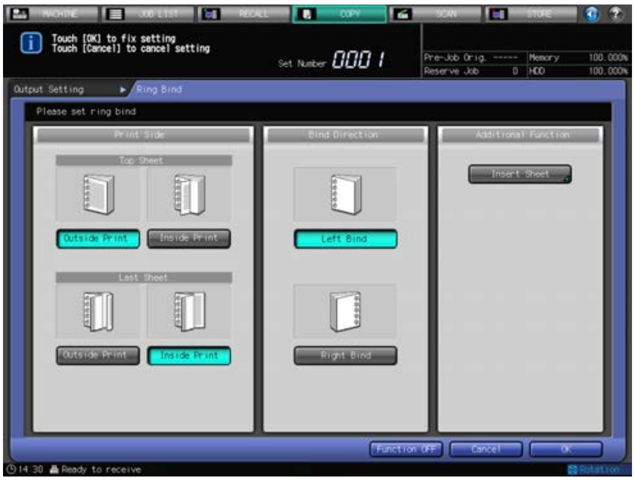
Output Setting

Please set output function

The Ring Bind Screen will be displayed.

7 Specify the print side for the top sheet and the last sheet.

➔ When binding a simplex-printed set without using the Insert Sheet function, select [Outside Print] or [Inside Print] for each of the top sheet and the last sheet.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Output Setting ▸ Ring Bind

Please set ring bind

8 Select the bind direction of the booklet.

➔ Select either [Left Bind] or [Right Bind].

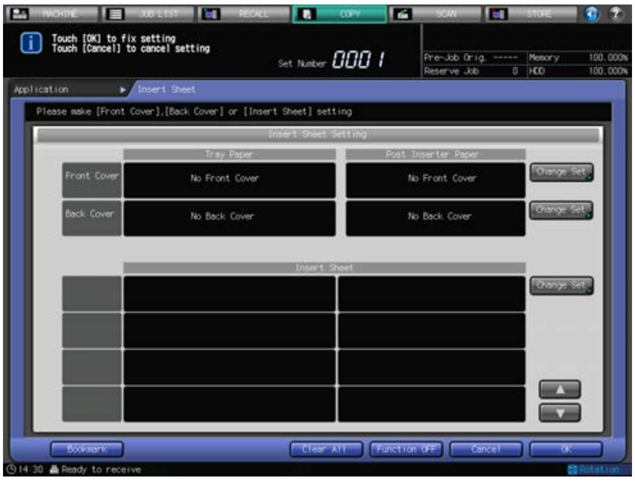
9 Press [Insert Sheet].

➔ If not using the Insert Sheet function, proceed to step 11.

The Insert Sheet Screen will be displayed.

10 Make the Insert Sheet setting.

➔ Make this setting to attach either printed or blank covers and insert sheets using paper other than that for body.



Touch [OK] to fix setting
Touch [Cancel] to cancel setting

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

Application ▸ Insert Sheet

Please make [Front Cover],[Back Cover] or [Insert Sheet] setting

Insert Sheet Setting

	Tray Paper	Post Inserter Paper
Front Cover	No Front Cover	No Front Cover
Back Cover	No Back Cover	No Back Cover

➔ Press [OK] to return to the Ring Bind Screen.

11 Press [OK].

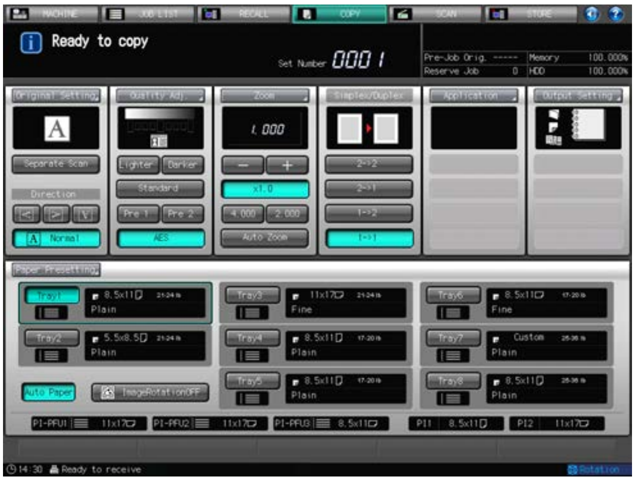
➔ To restore the previous setting, press [Cancel].

➔ To disable the function while keeping the current setting, press [Function OFF].

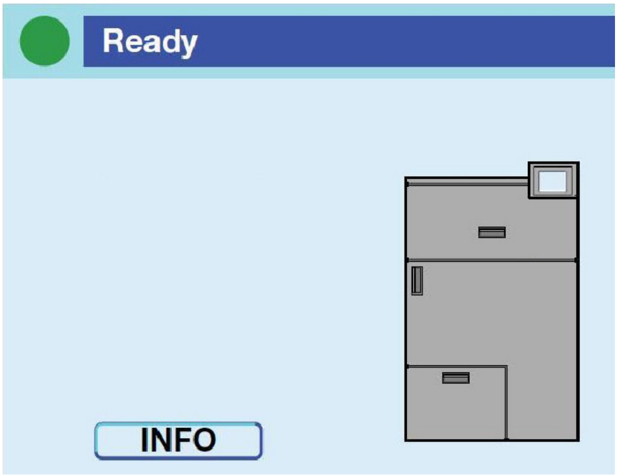
The Output Setting Screen will be restored.

12 Press [OK] on the Output Setting Screen to return to the Copy Screen.

An icon representing specified output mode will be displayed under [Output Setting] on the Copy Screen.



Check that the Ready Screen is displayed on the display panel of the ring binder. If ALERT or ERROR Screen is displayed, please refer to [OPERATION MANUAL] supplied with **Auto Ring Binder GP-502**.



13 Select additional copy conditions, as desired.

- ➔ When making double-sided copies, select [1->2] or [2->2].
- ➔ Use [Separate Scan] if the original page count exceeds 100.

14 Enter the desired print quantity from the **control panel keypad**.

- ➔ The booklet tray of the ring binder has a limit in capacity. See page 3-4 for details.
- ➔ It is recommended to proof copy before binding multiple sets. For details on proof copying, see page 10-2.
- ➔ The sample copy is output, without being bound, to the secondary tray of a downstream device next to the ring binder.

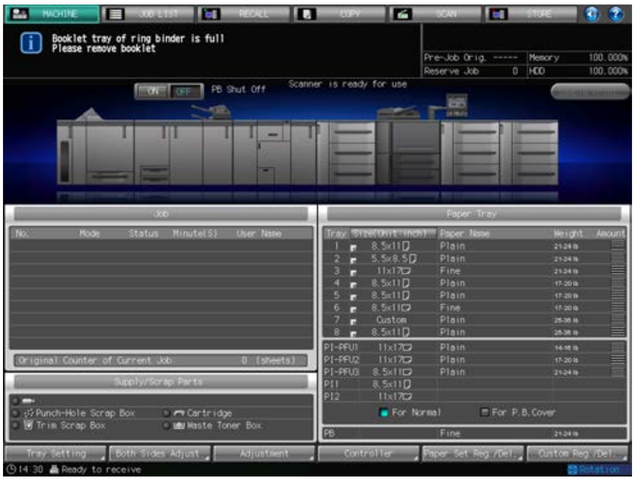
15 Press **Start** on the **control panel**.

Never open the top cover or front door of the ring binder while the machine operation is in process. Also, never withdraw the booklet tray. Otherwise the machine immediately stops the operation and paper jam may be caused.

8.12.2 Taking Out Booklets from the Booklet Tray

When the booklet tray becomes full, the following message will appear in the message area of the screen.

[Booklet tray of ring binder is full / Please remove booklet]



Booklet tray of ring binder is full
Please remove booklet

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

PB Shut Off

Scanner is ready for use

Job

No.	Mode	Status	Minute(S)	User Name

Original Counter of Current Job: 0 (sheets)

Supply/Scrap Parts

- Punch-Hole Scrap Box
- Cartridge
- Trim Scrap Box
- Waste Toner Box

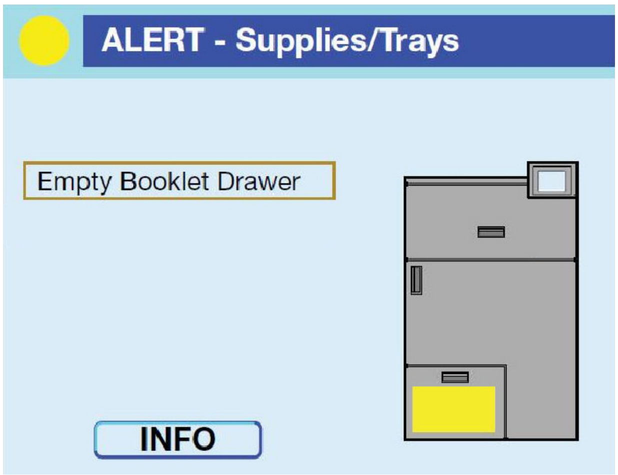
Paper Tray

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

■ For Normal ☐ For P.B.Cover

14:30 Ready to receive

The display panel of the ring binder shows the ALERT - Supplies/Trays Screen with the message [Empty Booklet Drawer] displayed.



ALERT - Supplies/Trays

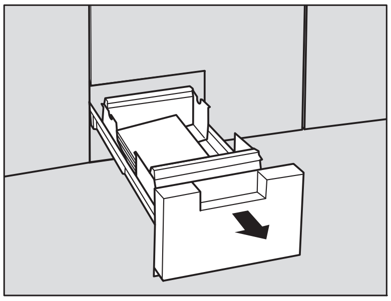
Empty Booklet Drawer

Follow the procedure below to take out booklets from the booklet tray.

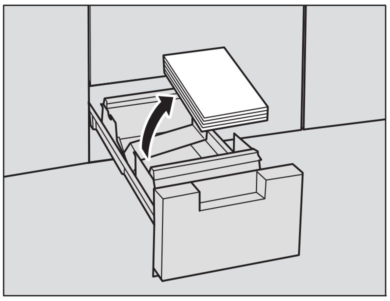
1 Withdraw the booklet tray.

NOTICE

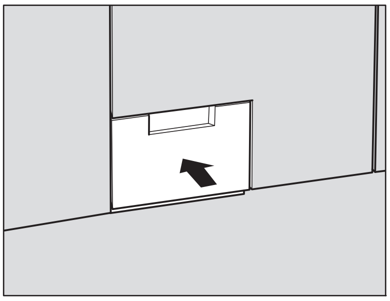
Never withdraw the booklet tray of the ring binder while the machine operation is in process. Otherwise, a paper jam may be caused.



2 Take out booklets from the booklet tray.



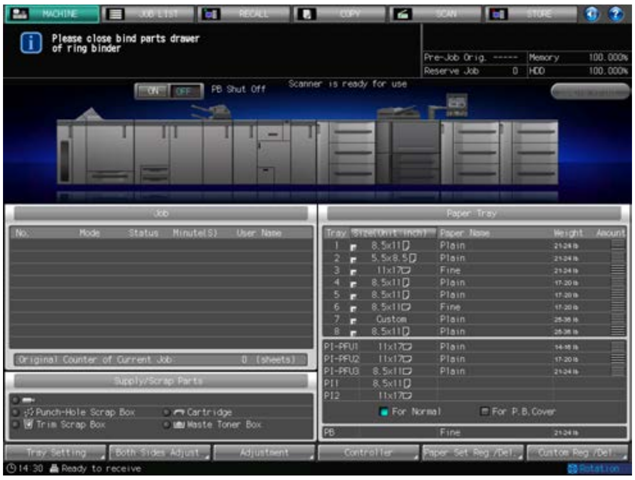
3 Return the booklet tray to its original position.



NOTICE

If the booklet tray is not returned securely in place, the message [Please close front door of ring binder booklet tray] will be displayed in the message area of the screen.

The display panel of the ring binder shows the ALERT - Supplies/Trays Screen with the message [Close Booklet Drawer] displayed.



Please close bind parts drawer
of ring binder

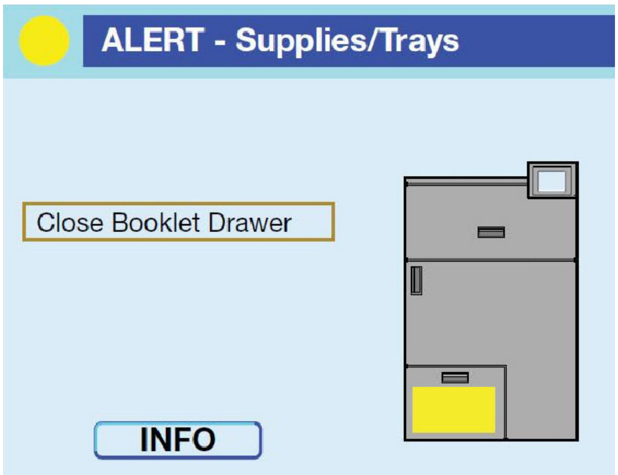
Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

Scanner is ready for use

Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight
1	8.5x11	Plain	21-24 lb
2	5.5x8.5	Plain	21-24 lb
3	11x17	Fine	21-24 lb
4	8.5x11	Plain	17-20 lb
5	8.5x11	Plain	17-20 lb
6	8.5x11	Fine	17-20 lb
7	Custom	Plain	28-36 lb
8	8.5x11	Plain	28-36 lb
PI-PFU1	11x17	Plain	14-16 lb
PI-PFU2	11x17	Plain	17-20 lb
PI-PFU3	8.5x11	Plain	21-24 lb
PI1	8.5x11		
PI2	11x17		
PB		Fine	21-24 lb

14:30 Ready to receive

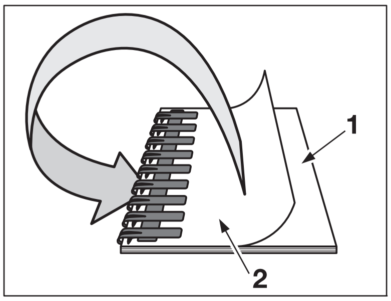


ALERT - Supplies/Trays

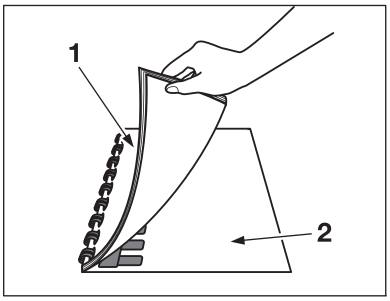
Close Booklet Drawer

4 Flip over the back cover of the booklet.

An output booklet is bound in order of the back cover, front cover, and body sheets as shown in the illustration on the right. (1: front cover, 2: back cover)



➔ To improve the appearance of the bound booklet, flip the back cover over so that the spine of the bind part should be hidden between the back cover and the last page of body sheets. (1: front cover, 2: back cover)



9 Job Management

9 Job Management

9.1 Overview of the Job List Screen

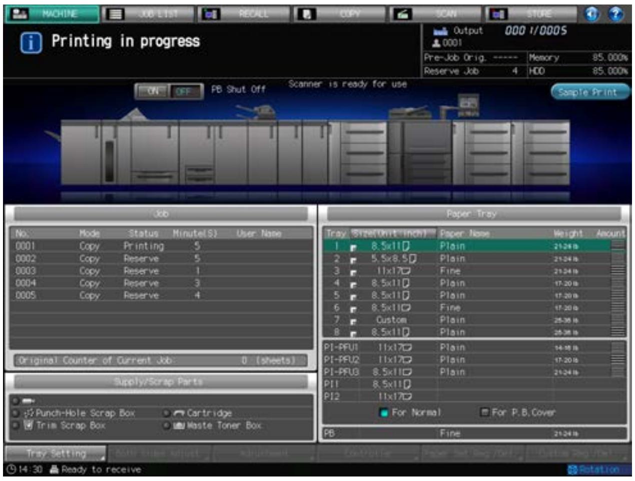
The Job List Screen develops into the following types.

Screen	Description
Job Active/Suspend List Screen	Displayed first when [JOB LIST] tab is pressed. This screen allows you to check or operate active or suspended jobs on the list.
Schedule Screen	Displayed when [Schedule] is pressed on the Job List Screen. This screen shows the active jobs listed on the Job Active/Suspend List Screen using bars. It also allows you to change the order of reserved jobs from the job bar display or to change the paper tray specified for a reserved job.
Output History Screen	Displayed when [Output History] is pressed on the Job List Screen. This screen provides a listing of output history. It allows you to check the details of output jobs.
Send History Screen	Displayed when [Send History] is pressed on the Job List Screen. This screen provides a listing of send history.
Incomplete History Screen	Displayed when [Incomplete History] is pressed on the Job List Screen. This screen provides a listing of incomplete jobs.
Spool Screen	This screen provides a listing of spool (Wait for RIP or Receiving) jobs.

It also allows you to check or operate print or scan jobs in addition to copy jobs.

1 Press [JOB LIST] tab on the screen.

The Job List Screen will be displayed.



Printing in progress

Output 0001/0005

0001

Pre-Job Orig. ------

Reserve Job 4

Memory 85.000%

HDD 85.000%

Scanner is ready for use

No.	Mode	Status	Minute(S)	User Name
0001	Copy	Printing	5	
0002	Copy	Reserve	5	
0003	Copy	Reserve	1	
0004	Copy	Reserve	3	
0005	Copy	Reserve	4	

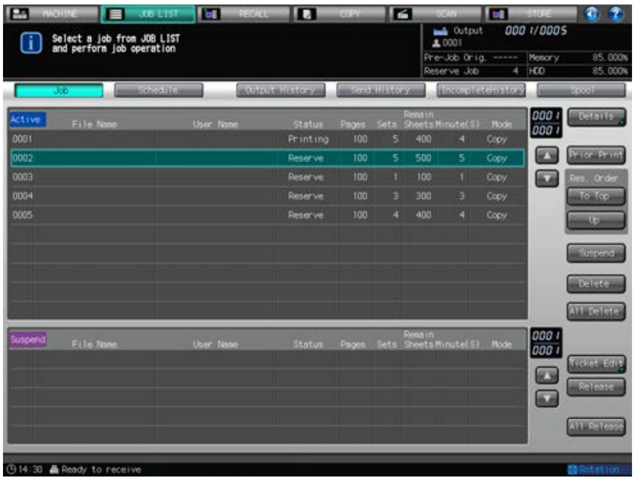
Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit: inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-38 lb	
8	8.5x11	Plain	28-38 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

14:30 Ready to receive

2 Use the keys provided in the upper area of the Job List Screen to navigate to each screen.

- ➔ Press [Job] to display the Job Active/Suspend List Screen. See page 9-4 for details.
- ➔ Press [Schedule] to display the Schedule Screen. See page 9-15 for details.
- ➔ Press [Output History] to display the Output History Screen. See page 9-28 for details.
- ➔ Press [Send History] to display the Send History Screen. See page 9-30 for details.
- ➔ Press [Incomplete History] to display the Incomplete History Screen. See page 9-32 for details.
- ➔ Press [Spool] to display the Spool Screen. See page 9-34 for details.



Select a job from JOB LIST
and perform job operation

Output 0001/0005
0001
Pre-Job Orig. -----
Reserve Job 4
Memory 85.000%
HDD 85.000%

Active	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0001			Printing	100	5	400	4	Copy
0002			Reserve	100	5	500	5	Copy
0003			Reserve	100	1	100	1	Copy
0004			Reserve	100	3	300	3	Copy
0005			Reserve	100	4	400	4	Copy

0001
0001

Suspend	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode

0001
0001

14:30 Ready to receive

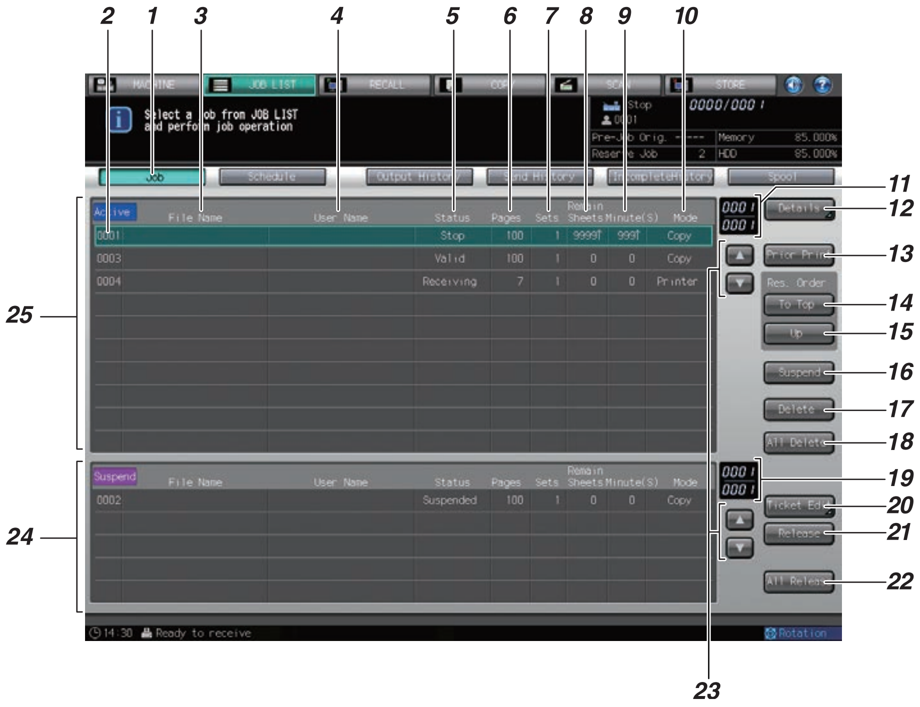
3 Press any tab key other than [JOB LIST] in the upper area of the screen to exit the Job List Screen.

9.2 Job Active/Suspend List Screen

This section describes how to check and operate the jobs on the Job Active/Suspend List Screen.

9.2.1 Overview of the Job Active/Suspend List Screen

The Job Active/Suspend List Screen displays the current status of printing, reserved, or suspended jobs as a list. Selecting a job on the list, you can check the setting details, change its output order, or delete it from the list.



Select a job from JOB LIST and perform job operation

Stop 0000/0001
0001
Pre-Job Orig. ----- Memory 85.000%
Reserve Job 2 HDD 85.000%

Active	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0001			Stop	100	1	9999↑	999↑	Copy
0003			Valid	100	1	0	0	Copy
0004			Receiving	7	1	0	0	Printer

Suspend	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0002			Suspended	100	1	0	0	Copy

14:30 Ready to receive

No.	Name	Description
1	[Job]	Pressed to display the Job Active/Suspend List Screen.
2	Job number	Displays numbers assigned to all jobs.
3	[File Name]	Displays the file name when applied.
4	[User Name]	Displays the user name when registered.
5	[Status]	Displays the current status of jobs such as Printing, Stop, or Reserve.
6	[Pages]	Displays the page count of the original.
7	[Sets]	Displays the print quantity.
8	[Remain Sheets]	Displays up to 4 digits of remaining pages to be output (= pages × sets)
9	[Minute (S)]	Displays the time required to complete each job (minute).
10	[Mode]	Displays the output mode such as Copy or Printer.
11	Active list number/Total number	At the top the page number of the Suspend list currently displayed is indicated, and at the bottom the total number of the list pages is indicated.
12	[Details]	Pressed to confirm details of a specified job.
13	[Prior Print]	Pressed to suspend the job currently printed in order to output a specified job prior to the current job.

No.	Name	Description
14	[To Top]	Pressed to output a specified job next to the job currently printed.
15	[Up]	Pressed to advance a specified job by one in output order.
16	[Suspend]	Pressed to suspend a specified job.
17	[Delete]	Pressed to delete a specified job.
18	[All Delete]	Pressed to delete all the jobs from the Active list.
19	Suspend list number/Total number	At the top the page number of the Suspend list currently displayed is indicated, and at the bottom the total number of the list pages is indicated.
20	[Ticket Edit]	Pressed to confirm details of a suspended job.
21	[Release]	Pressed to release the suspension status of a specified job.
22	[All Release]	Pressed to release the suspension status of all the jobs on the Suspend list.
23	Scroll keys	Pressed to scroll up and down the Active list or Suspend list if there is more than one page for the list.
24	Suspend list	Displays the list of suspended jobs. To operate a suspended job, press the row of the job to select it.
25	Active list	Displays the list of active jobs. To operate an active job, press the row of the job to select it.

9.2.2 Displaying Details of a Job

Check the settings of an active job or suspended job.

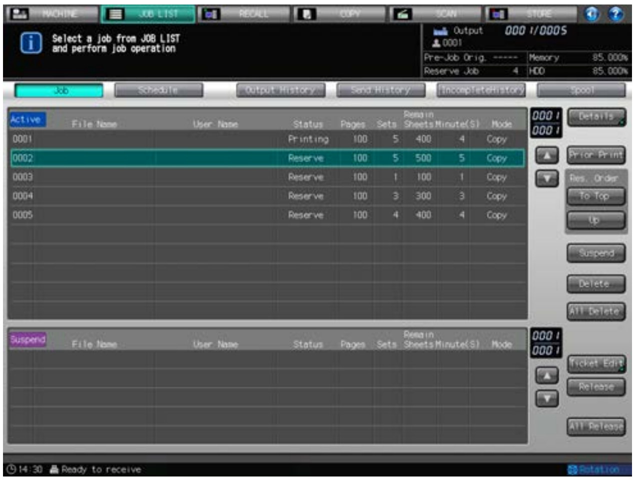
1 Press [JOB LIST] tab on the screen.

- ➔ Press [Job] on the Job List Screen if you find [Job] is not highlighted.

2 Select a job to be checked in detail.

- ➔ When the lists extend to more than one page, scroll up and down the list with the respective up and down arrows.
- ➔ Press the row of the desired job.
- ➔ You can select a job from either Active list or Suspend list.

3 Press [Details].



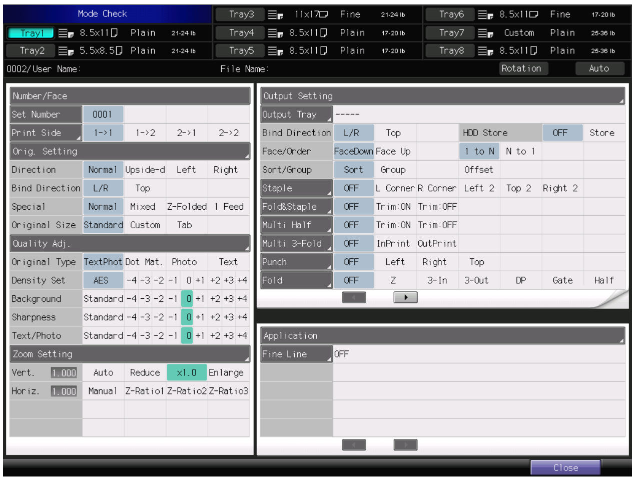
Select a job from JOB LIST
and perform job operation

Active	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0001			Printing	100	5	400	4	Copy
0002			Reserve	100	5	500	5	Copy
0003			Reserve	100	1	100	1	Copy
0004			Reserve	100	3	300	3	Copy
0005			Reserve	100	4	400	4	Copy

The Mode Check Screen will be displayed.

4 Review the job settings on the Mode Check Screen.

➔ If [◀] and [▶] provided under the [Output Setting] and [Application] lists appear active, there are more details to go. Press the keys for confirmation.


Mode Check
Tray1 8.5x11 Plain 21-24 lb
Tray2 5.5x8.5 Plain 21-24 lb
Tray3 11x17 Fine 21-24 lb
Tray4 8.5x11 Plain 17-20 lb
Tray5 8.5x11 Plain 17-20 lb
Tray6 8.5x11 Fine 17-20 lb
Tray7 Custom Plain 25-36 lb
Tray8 8.5x11 Plain 25-36 lb
0002/User Name:
File Name:
Rotation Auto
Number/Face
Set Number 0001
Print Side 1->1 1->2 2->1 2->2
Orig. Setting
Direction Normal Upside-d Left Right
Bind Direction L/R Top
Special Normal Mixed Z-Folded 1 Feed
Original Size Standard Custom Tab
Quality Adj.
Original Type TextPhot Dot Mat. Photo Text
Density Set AES -4 -3 -2 -1 0 +1 +2 +3 +4
Background Standard -4 -3 -2 -1 0 +1 +2 +3 +4
Sharpness Standard -4 -3 -2 -1 0 +1 +2 +3 +4
Text/Photo Standard -4 -3 -2 -1 0 +1 +2 +3 +4
Zoom Setting
Vert. 1.000 Auto Reduce x1.0 Enlarge
Horiz. 1.000 Manual Z-Ratio1 Z-Ratio2 Z-Ratio3
Output Setting
Output Tray -----
Bind Direction L/R Top HDD Store OFF Store
Face/Order FaceDown Face Up 1 to N N to 1
Sort/Group Sort Group Offset
Staple OFF L Corner R Corner Left 2 Top 2 Right 2
Fold&Staple OFF Trim:ON Trim:OFF
Multi Half OFF Trim:ON Trim:OFF
Multi 3-Fold OFF InPrint OutPrint
Punch OFF Left Right Top
Fold OFF Z 3-In 3-Out DP Gate Half
Application
Fine Line OFF
Close

5 Press [Close].

The Job List Screen will be restored.

9.2.3 Operating Prior Print

Use this function to suspend the job currently printed in order to give prior output to an available job marked as Valid on the Active list.

Conditions to enable Prior Print:

- The job to be a top priority is listed on the Active list.
- A scanning or output job is in progress, or has been suspended.

Conditions to disable Prior Print:

- The machine is in the Interrupt mode.
- The machine is operating Prior Print.
- The machine is outputting a sample set specified from the Ticket Edit Screen.

Conditions to suspend scanning when Prior Print is specified:

- When outputting the job data while scanning it from the **ADF**, the machine will stop when the output is completed after finishing the scanning operation.
- If output is not started for the data currently scanned from the **ADF**, the machine suspends that job without switching over to output when the scanning operation is completed.
- When scanning the original from the **original glass**, the machine suspends that job without switching over to output when the scanning operation is completed.

Conditions to suspend printing when Prior Print is specified:

- If the print job in progress uses **Large Capacity Stacker LS-505** or **Perfect Binder PB-503**, or any output sheets are left inside **Saddle Stitcher SD-506**, **Folding Unit FD-503** or **Finisher FS-532** used for that job, the machine suspends printing when a set currently output is completed.
- The machine immediately suspends printing for the job in a condition other than the above.

Printing order between the top-priority job and suspended job, or a job reserved during warm-up:

- If the suspended job does not use **Large Capacity Stacker LS-505** or **Perfect Binder PB-503**, or no output sheets are left inside **Saddle Stitcher SD-506**, **Folding Unit FD-503** or **Finisher FS-532** used for that job, the machine starts output for the top-priority job instead of the suspended job after restarting the operation.
- A job reserved during warmup switches places with the top-priority job.

Machine operation after Prior Print:

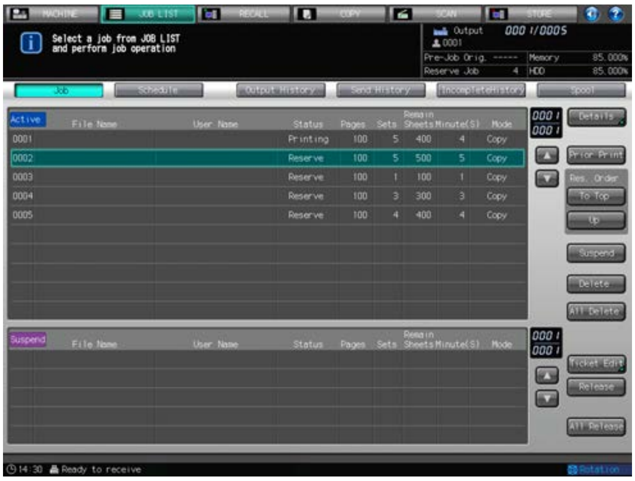
- The machine automatically restart the output for the suspended job after completing the top-priority job.

1 Press [JOB LIST] tab on the screen.

➔ Press [Job] on the Job List Screen if you find [Job] is not highlighted.

2. Select the top-priority job from the Active list.
   - ➔ When the list extends to more than one page, scroll up and down the list with the up and down arrows.
   - ➔ Press the row of the desired Valid job. You cannot select more than one row.
   - ➔ Only jobs from the Active list can be selected. If you want to select the top-priority job from the Suspend list, move that job to the Active list and then select it.

3. Press [Prior Print].

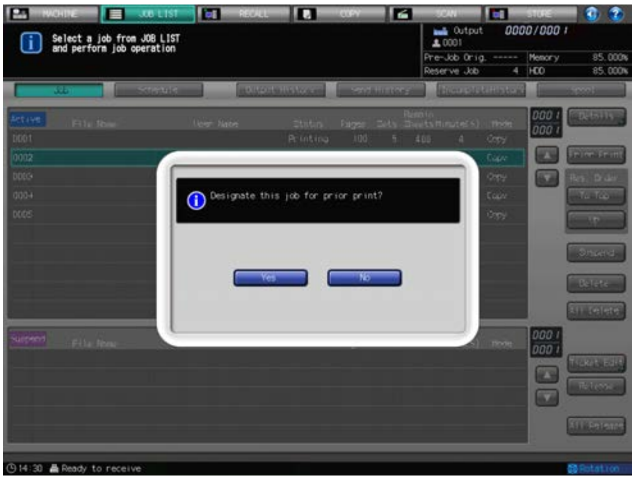


Select a job from JOB LIST and perform job operation

Active	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0001			Printing	100	5	400	4	Copy
0002			Reserve	100	5	500	5	Copy
0003			Reserve	100	1	100	1	Copy
0004			Reserve	100	3	300	3	Copy
0005			Reserve	100	4	400	4	Copy

A confirmation dialog will be displayed.

4. Press [Yes].



Designate this job for prior print?

- ➔ When you have specified the Prior Print operation, if you press **Stop** on the **control panel** while waiting for the output of the current set to complete, the machine will pause running. Pressing [Cancel Job] cancels the suspended job. Pressing [Continue] resumes the suspended job. Pressing [Temporary Stop] suspends the operation, and pressing **Start** on the **control panel** restarts the operation.
- ➔ When you have specified the Prior Print operation, if you press [Delete] while waiting for the current job to suspend, the top-priority job will be deleted and the output of the current job will resume.
- ➔ Interruption does not work when the top-priority job is in the Active list or while its output is in progress.
- ➔ The top-priority job in process can also be suspended and continued on the following day just as ordinary jobs can.

9.2.4 Changing Output Order

Follow the procedure below to change the output order of jobs on the Active list.

NOTICE

This operation does not allow a job to be output prior to the current output job. Use Prior Print to suspend the job currently printed in order to give prior output to a job marked as Valid on the Active list. See page 9-6 for details.

1 Press [JOB LIST] tab on the screen.

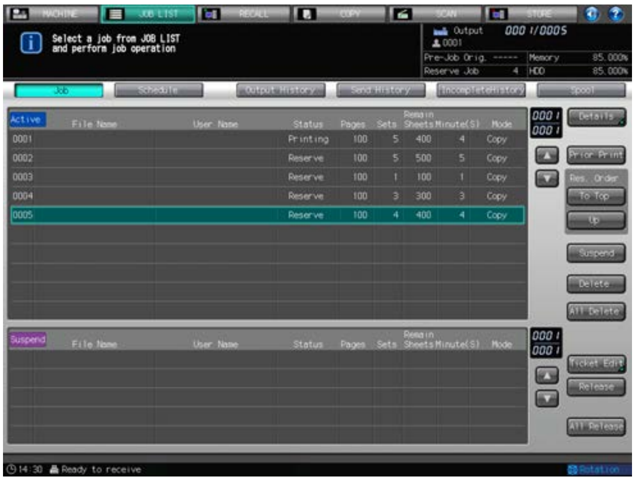
- ➔ Press [Job] on the Job List Screen if you find [Job] is not highlighted.

2 Select the job to be changed in output order on the Active list.

- ➔ When the list extends to more than one page, scroll up and down the list with the up and down arrows.
- ➔ Select the row of the desired Valid job. You cannot select more than one row.

3 Press [To Top] or [Up].

- ➔ With [To Top] pressed, the job selected in step 2 moves up next to the current output job.
- ➔ With [Up] pressed, the job selected in step 2 slides up by one in printing order. Every time you press [Up], it slides up by one on the list.
- ➔ Jobs cannot be moved down.



Select a job from JOB LIST and perform job operation

Output 000 1/0005
0001
Pre-Job Orig. -----
Memory 85.000%
Reserve Job 4
HDD 85.000%

Active	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0001			Printing	100	5	400	4	Copy
0002			Reserve	100	5	500	5	Copy
0003			Reserve	100	1	100	1	Copy
0004			Reserve	100	3	300	3	Copy
0005			Reserve	100	4	400	4	Copy

000 1
000 1

Suspend	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode

000 1
000 1

14:30 Ready to receive

9.2.5 Moving a Job from Active List to Suspend List

Follow the procedure below to move a job from the Active list to the Suspend list in order to suspend the output operation for that job. You can change the settings of a suspended job using Ticket Edit function.

Reference

See page 9-11 for the operation of Ticket Edit.

See page 9-14 for how to return a suspended job to the Active list.

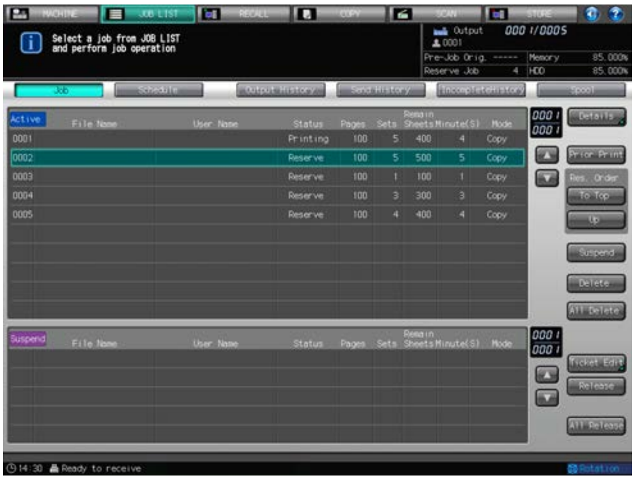
1 Press [JOB LIST] tab on the screen.

- ➔ Press [Job] on the Job List Screen if you find [Job] is not highlighted.

2 Select the job to be suspended from the Active list.

- ➔ When the list extends to more than one page, scroll up and down the list with the up and down arrows.
- ➔ Select the row of the desired job. You cannot select more than one row.

3 Press [Suspend].



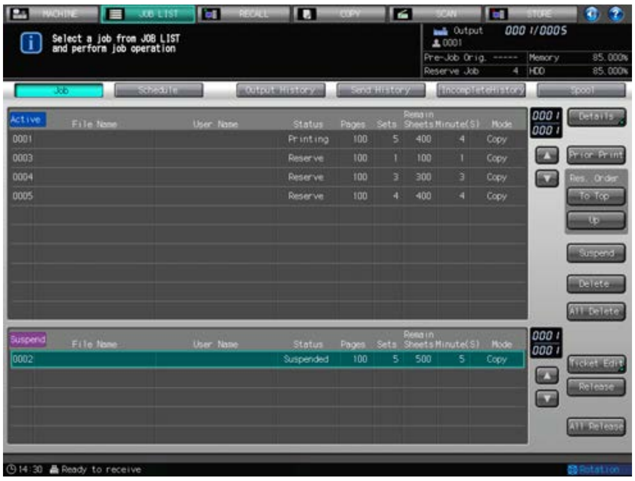
Select a job from JOB LIST and perform job operation

Active	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0001			Printing	100	5	400	4	Copy
0002			Reserve	100	5	500	5	Copy
0003			Reserve	100	1	100	1	Copy
0004			Reserve	100	3	300	3	Copy
0005			Reserve	100	4	400	4	Copy

Suspend	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode

The job selected in step 2 will be moved into the Suspend list.

➔ Repeat steps 2 to 3 to suspend more than one job.



Select a job from JOB LIST and perform job operation

Active	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0001			Printing	100	5	400	4	Copy
0003			Reserve	100	1	100	1	Copy
0004			Reserve	100	3	300	3	Copy
0005			Reserve	100	4	400	4	Copy

Suspend	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0002			Suspended	100	5	500	5	Copy

9.2.6 Deleting a Single Job from Active List

Follow the procedure below to delete the jobs one by one from the Active list in order to cancel the output.

NOTICE

Using [Delete] cannot delete the job currently printed.

Be careful when deleting the jobs that have not been saved on the HDD, FTP, or SMB, for those cannot be restored once deleted.

1 Press [JOB LIST] tab on the screen.

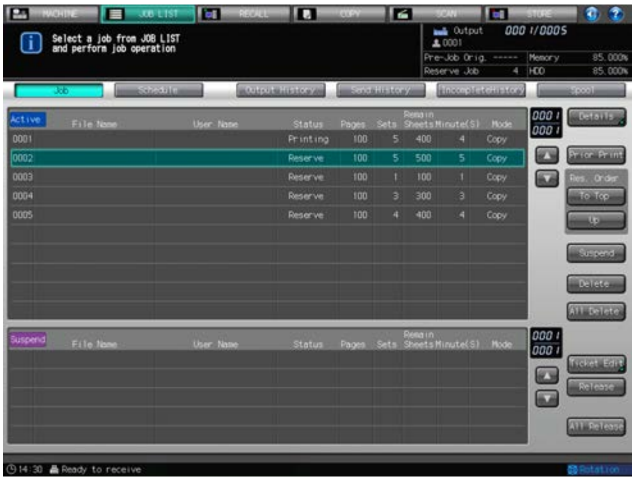
➔ Press [Job] on the Job List Screen if you find [Job] is not highlighted.

2 Select the job to be deleted from the Active list.

➔ When the list extends to more than one page, scroll up and down the list with the up and down arrows.

➔ Select the row of the desired job. You cannot select more than one row.

3 Press [Delete].

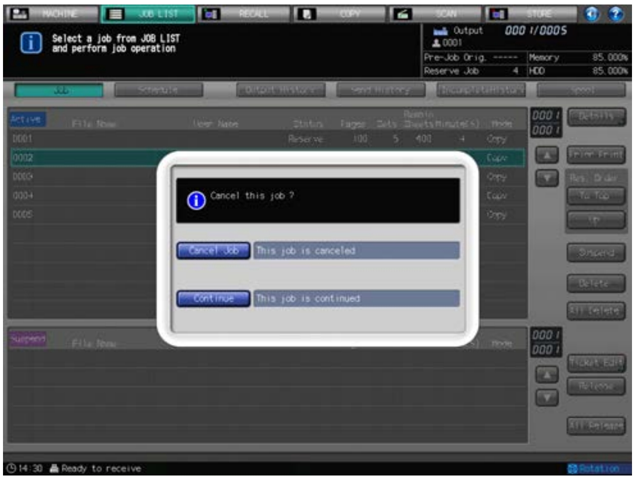


Select a job from JOB LIST and perform job operation

Active	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0001			Printing	100	5	400	4	Copy
0002			Reserve	100	5	500	5	Copy
0003			Reserve	100	1	100	1	Copy
0004			Reserve	100	3	300	3	Copy
0005			Reserve	100	4	400	4	Copy

A confirmation dialog will be displayed.

4 Press [Cancel Job] to delete the job. Press [Continue] to resume the job.



Cancel this job ?

Cancel Job — This job is canceled

Continue — This job is continued

9.2.7 Deleting All Jobs from Active List

Follow the procedure below to delete all the jobs from the Active list in order to cancel the output.

NOTICE

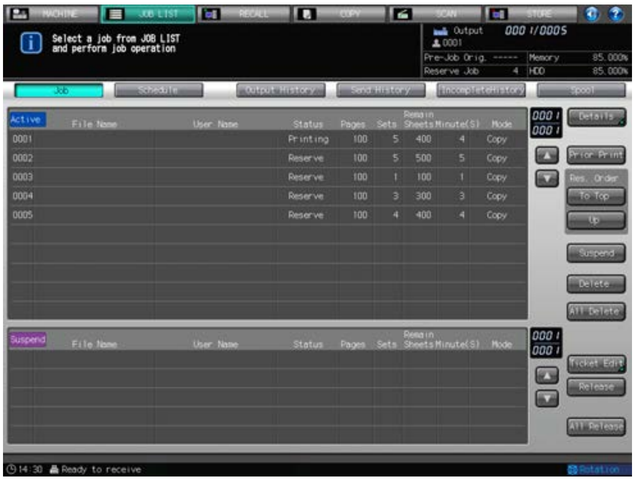
Pressing [All Delete] stops the job currently printed and also deletes it together with all the rest.

Be careful when deleting the jobs that have not been saved on the HDD, FTP, or SMB, for those cannot be restored once deleted.

1 Press [JOB LIST] tab on the screen.

- ➔ Press [Job] on the Job List Screen if you find [Job] is not highlighted.

2 Press [All Delete].



Select a job from JOB LIST
and perform job operation

Output 0001/0005
0001
Pre-Job Orig. ------
Memory 85.000%
Reserve Job 4
HDD 85.000%

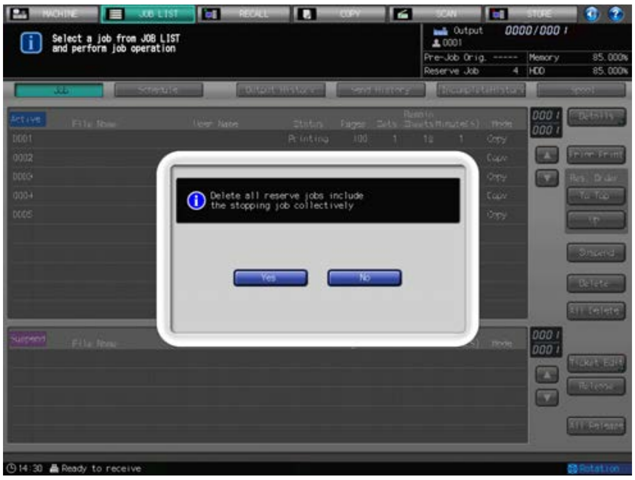
Active	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0001			Printing	100	5	400	4	Copy
0002			Reserve	100	5	500	5	Copy
0003			Reserve	100	1	100	1	Copy
0004			Reserve	100	3	300	3	Copy
0005			Reserve	100	4	400	4	Copy

Suspend	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode

14:30 Ready to receive

A confirmation dialog will be displayed.

3 Press [Yes].



Select a job from JOB LIST
and perform job operation

Output 0000/0001
0001
Pre-Job Orig. ------
Memory 85.000%
Reserve Job 4
HDD 85.000%

Delete all reserve jobs include
the stopping job collectively

14:30 Ready to receive

All the jobs will be cleared from the Active list.

9.2.8 Operating Ticket Edit for Suspended Job

Follow the procedure below to display the Ticket Edit Screen for a job moved to the Suspend list, in order to check details or edit the output conditions of that job. This function also allows you to display output images of edited job and print a sample image.

After editing the job, you can specify that job to be a wait job, proof job, or automatic output job.

The jobs available for Ticket Edit are as follows:

- Suspended jobs moved from the Active list of the Job List Screen
- Jobs stored on the HDD and recalled to the Suspend list of the Job List Screen

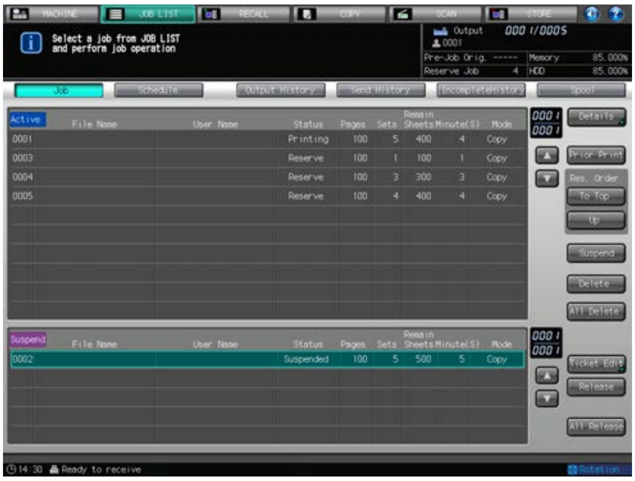
1 Press [JOB LIST] tab on the screen.

➔ Press [Job] on the Job List Screen if you find [Job] is not highlighted.

2 Select a job from the Suspend list, then press [Ticket Edit].

➔ See page 9-8 for how to move a job from the Active list to the Suspend list.

➔ See [User's Guide - Network Scanner] for how to recall a job stored on the HDD to the Suspend list.



Select a job from JOB LIST
and perform job operation

Output 000 1/0005
0001
Pre-Job Orig. ------ Memory 85.000%
Reserve Job 4 HDD 85.000%

Active	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0001			Printing	100	5	400	4	Copy
0003			Reserve	100	1	100	1	Copy
0004			Reserve	100	3	300	3	Copy
0005			Reserve	100	4	400	4	Copy

Suspend	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0002			Suspended	100	5	500	5	Copy

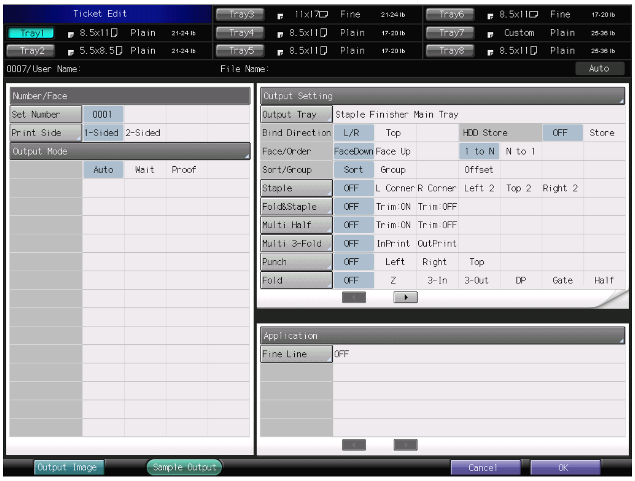
14:30 Ready to receive

3 Edit the job on the Ticket Edit Screen.

➔ You can change the paper tray selection.

➔ Pressing [Output Mode], [Output Setting], or [Application] displays the setting screen provided for each and allows you to edit the settings as desired.

➔ Pressing a key provided under [Number/Face], [Output Setting], or [Application] having a triangle mark in the lower right corner displays its dedicated screen and allows you to edit the setting as desired.



				Tray3	11x17	Fine	21-24 lb		Tray6	8.5x11	Fine	17-20 lb
Tray1	8.5x11	Plain	21-24 lb	Tray4	8.5x11	Plain	17-20 lb		Tray7	Custom	Plain	25-36 lb
Tray2	5.5x8.5	Plain	21-24 lb	Tray5	8.5x11	Plain	17-20 lb		Tray8	8.5x11	Plain	25-36 lb

0007/User Name: File Name: Auto

Number/Face

Set Number	0001		
Print Side	1-Sided	2-Sided	

Output Mode

	Auto	Wait	Proof

Output Setting

Output Tray	Staple Finisher Main Tray					
Bind Direction	L/R	Top		HDD Store	OFF	Store
Face/Order	FaceDown	Face Up		1 to N	N to 1	
Sort/Group	Sort	Group		Offset		
Staple	OFF	L Corner	R Corner	Left 2	Top 2	Right 2
Fold&Staple	OFF	Trim:ON	Trim:OFF			
Multi Half	OFF	Trim:ON	Trim:OFF			
Multi 3-Fold	OFF	InPrint	OutPrint			
Punch	OFF	Left	Right	Top		
Fold	OFF	Z	3-In	3-Out	DP	Gate	Half

Application

Fine Line	OFF

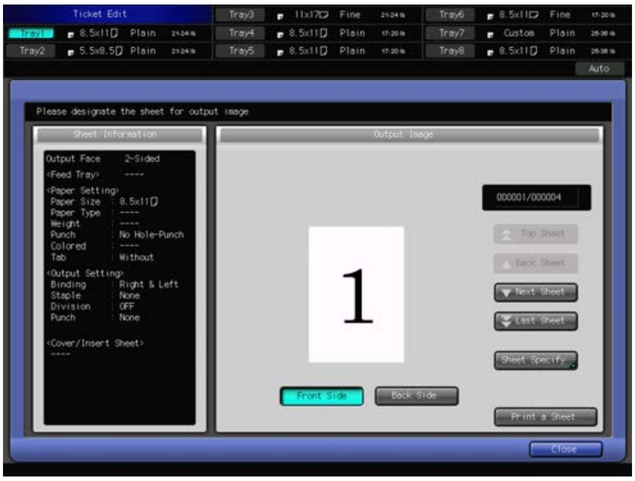
4 Press [Output Image] to display the output images of the job that you are editing.

5 Review the output images of the job on the Output Image Screen.

➔ The display under [Sheet Information] allows you to confirm the paper information of the selected job.

➔ If the job is of the duplex printing, press [Front Side] or [Back Side] to check the output image for each.

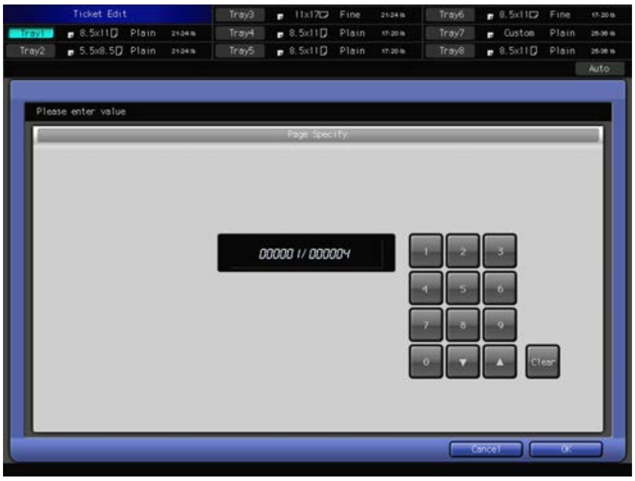
➔ Press [Top Sheet], [Back Sheet], [Next Sheet], or [Last Sheet] to navigate to the desired page. The counter in the frame indicates the sheet number currently displayed and the number of all sheets.



Please designate the sheet for output image

Output Face 2-Sided
<Feed Tray> ----
<Paper Setting>
Paper Size : 8.5x11
Paper Type : ----
Weight : ----
Punch : No Hole-Punch
Colored : ----
Tab : Without
<Output Setting>
Binding : Right & Left
Staple : None
Division : OFF
Punch : None
<Cover/Insert Sheet>

➔ Pressing [Sheet Specify] displays the Page Specify Screen. Use the keypad to enter any page number, then press [OK] to display the specified page.



Please enter value

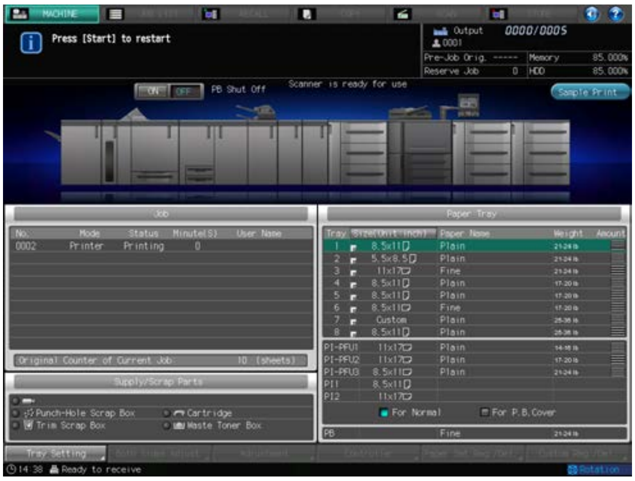
6 Press [Close].

The Ticket Edit Screen will be restored.

7 Press [Sample Output] if sample printing is desired.

➔ If the machine has an ongoing job or **ADF** is used for scanning, a dialog will appear to cancel the sample printing. Press [Cancel], and please wait until the sample printing becomes available.

➔ The Machine Screen is displayed while the sample printing is in progress. No other screen can be displayed.



Press [Start] to restart

Scanner is ready for use

No.	Mode	Status	Minute(S)	User Name
0002	Printer	Printing	0	

Original Counter of Current Job 10 (sheets)

Tray	Size(Unit:inch)	Paper Name
1	8.5x11	Plain
2	5.5x8.5	Plain
3	11x17	Fine
4	8.5x11	Plain
5	8.5x11	Plain
6	8.5x11	Fine
7	Custom	Plain
8	8.5x11	Plain
PI-PFU1	11x17	Plain
PI-PFU2	11x17	Plain
PI-PFU3	8.5x11	Plain
PI1	8.5x11	
PI2	11x17	
PB		Fine

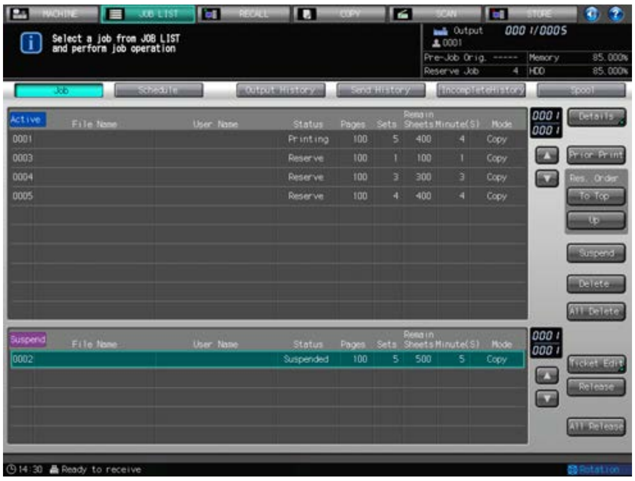
14:38 Ready to receive

- ➔ Sample printing may be unavailable due to inconformity in paper setting. See page 11-22 for details.
- ➔ To forcibly terminate the sample printing, press **Stop** on the **control panel**. Sample printing jobs will not be deleted even when they are forced to terminate.

9.2.9 Releasing Suspended Job

Follow the procedure below to return a job from the Suspended list to the Active list in order to enable the output.

1. Press [JOB LIST] tab on the screen.
   - ➔ Press [Job] on the Job List Screen if you find [Job] is not highlighted.
2. Select the job to be returned from the Suspend list to the Active list.
   - ➔ When the list extends to more than one page, scroll up and down the list with the up and down arrows.
   - ➔ Select the row of the desired job. You cannot select more than one row.
3. Press [Release].
   - ➔ To return all the jobs from the Suspend list to the Active list, press [All Release].



Select a job from JOB LIST and perform job operation

Output 000 1/0005
0001

Pre-Job Orig.	-----	Memory	85.000%
Reserve Job	4	HDD	85.000%

Active	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0001			Printing	100	5	400	4	Copy
0003			Reserve	100	1	100	1	Copy
0004			Reserve	100	3	300	3	Copy
0005			Reserve	100	4	400	4	Copy

Suspend	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0002			Suspended	100	5	500	5	Copy

14:30 Ready to receive

9.3 Schedule

9.3.1 Overview of the Schedule Screen

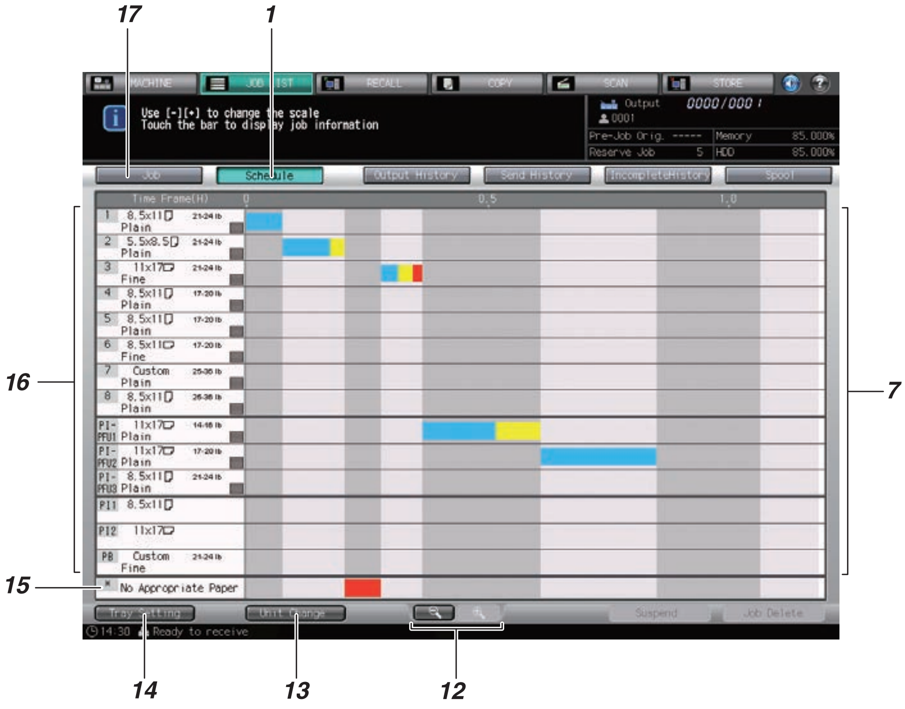
The Schedule Screen shows the active jobs including reserved jobs using bars. It visually displays the time frame, trays to be used, remaining amount of paper, and timing to stop the operation for each job so that you can figure out the timing of paper supply or tray switching work in advance. It also allows you to change the order of reserved jobs from the job bar display, or to change the paper tray specified for a reserved job.

The job bar display shows the relation between the paper tray to be used in a job and the following:

- Estimated time to start and complete the job
- Time required for the job (minute)

The Schedule Screen will be reloaded when the machine goes into the following conditions.

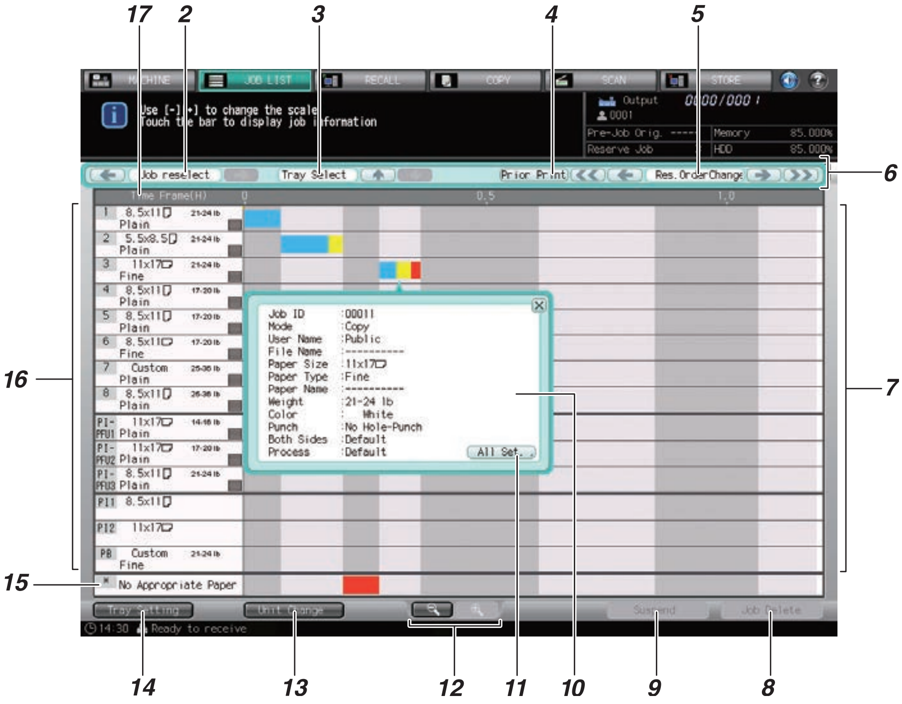
- When a paper tray is loaded, pulled out, or changed in paper amount
- When the Tray Setting has been changed
- When a job operation has started or restarted
- When a reserved job is added, deleted, or changed in output order
- When an output job is completed
- When the screen has not been reloaded for more than 30 seconds during output



Use [-][+] to change the scale
Touch the bar to display job information

Output 0000/000 !
0001
Pre-Job Orig. -----
Memory 85.000%
Reserve Job 5
HDD 85.000%

14:30 Ready to receive



Use [-] [+] to change the scale
Touch the bar to display job information

Job ID :00011
Mode :Copy
User Name :Public
File Name :----------
Paper Size :11x17
Paper Type :Fine
Paper Name :----------
Weight :21-24 lb
Color : White
Punch :No Hole-Punch
Both Sides :Default
Process :Default

No.	Name	Description
1	[Schedule]	Pressed to display the Schedule Screen of the Job List Screen.
2	[Job Reselect]	Switches the paper setting dialog between jobs when multiple bars are displayed.
3	[Tray Select]	Switches display of the paper setting dialog from one tray to another, if the selected job uses more than one tray.
4	[Prior Print]	Pressed to output the selected job prior to other jobs.
5	[Order Change]	Changes the output order of reserved jobs.
6	Operation dialog	Appears when a bar in the job bar display is pressed. The dialog provides [Job Reselect], [Tray Select], [Prior Print], and [Order Change] to make each operation for the job.
7	[Job bar display]	Separates the rows into job areas with shading of gray, and displays each job using blue, yellow, and orange bars according to the following rules: Blue: Available for output with plenty of paper Yellow: Likely to run short of paper during output Red: Highly likely to stop due to lack of paper during output, unavailable for output due to the different Tray Setting specified, or no paper loaded in the tray Orange: Paper currently loaded in the tray should be replaced, as the job will stop due to a mismatch in the paper size/type. The job with a [▼] mark at the top of the bar is a wait or proof job and indicates that the machine operation will stop temporarily. The [▼] mark will not disappear until output procedures for that job are completed and the machine actually starts printing, even if the job becomes the top in output order. Pressing the bar displays the paper setting dialog for that job.
8	[Job Delete]	Pressed to delete the selected job.
9	[Suspend]	Pressed to suspend the selected job.

No.	Name	Description
10	Paper setting dialog	Appears when a bar in the job bar display is pressed. It provides detailed paper setting and information of the selected job.
11	[All Set.]	Displays all the setting information of the selected job.
12	[-] [+]	Pressed to change the scale of the job bar display.
13	[Unit Change]	Pressed to toggle between the time frame and timetable.
14	[Tray Setting]	Pressed to change the Tray Setting for reserved jobs.
15	Paper Mismatch	Displays the job bar of a job for which paper size and paper conditions to be used are not set.
16	Paper tray items	Displays the paper size, remaining amount of paper, and paper weight/type specified for the tray in Tray Setting.
17	Timetable/Time Frame	Displays time required to output active jobs or reserved jobs using the time frame or the clock time.

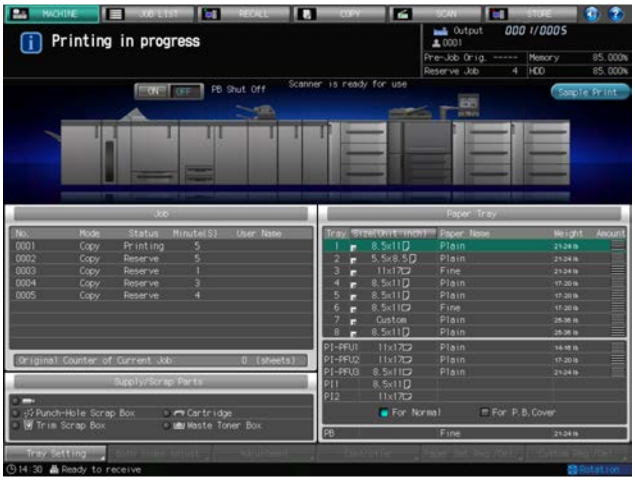
How to Access the Schedule Screen

- ✔ The bar for the current output job indicates the remaining amount of that job, becoming shorter over time.
- ✔ A job bar will be displayed in the job bar display after the machine completes scanning the original or transferring images from the image controller.
- ✔ The required time shorter than a minute will be indicated as a minute.

1 Make settings to output a job.

➔ Use Reserve or Recall function to output multiple jobs.

2 Press [JOB LIST] tab to display the Job List Screen.



Printing in progress

Output 0001/0005

0001

Pre-Job Orig. ------ Memory 85.000%

Reserve Job 4 HDD 85.000%

Scanner is ready for use

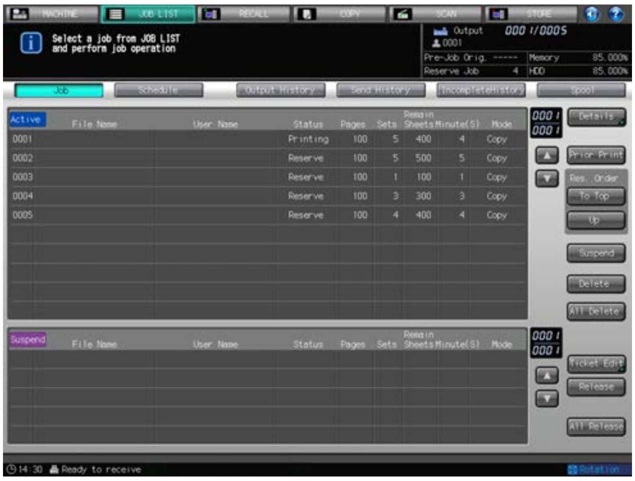
No.	Mode	Status	Minute(S)	User Name
0001	Copy	Printing	5	
0002	Copy	Reserve	5	
0003	Copy	Reserve	1	
0004	Copy	Reserve	3	
0005	Copy	Reserve	4	

Original Counter of Current Job 0 (sheets)

Tray	Size(Unit:inch)	Paper Name
1	8.5x11	Plain
2	5.5x8.5	Plain
3	11x17	Fine
4	8.5x11	Plain
5	8.5x11	Plain
6	8.5x11	Fine
7	Custom	Plain
8	8.5x11	Plain
PI-PFU1	11x17	Plain
PI-PFU2	11x17	Plain
PI-PFU3	8.5x11	Plain
PI1	8.5x11	
PI2	11x17	
PB		Fine

14:30 Ready to receive

3 Press [Schedule] on the Job List Screen.



Select a job from JOB LIST
and perform job operation

Active	File Name	User Name	Status	Pages	Sets	Remain Sheets	Minute(S)	Mode
0001			Printing	100	5	400	4	Copy
0002			Reserve	100	5	500	5	Copy
0003			Reserve	100	1	100	1	Copy
0004			Reserve	100	3	300	3	Copy
0005			Reserve	100	4	400	4	Copy

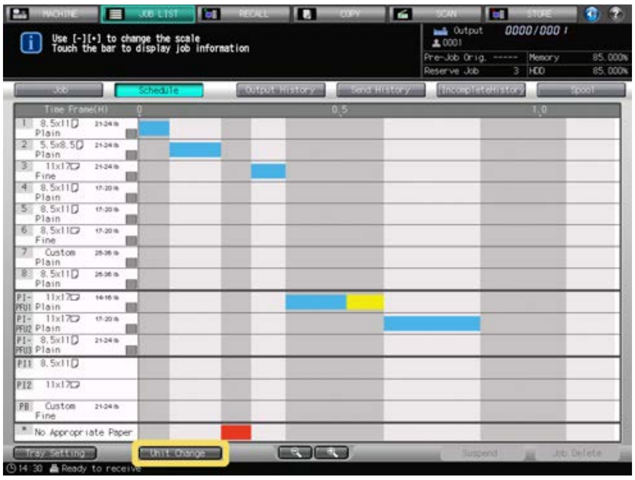
The Schedule Screen will be displayed.

9.3.2 Using [Unit Change], [-], and [+]

This section describes how to use [Unit Change], [-], and [+] keys on the Schedule Screen.

1 Follow the procedure on page 9-17 to display the Schedule Screen.

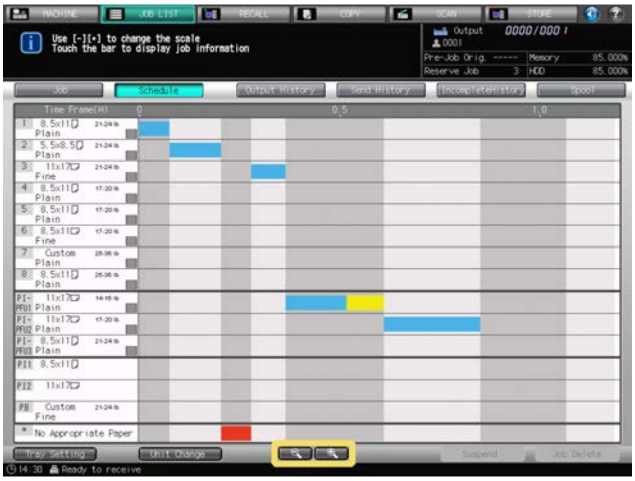
2 Press [Unit Change] to switch the unit of time-line.



Use [-][+] to change the scale
Touch the bar to display job information

➔ The unit switches to [Timetable] or [Time Frame (H/M)] every time you press [Unit Change].

3 Press [-] or [+] to change the display scale.



Use [-][+] to change the scale
Touch the bar to display job information

The display scale can be changed within the following range.

Unit of time-line	Available range using [-]/[+]
Timetable	30 minutes later to 24 hours later
Time Frame (H/M)	10 minutes to 24 hours

9.3.3 Operating Paper Setting Dialog via Operation Dialog

This section describes how to display the operation dialog on the Schedule Screen in order to operate the paper setting dialog.

✔ You cannot exit the Schedule Screen with the operation dialog and paper setting dialog displayed. To exit the Schedule Screen, press [x] in the upper-right corner of the dialog to make it disappear from the screen.

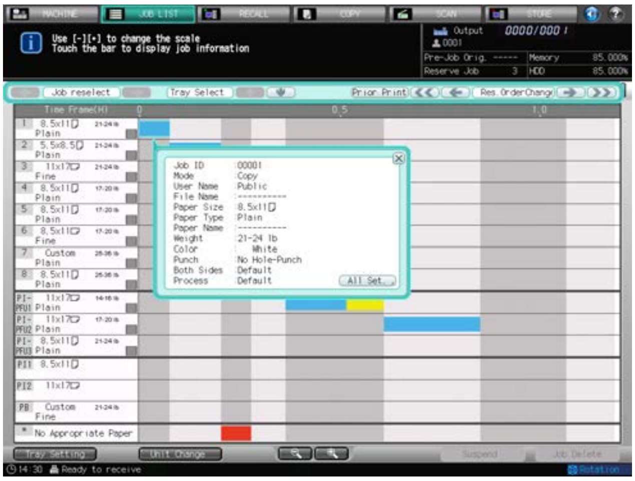
1 Follow the procedure on page 9-17 to display the Schedule Screen.

2 Select the desired bar from the job bar display.

The operation dialog and paper setting dialog for the job indicated by the selected bar will be displayed.

3 Use the right and left arrow keys of [Job Reselect] to display the paper setting dialog of the desired job.

- ➔ Pressing [->] changes the paper setting dialog to that of the next job. When it comes to the last job, [->] becomes grayed out to show inactivity.
- ➔ Pressing [<-] changes the paper setting dialog to that of the previous job. When it comes to the first job, [<-] becomes grayed out to show inactivity.

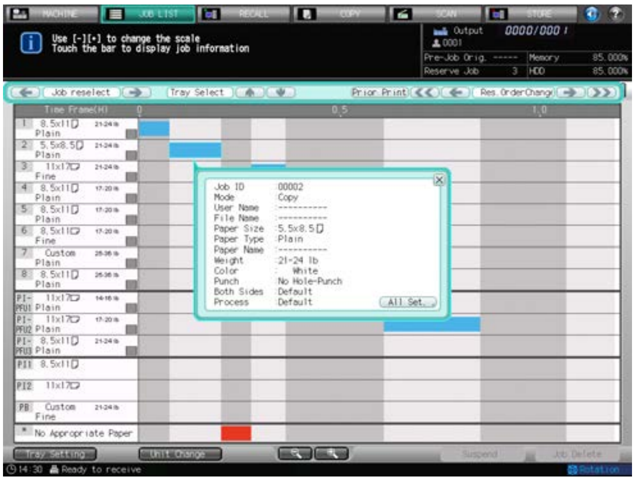


Use [-][+] to change the scale
Touch the bar to display job information

Job ID :00001
Mode :Copy
User Name :Public
File Name :----------
Paper Size :8.5x11
Paper Type :Plain
Paper Name :----------
Weight :21-24 lb
Color : White
Punch :No Hole-Punch
Both Sides :Default
Process :Default

4 If the selected job uses more than one tray, use the up-down arrow keys of [Tray Select] to switch the paper setting dialog of the job from one tray to another.

- ➔ Pressing [->] changes the paper setting dialog to that of the next tray to be used. When it comes to the last tray, [->] becomes grayed out to show inactivity.
- ➔ Pressing [<-] changes the paper setting dialog to that of the previous tray to be used. When it comes to the first tray, [<-] becomes grayed out to show inactivity.


Use [-][+] to change the scale
Touch the bar to display job information

Job ID :00002
Mode :Copy
User Name :----------
File Name :----------
Paper Size :5.5x8.5
Paper Type :Plain
Paper Name :----------
Weight :21-24 lb
Color : White
Punch :No Hole-Punch
Both Sides :Default
Process :Default

9.3.4 Changing Output Order of Reserved Jobs

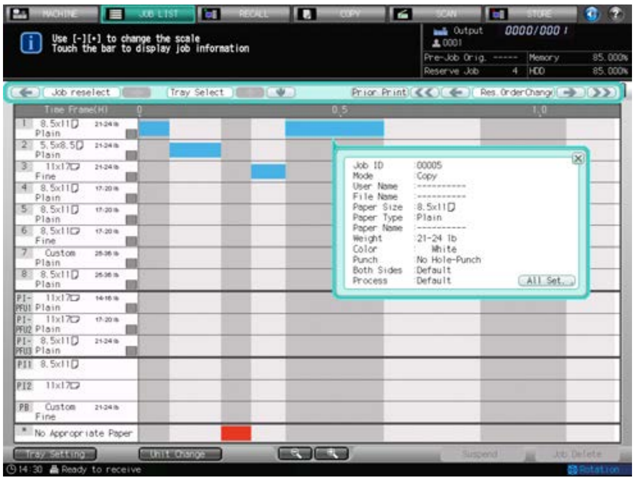
This section describes how to change the output order of reserved jobs.

✔ You cannot exit the Schedule Screen with the operation dialog and paper setting dialog displayed. To exit the Schedule Screen, press [x] in the upper-right corner of the dialog to make it disappear from the screen.

1 Follow the procedure on page 9-17 to display the Schedule Screen.

2 Select the bar of a job from the job bar display to change its output order.

- ➔ If the job to be changed in output order uses more than one tray, select any one of them.

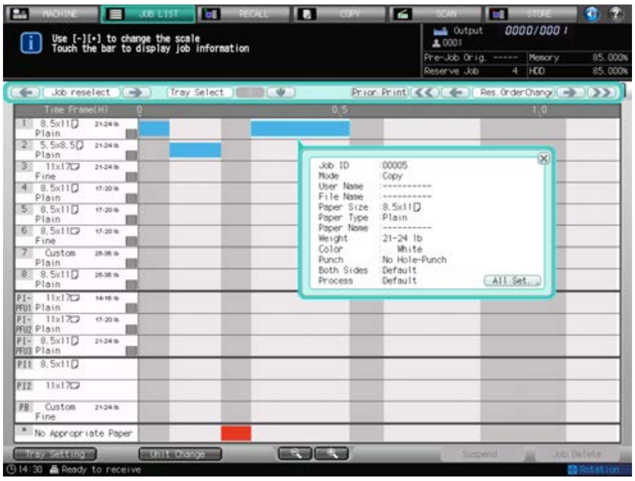

Use [-][+] to change the scale
Touch the bar to display job information

Job ID :00005
Mode :Copy
User Name :----------
File Name :----------
Paper Size :8.5x11
Paper Type :Plain
Paper Name :----------
Weight :21-24 lb
Color : White
Punch :No Hole-Punch
Both Sides :Default
Process :Default

The operation dialog and paper setting dialog for the job indicated by the selected bar will be displayed.

3 Use the keys on both sides of [Order Change] to change the output order of the selected job.

- ➔ Press [<-] to advance the job by one in output order, or [<<] to output it next to the current printing job.
- ➔ Press [->] to delay the job by one in output order, or [>>] to output it last.
- ➔ The keys to change the output order are unavailable if they appear grayed out.



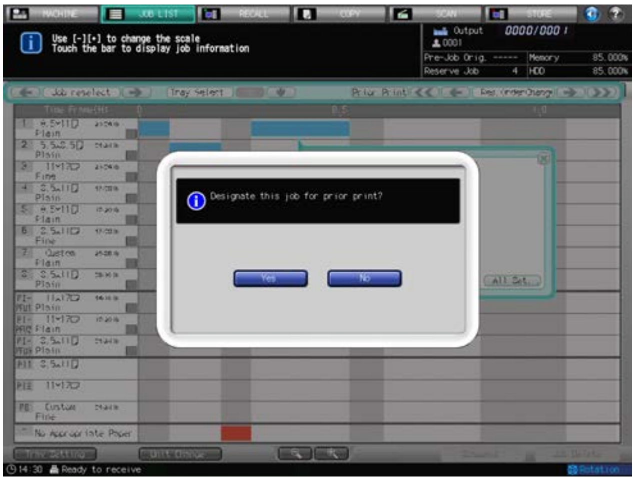
Use [-][+] to change the scale
Touch the bar to display job information

Job ID: 00005
Mode: Copy
User Name: ----------
File Name: ----------
Paper Size: 8.5x11
Paper Type: Plain
Paper Name: ----------
Weight: 21-24 lb
Color: White
Punch: No Hole-Punch
Both Sides: Default
Process: Default

14:30 Ready to receive

4 To suspend the print job in progress in order to output the selected job prior to the current job, press [Prior Print].

➔ Pressing [Prior Print] will display the confirmation dialog. Press [Yes] to suspend the print job in progress and start printing for the selected job.



Designate this job for prior print?

Reference

Changing output order of reserved jobs and operating Prior Print are also available on the Job Active/Suspend List Screen. See page 9-4 for details.

9.3.5 Changing Tray Setting

The Tray Setting Screen can be accessed from the Schedule Screen to allow you to change the settings for the trays.

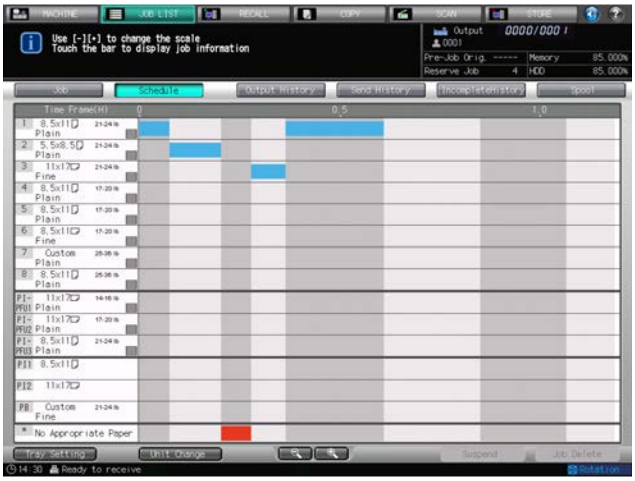
For an active job or the job currently printed, there are some limitations on the tray that you can change the settings of. The following conditions are required for the tray to be changed:

- The tray to change the settings is not currently used by active jobs.
- The tray to change the settings is not scheduled for use in jobs to be output before the selected job.
- The machine cannot start printing because the paper size specified for the reserved job to be ready for output does not match that loaded in the tray.

Printing from the printer controller will be suspended when the paper size loaded in the selected tray does not match that specified for the print job. You can change the Tray Setting at this time.

1 Follow the procedure on page 9-17 to display the Schedule Screen.

2 Select the bar of the job to be changed in the Tray Setting.

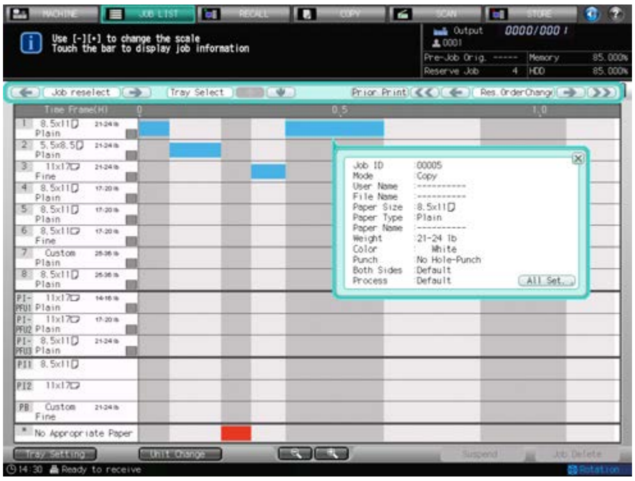


Use [-][+] to change the scale
Touch the bar to display job information

The operation dialog and paper setting dialog will be displayed.

➔ You can display the Tray Setting Screen without selecting the bar. In this case, select the tray to be changed on the Tray Setting Screen.

3 Select the tray to be changed in the Tray Setting from the operation dialog, then press [Tray Setting] on the Schedule Screen.

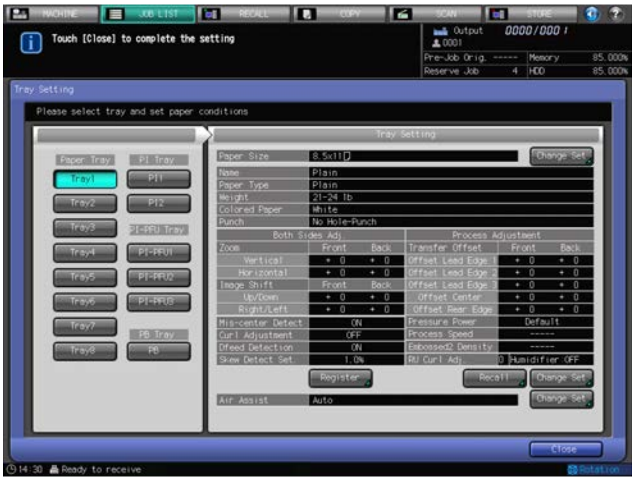


Use [-][+] to change the scale
Touch the bar to display job information

Job ID :00005
Mode :Copy
User Name :----------
File Name :----------
Paper Size :8.5x11
Paper Type :Plain
Paper Name :----------
Weight :21-24 lb
Color : White
Punch :No Hole-Punch
Both Sides :Default
Process :Default

The Tray Setting Screen will be displayed for the selected tray.

4 Press [Change Set] or [Recall].



Touch [Close] to complete the setting

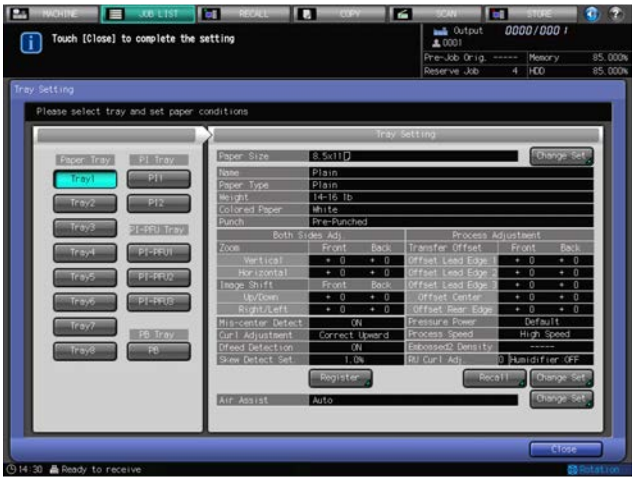
Please select tray and set paper conditions

Paper Size 8.5x11
Name Plain
Paper Type Plain
Weight 21-24 lb
Colored Paper White
Punch No Hole-Punch
Mis-center Detect ON
Curl Adjustment OFF
Dfeed Detection ON
Skew Detect Set 1.0%
Pressure Power Default
Process Speed -----
Embossed2 Density -----
RU Curl Adj 0 Humidifier OFF
Air Assist Auto

5 Change the setting as desired, then press [OK].

The Tray Setting Screen will be restored.

6 Press [Close] on the Tray Setting Screen.



Touch [Close] to complete the setting

Please select tray and set paper conditions

The Schedule Screen will be restored.

➔ Depending on the changed settings, the job selected in step 2 may be displayed as [No Appropriate Paper] and the machine stops its operation. In this case, follow the procedure in the next subsection to restart the output job.

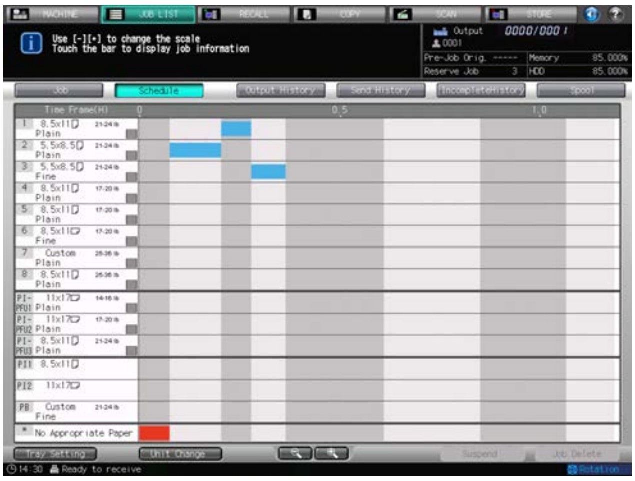
9.3.6 Outputting [No Appropriate Paper] Job

The bar in the [No Appropriate Paper] area is displayed when the paper size or paper conditions specified for a copy job do not match those specified for any tray. Then, when the [No Appropriate Paper] job becomes the top in output order, the machine stops its operation.

Follow the procedure below to restart the output job.

1 Follow the procedure on page 9-17 to display the Schedule Screen.

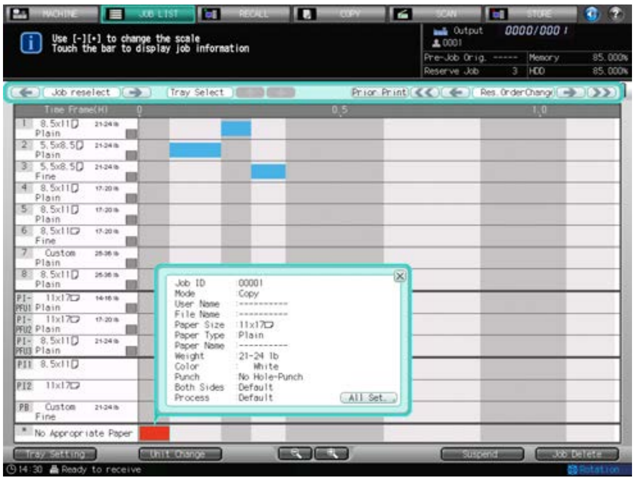
2 Select the bar of [No Appropriate Paper] for which the machine stops its operation.



Use [-][+] to change the scale
Touch the bar to display job information

The paper setting dialog for the [No Appropriate Paper] job will be displayed.

3 Confirm the paper size and paper conditions.



Use [-][+] to change the scale
Touch the bar to display job information

Output 0000/000 1
0001
Pre-Job Orig. -----
Memory 85.000%
Reserve Job 3
HDD 85.000%

Time Frame(H) 0 0.5 1.0

1 8.5x11 21-24 lb Plain
2 5.5x8.5 21-24 lb Plain
3 5.5x8.5 21-24 lb Fine
4 8.5x11 17-20 lb Plain
5 8.5x11 17-20 lb Plain
6 8.5x11 17-20 lb Fine
7 Custom 28-36 lb Plain
8 8.5x11 28-36 lb Plain
PI-PFU1 11x17 14-16 lb Plain
PI-PFU2 11x17 17-20 lb Plain
PI-PFU3 8.5x11 21-24 lb Plain
PI1 8.5x11
PI2 11x17
PB Custom 21-24 lb Fine
* No Appropriate Paper

Job ID :00001
Mode :Copy
User Name :----------
File Name :----------
Paper Size :11x17
Paper Type :Plain
Paper Name :----------
Weight :21-24 lb
Color : White
Punch :No Hole-Punch
Both Sides :Default
Process :Default

14:30 Ready to receive

To change the Tray Setting according to the paper loaded in the tray, proceed to step 4.

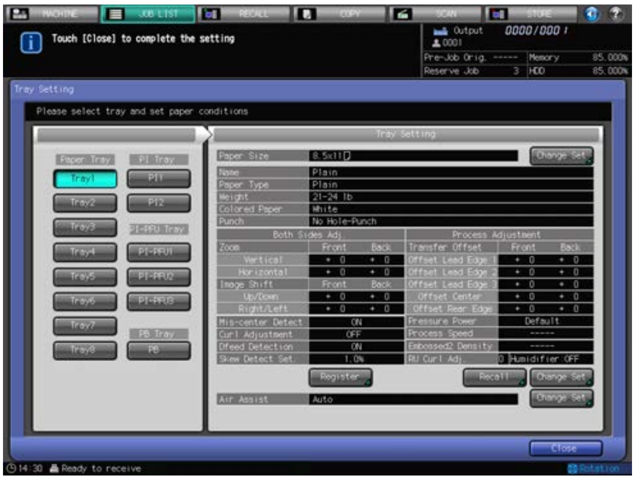
To load the paper that matches the settings without changing the Tray Setting, proceed to step 8.

➔ If you both change the Tray Setting and replace the paper loaded in the tray, change the settings first. Replacing paper first does not allow you to change the Tray Setting.

4 Press [Tray Setting] on the Schedule Screen.

The Tray Setting Screen for [Tray 1] will be displayed.

5 Select the desired tray key, then press [Change Set] or [Recall].



Touch [Close] to complete the setting

Output 0000/000 1
0001
Pre-Job Orig. -----
Memory 85.000%
Reserve Job 3
HDD 85.000%

Tray Setting

Please select tray and set paper conditions

Paper Size 8.5x11
Name Plain
Paper Type Plain
Weight 21-24 lb
Colored Paper White
Punch No Hole-Punch

Both Sides Adj.			Process Adjustment		
Zoom	Front	Back	Transfer Offset	Front	Back
Vertical	+ 0	+ 0	Offset Lead Edge 1	+ 0	+ 0
Horizontal	+ 0	+ 0	Offset Lead Edge 2	+ 0	+ 0
Image Shift	Front	Back	Offset Lead Edge 3	+ 0	+ 0
Up/Down	+ 0	+ 0	Offset Center	+ 0	+ 0
Right/Left	+ 0	+ 0	Offset Rear Edge	+ 0	+ 0
Mis-center Detect	ON		Pressure Power	Default	
Curl Adjustment	OFF		Process Speed	-----	
Dfeed Detection	ON		Embossed2 Density	-----	
Skew Detect Set	1.0%		RU Curl Adj.	0	Humidifier OFF

Air Assist Auto

14:30 Ready to receive

6 Change the setting as desired, then press [OK].

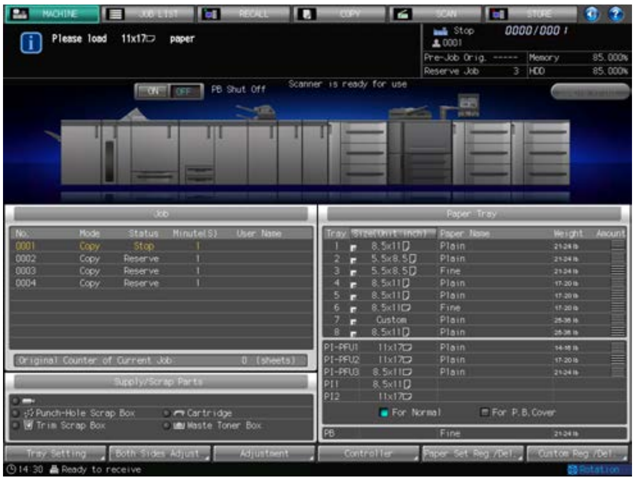
The Tray Setting Screen will be restored.

7 Press [Close] on the Tray Setting Screen.

The Schedule Screen will be restored.

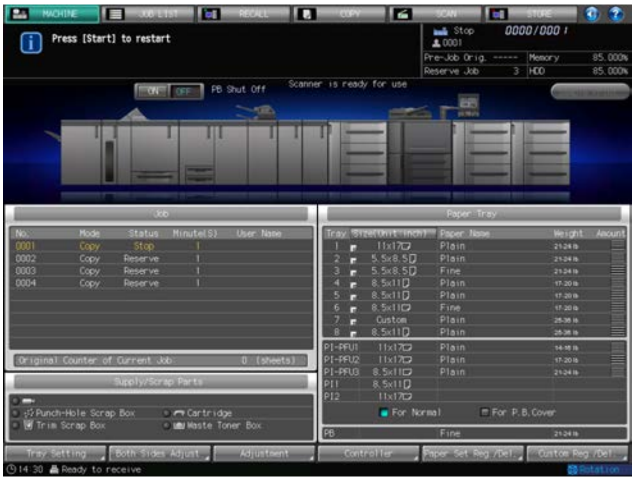
8 Press the [MACHINE] tab to display the Machine Screen.

9 Load paper of the size referred to in the message into the desired tray.



Please load 11x17 paper

When the tray is loaded with paper, the message will change to [Press [Start] to restart].



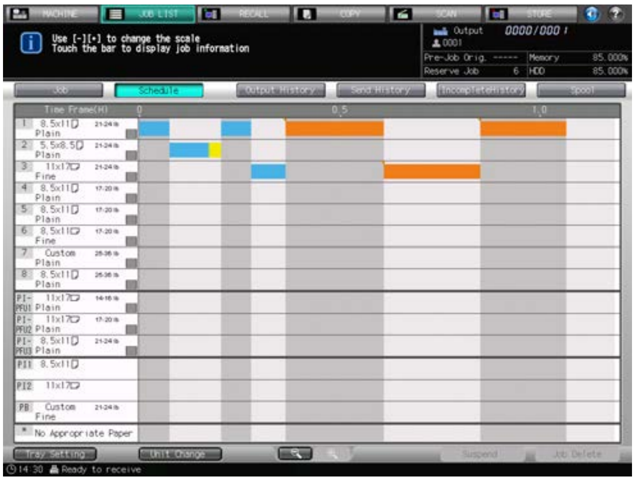
Press [Start] to restart

10 Press **Start** on the **control panel**.

The machine starts printing for the [No Appropriate Paper] job.

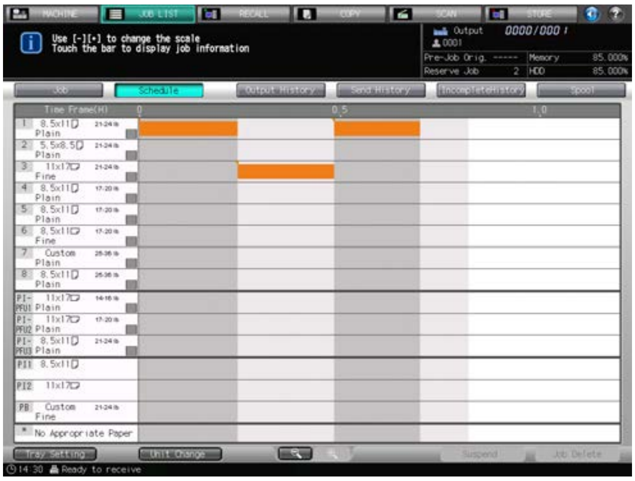
9.3.7 Outputting a Job with Mismatched Paper Size

If the tray specified for a print job is not loaded with the paper size specified for that job, an orange-colored bar appears in the appropriate tray column of the job bar display.



Use [-][+] to change the scale
Touch the bar to display job information

Then, that job becomes the top in output order, the machine stops its operation.


Use [-][+] to change the scale
Touch the bar to display job information

For the procedure to restart the output job, see page 11-22.

9.3.8 Changing Reserved Job to Suspended Job

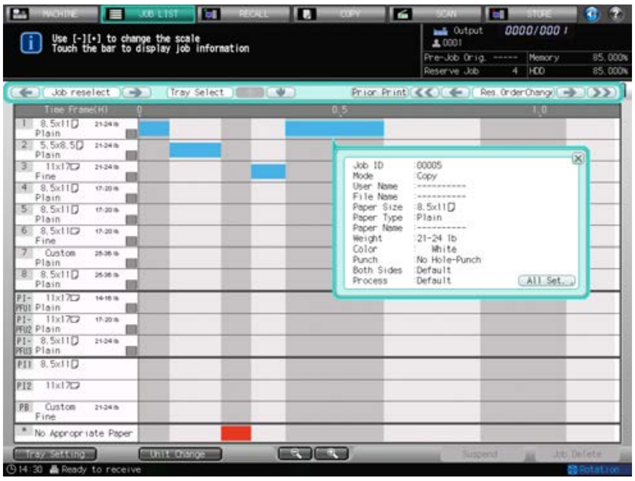
You can change a reserved job to a suspended job on the Job Active/Suspended List Screen, or the Schedule Screen also allows you to perform this task.

Change a reserved job to a suspended job according to the following procedure.

1 Follow the procedure on page 9-17 to display the Schedule Screen.

2 Select the bar of the job to be suspended.

3 Press [Suspend] in the lower right of the screen.


Use [-][+] to change the scale
Touch the bar to display job information

Job ID :00005
Mode :Copy
User Name :----------
File Name :----------
Paper Size :8.5x11
Paper Type :Plain
Paper Name :----------
Weight :21-24 lb
Color : White
Punch :No Hole-Punch
Both Sides :Default
Process :Default

The selected job will become a suspended job and disappear from the Schedule Screen.

➔ Pressing [Job] on the screen allows you to display the Job Active/Suspend List Screen and check the job in the Suspended list.

9.3.9 Deleting Reserved Job

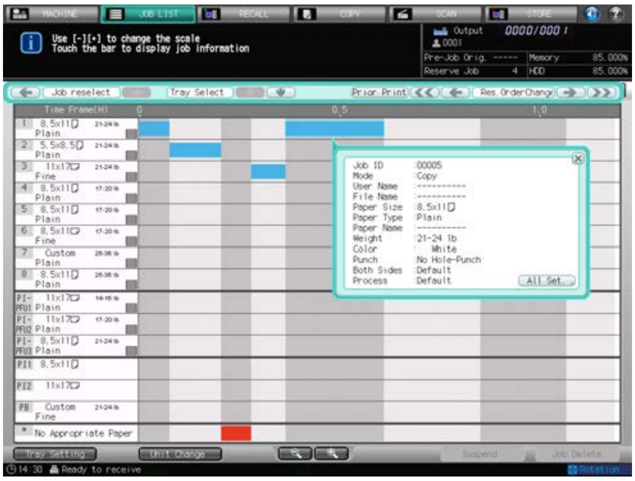
You can delete a reserved job from the Job Active/Suspended List Screen, or the Schedule Screen also allows you to perform this task.

Delete a reserved job according to the following procedure.

1 Follow the procedure on page 9-17 to display the Schedule Screen.

2 Select the bar of the job to be deleted.

3 Press [Job Delete] in the lower right of the screen.

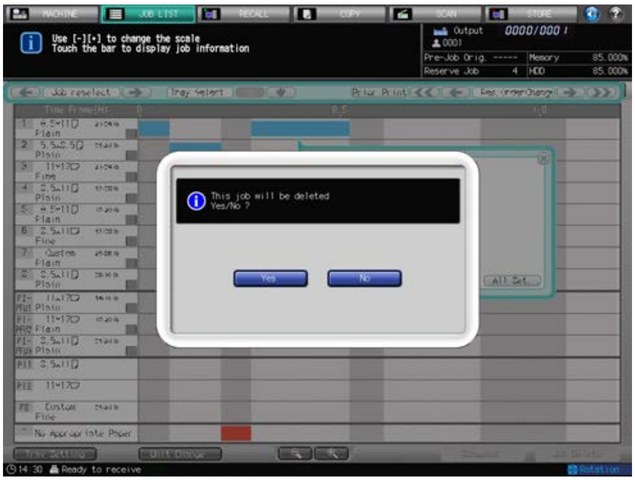


Use [-][+] to change the scale
Touch the bar to display job information

Job ID :00005
Mode :Copy
User Name :-----------
File Name :-----------
Paper Size :8.5x11
Paper Type :Plain
Paper Name :-----------
Weight :21-24 lb
Color : White
Punch :No Hole-Punch
Both Sides :Default
Process :Default

A confirmation dialog will be displayed.

4 Press [Yes].



This job will be deleted
Yes/No ?

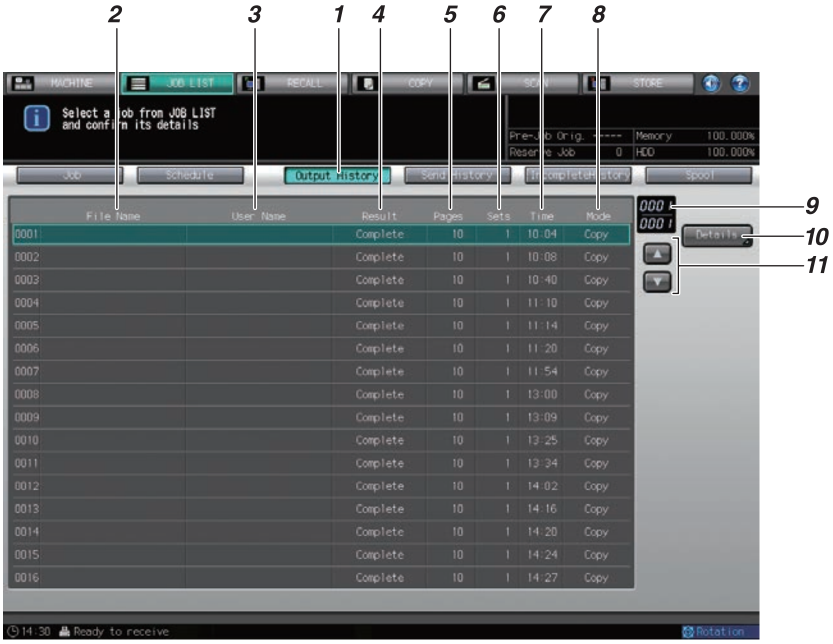
The selected job will be deleted and disappear from the Schedule Screen.

9.4 Checking Output/Send/Incomplete History

9.4.1 Displaying Output History

The Output History Screen of the Job List Screen provides a listing of output history.

Details of each job can be checked by accessing the Mode Check Screen.



Select a job from JOB LIST and confirm its details

	File Name	User Name	Result	Pages	Sets	Time	Mode
0001			Complete	10	1	10:04	Copy
0002			Complete	10	1	10:08	Copy
0003			Complete	10	1	10:40	Copy
0004			Complete	10	1	11:10	Copy
0005			Complete	10	1	11:14	Copy
0006			Complete	10	1	11:20	Copy
0007			Complete	10	1	11:54	Copy
0008			Complete	10	1	13:00	Copy
0009			Complete	10	1	13:09	Copy
0010			Complete	10	1	13:25	Copy
0011			Complete	10	1	13:34	Copy
0012			Complete	10	1	14:02	Copy
0013			Complete	10	1	14:16	Copy
0014			Complete	10	1	14:20	Copy
0015			Complete	10	1	14:24	Copy
0016			Complete	10	1	14:27	Copy

14:30 Ready to receive

No.	Name	Description
1	[Output History]	Pressed to display the Output History Screen.
2	[File Name]	Displays the file name when applied.
3	[User Name]	Displays the user name when registered.
4	[Result]	Displays the output result such as Complete or Cancel.
5	[Pages]	Displays the page count of the original.
6	[Sets]	Displays the print quantity.
7	[Time]	Displays the output time in 24-hour format.
8	[Mode]	Displays the output mode such as Copy or Printer.
9	Display number/Total number	At the top the page number of the Output History list currently displayed is indicated, and at the bottom the total number of the list pages is indicated.
10	[Details]	Pressed to confirm details of a specified job. The Mode Check Screen will be displayed.
11	Scroll keys	Pressed to scroll to the desired page of the Output History list if the list contains more than one page.

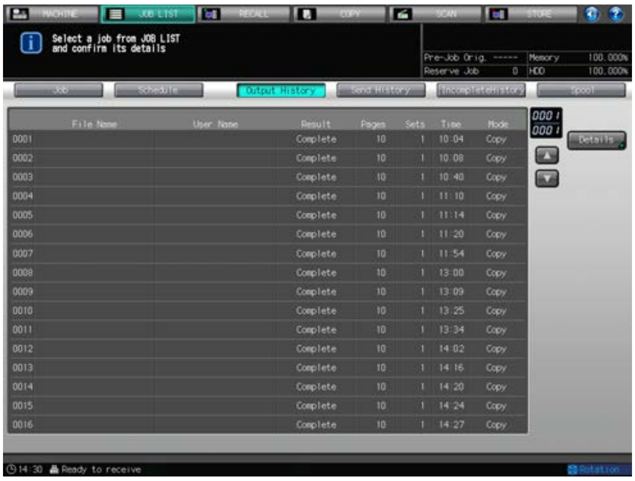
Follow the procedure below to check the details of jobs.

1 Press [JOB LIST] tab on the screen, then press [Output History].

The Output History Screen will be displayed.

2 Check the status of output jobs on the list of the screen.

➔ Use the scroll keys to scroll, if 17 or more output jobs are listed.



Select a job from JOB LIST and confirm its details

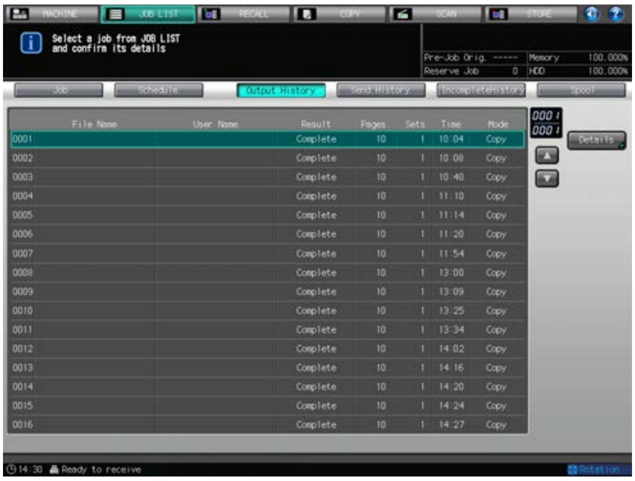
Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

File Name	User Name	Result	Pages	Sets	Time	Mode
0001		Complete	10	1	10:04	Copy
0002		Complete	10	1	10:08	Copy
0003		Complete	10	1	10:40	Copy
0004		Complete	10	1	11:10	Copy
0005		Complete	10	1	11:14	Copy
0006		Complete	10	1	11:20	Copy
0007		Complete	10	1	11:54	Copy
0008		Complete	10	1	13:00	Copy
0009		Complete	10	1	13:09	Copy
0010		Complete	10	1	13:25	Copy
0011		Complete	10	1	13:34	Copy
0012		Complete	10	1	14:02	Copy
0013		Complete	10	1	14:16	Copy
0014		Complete	10	1	14:20	Copy
0015		Complete	10	1	14:24	Copy
0016		Complete	10	1	14:27	Copy

0001
0001

14:30 Ready to receive

3 Select a job of which you want to check details, then press [Details].



Select a job from JOB LIST and confirm its details

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

File Name	User Name	Result	Pages	Sets	Time	Mode
0001		Complete	10	1	10:04	Copy
0002		Complete	10	1	10:08	Copy
0003		Complete	10	1	10:40	Copy
0004		Complete	10	1	11:10	Copy
0005		Complete	10	1	11:14	Copy
0006		Complete	10	1	11:20	Copy
0007		Complete	10	1	11:54	Copy
0008		Complete	10	1	13:00	Copy
0009		Complete	10	1	13:09	Copy
0010		Complete	10	1	13:25	Copy
0011		Complete	10	1	13:34	Copy
0012		Complete	10	1	14:02	Copy
0013		Complete	10	1	14:16	Copy
0014		Complete	10	1	14:20	Copy
0015		Complete	10	1	14:24	Copy
0016		Complete	10	1	14:27	Copy

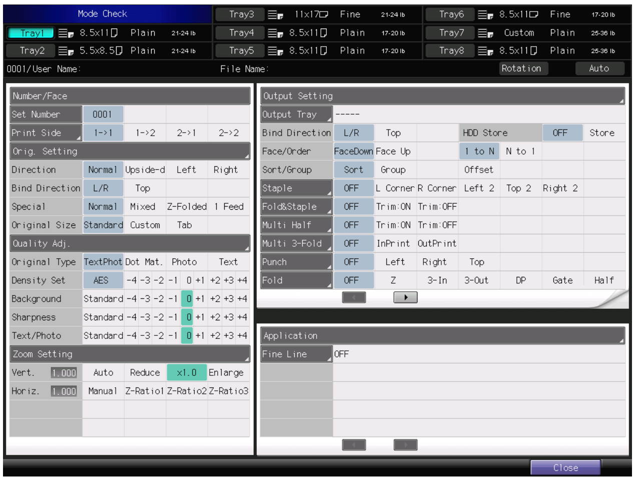
0001
0001

14:30 Ready to receive

The Mode Check Screen will be displayed.

4 Review the settings on the Mode Check Screen.

➔ If [◀] and [▶] provided under the [Output Setting] and [Application] lists appear active, there are more details to go. Press the keys for confirmation.



Tray1	8.5x11	Plain	21-24 lb	
Tray2	5.5x8.5	Plain	21-24 lb	
Tray3	11x17	Fine	21-24 lb	
Tray4	8.5x11	Plain	17-20 lb	
Tray5	8.5x11	Plain	17-20 lb	
Tray6	8.5x11	Fine	17-20 lb	
Tray7	Custom	Plain	25-36 lb	
Tray8	8.5x11	Plain	25-36 lb	

0001/User Name: File Name:

Number/Face				
Set Number	0001			
Print Side	1->1	1->2	2->1	2->2
Orig. Setting				
Direction	Normal	Upside-d	Left	Right
Bind Direction	L/R	Top		
Special	Normal	Mixed	Z-Folded	1 Feed
Original Size	Standard	Custom	Tab	
Quality Adj.				
Original Type	TextPhot	Dot Mat.	Photo	Text
Density Set	AES	-4 -3 -2 -1	0 +1	+2 +3 +4
Background	Standard	-4 -3 -2 -1	0 +1	+2 +3 +4
Sharpness	Standard	-4 -3 -2 -1	0 +1	+2 +3 +4
Text/Photo	Standard	-4 -3 -2 -1	0 +1	+2 +3 +4
Zoom Setting				
Vert. 1.000	Auto	Reduce	x1.0	Enlarge
Horiz. 1.000	Manual	Z-Ratio1	Z-Ratio2	Z-Ratio3

Output Setting						
Output Tray	-----					
Bind Direction	L/R	Top		HDD Store	OFF	Store
Face/Order	FaceDown	Face Up		1 to N	N to 1	
Sort/Group	Sort	Group		Offset		
Staple	OFF	L Corner	R Corner	Left 2	Top 2	Right 2
Fold&Staple	OFF	Trim:ON	Trim:OFF			
Multi Half	OFF	Trim:ON	Trim:OFF			
Multi 3-Fold	OFF	InPrint	OutPrint			
Punch	OFF	Left	Right	Top		
Fold	OFF	Z	3-In	3-Out	DP	Gate	Half

Application	
Fine Line	OFF

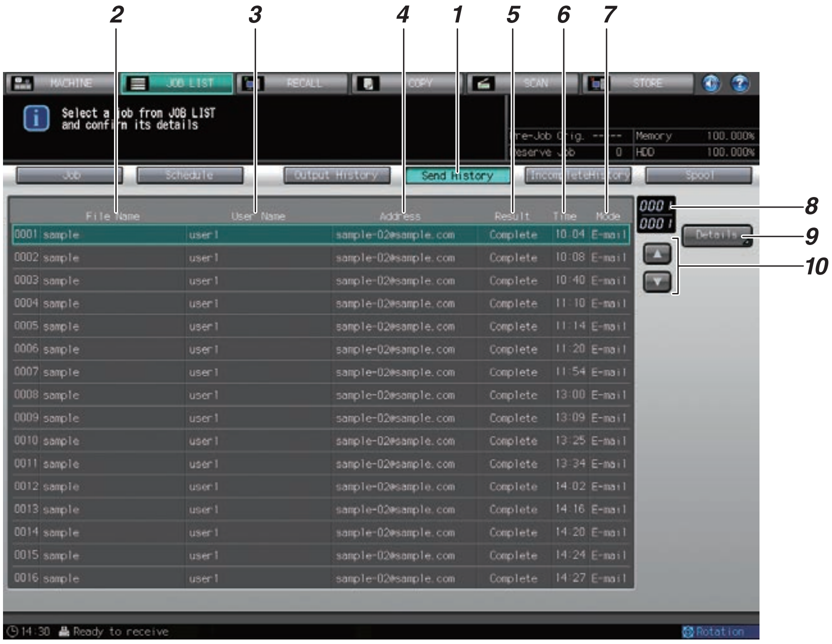
5 When finished with checking, press [Close].

The Output History Screen will be restored.

9.4.2 Displaying Send History

The Send History Screen of the Job List Screen provides a listing of send history.

Details of each job can be checked by accessing the Mode Check Screen.



Select a job from JOB LIST and confirm its details

	File Name	User Name	Address	Result	Time	Mode
0001	sample	user1	sample-02@sample.com	Complete	10:04	E-mail
0002	sample	user1	sample-02@sample.com	Complete	10:08	E-mail
0003	sample	user1	sample-02@sample.com	Complete	10:40	E-mail
0004	sample	user1	sample-02@sample.com	Complete	11:10	E-mail
0005	sample	user1	sample-02@sample.com	Complete	11:14	E-mail
0006	sample	user1	sample-02@sample.com	Complete	11:20	E-mail
0007	sample	user1	sample-02@sample.com	Complete	11:54	E-mail
0008	sample	user1	sample-02@sample.com	Complete	13:00	E-mail
0009	sample	user1	sample-02@sample.com	Complete	13:09	E-mail
0010	sample	user1	sample-02@sample.com	Complete	13:25	E-mail
0011	sample	user1	sample-02@sample.com	Complete	13:34	E-mail
0012	sample	user1	sample-02@sample.com	Complete	14:02	E-mail
0013	sample	user1	sample-02@sample.com	Complete	14:16	E-mail
0014	sample	user1	sample-02@sample.com	Complete	14:20	E-mail
0015	sample	user1	sample-02@sample.com	Complete	14:24	E-mail
0016	sample	user1	sample-02@sample.com	Complete	14:27	E-mail

No.	Name	Description
1	[Send History]	Pressed to display the Send History Screen.
2	[File Name]	Displays the file name when applied.
3	[User Name]	Displays the user name when registered.
4	[Address]	Displays the destination address.
5	[Result]	Displays the transmission result such as Complete or Cancel.
6	[Time]	Displays the time of transmission in 24-hour format.
7	[Mode]	Displays the transmission mode such as Email or FTP.
8	Display number/Total number	At the top the page number of the Send History list currently displayed is indicated, and at the bottom the total number of the list pages is indicated.
9	[Details]	Pressed to confirm details of a specified job. The Mode Check Screen will be displayed.
10	Scroll keys	Pressed to scroll to the desired page of the Send History list if the list contains more than one page.

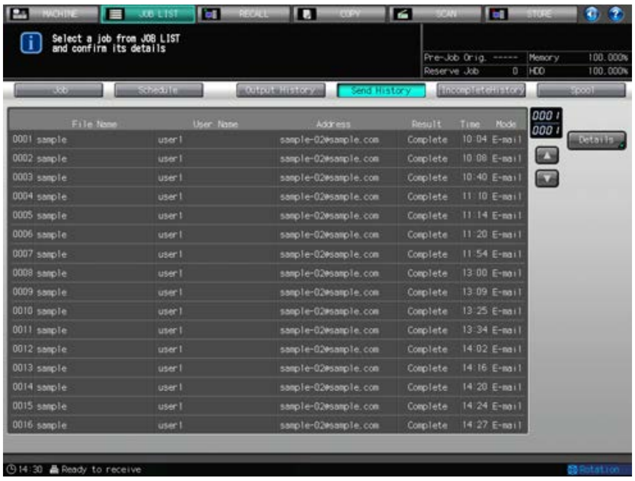
Follow the procedure below to check the details of jobs.

1. Press [JOB LIST] tab on the screen, then press [Send History].

   The Send History Screen will be displayed.

2. Check the status of transmitted jobs on the list of the screen.

   ➔ Use the scroll keys to scroll, if 17 or more transmitted jobs are listed.



Select a job from JOB LIST and confirm its details

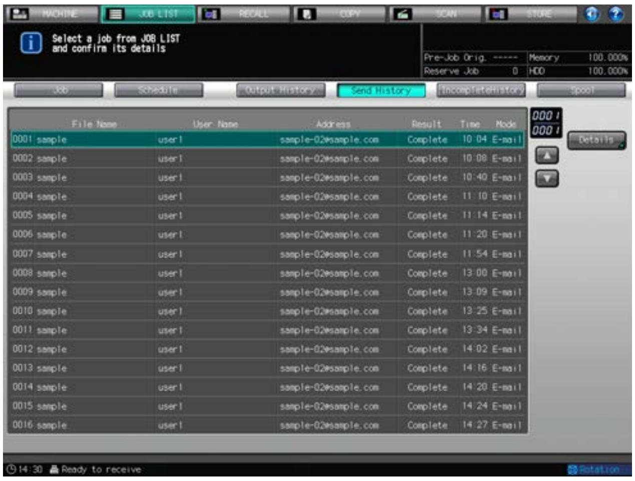
Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

File Name	User Name	Address	Result	Time	Mode
0001 sample	user1	sample-02@sample.com	Complete	10:04	E-mail
0002 sample	user1	sample-02@sample.com	Complete	10:08	E-mail
0003 sample	user1	sample-02@sample.com	Complete	10:40	E-mail
0004 sample	user1	sample-02@sample.com	Complete	11:10	E-mail
0005 sample	user1	sample-02@sample.com	Complete	11:14	E-mail
0006 sample	user1	sample-02@sample.com	Complete	11:20	E-mail
0007 sample	user1	sample-02@sample.com	Complete	11:54	E-mail
0008 sample	user1	sample-02@sample.com	Complete	13:00	E-mail
0009 sample	user1	sample-02@sample.com	Complete	13:09	E-mail
0010 sample	user1	sample-02@sample.com	Complete	13:25	E-mail
0011 sample	user1	sample-02@sample.com	Complete	13:34	E-mail
0012 sample	user1	sample-02@sample.com	Complete	14:02	E-mail
0013 sample	user1	sample-02@sample.com	Complete	14:16	E-mail
0014 sample	user1	sample-02@sample.com	Complete	14:20	E-mail
0015 sample	user1	sample-02@sample.com	Complete	14:24	E-mail
0016 sample	user1	sample-02@sample.com	Complete	14:27	E-mail

0001
0001

14:30 Ready to receive

3 Select a job of which you want to check details, then press [Details].



Select a job from JOB LIST and confirm its details

Pre-Job Orig. ------ Memory 100.000%
Reserve Job 0 HDD 100.000%

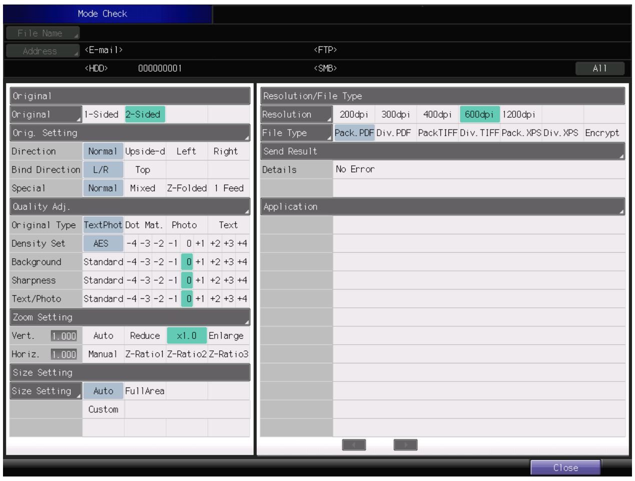
File Name	User Name	Address	Result	Time	Mode
0001 sample	user1	sample-02@sample.com	Complete	10:04	E-mail
0002 sample	user1	sample-02@sample.com	Complete	10:08	E-mail
0003 sample	user1	sample-02@sample.com	Complete	10:40	E-mail
0004 sample	user1	sample-02@sample.com	Complete	11:10	E-mail
0005 sample	user1	sample-02@sample.com	Complete	11:14	E-mail
0006 sample	user1	sample-02@sample.com	Complete	11:20	E-mail
0007 sample	user1	sample-02@sample.com	Complete	11:54	E-mail
0008 sample	user1	sample-02@sample.com	Complete	13:00	E-mail
0009 sample	user1	sample-02@sample.com	Complete	13:09	E-mail
0010 sample	user1	sample-02@sample.com	Complete	13:25	E-mail
0011 sample	user1	sample-02@sample.com	Complete	13:34	E-mail
0012 sample	user1	sample-02@sample.com	Complete	14:02	E-mail
0013 sample	user1	sample-02@sample.com	Complete	14:16	E-mail
0014 sample	user1	sample-02@sample.com	Complete	14:20	E-mail
0015 sample	user1	sample-02@sample.com	Complete	14:24	E-mail
0016 sample	user1	sample-02@sample.com	Complete	14:27	E-mail

0001
0001

14:30 Ready to receive

The Mode Check Screen will be displayed.

4 Review the settings on the Mode Check Screen.



Address <E-mail> <FTP>
<HDD> 000000001 <SMB>

Original
Original: 1-Sided [✓ 2-Sided]

Orig. Setting
Direction: [✓ Normal] Upside-d Left Right
Bind Direction: [✓ L/R] Top
Special: [✓ Normal] Mixed Z-Folded 1 Feed

Quality Adj.
Original Type: [✓ TextPhot] Dot Mat. Photo Text
Density Set: [✓ AES] -4 -3 -2 -1 0 +1 +2 +3 +4
Background: Standard -4 -3 -2 -1 [✓ 0] +1 +2 +3 +4
Sharpness: Standard -4 -3 -2 -1 [✓ 0] +1 +2 +3 +4
Text/Photo: Standard -4 -3 -2 -1 [✓ 0] +1 +2 +3 +4

Zoom Setting
Vert. 1.000 Auto Reduce [✓ x1.0] Enlarge
Horiz. 1.000 Manual Z-Ratio1 Z-Ratio2 Z-Ratio3

Size Setting
Size Setting: [✓ Auto] FullArea
Custom

Resolution/File Type
Resolution: 200dpi 300dpi 400dpi [✓ 600dpi] 1200dpi
File Type: [✓ Pack.PDF] Div.PDF PackTIFF Div.TIFF Pack.XPS Div.XPS Encrypt

Send Result
Details: No Error

Application

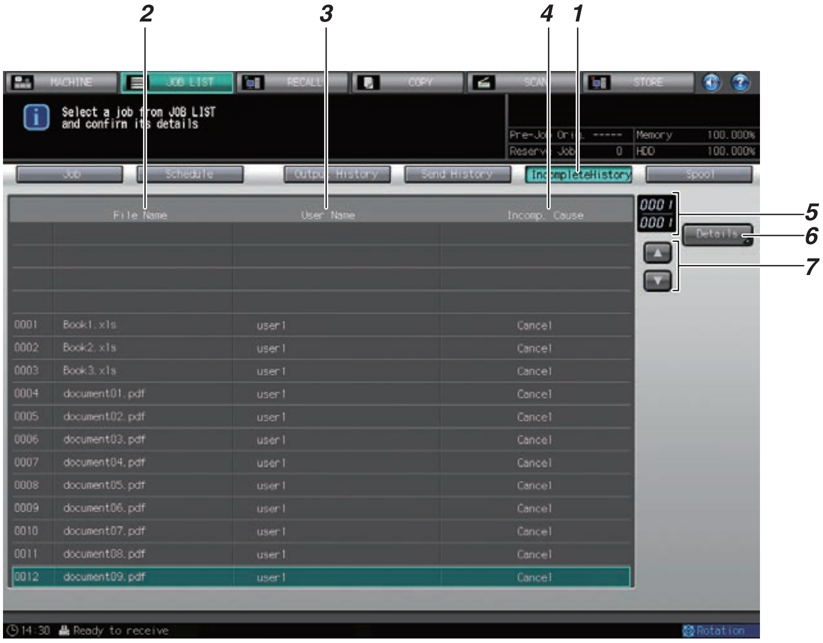
5 When finished with checking, press [Close].

The Send History Screen will be restored.

9.4.3 Checking Incomplete History

The Incomplete History Screen of the Job List Screen provides a listing of incomplete history.

Details of each job can be checked by accessing the Mode Check Screen.



Select a job from JOB LIST
and confirm its details

Pre-Job Orig. -----
Reserve Job 0
Memory 100.000%
HDD 100.000%

	File Name	User Name	Incomp. Cause
0001	Book1.xls	user1	Cancel
0002	Book2.xls	user1	Cancel
0003	Book3.xls	user1	Cancel
0004	document01.pdf	user1	Cancel
0005	document02.pdf	user1	Cancel
0006	document03.pdf	user1	Cancel
0007	document04.pdf	user1	Cancel
0008	document05.pdf	user1	Cancel
0009	document06.pdf	user1	Cancel
0010	document07.pdf	user1	Cancel
0011	document08.pdf	user1	Cancel
0012	document09.pdf	user1	Cancel

14:30 Ready to receive

No.	Name	Description
1	[Incomplete History]	Pressed to display the Incomplete History Screen.
2	[File Name]	Displays the file name when applied.
3	[User Name]	Displays the user name when registered.
4	[Incomp. Cause]	Displays the cause for which the job was not completed such as Cancel or Memory Full.
5	Display number/Total number	At the top the page number of the Incomplete History list currently displayed is indicated, and at the bottom the total number of the list pages is indicated.
6	[Details]	Pressed to confirm details of a specified job. The Mode Check Screen will be displayed.
7	Scroll keys	Pressed to scroll to the desired page of the Incomplete History list if the list contains more than one page.

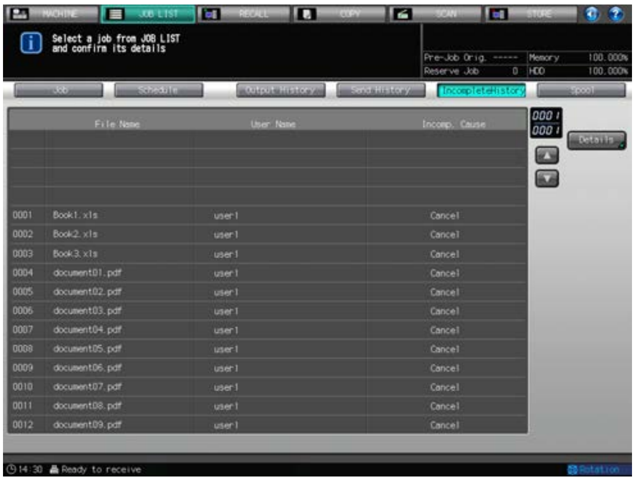
Follow the procedure below to check the details of jobs.

1. Press [JOB LIST] tab on the screen, then press [Incomplete History].

   The Incomplete History Screen will be displayed.

2. Check the status of incomplete jobs on the list of the screen.

   ➔ Use the scroll keys to scroll, if 17 or more incomplete jobs are listed.



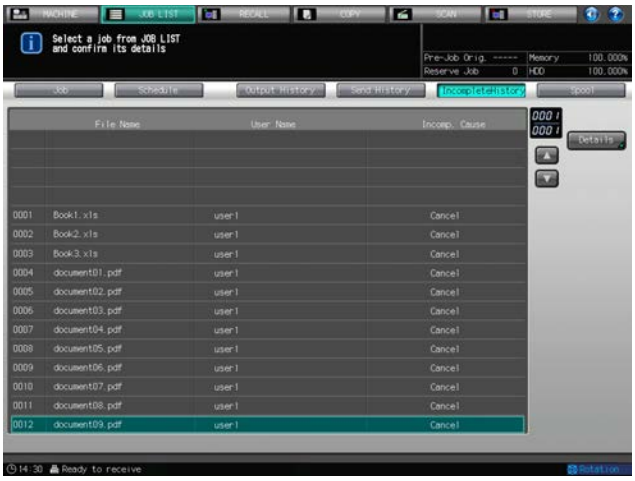
Select a job from JOB LIST and confirm its details

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

	File Name	User Name	Incomp. Cause
0001	Book1.xls	user1	Cancel
0002	Book2.xls	user1	Cancel
0003	Book3.xls	user1	Cancel
0004	document01.pdf	user1	Cancel
0005	document02.pdf	user1	Cancel
0006	document03.pdf	user1	Cancel
0007	document04.pdf	user1	Cancel
0008	document05.pdf	user1	Cancel
0009	document06.pdf	user1	Cancel
0010	document07.pdf	user1	Cancel
0011	document08.pdf	user1	Cancel
0012	document09.pdf	user1	Cancel

14:30 Ready to receive

3 Select a job of which you want to check details, then press [Details].



Select a job from JOB LIST and confirm its details

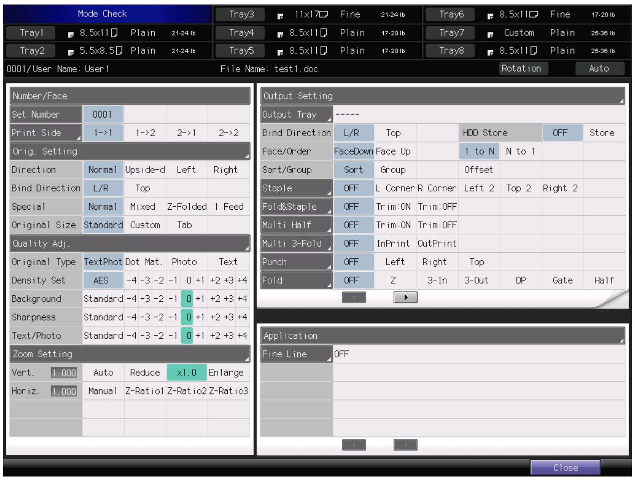
Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

	File Name	User Name	Incomp. Cause
0001	Book1.xls	user1	Cancel
0002	Book2.xls	user1	Cancel
0003	Book3.xls	user1	Cancel
0004	document01.pdf	user1	Cancel
0005	document02.pdf	user1	Cancel
0006	document03.pdf	user1	Cancel
0007	document04.pdf	user1	Cancel
0008	document05.pdf	user1	Cancel
0009	document06.pdf	user1	Cancel
0010	document07.pdf	user1	Cancel
0011	document08.pdf	user1	Cancel
0012	document09.pdf	user1	Cancel

14:30 Ready to receive

The Mode Check Screen will be displayed.

4 Review the settings on the Mode Check Screen.



Tray1	8.5x11	Plain	21-24 lb
Tray2	5.5x8.5	Plain	21-24 lb
Tray3	11x17	Fine	21-24 lb
Tray4	8.5x11	Plain	17-20 lb
Tray5	8.5x11	Plain	17-20 lb
Tray6	8.5x11	Fine	17-20 lb
Tray7	Custom	Plain	25-36 lb
Tray8	8.5x11	Plain	25-36 lb

0001/User Name: User1 File Name: test1.doc

Number/Face				
Set Number	0001			
Print Side	1->1	1->2	2->1	2->2
Orig. Setting				
Direction	Normal	Upside-d	Left	Right
Bind Direction	L/R	Top		
Special	Normal	Mixed	Z-Folded	1 Feed
Original Size	Standard	Custom	Tab	
Quality Adj.				
Original Type	TextPhot	Dot Mat.	Photo	Text
Density Set	AES	-4 -3 -2 -1	0 +1	+2 +3 +4
Background	Standard	-4 -3 -2 -1	0 +1	+2 +3 +4
Sharpness	Standard	-4 -3 -2 -1	0 +1	+2 +3 +4
Text/Photo	Standard	-4 -3 -2 -1	0 +1	+2 +3 +4
Zoom Setting				
Vert. 1.000	Auto	Reduce	x1.0	Enlarge
Horiz. 1.000	Manual	Z-Ratio1	Z-Ratio2	Z-Ratio3

Output Setting						
Output Tray	-----					
Bind Direction	L/R	Top		HDD Store	OFF	Store
Face/Order	FaceDown	Face Up		1 to N	N to 1	
Sort/Group	Sort	Group		Offset		
Staple	OFF	L Corner	R Corner	Left 2	Top 2	Right 2
Fold&Staple	OFF	Trim:ON	Trim:OFF			
Multi Half	OFF	Trim:ON	Trim:OFF			
Multi 3-Fold	OFF	InPrint	OutPrint			
Punch	OFF	Left	Right	Top		
Fold	OFF	Z	3-In	3-Out	DP	Gate	Half

Application	
Fine Line	OFF

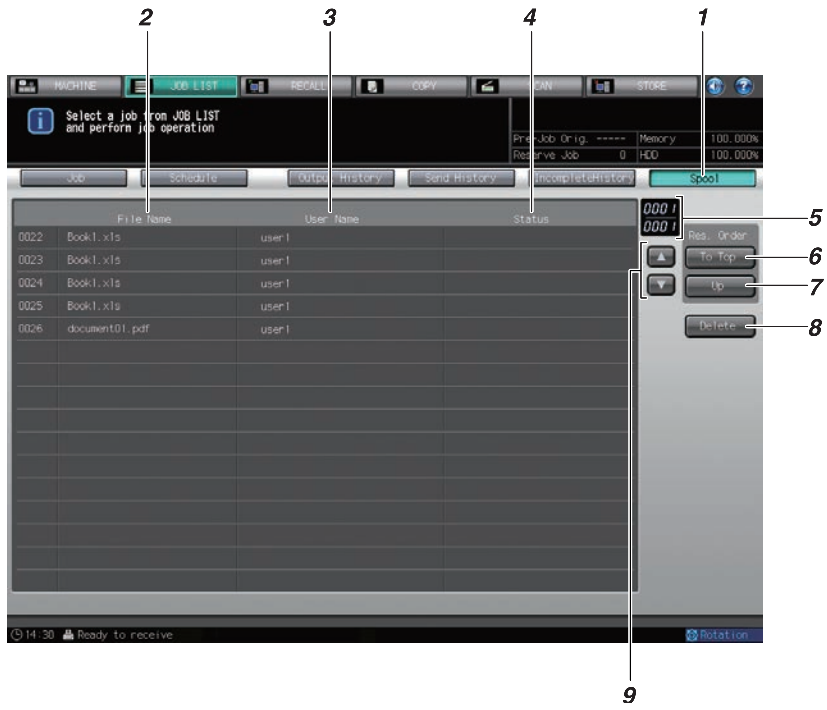
5 When finished with checking, press [Close].

The Incomplete History Screen will be restored.

9.5 Operation on Spool Jobs

9.5.1 Operating Spool Jobs

The Spool Screen of the Job List Screen provides a listing of spool jobs.



Select a job from JOB LIST
and perform job operation

	File Name	User Name	Status
0022	Book1.xls	user1	
0023	Book1.xls	user1	
0024	Book1.xls	user1	
0025	Book1.xls	user1	
0026	document01.pdf	user1	

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

14:30 Ready to receive

No.	Name	Description
1	[Spool]	Pressed to display the Spool Screen.
2	[File Name]	Displays the file name when applied.
3	[User Name]	Displays the user name when registered.
4	[Status]	Displays the status of spool jobs such as Receiving or Wait for RIP.
5	Display number/Total number	At the top the page number of the Spool list currently displayed is indicated, and at the bottom the total number of the list pages is indicated.
6	[To Top]	Pressed to move a specified job to the top of the list.
7	[Up]	Pressed to advance a specified job by one in priority order.
8	[Delete]	Pressed to delete a specified job.
9	Scroll keys	Pressed to scroll to the desired page of the Spool list if the list contains more than one page.

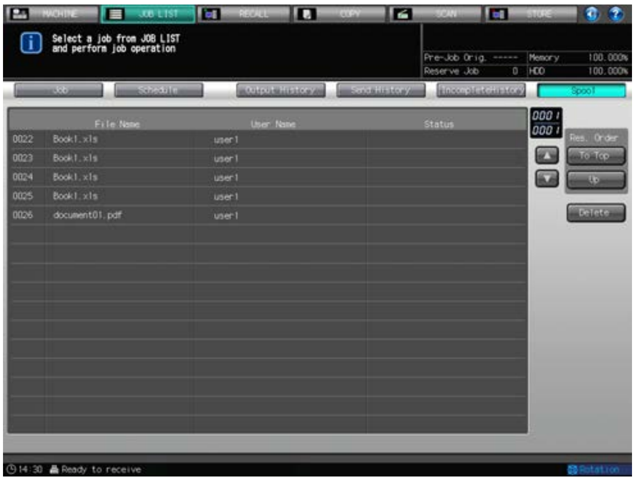
Follow the procedure below to operate the spool jobs.

1. Press [JOB LIST] tab on the screen, then press [Spool].

2. Check the status of spool jobs on the list of the screen.

   Use the scroll keys to scroll, if 17 or more spool jobs are listed.

3. Select the desired spool job, then perform the job operation using the job operation keys.



Select a job from JOB LIST and perform job operation

	File Name	User Name	Status
0022	Book1.xls	user1	
0023	Book1.xls	user1	
0024	Book1.xls	user1	
0025	Book1.xls	user1	
0026	document01.pdf	user1	

➔ Press [To Top] to move the selected job to the top of the list. Press [Up] to move the selected job by one in priority order.

➔ Press [Delete] to delete the selected job.

10

Advanced Information

10 Advanced Information

10.1 Making Sample Set for Checking Results: Proof Copy

Use Proof Copy to scan the original and produce a single set or the first sheet of sample copy before making multiple copies. This is a convenient and cost effective way for making a large amount of copies.

Reference

*You can select whether to output a set of all pages or to print only the first sheet by pressing **Proof Copy** on the **control panel**.*

Also, you can set the machine to allow the selection to print a set of all pages or only the first sheet when making proof copy from the Mode Check Screen.

For details, see Section 7 of the POD Administrator's Reference.

✔ If original count exceeds 100 or the **original glass** is desired for scanning the original, use Separate Scan mode to start the operation by scanning all the original.

✔ The proof-copied job can be stored as a suspended job without being printed.

1 Position the original.

2 Make the desired job selections from the Copy Screen.

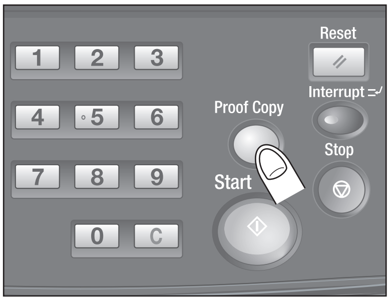
➔ If Separate Scan mode is selected, press **Start** on the **control panel** to scan all the original before proceeding to step 3.

3 Press **Proof Copy** on the **control panel**.

A set or the first sheet of sample copy will be output while scanning the original.

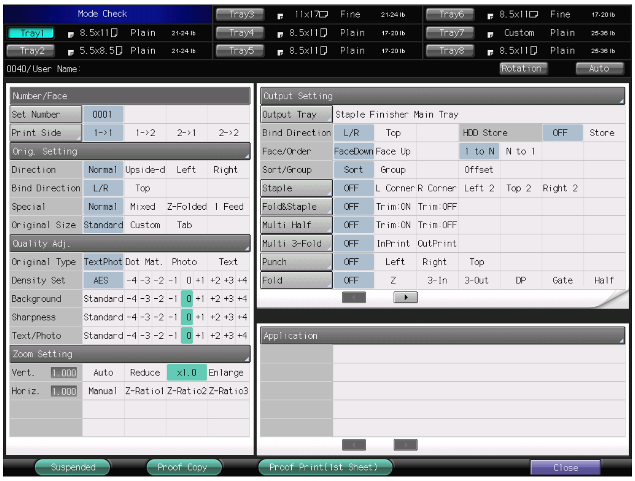
When using the Separate Scan mode and the original has already been scanned, the machine outputs a sample copy immediately.

The Mode Check Screen will be displayed.



4 Review the job settings.

➔ Depending on the selected output settings or application functions, scroll keys appear at the bottom of each area. Press the keys to check all the settings.



Tray	Size	Paper	Weight
Tray1	8.5x11	Plain	21-24 lb
Tray2	5.5x8.5	Plain	21-24 lb
Tray3	11x17	Fine	21-24 lb
Tray4	8.5x11	Plain	17-20 lb
Tray5	8.5x11	Plain	17-20 lb
Tray6	8.5x11	Fine	17-20 lb
Tray7	Custom	Plain	25-36 lb
Tray8	8.5x11	Plain	25-36 lb

0040/User Name:

Number/Face				
Set Number	0001			
Print Side	1->1	1->2	2->1	2->2
Orig. Setting				
Direction	Normal	Upside-d	Left	Right
Bind Direction	L/R	Top		
Special	Normal	Mixed	Z-Folded	1 Feed
Original Size	Standard	Custom	Tab	
Quality Adj.				
Original Type	TextPhot	Dot Mat.	Photo	Text
Density Set	AES	-4 -3 -2	-1 0 +1	+2 +3 +4
Background	Standard	-4 -3 -2	-1 0 +1	+2 +3 +4
Sharpness	Standard	-4 -3 -2	-1 0 +1	+2 +3 +4
Text/Photo	Standard	-4 -3 -2	-1 0 +1	+2 +3 +4
Zoom Setting				
Vert. 1.000	Auto	Reduce	x1.0	Enlarge
Horiz. 1.000	Manual	Z-Ratio1	Z-Ratio2	Z-Ratio3

Output Setting						
Output Tray	Staple Finisher Main Tray					
Bind Direction	L/R	Top		HDD Store	OFF	Store
Face/Order	FaceDown	Face Up		1 to N	N to 1	
Sort/Group	Sort	Group		Offset		
Staple	OFF	L Corner	R Corner	Left 2	Top 2	Right 2
Fold&Staple	OFF	Trim:ON	Trim:OFF			
Multi Half	OFF	Trim:ON	Trim:OFF			
Multi 3-Fold	OFF	InPrint	OutPrint			
Punch	OFF	Left	Right	Top		
Fold	OFF	Z	3-In	3-Out	DP	Gate Half

Application

If no setting change is desired, proceed to step 7.

5 Change the settings as required.

Job settings	Description
Paper Tray	Press the tray key available for change. Tray setting cannot be changed from this screen.
Set Number	Press [Set Number], and then enter the desired print quantity from the **control panel keypad**.
Print Side	The simplex/duplex original type cannot be changed because the original has already been scanned. Setting change for making simplex/duplex copy is available depending on other settings.
Original Setting Quality Adjustment Zoom Setting Application	Setting change is unavailable because the original has already been scanned.
Output Setting	Embossed setting keys are available for change. Pressing the keys will display the subsequent screen provided for each. Pressing [Output Setting] will display the Output Setting Screen to allow you the setting change from that screen.

6 Make another sample copy as required.

➔ Press [Proof Copy] on the Mode Check Screen to output a sample set. Pressing [Proof Print (1st Sheet)], if displayed, will output only the first sheet of the whole set.

➔ The checked job can be stored as a suspended job. Press [Suspended] to return to the Copy Screen without printing that job.

➔ The stored job can be output from the Job List Screen. See page 9-4 for details.

7 Press [Close].

The Copy Screen will be restored.

➔ To cancel the output of proof-copied job, press **Stop** on the **control panel**, and then press [Cancel Job] on the dialog. All the image data will be cleared.

8 Press **Start** on the **control panel**.

The machine will start batch printing.

10.2 Checking Feature Selections Before Printing: Mode Check

Before printing, you can display the Mode Check Screen to check the feature selections you made. This is a convenient and cost effective way for making a large amount of copies.

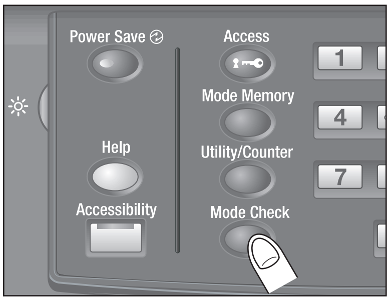
- ✔ In this checking procedure, you can change all settings except the tray setting, for the original is not yet scanned.
- ✔ Proof copy becomes available when the original is loaded or scanned using [Separate Scan].

1 Position the original.

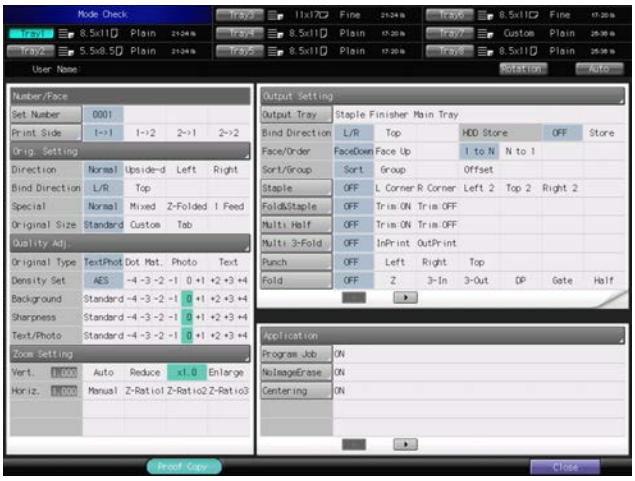
2 Make the desired job selections from the Copy Screen.

3 Press **Mode Check** on the **control panel**.

➔ You can also make the job selections from the Mode Check Screen displayed by pressing **Mode Check** at the start.



The Mode Check Screen will be displayed.



Mode Check				Tray3	11x17	Fine	Tray6	8.5x11	Fine
Tray1	8.5x11	Plain		Tray4	8.5x11	Plain	Tray7	Custom	Plain
Tray2	5.5x8.5	Plain		Tray5	8.5x11	Plain	Tray8	8.5x11	Plain

User Name:

Number/Face				
Set Number	0001			
Print Side	1->1	1->2	2->1	2->2
Orig. Setting				
Direction	Normal	Upside-d	Left	Right
Bind Direction	L/R	Top		
Special	Normal	Mixed	Z-Folded	1 Feed
Original Size	Standard	Custom	Tab	
Quality Adj.				
Original Type	TextPhot	Dot Mat.	Photo	Text
Density Set	AES	-4 -3 -2 -1	0 +1	+2 +3 +4
Background	Standard	-4 -3 -2 -1	0 +1	+2 +3 +4
Sharpness	Standard	-4 -3 -2 -1	0 +1	+2 +3 +4
Text/Photo	Standard	-4 -3 -2 -1	0 +1	+2 +3 +4
Zoom Setting				
Vert. 1.000	Auto	Reduce	x1.0	Enlarge
Horiz. 1.000	Manual	Z-Ratio1	Z-Ratio2	Z-Ratio3

Output Setting						
Output Tray	Staple Finisher Main Tray					
Bind Direction	L/R	Top		HDD Store	OFF	Store
Face/Order	FaceDown	Face Up		1 to N	N to 1	
Sort/Group	Sort	Group		Offset		
Staple	OFF	L Corner	R Corner	Left 2	Top 2	Right 2
Fold&Staple	OFF	Trim:ON	Trim:OFF			
Multi Half	OFF	Trim:ON	Trim:OFF			
Multi 3-Fold	OFF	InPrint	OutPrint			
Punch	OFF	Left	Right	Top		
Fold	OFF	Z	3-In	3-Out	DP	Gate Half

Application	
Program Job	ON
NoImageErase	ON
Centering	ON

4 Review the job settings.

➔ Depending on the selected output settings or application functions, scroll keys appear at the bottom of each area. Press the keys to check all the settings.

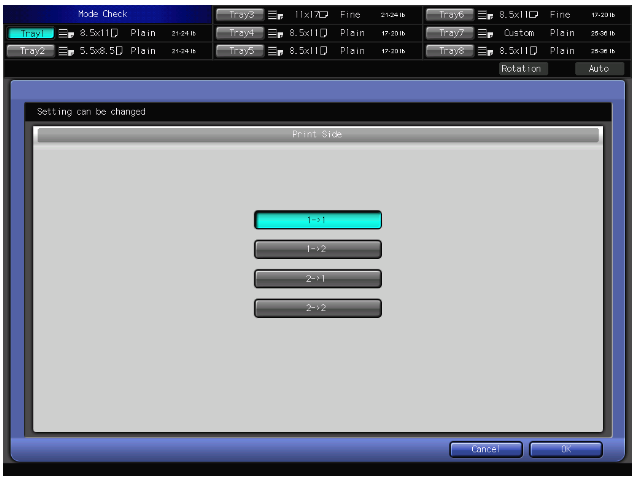
If no setting change is desired, proceed to step 7.

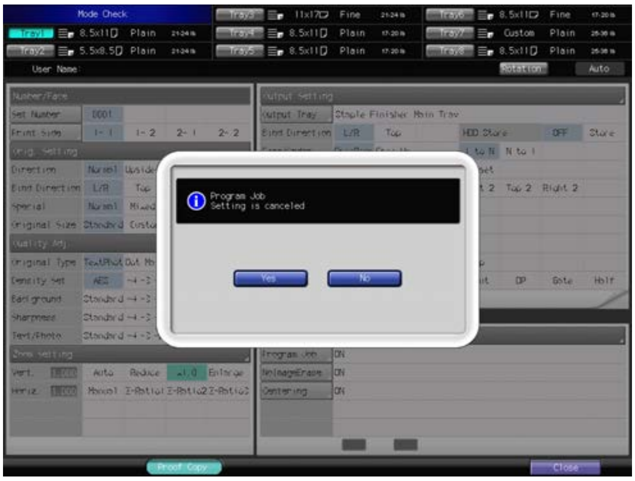
5 Change the settings as required.

➔ Some settings cannot be changed depending on the combination of selections.

Job settings	Description
Paper Tray	Press the tray key available for change. [Auto (Auto Paper)] and [Rotation (Image Rotation OFF)] at the upper-right of the screen also allow the setting change for each. Tray setting cannot be changed from this screen.
Set Number	Press [Set Number], and then enter the desired print quantity from the **control panel keypad**.
Print Side	Pressing [Print Side] will display the screen to change the simplex/duplex mode. Change the setting as desired, then press [OK].

Job settings	Description
Original Setting Quality Adjustment Zoom Setting	Press the title key to display the setting screen for each. Change the setting as desired, then press [OK]. To cancel the change, press [Cancel]. Press [Default Set] to restore the initial settings.
Output Setting	Embossed setting keys are available for change. Pressing the keys will display the subsequent screen provided for each. Pressing [Output Setting] will display the Output Setting Screen to allow you the setting change from that screen.
Application	Selected functions are displayed as a list. Pressing an embossed setting key will display the subsequent screen provided for that setting. For functions without subsequent screens, a dialog will appear to ask you whether or not to cancel the setting. Press [Yes] to cancel the setting. Pressing [Application] will display the Application Screen to allow you the setting change from that screen.





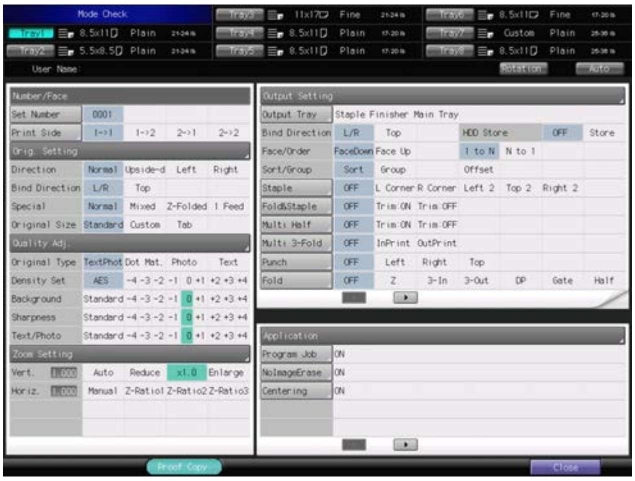
Program Job
Setting is canceled

Proceed to step 7 to directly start copying.

6 Make a sample copy to view the results of the selections.

➔ Press [Proof Copy] or [Proof Print (1st Sheet)] on the Mode Check Screen, or press **Proof Copy** on the **control panel**, as required.

➔ If Separate Scan mode is selected, press **Start** on the **control panel** to scan all the original before pressing Proof Copy.



Mode Check

Tray1	8.5x11	Plain	
Tray2	5.5x8.5	Plain	
Tray3	11x17	Fine	
Tray4	8.5x11	Plain	
Tray5	8.5x11	Plain	
Tray6	8.5x11	Fine	
Tray7	Custom	Plain	
Tray8	8.5x11	Plain	

User Name:

Rotation Auto

Number/Face

Set Number	0001			
Print Side	1->1	1->2	2->1	2->2

Orig. Setting

Direction	Normal	Upside-d	Left	Right
Bind Direction	L/R	Top		
Special	Normal	Mixed	Z-Folded	1 Feed
Original Size	Standard	Custom	Tab	

Quality Adj.

Original Type	TextPhot	Dot Mat.	Photo	Text
Density Set	AES	-4 -3 -2 -1	0 +1	+2 +3 +4
Background	Standard	-4 -3 -2 -1	0 +1	+2 +3 +4
Sharpness	Standard	-4 -3 -2 -1	0 +1	+2 +3 +4
Text/Photo	Standard	-4 -3 -2 -1	0 +1	+2 +3 +4

Zoom Setting

Vert. 1.000	Auto	Reduce	x1.0	Enlarge
Horiz. 1.000	Manual	Z-Ratio1	Z-Ratio2	Z-Ratio3

Output Setting

Output Tray	Staple Finisher Main Tray					
Bind Direction	L/R	Top	HDD Store	OFF	Store	
Face/Order	FaceDown	Face Up	1 to N	N to 1		
Sort/Group	Sort	Group	Offset			
Staple	OFF	L Corner	R Corner	Left 2	Top 2	Right 2
Fold&Staple	OFF	Trim:ON	Trim:OFF			
Multi Half	OFF	Trim:ON	Trim:OFF			
Multi 3-Fold	OFF	InPrint	OutPrint			
Punch	OFF	Left	Right	Top		
Fold	OFF	Z	3-In	3-Out	DP	Gate Half

Application

Program Job	ON
NoImageErase	ON
Centering	ON

Proof Copy Close

Reset
Interrupt
Proof Copy
Stop
Start
1
2
3
4
5
6
7
8
9
0
C

➔ You can select whether to output a set of all pages or to print only the first sheet by pressing **Proof Copy** on the **control panel**. Also, you can set the machine to display or hide [Proof Print (1st Sheet)] on the Mode Check Screen. This setting is provided in the Administrator Setting on the Utility menu. For details, see Section 7 of the POD Administrator's Reference.

➔ If any setting change is desired, proceed to step 5 of Proof Copy. See page 10-2 for details.

7 Press [Close].

The Copy Screen will be restored.

8 Press **Start** on the **control panel**.

The machine will start batch printing.

10.3 Making Sample Set During Output: Sample Print

Some types of print job do not allow you to check the output images till all the machine operations are completed. Use Sample Print to deliver a sample image to another tray without interrupting the job in process, so that you can check the quality of printed images at that time.

Applicable job	Staple output using **Finisher FS-532** Fold & Staple output using **Saddle Stitcher SD-510** equipped in **Finisher FS-532** Fold & Staple output using **Saddle Stitcher SD-506** Perfect Bind output using **Perfect Binder PB-503** Output to the stacker of **Large Capacity Stacker LS-505**
Sample image type	You can select either of the following sample image types. Fixed Chart Print: An image previously stored in the machine Job Image Print: One of the images currently output
Paper tray	Fixed Chart Print: Select a tray from Trays 1 to 8. Sample printing is available even if the selected tray size is not the same as that of the output job. Job Image Print: Use the same tray as used for the current output job.
Output tray	Output is delivered to the secondary (sub) tray of the finishing option in use. • **Finisher FS-532**: its secondary (sub) tray • **Saddle Stitcher SD-510**: the secondary (sub) tray of **Finisher FS-532** • **Saddle Stitcher SD-506**: its secondary (sub) tray • **Perfect Binder PB-503**: its secondary (sub) tray • **Large Capacity Stacker LS-505**: its secondary (sub) tray (or, for the second unit, the sub tray currently being used for output)
Simplex/Duplex	Output the sample image in the same simplex/duplex mode as the following page to be printed. If duplex mode is unavailable for the paper loaded in the tray for sample printing, simplex mode is used automatically.
Output Setting	Finishing modes such as Staple, Punch, or Fold & Staple will not function for sample printing. With Job Image Print specified, the sample print will be output using the same output settings as used for the current output job.
Application	With Fixed Chart Print specified, all application settings will not function for sample printing.
Timing of Sample Print	• Press [Sample Print] on the Machine Screen to manually output the sample image. • The sample printing can be continued according to the cycle previously selected from the following two types. Operation in both cycles is unavailable. Print Per Sheet Cycle: Output a sample in every specified number of sheets. Print Per Set Number: Output a sample into specified page number in every specified set count.

Reference

You can select the sample image type, paper tray for Fixed Chart Print, and cycle of sample printing in the Administrator Setting on the Utility menu. For details, see Section 7 of the POD Administrator's Reference.

✔ The [Sample Print] key on the Machine Screen will be grayed out to show inactivity when the machine currently has no print job or stops printing.

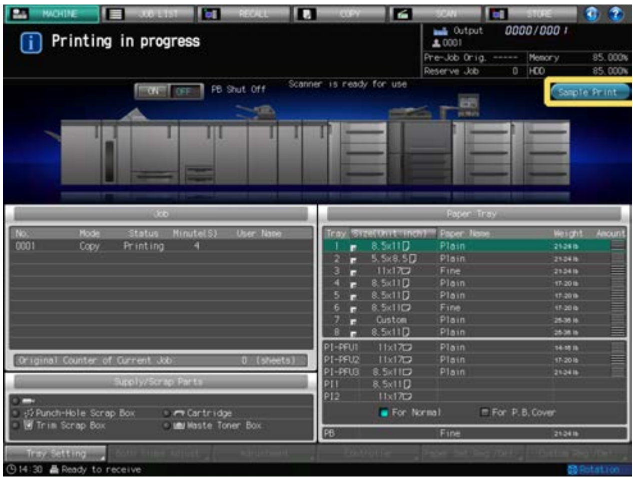
1 Position the original, then press [COPY] tab on the screen to display the Copy Screen.

2 Select the desired copy conditions, then press **Start** on the **control panel**.

3 Display the Machine Screen, then press [Sample Print] at the desired timing.

A sheet of sample image will be delivered to the secondary (sub) tray of the finishing option in use.

➔ With [ON] selected for Print Cycle in the Administrator Setting, the machine automatically continues making sample prints in the specified cycle.



Printing in progress

Pre-Job Orig. -----
Reserve Job 0
Memory 85.000%
HDD 85.000%

Scanner is ready for use

No.	Mode	Status	Minute(S)	User Name
0001	Copy	Printing	4	

Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight
1	8.5x11	Plain	21-24 lb
2	5.5x8.5	Plain	21-24 lb
3	11x17	Fine	21-24 lb
4	8.5x11	Plain	17-20 lb
5	8.5x11	Plain	17-20 lb
6	8.5x11	Fine	17-20 lb
7	Custom	Plain	26-36 lb
8	8.5x11	Plain	26-36 lb
PI-PFU1	11x17	Plain	14-16 lb
PI-PFU2	11x17	Plain	17-20 lb
PI-PFU3	8.5x11	Plain	21-24 lb
PI1	8.5x11		
PI2	11x17		
PB		Fine	21-24 lb

14:30 Ready to receive

➔ To suspend the output due to the poor quality of sample image, press **Stop** on the **control panel**. See page 4-21 for details of subsequent operations.

10.4 Interrupting Job in Progress: Interrupt Mode

Use the Interrupt mode to interrupt copying in progress to perform a simple job.

Pressing **Interrupt** on the **control panel** stops the machine operation temporarily at the timing available for interrupt copying and allows you to copy with different settings.

When interrupt copying is completed, the settings for the previous job will be restored automatically.

Pressing **Interrupt** will not function with the following conditions:

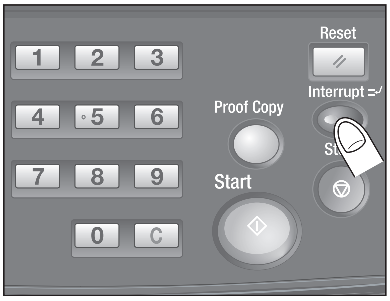
- Machine is not operating batch printing or scanning job.
- The Call for Service message displays or a paper misfeed occurs.
- Machine is operating in Interrupt mode.
- A prior print job is in the active job list.

✔ Reserve job cannot be operated in the Interrupt mode.

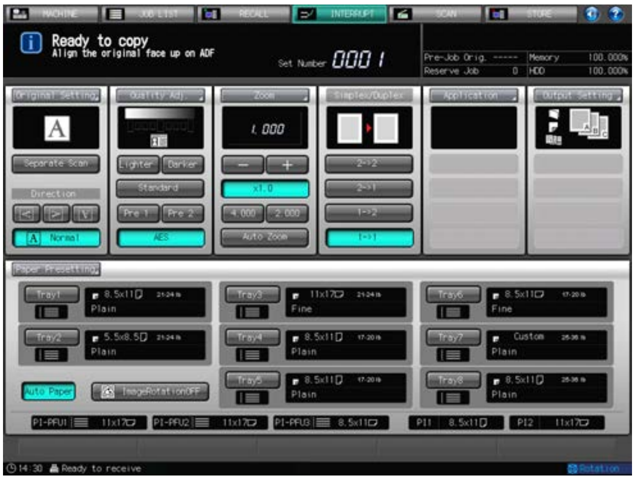
✔ Auto Low Power or Auto Shut OFF will not function during Interrupt mode.

1 Press **Interrupt** on the **control panel**.

The **Interrupt LED** flashes until the machine is ready for the Interrupt mode. When the machine is ready for the Interrupt mode, the **Interrupt LED** turns steady.



The Copy Screen for interrupt copying will be displayed.



Ready to copy
Align the original face up on ADF

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

1.000

Tray1 8.5x11 Plain
Tray2 5.5x8.5 Plain
Tray3 11x17 Fine
Tray4 8.5x11 Plain
Tray5 8.5x11 Plain
Tray6 8.5x11 Fine
Tray7 Custom Plain
Tray8 8.5x11 Plain

PI-PFU1 11x17 PI-PFU2 11x17 PI-PFU3 8.5x11 PI1 8.5x11 PI2 11x17

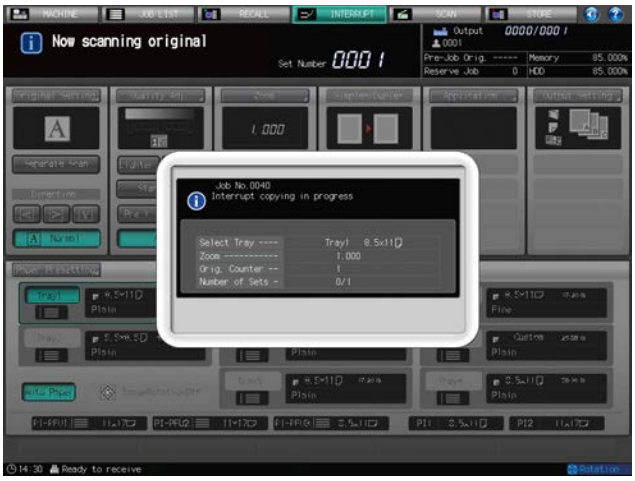
14:30 Ready to receive

2 Set copy conditions, as desired.

All copy conditions except Reserve mode can be specified.

3 Position the original, then press **Start** on the **control panel**.

The machine will start the interrupt copying.



Now scanning original

Job No.0040
Interrupt copying in progress

Select Tray ---- Tray1 8.5x11
Zoom ----------- 1.000
Orig. Counter -- 1
Number of Sets - 0/1

4 When the interrupt copying is completed, press **Interrupt** again.

The **Interrupt LED** will go out and the Machine Screen will be displayed. The machine restores the settings of the initial job.

5 Press **Start** on the **control panel** to resume copying.

10.5 Storing and Recalling Job Conditions: Mode Memory

Use Mode Memory to store frequently used job settings. The stored job settings can be recalled with simple operation.

10.5.1 Storing Job Conditions

Follow the procedure below to store the copy job settings.

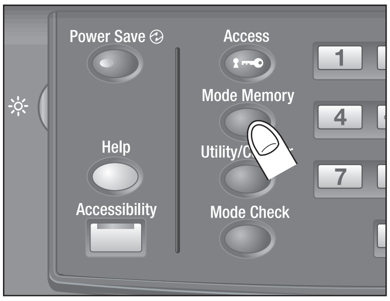
- ✔ Available settings: Set Number, Print Side, Original Setting, Quality Adjustment, Zoom Setting, Output Setting, Application
- ✔ Settings to be stored are given a job number (01 to 30) and alphabetical name (dispensable).
- ✔ Up to 30 jobs can be stored.

1 Press [COPY] tab to display the Copy Screen.

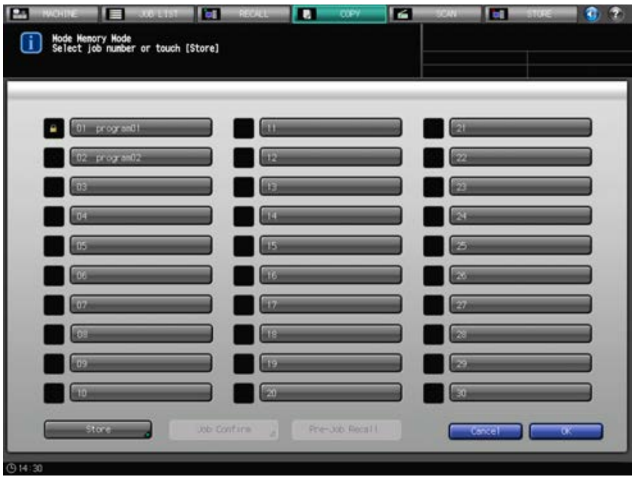
2 Set copy conditions, as desired.

3 Press **Mode Memory** on the **control panel**.

The Mode Memory Screen is displayed.



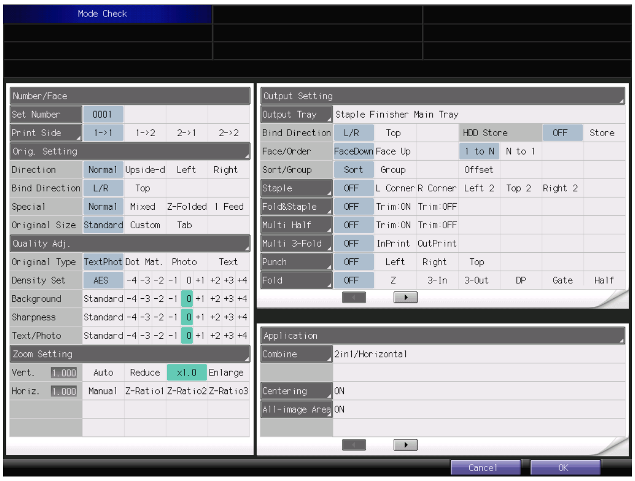
4 Press [Store].


Mode Memory Mode
Select job number or touch [Store]

The Mode Check Screen will be displayed.

5 Review the settings to be stored.

- ➔ Depending on the selected output settings or application functions, scroll keys appear at the bottom of each area. Press the keys to check all the settings.
- ➔ If any setting change is desired, press [Cancel] on the Mode Check Screen, and then press[Cancel] on the Mode Memory Screen. The Copy Screen will be restored. Please make correction of the settings.



Mode Check

Number/Face				
Set Number	0001			
Print Side	1->1	1->2	2->1	2->2
Orig. Setting				
Direction	Normal	Upside-d	Left	Right
Bind Direction	L/R	Top		
Special	Normal	Mixed	Z-Folded	1 Feed
Original Size	Standard	Custom	Tab	
Quality Adj.				
Original Type	TextPhot	Dot Mat.	Photo	Text
Density Set	AES	-4 -3 -2 -1 0 +1 +2 +3 +4		
Background	Standard	-4 -3 -2 -1 0 +1 +2 +3 +4		
Sharpness	Standard	-4 -3 -2 -1 0 +1 +2 +3 +4		
Text/Photo	Standard	-4 -3 -2 -1 0 +1 +2 +3 +4		
Zoom Setting				
Vert. 1.000	Auto	Reduce	x1.0	Enlarge
Horiz. 1.000	Manual	Z-Ratio1	Z-Ratio2	Z-Ratio3

Output Setting							
Output Tray	Staple Finisher Main Tray						
Bind Direction	L/R	Top		HDD Store		OFF	Store
Face/Order	FaceDown	Face Up		1 to N	N to 1		
Sort/Group	Sort	Group		Offset			
Staple	OFF	L Corner	R Corner	Left 2	Top 2	Right 2	
Fold&Staple	OFF	Trim:ON	Trim:OFF				
Multi Half	OFF	Trim:ON	Trim:OFF				
Multi 3-Fold	OFF	InPrint	OutPrint				
Punch	OFF	Left	Right	Top			
Fold	OFF	Z	3-In	3-Out	DP	Gate	Half

Application	
Combine	2in1/Horizontal
Centering	ON
All-image Area	ON

6 Press [OK].

The Mode Memory Screen will be restored.

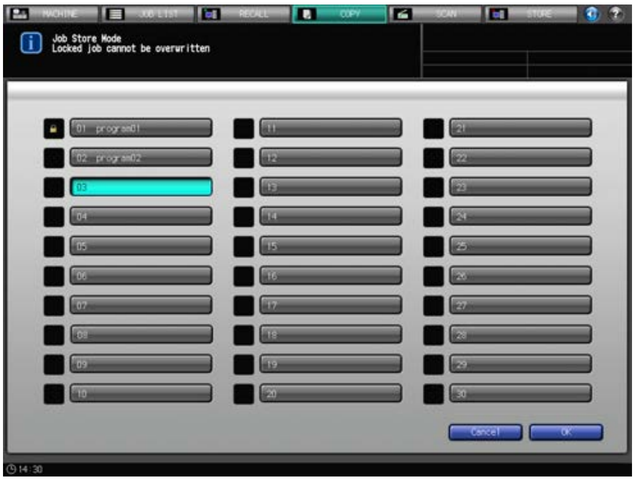
7 Press the desired job number key, then press [OK].

The Job Name Screen will be displayed.

➔ A key without name indicates that no job is stored under that job number.

➔ A named key without a lock icon (🔒) has been stored with job settings but can be overwritten.

➔ The key with a lock icon (🔒) is locked and cannot be selected.

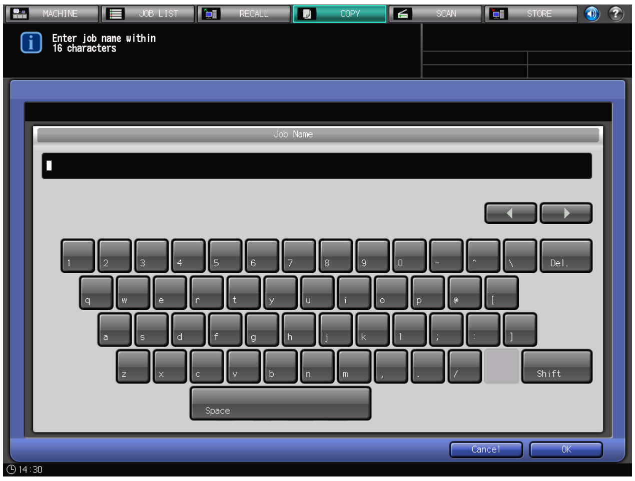


Job Store Mode
Locked job cannot be overwritten

8 Enter a job name, then press [OK].

➔ You may enter up to 16 alphanumeric characters including symbols for the name.

➔ You do not always have to name a job. Pressing [OK] without entering a name will display 16 asterisks (*) on the selected key.



Enter job name within 16 characters

Press [OK] to return to the Mode Memory Screen. Check that the job name has been correctly entered on the selected key.

9 Press [OK] on the Mode Memory Screen.

The Copy Screen will be restored.

Reference

You can lock the used job number key so that the stored settings cannot be overwritten, or unlock the locked key. Also, you can delete the stored job settings. This operation is available in the Administrator Setting on the Utility menu. For details, see Section 7 of the POD Administrator's Reference.

10.5.2 Recalling Stored Job Settings

Follow the procedure below to recall job settings that are already stored.

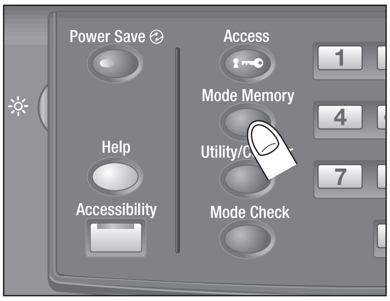
✔ Be sure to display the Copy Screen before pressing **Mode Memory** on the **control panel** to display the Mode Memory Screen. You cannot access the Mode Memory Screen from another screen such as the Machine Screen.

1 Position the original.

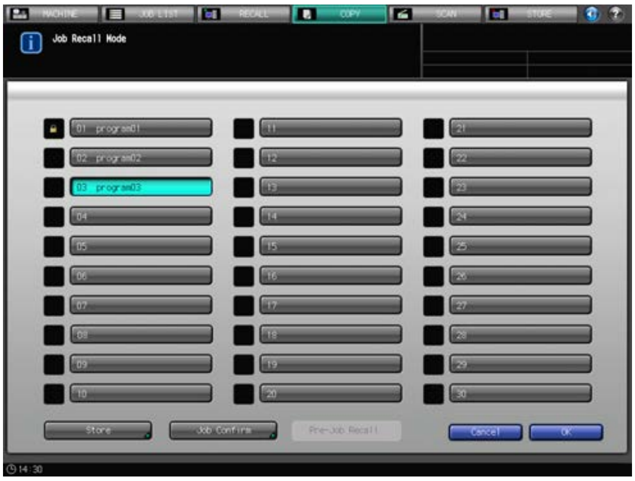
2 Press [COPY] tab to display the Copy Screen.

3 Press **Mode Memory** on the **control panel**.

The Mode Memory Screen is displayed.



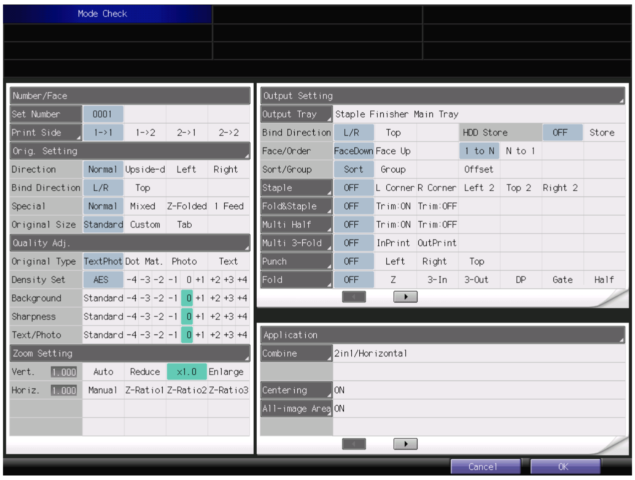
4 Press the job number key that you want to recall.



5 Press [Job Confirm].

The Mode Check Screen will be displayed. Review the job settings.

➔ Depending on the selected output settings or application functions, scroll keys appear at the bottom of each area. Press the keys to check all the settings.


Mode Check

Number/Face				
Set Number	0001			
Print Side	1->1	1->2	2->1	2->2
Orig. Setting				
Direction	Normal	Upside-d	Left	Right
Bind Direction	L/R	Top		
Special	Normal	Mixed	Z-Folded	1 Feed
Original Size	Standard	Custom	Tab	
Quality Adj.				
Original Type	TextPhot	Dot Mat.	Photo	Text
Density Set	AES	-4 -3 -2	-1 0 +1	+2 +3 +4
Background	Standard	-4 -3 -2	-1 0 +1	+2 +3 +4
Sharpness	Standard	-4 -3 -2	-1 0 +1	+2 +3 +4
Text/Photo	Standard	-4 -3 -2	-1 0 +1	+2 +3 +4
Zoom Setting				
Vert. 1.000	Auto	Reduce	x1.0	Enlarge
Horiz. 1.000	Manual	Z-Ratio1	Z-Ratio2	Z-Ratio3

Output Setting							
Output Tray	Staple Finisher Main Tray						
Bind Direction	L/R	Top		HDD Store		OFF	Store
Face/Order	FaceDown	Face Up		1 to N	N to 1		
Sort/Group	Sort	Group		Offset			
Staple	OFF	L Corner	R Corner	Left 2	Top 2	Right 2	
Fold&Staple	OFF	Trim:ON	Trim:OFF				
Multi Half	OFF	Trim:ON	Trim:OFF				
Multi 3-Fold	OFF	InPrint	OutPrint				
Punch	OFF	Left	Right	Top			
Fold	OFF	Z	3-In	3-Out	DP	Gate	Half

Application	
Combine	2in1/Horizontal
Centering	ON
All-image Area	ON

6 Press [OK] on the Mode Check Screen.

The Copy Screen will be restored. The job settings are recalled on the screen.

7 Enter the desired print quantity, then press **Start** on the **control panel**.

10.6 Recalling Job Settings at a Single Operation: Function Key

The function key allows you to assign up to 5 sets of job settings previously stored using Mode Memory.

This section describes how to make a copy by simply pressing a function key located at the bottom of the Copy Screen in order to recall the desired job settings.

Reference

For how to store job settings using Mode Memory, see page 10-11.

You can assign a Mode Memory job to a function key in the System Setting on the Utility menu. For details, see Section 7 of the POD Administrator's Reference.

✔ Only the job settings stored using Mode Memory can be assigned to a function key.

✔ The Mode Memory job assigned to a function key can be recalled only from the Copy Screen by a single key operation. This function is unavailable from any other screens (MACHINE, JOB LIST, RECALL, SCAN, or STORE).

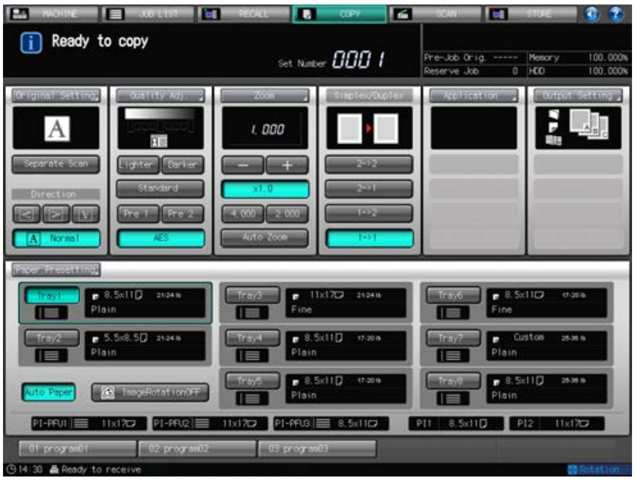
✔ The function key will be grayed out to show inactivity if the setting currently made is incompatible with any setting included in the Mode Memory job assigned to that key.

✔ A function key will be void if the Mode Memory job assigned to that key is deleted.

1 Position the original.

2 Display the Copy Screen, then press the desired function key.

The Mode Memory job settings assigned to the function key will be recalled on the screen.


Ready to copy

Set Number 0001

Pre-Job Orig. ----- Memory 100.000%

Reserve Job 0 HDD 100.000%

14:30 Ready to receive

3 Enter the desired print quantity, then press **Start** on the **control panel**.

10.7 Recalling Previous Job Settings

Follow the procedure below to copy with the previous job settings.

✔ Only the last-completed output job settings can be recalled as the previous job settings. Incomplete job or reserve job settings cannot be recalled, even if the setting operations have been made last.

✔ The previous job settings can be recalled even after the machine sub power is turned off then on.

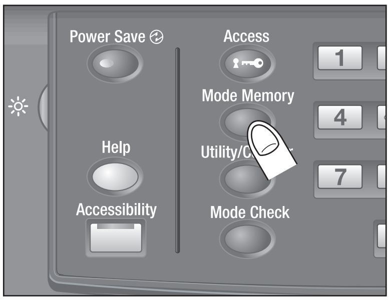
1 Position the original.

2 Press [COPY] tab to display the Copy Screen.

➔ Without the Copy Screen displayed, you cannot access the Mode Memory Screen even though **Mode Memory** is pressed on the **control panel**.

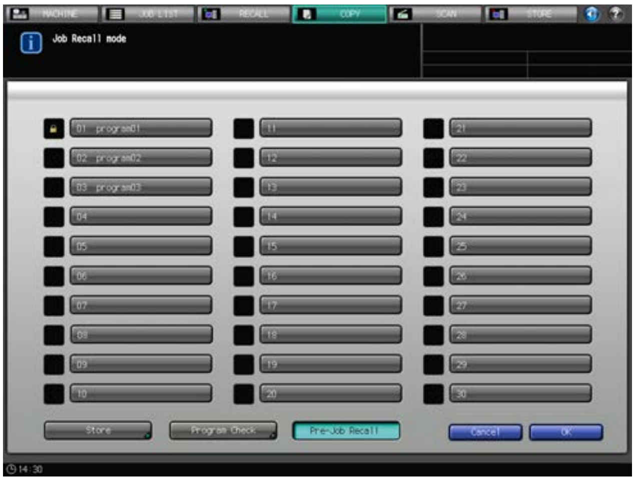
3 Press **Mode Memory** on the **control panel**.

The Mode Memory Screen will be displayed.



4 Press [Pre-Job Recall].

The [Job Confirm] key will be active on the Mode Memory Screen.



5 Press [Job Confirm].

The Mode Check Screen will be displayed. The screen displays the settings of the previous output job. Review the job settings.

6 Press [OK] on the Mode Check Screen.

The Copy Screen will be restored. The job settings are recalled on the screen.

7 Enter the desired print quantity, then press **Start** on the **control panel**.

10.8 Controlling and Monitoring Machine from Browser

When the machine is connected with a PC over a network, the web browser activated on the PC enables you to operate the machine. Also, the state of the machine can be monitored through the web browser. This function promotes efficiency in operation using a PC keyboard and mouse.

Remote Panel functions:

- **Touch panel** screens can be displayed on the web browser and operated using a mouse.
- **Control panel** keys can be displayed on the web browser and operated using a mouse.
- Passwords can be entered using a PC keyboard.
- Operations performed using Remote Panel can be recorded and replayed.

Remote Monitor functions:

- **Touch panel** screens can be displayed on the web browser as thumbnails.
- The **touch panel** screen, job condition, and state of the machine can be monitored using the automatic reload function of the web browser. The state of the machine can also be identified at a glance by changes in the background color of Remote Monitor.
- Remote Panel can be displayed in an exclusive window.

Multi Monitor functions:

- Up to 10 Remote Monitors can be displayed in a browser to overlook 10 machines at a time.
- Remote Panel and Remote Monitor can be displayed in the same browser.

The following functions are unavailable:

- Reading the screen performed by subsidiary system
- Managing the **power switch** (**main power switch**/**sub power switch**, Power Save, Weekly Timer)
- Reporting paper misfeed, or displaying counter in real time

Prerequisites:

- Set the Enhanced Security mode OFF on the machine.
- The machine should be connected with a PC over a network with TCP/IP enabled.
- Specify the IP address of the machine.
- Specify the IP address of the PC to be used for Remote Panel, using the Web Utilities setting from a PC.
- JavaScript must be active. The indications such as paper misfeed prompt will not be updated automatically when using Remote Panel. After a long period of inactivity, click [Reload] at the upper corner of the panel to display the current status.

Reference

For setting procedure of the IP address, see Section 7 of the POD Administrator's Reference.

The IP address of the PC to be used for Remote Panel should be specified on the machine. Remote Panel setting is available in the Web Utilities setting. For details, see Section 8 of the POD Administrator's Reference.

To use Multi Monitor, all the machines to be monitored should be identified by an IP address. This setting is available in the Web Utilities setting. For details, see Section 8 of the POD Administrator's Reference.

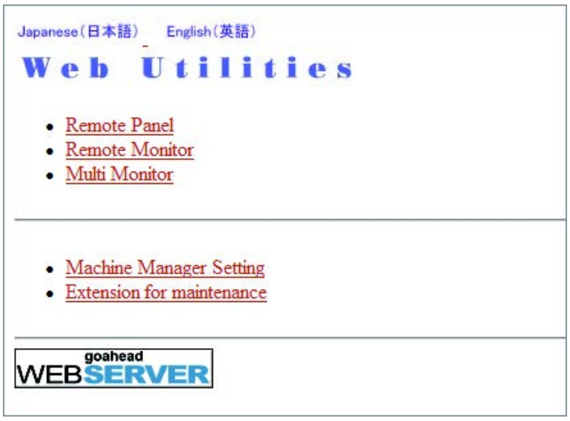
10.8.1 Controlling Machine from Browser: Remote Panel

1 Start the web browser, then enter the IP address of the main body in the address bar.

The main page of Web Utilities will be displayed.

2 Click [Remote Panel] on the Web Utilities main page.

The browser displays the **touch panel** screen and **control panel** currently displayed on the machine.



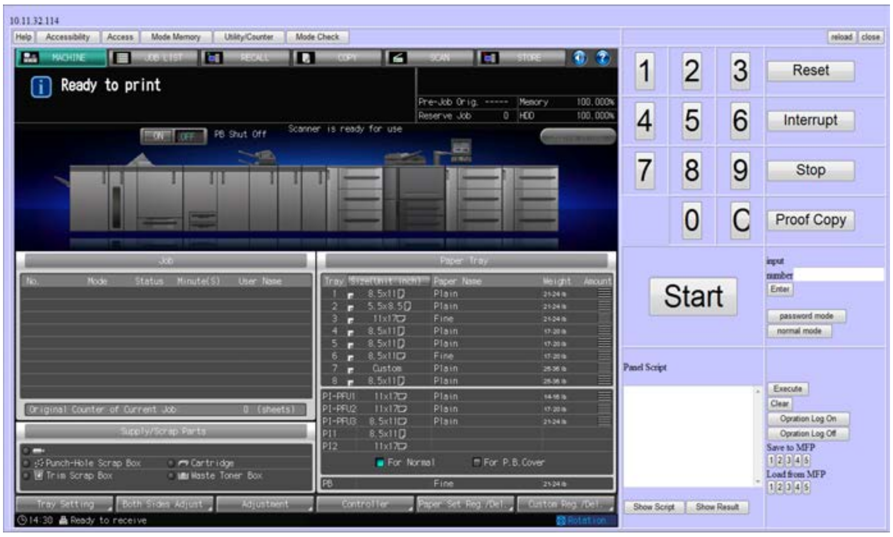
Japanese (日本語) English (英語)

Web Utilities

- Remote Panel
- Remote Monitor
- Multi Monitor

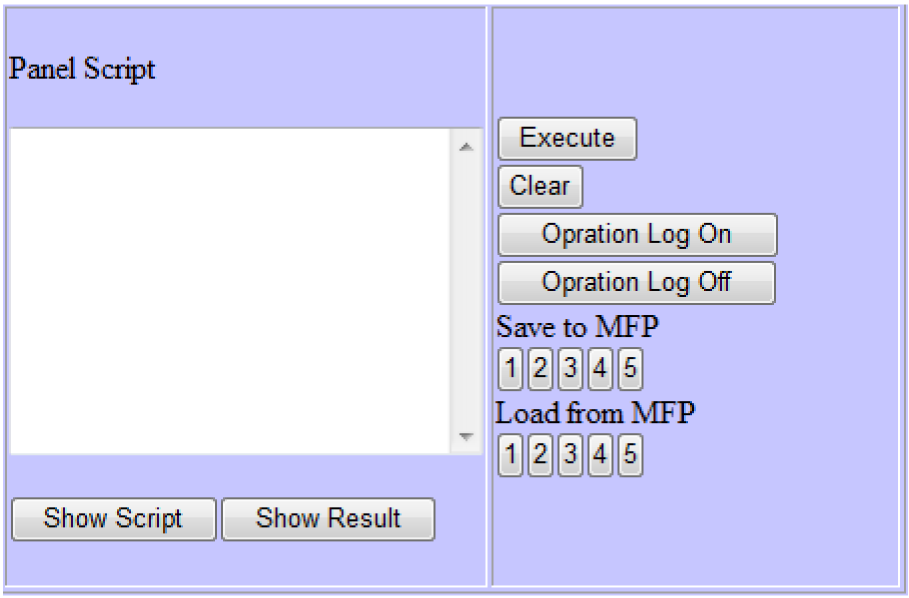
- Machine Manager Setting
- Extension for maintenance

3 Using a mouse and keyboard, perform job operations.



Panel Script Function

Panel Script is the function to record and replay the operations performed using Remote Panel. Use this function to show the setting procedure of a specific function or to apply a setting to another machine.



Key	Description
Execute	Execute the script of operating procedure currently displayed in the edit box. [Stop] appears instead while the script is in process.
Clear	Clear the contents of the edit box.
Operation Log On	Pressed to start recording the operation. All operations performed on the Remote Panel will be recorded.
Operation Log Off	Pressed to stop recording the operation.
Save to MFP	Press the desired number key to store the script currently displayed in the edit box onto the main body. Any script already stored will be overwritten.
Load from MFP	Press the desired number key to recall the stored script and load it into the edit box. Any script currently displayed in the edit box will be overwritten.
Show Script	Display a script.
Show Result	Display the execution result of the script. At the head of each line is displayed a circle for success, and a cross for failure.

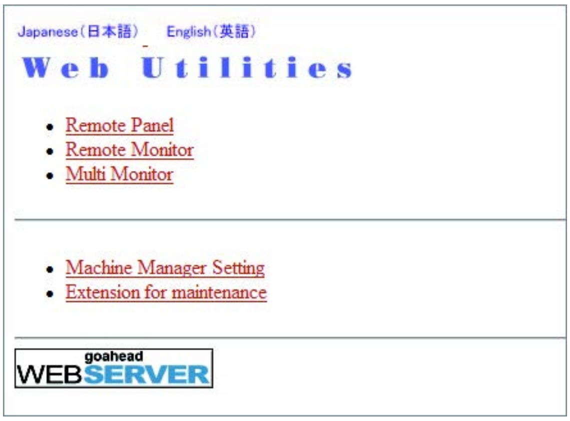
10.8.2 Monitoring Machine from Browser: Remote Monitor

1 Start the web browser, then enter the IP address of the machine in the address bar.

The main page of Web Utilities will be displayed.

2 Click [Remote Monitor] on the Web Utilities main page.

The state of the machine, **touch panel** screen, and job condition will be displayed.



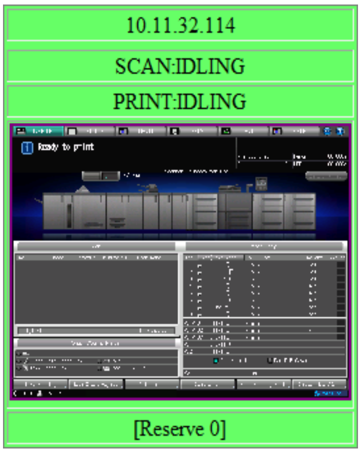
Japanese(日本語) English(英語)

Web Utilities

- Remote Panel
- Remote Monitor
- Multi Monitor

- Machine Manager Setting
- Extension for maintenance

3 To display the Remote Panel in another window to operate the machine from your PC, click the thumbnail screen displayed in the Remote Monitor.


10.11.32.114

SCAN:IDLING

PRINT:IDLING

[Reserve 0]

➔ According to the state of the machine, the background color of Remote Monitor varies as described in the table below.

Background color	State
Green	IDLING, ADJUSTMENT
Blue	OPERATING
Yellow	JAM
Red	SC

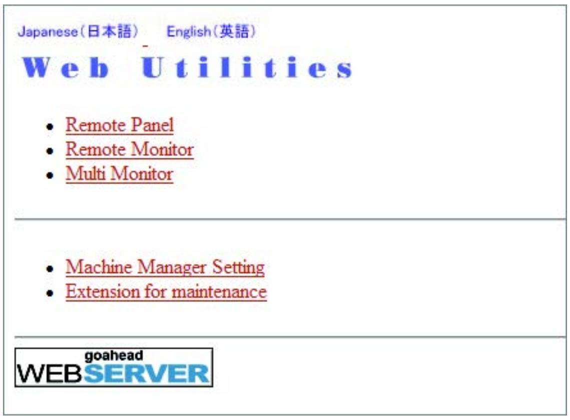
10.8.3 Monitoring Multiple Machines from Browser: Multi Monitor

1 Start the web browser, then enter the IP address of the machine in the address bar.

The main page of Web Utilities will be displayed.

2 Click [Multi Monitor] on the Web Utilities main page.

The state of the machine, **touch panel** screen, and job condition of up to 10 machines are displayed in tile view. Remote Panel will also be displayed in the same browser.

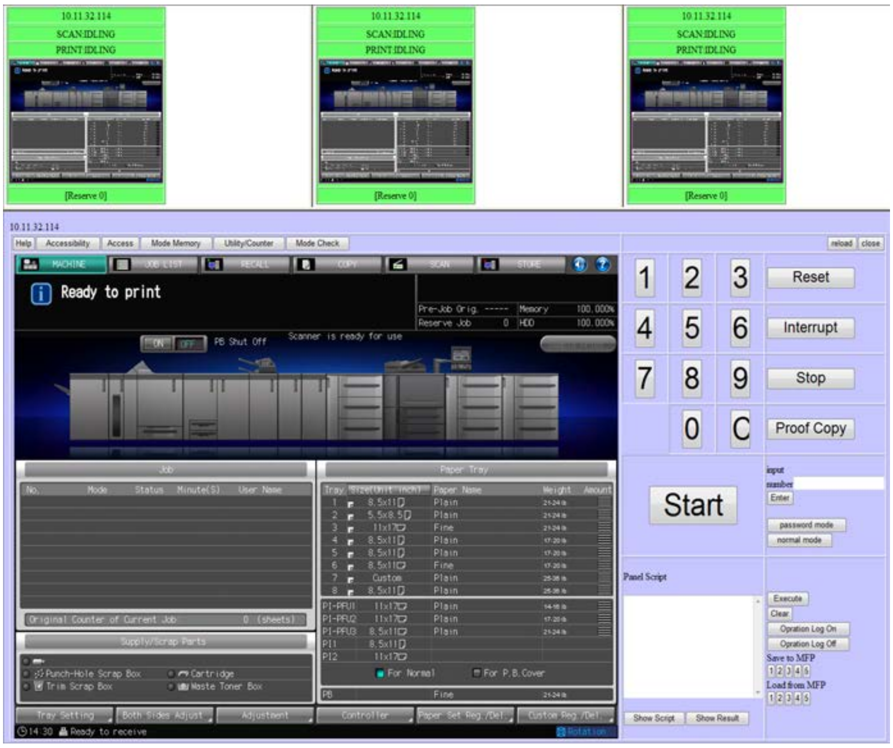

Japanese (日本語) English (英語)

Web Utilities

- Remote Panel
- Remote Monitor
- Multi Monitor

- Machine Manager Setting
- Extension for maintenance

3 To display the Remote Panel of the desired machine to operate it from your PC, click the thumbnail screen displayed in the Remote Monitor of that machine.



10.11.32.114

SCAN:IDLING

PRINT:IDLING

[Reserve 0]

10.11.32.114

Ready to print

Pre-Job Orig. ------ Memory 100.000%

Reserve Job 0 HDD 100.000%

PB Shut Off

Scanner is ready for use

Tray	Size(Unit :inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	25-28 lb	
8	8.5x11	Plain	25-28 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

Original Counter of Current Job 0 (sheets)

14:30 Ready to receive

11

Troubleshooting

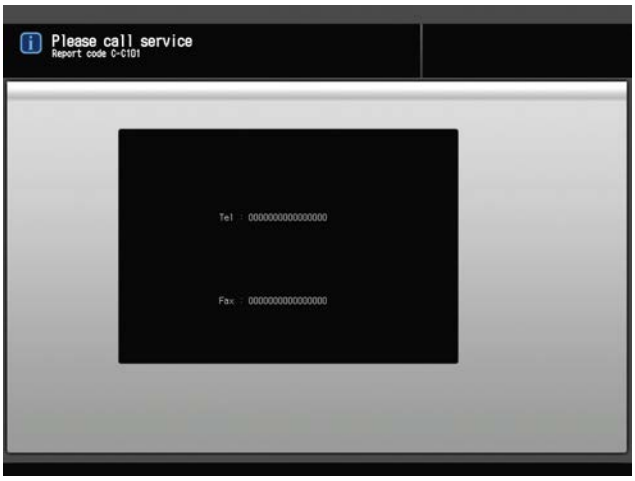
11 Troubleshooting

11.1 If [Please Call Service] Message Is Displayed: Call for Service

A [Please call service] message indicates a machine condition that requires the attention of your service representative.

The Call for Service Screen usually displays the telephone and facsimile numbers of your service representative.

Be sure to contact your service representative immediately by following the procedure below.



Please call service
Report code C-C101

Tel : 0000000000000000

Fax : 0000000000000000

11.1.1 Operations with Call for Service Screen Displayed

1. Make note of the report code [C-####], indicated in the second line of the message area.
    - ➔ The administrator can call for service from the Utility Menu Screen. In this case, you do not have to make a call to notify the report code; your machine has been monitored by your service representative. Please refer to the POD Administrator's Reference for details.
    - ➔ If CS Remote Care is already activated on the machine, you do not have to make a call to notify the report code; your machine has been monitored by the service representative.
    - ➔ For details of CS Remote Care, please contact your service representative.

2. Turn the machine power OFF.

    Turn OFF the **sub power switch**, then turn OFF the **main power switch**.

    NOTICE

    *Be sure not to turn off the **main power switch** before turning off the **sub power switch**. Be sure not to turn off the **main power switch** while the following messages are displayed after turning off the **sub power switch**.*

    [Power off in progress / Please do not turn the main power off]

    *Turning off the **main power switch** with this message displayed may cause machine trouble such as toner fixation.*

3. Unplug the machine.

4. Contact your service representative and report the condition and report code number.

Reference

See page 2-51 for how to turn off the power.

11.1.2 Limited Use of the Machine

⚠ CAUTION

Never keep operating the machine by limited use for long time.

- Otherwise, an unexpected trouble may be caused. Be sure to contact your service representative immediately when the Call for Service Screen is displayed.

If the message shown below is displayed on the Call for Service Screen, you may temporarily continue operating the machine on a limited function basis and utilize the areas that are not affected by the trouble.

If the limited use of the machine is available, the following message is displayed in the message area instead of the report code.

Example: [Tray2 failure / Press [Help] to disengage]

NOTICE

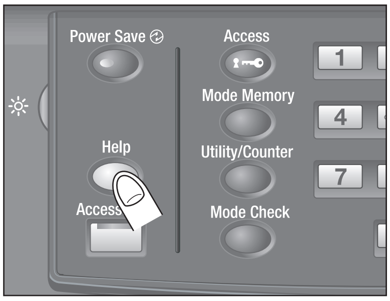
To obtain this limited functionality of the machine, consult your service representative.

NOTICE

Be sure to utilize the limited function only temporarily, and arrange for machine repair immediately.

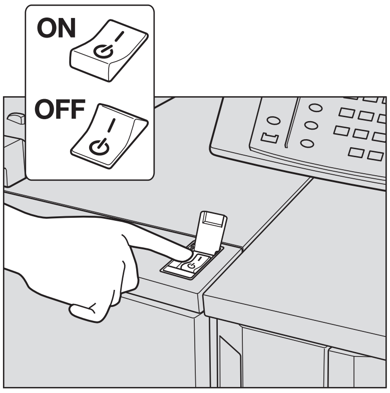
1 Press **Help** on the **control panel**.

The following message will be displayed:
[Please turn on power again C-0202]



2 Turn OFF then ON the **sub power switch**.

A printing/copying job can continue without using the troubled tray (e.g. tray 2) of the machine.



11.2 If [Mishandled paper] Message Is Displayed

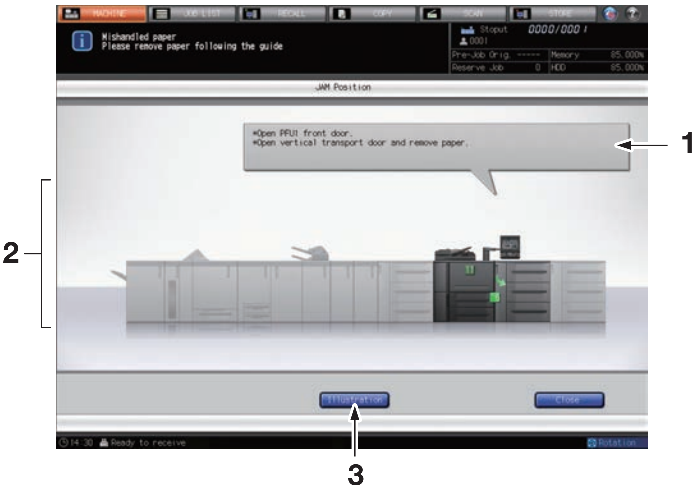
When a paper misfeed occurs in a copy job, the machine displays the message [Mishandled paper] and misfeed area(s) on the screen.

The **Start LED** turns orange on the **control panel**, and machine operation cannot be continued until all the locations are cleared.

Reference

A jam code can be displayed in the message area of the Jam Position Screen. Contact your service representative, if desired.

Jam Position Screen

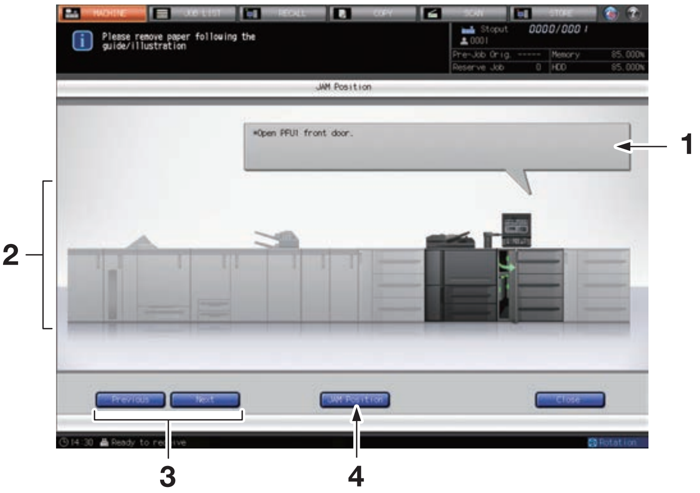


Mishandled paper
Please remove paper following the guide

*Open PFU1 front door.
*Open vertical transport door and remove paper.

No.	Name	Description
1	Message area	Detailed instruction to remove mishandled paper is displayed.
2	Jam number	Indicates a position of paper jam.
3	[Illustration]	Press this key to display a disposal instruction screen that explains the first preference method of fixing a problem, along with illustrations.

Disposal Instruction Screen



Please remove paper following the guide/illustration

*Open PFU1 front door.

No.	Name	Description
1	Message area	Explains in words the process to remove jammed paper, as shown in the illustrations.
2	Illustration	Displays the process to remove jammed paper in preferential order using illustrations.
3	[Next]/[Previous]	The keys are displayed when there are two or more screens that explain the process to remove jammed paper. Press the key to move to next or previous screen.
4	[JAM Position]	Press this key to return to the Jam Position Screen.

All the misfeed locations will be indicated by flashing/lighting numbers and arrows on this screen. Flashing number and arrow indicate the jammed position of the highest priority.

Action to remove mishandled paper is displayed in the message area.

Pressing [Illustration] will display subsequent screens for the disposal action.

11.2.1 Precautions for Removing Mishandled Paper from the Main Body

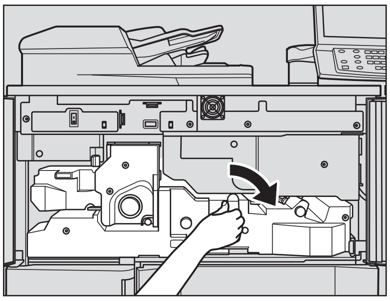
When clearing mishandled paper, heed the following precautions.

The main power switch

Do not turn off the **main power switch** while removing mishandled paper. Otherwise, the trays or conveyance fusing unit cannot be withdrawn. Also, do not turn off the **main power switch** when a message such as [Power off in progress / Please do not turn the main power off] is displayed to inform that the **main power switch** should not be turned off. Machine trouble such as toner fixation may be caused.

Operation of Lever [M4]

If mishandled paper is left in the feeding inlet/outlet of the main body, the Lever [M4] provided for the **conveyance fusing unit** cannot be turned down rightward to draw out the **conveyance fusing unit**. Never turn down the Lever [M4] forcibly.

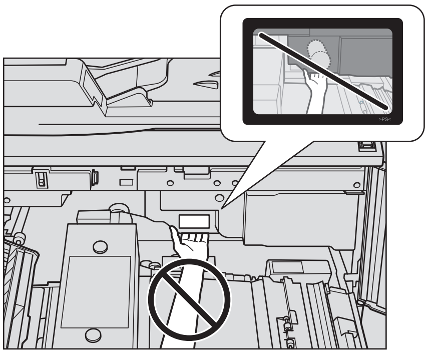


Handling of mishandled paper

When removing mishandled paper, be sure to leave no torn paper inside the machine.

Drum

With the **conveyance fusing unit** pulled out, your hand may touch the drum surface if you put your hand as shown in the figure on the right. Do not touch the drum surface, as it may be damaged.



ADF

⚠ **CAUTION**

DO NOT insert your fingers into the two ADF hinge portions.

- Otherwise, you may be injured. Please be careful when opening or closing the ADF.

Handling of paper mishandled in the fusing unit

⚠ **CAUTION**

DO NOT put your hand on the fusing unit.

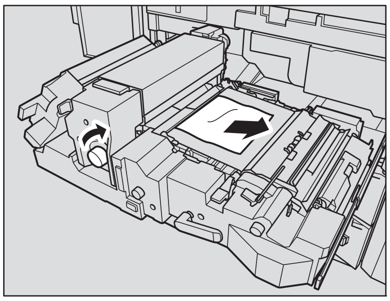
- Otherwise, you may get burned. Please be especially careful when the conveyance fusing unit is pulled out.

⚠ **CAUTION**

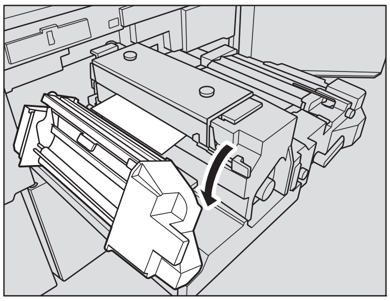
DO NOT put your hand or arm between the main body and conveyance fusing unit.

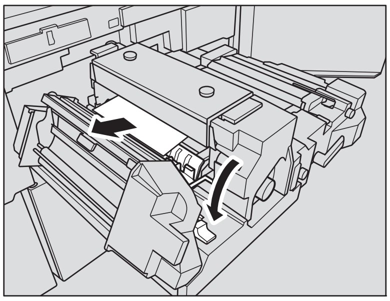
- Connecting terminals of electric parts are located on the rear side of the conveyance fixing unit, and touching them may damage the machine. Also, putting your hand or arm between the main body and conveyance fusing unit may cause unexpected accidents. Please do not try to work yourself, but contact your service representative.

If paper is mishandled in the right side of the fusing unit, turn **Knob** [M6] clockwise to feed the paper to the right, then remove it.



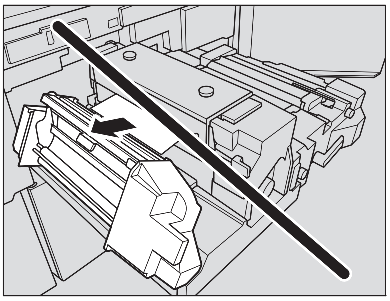
If you cannot remove mishandled paper from the right side of the fusing unit, remove it from the left side. At this time, open **Lever** [M8] and **Lever** [M9], then withdraw paper to the left side without turning **Knob** [M6].





Be especially careful not to touch the high temperature area when **Lever** [M9] is open.

Do not try to remove mishandled paper from the left side without first opening **Lever** [M9]. It may cause machine trouble.



11.2.2 Precautions for Removing Mishandled Paper from Paper Feeder Unit PF-703

Withdrawal of Paper Feeder Unit PF-703 trays

Paper Feeder Unit PF-703 trays may not be withdrawn immediately when mishandled paper occurs, because of its paper suction system. Make a pause before withdrawing the tray. Please take the same step for **Large Capacity Post Inserter PI-PFU**, having similar mechanisms.

11.2.3 Precautions for Removing Mishandled Paper from Perfect Binder PB-503

⚠ **CAUTION**

DO NOT touch the glue tank unit.

- The internal glue tank unit is very hot. If you touch them, you may get burned. Please be especially careful when you push the glue tank unit backward in place.

11.2.4 Precautions for Removing Mishandled Paper from Saddle Stitcher SD-506

⚠ **CAUTION**

Removing Stuck Staples

Staples are very sharp!

- Be careful of removing staples stuck inside the machine so as not to get injured.

11.2.5 Precautions for Removing Mishandled Paper from Finisher FS-532

⚠ **CAUTION**

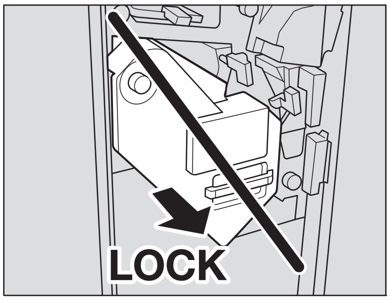
Removing Stuck Staples

Staples are very sharp!

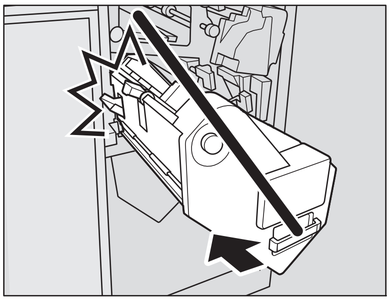
- Be careful of removing staples stuck inside the machine so as not to get injured.

Pulling out and pushing back the stacker of Finisher FS-532

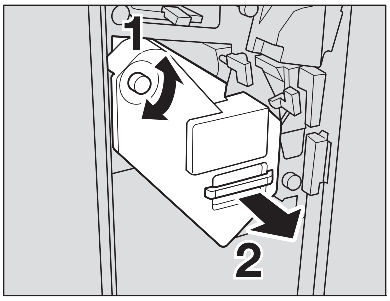
You may not be able to pull out the stacker because it is automatically locked.

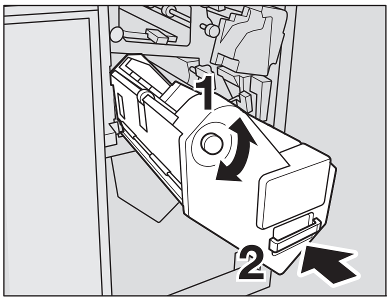


Also, at times you may not be able to push the pulled-out stacker back into place because it is locked.



In either case, turn **Knob** [FS8]. It will release the lock to allow for subsequent operations.



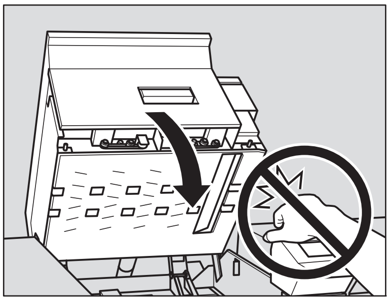


11.2.6 Precautions for Removing Mishandled Paper from Auto Ring Binder GP-502

⚠ **CAUTION**

NEVER put your hand on the display panel when closing the top cover of the ring binder.

- Otherwise, you may get your hand caught and injured. Please be careful when closing the top cover of the ring binder. When opening the top cover of the ring binder, make sure to open it all the way until it locks in place.



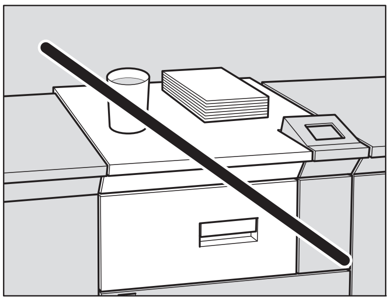
⚠ **CAUTION**

When the top cover or bypass deck of the ring binder is opened, be careful of your head.

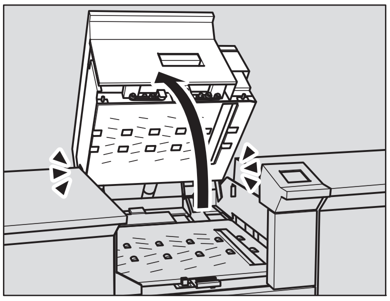
- Otherwise, you may be injured getting bumped on your head. Please be especially careful when removing mishandled paper.

NOTICE

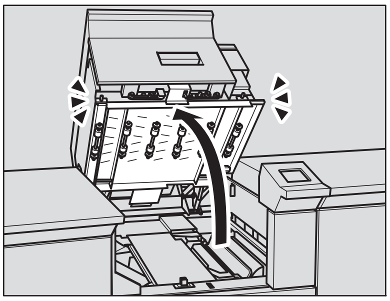
When opening the top cover of the ring binder, be sure to clear all the objects placed on it. Should any object be dropped in the back of the machine, please be sure to remove it.



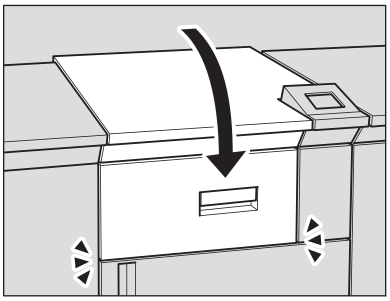
NOTICE
The top cover of the ring binder will be locked when fully opened. When removing mishandled paper, make sure to lock the top cover so that it will not interfere with your work.



NOTICE
The bypass deck will be locked when opened all the way to reach the locked top cover of the ring binder. When removing mishandled paper, make sure to lock the bypass deck so that it will not interfere with your work.



NOTICE
When closing the top cover or bypass deck of the ring binder, make sure to close them securely. Otherwise, the machine cannot be operated.



11.2.7 Operations on the Jam Position Screen and Disposal Instruction Screen

1 Press [Illustration] on the screen.

The screen illustrating the method for the disposal action will be displayed.

➔ Press [Next] to go to the next page of a series of illustrations, if provided.

➔ Press [JAM Position] to return to the Jam Position Screen.

2 Follow the instruction on the screen to remove mishandled paper.

NOTICE

Before performing the clearing procedure, be sure to check the caution label locations inside the machine. Please read Safety Information for details.

3 When completed, the Machine Screen will be restored.

➔ If any misfeed location is left, the Jam Position Screen will be restored with the next disposal procedure in the message area and the location number in the jam position display. Repeat steps 1 to 2 until all the locations are cleared.

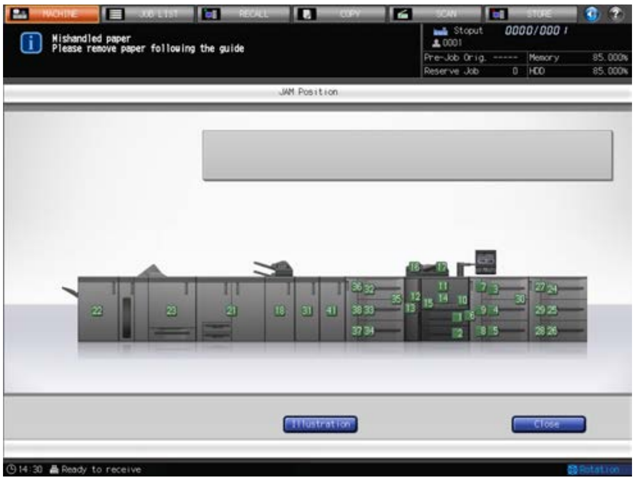
When all procedures for removing paper have been completed, it returns to the Machine Screen.

4 After warming up is complete, press **Start** on the **control panel** to resume printing.

Reference

*In order to configure the machine to resume printing right after warming up is complete, press **Start** on the **control panel** during warming up. Contact your service representative, if desired.*

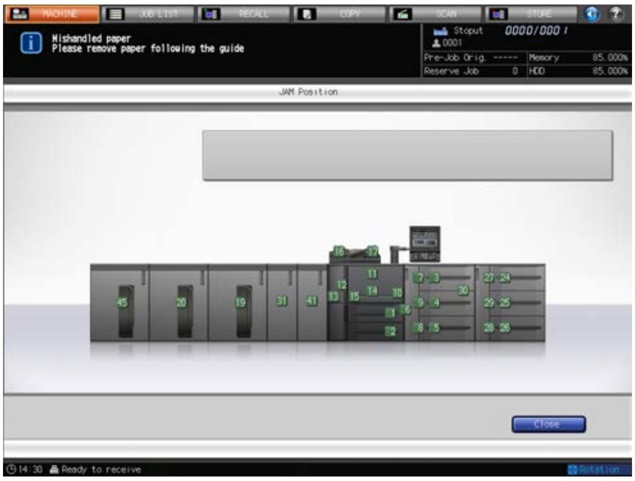
11.2.8 Jam number on the Jam Position Screen



Mishandled paper
Please remove paper following the guide

Stopout 0000/000
0001
Pre-Job Orig. -----
Reserve Job 0
Memory 85.000%
HDD 85.000%

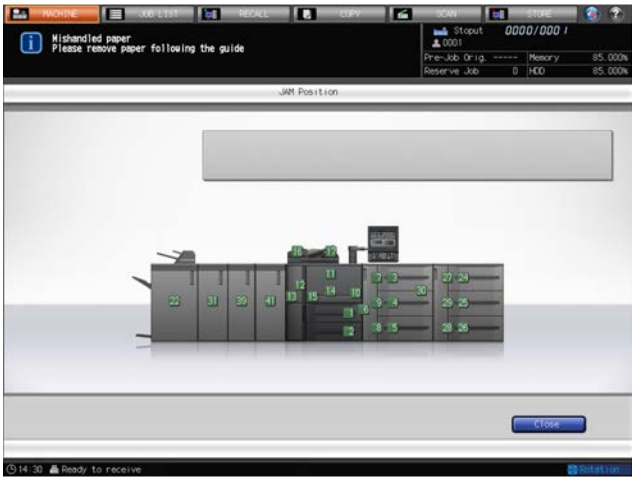
14:30 Ready to receive



Mishandled paper
Please remove paper following the guide

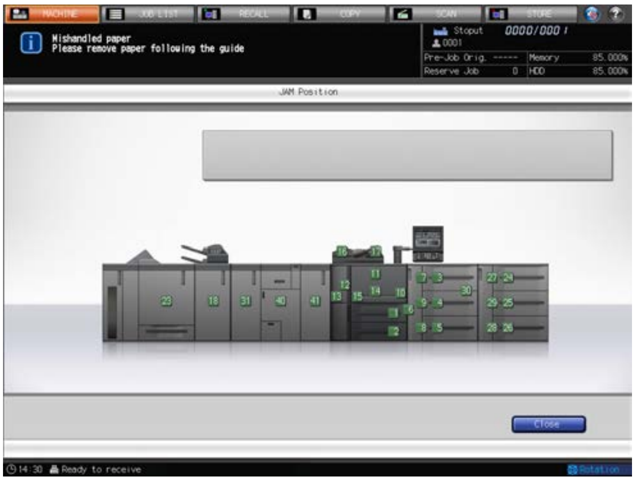
Stopout 0000/000
0001
Pre-Job Orig. -----
Reserve Job 0
Memory 85.000%
HDD 85.000%

14:30 Ready to receive



Mishandled paper
Please remove paper following the guide

Ready to receive



Mishandled paper
Please remove paper following the guide

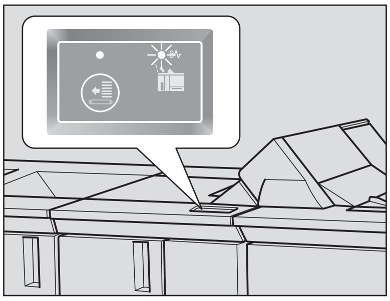
Ready to receive

No.	Location
1	Tray 1 (main body tray)
2	Tray 2 (main body tray)
3	Tray 3 (**Paper Feeder Unit PF-703/PF-706**)
4	Tray 4 (**Paper Feeder Unit PF-703/PF-706**)
5	Tray 5 (**Paper Feeder Unit PF-703/PF-706**)
6	Vertical conveyance section on the right side of main body
7	Horizontal conveyance section of tray 3 (**Paper Feeder Unit PF-703/PF-706**)
8	Horizontal conveyance section of tray 5 (**Paper Feeder Unit PF-703/PF-706**)
9	Horizontal conveyance section of tray 4 (**Paper Feeder Unit PF-703/PF-706**)
10	Feeding inlet of main body
11	Drum unit
12	Fusing unit
13	Fusing unit/ADU
14	ADU
15	ADU
16	ADF (feeding/delivering section)
17	ADF (reversing section)
18	**Folding Unit FD-503**
19	**Large Capacity Stacker LS-505** (1st unit)

No.	Location
20	**Large Capacity Stacker LS-505** (2nd unit)
21	**Saddle Stitcher SD-506**
22	**Finisher FS-532**
23	**Perfect Binder PB-503**
24	Tray 6 (**Paper Feeder Unit PF-703**/**PF-706**)
25	Tray 7 (**Paper Feeder Unit PF-703**/**PF-706**)
26	Tray 8 (**Paper Feeder Unit PF-703**/**PF-706**)
27	Horizontal conveyance section of tray 6 (**Paper Feeder Unit PF-703**/**PF-706**)
28	Horizontal conveyance section of tray 8 (**Paper Feeder Unit PF-703**/**PF-706**)
29	Horizontal conveyance section of tray 7 (**Paper Feeder Unit PF-703**/**PF-706**)
30	Relay conveyance section of tray 3 (**Paper Feeder Unit PF-703**)
31	**Relay Unit RU-510**
32	Tray 1 of **Large Capacity Post Inserter PI-PFU**
33	Tray 2 of **Large Capacity Post Inserter PI-PFU**
34	Tray 3 of **Large Capacity Post Inserter PI-PFU**
35	Relay conveyance section of tray 1 of **Large Capacity Post Inserter PI-PFU**
36	Horizontal conveyance section of tray 1 of **Large Capacity Post Inserter PI-PFU**
37	Horizontal conveyance section of tray 3 of **Large Capacity Post Inserter PI-PFU**
38	Horizontal conveyance section of tray 2 of **Large Capacity Post Inserter PI-PFU**
39	**Multi Puncher GP-501**
40	**Auto Ring Binder GP-502**
41	**Relay Unit RU-509**
45	**Large Capacity Stacker LS-505** (3rd unit)

11.3 If Paper Jam Indicator Lights on Perfect Binder PB-503

On the machine with **Finisher FS-532** installed on the left side of **Perfect Binder PB-503**, the paper jam indicator lights for a paper jam in the conveyance section of the perfect binder, which occurred in conveying paper to the finisher.

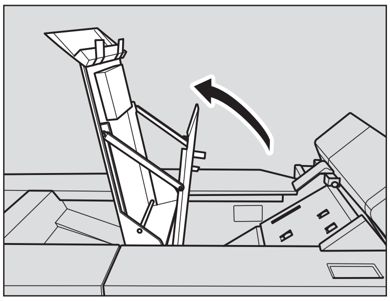


NOTICE

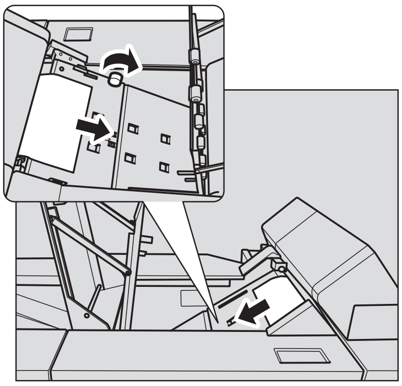
When a paper jam occurs, make sure to check whether the paper jam indicator for the perfect binder is on.

Remove mishandled paper according to the procedure below.

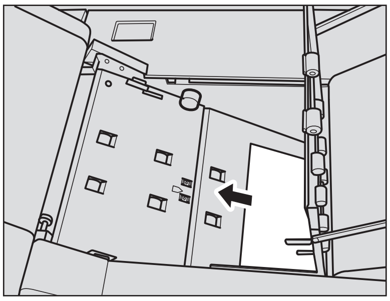
1 Open the conveyance cover of the perfect binder.



2 Turn **Knob** [PB14] to the left, and remove the paper jammed in the inlet of the conveyance section.

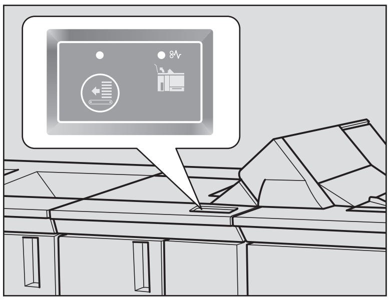


3 If there is jammed paper in the outlet of the conveyance section, remove it.



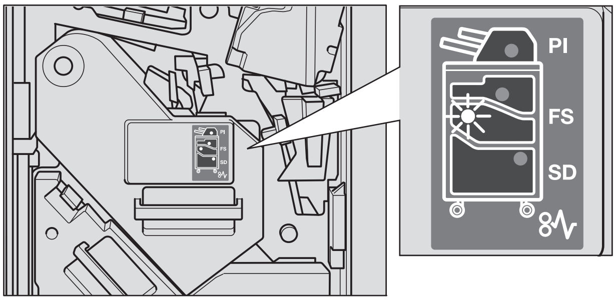
4 Check whether there is jammed paper in the **Finisher FS-532**.

5 Check that the paper jam indicator is OFF.



11.4 If Jam Position Display Flashes on Finisher FS-532

The stacker of **Finisher FS-532** has a vertical alignment plate to coordinate the position of paper in feeding direction. Depending on the position where the vertical alignment plate has stopped, the jam position display may flash to show unavailability of copy operation.



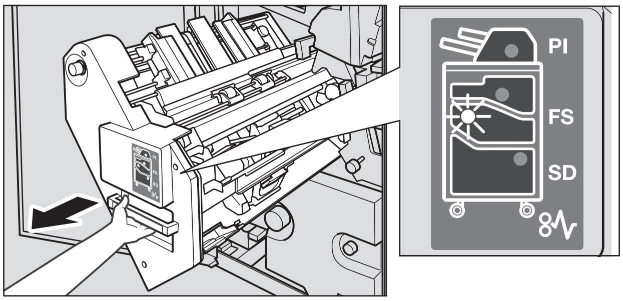
Follow the procedure below to stop the flash in the jam position display.

NOTICE

If the lamp is continuously on in the jam position display, remove the paper mishandled in the finisher.

1 Open the finisher front door to check that the jam position display is flashing.

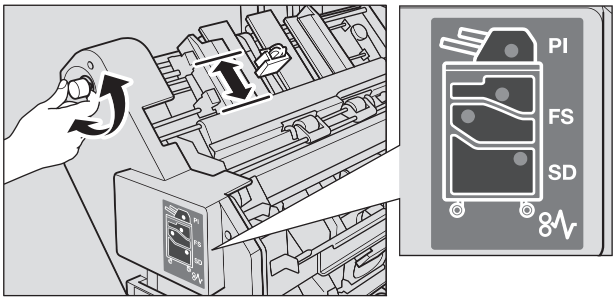
2 Hold **Handle** [FS9] to pull out the stacker.



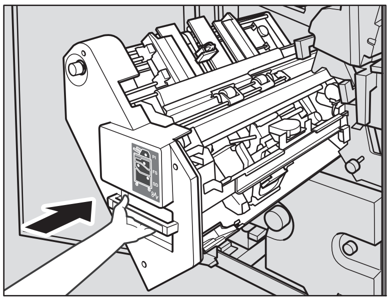
3 Turn **Knob** [FS8] to draw out the vertical alignment plate of the stacker.

➔ Locate the vertical alignment plate within the range indicated by the arrow in the illustration.

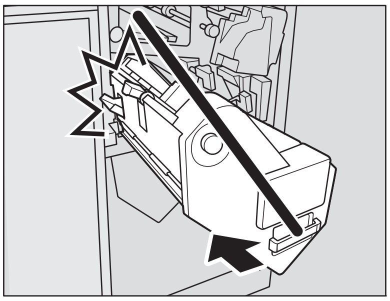
The lamp flashing in the jam position display will go off.

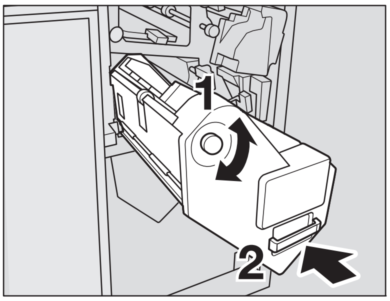


4 Hold **Handle** [FS9] to return the stacker to its original position, then close the finisher front door.



➔ If the vertical alignment plate is in the position to cause interference with the machine, the stacker will be locked and cannot be returned. Turn **Knob** [FS8] to release the lock, then return the stacker to its original position.



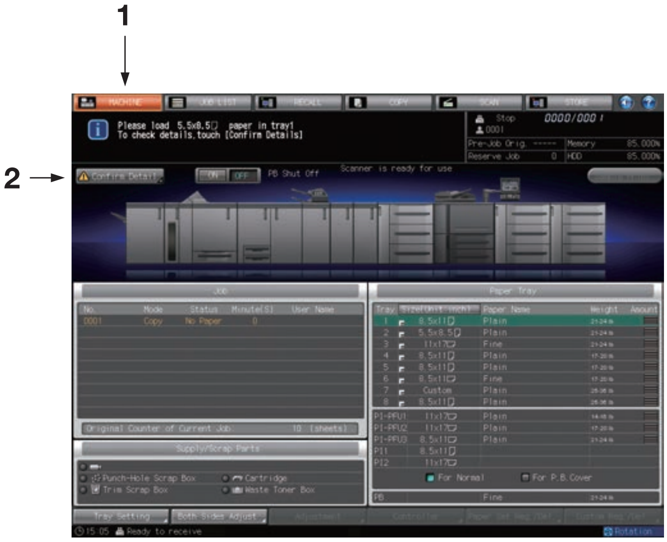


11.5 If [MACHINE] Tab Flashes in Orange

If any trouble occurs in the machine, one of the following messages appears in the message area, and the [MACHINE] tab flashes in orange:

- Paper misfeed: [Mishandled paper]
- Tray empty: [Please load paper in tray #]
- Inconformity in paper setting: [Please load **** paper in tray #][Please select tray and load designated paper to that tray]

With the message above, [Confirm Detail] also appears on the Machine Screen.



Please load 5.5x8.5▯ paper in tray1
To check details,touch [Confirm Details]

Stop 0000/000 1

0001

Pre-Job Orig. -----
Memory 85.000%
Reserve Job 0
HDD 85.000%

Scanner is ready for use

No.	Name	Description
1	[MACHINE] tab	Flashes in orange when trouble happens.
2	[Confirm Detail]	Displayed when trouble happens.

Press [Confirm Detail], and follow the instruction on the screen.

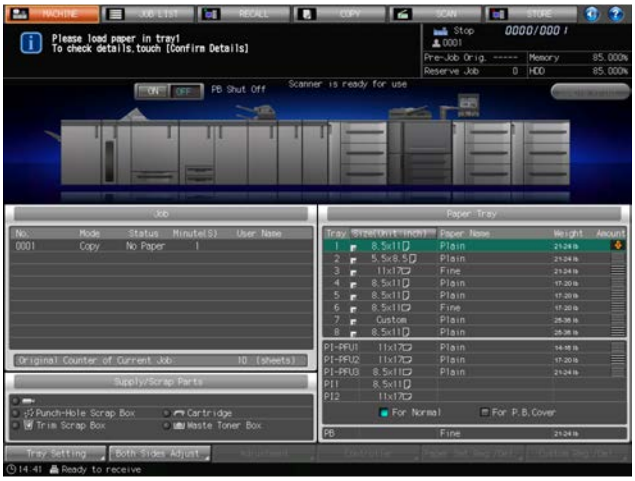
11.5.1 Paper Misfeed

If a paper jam has occurred with the print/scan job in progress while you are setting a reserve job, the machine stops its operation and the [MACHINE] tab may flash in orange.

If pressing [Confirm Detail] displays the Jam Position Screen, see page 11-10.

11.5.2 Tray Empty in a Copy Job in Progress

When the tray being used in the current copy job becomes empty, the machine immediately stops the output operation and displays the message [Please load paper in tray #] on the screen.



Please load paper in tray1
To check details, touch [Confirm Details]

Stop 0000/0001
0001

Pre-Job Orig.	-----	Memory	85.000%
Reserve Job	0	HDD	85.000%

Scanner is ready for use

Job

No.	Mode	Status	Minute(S)	User Name
0001	Copy	No Paper	1	

Original Counter of Current Job 10 (sheets)

Supply/Scrap Parts

- Punch-Hole Scrap Box
- Cartridge
- Trim Scrap Box
- Waste Toner Box

Paper Tray

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

■ For Normal ☐ For P.B.Cover

14:41 Ready to receive

Two methods are provided to restart the output:

- Supplying the tray with paper
- Changing the tray selection

Follow each procedure to restart the output job.

Supplying the tray with paper

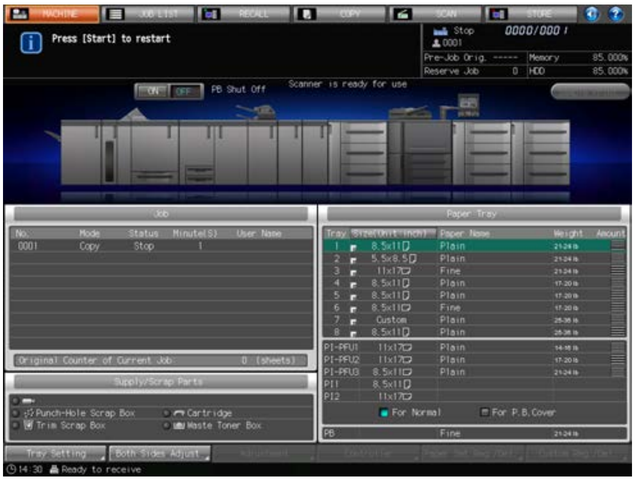
1 Load paper in the empty tray.

➔ For details on loading paper, see page 5-7.

NOTICE

Be sure to load the same paper as that loaded before. The machine cannot restart the printing operation with a different paper size loaded. Using different paper type or weight may cause paper misfeed or machine trouble.

When the tray is supplied with paper, the message will change to [Press [Start] to restart].



Press [Start] to restart

Stop 0000/0001
0001

Pre-Job Orig.	-----	Memory	85.000%
Reserve Job	0	HDD	85.000%

Scanner is ready for use

Job

No.	Mode	Status	Minute(S)	User Name
0001	Copy	Stop	1	

Original Counter of Current Job 0 (sheets)

Supply/Scrap Parts

- Punch-Hole Scrap Box
- Cartridge
- Trim Scrap Box
- Waste Toner Box

Paper Tray

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

■ For Normal ☐ For P.B.Cover

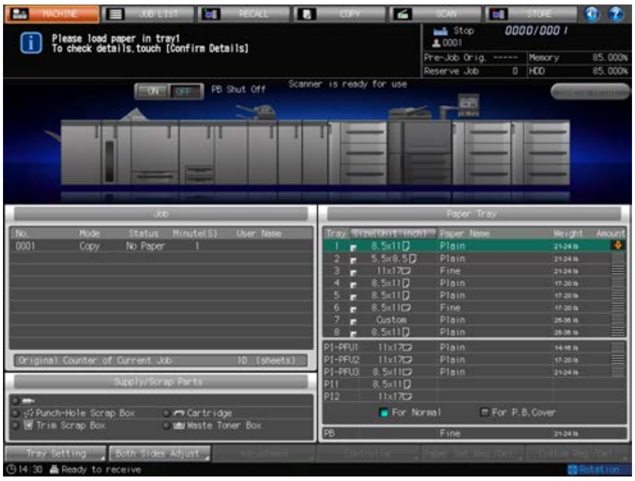
14:30 Ready to receive

2 Press **Start** on the **control panel**.

Output operation will resume using the tray supplied with paper.

Changing the tray selection

1 Press [Confirm Detail].



Please load paper in tray1
To check details,touch [Confirm Details]

Stop 0000/000 1
0001
Pre-Job Orig. ------ Memory 85.000%
Reserve Job 0 HDD 85.000%

Scanner is ready for use

No.	Mode	Status	Minute(S)	User Name
0001	Copy	No Paper	1	

Original Counter of Current Job 10 (sheets)

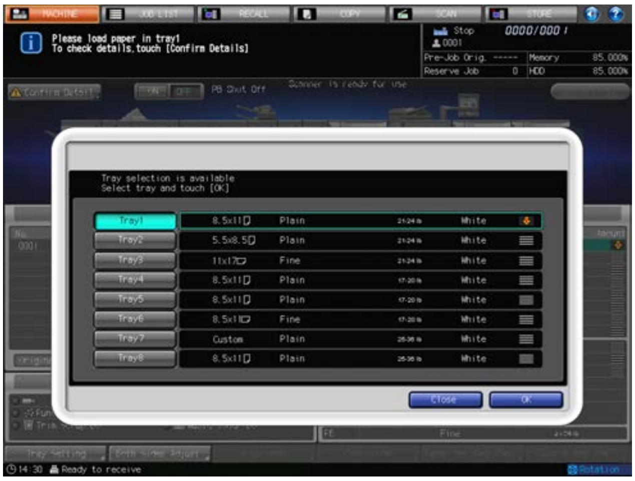
Tray	Size(Unit:inch)	Paper Name	Weight
1	8.5x11	Plain	21-24 lb
2	5.5x8.5	Plain	21-24 lb
3	11x17	Fine	21-24 lb
4	8.5x11	Plain	17-20 lb
5	8.5x11	Plain	17-20 lb
6	8.5x11	Fine	17-20 lb
7	Custom	Plain	25-36 lb
8	8.5x11	Plain	25-36 lb
PI-PFU1	11x17	Plain	14-16 lb
PI-PFU2	11x17	Plain	17-20 lb
PI-PFU3	8.5x11	Plain	21-24 lb
PI1	8.5x11		
PI2	11x17		
PB		Fine	21-24 lb

14:30 Ready to receive

A dialog will be displayed.

2 Select an available tray other than the empty one.

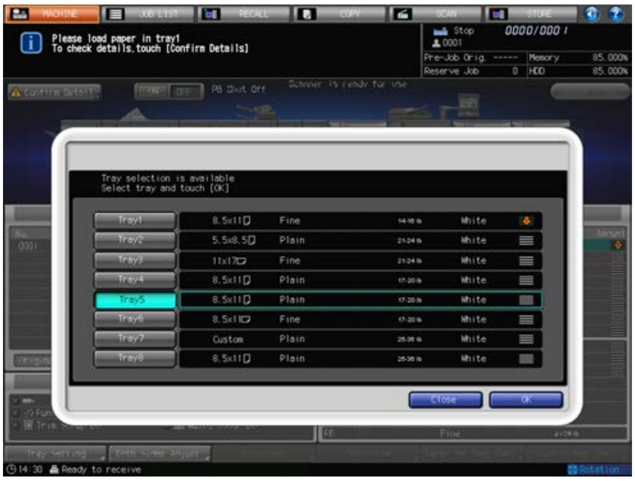
➔ The available tray is the one loaded with paper of the same size.



Tray selection is available
Select tray and touch [OK]

Tray1	8.5x11	Plain	21-24 lb	White
Tray2	5.5x8.5	Plain	21-24 lb	White
Tray3	11x17	Fine	21-24 lb	White
Tray4	8.5x11	Plain	17-20 lb	White
Tray5	8.5x11	Plain	17-20 lb	White
Tray6	8.5x11	Fine	17-20 lb	White
Tray7	Custom	Plain	25-36 lb	White
Tray8	8.5x11	Plain	25-36 lb	White

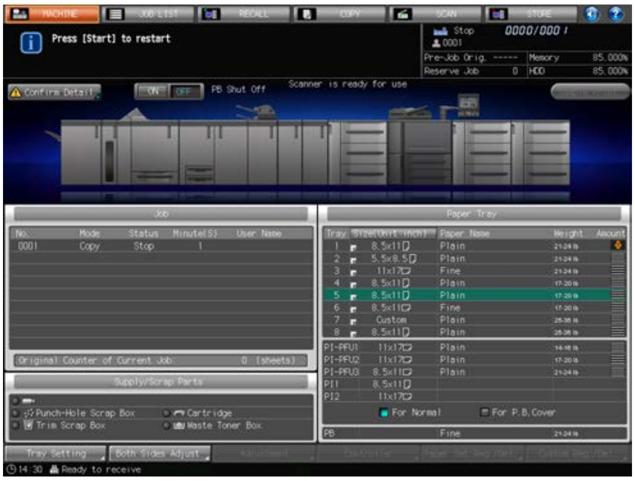
3 Press [OK].



Tray selection is available
Select tray and touch [OK]

Tray1	8.5x11	Fine	14-16 lb	White
Tray2	5.5x8.5	Plain	21-24 lb	White
Tray3	11x17	Fine	21-24 lb	White
Tray4	8.5x11	Plain	17-20 lb	White
Tray5	8.5x11	Plain	17-20 lb	White
Tray6	8.5x11	Fine	17-20 lb	White
Tray7	Custom	Plain	25-36 lb	White
Tray8	8.5x11	Plain	25-36 lb	White

The Machine Screen will be restored with the message [Press [Start] to restart] displayed.



Press [Start] to restart

4 Press **Start** on the **control panel**.

Paper will be fed from newly selected tray to continue the printing operation.

11.5.3 Tray Empty in a Print Job in Progress

When the tray being used in the print job operated from PC becomes empty, the machine immediately stops the output operation and displays the message [Please load paper in tray # / To check details, touch [Confirm Details]] on the screen.

Two methods are provided to restart the output:

- Supplying the tray with paper
- Changing the tray selection

Follow each procedure to restart the output job.

Supplying the tray with paper

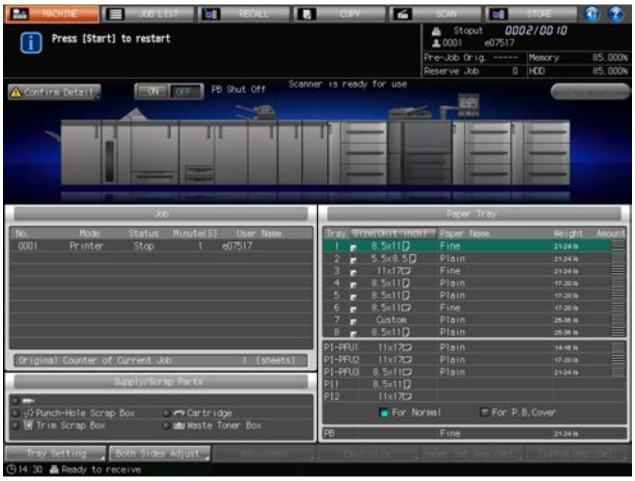
1 Load paper in the empty tray.

➔ For details on loading paper, see page 5-7.

NOTICE

Be sure to load the same paper as that loaded before. The machine cannot restart the printing operation with a different paper size loaded. Using different paper type or weight may cause paper misfeed or machine trouble.

When the tray is supplied with paper, the message will change to [Press [Start] to restart].



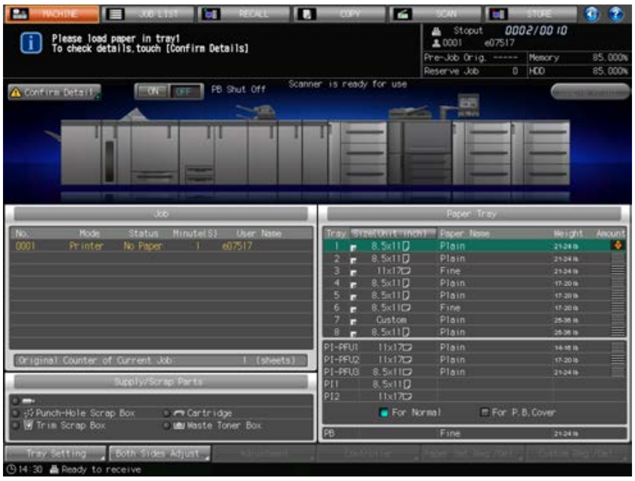
Press [Start] to restart

2 Press **Start** on the **control panel**.

Output operation will resume using the tray supplied with paper.

Changing the tray selection

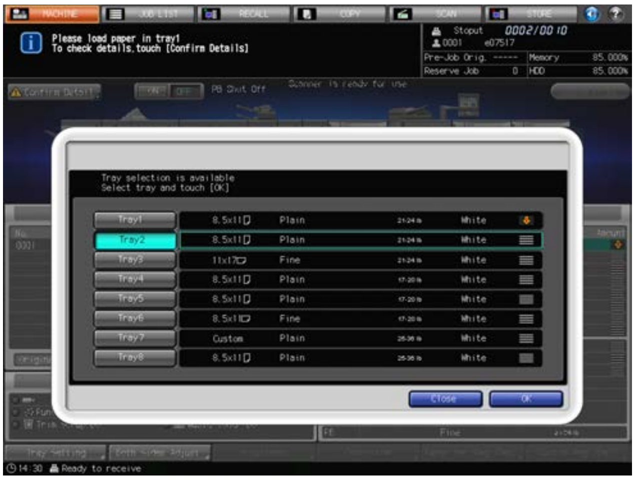
1 Press [Confirm Detail].



Please load paper in tray1
To check details,touch [Confirm Details]

A dialog will be displayed.

2 Select the desired tray.



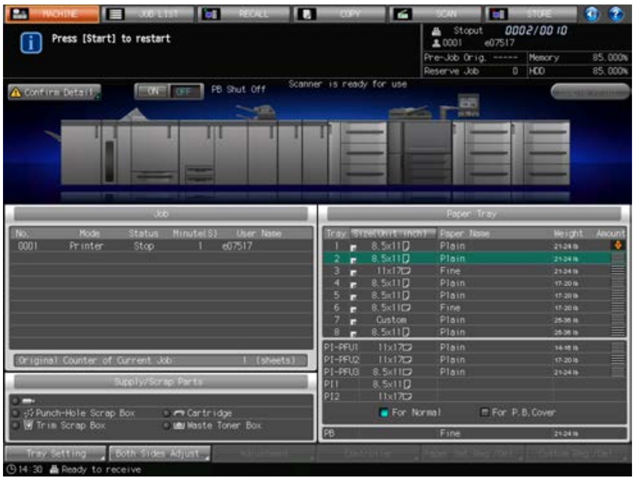
Tray selection is available
Select tray and touch [OK]

Tray1	8.5x11	Plain	21-24 lb	White
Tray2	8.5x11	Plain	21-24 lb	White
Tray3	11x17	Fine	21-24 lb	White
Tray4	8.5x11	Plain	17-20 lb	White
Tray5	8.5x11	Plain	17-20 lb	White
Tray6	8.5x11	Fine	17-20 lb	White
Tray7	Custom	Plain	28-36 lb	White
Tray8	8.5x11	Plain	28-36 lb	White

The Paper Setting Screen will be displayed for the selected tray.

3 Press [OK].

The Machine Screen will display the message [Press [Start] to restart].



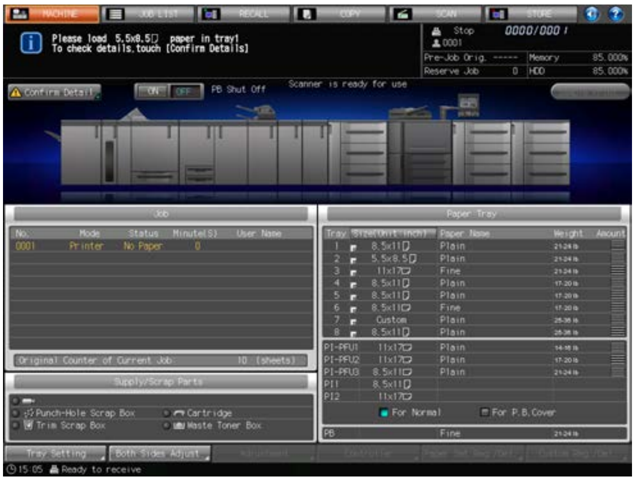
Press [Start] to restart

4 Press **Start** on the **control panel**.

Paper will be fed from newly selected tray to continue the printing operation.

11.5.4 Inconformity in Paper Size During a Print Job in Progress

If the tray to be used for the print data currently transmitted is loaded with paper size other than that specified, the machine temporarily stops with the message [Please load **** paper in tray # / To check details, touch [Confirm Details]] displayed.



Please load 5.5x8.5▯ paper in tray1
To check details,touch [Confirm Details]

Stop 0000/000
0001
Pre-Job Orig. ----- Memory 85.000%
Reserve Job 0 HDD 85.000%

PB Shut Off
Scanner is ready for use

Job

No.	Mode	Status	Minute(S)	User Name
0001	Printer	No Paper	0	

Original Counter of Current Job 10 (sheets)

Paper Tray

Tray	Size(Unit inch)	Paper Name	Weight	Amount
1	8.5x11▯	Plain	21-24 lb	
2	5.5x8.5▯	Plain	21-24 lb	
3	11x17▭	Fine	21-24 lb	
4	8.5x11▯	Plain	17-20 lb	
5	8.5x11▯	Plain	17-20 lb	
6	8.5x11▭	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11▯	Plain	28-36 lb	
PI-PFU1	11x17▭	Plain	14-16 lb	
PI-PFU2	11x17▭	Plain	17-20 lb	
PI-PFU3	8.5x11▭	Plain	21-24 lb	
PI1	8.5x11▯			
PI2	11x17▭			
PB		Fine	21-24 lb	

15:05 Ready to receive

Two methods are provided to restart printing:

- Loading the tray with specified paper size
- Changing the tray selection or paper setting of the selected tray

Follow each procedure to restart the output job.

Loading the tray with specified paper size

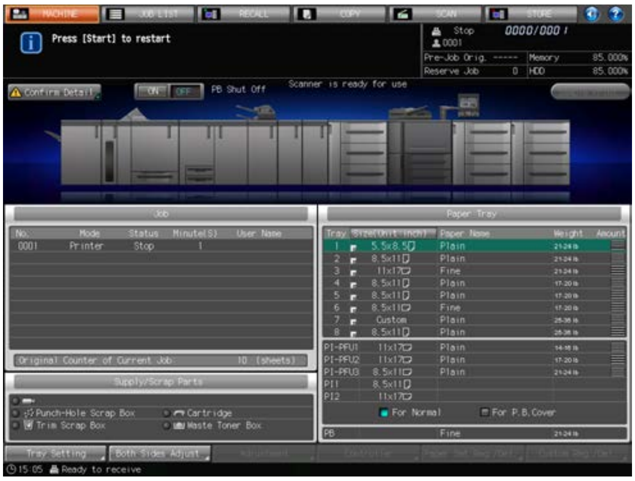
1 Load the tray with paper of the specified size. If a feed tray is selected, load that tray with paper of the specified size.

➔ For details on loading paper, see page 5-7.

NOTICE

Load paper of the specified size. The machine cannot start the printing operation with a different paper size loaded. Using different paper type or weight may cause paper misfeed or machine trouble.

After supplying the tray with paper, press [Confirm Detail] to select that tray and then press [OK]; the message will change to [Press [Start] to restart].



Press [Start] to restart

Stop 0000/000
0001
Pre-Job Orig. ----- Memory 85.000%
Reserve Job 0 HDD 85.000%

PB Shut Off
Scanner is ready for use

Job

No.	Mode	Status	Minute(S)	User Name
0001	Printer	Stop	1	

Original Counter of Current Job 10 (sheets)

Paper Tray

Tray	Size(Unit inch)	Paper Name	Weight	Amount
1	5.5x8.5▯	Plain	21-24 lb	
2	8.5x11▯	Plain	21-24 lb	
3	11x17▭	Fine	21-24 lb	
4	8.5x11▯	Plain	17-20 lb	
5	8.5x11▯	Plain	17-20 lb	
6	8.5x11▭	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11▯	Plain	28-36 lb	
PI-PFU1	11x17▭	Plain	14-16 lb	
PI-PFU2	11x17▭	Plain	17-20 lb	
PI-PFU3	8.5x11▭	Plain	21-24 lb	
PI1	8.5x11▯			
PI2	11x17▭			
PB		Fine	21-24 lb	

15:05 Ready to receive

2 Press **Start** on the **control panel**.

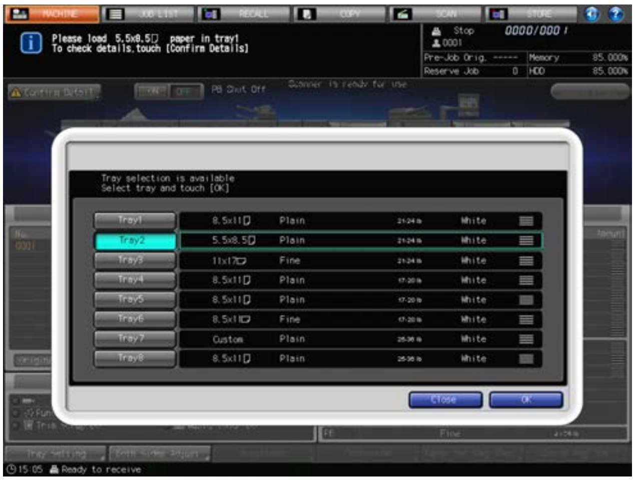
Output operation will resume using the tray supplied with paper.

Changing the tray selection

1 Press [Confirm Detail].

A dialog will be displayed.

2 Select the desired tray.



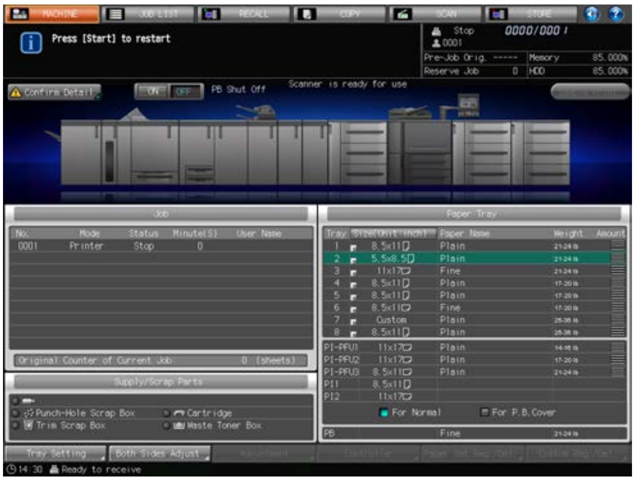
Please load 5.5x8.5 paper in tray1
To check details.touch [Confirm Details]

Tray selection is available
Select tray and touch [OK]

Tray1	8.5x11	Plain	21-24 lb	White
Tray2	5.5x8.5	Plain	21-24 lb	White
Tray3	11x17	Fine	21-24 lb	White
Tray4	8.5x11	Plain	17-20 lb	White
Tray5	8.5x11	Plain	17-20 lb	White
Tray6	8.5x11	Fine	17-20 lb	White
Tray7	Custom	Plain	28-36 lb	White
Tray8	8.5x11	Plain	28-36 lb	White

NOTICE
If you select a tray loaded with paper smaller than the specified paper size, an image loss may be caused.

3 Press [OK].



Press [Start] to restart

No.	Mode	Status	Minute(S)	User Name
0001	Printer	Stop	0	

Original Counter of Current Job 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight
1	8.5x11	Plain	21-24 lb
2	5.5x8.5	Plain	21-24 lb
3	11x17	Fine	21-24 lb
4	8.5x11	Plain	17-20 lb
5	8.5x11	Plain	17-20 lb
6	8.5x11	Fine	17-20 lb
7	Custom	Plain	28-36 lb
8	8.5x11	Plain	28-36 lb
PI-PFU1	11x17	Plain	14-16 lb
PI-PFU2	11x17	Plain	17-20 lb
PI-PFU3	8.5x11	Plain	21-24 lb
PI1	8.5x11		
PI2	11x17		
PB		Fine	21-24 lb

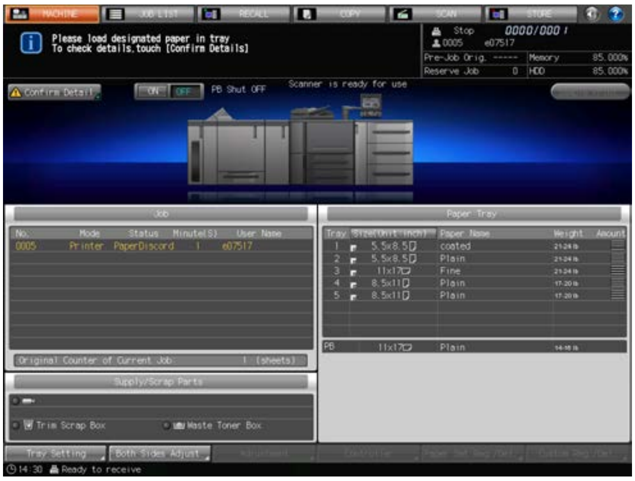
The Machine Screen will display the message [Press [Start] to restart].

4 Press **Start** on the **control panel**.

Paper will be fed from newly selected tray to continue the printing operation.

11.5.5 Inconformity in Paper Type During a Print Job in Progress

If the tray to be used for the print data currently transmitted is loaded with paper type other than that specified, the machine temporarily stops with the message [Please load designated paper in tray #] (when a feed tray is specified) or [Please load designated paper in tray /To check details, touch [Confirm Details]] (when a feed tray is not specified) displayed.



Please load designated paper in tray
To check details.touch [Confirm Details]

Stop 0000/000 1
0005 e07517

Pre-Job Orig.	------	Memory	85.000%
Reserve Job	0	HDD	85.000%

PB Shut OFF

Scanner is ready for use

Job

No.	Mode	Status	Minute(S)	User Name
0005	Printer	PaperDiscord	1	e07517

Original Counter of Current Job: 1 (sheets)

Paper Tray

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	5.5x8.5	coated	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
PB	11x17	Plain	14-16 lb	

Supply/Scrap Parts

Trim Scrap Box
Waste Toner Box

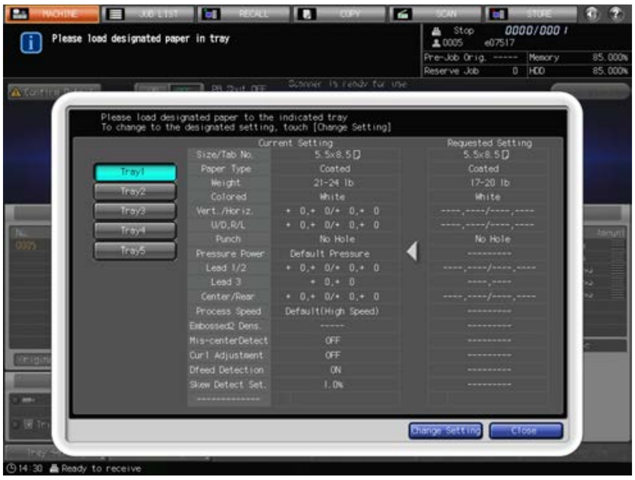
14:30 Ready to receive

To restart printing, change the paper setting of the tray. Follow the procedure below to restart the output job.

1 Press [Confirm Detail].

A dialog will be displayed to show the current settings of the tray and those specified for the print data.

2 Supply the tray with paper of the specified settings. If a paper tray is specified, load paper into that tray.



Please load designated paper in tray

Stop 0000/000 1
0005 e07517

Please load designated paper to the indicated tray
To change to the designated setting, touch [Change Setting]

	Current Setting	Requested Setting
Size/Tab No.	5.5x8.5	5.5x8.5
Paper Type	Coated	Coated
Weight	21-24 lb	17-20 lb
Colored	White	White
Vert./Horiz.	+ 0,+ 0/+ 0,+ 0	----,----/----,----
U/D,R/L	+ 0,+ 0/+ 0,+ 0	----,----/----,----
Punch	No Hole	No Hole
Pressure Power	Default Pressure	---------
Lead 1/2	+ 0,+ 0/+ 0,+ 0	----,----/----,----
Lead 3	+ 0,+ 0	----,----
Center/Rear	+ 0,+ 0/+ 0,+ 0	----,----/----,----
Process Speed	Default(High Speed)	---------
Embossed2 Dens.	------	---------
Mis-centerDetect	OFF	---------
Curl Adjustment	OFF	---------
Dfeed Detection	ON	---------
Skew Detect Set.	1.0%	---------

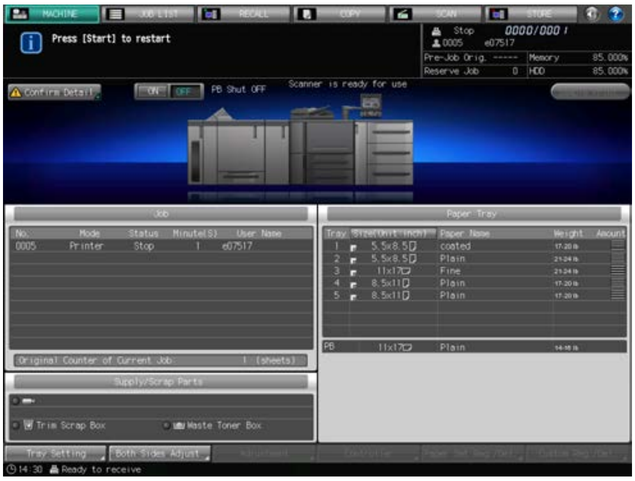
14:30 Ready to receive

NOTICE

Be sure to load paper of the specified type. The machine cannot restart the printing operation with a different paper type loaded. Using different paper type or weight may also cause paper misfeed or machine trouble.

3 Press [Change Setting].

The Machine Screen will be restored. The message [Press [Start] to restart] will be displayed.



Press [Start] to restart

Stop 0000/000 I
0005 e07517

Pre-Job Orig.	-----	Memory	85.000%
Reserve Job	0	HDD	85.000%

PB Shut OFF

Scanner is ready for use

No.	Mode	Status	Minute(S)	User Name
0005	Printer	Stop	1	e07517

Original Counter of Current Job: 1 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	5.5x8.5	coated	17-20 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
PB	11x17	Plain	14-16 lb	

14:30 Ready to receive

4 Press **Start** on the **control panel**.

The machine will resume printing.

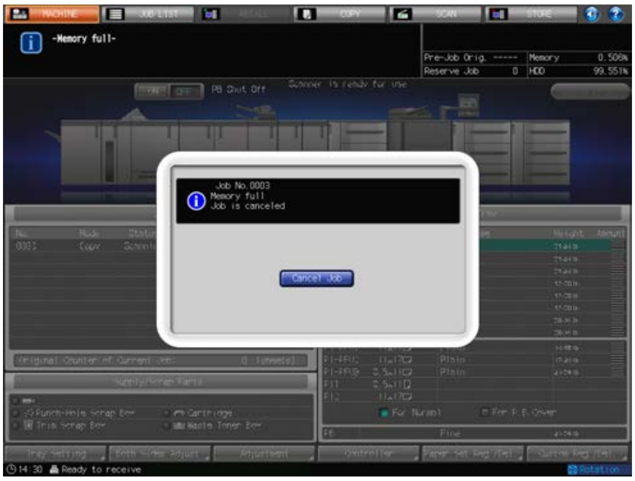
11.6 If [Memory Full] Message Is Displayed

In certain modes, this machine uses memory to make copying operations convenient and smooth flowing.

If installed memory is inadequate for the job conditions selected, the machine will stop its operation and display the screen as shown below.

11.6.1 Memory Overflow in Current Job

When memory overflow occurs while scanning the first job, the machine immediately stops and displays the following screen.



-Memory full-

Job No.0003
Memory full
Job is canceled

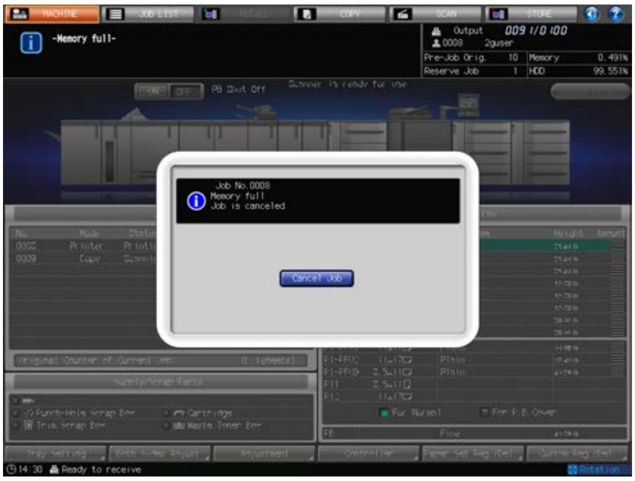
Pre-Job Orig. ----- Memory 0.506%
Reserve Job 0 HDD 99.551%

➔ Press [Cancel Job].

All the scanned data will be cleared.

11.6.2 Memory Overflow in Reserve Job

When memory overflow occurs while scanning a reserve job with a printing job in progress, the machine immediately stops and displays the following screen.



-Memory full-

Job No.0008
Memory full
Job is canceled

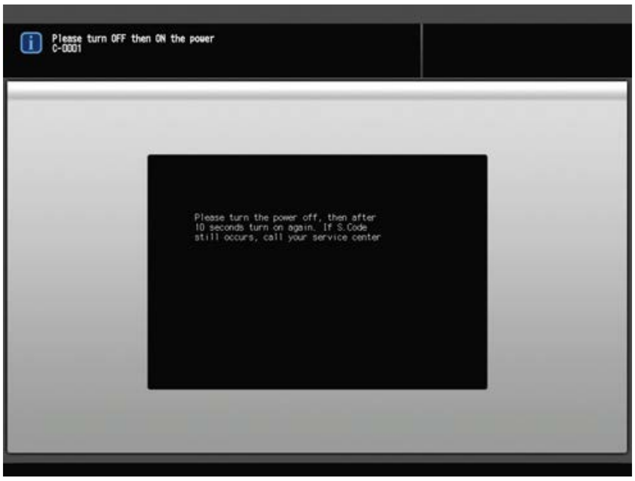
Output 009 1/0 100
0008 2guser
Pre-Job Orig. 10 Memory 0.491%
Reserve Job 1 HDD 99.551%

➔ Press [Cancel Job].

All the scanned data will be cleared.

11.7 If the Message [Please turn OFF then ON the power] Is Displayed

When any trouble affects the electrical signal of the copier, the message [Please turn OFF then ON the power] will be displayed in the message area.

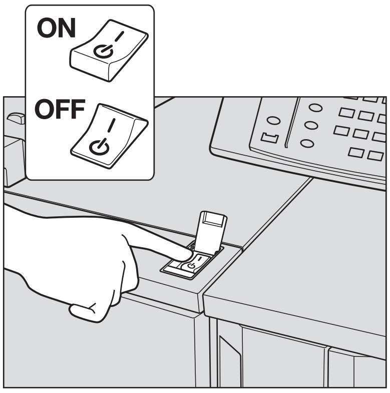


Please turn OFF then ON the power
C-0001

Please turn the power off, then after
10 seconds turn on again. If S.Code
still occurs, call your service center

Follow the procedure below.

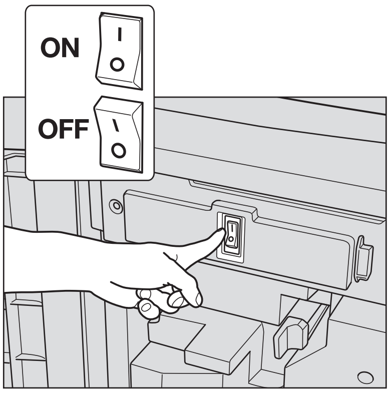
1 Turn OFF the **sub power switch**.



2 Turn OFF the **main power switch**.

NOTICE

Be sure to wait until the message [Power off in progress / Please do not turn the main power off] disappears, then turn OFF the ***main power switch****.*

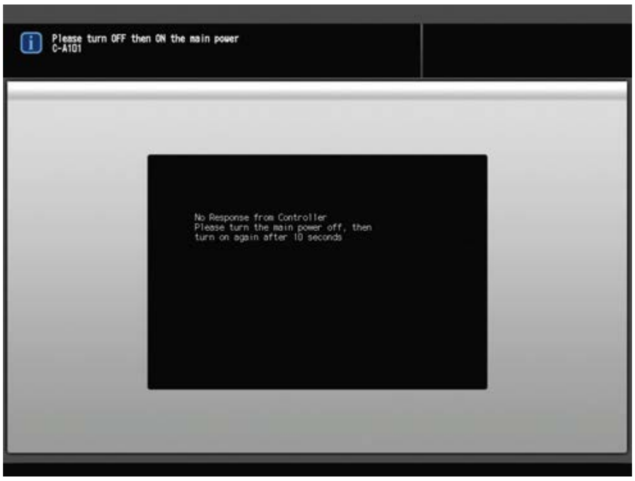


3 Please wait for more than 10 seconds.

4 Turn ON the **main power switch**, and turn ON the **sub power switch**.

11.8 If the Message [No response from controller] Is Displayed

When any trouble occurs on the printer board, the message [No response from controller] will be displayed.

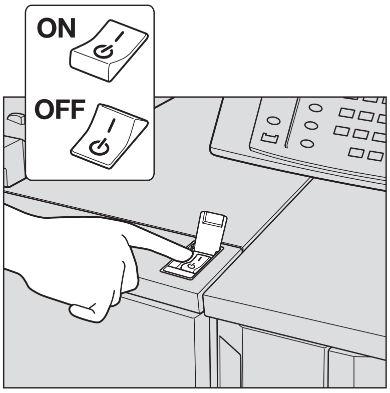


```
Please turn OFF then ON the main power
C-A101
```

```
No Response from Controller
Please turn the main power off, then
turn on again after 10 seconds
```

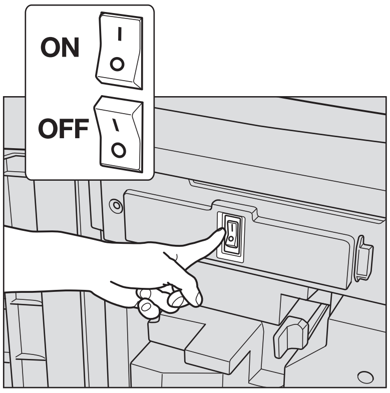
Follow the procedure below.

1 Turn OFF the **sub power switch**.



2 Turn OFF the **main power switch**.

NOTICE
*Be sure to wait until the message [Power off in progress / Please do not turn the main power off] disappears, then turn OFF the **main power switch**.*



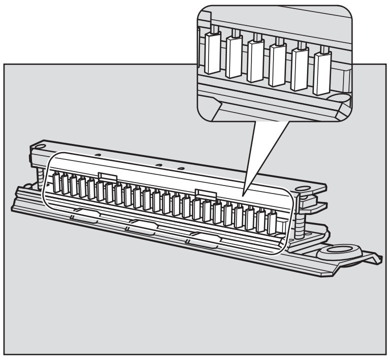
3 Please wait for more than 10 seconds.

4 Turn ON the **main power switch**, and turn ON the **sub power switch**.

11.9 If Burrs Remain in Punch Holes: Multi Puncher GP-501

If you find burrs remaining in punch holes when using **Multi Puncher GP-501**, lubrication is required for the die set currently used.

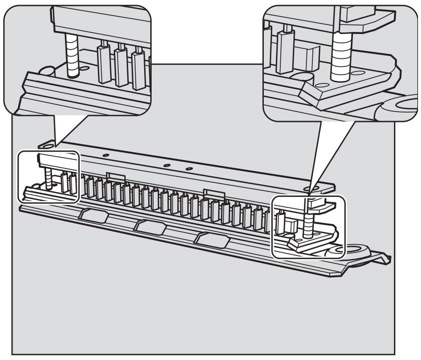
Lubricate it at the position illustrated below.



NOTICE

Never use the oil on the general market. For the oil to be used in this procedure, please contact your service representative.

If burrs still remain in punch holes after the lubrication, apply grease to the positions illustrated below.



NOTICE

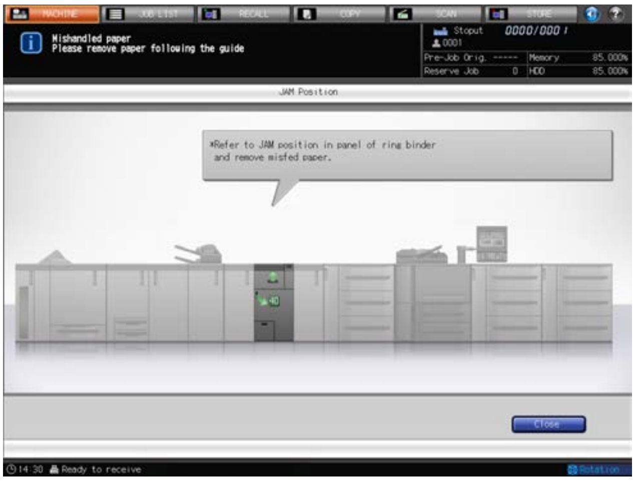
Never use the grease on the general market. For the grease to be used in this procedure, please contact your service representative.

11.10 Indication and Handling of Paper Jam in Auto Ring Binder GP-502

When a paper misfeed occurs in **Auto Ring Binder GP-502** during an output job, the following message will appear on the screen of the main body.

[*Refer to JAM position in panel of ring binder and remove misfed paper.]

The **Start** LED turns orange on the **control panel**, and machine operation cannot be continued until all the locations are cleared.

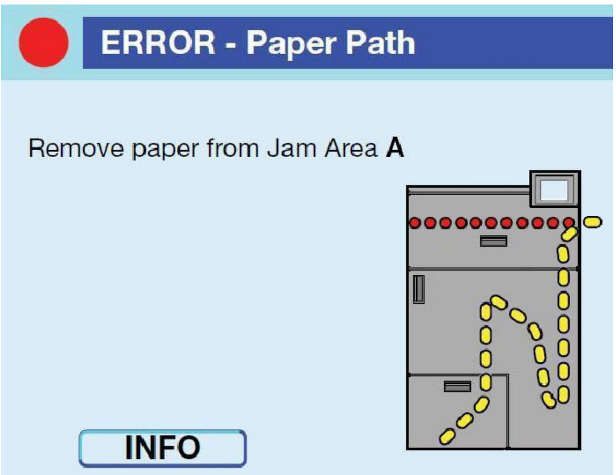


Mishandled paper
Please remove paper following the guide

Stoput 0000/000
0001
Pre-Job Orig. -----
Reserve Job 0
Memory 85.000%
HDD 85.000%

*Refer to JAM position in panel of ring binder and remove misfed paper.

14:30 Ready to receive



ERROR - Paper Path

Remove paper from Jam Area **A**

Please refer to [OPERATION MANUAL] supplied with **Auto Ring Binder GP-502** for details on instructions to remove mishandled paper.

11.11 Troubleshooting Tips

	Case	Checkpoint	Remedy
Main Body	The machine does not operate even if the **sub power switch** is turned ON.	Is the power plug firmly inserted in wall socket?	Firmly insert the power plug in wall socket.
		Is the **main power switch** turned ON?	Keep the main power switch turned ON usually.
		Is the Power Save LED on?	The machine cannot be turned on due to the Weekly Timer function. Operate Timer Interrupt (see the POD Administrator's Reference), or consult your administrator.
		Is the screen for user/account authentication displayed?	Enter required information for user/account authentication (see the POD Administrator's Reference).
	Copying does not begin.	Is the front/left side door of the machine open?	Securely close the front/left side door of the machine.
		Is there appropriate paper size in a tray?	Load the paper size selected for the original.
		Is the print quantity set to [0]?	Enter an appropriate number for print quantity.
		Is the front door of finisher/folding unit/large capacity stacker open?	Securely close the finisher front door, folding unit front door, and large capacity stacker front door.
		Is the message to inform that the waste toner box is full displayed in the message area? Or, is the Waste Toner Box indicator on the Machine Screen lighting up in red?	Open the main body front door/left side door to replace the waste toner box.
	Copy image is not clean or shows spots.	Is the **original glass** clean?	Wipe the **original glass**, if necessary.
		Is the original document clean?	Erase spots on the original, if any.
		Is the density adjustment made properly?	Manually specify copy density to select an appropriate exposure level. If further adjustment is required, see Section 6.
	Copy image is too light.	Is the density adjustment made properly?	Manually specify copy density to select an appropriate exposure level. If further adjustment is required, see Section 6.
		Is the message [Please add toner] displayed on the Machine Screen?	Add toner.
	Copy quality is poor.	Is paper damp?	Replace the paper, if necessary.
	Magnification cannot be changed.	Is the Reduce & Shift function selected?	Release the Reduce & Shift mode.
	Copying does not resume after mishandled paper is removed.	Is any mishandled paper left?	Check machine diagram on the screen for additional indications of mishandled paper.
	2->1 or 2->2 mode cannot be selected.	Is **ADF** open?	Fully close **ADF**.

	Case	Checkpoint	Remedy
	Using user/account authentication, copies cannot be made after password is entered.	Is the message [limit reached] displayed?	Contact your administrator.
ADF	**ADF** cannot be used after **Reset** is pressed.	Is **ADF** slightly open?	Fully close **ADF**.
		Is **ADF** selected in the initial setting?	Change the original paper to any of the recommended size and weight. Position originals properly in ADF.
	Original paper cannot be fed.	Is **ADF** slightly open?	Fully close **ADF**.
		Does the original type conform to the specifications?	Change the original paper to any of the recommended size and weight.
		Are originals correctly loaded?	Position originals properly in ADF.
Finisher FS-532	**Finisher FS-532** does not operate.	Is any mishandled paper left inside **Finisher FS-532**?	Check for paper misfeed and remove it, as required.
		Is finisher front door slightly open?	Securely close the finisher front door.
	Staples are incorrectly positioned (rotated by 90 degrees) in copies.	Is Image Rotation activated?	Reload copy paper in appropriate direction.
	Output sheets skew in the sets and cannot be stapled in position.	Is paper excessively curled?	Reload the paper upside down into the tray.
	Paper misfeed frequently occurs inside **Finisher FS-532**.	Are the side guides of the selected tray aligned to paper?	Make sure the side guides are securely aligned to paper in the tray to be used.
	Printed sheets cannot be stapled in position.	Is paper excessively curled?	Reload the paper upside down into the tray.
	Printed sheets cannot be delivered neatly to the secondary (sub) tray.	Do output sheets reach to the edge of the secondary (sub) tray?	Temporarily release the lock of the secondary (sub) tray to be raised slightly.
	Using the staple finisher mode, copies cannot be stapled.	Is the message [Pull out staple finisher stacker / then, set staples in stapler] displayed in the message area? Or, is the Staple Cartridge Supply indicator on the Machine Screen lighting up in red?	Pull out the finisher stacker and supply staples.
		Is the message [Stapler scrap box is full / Please empty scrap box] displayed?	Pull out the finisher stacker and dump the stapler scrap.
	Finisher mounted with **Saddle Stitcher SD-510** does not staple copies despite the fold & staple function.	Is the message [Pull out staple finisher saddle unit / then, set staples in stapler] displayed on the message area? Or, is the Staple Cartridge Supply indicator on the Machine Screen lighting up in red?	Pull out the saddle unit of the finisher and supply staples for the Saddle Stitcher.
	Finisher mounted with **Punch Kit PK-522** does not punch copies despite being set to punch mode.	Is the message [Punch-hole scrap box is full / Please empty scrap box] displayed? Or, is the Punch-Hole Scrap Box Full indicator on the Machine Screen lighting up in red?	Open the front door of the finisher and pull out the punch-hole scrap box to dump the scrap.

	Case	Checkpoint	Remedy
Saddle Stitcher SD-506	Using trimming function, printed sheets cannot be trimmed.	Does the Trim Scrap Box Full indicator light on the Machine Screen?	Empty the scrap box of **Saddle Stitcher SD-506**.
Perfect Binder PB-503	Using Perfect Bind mode, printed sheets cannot be bound.	Does the front door, perfect binder tray cover, or glue hopper cover of **Perfect Binder PB-503** open?	Securely close the front door, perfect binder tray cover, and glue hopper cover of **Perfect Binder PB-503**.
Multi Puncher GP-501	Copies cannot be punched on the multi puncher despite being set to punch mode.	Is the message [Punch-hole scrap box of multi puncher is full, please empty scrap box] displayed? Or, is the Punch-Hole Scrap Box Full indicator on the Machine Screen lighting up in red?	Open the front door of the multi puncher and pull out the punch-hole scrap box to dump the scrap.
Auto Ring Binder GP-502	Using the ring bind function, printed sheets cannot be ring-bound.	Is the message [Punch scrap box of ring binder is full / Please empty scrap box] displayed? Or, is the Punch-Hole Scrap Box Full indicator on the Machine Screen lighting up in red?	Open the front door of the ring binder and pull out the punch-hole scrap box to dump the scrap.
Authentication Unit (IC Card Type) AU-201	The status indicator LED does not light in green even after the USB cable of **Authentication Unit (IC Card Type) AU-201** is connected to the USB port of the main body.	A possible cause can be malfunction of the USB port of the main body.	Turn OFF the **main power switch** of the main body, then disconnect the USB cable of **Authentication Unit (IC Card Type) AU-201** from the USB port of the main body. Reconnect it, then wait 10 seconds or longer before turning the **main power switch** ON again.

	Case	Checkpoint	Remedy
IC Card	IC cards cannot be authenticated.	Is **Authentication Unit (IC Card Type) AU-201** connected to the USB port of the main body?	Securely connect the USB cable of **Authentication Unit (IC Card Type) AU-201** to the USB port of the main body.
		Is the machine set to use the USB port?	Contact your administrator.

If remedies mentioned above do not work, contact your service representative.

12 Maintenance

12 Maintenance

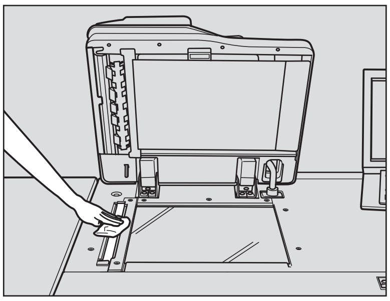
12.1 Cleaning

In order to maintain optimum copy quality, always keep the following areas clean.

12.1.1 Cleaning the ADF scanning glass

Keep the ADF scanning glass on the left of the **original glass** clean; otherwise soil marks may be printed, resulting in dark lines on the images scanned from the **ADF**.

Raise the document feeder, then clean the glass with a clean soft cloth.

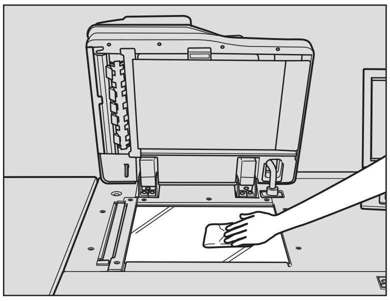


NOTICE

Never use paint solvents, such as benzine or thinners, to clean the ADF scanning glass.

12.1.2 Cleaning the Original Glass

Raise the document feeder, then clean the original glass with a clean soft cloth. The glass may also clean with a soft cloth dampened slightly with water, if it is difficult to clean.

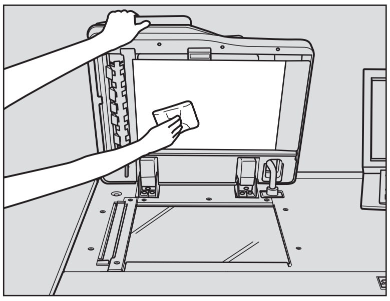


NOTICE

Never use paint solvents, such as benzine or thinners, to clean the ***original glass****.*

12.1.3 Cleaning the ADF Guide Cover

The ADF guide cover should be kept clean; otherwise soil marks may be printed or the original size cannot be detected from the **original glass** correctly. Raise the document feeder, then clean the cover with a clean soft cloth.



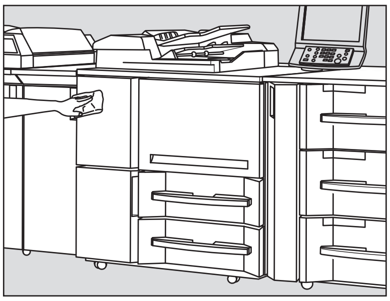
NOTICE

Never use paint solvents, such as benzine or thinners, to clean the original glass and ADF guide cover.

12.1.4 Cleaning the Exterior of the Machine

Wipe the exterior clean with a soft cloth dampened slightly with neutral detergent.

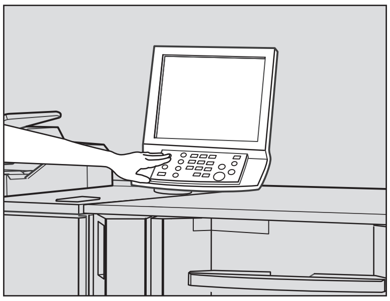
NOTICE
*Be sure to turn off the **main power switch** of the main body before cleaning. Never use paint solvents, such as benzine or thinners, to clean the exterior of the machine.*



12.1.5 Cleaning the Control Panel

Wipe the surface of the **control panel** with a clean soft dry cloth.

NOTICE
*Be careful not to press the keys or touch panel too hard while cleaning the **control panel**. Never use neutral detergent, glass cleaner, or paint solvents such as benzine or thinners to clean the **control panel**.*



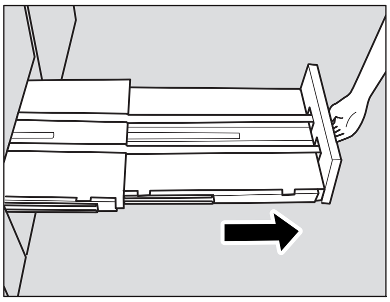
12.1.6 Cleaning the Conveyance Belt of Saddle Stitcher SD-506 Folder Tray

The conveyance belt of folder tray should be kept clean, otherwise soil marks may be printed. Follow the procedure below to clean the conveyance belt of folder tray.

In order to maintain optimum print quality, we recommend to clean it every time before using the saddle stitcher tray.

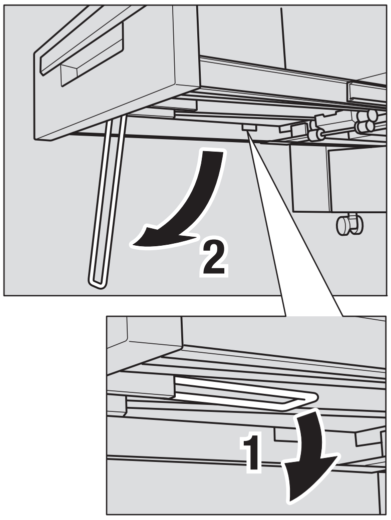
If any soil marks are found while printing, perform this cleaning procedure immediately.

1 Fully withdraw the folder tray.

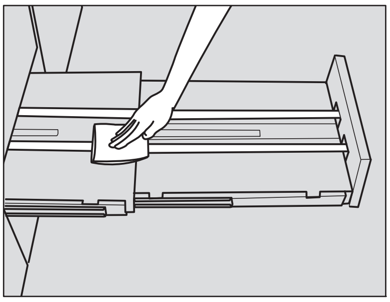


2 Open the tray stand.

NOTICE
Never fail to open the tray stand; otherwise the machine may be damaged.



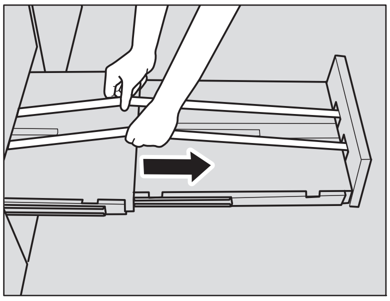
3 Clean the surface of the two conveyance belts with a soft cloth dampened slightly with alcohol (cleaner).



4 Move the conveyance belt to clean the whole length.

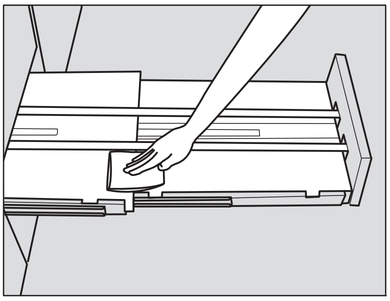
- ➔ Raise the two belts lightly, then pull them both forward at the same time in order to show the hidden parts.
- ➔ Clean the belts using a soft cloth dampened with alcohol (cleaner).
- ➔ Repeat steps 2 and 3 (about three times) to clean the whole round of the belt.

NOTICE
Do not raise the belt higher than need be. Or, never fail to pull the two belts at the same time. Otherwise, machine trouble may be caused.



5 Clean the bottom plate of the folder tray.

- ➔ Wipe the whole surface of the bottom plate with a soft cloth slightly dampened with alcohol (cleaner).



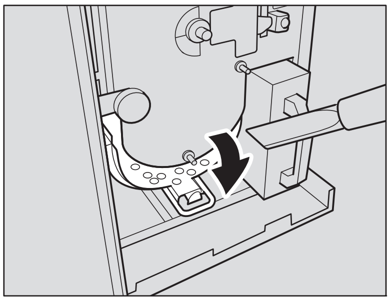
6 Return the tray stand to its original position, then return the folder tray.

NOTICE
Never return the saddle stitcher tray to its original position with the tray stand opened.

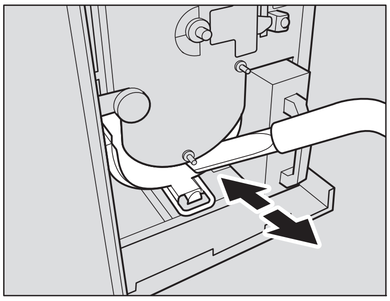
12.1.7 Cleaning Scrap Box of Multi Puncher GP-501

Punch waste can fall into the multi puncher, and it may have adverse effects on machine operation. Please clean the multi puncher on a routine basis according to the procedure below.

1 Open the multi puncher front door, and then open the lever [GP5].

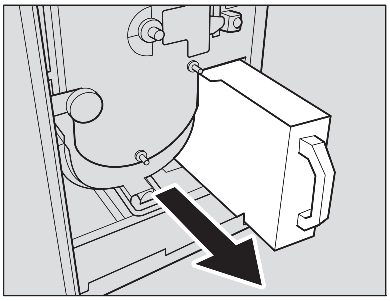


2 Remove the punch waste inside the unit using a vacuum cleaner.

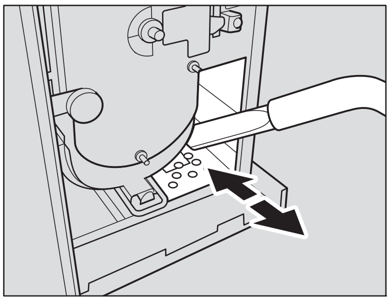


3 Withdraw the scrap box.

NOTICE
Once withdrawing the scrap box from the multi puncher, be sure to empty it. The machine resets the counter every time the scrap box is withdrawn, irrespective of whether or not the scrap box is empty.



4 Remove punch waste inside the unit using a vacuum cleaner.



5 Close the front door of the multi puncher when you finish cleaning.

12.2 Checking Copy Count

The Utility Menu Screen allows you to view the current indication of the following items as a list:

- Billing total counter
- Feed paper counter
- Output paper counter
- Printer total counter
- Copy total counter
- Scan total counter
- PM counter
- Developer counter
- OPC drum counter

This information can be printed, if desired.

With **Perfect Binder PB-503** installed, the machine also displays [Perfect Bind Counter] on the Utility Menu Screen to provide the following information on perfect bound books:

- Total book volumes (classified by trimming width)
- Total bodies
- Total thickness

Reference

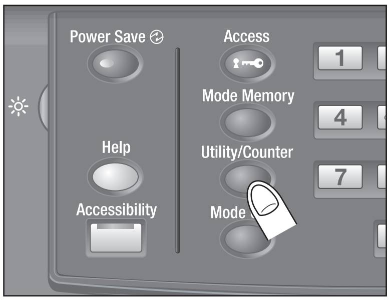
The machine can be set to display the [CMS Part Count List] key on the Utility Menu Screen which allows you to display or edit the CMS part count list (part name, P/N, limit), and also to reset the count. Contact your service representative, if desired.

➔ Pressing [System Information] displays the system information of the machine. Press [Close] to restore the previous screen.

➔ For the developer counter and the OPC drum counter, you can set cycle and running time. Contact your service representative, if desired.

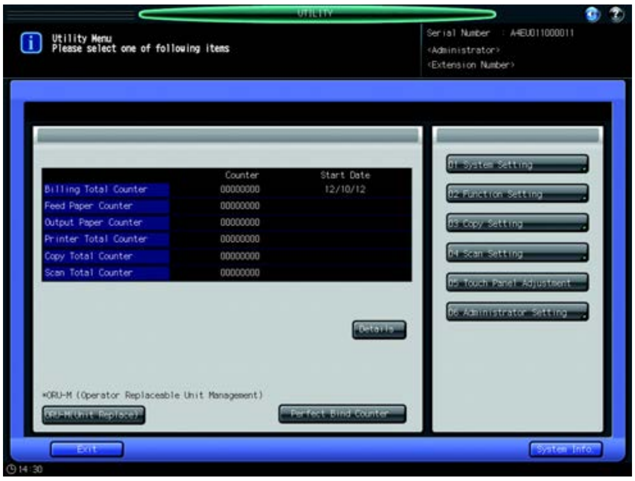
1 Press **Utility/Counter** on the **control panel**.

The Utility Menu Screen will be displayed.



2 Check the counter information.

The counter information is displayed in the left side area of the screen.



Utility Menu
Please select one of following items

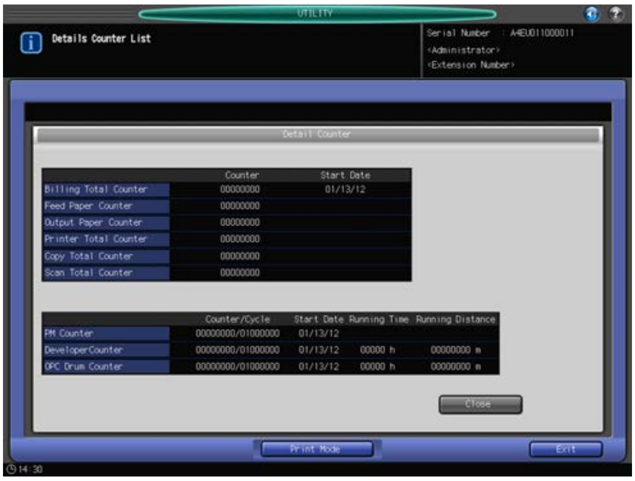
Serial Number : A4EU011000011
<Administrator>
<Extension Number>

	Counter	Start Date
Billing Total Counter	00000000	12/10/12
Feed Paper Counter	00000000	
Output Paper Counter	00000000	
Printer Total Counter	00000000	
Copy Total Counter	00000000	
Scan Total Counter	00000000	

*ORU-M (Operator Replaceable Unit Management)

3 Press [Details].

Detailed counter will be displayed as a list.



Serial Number : A4EU011000011
<Administrator>
<Extension Number>

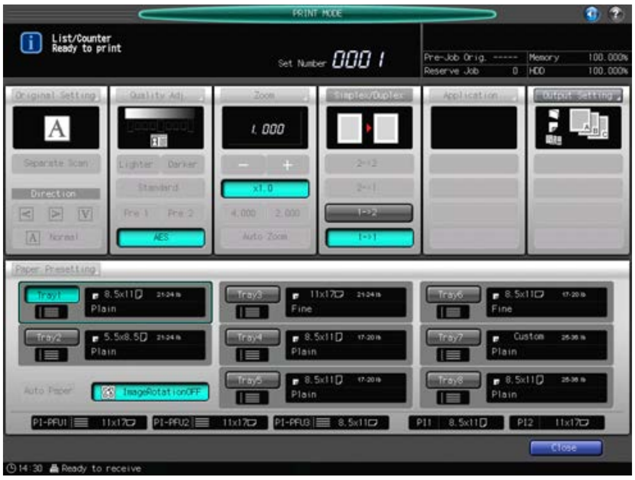
	Counter	Start Date
Billing Total Counter	00000000	01/13/12
Feed Paper Counter	00000000	
Output Paper Counter	00000000	
Printer Total Counter	00000000	
Copy Total Counter	00000000	
Scan Total Counter	00000000	

	Counter/Cycle	Start Date	Running Time	Running Distance
PM Counter	00000000/01000000	01/13/12		
DeveloperCounter	00000000/01000000	01/13/12	00000 h	00000000 m
OPC Drum Counter	00000000/01000000	01/13/12	00000 h	00000000 m

To output the detailed counter list, proceed to step 4.
If printed list is not desired, press [Close]. Proceed to step 6.

4 Press [Print Mode] to display the Print Mode Screen

➔ Select the desired simplex/duplex mode, output mode, and paper tray, then press **Start** on the **control panel**.



List/Counter
Ready to print

Set Number 0001

Pre-Job Orig.	-----	Memory	100.000%
Reserve Job	0	HDD	100.000%

Tray1 8.5x11 21-24 lb Plain
Tray2 5.5x8.5 21-24 lb Plain
Tray3 11x17 21-24 lb Fine
Tray4 8.5x11 17-20 lb Plain
Tray5 8.5x11 17-20 lb Plain
Tray6 8.5x11 17-20 lb Fine
Tray7 Custom 28-36 lb Plain
Tray8 8.5x11 28-36 lb Plain

PI-PFU1 11x17 PI-PFU2 11x17 PI-PFU3 8.5x11 PI1 8.5x11 PI2 11x17

Ready to receive

5 Press [Close].

The Utility Menu Screen will be restored.

6 Press [Exit].

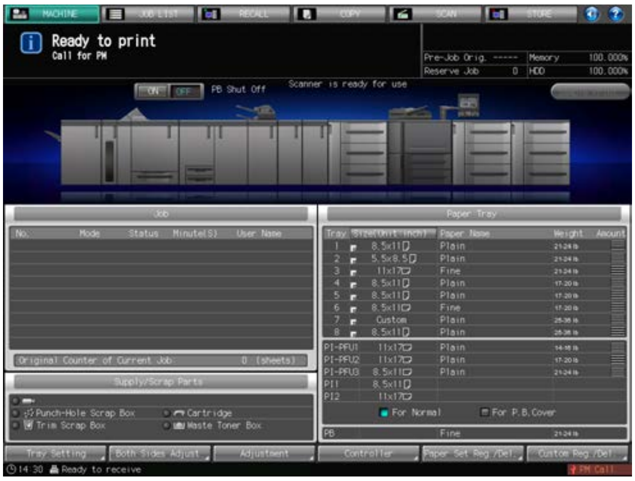
The Machine Screen will be restored.

12.3 If [PM Call] Message Is Displayed

After a set number of copies (1,000,000 copies) have been made on your machine, Preventive Maintenance (PM) will be required for maintaining optimal performance.

When preventive maintenance is due, a message and the PM Call icon will prompt you to contact your service representative for maintenance.

Each part has a different replacement cycle. And the replacement cycle can be changed. Contact your service representative, if desired.



Ready to print
Call for PM

Pre-Job Orig. ----- Memory 100.000%
Reserve Job 0 HDD 100.000%

PB Shut Off

Scanner is ready for use

No.	Mode	Status	Minute(S)	User Name

Original Counter of Current Job: 0 (sheets)

Tray	Size(Unit:inch)	Paper Name	Weight	Amount
1	8.5x11	Plain	21-24 lb	
2	5.5x8.5	Plain	21-24 lb	
3	11x17	Fine	21-24 lb	
4	8.5x11	Plain	17-20 lb	
5	8.5x11	Plain	17-20 lb	
6	8.5x11	Fine	17-20 lb	
7	Custom	Plain	28-36 lb	
8	8.5x11	Plain	28-36 lb	
PI-PFU1	11x17	Plain	14-16 lb	
PI-PFU2	11x17	Plain	17-20 lb	
PI-PFU3	8.5x11	Plain	21-24 lb	
PI1	8.5x11			
PI2	11x17			
PB		Fine	21-24 lb	

14:30 Ready to receive

Reference

The administrator can call for service from the Administrator Setting in the Utility mode.

In this case, you do not have to make a call for preventive maintenance, because your machine has been monitored automatically by your service representative.

12.4 Maintenance Service

12.4.1 Holding Period of Performance Parts for Repair

The minimum period for which we will keep the performance parts necessary to repair and maintain the functions of the machine is seven years after discontinued production of the product.

12.4.2 Main Accessories

The following accessories are bundled to this machine:

- Developer × 1
- User's Guide - Security × 1
- Safety Information × 1
- Operation Quick Guide × 1
- User's Guide (CD) × 1
- User's Guide Holder (M) × 1
- Control panel × 1
- Others

13 Specifications

13 Specifications

13.1 Main Body Specifications

Main body/option specifications are subject to change without notice due to continual improvements.

13.1.1 Main Body

Name	bizhub PRESS 1250/1052
Type	Console
Printing process	Electrostatographic process using LED
Original glass	Fixed
Photoconductor	OPC
Luminous source	Rare gas fluorescent lamp
Developing system	Dry, dual-component reverse magnetic brush developing
Transfer method	Belt
Fusing method	Heat roller
Density Setting	Fixed: 9 levels (manual), 2 preset levels AES: Automatically detects the original image/background exposure level to adjust copy density. Background Removal: 9 levels (manual)
Quality Adjustment	Original Type: 4 types (Text/Photo, Dot Matrix, Photo, Text) Sharpness: 9 levels (manual) Text/Photo: 9 levels (Photo+ <-> Character+)
Magnification ratio	1:1 (100%) Enlargement: 1:1.214 (121.4%), 1:1.294 (129.4%), 1:1.545 (154.5%), 1:2.000 (200%) Reduction: 1:0.939 (93.9%), 1:0.772 (77.2%), 1:0.647 (64.7%), 1:0.500 (50%) Zoom/Special ratio magnification ratio: 25% to 400% in 0.1% increments User preset zoom ratio: 3
Scanning resolution	600 dpi × 600 dpi
Printing resolution	1200 dpi × 1200 dpi
Gradation	256
Copy paper	Fine, Plain, Coated, Blank Insert: 11 to 93 lb Bond Book/News, Embossed: 11 to 57 lb Bond Embossed 2: 21 to 57 lb Bond In addition to Standard sizes, Custom, Wide Paper, Tab Paper, Postcard sizes are available. • 81 to 93 lb Bond paper is available from the middle trays (trays 4 and 7) of **Paper Feeder Unit PF-703/PF-706**. • PrePrinted paper is available from **Paper Feeder Unit PF-703** or from **Paper Feeder Unit PF-706** mounted with **Pre-printed Paper Feeding Kit PP-701**. • Postcards are available from **Paper Feeder Unit PF-703/PF-706**. To feed postcards from the main body trays, the postcard adapter (option) is required. • Labels and OHP transparencies are unavailable.

Copying speed (simplex)	bizhub PRESS 1250: 125 sheets/min. (8.5 × 11 ▯, A4 ▯), 70 sheets/min. (A3 ▭), 68 sheets/min. (11 × 17 ▭) bizhub PRESS 1052: 105 sheets/min. (8.5 × 11 ▯, A4 ▯), 60 sheets/min. (A3 ▭), 59 sheets/min. (11 × 17 ▭)
Continuous copying	1 to 9,999 copies
Memory	System memory: 512 MB (DDR2) Program stored memory: 64 MB (flash memory) Display main memory (compression and expansion buffer): 768 MB (SDR-SDRAM) Non-volatile memory: 1 MB (SRAM + battery backup) HDD: 250 GB
Original type	Sheets, books (spread), three-dimensional objects Thickness: 30 mm or less
Original size	Standard: max. 11 × 17 ▭ (A3 ▭) Custom: 11.67" × 16.97"
Original weight	Approx. 15 lb at maximum
Paper size	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 9 × 11 ▯, 5.5 × 8.5 ▯, Postcard, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap Available to specify the detectable standard sizes for each tray in the Tray Setting which provides the following options: • A5 ▯ or 5.5 × 8.5 ▯ (5.5 × 8.5 ▯ selected by default) • SRA3 ▭ or 12 × 18 ▭ (12 × 18 ▭ selected by default) • 8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, 8.5 × 13 ▭ or 8.5 × 14 ▭ (8.5 × 14 ▭ selected by default) Custom: min. 7.15" × 5.46" (182 mm × 139 mm) to max. 12.76" × 18.23" (324 mm × 463 mm) Wide Paper: 12 × 18W ▭, 11 × 17W ▭, 8.5 × 11W ▭/▯, 5.5 × 8.5W ▯, A3W ▭, B4W ▭, A4W ▭/▯, B5W ▭/▯, A5W ▯ Tab Paper: 11 × 17T ▭, 8.5 × 11T ▭/▯, 5.5 × 8.5T ▯, A3T ▭, B4T ▭, A4T ▭/▯, B5T ▭/▯ See page 3-8 for details.
Image loss	Leading: 3 mm or less Trailing, right, and left edges: 2 mm or less
Paper supply method	Trays 1, 2; 1,500 sheets (22 lb Bond)
Warm-up time	Approx. 7.0 minutes or less (20 ℃ , 50% RH, 230 V)
First-page copy time	bizhub PRESS 1250: 2.8 seconds or less (8.5 × 11 ▯, A4 ▯) bizhub PRESS 1052: 3.0 seconds or less (8.5 × 11 ▯, A4 ▯)
Noise	8.0 B or less (using the measurement method compliant with ISO7779/9266)
Power requirements	AC 208–240 V/24 A; 60 Hz
Power consumption	5.76 KW or less (**Paper Feeder Unit PF-703** × 2 + Main body + **Large Capacity Post Inserter PI-PFU** + **Relay Unit RU-509** (+ **Humidifier HM-102**) + **Relay Unit RU-510** + **Folding Unit FD-503** + **Saddle Stitcher SD-506** + **Finisher FS-532**)
Weight	820.1 lb (372 kg)
Dimensions	• Main body: 38.9 (W) × 35.8 (D) × 57.1 (H) inches • Main body + **Paper Feeder Unit PF-703** + **Relay Unit RU-510** + **Folding Unit FD-503** + **Finisher FS-532**: 142.8 (W) × 35.8 (D) × 57.1 (H) inches
Space requirements (Space required for the safe operation)	7.9 inches or more from the back (back side of the duct); 3.9 inches or more from both right and left sides
Operating temperature	10°C (50°F) to 30°C (86°F)*
Humidity	10% to 80%*

*: The machine may not be adaptable to some range in the temperature of 20° (68°F) and under 20% of humidity.

13.1.2 ADF DF-615

Name	DF-615
Original weight	14 to 34 lb Bond 14 to 53 lb Bond (single-sided original using Single Feed)
Original size	11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯
Original capacity	Max. 100 sheets (22 lb Bond)
Original insertion	Automatic feed
Weight	Approx. 66.1 lb
Dimensions	25.5 (W) × 22.4 (D) × 6.7 (H) inches
Power source	Supply from main body

13.2 Option Specifications

13.2.1 Paper Feeder Unit PF-703 (Tray 3 to Tray 8)

Name	PF-703
Function	Feed paper into main body
Configuration	3 paper trays
Paper tray capacity	Trays 3, 6: 1,300 sheets (22 lb Bond, height 150 mm) each Trays 4, 5, 7, 8: 1,850 sheets (22 lb Bond, height 203.5 mm) each
Paper size	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 9 × 11 ▯, Foolscap, Postcard ▭*, SRA3 ▭, A3 ▭, B4 ▭, A4 ▭/▯, SRA4 ▭, B5 ▭/▯, A5 ▯ *: Use the small size guides to load postcards into the paper feeder unit. See page 5-17 for details. Custom: min. 5.89" × 5.26" to max. 12.76" × 18.23" Using small size guides: min. 3.73" × 5.26" Wide Paper: 12 × 18W ▭, 11 × 17W ▭, 8.5 × 11W ▭/▯, 5.5 × 8.5W ▯, A3W ▭, B4W ▭, A4W ▭/▯, B5W ▭/▯, A5W ▯ Tab Paper: 11 × 17T ▭, 8.5 × 11T ▭/▯, 5.5 × 8.5T ▯, A3T ▭, B4T ▭, A4T ▭/▯, B5T ▭/▯ Available to specify the detectable standard sizes for each tray in the Tray Setting which provides the following options: • A5 ▯ or 5.5 × 8.5 ▯ (A5 ▯ selected by default) • SRA3 ▭ or 12 × 18 ▭ (12 × 18 ▭ selected by default) • 8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, 8.5 × 13 ▭ or 8.5 × 14 ▭ (8.5 × 14 ▭ selected by default)
Paper type	Plain, Fine, Coated, PrePrinted, Book/News, Embossed, Blank Insert, Embossed2
Paper weight	11 to 93 lb Bond (81-93 lb Bond is available from the middle tray only.)
Dimensions	34.2 (W) × 30.6 (D) × 40.8 (H) inches
Weight	Approx. 410.1 lb
Power source/requirements	DC: 5 V, 12 V, 24V, 36V (supplied from main body) AC: 200 to 240 V (50/60 Hz)
Power consumption	DC: 90 W or less AC: 100 W or less

13.2.2 Dehumidifier Heater HT-505 (Equipped in Paper Feeder Unit PF-703)

Name	HT-505
Function	Dehumidifier of fan heater type (two units)
Dimensions	Dehumidifier fan unit: 7.7 (W) × 11.5 (D) × 3.2 (H) inches Power supply unit: 4.8 (W) × 6.3 (D) × 3.1 (H) inches
Weight	Dehumidifier fan unit: 3.3 lb (per unit) AC power supply unit: 2.0 lb
Power source	DC: 24/5 V (supplied from main body)
Maximum power consumption	DC: 6 W or less AC: 580 W or less

13.2.3 Paper Feeder Unit PF-706 (Tray 3 to Tray 8)

Name	PF-706
Function	Feed paper into main body
Configuration	3 paper trays
Paper tray capacity	2,000 sheets (22 lb Bond, height 217 mm) each
Paper size	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 9 × 11 ▯, Foolscap, Postcard ▭*, SRA3 ▭, A3 ▭, B4 ▭, A4 ▭/▯, SRA4 ▭, B5 ▭/▯, A5 ▯ *: Use the small size guides to load postcards into the paper feeder unit. See page 5-17 for details. Custom: min. 7.15" × 5.46" to max. 12.76" × 18.23" Using small size guides: min. 3.73" × 5.26" Wide Paper: 12 × 18W ▭, 11 × 17W ▭, 8.5 × 11W ▭/▯, 5.5 × 8.5W ▯, A3W ▭, B4W ▭, A4W ▭/▯, B5W ▭/▯, A5W ▯ Tab Paper: 11 × 17T ▭, 8.5 × 11T ▭/▯, 5.5 × 8.5T ▯, A3T ▭, B4T ▭, A4T ▭/▯, B5T ▭/▯ Available to specify the detectable standard sizes for each tray in the Tray Setting which provides the following options: • A5 ▯ or 5.5 × 8.5 ▯ (A5 ▯ selected by default) • SRA3 ▭ or 12 × 18 ▭ (12 × 18 ▭ selected by default) • 8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, 8.5 × 13 ▭ or 8.5 × 14 ▭ (8.5 × 14 ▭ selected by default)
Paper type	Plain, Fine, Coated, PrePrinted, Book/News, Embossed, Blank Insert, Embossed2 • PrePrinted paper is available only when mounted with **Pre-printed Paper Feeding Kit PP-701**.
Paper weight	11 to 93 lb Bond (81-93 lb Bond is available from the middle tray only.)
Dimensions	31.8 (W) × 30.6 (D) × 40.8 (H) inches
Weight	Approx. 330.7 lb
Power source/requirements	DC: 5 V, 12 V, 24V, 36V (supplied from main body) AC: 200 to 240 V (50/60 Hz)
Power consumption	DC: 100 W or less AC: 40 W or less

13.2.4 Large Capacity Post Inserter PI-PFU (PF-703 + PI-PFU Kit FA-501)

Name	PI-PFU
Function	Feed paper for covers/insertions without printing
Configuration	3 paper trays (PI-PFU1 to PI-PFU3)
Paper tray capacity	Upper tray: 1,300 sheets (22 lb Bond, height 150 mm) Middle/Lower tray: 1,850 sheets (22 lb Bond, height 203.5 mm) each

Paper size	Standard (detectable sizes): 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 9 × 11 ▯, Foolscap, SRA3 ▭, A3 ▭, B4 ▭, A4 ▭/▯, SRA4 ▭, B5 ▭/▯, A5 ▯ Available to specify the detectable standard sizes for each tray in the Tray Setting which provides the following options: • A5 ▯ or 5.5 × 8.5 ▯ (A5 ▯ selected by default) • SRA3 ▭ or 12 × 18 ▭ (12 × 18 ▭ selected by default) • 8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, 8.5 × 13 ▭ or 8.5 × 14 ▭ (8.5 × 14 ▭ selected by default) For perfect binding covers (Custom): min. 5.89" × 5.26" to max. 12.76" × 18.23" Using small size guides: min. 3.73" × 5.26"
Paper type	Plain, Fine, Coated, PrePrinted, Book/News, Embossed, Blank Insert, Embossed2
Paper weight	11 to 93 lb Bond (81-93 lb Bond is available from the middle tray only.)
Dimensions	34.2 (W) × 30.6 (D) × 40.8 (H) inches
Weight	Approx. 429.9 lb (including FA-501: 19.8 lb)
Power source/requirements	DC: 5 V, 12 V, 24V, 36V (supplied from main body) AC: 200 to 240 V (50/60 Hz)
Power consumption	Max. 36 W higher than PF-703

13.2.5 Relay Unit RU-509

Name	RU-509
Type	Relay unit with paper-cooling and curl adjustment functions
Mechanical curl adjustment	Adjust paper curl by letting it through a zigzag path, then deliver paper accelerating it according to the basic line speed determined for finishing operation.
Humidifying curl adjustment	Humidify paper using **Humidifier HM-102**, then deliver paper accelerating it according to the basic line speed determined for finishing operation.
Straight delivery	Deliver paper accelerating it according to the basic line speed determined for finishing operation, without making mechanical or humidifying curl adjustment.
Conveyance speed	bizhub PRESS 1250: 125 sheets/min. (8.5 × 11 ▯, A4 ▯, B5 ▯) bizhub PRESS 1052: 105 sheets/min. (8.5 × 11 ▯, A4 ▯, B5 ▯)
Paper size	Standard: 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 9 × 11 ▯, 5.5 × 8.5 ▯, Foolscap, Postcard ▭, SRA3 ▭, A3 ▭, B4 ▭, A4 ▭/▯, SRA4 ▭/▯, B5 ▭/▯, A5 ▯ Custom: max. 12.97" × 19.14" to min. 3.93" × 5.50" Wide Paper Tab Paper
Paper type	Recommended for main body
Paper weight	11 to 93 lb Bond
Dimensions	16.1 (W) × 28.9 (D) × 40.1 (H) inches
Weight	Approx. 132.3 lb
Power source	120 V, 60 Hz; 3.6 A
Maximum power consumption	430 W (including subsequent options)

13.2.6 Humidifier HM-102 (Equipped in Relay Unit RU-509)

Name	HM-102
Type	Paper humidifying kit
Function	Humidify paper on both front and back sides uniformly to make a curl adjustment.
Processing speed	bizhub PRESS 1250: 125 sheets/min. (8.5 × 11 ▯, A4 ▯, B5 ▯) bizhub PRESS 1052: 105 sheets/min. (8.5 × 11 ▯, A4 ▯, B5 ▯)
Humidifier tank capacity	20 liters (equivalent of approx. 100,000 prints)
Paper size	Conforms to that of **Relay Unit RU-509**
Paper type	Recommended for main body
Paper weight	Humidifier OFF: 11 to 93 lb Bond Humidifier ON: 14 to 93 lb Bond (except 36 lb Bond or less for Coated)
Dimensions	13.3 (W) × 25.1 (D) × 18.0 (H) inches
Weight	Approx. 66.1 lb
Power source	24 V DC inlet (internal battery), except 5 V DC supplied from **Relay Unit RU-509**

13.2.7 Relay Unit RU-510

Name	RU-510
Type	Relay unit with 2-ply reversing function
2-ply reversing delivery	Deliver two sheets in layers while reversing them to the subsequent finishing equipment in simplex printing.
1-ply reversing delivery	Deliver each sheet while reversing it to the subsequent finishing equipment in simplex printing.
Straight delivery	Deliver each sheet without reversing it in face-up printing or duplex printing.
Conveyance speed	bizhub PRESS 1250: 125 sheets/min. (8.5 × 11 ▯, A4 ▯, B5 ▯) bizhub PRESS 1052: 105 sheets/min. (8.5 × 11 ▯, A4 ▯, B5 ▯)
Paper size	Standard: 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 9 × 11 ▯, 5.5 × 8.5 ▯, Foolscap, Postcard ▭, SRA3 ▭, A3 ▭, B4 ▭, A4 ▭/▯, SRA4 ▭/▯, B5 ▭/▯, A5 ▯ Custom: max. 13.00" × 19.17" (331 mm × 488 mm) to min. 3.73" × 5.26" (95 mm × 133 mm) Wide Paper Tab Paper
Paper type	Recommended for main body
Paper weight	Straight delivery: 11 to 93 lb Bond 1-ply reversing delivery: 11 to 80 lb Bond 2-ply reversing delivery: 11 to 68 lb Bond (11 to 57 lb Bond for bizhub PRESS 1250)
Dimensions	16.1 (W) × 28.4 (D) × 40.1 (H) inches
Weight	Approx. 77.2 lb
Power source	24/5 VDC (supplied from the precedent option)
Maximum power consumption	68 W

13.2.8 Folding Unit FD-503

Name		FD-503
Function		Punch, multi-folding, post inserting of single sheet
Punch	Number of holes	2 or 3
	Hole diameter	2 holes: 0.256" ± 0.020" (6.5 mm ± 0.5 mm) 3 holes: 0.315" ± 0.020" (8.0 mm ± 0.5 mm)
	Hole pitch	2 holes: 2.756" ± 0.020" (70 mm ± 0.5 mm) 3 holes: 4.252" ± 0.020" (108 mm ± 0.5 mm)
	Hole vertical position	2 holes: 0.413" ± 0.157" (10.5 mm ± 4 mm) 3 holes: 0.374" ± 0.157" (9.5 mm ± 4 mm)
	Paper weight	14 to 57 lb Bond
	Available sizes	2 holes: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 9 × 11 ▯, A3 ▭, B4 ▭, SRA4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap, Tab Paper 3 holes: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 11 ▯, 9 × 11 ▯, A3 ▭, B4 ▭, A4 ▯, B5 ▯, Tab Paper
Fold	Fold types	Z-Fold, Tri-Fold-in, Tri-Fold-out, Half-Fold, Double Parallel, Gate
	Paper weight	Z-Fold, Tri-Fold-in, Tri-Fold-out, Half-Fold: 14 to 34 lb Bond Double Parallel, Gate: 14 to 24 lb Bond
	Available sizes	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭, A3 ▭, B4 ▭, A4 ▭, SRA4 ▭ Custom: max. 11.98" × 18.00" (305 mm × 458 mm) to min. 8.25" × 10.96" (210 mm × 279 mm)
Straight delivery	Function	Deliver sheets output from the main body to the primary (main) tray or multi folder tray.
	Paper weight	11 to 93 lb Bond
	Available sizes	Standard: 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 9 × 11 ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭/▯, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap Custom: max. 13.00" × 18.98" (331 mm × 483 mm) to min. 3.73" × 5.46" (95 mm × 139 mm) Wide Paper Tab Paper (only with the tab side ahead in output direction)
Post inserter	Paper types	Plain, Recycled, Fine, Special
	Paper weight	21 to 57 lb Bond
	Available sizes	Standard (detectable sizes): 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, SRA3 ▭, A3 ▭, B4 ▭, A4 ▭/▯, SRA4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap Detectable standard sizes can be switched as follows: • A5 ▯ or 5.5 × 8.5 ▯ • SRA4 ▭, A4 ▭ and one of 8.5 × 14 ▭, 8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, 8.5 × 13 ▭, or 8.5 × 11 ▭ and one of 8.5 × 14 ▭, 8 × 13 ▭, 8.12 × 13.2 ▭, 8.25 × 13 ▭, 8.5 × 13 ▭ • 8.5 × 11 ▯ or 9 × 11 ▯ For perfect binding covers (Custom): min. 7.15" × 5.46" (182 mm × 139 mm) to max. 13.00" × 18.98" (331 mm × 483 mm)
	Stack capacity of upper/lower tray	500 sheets (22 lb Bond) for each tray
Dimensions		15.7*(W) × 28.4 (D) × 48.4 (H) inches * Width including primary (main) tray: 26.2 inches/30.8 inches (with the edge pulled out)
Weight		Approx. 286.6 lb
Power source		100 to 240 VAC, 5 VDC

13.2.9 Large Capacity Stacker LS-505

Name		LS-505
Type		Grip conveyer type horizontal stacking equipment
Function	Stacker: Sort	Deliver non-offset sets to the stacker tray.
	Secondary (sub) tray	Deliver non-offset sets to the secondary (sub) tray.
	Stacker: Offset Sort	Offset sorted sets by 20 mm upon exit to the stacker tray.
Available sizes in the stacker		Standard: 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 9 × 11 ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭/▯, A4 ▭/▯, B5 ▯, A5 ▯, Foolscap Custom: max. 13.00" × 18.98" to min. 8.25" × 5.82" Wide Paper Tab Paper (1 to 15 tabs*) (However, output sets cannot be offset when including tabbed sheets.) * Except 4 tabs and 10 tabs
Available weight in the stacker		14 to 65 lb Bond
Available sizes in the secondary (sub) tray		Standard: 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 9 × 11 ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭/▯, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap Custom: max. 13.00" × 19.17" to min. 3.73" × 5.46" Wide Paper Tab Paper (only with the tab side ahead in output direction)
Available weight in the secondary (sub) tray		14 to 93 lb Bond
Dimensions		30.8 (W) × 28.4 (D) × 40.1 (H) inches
Weight		Approx. 242.5 lb
Power source		100 to 240 VAC, 5 VDC
Maximum power consumption		143 W or less

13.2.10 Saddle Stitcher SD-506

Name		SD-506
Type		Folding and stapling equipment with multi-folding and edge-trimming functions
Delivery modes	Secondary (sub) tray delivery	Deliver non-processed sheets to the secondary (sub) tray.
	Connective delivery	Deliver non-processed sheets to the finishing equipment.
	Fold & Staple	Output saddle-stitched sets to the fold & staple tray.
	Fold & Staple with Trimming	Output saddle-stitched and trimmed sets to the fold & staple tray.
	Multi Half-Fold	Output a sheet or set of paper folded in half to the fold & staple tray.
	Multi Half-Fold with Trimming	Output a sheet or set of paper half-folded and trimmed in the edge to the fold & staple tray.
	Multi Tri-Fold	Output a sheet or set of paper folded in three to the tri-fold tray.

Folding	Folding types	Multi Half- Fold, Multi Tri-Fold
	Paper sizes	• Multi Half Fold Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭, A4 ▭, B5 ▭, Foolscap Custom: max. 12.76" × 18.23" (324 mm × 463 mm) to min. 7.17" × 10.12" (182 mm × 257 mm) • Multi Tri-Fold Standard: 8.5 × 11 ▭, A4 ▭
	Paper weight	Multi Half Fold: 14 to 65 lb Bond Multi Tri-Fold: 14 to 24 lb Bond
	Number of sheets per folded set	Multi Half-Fold: 5 sheets (14 to 22 lb Bond) 3 sheets (23 to 34 lb Bond) 2 sheets (35 to 65 lb Bond) Multi Tri-Fold: 5 sheets (14 to 22 lb Bond) 3 sheets (23 to 24 lb Bond)
	Stack capacity	Multi Half-Fold: 30 sets (Fold & staple tray) Multi Tri-Fold: 20 sets (Tri-fold tray) Provided with full-load detection function
Folding and stapling/Trimming	Paper sizes	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭, A4 ▭, B5 ▭, Foolscap Custom: max. 12.76" × 18.23" (324 mm × 463 mm) to min. 7.17" × 10.12" (182 mm × 257 mm) Wide Paper
	Paper weight	14 to 65 lb Bond
	Binding pitch	Variable (3.54" to 6.50" (90 to 165 mm))
	Trimming capacity	100 sheets (50 sheets (21 lb Bond) × 2, or {49 sheets (21 lb Bond) + 1 (53 lb Bond)} × 2)
Straight delivery	Paper sizes	Standard: 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭/▯, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap, 9 × 11 ▯ Custom: max. 12.99" × 19.17" (331 mm × 488 mm) to min. 3.94" × 5.83" (95 mm × 139 mm) Wide Paper Tab Paper (only with the tab side ahead in output direction)
	Paper weight	14 to 93 lb Bond
Dimensions		46.0 (W) × 30.5 (D) × 48.1 (H) inches
Weight		Approx. 617.3 lb
Power source		100 to 240 VAC, 5 VDC
Maximum power consumption		270 W

13.2.11 Perfect Binder PB-503

Name		PB-503
Type		Console, hot-melt type perfect binder
Function	Perfect binding	Output perfect-bound books to the perfect binder tray.
	Secondary (sub) tray	Deliver non-processed sheets to the secondary (sub) tray.
	Connective delivery	Deliver non-processed sheets to another finishing equipment (**Finisher FS-532**).
Number of sheets per set		10 to 300 sheets, or within 30 mm thick 10 to 150 sheets, or within 15 mm thick for colored/matted paper Up to 4 sheets of z-folded insertions can be included in a set in duplex printing, up to 2 sheets in simplex printing.
Perfect binding	Paper sizes	• Body Standard: 8.5 × 11 ▭, 5.5 × 8.5 ▭/▯, A4 ▯, B5 ▯, A5 ▯ Custom: max. 12.06" × 8.68" to min. 5.46" × 8.27" • Cover Custom: max. 12.06" × 18.55" to min. 5.46" × 10.96"
	Paper weight	18 to 24 lb Bond for body 23 to 57 lb Bond for cover
	Paper types	Plain, Fine for body Fine, Coated for cover
	Stack capacity	• Perfect binder tray 1 set of maximum thickness (approx. 1.18"/30 mm) × 2 columns (approx. 6,600 sheets) The full-load detection function activated on perfect binder limits the capacity as follows in order to prevent the piled sets from collapsing. 10 to 30-sheet-bound set: 50 sets 31 to 150-sheet-bound set: 35 sets or until detected as full load 151 to 300-sheet-bound set: Until detected as full load • Cover tray 1,000 sheets (23 lb Bond) 500 sheets (57 lb Bond)
Delivery to the secondary tray	Paper sizes	Standard: 13 × 19 ▭, 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 9 × 11 ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭/▯, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap Custom: max. 13.00" × 19.17" to min. 3.73" × 5.46" Wide Paper Tab Paper (only with the tab side ahead in output direction)
	Paper weight	11 to 93 lb Bond
	Stack capacity	200 sheets (22 lb Bond) (with full-load detection function activated)
Warm-up time		Approx. 20 minutes
Dimensions		53.4 (W) × 30.5 (D) × 48.1 (H) inches
Weight		Approx. 595.2 lb
Power source		AC120 V 60 Hz, 5 VDC
Maximum power consumption		1,000 W or less

13.2.12 Finisher FS-532

Name		FS-532
Type		Staple-cut type stapling equipment
Delivery modes		Straight delivery, staple, shift
Output modes		Sort, Group, Offset Sort, Offset Group, Staple + Offset Sort, Staple + Offset Group, Staple
Staple position		Parallel stapling (in the front), 2-position stapling (pitch: 120 mm, 140 mm, 165 mm), 45-degree and parallel stapling (in the back)
Sort/Group	Output trays	Tray 1 (primary (main) tray), Tray 2 (secondary (sub) tray)
	Paper sizes	• Tray 1 (primary (main) tray) Large-sized paper: 12 × 18 ▭, 11 × 17 ▭, 13 × 19 ▭, 8.5 × 14 ▭, A3 ▭, B4 ▭, Foolscap, SRA3 ▭, SRA4 ▭/▯ Small-sized paper: 8.5 × 11 ▭/▯, 9 × 11 ▯, A4 ▭/▯, B5 ▭/▯ Extra-small sized paper: 5.5 × 8.5 ▯, A5 ▯ Custom: min. 3.73" × 5.26" to max. 13.00" × 19.17" Wide Paper: max. 12.76" × 18.07" Tab Paper (only with the tab side ahead in output direction) Straight delivery only: 13 × 19 ▭ • Tray 2 (secondary (sub) tray) Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 9 × 11 ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap, SRA3 ▭, SRA4 ▭/▯ Custom: min. 3.73" × 5.26" to max. 13.00" × 19.17" Wide Paper Tab Paper (only with the tab side ahead in output direction)
	Paper weight	11 to 93 lb Bond
Offset Sort/Offset Group	Output trays	Tray 1 (primary (main) tray)
	Paper sizes	Large-sized paper: 12 × 18 ▭, 11 × 17 ▭, 13 × 19 ▭, 8.5 × 14 ▭, A3 ▭, B4 ▭, Foolscap, SRA3 ▭, SRA4 ▭/▯ Small-sized paper: 8.5 × 11 ▭/▯, 9 × 11 ▯, A4 ▭/▯, B5 ▭/▯ Extra-small sized paper: 5.5 × 8.5 ▯, A5 ▯ Custom: min. 3.73" × 5.26" to max. 13.00" × 19.17" Wide Paper: max. 12.76" × 18.07" Tab Paper (only with the tab side ahead in output direction) Straight delivery only: 13 × 19 ▭
	Paper weight	14 to 93 lb Bond
Staple	Output trays	Tray 1 (primary (main) tray) Tray 2 (secondary (sub) tray) cannot be used.
	Paper sizes	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, 13 × 19 ▭, 9 × 11 ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭/▯, A4 ▭/▯, B5 ▯, A5 ▯, Foolscap Custom: min. 7.98" × 5.46" to max. 12.76"* × 18.23" *: Max. 12.57" in length for parallel stapling (in the back). Wide Paper Tab Paper (only with the tab side ahead in output direction) Using Z-Fold in combination (finished size): min. 8.25" × 8.25" to max. 11.98" × 8.99"
	Paper weight	14 to 80 lb Bond
Dimensions		21.38 (W)* × 42.04 (D) × 28.40 (H) inches * 31.36 inches: including Tray 2 When **Post Inserter PI-502** mounted: 21.38 (W) × 28.4 (D) × 45.56 (H) inches
Weight		Approx. 163.1 lb
Power source		24 VDC ± 10%
Power consumption		144 W or less

13.2.13 Saddle Stitcher SD-510 (Equipped in Finisher FS-532)

Name		SD-510
Type		Finishing equipment dedicated to the saddle-stitching function
Delivery modes	Fold & Staple	Output saddle-stitched sets.
	Multi Half-Fold	Output a sheet or set of paper folded in half.
	Multi Tri-Fold	Output a sheet or set of paper folded in three.
Fold & Staple	Paper size	Standard: 12 × 18 ◲, 11 × 17 ◲, 8.5 × 14 ◲, 8.5 × 11 ◲, A3 ◲, B4 ◲, A4 ◲ Wide paper Custom: min. 4.72" × 9.43" to max. 13.00" × 19.17"
	Paper weight	Body: 14 to 57 lb Bond Cover: 14 to 80 lb Bond
	Number of sheets per folded and stapled set	25 sheets: 14 to 16 lb Bond 20 sheets: 17 to 22 lb Bond 16 sheets: 23 to 24 lb Bond 5 sheets: 25 to 57 lb Bond A sheet of paper is normally counted as one for 14 to 57 lb Bond paper, while a sheet should be counted as five for 58 lb Bond or heavier. See page 3-7 for details.
	Staple position	2.36" to 5.83" (pitch between 2 staples)
Fold	Folding type	Multi Half-Fold, Multi Tri-Fold
	Paper size	• Multi Half-Fold Standard: 12 × 18 ◲, 11 × 17 ◲, 8.5 × 14 ◲, 8.5 × 11 ◲, A3 ◲, B4 ◲, A4 ◲ Wide paper Custom: min. 4.72" × 9.43" to max. 13.00" × 19.17" • Multi Tri-Fold 8.5 × 11 ◲, A4 ◲
	Paper type	Plain, Fine, Color specific Available paper types in tri-folding multiple sheets are only those recommended for **Finisher FS-532**. See page 13-13 for details.
	Paper weight	• Multi Half-Fold Body: 14 to 57 lb Bond Cover: 14 to 80 lb Bond • Multi Tri-Fold Body: 14 to 28 lb Bond For cover paper types in half-folding, see page 3-7. No covers can be attached to tri-folded sets.
	Number of sheets per folded set	• Multi Half-Fold 1 to 5 sheets: 14 to 57 lb Bond 1 sheet: 58 to 80 lb Bond • Multi Tri-Fold 1 to 3 sheets: 14 to 24 lb Bond 1 sheet: 25 to 28 lb Bond See page 3-7 for details.

Folder tray capacity	Large-sized paper (paper length 330 mm or more)	• Multi Half-Fold 1 to 5 sheets: 35 sets • Fold & Staple 2 to 5 sheets: 35 sets 6 to 10 sheets: 25 sets 11 to 25 sheets: 15 sets
	Small-sized paper (paper length 330 mm or less)*	• Multi Half-Fold 1 to 5 sheets: 35 sets • Fold & Staple 2 to 5 sheets: 35 sets 6 to 10 sheets: 25 sets 11 to 25 sheets: 15 sets • Multi Tri-Fold 1 sheet: 50 sets 2 sheets: 40 sets 3 sheets: 30 sets * No limit in capacity when the output tray edge stopper is released
Dimensions		11.1" (W) × 23.4" (D) × 20.8" (H)
Weight		Approx. 49.8 lb, Output tray: approx. 8.4 lb
Power source		24 VDC, 5 VDC (supplied from main body)
Power consumption		40 W or less

13.2.14 Punch Kit PK-522 (Equipped in Finisher FS-532)

Name	PK-522
Function	Punch file holes
Paper types	Not coated, Coated
Number of holes	2 or 3
Hole pitch	2 holes: 2.75 " ± 0.04" 3 holes: 4.25 " ± 0.04"
Hole diameter	0.31"
Hole position accuracy	0.21" or more
Maximum power consumption	30 W or less
Dimensions	Punch kit only: 6.1 (W) × 23.3 (D) × 7.1 (H) inches
Power source	24/5 VDC (supplied from main body)
Weight	Punch kit only: 9.9 lb

13.2.15 Post Inserter PI-502 (Mount Kit MK-732) (Equipped in Finisher FS-532)

Name		PI-502
Type		Cover paper feeding equipment
Function	Automatic	Feed paper into the finisher on receiving a command from the main body.
	Manual	Feed paper into the finisher on receiving a command manually sent from the control panel of the post inserter.
Paper sizes	Upper tray	Standard: 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, A4 ▭/▯, B5 ▭/▯, A5 ▯
	Lower tray	Standard: 12 × 18 ▭, 11 × 17 ▭, 8.5 × 14 ▭, 8.5 × 11 ▭/▯, 5.5 × 8.5 ▯, A3 ▭, B4 ▭, SRA4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯, Foolscap
Paper type		Plain, Recycled, Fine
Paper weight		14 to 53 lb Bond

Stack capacity	200 sheets (22 lb Bond) or within 30 mm thick for each of upper/lower tray
Dimensions	**Post Inserter PI-502** only: 20.08 (W) × 24.36 (D) × 8.64 (H) inches
Weight	Approx. 23.1 lb (Not including 6.61 lb of **Mount Kit MK-732**)
Power source	24/5 VDC supplied from main body
Maximum power consumption	30 W or less

13.2.16 Multi Puncher GP-501 (Die Set DS-501 to DS-507)

Name	GP-501
Speed	bizhub PRESS 1250: 120 sheets/min. bizhub PRESS 1052: 105 sheets/min.
Sheet size	8.5 × 11 ▯
Punch edge	11 inches
Paper weight	20 to 57 lb Bond (80 lb Cover)
Bypass sheet size/weight	Same as main body
Punch capacity	Single sheet
Power supply	115V, 60Hz, Single Phase
Electrical	BTUs/Hour 1100 BTU/HR Watts 322 W Amps 2.8 A
Safety	TUV/GS, CE
Dimensions	12 (W) × 30.5 (D) × 40 (H) inches
Weight	Approx. 170 lb
Shipping weight	Approx. 270 lb

13.2.17 Auto Ring Binder GP-502

Name	GP-502
Speed	bizhub PRESS 1250: 125 sheets/min. bizhub PRESS 1052: 105 sheets/min.
Sheet size	8.5 × 11 ▯
Bind edge	11 inches
Book size (sheets)	Smallest: 5 body sheets (20 lb Bond) + 2 covers (57 lb Bond) Largest: 100 body sheets (20 lb Bond) + 2 covers (57 lb Bond)
Paper weight	Body: 20 to 32 lb Bond Cover: 44 to 57 lb Bond Tabbed paper: 44 lb Bond max.
Bypass sheet size/weight	Same as main body
Punch capacity	Single sheet
Electrical	115 VAC 60 Hz, 2.2A
Safety	TUV/GS, CE
Dimensions	25.7 (W) × 37.1 (D) × 41.3 (H) inches
Weight	Approx. 403 lb
Shipping weight	Approx. 514 lb

13.2.18 Removable Hard Disk RH-101 (HDD Inner-case Kit HD-511)

Name	RH-101
Function	Management of removable HDD: Install the HDD for main body and for image controller to the **HDD Inner-case Kit HD-511**, then insert it to the **Removable Hard Disk RH-101**. The HDD for main body can be switched for each user, and also be stored separately from the main body in order to improve security.

Dimensions	**Removable Hard Disk RH-101**: 10.24 (W) × 5.91 (D) × 4.33 (H) inches **HDD Inner-case Kit HD-511**: 7.56 (W) × 4.92 (D) × 1.65 (H) inches
Weight	**Removable Hard Disk RH-101**: 5.33 lb **HDD Inner-case Kit HD-511**: 1.89 lb
Power source	12/5 VDC (supplied from main body)

13.2.19 Other Options

Other options provided for this machine are as listed below.

- **Authentication Unit (IC Card Type) AU-201**
- **Upgrade Kit UK-205**
- **Staple Kit SK-602** (for SD-510)
- **Staple Kit SK-703** (for FS-532)
- **Staple Cartridge RK953** (for SD-506)
- **Large Capacity Stacker Handcart LC-501**
- **Glue Chip GC-501**
- **Die Set DS-501 to DS-507**
- **Ring Binder Element RB-101** (for Black, Clear, White and Navy Blue)
- **Fusing Unit EF-102** (Envelope)

13.3 Incompatible Copy Conditions

13.3.1 Copy Conditions Incompatible with Basic Settings, Quality Adjustments, and Original Settings

Table of Functional Compatibility		Basic												Quality Adjustment										Original Setting					
		1>1	1>2	2>1	2>2	Using Original Glass	Using ADF	Auto Paper	Auto Zoom	x1.0	Manual Zoom	Preset Magnification	Image Rotation OFF *34	Density Setting	AES	Preset Density	Original Type (Text/Photo)	Original Type (Dot Matrix)	Original Type (Photo)	Original Type (Text)	Background Removal (+ side)	Background Removal (- side)	Text/Photo	Mixed	Z-Folded Orig.	Single Feed	Custom Size (except Full Area)	Custom Size (Full Area/Input Size)	Tab Paper Size
Basic	1>1	╲	○	○	○																								
	1>2	○	╲	○	○	*11																							
	2>1	○	○	╲	○	○																							▲
	2>2	○	○	○	╲	○																							▲
	Using Original Glass		*11	○	○	╲																			▲				
	Using ADF						╲																						
	Auto Paper							╲	●																			○	○
	Auto Zoom							●	╲	●	●	●																○	○
	x1.0								●	╲	●	●																	
	Manual Zoom								●	●	╲	●												*29					
	Preset Magnification								●	●	●	╲																	
	Image Rotation OFF *34												╲																
Quality Adjustment	Density Setting													╲	×	×													
	AES													×	╲	×													
	Preset Density													×		╲													
	Original Type (Text/Photo)																╲												
	Original Type (Dot Matrix)																	╲				*28							
	Original Type (Photo)																		╲										
	Original Type (Text)																			╲									
	Background Removal (+ side)																				╲								
	Background Removal (- side)																	*12				╲							
	Text/Photo																						╲						
Original Setting	Mixed																							╲	●	●	×	×	×
	Z-Folded Orig.					○																		●	╲	●	×	×	×
	Single Feed																							●	●	╲			
	Custom Size (except Full Area)																							×	×		╲	●	●
	Custom Size (Full Area/Input Size)							×	×															×	×		●	╲	●
	Tab Paper Size			▲	▲			×	×															×	×		●	●	╲

Table of Functional Compatibility		Output Setting																										
		Sort	Offset Sort: Output Position Switch *19	Offset Sort: Partition Paper Insertion,	Group	Offset Group: Output Position Switch *19	Offset Group: Partition Paper Insertion,	Corner Staple (Left Corner)	Corner Staple (Right Corner)	2 Position Staple (Top)	2 Position Staple (Left)	2 Position Staple (Right)	Fold & Staple	Multi Half-Fold	Multi Tri-Fold (Inside Print)	Multi Tri-Fold (Outside Print)	Trimming *7	Z-Fold	1-sheet Half-Fold (Inside Print)	1-sheet Half-Fold (Outside Print)	Tri-Fold-in (Inside Print)	Tri-Fold-in (Outside Print)	Tri-Fold-out (Inside Print)	Tri-Fold-out (Outside Print)	Double Parallel (Inside Print)	Double Parallel (Outside Print)	Gate (Inside Print)	Gate (Outside Print)
Basic	1>1																											
	1>2																											
	2>1																											
	2>2																											
	Using Original Glass																											
	Using ADF																											
	Auto Paper																											
	Auto Zoom																											
	x1.0																											
	Manual Zoom																											
	Preset Magnification																											
	Image Rotation OFF *34																											
Quality Adjustment	Density Setting																											
	AES																											
	Preset Density																											
	Original Type (Text/Photo)																											
	Original Type (Dot Matrix)																											
	Original Type (Photo)																											
	Original Type (Text)																											
	Background Removal (+ side)																											
	Background Removal (- side)																											
	Text/Photo																											
Original Setting	Mixed												×	×	×	×	×											
	Z-Folded Orig.																											
	Single Feed																											
	Custom Size (except Full Area)																											
	Custom Size (Full Area/Input Size)																											
	Tab Paper Size																											

Table of Functional Compatibility		Output Setting																Application												
		Punch (Right)	Punch (Left)	Punch (Top)	Multi Punch (Right)	Multi Punch (Left)	Multi Punch (Top)	Face Up	Face Down	1 to N	N to 1	Right & Left	Top	HDD Store	Perfect Bind	Ring Bind	Tandem	Program Job (After Selected)	Insert Sheet (Tray)	Insertion from PI	Front Cover (Tray)	Back Cover (Tray)	Front PI (Upper/Lower/PI-PFU)	Back PI (Upper/Lower/PI-PFU)	Chapters	Chapters (Print Insertion)	Combine	Booklet	Adhesive Binding	Insert Image
Basic	1>1																								○	○		○	○	
	1>2							×																						
	2>1																								○	○		○	○	
	2>2							×																						
	Using Original Glass																								*30	*30				▲
	Using ADF																													
	Auto Paper																		○		○	○				○	○	○	○	
	Auto Zoom																													
	x1.0																													
	Manual Zoom																													
	Preset Magnification																													
	Image Rotation OFF *34																													
Quality Adjustment	Density Setting																													
	AES																													
	Preset Density																													
	Original Type (Text/Photo)																													
	Original Type (Dot Matrix)																													
	Original Type (Photo)																													
	Original Type (Text)																													
	Background Removal (+ side)																													
	Background Removal (- side)																													
	Text/Photo																													
Original Setting	Mixed														*18	×		×	×		×	×			×	×	×	×	×	×
	Z-Folded Orig.																													
	Single Feed																								×	×	×	×	×	×
	Custom Size (except Full Area)																													
	Custom Size (Full Area/Input Size)																	▲									×	×	×	
	Tab Paper Size																		×	×	×	×			×	×	×	×	×	×

Table of Functional Compatibility		Application																					
		Book Copy	Neg. Pos. Reverse	Image Repeat	Auto Detect *8	Image Repeat	Frame Erase	Center Erase	Image Centering	Shift	Reduce & Shift	No Image Area Erase	All-image Area	Stamp (Preset Stamp)	Stamp (Page No.)	Stamp (Set Numbering)	Stamp (Date/Time)	Watermark	Watermark (Set Numbering)	Copy Protect	Annotation	Registered Overlay	Overlay *4
Basic	1>1																						
	1>2																						
	2>1			○	○				○			○											
	2>2			○	○				○			○											
	Using Original Glass																						
	Using ADF			○	○				●			▲											
	Auto Paper	○		○	○	○			○		○	○											○
	Auto Zoom	○		○	○				○			○											
	x1.0					○					○												
	Manual Zoom										○												
	Preset Magnification					○					○												
	Image Rotation OFF *34																						
Quality Adjustment	Density Setting																						
	AES																						
	Preset Density																						
	Original Type (Text/Photo)																						
	Original Type (Dot Matrix)																						
	Original Type (Photo)																						
	Original Type (Text)																						
	Background Removal (+ side)																						
	Background Removal (- side)																						
	Text/Photo																						
Original Setting	Mixed	×		×	×	×			×		×	×											×
	Z-Folded Orig.			×	×	×			×			×											
	Single Feed								×			×											
	Custom Size (except Full Area)				○							○											
	Custom Size (Full Area/Input Size)	×			○					×	×	×											
	Tab Paper Size	×			○							○											

None : Compatible (selectable)

× : Grayed out (including automatic release)

○ : Originally incompatible but selectable (Function last selected or in the top row has priority.)

▲ : Displays warning message.

● : Released automatically

- : Not specified

*4 Overlay is unavailable in Program Job.

*7 Trimming will be canceled automatically when the secondary (sub) tray is selected as an output tray.

*8 Selecting Auto in Image Repeat, No Image Area Erase will also be selected automatically. (No Image Area Erase cannot be canceled separately.)

*11 Separate Scan mode is selected automatically.

*12 If Dot Matrix is selected after Background Removal is adjusted to a minus level, the Background Removal will be restored to 0 automatically.

*18 Unavailable without Auto Paper and Z-Fold selected.

*19 Available with the stacker of large capacity stacker or the primary (main) tray of finisher selected as an output tray (grayed out with any other tray selected).

*28 Background Removal cannot be adjusted to a minus level.

*29 Selects x1.0 magnification if both [Original Glass AMS] and [Auto Zoom (ADF)] are set to OFF in [03 Copy Setting] - [02 Individual Function Change] of the Utility menu.

*30 Without Separate Scan mode selected, the message [Please close ADF unit] will be displayed.

*34 With the Image Rotation icon displayed on the screen, this function activates even if [Image Rotation OFF] is selected.

13.3.2 Copy Conditions Incompatible with Output Settings

Table of Functional Compatibility		Basic												Quality Adjustment										Original Setting					
		1>1	1>2	2>1	2>2	Using Original Glass	Using ADF	Auto Paper	Auto Zoom	x1.0	Manual Zoom	Preset Magnification	Image Rotation OFF *34	Density Setting	AES	Preset Density	Original Type (Text/Photo)	Original Type (Dot Matrix)	Original Type (Photo)	Original Type (Text)	Background Removal (+ side)	Background Removal (- side)	Text/Photo	Mixed	Z-Folded Orig.	Single Feed	Custom Size (except Full Area)	Custom Size (Full Area/Input Size)	Tab Paper Size
Output Setting	Sort																												
	Offset Sort: Output Position Switch *19																												
	Offset Sort: Partition Paper Insertion, Print Stop *19																												
	Group																												
	Offset Group: Output Position Switch *19																												
	Offset Group: Partition Paper Insertion, Print Stop *19																												
	Corner Staple (Left Corner)																												
	Corner Staple (Right Corner)																												
	2 Position Staple (Top)																												
	2 Position Staple (Left)																												
	2 Position Staple (Right)																												
	Fold & Staple																							○					
	Multi Half-Fold																							○					
	Multi Tri-Fold (Inside Print)																							○					
	Multi Tri-Fold (Outside Print)																							○					
	Trimming *7																							○					
	Z-Fold																												
	1-sheet Half-Fold (Inside Print)																												
	1-sheet Half-Fold (Outside Print)																												
	Tri-Fold-in (Inside Print)																												
	Tri-Fold-in (Outside Print)																												
	Tri-Fold-out (Inside Print)																												
	Tri-Fold-out (Outside Print)																												
	Double Parallel (Inside Print)																												
	Double Parallel (Outside Print)																												
	Gate (Inside Print)																												
	Gate (Outside Print)																												
	Punch (Right)																												
	Punch (Left)																												
	Punch (Top)																												
	Multi Punch (Right)																												
	Multi Punch (Left)																												
	Multi Punch (Top)																												
	Face Up																												
	Face Down																												
	1 to N																												
	N to 1																												
	Right & Left																												
	Top																												
	HDD Store																												
	Perfect Bind																							*18					
	Ring Bind																							×					
	Tandem																												

Table of Functional Compatibility		Output Setting																										
		Sort	Offset Sort: Output Position Switch *19	Offset Sort: Partition Paper Insertion,	Group	Offset Group: Output Position Switch *19	Offset Group: Partition Paper Insertion,	Corner Staple (Left Corner)	Corner Staple (Right Corner)	2 Position Staple (Top)	2 Position Staple (Left)	2 Position Staple (Right)	Fold & Staple	Multi Half-Fold	Multi Tri-Fold (Inside Print)	Multi Tri-Fold (Outside Print)	Trimming *7	Z-Fold	1-sheet Half-Fold (Inside Print)	1-sheet Half-Fold (Outside Print)	Tri-Fold-in (Inside Print)	Tri-Fold-in (Outside Print)	Tri-Fold-out (Inside Print)	Tri-Fold-out (Outside Print)	Double Parallel (Inside Print)	Double Parallel (Outside Print)	Gate (Inside Print)	Gate (Outside Print)
Output Setting	Sort		●	●	●	●	●																					
	Offset Sort: Output Position Switch *19	●			●	●	●						*20	*20	*20	*20	*20				*21	*21	*21	*21	*21	*21	*21	*21
	Offset Sort: Partition Paper Insertion, Print Stop *19	●			●	●	●						*20	*20	*20	*20	*20				*21	*21	*21	*21	*21	*21	*21	*21
	Group	●	●	●		●	●						*20	*20	*20	*20	*20											
	Offset Group: Output Position Switch *19	●	●	●	●								*20	*20	*20	*20	*20				*22	*22	*22	*22	*22	*22	*22	*22
	Offset Group: Partition Paper Insertion, Print Stop *19	●	●	●	●								*20	*20	*20	*20	*20				*22	*22	*22	*22	*22	*22	*22	*22
	Corner Staple (Left Corner)								●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●
	Corner Staple (Right Corner)							●		●	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●
	2 Position Staple (Top)							●	●		●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●
	2 Position Staple (Left)							●	●	●		●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●
	2 Position Staple (Right)							●	●	●	●		●	●	●	●	●		●	●	●	●	●	●	●	●	●	●
	Fold & Staple		×	×	×	×	×	●	●	●	●	●		●	●	●		●	●	●	●	●	●	●	●	●	●	●
	Multi Half-Fold		×	×	×	×	×	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Multi Tri-Fold (Inside Print)		×	×	×	×	×	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●	●	●	●
	Multi Tri-Fold (Outside Print)		×	×	×	×	×	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●	●	●
	Trimming *7		×	×	×	×	×	●	●	●	●	●		●	●	●		●	●	●	●	●	●	●	●	●	●	●
	Z-Fold												●	●	●	●	●		●	●	●	●	●	●	●	●	●	●
	1-sheet Half-Fold (Inside Print)							●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●
	1-sheet Half-Fold (Outside Print)							●	●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●	●
	Tri-Fold-in (Inside Print)		×	×		×	×	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●
	Tri-Fold-in (Outside Print)		×	×		×	×	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●	●
	Tri-Fold-out (Inside Print)		×	×		×	×	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●
	Tri-Fold-out (Outside Print)		×	×		×	×	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●	●
	Double Parallel (Inside Print)		×	×		×	×	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●
	Double Parallel (Outside Print)		×	×		×	×	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●
	Gate (Inside Print)		×	×		×	×	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●
	Gate (Outside Print)		×	×		×	×	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
	Punch (Right)							▲		▲	▲		●	●	●	●	●		●	●	●	●	●	●	●	●	●	●
	Punch (Left)								▲	▲		▲	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●
	Punch (Top)										▲	▲	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●
	Multi Punch (Right)							*36	*36	●	●	●	●	●	●	●	●	*37	●	●	●	●	●	●	●	●	●	●
	Multi Punch (Left)							*36	*36	●	●	●	●	●	●	●	●	*37	●	●	●	●	●	●	●	●	●	●
	Multi Punch (Top)							*36	*36	●	●	●	●	●	●	●	●	*37	●	●	●	●	●	●	●	●	●	●
	Face Up							×	×	×	×	×			*13	*13	×	×										
	Face Down														*13	*13												
	1 to N														*13	*13												
	N to 1							×	×	×	×	×	×	×	*13	*13	×	×	×	×	×	×	×	×	×	×	×	×
	Right & Left									▲																		
	Top										▲	▲																
	HDD Store																											
	Perfect Bind		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×		×	×	×	×	×	×	×	×	×	×
	Ring Bind		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×
	Tandem		×	×	×	×	×																					

Table of Functional Compatibility		Output Setting																Application												
		Punch (Right)	Punch (Left)	Punch (Top)	Multi Punch (Right)	Multi Punch (Left)	Multi Punch (Top)	Face Up	Face Down	1 to N	N to 1	Right & Left	Top	HDD Store	Perfect Bind	Ring Bind	Tandem	Program Job (After Selected)	Insert Sheet (Tray)	Insertion from PI	Front Cover (Tray)	Back Cover (Tray)	Front PI (Upper/Lower/PI-PFU)	Back PI (Upper/Lower/PI-PFU)	Chapters	Chapters (Print Insertion)	Combine	Booklet	Adhesive Binding	Insert Image
Output Setting	Sort																													
	Offset Sort: Output Position Switch *19														×	×														
	Offset Sort: Partition Paper Insertion, Print Stop *19														×	×														
	Group														×	×	*20	*23	○	*23						*23	*23			*23
	Offset Group: Output Position Switch *19														×	×	*20	*23	○	*24						*24	*23			*23
	Offset Group: Partition Paper Insertion, Print Stop *19														×	×	*20	*23	○	*24						*24	*23			*23
	Corner Staple (Left Corner)	▲			*36	*36	*36	×			×				×	×												×	×	
	Corner Staple (Right Corner)		▲		*36	*36	*36	×			×				×	×												×	×	
	2 Position Staple (Top)	▲	▲		●	●	●	×			×	▲			×	×												×	×	
	2 Position Staple (Left)	▲		▲	●	●	●	×			×		▲		×	×												×	×	
	2 Position Staple (Right)		▲	▲	●	●	●	×			×		▲		×	×												×	×	
	Fold & Staple	●	●	●	●	●	●	×			×				×	×		○				×		×					×	
	Multi Half-Fold	●	●	●	●	●	●	×			×				×	×		○				×		×					×	
	Multi Tri-Fold (Inside Print)	●	●	●	●	●	●	*13	*13	*13	*13				×	×		○				×		×			○	○	○	
	Multi Tri-Fold (Outside Print)	●	●	●	●	●	●	*13	*13	*13	*13				×	×		○				×		×			○	○	○	
	Trimming *7	●	●	●	●	●	●	×			×				×	×		×												
	Z-Fold				*37	*37	*37	×			×					×														
	1-sheet Half-Fold (Inside Print)	●	●	●	●	●	●				×				×	×														
	1-sheet Half-Fold (Outside Print)	●	●	●	●	●	●				×				×	×														
	Tri-Fold-in (Inside Print)	●	●	●	●	●	●				×				×	×														
	Tri-Fold-in (Outside Print)	●	●	●	●	●	●				×				×	×														
	Tri-Fold-out (Inside Print)	●	●	●	●	●	●				×				×	×														
	Tri-Fold-out (Outside Print)	●	●	●	●	●	●				×				×	×														
	Double Parallel (Inside Print)	●	●	●	●	●	●				×				×	×														
	Double Parallel (Outside Print)	●	●	●	●	●	●				×				×	×														
	Gate (Inside Print)	●	●	●	●	●	●				×				×	×														
	Gate (Outside Print)	●	●	●	●	●	●				×				×	×														
	Punch (Right)		●	●	●	●	●	×			×		▲		×	×												×	×	
	Punch (Left)	●		●	●	●	●	×			×		▲		×	×												×	×	
	Punch (Top)	●	●		●	●	●	×			×	▲			×	×												×	×	
	Multi Punch (Right)	●	●	●		●	●	×			×		▲		×	×												×	×	
	Multi Punch (Left)	●	●	●	●		●	×			×		▲		×	×												×	×	
	Multi Punch (Top)	●	●	●	●	●		×			×	▲			×	×												×	×	
	Face Up	×	×	×	×	×	×		●						×	×														
	Face Down							●			○																			
	1 to N																													
	N to 1	×	×	×	×	×	×		×						×	×				×			×	×						
	Right & Left			▲			▲									●														
	Top	▲	▲		▲	▲										●														
	HDD Store																													
	Perfect Bind	×	×	×	×	×	×	×			×					×		*16			*17	*17	*17	*17			×	×	×	*16
	Ring Bind	×	×	×	×	×	×	×			×	×	×		×			×					*38	*38				×	×	
	Tandem																													

Table of Functional Compatibility		Application																					
		Book Copy	Neg. Pos. Reverse	Image Repeat	Auto Detect *8	Image Repeat	Frame Erase	Center Erase	Image Centering	Shift	Reduce & Shift	No Image Area Erase	All-image Area	Stamp (Preset Stamp)	Stamp (Page No.)	Stamp (Set Numbering)	Stamp (Date/Time)	Watermark	Watermark (Set Numbering)	Copy Protect	Annotation	Registered Overlay	Overlay *4
Output Setting	Sort																						
	Offset Sort: Output Position Switch *19																						
	Offset Sort: Partition Paper Insertion, Print Stop *19																						
	Group																						
	Offset Group: Output Position Switch *19																						
	Offset Group: Partition Paper Insertion, Print Stop *19																						
	Corner Staple (Left Corner)			*35																			
	Corner Staple (Right Corner)			*35																			
	2 Position Staple (Top)			*35																			
	2 Position Staple (Left)			*35																			
	2 Position Staple (Right)			*35																			
	Fold & Staple	*6	○																				
	Multi Half-Fold	*6	○																				
	Multi Tri-Fold (Inside Print)	○	×	○	○	○																	
	Multi Tri-Fold (Outside Print)	○	×	○	○	○																	
	Trimming *7	*6	○																				
	Z-Fold																						
	1-sheet Half-Fold (Inside Print)																						
	1-sheet Half-Fold (Outside Print)																						
	Tri-Fold-in (Inside Print)																						
	Tri-Fold-in (Outside Print)																						
	Tri-Fold-out (Inside Print)																						
	Tri-Fold-out (Outside Print)																						
	Double Parallel (Inside Print)																						
	Double Parallel (Outside Print)																						
	Gate (Inside Print)																						
	Gate (Outside Print)																						
	Punch (Right)			*14																			
	Punch (Left)			*14																			
	Punch (Top)			*14																			
	Multi Punch (Right)			*14																			
	Multi Punch (Left)			*14																			
	Multi Punch (Top)			*14																			
	Face Up																						
	Face Down																						
	1 to N																						
	N to 1																						
	Right & Left																						
	Top																						
	HDD Store																						
	Perfect Bind			×	×	×																	
	Ring Bind																						
	Tandem																						

None	: Compatible (selectable)
×	: Grayed out (including automatic release)
○	: Originally incompatible but selectable (Function last selected or in the top row has priority.)
▲	: Displays warning message.
●	: Released automatically
-	: Not specified

*4	Overlay is unavailable in Program Job.
*6	Available only with Booklet selected. Without Booklet selected (disabled), Book Copy or the function last selected has priority for the combination of Book Copy and Fold & Staple (or Multi Half-Fold), and the Fold & Staple (Multi Half-Fold) key will be grayed out.
*7	Trimming will be canceled automatically when the secondary (sub) tray is selected as an output tray.
*8	Selecting Auto in Image Repeat, No Image Area Erase will also be selected automatically. (No Image Area Erase cannot be canceled separately.)
*13	Multi Tri-Fold is selectable irrespective of Face/Order selections (Multi Tri-Fold has priority when selected last). With Inside Print selected: 1 to N and Face Up (or Face Down in duplex printing) will be selected automatically. With Outside Print selected: N to 1 and Face Down will be selected automatically.
*14	Only 2 Repeat (including designated order mode) is unavailable.
*16	Unavailable when a main body tray is selected as the cover source.
*17	Available only when the cover tray of perfect binder is used.
*18	Unavailable without Auto Paper and Z-Fold selected.
*19	Available with the stacker of large capacity stacker or the primary (main) tray of finisher selected as an output tray (grayed out with any other tray selected).
*20	Selects Sort; Offset Sort, Group, and Offset Group are grayed out.
*21	Selects Sort; Offset Sort and Offset Group are grayed out.
*22	Selects Group; Offset Sort and Offset Group are grayed out.
*34	With the Image Rotation icon displayed on the screen, this function activates even if [Image Rotation OFF] is selected.
*35	Only 2 Repeat in designated order mode is unavailable.
*36	Released automatically. However, a certain setting may allow the use of both functions. Contact your service representative for details.
*37	Released automatically. However, a certain setting may allow the use of both functions. Contact your service representative for details.
*38	PI-PFU is available, while upper and lower trays are unavailable.

13.3.3 Copy Conditions Incompatible with Applications

Table of Functional Compatibility		Basic												Quality Adjustment										Original Setting					
		1>1	1>2	2>1	2>2	Using Original Glass	Using ADF	Auto Paper	Auto Zoom	x1.0	Manual Zoom	Preset Magnification	Image Rotation OFF *34	Density Setting	AES	Preset Density	Original Type (Text/Photo)	Original Type (Dot Matrix)	Original Type (Photo)	Original Type (Text)	Background Removal (+ side)	Background Removal (- side)	Text/Photo	Mixed	Z-Folded Orig.	Single Feed	Custom Size (except Full Area)	Custom Size (Full Area/Input Size)	Tab Paper Size
Application	Program Job (After Selected)																							×		○		▲	
	Insert Sheet (Tray)							×																×					×
	Insertion from PI																												×
	Front Cover (Tray)																							×					×
	Back Cover (Tray)																							×					×
	Front PI (Upper/Lower/PI-PFU)																												
	Back PI (Upper/Lower/PI-PFU)																												
	Chapters	×		×																				×		○			×
	Chapters (Print Insertion)	×		×				×																×		○			×
	Combine							×																×		○		×	×
	Booklet	×		×				×																×		○		×	×
	Adhesive Binding	×		×				×																×		○		×	×
	Insert Image					▲																		×		○			×
	Book Copy							×	×															×				×	×
	Neg. Pos. Reverse																												
	Image Repeat			×	×		×	×	×															×	×				
	Auto Detect *8			×	×		×	×	×															×	×			×	
	Image Repeat							×																×	×				
	Frame Erase																												
	Center Erase																												
	Image Centering			×	×			×	×															×	×	○			
	Shift																											×	
	Reduce & Shift							×		×	×	×												×				×	
	No Image Area Erase			×	×		●	×	×															×	×	○		×	
	All-image Area																												
	Stamp (Preset Stamp)																												
	Stamp (Page No.)																												
	Stamp (Set Numbering)																												
	Stamp (Date/Time)																												
	Watermark																												
	Watermark (Set Numbering)																												
	Copy Protect																												
	Annotation																												
	Registered Overlay																												
	Overlay *4																												

Table of Functional Compatibility		Output Setting																										
		Sort	Offset Sort: Output Position Switch *19	Offset Sort: Partition Paper Insertion, Print Stop *19	Group	Offset Group: Output Position Switch *19	Offset Group: Partition Paper Insertion, Print Stop *19	Corner Staple (Left Corner)	Corner Staple (Right Corner)	2 Position Staple (Top)	2 Position Staple (Left)	2 Position Staple (Right)	Fold & Staple	Multi Half-Fold	Multi Tri-Fold (Inside Print)	Multi Tri-Fold (Outside Print)	Trimming *7	Z-Fold	1-sheet Half-Fold (Inside Print)	1-sheet Half-Fold (Outside Print)	Tri-Fold-in (Inside Print)	Tri-Fold-in (Outside Print)	Tri-Fold-out (Inside Print)	Tri-Fold-out (Outside Print)	Double Parallel (Inside Print)	Double Parallel (Outside Print)	Gate (Inside Print)	Gate (Outside Print)
Application	Program Job (After Selected)				×	×	×						×	×	×	×	×											
	Insert Sheet (Tray)				×	×	×																					
	Insertion from PI				×	×	×																					
	Front Cover (Tray)																											
	Back Cover (Tray)																											
	Front PI (Upper/Lower/PI-PFU)												*1	*1	*1	*1												
	Back PI (Upper/Lower/PI-PFU)												*1	*1	*1	*1												
	Chapters																											
	Chapters (Print Insertion)				×	×	×																					
	Combine				×	×	×								×	×												
	Booklet							×	×	×	×	×			×	×												
	Adhesive Binding							×	×	×	×	×	×	×	×	×	×											
	Insert Image				×	×	×																					
	Book Copy												*6	*6	×	×	*6											
	Neg. Pos. Reverse												×	×	×	×	×											
	Image Repeat							*35	*35	*35	*35	*35			×	×												
	Auto Detect *8														×	×												
	Image Repeat														×	×												
	Frame Erase																											
	Center Erase																											
	Image Centering																											
	Shift																											
	Reduce & Shift																											
	No Image Area Erase																											
	All-image Area																											
	Stamp (Preset Stamp)																											
	Stamp (Page No.)																											
	Stamp (Set Numbering)																											
	Stamp (Date/Time)																											
	Watermark																											
	Watermark (Set Numbering)																											
	Copy Protect																											
	Annotation																											
	Registered Overlay																											
	Overlay *4																											

Table of Functional Compatibility		Output Setting																Application												
		Punch (Right)	Punch (Left)	Punch (Top)	Multi Punch (Right)	Multi Punch (Left)	Multi Punch (Top)	Face Up	Face Down	1 to N	N to 1	Right & Left	Top	HDD Store	Perfect Bind	Ring Bind	Tandem	Program Job (After Selected)	Insert Sheet (Tray)	Insertion from PI	Front Cover (Tray)	Back Cover (Tray)	Front PI (Upper/Lower/PI-PFU)	Back PI (Upper/Lower/PI-PFU)	Chapters	Chapters (Print Insertion)	Combine	Booklet	Adhesive Binding	Insert Image
Application	Program Job (After Selected)														*16	×			×	×	×	×			×	×	×	×	×	×
	Insert Sheet (Tray)																	×									×	×	×	×
	Insertion from PI										×							×									×	×	×	×
	Front Cover (Tray)														*17			×									×	×	×	×
	Back Cover (Tray)														*17			×									×	×	×	×
	Front PI (Upper/Lower/PI-PFU)										×				*17	*38														
	Back PI (Upper/Lower/PI-PFU)										×				*17	*38														
	Chapters																	×								●	×			×
	Chapters (Print Insertion)																	×							●		×	×	×	×
	Combine														×			×	×	×	×	×			×	×		×	×	×
	Booklet	×	×	×	×	×	×								×	×		×	×	×	×	×				×	×		●	
	Adhesive Binding	×	×	×	×	×	×								×	×		×	×	×	×	×				×	×	●		
	Insert Image														*16			×	×	×	×	×			×	×	×			
	Book Copy																	×	×	×	×	×					×			×
	Neg. Pos. Reverse																													
	Image Repeat	*14	*14	*14	*14	*14	*14								×				×	×	×	×			×	×	×	×	×	×
	Auto Detect *8														×				×	×	×	×			×	×	×	×	×	×
	Image Repeat														×			*15							×	×	×	×	×	×
	Frame Erase																													
	Center Erase																													
	Image Centering																		×	×	×	×								×
	Shift																													
	Reduce & Shift																													
	No Image Area Erase																		×	×	×	×			×	×	×	×	×	×
	All-image Area																													
	Stamp (Preset Stamp)																										*2			
	Stamp (Page No.)																										*2			
	Stamp (Set Numbering)																										*2			
	Stamp (Date/Time)																										*2			
	Watermark																										*2			
	Watermark (Set Numbering)																										*2			
	Copy Protect																										*2			
	Annotation																													×
	Registered Overlay																										*32			
	Overlay *4																	×	×	×	×	×					×			×

Table of Functional Compatibility		Application																					
		Book Copy	Neg. Pos. Reverse	Image Repeat	Auto Detect *8	Image Repeat	Frame Erase	Center Erase	Image Centering	Shift	Reduce & Shift	No Image Area Erase	All-image Area	Stamp (Preset Stamp)	Stamp (Page No.)	Stamp (Set Numbering)	Stamp (Date/Time)	Watermark	Watermark (Set Numbering)	Copy Protect	Annotation	Registered Overlay	Overlay *4
Application	Program Job (After Selected)	×				*15																	×
	Insert Sheet (Tray)	×		×	×				×			×											×
	Insertion from PI	×		×	×				×			×											×
	Front Cover (Tray)	×		×	×							×											×
	Back Cover (Tray)	×		×	×							×											×
	Front PI (Upper/Lower/PI-PFU)																						
	Back PI (Upper/Lower/PI-PFU)																						
	Chapters			×	×	×						×											
	Chapters (Print Insertion)			×	×	×						×											
	Combine	×		×	×	×						×		*2	*2	*2	*2	*2	*2	*2		*2	×
	Booklet			×	×	×						×											
	Adhesive Binding			×	×	×						×											
	Insert Image	×		×	×	×			×			×									×		×
	Book Copy			×	×	×					×										*31		×
	Neg. Pos. Reverse			×	×	×						×	×	×	×	×	×	×	×	×		×	
	Image Repeat	×	×		●	●	×	×	×		×	×		×	×	×	×	×	×	×		×	×
	Auto Detect *8	×	×	●		●	×	×	×		×	*8	×	×	×	×	×	×	×	×		×	×
	Image Repeat	×	×	●	●		×	×	×		×	×		*2	*2	*2	*2	*2	*2	*2		*33	×
	Frame Erase			×	×	×							×										
	Center Erase			×	×	×							×										
	Image Centering			×	×	×				×	×												×
	Shift								×		●												
	Reduce & Shift	×		×	×	×			×	●		×											×
	No Image Area Erase		×	×		×					×		×										
	All-image Area		×		×		×	×				×											
	Stamp (Preset Stamp)		×	×	×	*2												●				●	●
	Stamp (Page No.)		×	×	×	*2																	
	Stamp (Set Numbering)		×	×	×	*2													●	●		●	●
	Stamp (Date/Time)		×	×	×	*2																	
	Watermark		×	×	×	*2								●					●	●		●	●
	Watermark (Set Numbering)		×	×	×	*2										●		●		●		●	●
	Copy Protect		×	×	×	*2										●		●	●			●	●
	Annotation	*31																					
	Registered Overlay		×	×	×	*33								●		●		●	●	●			●
	Overlay *4	×		×	×	×			×		×			●		●		●	●	●		●	

None : Compatible (selectable)

× : Grayed out (including automatic release)

○ : Originally incompatible but selectable (Function last selected or in the top row has priority.)

▲ : Displays warning message.

● : Released automatically

- : Not specified

*1 Back cover is unavailable. (A message displays when unavailable.)

*2 2 in 1 or 2 Repeat only is available. 4 in 1 is available only for Page No. of Stamp. (Grayed out when unavailable.)

*4 Overlay is unavailable in Program Job.

*6 Available only with Booklet selected. Without Booklet selected (disabled), Book Copy or the function last selected has priority for the combination of Book Copy and Fold & Staple (or Multi Half-Fold), and the Fold & Staple (Multi Half-Fold) key will be grayed out.

*7 Trimming will be canceled automatically when the secondary (sub) tray is selected as an output tray.

*8 Selecting Auto in Image Repeat, No Image Area Erase will also be selected automatically. (No Image Area Erase cannot be canceled separately.)

*14 Only 2 Repeat (including designated order mode) is unavailable.

*15 Only 2 Repeat (including designated order mode) is available.

*16 Unavailable when a main body tray is selected as the cover source.

*17 Available only when the cover tray of perfect binder is used.

*19 Available with the stacker of large capacity stacker or the primary (main) tray of finisher selected as an output tray (grayed out with any other tray selected).

*31 With [Front/Back With Cover] of Book Copy selected, Annotation will be grayed out. Also, with Annotation selected, [Front/Back With Cover] of Book Copy will be grayed out.

*32 2 in 1 or 2 Repeat only is available. 4 in 1 is available only for Page No. of Stamp. (Grayed out when unavailable.)

*33 With any mode other than 2 Repeat selected, Registered Overlay will be grayed out. Also, with Registered Overlay selected, any mode except 2 Repeat will be grayed out.

*34 With the Image Rotation icon displayed on the screen, this function activates even if [Image Rotation OFF] is selected.

*35 Only 2 Repeat in designated order mode is unavailable.

14 Index

14 Index

14.1 Index by item

14.2 Index by button

KONICA MINOLTA

http://konicaminolta.com

A4EU9551-CO-00

2012. 4