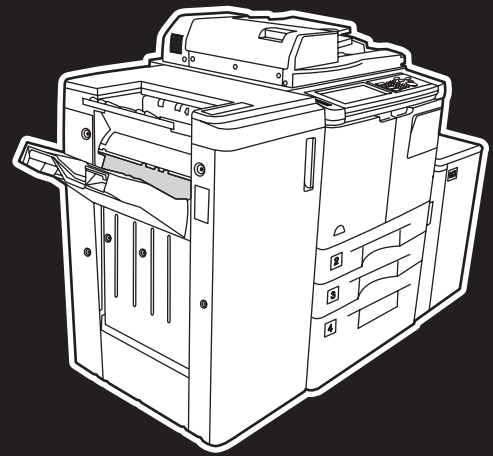




i n v e n t



hp LaserJet 9055 mfp  
hp LaserJet 9065 mfp



system  
administrator  
guide



hp LaserJet 9055mfp/9065mfp

**system administrator guide**

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Welcome to the HP LaserJet 9055mfp/9065mfp. The following topics relate to general product information and provide tips on using this manual.

## Key operator functions

Custom settings can be made by the key operator or anyone who is responsible for the MFP. Access to the key operator mode may require a key operator password. For more information, see “Key operator mode” on page 163.

## MFP service, repairs, and supplies

MFP service and repairs should be performed only by an authorized HP service representative. To maintain personal safety and to avoid MFP damage, never disassemble the MFP for any reason. To ensure optimal copy quality, use only supplies that are recommended by HP. For convenience, see “Service, repairs, and supplies” on page 197 to record all service, repair, and supply contact information.

## Help mode

Help can be obtained for any function or mode that is displayed on the screen by pressing the HELP button on the control panel.

## Product overview

The MFP can be used as a standalone digital copier or as a high-speed network printer when connected to the optional HP Print Controller.

HP Digital Technology enables you to perform the following tasks:

- feed originals only once to make multiple copies
- store images in memory
- create chapters and booklets
- insert covers and images
- enhance photos and images, and improve text image quality
- overlay stamp, watermark, or scanned images on the scanned originals
- reduce toner consumption and produce cleaner copies
- organize images into booklet format
- insert images scanned from the glass into a set scanned from the automatic document feeder
- check copying conditions and produce a proof copy before making multiple copied sets
- confirm the current MFP status
- select multiple sort, group, staple, and fold modes using the optional Stapler/Stacker and Multi-function finisher (Q3633A/Q3634A)
- set reserve jobs to make copies of different types in succession
- store image data in a hard disk (optional) for future printing

## Features

### MFP features

#### Standard equipment

- MFP with 4 paper trays (100/500/500/1,500 sheets)
- Automatic Document Feeder (ADF)
- Automatic Duplex Unit (ADU)

### Optional equipment

- Stapler/Stacker (Q3633A) equipped with 2 exit trays
  - Secondary tray: 4 output types can be specified on the `Select finisher mode menu`
    - face-down non-sort exit
    - face-up non-sort exit
    - face-down group exit
    - face-up group exit
  - Primary tray supports 4 output types
    - sort exit
    - staple sort exit
    - non-sort exit
    - group exit
- Multi-function Finisher (Q3634A) is equipped with 3 exit trays
  - Secondary tray supports 4 output types
    - face-down non-sort exit
    - face-up non-sort exit
    - face-down group exit
    - face-up group exit
  - Primary tray supports 4 output types
    - sort exit
    - staple sort exit
    - non-sort exit
    - group exit
  - Booklet tray: stapled and folded or simply folded booklets are delivered to this tray
- Punch Kit creates 2-hole (Q3689A), 4-hole Swedish (Q3691A), 3-hole (Q3635A), and 4-hole (Q3690A) punches in output copies
- Post Inserter(Q3636A)
- High capacity input (HCI) tray (Q3637A) (4,000 sheets letter/A4)
- High capacity input (HCI) tray (Q3638A) (4,000 sheets ledger/A3)
- Print Kit (Q3639A)
- Copy controller hard disk (Q3642A)



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## User instructions

The following pages include important safety information, which you must read and understand before you attempt to operate the MFP. If you have any concerns about safety matters, please contact your service representative.

## MFP safety labels

MFP safety labels are attached to the internal area of the MFP. The purpose of safety labels is to alert you of imminent or potentially hazardous situations or conditions. Be sure to heed all safety label information. If any safety label is removed or becomes illegible due to soilage, etcetera, please contact your service representative for replacements.

To avoid injury, *do not* touch any part of the MFP that contains a warning or caution label.

*Do not remove WARNING or CAUTION labels.* If any label is removed, please contact your service representative for replacements.

Clean labels as needed to maintain legibility. If cleaning does not render the label legible, please contact your service representative for label replacements.

The following standard safety categories are commonly used on product labelling.



Warning indicates a potentially hazardous situation, which, if not avoided, could result in death or serious injury.



Caution indicates a potentially hazardous situation, which, if not avoided, may result in minor or moderate bodily injury.

The following standard callouts are used extensively throughout this guide.

---

### WARNING!

---

Warning messages alert the reader to a specific procedure or practice which, if not followed correctly, could cause personal injury or catastrophic loss of data or equipment.

---

### CAUTION

---

Caution messages appear before procedures which, if not observed, could result in loss of data or damage to equipment

---

### Note

---

Notes contain important information.



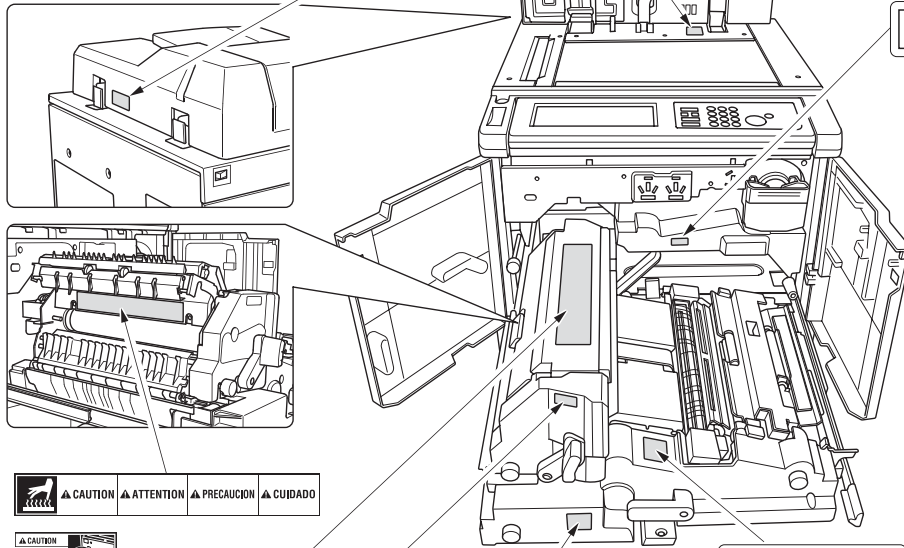
**CAUTION**  
**DO NOT INSERT**  
 your finger into the  
 2 RADF hinge  
 portions;  
 otherwise you may  
 be injured.

▲ CAUTION  
 ▲ ATTENTION  
 ▲ PRECAUCION  
 ▲ CUIDADO

▲ CAUTION  
 ▲ ATTENTION  
 ▲ PRECAUCION  
 ▲ CUIDADO

**WARNING**  
 This area generates  
 high voltage. If touched,  
 electrical shock may  
 occur. **DO NOT TOUCH.**

▲ CAUTION  
 ▲ ATTENTION  
 ▲ PRECAUCION  
 ▲ CUIDADO



▲ CAUTION ▲ ATTENTION ▲ PRECAUCION ▲ CUIDADO

▲ CAUTION  
 ▲ ATTENTION  
 ▲ PRECAUCION  
 ▲ CUIDADO

**CAUTION**  
 High temperature!  
 Do not touch.  
 Use care when clear-  
 ing paper.

**ATTENTION**  
 Température élevée!  
 Risque de brûlure.  
 Soyez prudent en  
 retirant la feuille  
 coincée.

**PRECAUCION**  
 Temperatura alta!  
 No tocar.  
 Tener cuidado al  
 remover el papel.

**CUIDADO**  
 Alta temperatura!  
 Não toque!  
 Tenha cuidado ao  
 remover o papel.

▲ CAUTION  
 ▲ ATTENTION  
 ▲ PRECAUCION  
 ▲ CUIDADO

**CAUTION**  
 The fixing unit is  
 very hot. To avoid  
 getting burned, **DO  
 NOT TOUCH.**

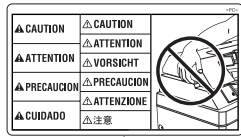
▲ CAUTION  
 ▲ ATTENTION  
 ▲ PRECAUCION  
 ▲ CUIDADO

**CAUTION**  
 The conveyance fixing  
 unit is heavy. Use care  
 and draw it out gently;  
 otherwise you may be  
 injured.

▲ CAUTION  
 ▲ ATTENTION  
 ▲ PRECAUCION  
 ▲ CUIDADO

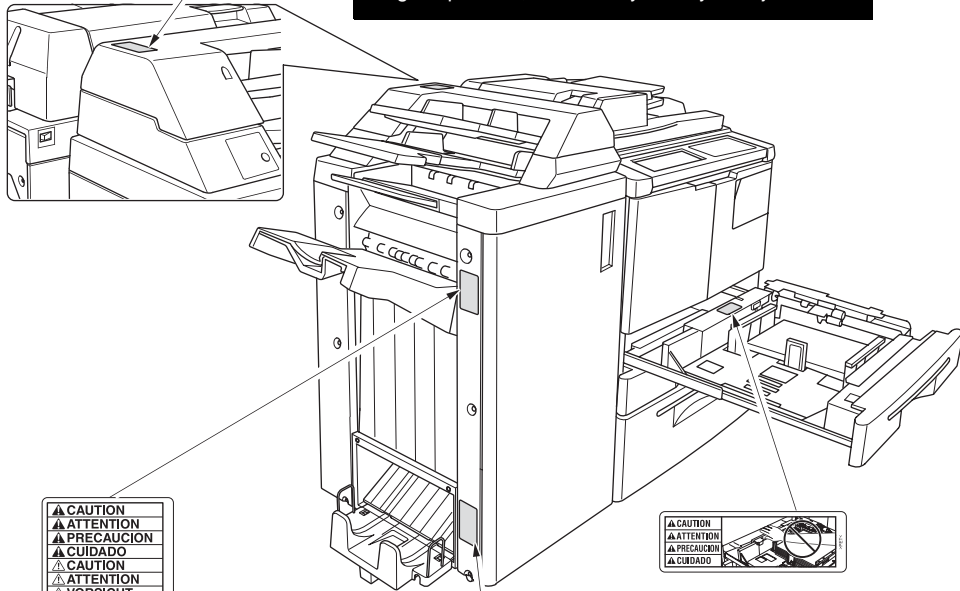
**CAUTION**

**DO NOT** put your hand  
 between the main body and developing  
 fixing unit; otherwise you may  
 be injured.



**! CAUTION**

**DO NOT** insert your finger into the bottom of the upper part of the feeder when returning to its original position; otherwise you may be injured.



**! CAUTION**

Use care after opening the paper exit outlet. **DO NOT** put your hand into it; otherwise you may be injured.



**! CAUTION**

**DO NOT** put your hand between the main body and tray; otherwise you may be injured.



**! CAUTION**

Inside the lower paper exit outlet is the roller drive unit. **DO NOT** put your hand into it; otherwise you may be injured.

# Environmental Product Stewardship Program

## Protecting the environment

Hewlett-Packard Company is committed to providing quality products in an environmentally sound manner. This product has been designed with several attributes to minimize impacts on our environment.

### Ozone protection

This product contains an ozone filter to protect indoor air quality. The ozone filter should be replaced every 250,000 pages during preventive maintenance.

### Power consumption

Power usage drops significantly while in Sleep mode, which saves natural resources and saves money without affecting the high performance of this product. This product qualifies for ENERGY STAR® (Version 1.0), which is a voluntary program to encourage the development of energy-efficient office products.



ENERGY STAR® is a U.S. registered mark. As an ENERGY STAR Partner, Hewlett-Packard Company has determined that this product meets ENERGY STAR (Version 1.0) Guidelines for energy efficiency. For more information, see <http://www.energystar.gov/>.

### Paper use

This product's automatic duplex capability can reduce paper usage and the resulting demands on natural resources.

### Plastics

Plastic parts over 25 grams are marked according to international standards that enhance the ability to identify plastics for recycling purposes at end-of-life.

### Paper

This product is capable of using recycled papers when the paper meets the guidelines outlined in the *Print Guide*. This product is suitable for the use of recycled paper according to EN 12281:2000.

### Material restrictions

This HP product contains mercury in the fluorescent lamp on the liquid crystal display control panel that may require special handling at end-of-life.

This HP product contains lead in solder that may require special handling at end-of-life.

This HP product contains a lithium battery located on the memory board unit that may require special handling at end-of-life.



For recycling information, you can contact <http://www.hp.com/go/recycle> or contact your local authorities or the Electronics Industries Alliance at <http://www.eiae.org/>.

## Material safety data sheet

Material Safety Data Sheets (MSDS) can be obtained by contacting the HP LaserJet printer supplies website at <http://www.hp.com/go/msds>.

## For more information

To obtain information about these environmental topics:

- product environmental profile sheet for this and many related HP products
- commitment to the environment
- environmental management system
- end-of-life product return and recycling program
- MSDS

Visit <http://www.hp.com/go/environment> or <http://www.hp.com/hpinfo/community/environment>

# Declaration of Conformity

<b>Declaration of Conformity</b>	
according to ISO/IEC Guide 22 and EN 45014	
<b>Manufacturer's Name:</b>	Hewlett-Packard Company
<b>Manufacturer's Address:</b>	11311 Chinden Boulevard Boise, ID, 83714-1021, USA
<b>declares that the product</b>	
<b>Product Name:</b>	HP LaserJet 9055mfp / 9065mfp
<b>Product Numbers:</b>	Q3631A, Q3632A
<b>Product Options:</b>	ALL
<b>conforms to the following Product Specifications:</b>	
<b>Safety:</b>	IEC 60950:1999 / EN60950:2000 IEC 60825-1:1993 +A1/ EN 60825-1+A11 (Class 1 Laser/LED Product) GB4943-1995
<b>EMC:</b>	CISPR 22:1997 / EN 55022:1998-Class A EN 61000-3-2:1995 / A14 EN 61000-3-3:1995 EN 55024:1998  FCC Title 47 CFR, Part 15 Class A / ICES-003, Issue 3 / GB9254-1998 AS / NZS 3548:1995+A1+A2
<b>Supplementary Information:</b>	
The product herewith complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC, and carries the CE-Marking accordingly:	
<ol style="list-style-type: none"><li>1 The product was tested in a typical configuration with Hewlett-Packard Personal Computer Systems.</li><li>2 This Device complies with Part 15 of the FCC Rules. Operation is subject to the following two Conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.</li></ol>	
<b>Boise, Idaho USA</b> <b>12 June 2003</b>	
<b>For Regulatory Topics Only:</b>	
Australia Contact: Product Regulations Manager, Hewlett-Packard Australia Ltd., 31-41 Joseph Street, Blackburn, Victoria 3130, Australia.	
European Contact: Your Local Hewlett-Packard Sales and Service Office or Hewlett-Packard GmbH, Department HQ-TRE / Standards Europe, Herrenberger Straße 130, D-71034 Böblingen (FAX: +49-7031-14-3143)	
USA Contact: Product Regulations Manager, Hewlett-Packard Company, PO Box 15, Mail Stop 160, Boise, Idaho 83707-0015, Phone: 208-396-6000)	

## Electrical specifications

### WARNING!

Power requirements are based on the country/region where the MFP is sold. Do not convert operating voltages. This may damage the MFP.

	110-volt models	220-volt models
<b>Power requirements</b>	100-127V (+/-10%) 50/60 Hz (+/- 2 Hz)	220-240V (+/-10%) 50/60 Hz (+/- 2 Hz)
<b>Minimum recommended circuit capacity for typical product</b>	20A	10A

Power consumption (average, in watts)						
Product model	Printing	Copying	Idle/ ready	Low power (sleep1)	Auto-off (sleep 2)	Off
<b>hp LaserJet 9055mfp</b>	1035 W (55 PPM)	1155 W (55 PPM)	280 W	240 W	18 W	< 1 W
<b>hp LaserJet 9065mfp</b>	1225 W (65 PPM)	1265 W (65 PPM)	280 W	240 W	18 W	< 1 W

- Auto-off (Sleep 2) power is the base copier with the anti-humidity heaters off.
- Auto-off (Sleep 2) default activation time is 90 minutes. Low power (Sleep 1) default activation time is 15 minutes.
- Printing power consumption is with the HP Print Kit option printing in continuous simplex. Copying power consumption is continuous simplex from ADF.
- These values are subject to change. Go to <http://www.hp.com/support/lj9055mfp> or <http://www.hp.com/support/lj9065mfp> for current information.

## Acoustic emissions

Sound power level	Declared per ISO 9296 and ISO 7779
<b>hp LaserJet 9055mfp</b> Copy/print (55 PPM) Idle	LWAd = 7.6 Bels (A) LWAd = 5.7 Bels (A)
<b>hp LaserJet 9065mfp</b> Copy/print (65 PPM) Idle	LWAd = 7.7 Bels (A) LWAd = 5.8 Bels (A)
Sound pressure level bystander position	Declared Per ISO 9296 and ISO 7779
<b>hp LaserJet 9055mfp</b> Copy/print (55 PPM) Idle	LpAm = 59 dB(A) LpAm = 39 dB(A)
<b>hp LaserJet 9065mfp</b> Copy/print (65 PPM) Idle	LpAm = 60 dB(A) LpAm = 39 dB(A)

- Configuration tested: base unit using standard Tray 3, letter paper, printing simplex using ADF copy/print mode, 1 copy per original to passive output tray.
- These values are subject to change. Go to <http://www.hp.com/support/lj9055mfp> or <http://www.hp.com/support/lj9065mfp> current information.

## Regulations

### FCC Class A Statement

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense. The end user of this product should be aware that any changes or modifications made to this equipment without the approval of Hewlett-Packard could result in the product not meeting the Class A limits, in which case the FCC could void the user's authority to operate the equipment.

### Canadian DOC regulations

Complies with Canadian EMC Class A requirements.

“Conforme à la classe A des normes canadiennes de compatibilité électromagnétiques “CEM”.”

### FDA regulations

This MFP is certified as a “Class 1” laser product under the U.S. Department of Health and Human Service Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Since radiation emitted inside this MFP is completely confined within protective housings and covers, the laser beam cannot escape during any phase of normal operation.

### Laser safety

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration has implemented regulations for laser products manufactured since August 1, 1976. Compliance is mandatory for products marketed in the United States. The MFP is certified as a “Class 1” laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Since radiation emitted inside the MFP is completely confined within protective housings and external covers, the laser beam cannot escape during any phase of normal user operation.

---

#### WARNING!

---

Using controls, making adjustments, or performing procedures other than those specified in this user guide may result in exposure to hazardous radiation.

### Laser Statement for Finland

#### Luokan 1 laserlaite

#### Klass 1 Laser Apparat

HP LaserJet 9055 mfp/9065 mfp laserkirjoitin on käyttäjän kannalta turvallinen luokan 1 laserlaite. Normaalisissa käytössä kirjoittimen suojakotelointi estää lasersäteen pääsyn laitteen ulkopuolelle. Laitteen turvallisuusluokka on määritetty standardin EN 60825-1 (1994) mukaisesti.

#### VAROITUS!

Laitteen käyttäminen muulla kuin käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

#### WARNING!

Om apparaten används på annat sätt än i bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

#### HUOLTO

HP LaserJet 9055mfp, 9065mfp -kirjoittimen sisällä ei ole käyttäjän huollettavissa olevia kohteita. Laitteen saa avata ja huoltaa ainoastaan sen huoltamiseen koulutettu henkilö. Tällaiseksi huoltotoimenpiteeksi ei katsota väriainekasetin vaihtamista, paperiradan puhdistusta tai muita käyttäjän käsikirjassa lueteltuja, käyttäjän tehtäväksi tarkoitettuja ylläpitotoimia, jotka voidaan suorittaa ilman erikoistyökaluja.

## **VARO!**

Mikäli kirjoittimen suojakotelo avataan, olet alttiina näkymättömälle lasersäteilylle laitteen ollessa toiminnassa. Älä katso säteeseen.

## **VARNING!**

Om laserprinterns skyddshölje öppnas då apparaten är i funktion, utsätts användaren för osynlig laserstrålning. Betrakta ej strålen. Tiedot laitteessa käytettävän laseriodin säteilyominaisuuksista: Aallonpituus 775-795 nm

Teho 5 m W

Luokan 3B laser

## **EMI statement (Korea)**

사용자 안내문 :A 급 기기

이 기기는 업무용으로 전자파적합등록을 받은 기기이오니, 판매자 또는 사용자는 이 점을 주의하시기 바라며, 만약 잘못 구입 하셨을 때에는 구입한 곳에서 비업무용으로 교환하시기 바랍니다.

## **Taiwanese Class A regulations**

警告使用者：

這是甲類的資訊產品，在居住的環境中使用時，可能會造成射頻干擾，在這種情況下，使用者會被要求採取某些適當的對策。

## **Installation and power requirements**

### **WARNING!**

Failure to heed the following cautions may result in bodily injury and/or MFP damage.

### **Temperature and humidity**

Install the MFP away from direct sunlight, heat sources (stoves, heaters), and cold temperatures (air conditioners). Use only in an environment that is 10° to 30° C (50° to 86° F), with 10 to 80 percent humidity.

### **Ventilation**

Do not allow the MFP to come in contact with dust, ammonia, gas, or fumes from printing or cleaning solutions, and so forth. Install the MFP in a well-ventilated area.

### **Vibrations**

If the MFP is constantly vibrated or jolted, trouble may occur. Install the MFP on a level, horizontal floor, free from vibrations.

### **Space allotment**

Install the MFP in an area with adequate space for performing all operations, replacing supply items, and conducting preventive maintenance. See "Site requirements" on page 28.



## Relocation and transportation

Be sure to contact your service representative when moving or transporting the MFP.

---

### WARNING!

---

Failure to heed the following cautions may result in MFP damage, overheating, risk of electrical shock, and/or personal injury.

#### Electrical outlet

A plug socket is limited in capacity. Use a dedicated circuit for this MFP to prevent overheating and/or smoking. The total power consumption of the MFP, plus all peripherals, must not exceed the capacity of the main power supply.

Be sure the outlet is near the equipment and is easily accessible.

#### Plug and cord (lead)

Unless the power plug is firmly inserted into the electrical outlet, overheating and/or smoking may occur. Firmly insert the power cord plug into the electrical outlet before turning on the MFP power switch. If the inserted plug is loose in the electrical outlet, disconnect it, and consult an electrician for repair. Do not attempt to operate the MFP.

Be sure the electrical outlet is near the equipment and is easily accessible.

A damaged power cord may result in overheating, short circuit, or fire. Do not bend, crush, wind, kick, or strike the cord with any item. Do not roll up the cord. If the MFP power cord is bent or damaged, immediately contact your service representative. Do not attempt to repair it yourself. Do not continue to operate the MFP.

#### Adapters and multiple loads

Never use adapters and never connect multiple loads or a branched socket to 1 socket outlet; otherwise, overheating or fire may occur.

#### Extension cords (leads)

An extension cord or lead is limited in capacity. Unless the cord or lead has adequate capacity, smoking and overheating may occur. Should smoking and/or overheating occur, turn off the MFP and contact an electrician immediately. If you require further information about power requirements, power consumption, extension cords, adapters, and connectors, please contact your service representative, and consult your electrician.

## Handling and care

---

### WARNING!

---

Failure to heed the following warning may result in death or serious injury and/or MFP damage.

#### MFP contact

- Never touch an internal high voltage area, indicated with a WARNING label.
- Never touch the drum surface.
- Never put your hand into the developing unit when removing a paper jam.

For more information, see "MFP safety labels" on page 6.

---

### WARNING!

---

Failure to heed the following cautions may result in MFP damage, overheating, and/or personal injury.

## MFP contact

- Never touch internal high temperature or magnetic areas indicated with a caution label.
- Never touch the inside of the MFP for any purpose except removing a paper jam or adding toner.
- Use care when pulling out the ADU.

For more information, see “MFP safety labels” on page 6.

## MFP care

Do not drop paper clips, staples, or other small metallic objects into the MFP, or spill liquid into the MFP.

Do not use the MFP surface to support vases, books, etcetera. These items will interfere with the work space and may cause damage to the MFP or to original documents.

## Abnormal conditions

If any abnormal sound, odor, or smoke generates from the MFP, immediately stop using the MFP, turn off the main power switch, disconnect the plug, and contact your service representative.

If a circuit breaker is tripped or if a fuse blows, stop using the MFP and contact an electrician. If more detailed information is needed regarding the power source or power consumption of this MFP, contact your service representative.

## Modifications

Do not modify the MFP in any way or remove any part or screw. Never attempt to perform any maintenance function that is not specifically described in this manual. Do not connect the MFP with any options other than those specified.

## Routine safety

### WARNING!

Failure to heed the following cautions may result in MFP damage, overheating, and/or personal injury.

### Periodic check

Check for loose connections or excessive heat on the power plug, damage to the power cord and/or plug (creased, frayed, scratched, cut, and so forth). Be sure the plug is inserted fully and ground wire is connected correctly. If any abnormality occurs, do not continue to operate the MFP.

### Service messages

If a service message displays, report the condition to your service representative.

### Toner

Keep toner out of the reach of children. If toner dust escapes as a result of mishandling, avoid inhalation, eye, or skin contact as a precautionary measure. Please refer to the material safety data sheet for additional toner safety information. A Material Safety Data Sheet is available for professional use at <http://www.hp.com/go/msds>.

### Paper

Check paper to be sure it meets the specifications outlined in “ Paper information” on page 35.

### Cleaning materials

Check the type of cleaning material used on your MFP to be sure it is recommended by HP. If necessary, check with your service representative. Never use cleaning materials for purposes other than cleaning, and be sure to keep all cleaning materials out of the reach of children or anyone who is incapable of using them safely.

**Sleep mode**

Use Sleep mode for short periods of MFP inactivity. When not using the MFP for long periods of time, turn the main power switch off, unless the weekly timer function is operating.

**Disposal of the MFP**

Hewlett-Packard offers end-of-life HP product return programs in certain geographic areas. To determine if a program is available for this HP product in your area, please refer to our recycling Web site at <http://www.hp.com/go/recycle> or contact your nearest HP sales office.

**Roller drive unit**

The roller drive unit is inside the booklet mode outlet. Do not put your hand into it when removing the folded or stapled and folded sheet, or you may be injured.

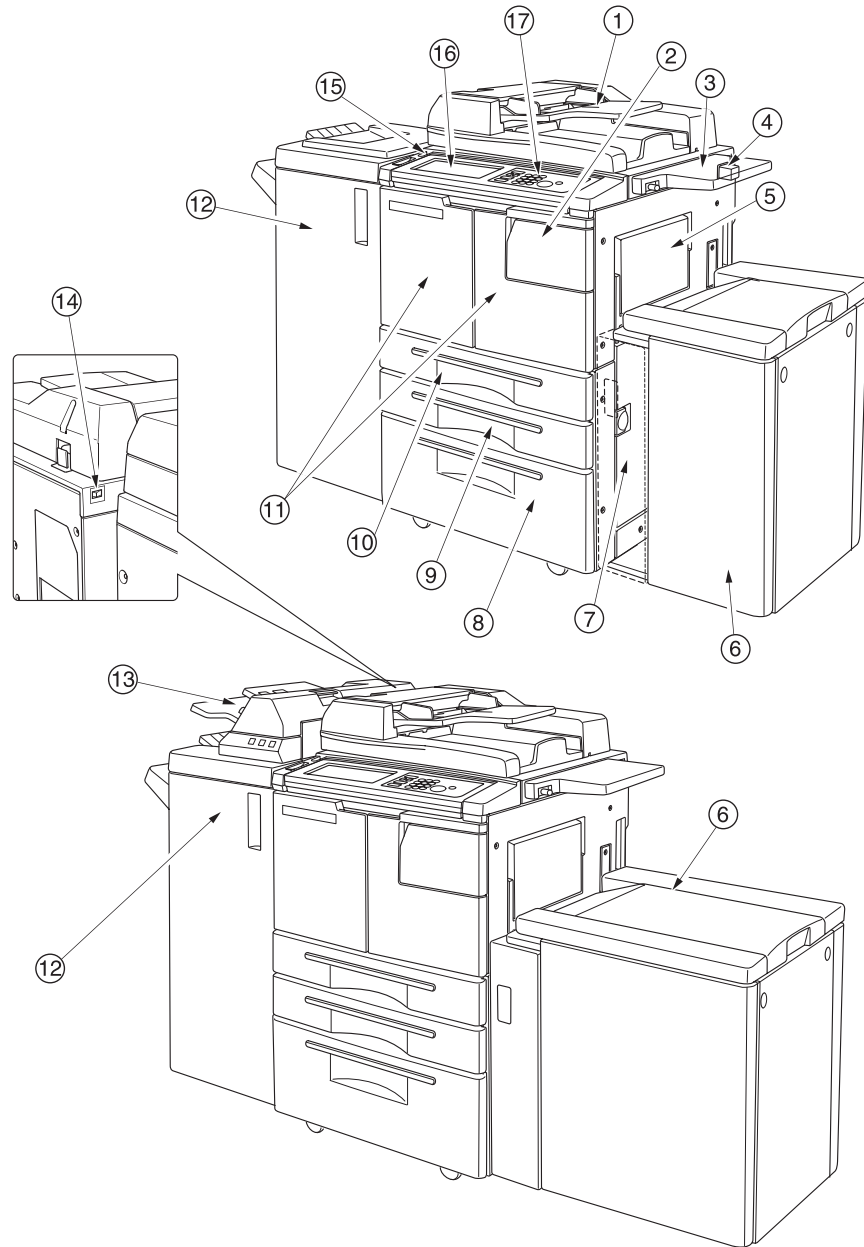
To avoid injury when stapling large size copies, do not put your hand into the open paper exit outlet.



# 3 MFP configuration

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## External MFP



### External MFP callouts

- 1 **Automatic document feeder (ADF)** automatically feeds multiple originals one at a time to the ADF glass for copying.
- 2 **Toner access door** opens to replenish the toner.
- 3 **Shelf** provides a convenient workspace for documents both before and after copying.
- 4 **Foreign Interface Harness (FIH)** attachment allows optional third-party devices.
- 5 **Tray 1** used for small quantity copying onto plain paper or special paper.
- 6 **High Capacity input (HCI) tray Q3637A/Q3638A** (optional) holds 4,000 sheets. Q3637A High capacity input tray (optional) (Letter/A4) (top illustration), or Q3638A High capacity input tray (optional) (Ledger/A3) (bottom illustration)
- 7 **Right side door** opens to allow removal of paper jams.

- 8 **Tray 4** (universal tray) is user-adjustable and holds 1,500 sheets of paper.
- 9 **Tray 3** (universal tray) is user-adjustable and holds 500 sheets of paper.
- 10 **Tray 2** (universal tray) is user-adjustable and holds 500 sheets of paper.

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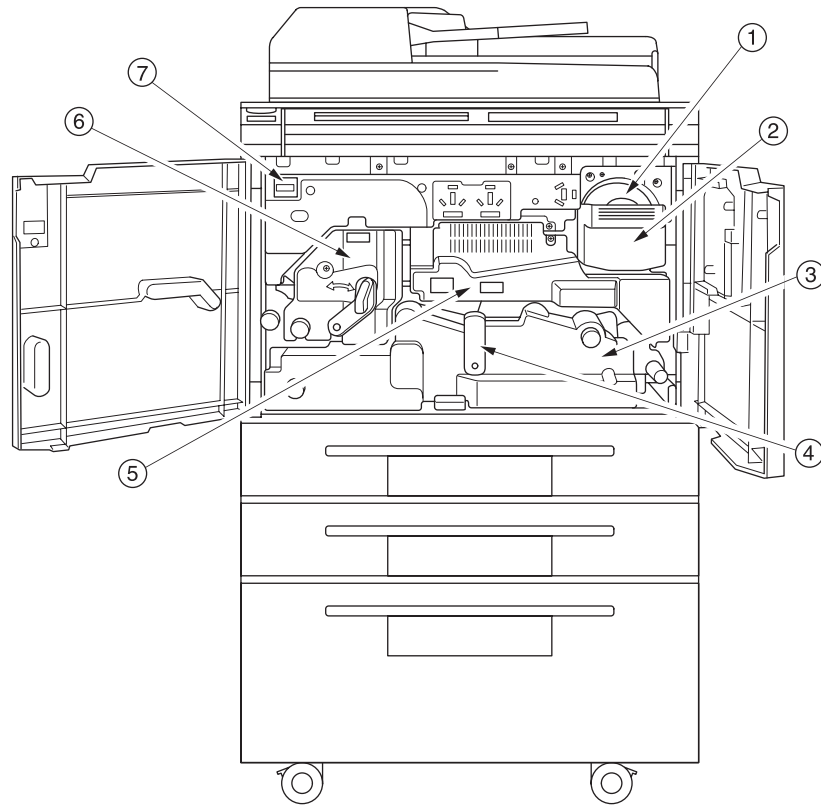
**Note**

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Trays 2, 3, 4, and 5 are available for loading wide types of the regular sizes specified above.

- 11 **Front door** opens to the internal MFP to allow clearing of paper jam.
- 12 **Finisher** (optional) sorts, staple-sorts, and groups into finished sets.  
With a Punch Kit (optional) installed, 2-hole, 3-hole, or 4-hole punches can be made in the output sheets. Q3634A folds or staples and folds sheets into booklet-styled sets, and also folds in tri-fold mode.
- 13 **Post inserter** (optional) inserts cover sheet paper and allows manual finishing.
- 14 **Primary power switch** turns MFP power on or off when pressed.
- 15 **Secondary power switch** turns MFP power on or off to operate it as a copier, scanner, server, or printer.
- 16 **Touchscreen** displays interactive operation screens.
- 17 **Control panel** controls MFP operations.

## Internal MFP

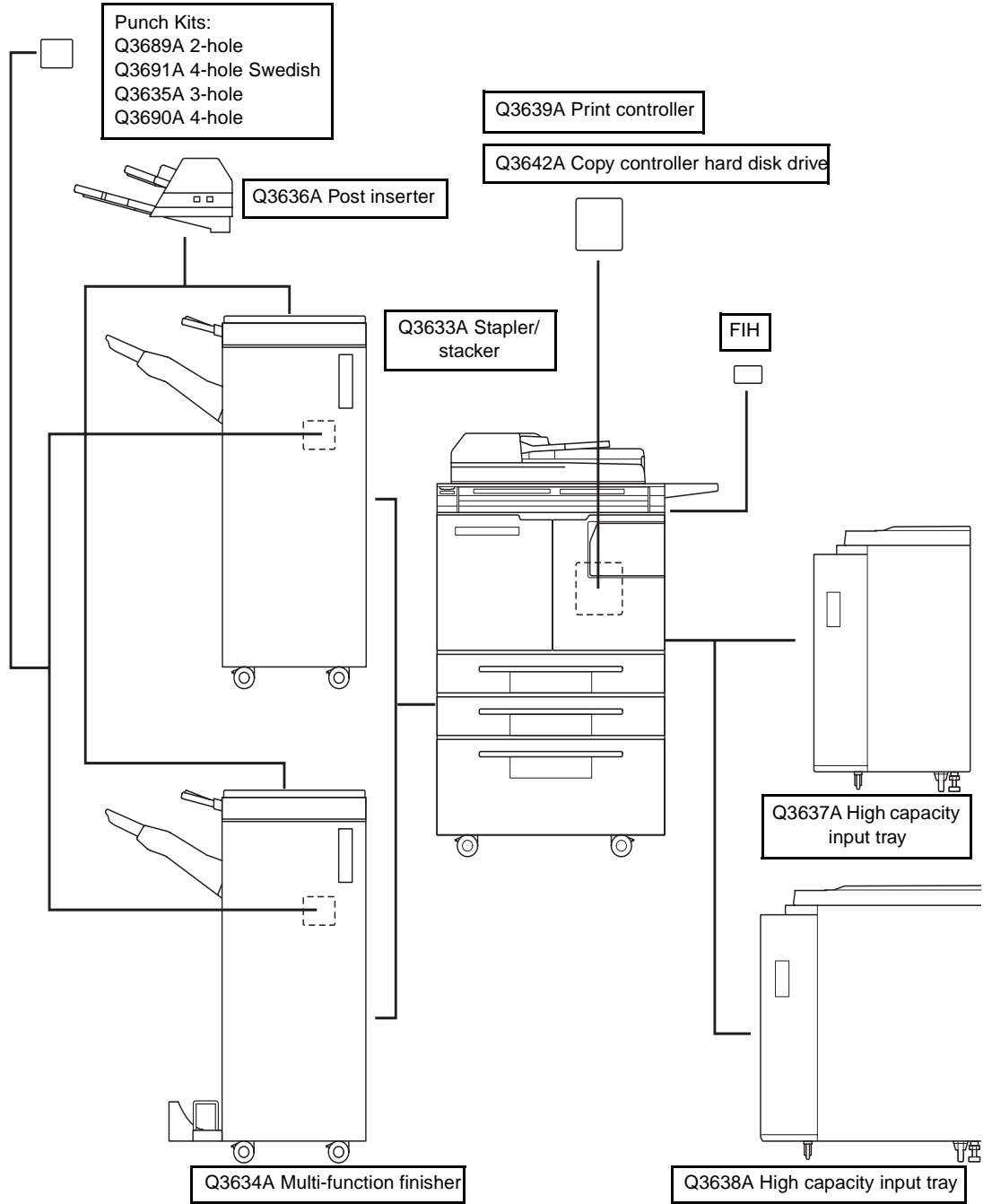


### Internal MFP callouts

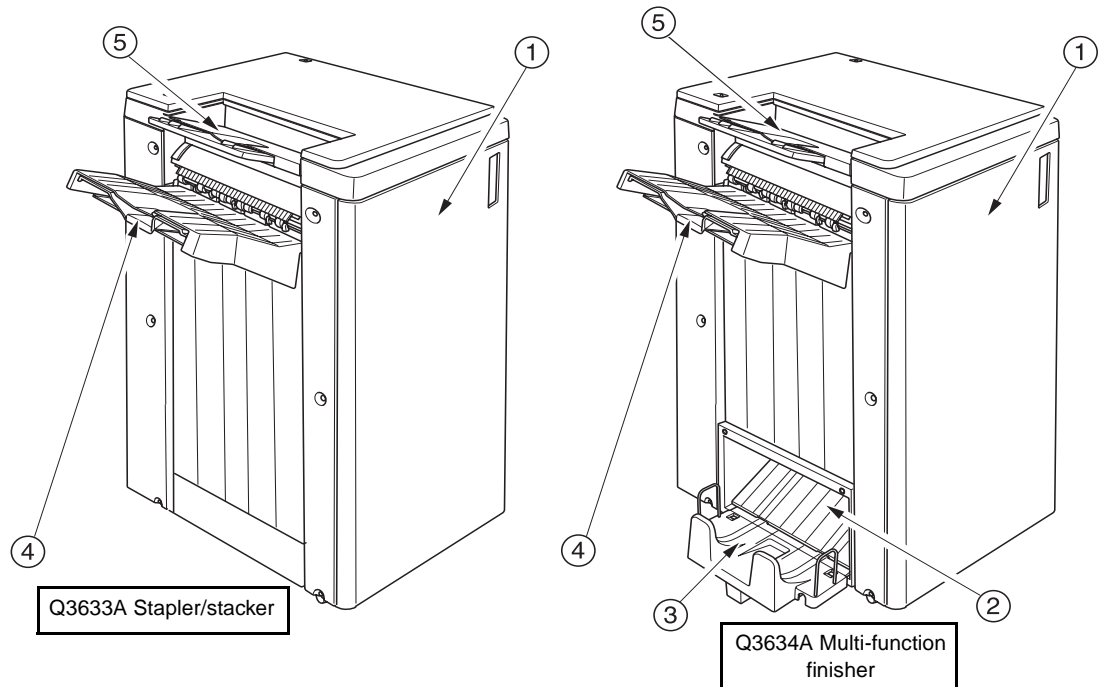
- 1 **Toner bottle** holds toner supply.
- 2 **Toner bottle handle** can be pulled forward to withdraw the toner bottle holder when replacing the toner bottle.
- 3 **ADU** passes the paper through the drum unit and fuses the toner onto the copy paper. It may be withdrawn for removal of paper jams.
- 4 **ADU Lever A** can be moved to withdraw the ADU for removal of paper jams.
- 5 **Drum unit** forms the image.
- 6 **Fuser** fuses the toner onto the paper.
- 7 **Counter** indicates the total number of copies and prints made.



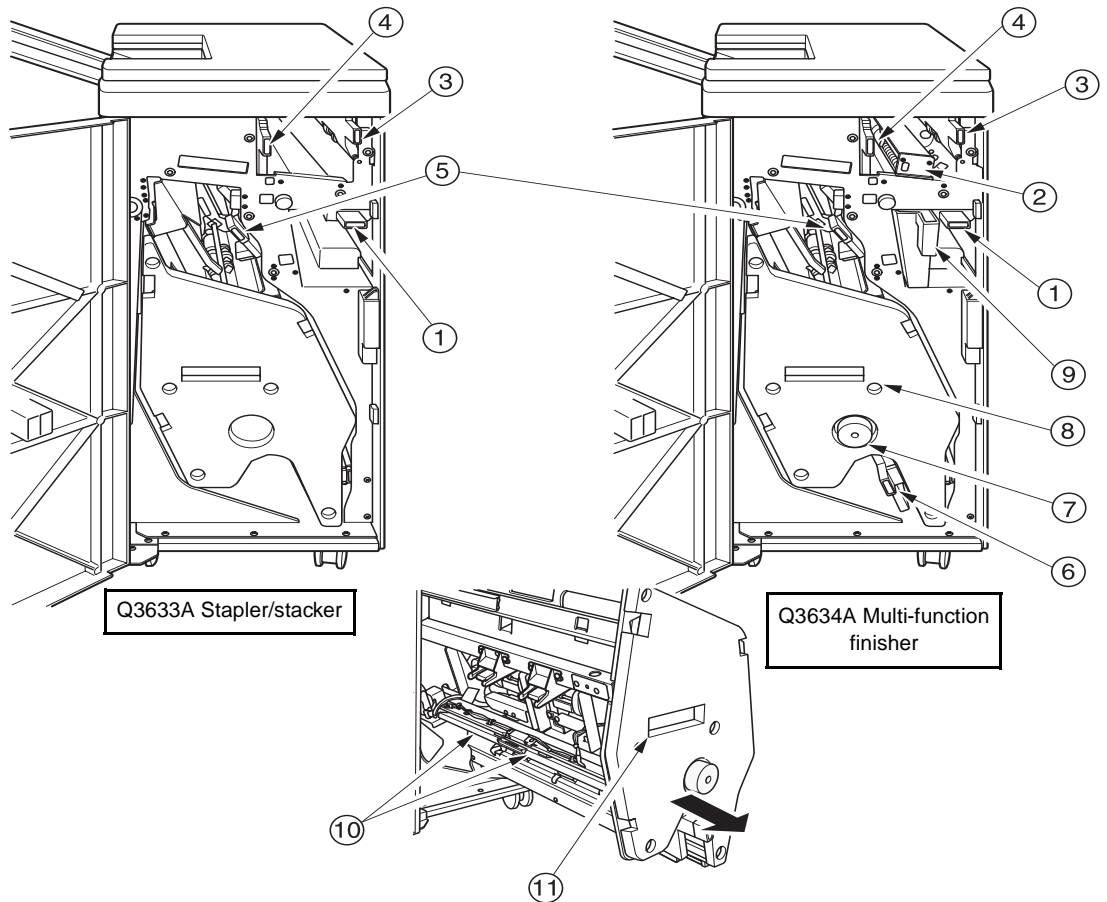
# Optional equipment



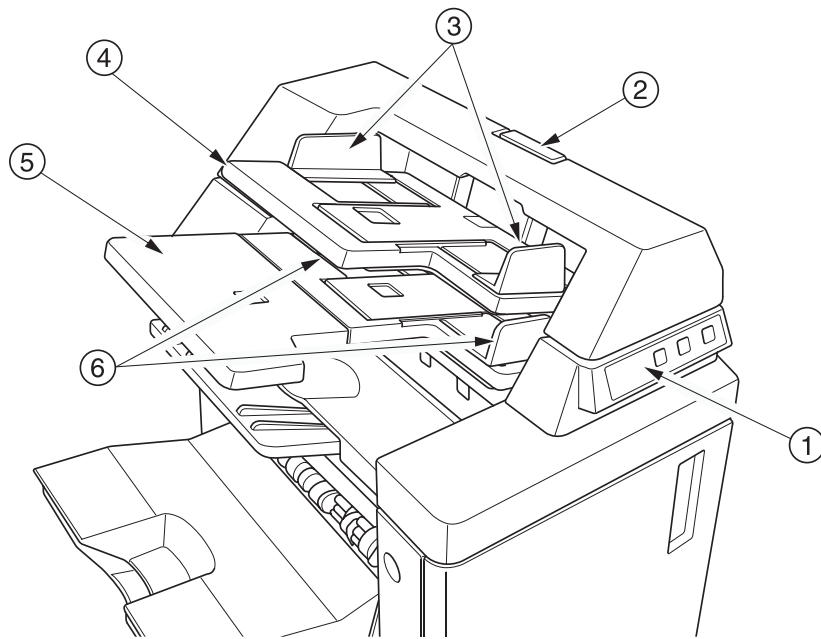
## Optional equipment details



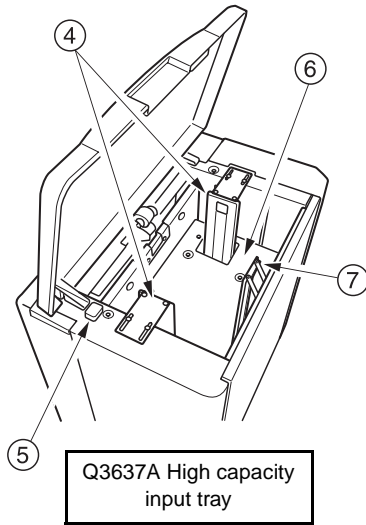
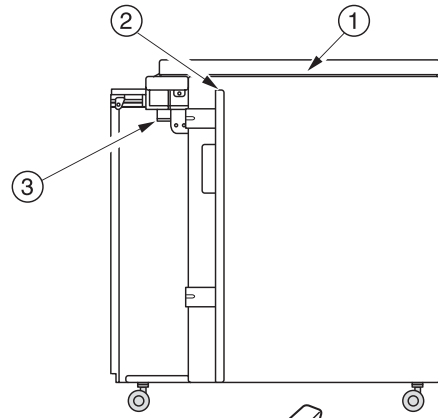
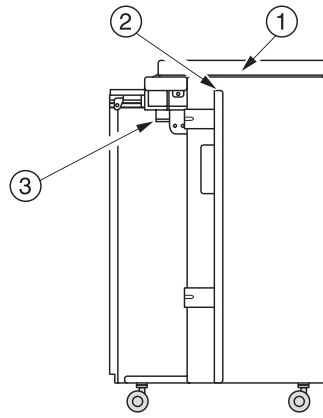
- 1 Finisher door** opens to the internal finisher to allow paper jams to be cleared, staples to be replenished, and the punch waste box to be emptied.
- 2 Booklet mode outlet** (Q3634A Multi-function finisher only) ejects finished copied sets when selecting folding mode, stapling and folding mode, or tri-fold mode.
- 3 Booklet tray** (Q3634A Multi-function finisher only) holds sets ejected in folding mode, stapling and folding mode, or tri-fold mode.
- 4 Primary tray** holds sets ejected in non-sort mode, sort mode (offset), staple-sort mode, or group mode (offset).
- 5 Secondary tray** holds sets ejected in non-sort mode or group mode with face down/up mode.



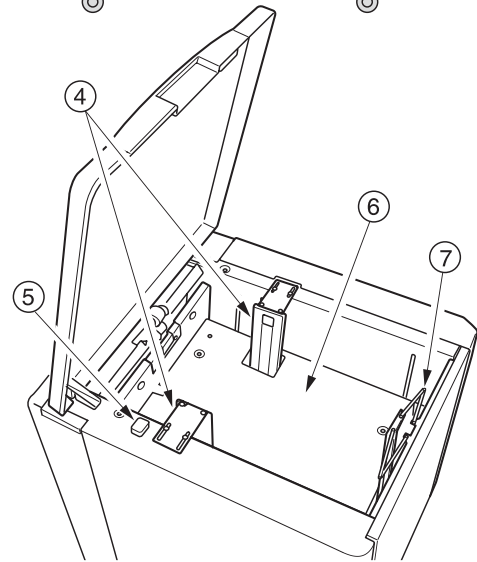
- 1 **Entrance lever** opens downward to remove paper jams.
- 2 **Punch kit** (optional) creates 2-hole, 4-hole Swedish, 3-hole, or 4-hole punches in the output copies.
- 3 **Post inserter conveyance lever** opens to remove paper jams.
- 4 **Paper exit tray conveyance lever** opens to remove paper jams.
- 5 **Stacker conveyance lever** opens to remove paper jams.
- 6 **Lower lever** opens to remove paper jams.
- 7 **Stacker unit knob** (multi-functional finisher only) can be turned to ease removal of paper jam from the stacker unit.
- 8 **Stacker unit** stacks and staples jobs. Also used for folding in the Q3634A multi-function finisher.
- 9 **Punch waste box** holds punched out waste paper.
- 10 **Cartridge housing** holds the staple cartridge and is to be replaced when supplying staples.
- 11 **Stacker unit handle** withdraws the stacker to allow removal of paper jams and replacement of staple cartridges.



- 1 **Control panel** controls post inserter operations.
- 2 **Release lever** can be moved to slide the upper position of the post inserter for removal of paper jams.
- 3 **Upper tray guide plates** hold sheets to fix the position.
- 4 **Upper tray** holds sheets for use in cover sheet finisher mode.
- 5 **Lower tray** holds sheets for use in cover sheet finisher mode or a copied set in manual stapling/punching/tri-fold mode.
- 6 **Lower tray guide plates** hold sheets to fix the position.



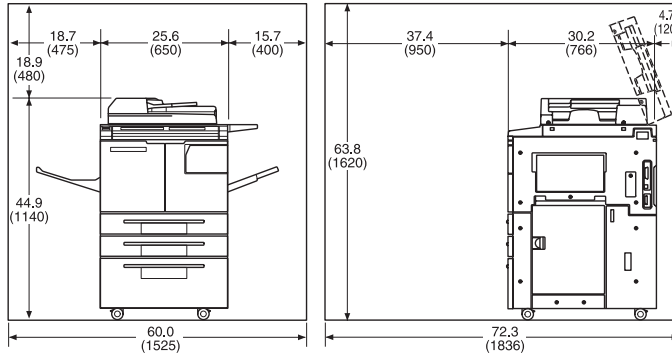
Q3637A High capacity input tray



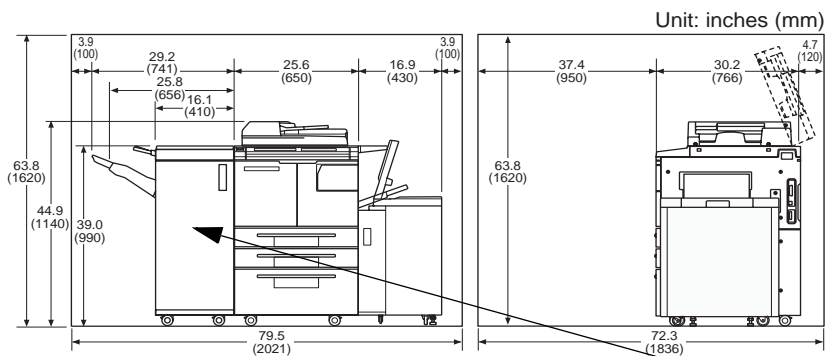
Q3638A High capacity input tray

- 1 **High capacity input tray top cover** opens to allow paper loading.
- 2 **High capacity input door tray** opens to allow removal of paper jams.
- 3 **High capacity input tray jam access lever** can be moved downward to ease removal of paper jams.
- 4 **High capacity input tray paper guides** hold paper to fix the position.
- 5 **Paper loading button** is touched to lower the bottom plate to allow loading paper.
- 6 **High capacity input tray bottom plate** goes up automatically when paper supply becomes low, and goes down when the paper loading button is touched.
- 7 **Rear stopper** fixes the rear end of paper.

## Site requirements

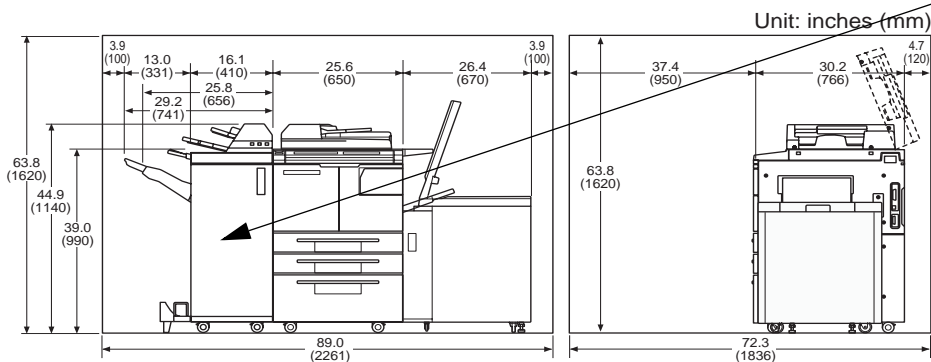


hp 9055mfp/9065mfp + 100-sheet output tray



hp 9055mfp/9065mfp + Q3633A finisher + Q3637A HCI tray input tray

See "Note"



hp 9055mfp/9065mfp + Q3634A finisher + Q3636A post inserter + Q3638A HCI input tray

### Note

The paper exit face down tray of the Q3633A Stapler/Stacker and Q3634A Multi-function finisher gradually goes down while jobs are being output. Do not allow any object to interfere with the operation of the tray on the left side of the finisher, or the finisher can be damaged.

## MFP Weight

418.5 lb (190 kg)

+29 lb (13 kg) w/ADF

+121 lb (55 kg) w/Q3633A Stapler/Stacker

+143 lb (65 kg) w/Q3634A Multi-function finisher

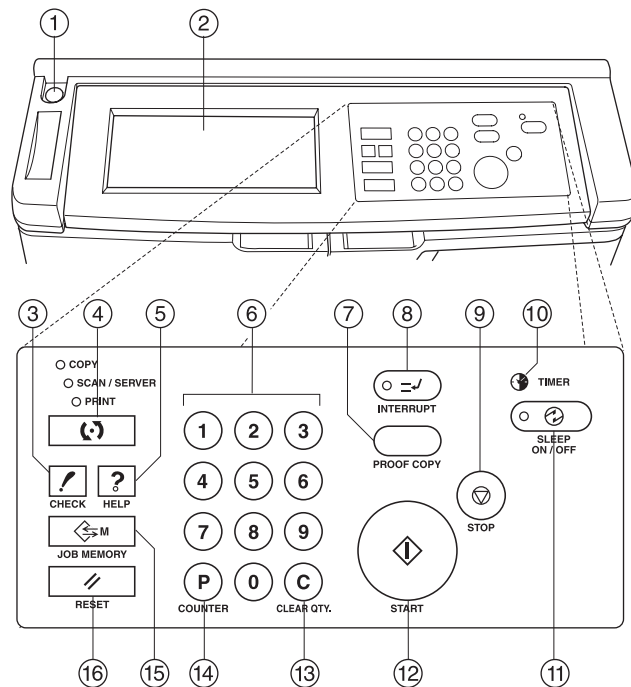
+23 lb (10.5 kg) w/Q3636A Post inserter

+4.4 lb (2 kg) w/Q3635A Punch kit

+66 lb (30 kg) w/HCI (Q3637A)

+93 lb (42 kg) w/HCI (Q3638A)

## Control panel layout



- 1 **Power switch** turns MFP power on or off when pressed.
- 2 **Touchscreen** displays status, help information, interactive screens, and touch keys for selecting all functions.
- 3 **CHECK** displays a screen showing all settings that are selected for the current job.
- 4 **Mode** switches the MFP operation mode to copy, send/store, or print.
- 5 **HELP** displays a screen with help for the currently selected function, or accesses the key operator mode.
- 6 **Keypad** enters numeric values.
- 7 **PROOF COPY** outputs a single set to confirm whether the current settings are selected properly.
- 8 **INTERRUPT** stops current progress to allow copying from the scanner glass.
- 9 **STOP** stops the current sequence; deletes the stored memory.
- 10 **Timer** lights when the timer function is set.
- 11 **SLEEP ON/OFF** activates power-saving mode for times when the MFP is inactive or activates timer interrupt mode when weekly timer function is active.
- 12 **START** activates copying or scanning.
- 13 **CLEAR QTY.** allows resetting of print quantity.
- 14 **P** displays the counter screen or accesses programming modes for setting special functions.
- 15 **JOB MEMORY** displays screens for selecting job store/job recall functions.
- 16 **RESET** restores MFP to automatic mode settings or to key operator settings.



## Touchscreen

The touchscreen is a touch-sensitive LCD that displays interactive screens with touch keys for selecting copy job options. Selections are highlighted when touched. The screens also work with the conventional control panel buttons.

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### CAUTION

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The touchscreen is covered with glass. Do not drop heavy items on the glass or put excess weight or pressure on it, or the glass can break or become scratched.

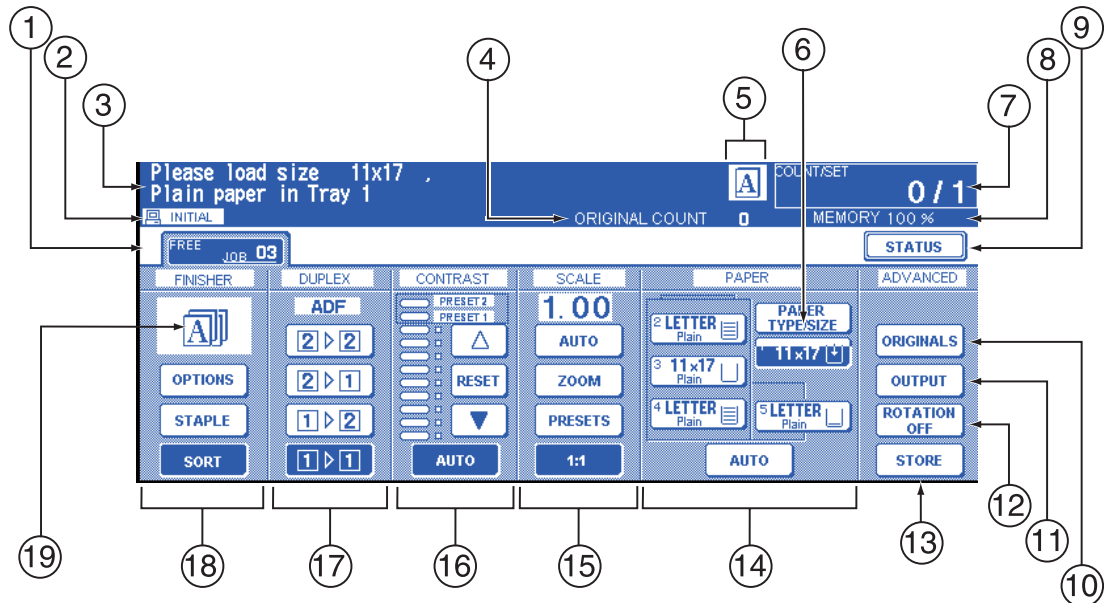
After the secondary power switch is turned on, the HP logo displays for approximately 10 seconds until initial MFP settings are established. Then the warm-up screen displays for 5-6 minutes, until the fuser reaches working temperature.

When the main screen is displayed, the touchscreen becomes interactive. The interactive condition enables you to communicate with the MFP system by touching keys displayed on the screen. The screen automatically displays the status of the MFP. Additional help is available any time. The HELP button can be pressed from any screen, except the Job Memory or Key Operator mode screens.

## Main screen

The main screen displays after the MFP has warmed-up and the initial settings are loaded. Except for quantity of copies, all initial settings can be changed only by the key operator.

These modes can be accessed from the main screen: FINISHER, DUPLEX, CONTRAST, SCALE, PAPER, and ADVANCED.



- 1 Folder keys
- 2 Notice icons
- 3 Message area
- 4 ORIGINAL COUNT
- 5 Master/Sub/HDD/Rotation Original direction icons
- 6 PAPER TYPE/SIZE key
- 7 COUNT/SET indicator
- 8 Memory indicator
- 9 STATUS key
- 10 ORIGINALS
- 11 OUTPUT key
- 12 ROTATION OFF key
- 13 STORE key
- 14 Paper size area
- 15 Lens mode area
- 16 Copy density area
- 17 Copy mode area
- 18 Output mode keys
- 19 Output icon area

## Initial settings

Initial settings represent the initial condition when power is turned on, when the copy monitor password is set, or when Reset mode is restored manually or automatically.

- print quantity: 1
- finisher: non-sort on primary exit tray
- duplex: 1▶1
- contrast: auto
- scale: 1:1
- paper select: auto

## Reset mode

The reset function can be set for off, or between 30 seconds and 5 minutes, at 30 second intervals, by the key operator. Initially, the mode is set to 1 minute of MFP inactivity. The RESET button function also re-displays the main screen, unless these settings are changed by the key operator. See “System initial setting 1” on page 168.

## Automatic paper select

When **AUTO** in the **PAPER** column on the touchscreen is highlighted, the appropriate paper size is automatically selected. When copying from the scanner glass or automatic document feeder, auto paper select detects standard sizes. For key operator settings of auto paper select, see “Tray auto select setting 11” on page 180.

## Automatic scale

An appropriate scale ratio is automatically selected based on the relationship of paper size to chosen original size.

## Automatic contrast

When **AUTO** in the **CONTRAST** column on the touchscreen is highlighted, the appropriate contrast level is automatically selected to match the contrast of the original. Manual contrast adjustments override auto contrast.

## Automatic tray switching

If the selected paper tray becomes empty during printing, automatic tray switching detects if the same paper size is loaded in another tray and will allow the job to continue printing without interruption (if set by the key operator). Tray 1 is not included in tray switching.

## Lead edge delete

When using the ADF, a few millimeters on the lead edge of an image will be deleted to control copy quality and copy reliability. This can be deactivated by the key operator. See “Paper type / special size set 6” on page 175.

## Service settings

The following functions can be changed by your authorized HP service representative.

### Finisher paper capacity

In the default condition, this product produces unlimited sets. If required, your service representative can set the MFP to stop accepting output when a specified number is reached.

### Stapled sheet capacity

Stapled sheet is changeable, and may be set to 50, 45, 40, or 35 by your service representative.



# 4 Paper information

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## Paper size conversion chart

The following table provides dimensions for the paper sizes referenced in this guide.

Size	English (inches)	Metric (millimeters)
A3	11.69 by 16.54	297 by 420
A4	8.27 by 11.70	210 by 297
A4-R	11.70 by 8.27	297 by 210
A5	5.83 by 8.27	148 by 210
A5-R	8.27 by 5.83	210 by 148
A6-R	148.5 by 105	5.85 by 4.14
B4 *	10.12 by 14.33	257 by 364
B4-R *	14.33 by 10.12	364 by 257
B5 *	7.17 by 10.12	182 by 257
B5-R *	10.12 by 7.17	257 by 182
B6-R *	5.02 by 7.17	128 by 182
Exec (JIS)	8.5 by 13	215.9 by 330
Executive	7.25 by 10.50	184.2 by 266.7
5.5 by 8.5 (see note below)	5.5 by 8.5	140 by 216
5.5 by 8.5R+ (see note below)	5.5 by 8.5	216 by 140
Letter	8.5 by 11	215.9 by 279.4
Letter-R	11.0 by 8.5	279.4 by 215.9
Legal	8.5 by 14	215.9 by 355.6
Ledger/Tabloid	11.0 by 17.0	279.4 by 431.8

\* B sizes are JIS

### Note

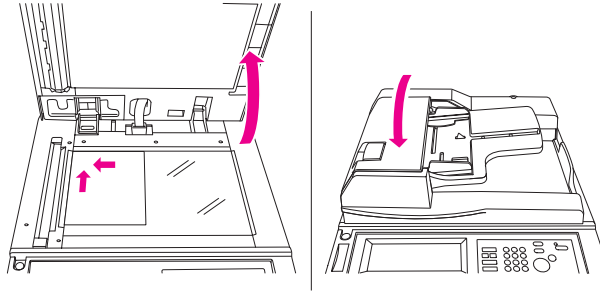
Due to localization considerations, 5.5 by 8.5 is also known as “statement” in the drivers.

## Positioning originals on the scanner glass

Use the scanner glass when originals are not suitable for use with the document feeder. For example, when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.

- 1 Raise the document cover.
- 2 Place original face down in the left rear corner, aligning the edge with the left and rear alignment guides.

- 3 Gently close the document cover to prevent the original from shifting on the glass.



---

**Note**

When the selected print quantity exceeds the maximum capacity, remove the printed sheets while paper is exiting to avoid jams.

To eliminate black copy marks on edges when copying from a book without selecting book copy mode, touch **Frame/fold erasure** or **Erase non-image area** in output mode.

---

## Specifications

- maximum original size: Ledger/A3 (sheet or book)
- maximum book weight/thickness: 6.8 kg (15 lb)/30 mm (1.2")
- original placement: face down in left rear corner

## Using the automatic document feeder (ADF)

### Specifications in 1▶1, 1▶2, 2▶2, 2▶1 copying

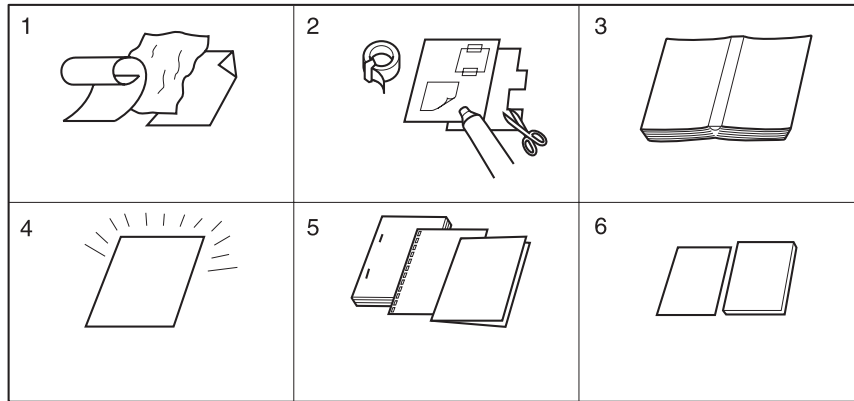
- original size: automatically detects standard sizes
- original weight: 13 lb - 34 lb
- maximum feeder capacity: 100 original sheets (20 lb bond paper)
- maximum original exit tray capacity: 100 original sheets (20 lb bond paper)
- original placement: face up; orientation same as paper in tray
- curling tolerance: 10 mm or less

## Using mixed original mode\*

- original size: Ledger, Legal, Letter, Letter-R, 5.5 by 8.5-R+ mixed (5.5 by 8.5 original is available in portrait type feeding only)
- mixed feeder capacity: 100 original sheets (20 lb bond paper)

\*See "Mixed original" on page 94 for details of the mixed original mode.

## Unsuitable ADF originals



- 1 Curled, creased, or folded originals
- 2 Paste-ups or cut-outs
- 3 Books
- 4 Glossy or transparent (OHP) film, art paper, cellophane
- 5 Folded, punched, or stapled originals
- 6 Thin or thick originals

## Positioning originals

The ADF automatically feeds up to 100 originals directly to the ADF glass, starting with the top sheet. The ADF should only be used for unstapled, unfolded, smooth, flat originals.

- Original size detection requires accurate paper guide adjustment.
- Auto paper select detects standard sizes.
- Size, weight, and capacity are specified for all copy modes on the following pages.

Before placing originals in the tray, be sure the document feeder is closed fully.

- 1 Position original(s) face up on the document feeder tray.  
Place 2-sided originals with page 1 face up.
- 2 Adjust paper guides.

## Positioning mixed originals

Mixed size originals can be copied together from the ADF in either auto paper select mode or auto scale mode. In auto paper select mode, copies will be output on mixed paper sizes to match the originals. In auto scale mode, copies will be output on 1 common paper size that you select in which case an appropriate auto scale ratio is selected automatically. To use the mixed original mode, see "Mixed original" on page 94.

- mixed original size: Ledger, Legal, Letter, Letter-R, 5.5 by 8.5R+, and 5.5 by 8.5 mixed (5.5 by 8.5 original is available in portrait type feeding only) (13 lb - 34 lb)
- automatic document feeder capacity: maximum 100 sheets (20 lb bond paper)
- copy quantity: maximum 9,999 sheets
- *incompatible basic copying conditions: rotation exit, staple-sort with auto paper select, fold, stapling and folding in auto paper select, tri-fold*
- *Incompatible special originals: custom size, z-folded original, tab paper*
- *incompatible output: sheet/cover insertion, chapter, combination, booklet, OHT interleave, image insert, book copy, program job, erase non-image area, repeat, auto layout, overlay, storing image in overlay memory*



Before using the mixed original mode, be sure the document feeder is closed completely.

- 1 Arrange originals in order, and place them as described below:
  - a Place ledger/legal originals face up or side 1 up in the document feeder, in landscape orientation (in other words, with the short edge feeding).
  - b Position letter size in either portrait or landscape orientation.
  - c Position 5.5 by 8.5 size in portrait orientation only.
- 2 Position mixed originals face up, aligned with the left rear side of the ADF tray.
- 3 Adjust paper guides to fit largest original.

## Paper in MFP trays

<b>Paper size</b>	<b>Standard paper sizes</b>	Ledger, Exec (JIS), Legal, Letter, Letter-R, 5.5 by 8.5, A3, B4, A4, A4-R, B5, B5-R
	<b>Standard size (spec.)</b>	Specify A4-R instead of Letter-R; specify A5 instead of 5.5 by 8.5
	<b>Custom size</b>	Input the measures of paper between minimum 210 mm by 140 mm and maximum 314 mm by 459 mm
	<b>Wide paper</b>	Ledger+, Letter+, Letter-R+, 5.5 by 8.5+, A3+, B4+, A4+, A4-R+, B5+, A5+
<b>Paper size equivalents</b>	<b>Exec (JIS)</b>	203 mm by 330 mm (8.5" by 13")
	<b>A3</b>	297 mm by 420 mm (11.7" by 16.5")
	<b>B4</b>	257 mm by 364 mm (10.1" by 14.3")
	<b>A4</b>	210 mm by 297 mm (8.3" by 11.7")
	<b>B5</b>	182 mm by 257 mm (7.2" by 10.1")
	<b>A5</b>	148 mm by 210 mm (5.9" by 8.3")
<b>Paper weight</b>	<b>General tray</b>	16 - 24 lb
	<b>Tray specified in thick</b>	200 g/m <sup>2</sup> thick paper (25 lb - 110 lb)
	<b>Tray specified in thin</b>	13 lb - 15 lb (1▶1 or 2▶1 mode only)
	<b>Tray specified in tab paper</b>	25 lb - 45 lb (1▶1 or 2▶1 mode only)
<b>Paper capacity</b>	<b>Tray 2 and 3</b>	500 sheets 20 lb/user-adjustable to any standard/wide size from Ledger+, 5.5 by 8.5-R
	<b>Tray 4</b>	1,500 sheets 20 lb/ user-adjustable to any standard/wide size from Ledger+, 5.5 by 8.5-R
	<b>Total capacity</b>	2,600 sheets, including 100-sheet Tray 1

### Note

A5 paper is available in portrait orientation loading only.

Legal-W paper is not available.

Standard size (spec.)/custom size/wide paper setting for each tray can be made in the key operator mode. See "Paper type / special size set 6" on page 175.

Paper type setting for each tray can be made in the Key Operator mode. See "Paper type / special size set 6" on page 175.

Reliability and copy quality are not guaranteed for all special papers. Use only paper that is recommended by HP.

## Regionalization switch settings

Depending upon your engine's regionalization switch settings, the paper sizes Executive and Executive-R, or 8K, 16K, and 16K-R are available. Executive and Executive-R are found in U.S. models, while 8K, 16K, and 16K-R are enabled in the Taiwanese models.

## Paper in Q3637A high capacity input (optional)

<b>Paper size</b>	<b>Standard size</b>	Letter, A4 (service-adjustable), B5, 16K (TW), and Executive (U.S.) (see "Regionalization switch settings" on page 40)
	<b>Standard size (spec.)</b>	Cannot be specified
	<b>Custom size</b>	Input the measures of paper between minimum 257 mm by 182 mm and maximum 314 mm by 223 mm
	<b>Wide paper</b>	Letter, A4+ (service-adjustable), B5+
<b>Paper weight</b>	<b>Standard weight</b>	16 lb - 24 lb
	<b>HCI specified in thick</b>	200 g/m <sup>2</sup> thick paper (25 lb - 110 lb)
	<b>HCI specified in thin</b>	13 lb - 15 lb (1▶1 or 2▶1 mode only)
	<b>HCI specified in tab paper</b>	25 lb - 45 lb (1▶1 or 2▶1 mode only)
<b>Paper capacity</b>	<b>4,000 sheets</b>	20 lb/ fixed to standard/wide size LETTER+ or A4+
	<b>6,600 sheets</b>	Including 3 MFP trays and 100-sheet Tray 1

### Note

Paper type setting for HCI can be made in the key operator mode. See "Paper type / special size set 6" on page 175.

## Paper in Q3638A high capacity input (optional)

<b>Paper size</b>	<b>Standard size</b>	Ledger, Exec (JIS), Legal, Letter, Letter-R+, A3, B4, A4, A4-R (service-adjustable), 8K and 16K (TW) (see "Regionalization switch settings" on page 40)
	<b>Standard size (spec.)</b>	Cannot be specified
	<b>Custom size</b>	Input the measures of paper between minimum 210 mm by 195 mm and maximum 314 mm by 459 mm
	<b>Wide paper</b>	Wide paper: Ledger, Letter+, Letter-R+, A3+, B4+, A4+, A4-R+ (service-adjustable)
<b>Paper weight</b>	<b>Standard weight</b>	16 lb - 24 lb
	<b>HCI specified in thick</b>	200 g/m <sup>2</sup> thick paper (25 lb - 110 lb)
	<b>HCI specified in thin</b>	13 lb - 15 lb (1▶1 or 2▶1 mode only)
	<b>HCI specified in tab paper</b>	25 lb - 45 lb (1▶1 or 2▶1 mode only)
<b>Paper capacity</b>	<b>4,000 sheets</b>	20 lb/ fixed to standard/wide size
	<b>6,600 sheets</b>	Including 3 MFP trays and 100-sheet Tray 1

### Note

Paper type setting for HCI can be made in the key operator mode. See "Paper type / special size set 6" on page 175.

Reliability and copy quality are not guaranteed for all special paper. Use only paper that is recommended by HP.

## Paper in automatic duplex unit

<b>Paper size</b>	<b>Standard size</b>	A3, B4, A4, A4-R, B5, B5-R, A5, Ledger, Legal, Letter, Letter-R, 5.5 by 8.5, Exec (JIS), 8K, 16K, 16K-R (TW) and Executive, Executive-R (U.S.) (see "Regionalization switch settings" on page 40)
	<b>Standard size (spec.)</b>	N/A
	<b>Wide paper</b>	Ledger+, Letter+, Letter-R+, A3+, B4+, A4+, A4-R+, B5+, B5-R+, A5+, 5.5 by 8.5+
<b>Paper weight</b>	<b>Standard weight</b>	200 g/m <sup>2</sup> thick paper (16 lb - 110 lb)

## Paper in Tray 1

<b>Paper size</b>	<b>Standard size</b>	Ledger, Legal, Letter, Letter-R, 5.5 by 8.5, 5.5 by 8.5-R, A3, B4, A4, B5, B5-R, A6-R 8K, 16K, 16K-R (TW), and Executive, Executive-R (U.S.) (see "Regionalization switch settings" on page 40)
	<b>Standard size (spec.)</b>	Exec (JIS), A4-R, A5, A5-R, B6-R
	<b>Custom size</b>	Input the measures of paper between minimum 100 mm by 148 mm and maximum 314 mm by 459 mm
	<b>Wide paper</b>	Ledger+, Letter+, 8.5 by 11R+, 5.5 by 8.5+, 5.5 by 8.5-R+, A3+, B4+, A4+, A4-R+, B5+, B5-R+, A5+, A5+R
<b>Paper weight</b>	<b>General mode</b>	16 lb - 24 lb
	<b>Thick mode</b>	25 lb - 110 lb (200 g/m <sup>2</sup> thick paper)
	<b>Thin mode</b>	13 lb - 15 lb
	<b>Tab paper mode</b>	25 lb - 45 lb
	<b>Miscellaneous</b>	OHT transparencies, rag content can be loaded
<b>Paper capacity</b>	<b>100 sheets</b>	20 lb stacked: single feed special stock

### Note

Reliability and copy quality are not guaranteed for all special paper. Use only paper that is recommended by HP.

## Paper in Q3633A stapler/stacker and Q3634A multi-function finisher (optional)

The optional finisher accessories accept Ledger, Legal, and 8.5 by 11R+ standard/wide paper sizes (5.5 by 8.5-R/W in non-sort, sort or group mode).

## Q3633A stapler/stacker and Q3634A multi-function finisher primary (main) tray

### Note

Q3633A Stapler/Stacker and Q3634A Multi-function finisher (capacities at 20 lb, unless otherwise indicated)

<b>Non-sort/sort/group</b>	<b>500 sheets</b>	A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6-R, A6-R, PC, Ledger, Legal, Letter, Letter-R, 5.5 by 8.5, 5.5 by 8.5-R, Exec (JIS) A3+, B4+, A4+, A4-R+, B5+, B5-R+, A5+, A5-R+, Ledger+, Letter+, Letter-R+, 5.5 by 8.5+, 5.5 by 8.5-R+, custom 8K, 16K, 16K-R (TW), Executive and Executive-R (U.S.) (see "Regionalization switch settings" on page 40)
	<b>2,500 sheet, 3,000 sheet bin</b>	A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6-R, A6-R, PC, Ledger, Legal, Letter, Letter-R, 5.5 by 8.5, 5.5 by 8.5-R, Exec (JIS) A3+, B4+, A4+, A4-R+, B5+, B5-R+, A5+, A5-R+, Ledger+, Letter+, Letter-R+, 5.5 by 8.5+, 5.5 by 8.5-R+, 8K, 16K, 16K-R (TW), Executive and ExecutiveR (U.S.) (see "Regionalization switch settings" on page 40)
<b>Staple-sort mode</b>	<b>1,000 sheets</b>	Ledger/Ledger-W, Legal, Letter/Letter-W, Letter-R/Letter-WR, variable according to the number of pages to be stapled. See the following table.

<b>Number of copies</b>	<b>Ledger/Ledger-W (A3/A3+)</b>		<b>Legal, Letter/Letter+, 8.5 by 11R+/8.5 by 11R+ (B4/B4R, A4/A4+, A4R/A4-R+, B5/B5+, A5/A5+)</b>	
	<b>2 staples</b>	<b>1 staple</b>	<b>2 staples</b>	<b>1 staple</b>
2 - 9	50 sets	50 sets	100 sets	100 sets
10 - 20	50	50	50	50
21 - 30	30	30	30	30
31 - 40	25	25	25	25
41 - 50	20	20	20	20

Your service representative can set the MFP to stop copying when the number of sets reaches the above capacity.

## Q3633A stapler/stacker and Q3634A multi-function finisher secondary tray

### Note

Q3633A Stapler/Stacker and Q3634A Multi-function finisher (capacities at 20 lb, unless otherwise indicated)

200 sheets; maximum 314 mm by 459 mm (12.36" by 18.08"), minimum 100 mm by 148 mm (3.94" by 5.83").

### CAUTION

When the finisher capacity is exceeded due to the quantity selected, remove the completed sets while the paper is exiting; otherwise paper jams may occur.

## Q3634A multi-function finisher booklet tray

<b>Folding mode</b>	<b>Standard paper size</b>	Ledger, Legal, Letter-R, A3, B4, A4R, 8K (TW) (see "Regionalization switch settings" on page 40)
	<b>Wide paper size</b>	Ledger+, Letter-R+, A3+, B4+, A4-R+
	<b>Paper weight</b>	16 lb - 110 lb (200 g/m <sup>2</sup> thick paper)
	<b>Number of folded sheets</b>	3 sheets maximum
	<b>Booklet tray capacity</b>	Approximately 100 sheets maximum (Ledger, Legal, A3, B4) 33 sets maximum of 3-sheet-folded booklet (33 x 3 = 99 sheets) 50 sets maximum of 2-sheet-folded booklet (50 x 2 = 100 sheets) Approximately 75 sheets maximum (Letter-R, A4R) 25 sets maximum of 3-sheet-folded booklet (25 x 3 = 75 sheets) 37 sets maximum of 2-sheet-folded booklet (37 x 2 = 74 sheets)
<b>stapling and folding mode</b>	<b>Standard paper size</b>	Ledger, Legal, Letter-R, A3, B4, A4R, 8K (TW) (see "Regionalization switch settings" on page 40)
	<b>Wide paper size</b>	Ledger+, Letter-R+, A3+, B4+, A4-R+
	<b>Paper weight</b>	200 g/m <sup>2</sup> thick paper (16 lb - 110 lb)
	<b>Number of folded sheets</b>	20 sheets maximum (using 20 lb paper only) 19 sheets maximum (a thick cover paper included)
	<b>Booklet tray capacity</b>	Approximately 100 sheets max. (Ledger, Legal, A3, B4) 20 sets maximum of 5-sheet-folded booklet (20 x 5 = 100 sheets) 10 sets maximum of 10-sheet-folded booklet (10 x 10 = 100 sheets) 5 sets maximum of 20-sheet-folded booklet (5 x 20 = 100 sheets) Approximately 75 sheets maximum (Letter-R, A4R) 15 sets maximum of 5-sheet-folded booklet (15 x 5 = 75 sheets) 7 sets maximum of 10-sheet-folded booklet (7 x 10 = 70 sheets) 3 sets maximum of 20-sheet-folded booklet (3 x 20 = 60 sheets)
<b>Tri-fold mode</b>	<b>Paper size</b>	Letter-R, A4-R
	<b>Paper weight</b>	20 lb
	<b>Number of folded sheets</b>	3 sheets maximum
	<b>Booklet tray capacity</b>	Approximately 50 sheets maximum (when tri-folded)

### WARNING!

Inside the booklet mode outlet is the roller drive unit. DO NOT put your hand into the roller drive unit when removing folded or stapled and folded sheets; otherwise you may be injured.

## Paper in Q3636A post inserter (optional)

### Note

5.5 by 8.5R+ and A5+ paper is available in portrait orientation feeding only.

<b>Paper size</b>	<b>Upper tray</b>	A4, A4-R, Letter, Letter-R, B5, B5-R, A5, 5.5 by 8.5, 16K, 16K-R (TW), and Executive, Executive-R (U.S.) (see "Regionalization switch settings" on page 40) A4+, A4-R+, B5+, B5-R+, A5+, Letter+, Letter-R+, 5.5 by 8.5+
	<b>Lower tray</b>	A3, B4, A4, A4-R, B5, B5-R, Letter, Letter-R, A5, 5.5 by 8.5, Ledger, Legal, Exec (JIS), 8K, 16K, 16K-R (TW) (see "Regionalization switch settings" on page 40) A3+, B4+, A4+, A4-R+, B5+, B5-R+, A5+, Ledger+, Letter+, Letter-R+, 5.5 by 8.5+
<b>Paper weight</b>	<b>Standard</b>	200 g/m <sup>2</sup> thick paper (13 - 110 lb)
	<b>Manual stapling</b>	200 g/m <sup>2</sup> thick paper (13 lb - 110 lb)
	<b>Manual punching</b>	13 lb - 45 lb
	<b>Manual stapling and folding</b>	200 g/m <sup>2</sup> thick paper (16 lb - 110 lb)
	<b>Manual tri-fold</b>	200 g/m <sup>2</sup> thick paper (16 lb - 110 lb)

### Note

Some 45 lb paper types may not be punched easily

Punching special paper (self-adhesive sheets, etcetera) will cause problems with the MFP.

## Paper in punch kits

### Paper in Q3689A punch kit (optional)

<b>Paper size</b>	See "Punch Table" on page 45
<b>Paper weight</b>	13 - 45 lb
<b>Number of punch holes</b>	2
<b>Hole diameter</b>	8.0 mm ± 0.5 mm (0.315" ± 0.020")
<b>Hole pitch</b>	108 mm ± 0.5 mm (4.253" ± 0.020")

### Note

Some 45 lb paper types may not be punched easily.

Special paper (OHT film, labels, tab paper) cannot be punched. Using special paper will damage the punch kit.

## Paper in Q3635A punch kit (optional)

<b>Paper size</b>	See "Punch Table" on page 45
<b>Paper weight</b>	13 - 45 lb
<b>Number of punch holes</b>	3
<b>Hole diameter</b>	8.0 mm $\pm$ 0.5 mm (0.315" $\pm$ 0.020")
<b>Hole pitch</b>	108 mm $\pm$ 0.5 mm (4.253" $\pm$ 0.020")

### Note

Some 45 lb paper types may not be punched easily.

Special paper (OHT film, labels, tab paper) cannot be punched. Using special paper will damage the punch kit.

## Paper in Q3690A punch kit (optional)

<b>Paper size</b>	See "Punch Table" on page 45
<b>Paper weight</b>	13 - 45 lb
<b>Number of punch holes</b>	4
<b>Hole diameter</b>	8.0 mm $\pm$ 0.5 mm (0.315" $\pm$ 0.020")
<b>Hole pitch</b>	108 mm $\pm$ 0.5 mm (4.253" $\pm$ 0.020")

### Note

Some 45 lb paper types may not be punched easily.

Special paper (OHT film, labels, tab paper) cannot be punched. Using special paper will damage the punch kit.

## Paper in Q3691A punch kit (optional)

<b>Paper size</b>	See "Punch Table" on page 45
<b>Paper weight</b>	13 - 45 lb
<b>Number of punch holes</b>	4 (Swedish)
<b>Hole diameter</b>	8.0 mm $\pm$ 0.5 mm (0.315" $\pm$ 0.020")
<b>Hole pitch</b>	108 mm $\pm$ 0.5 mm (4.253" $\pm$ 0.020")

### Note

Some 45 lb paper types may not be punched easily.

Special paper (OHT film, labels, tab paper) cannot be punched. Using special paper will damage the punch kit.

## Punch Table

<b>Paper Size</b>	<b>2-Hole</b>	<b>3-Hole</b>	<b>4-Hole</b>	<b>4-Hole (Swedish)</b>
A6-R	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO
B6-R	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO





Paper Size	2-Hole	3-Hole	4-Hole	4-Hole (Swedish)
Letter+	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO
Ledger+	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO
Custom size	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO	Punch: NO Punch with Staple: NO

## Paper weight compatibility chart

<b>Automatic document feeder</b>	13 - 34 lb
<b>MFP trays</b>	All trays: 16 - 24 lb Thick mode: 200 g/m <sup>2</sup> thick paper (25 - 110 lb) Thin mode: 13 - 15 lb Tab paper mode: 25 - 45 lb (1▶1 or 2▶1 mode only)
<b>High capacity input tray</b>	16 - 24 lb Thick mode: 200 g/m <sup>2</sup> thick paper (25 - 110 lb) Thin mode: 13 - 15 lb Tab paper mode: 25 - 45 lb (1▶1 or 2▶1 mode only)
<b>Automatic duplex unit</b>	200 g/m <sup>2</sup> thick paper (16 - 110 lb)
<b>Tray 1</b>	200 g/m <sup>2</sup> thick paper (13 - 110 lb)
<b>Q3633A stapler/stacker and Q3634A multi-function finisher</b>	200 g/m <sup>2</sup> thick paper (13 - 110 lb)
<b>Q3636A post inserter</b>	200 g/m <sup>2</sup> thick paper (13 - 110 lb)
<b>Q3635A punch kit</b>	13 - 45 lb*

\*Some 45 lb paper types may not be punched easily.

### Note

Reliability and copy quality are not guaranteed for all special papers. Use only paper that is recommended by HP.



# 5 MFP management

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## Power management

### Sleep mode

The 2 sleep modes are described below:

- Low power mode enables you to conserve energy by maintaining a lower fuser temperature during periods of MFP inactivity.
- Shut off mode conserves even more energy by partially turning off the power supply.

### Auto low power (Sleep 1)

This function automatically lowers the power after a specified period of MFP inactivity. The auto low power function can be set to 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes, or 240 minutes. Initially, the mode is set to function after 15 minutes of MFP inactivity. For the key operator setting, see “Sleep setting 12” on page 180.

### Release auto low power

Press any button on the control panel. The auto low power is released and the touchscreen recovers its usual brightness.

### Auto shut off (Sleep 2)

This function automatically shuts off the main power after a specified period of MFP inactivity. Auto shut off can be set for 30 minutes, 60 minutes, 90 minutes, 120 minutes, or 240 minutes. Initially, auto shut off is set to function after 90 minutes of MFP inactivity. For the key operator setting, see “Sleep setting 12” on page 180.

### Release auto shut off

Press **SLEEP ON/OFF**. The MFP will become available after a warm-up period of approximately 5 minutes.

### Manual shut off

Press **SLEEP ON/OFF** for 1 second or longer, then release it. The shut off mode will be activated.

---

#### Note

The Manual shut off setting can be selected by the key operator. For the key operator setting, see “Sleep setting 12” on page 180. When selecting the manual shut off setting, the manual low power setting is released.

The SLEEP ON/OFF LED will light and all other LEDs and the touchscreen will be turned off.

---

#### Note

Be sure to press **SLEEP ON/OFF** for 1 second or longer, otherwise the following message will be displayed and the shut off mode will not be activated.

Press SLEEP for more than one second, then release it for shut off mode.

### Release manual shut off

Press **SLEEP ON/OFF**. The manual shut off will be released after a warm-up period of approximately 5 minutes, with the SLEEP ON/OFF LED turned off and the touchscreen displayed.

## Access management

### Entering a copy monitor password

A copy monitor password is required only when the copy monitor feature is activated, a user password is assigned, and `Enter Copy Monitor password` is displayed on the touchscreen.

- 1 Enter your 8-digit copy monitor password by using the keypad. If the copy monitor password is invalid, the MFP will reset to the initial mode. In that case, enter the correct password or contact the key operator.

---

#### Note

---

Some countries/regions may use a copy monitor password having less than 8 digits.

- 2 Press **START** once to display your current copy count and copy limit for 3 seconds.

```
Current count / limit 018888/025000
Ready to copy
```

When your copy count reaches the copy limit, the following message is displayed:

```
Copy limit reached / 025001/025000
```

In that case, contact the key operator to reset your copy limit.

- 3 Make copying selection and enter the quantity, as required.
- 4 When all settings are acceptable, press **START**.

### Weekly timer function

When an MFP is using the weekly timer function, the timer indicator on the right side of the control panel is lit.

---

#### Note

---

When the timer indicator is lit, the MFP automatically turns off. Do not turn it off by pressing the power switch.

### Timer interrupt

When the timer indicator light is on and other indicators are off, the MFP is unavailable due to the weekly timer function. However, the MFP will become available if you perform the following procedure.

- 1 Press **SLEEP ON/OFF**. The main screen will be displayed along with the messages shown below.

```
Please wait
MFP is warming up
Timer interrupt mode
Enter password
```

---

#### Note

---

The timer interrupt password is not factory set and must be entered by the key operator. To learn how to set the password, see "Timer interrupt password setting 5" on page 179.

In the event the timer interrupt password has not been entered by the key operator, the message shown in Step 3 will display instead.

- 2 Enter a 4-digit timer interrupt password using the keypad on the control panel. If an invalid password is entered, enter a valid 4-digit password.

```
Timer interrupt mode
Enter password *****
```

- 3 Press **START**.

```
Input copy time
0 hour(s) 05 minute(s)
```

- 4 Enter a 1-digit hour (for example, 3 is 3 hours) using the keypad on the control panel (0 - 9).

- 5 Press **START**.  
Input copy time is  
3 hour(s) 05 minute(s)
- 6 Enter 2-digit minutes (for example, 7 minutes is 07) using the keypad on the control panel. (05 - 60).  
Input copy time is  
3 hour(s) 07 minute(s)
- 7 Press **START**. Copying is available until the set duration is up.
- 8 When your copying operation is completed, press **SLEEP ON/OFF** for 1 second or longer, then release it. The MFP returns to the off state and copying is disabled.

## Usage management

### Counter list

This function allows you to view the current indication of the following items as a list on the touchscreen: Total counter, Copier counter, Printer counter, Start date. Check the list, then print it from the counter list screen, if desired.

#### To display the counter list

- 1 Press **P COUNTER** to display the Counter list screen.
- 2 Touch **EXIT** to return to the main screen.

#### To print the counter list

- 1 Press **P COUNTER** to display the Counter list screen.
- 2 Touch **Counter menu**. The main screen will be displayed.
- 3 Press **START**. The counter list will be printed out, and the management list print mode will be released.

# 6 Basic operations

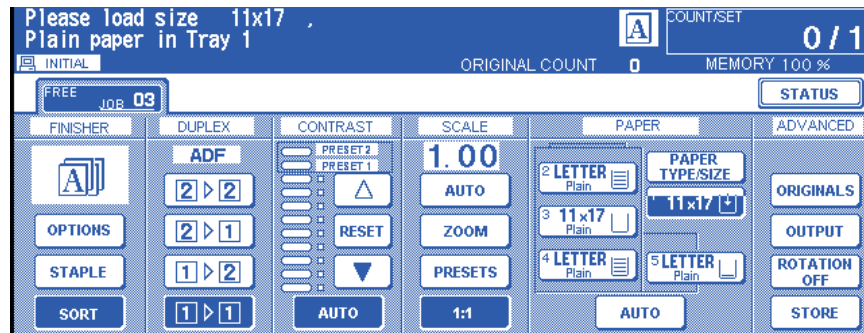
The main screen . . . . .	54
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Using Tray 1 . . . . .	57
Contrast. . . . .	57
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Manual mode (lighter, normal, darker). . . . .	58
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## The main screen

The main screen is the default for the touchscreen and displays when the power is turned on or when sleep mode is deactivated. Most job options are selected from the main screen using the touch keys. Other job options are made on the control pad using conventional buttons such as JOB MEMORY.

When the copy monitor is activated, a valid 8-digit copy monitor password must be entered before copying can be performed. The password is set by the key operator. See "Copy monitor data edit 1" on page 172.

All of the initial settings in the main screen, except quantity, can be configured by the key operator in the Initial copier setting screen.



### Note

The original count displayed in the center of the message area counts the original pages placed in the document feeder as they are scanned. A duplex original as well as a simplex original count as 1. When scanning from the scanner glass, the counter increases by 1 for every image scanned. The popup menu appears on the main screen to select the basic copying conditions.

During the process of successive copying jobs, the message `Warming up` may be displayed in the message area of the main screen while adjustments are made to maintain the copy image quality.

- 1 Position the original document in the document feeder or on the scanner glass.
- 2 Press **START** to start copying with initial settings, or make other selections, then press **START**.

### Basic copy settings

- Duplex mode : see page 56.
- Using Tray 1 : see page 57.
- Contrast : see page 57.
- Scale : see page 58.
- Paper size : see page 62.
- Binding mode : see page 64.
- Set reserve job : see page 65.

### Other basic copying operations

- Store mode : see page 67.
- Glass store mode : see page 67.
- ADF store mode : see page 68.
- Interrupt mode : see page 68.
- Rotation : see page 69.
- Check and Proof Copy : see page 70.
- Help mode : see page 71.

**Finisher mode** : see "Finisher modes" on page 73.

**Original** : see "Originals" on page 91.



**Output** : see “Output function” on page 97.

**Tandem mode** : see “Tandem mode operation” on page 148.

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**Note**

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If the main screen displays *Adjustment mode* in the message area, this means that the MFP was left in the service adjustment mode by a technician. If this occurs, please contact the technician and request that the mode be turned off; otherwise copying may be adversely affected.

### Setting job during warm-up

While the MFP is warming up, a user can select copy conditions and start scanning so the job can begin as soon as the MFP is ready.

- 1 Turn on the main power and secondary power switches on the MFP.  
A few seconds after the warm-up screen appears in the touchscreen, 7 types of warm-up screens display in succession for 5.5-6.0 minutes.
- 2 Touch the LCD panel to change the warm-up screen to the main screen. Check that the message *Ready to Copy Reserve* is displayed on the main screen.
- 3 Set the desired copying conditions and enter the quantity desired.
- 4 Position original(s) face up in the automatic document feeder or face down on the scanner glass.
- 5 Press **START**. The original will be scanned. When scanning is completed, the highlighted *Free Job* folder key will change to *Reserve Job*, and the next free job becomes active.
- 6 If setting more than 1 reserve job, touch the next free job to highlight it.

Repeat Steps 3 to 5. Up to 5 reserve jobs can be prepared. The reserve jobs will automatically start copying after the MFP completes the warm-up.

---

**Note**

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To stop printing, press **STOP**.

The Job status display screen allows you to alter the output order of the reserve jobs or to delete the reserve job. See “Job status display screen” on page 65.

### To stop scanning or printing

Follow the procedure below to stop scanning or printing.

- 1 Touch *SCAN JOB* or *PRINT JOB* to be suspended.
- 2 Press **STOP**. The current selected job will be suspended, and the popup menu will display on the main screen asking you to continue or cancel the job.
- 3 Touch *EXIT* to cancel the job and delete the data or **CONTINUE** to complete the job.

## Recalling previous job settings

Follow the procedure below to copy using the settings from the previous job.

---

**Note**

---

Only the last-completed job settings can be recalled as the previous job settings. Non-complete or reserve job settings cannot be recalled, even if the setting operations were made last.

The previous job settings can be recalled, even after the MFP power is turned off then on.

- 1 Press **JOB MEMORY** on the control panel to display the Job Memory mode screen.
- 2 Touch *PRE-JOB RECALL*, then touch *OK* to return to the main screen. Change the settings recalled on the screen, if desired.
- 3 When all settings are acceptable, position original(s) in the document feeder or on the scanner glass, then press **START**.

## Duplex mode

### Duplex mode using automatic document feeder

Before selecting a duplex mode, read specifications on the previous page and see “Positioning originals on the scanner glass” on page 36 for information on positioning originals.

- 1 Touch the desired mode key on the main screen: 1▶1, 1▶2, 2▶1, or 2▶2. A duplex mode key appears dimmed if it is incompatible with other selections made.

---

#### Note

When selecting 1▶2 or 2▶2, specify the original direction and the binding mode on the `Select condition to scan originals` menu and the `Select finisher mode` menu, respectively. See Steps 1 and 2 below for details.

- 2 Position the originals face up in the document feeder.
- 3 When all settings are acceptable, press **START**. To cancel the mode, touch the desired duplex mode key on the main screen.

---

#### Note

When the selected quantity exceeds the finisher maximum capacity, remove the completed jobs while paper is exiting to avoid jams.

### 1▶2 Duplex mode using scanner glass

When copying in 1▶2 mode from the scanner glass, use the store mode. See “Positioning originals on the scanner glass” on page 36 for details on positioning originals.

- 1 Touch `ORIGINALS` on the main screen to display the `Select condition to scan originals` menu, then touch the desired original direction key to highlight it. Touch `OK` to return to the main screen.
- 2 Touch `OPTIONS` menu to display the `Select finisher mode` menu, then touch the desired binding mode key to highlight it. Touch `OK` to return to the main screen.

---

#### Note

Selecting `TOP BIND` will make copies upside down on the reverse side, while `RIGHT & LEFT BIND` copies normally.

- 3 Open the document feeder. Place original face down on the scanner glass, then close the document feeder.

---

#### Note

Place and scan originals in regular order of pagination.

- 4 Touch 1▶2. The `STORE` key is automatically highlighted on the screen.
- 5 Make the desired copying selections.
- 6 Press **START** to scan the original. Repeat Steps 3 and 6 until all originals are scanned.
- 7 Touch `STORE` to exit the store mode. The `STORE` key will return to the normal display.
- 8 Enter the quantity of copies desired using the keypad. The quantity entered will be displayed on the upper right message area of the main screen.  
To change the print quantity, press **C CLEAR QTY.** and enter the correct quantity.  
To delete the scanned data without printing, press **STOP**, then touch `EXIT` on the popup menu to be sure the data is deleted.
- 9 Press **START** to print.

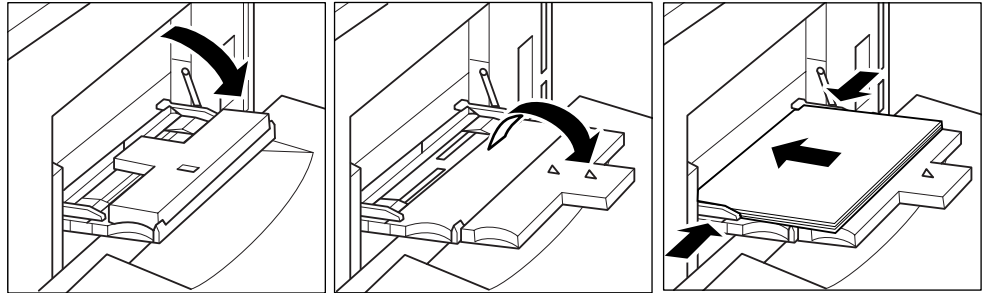
---

#### Note

When the selected quantity exceeds the finisher maximum capacity, avoid jams by removing the completed jobs while paper is exiting.

## Using Tray 1

- 1 Open Tray 1 located on the right side of the MFP. When loading ledger- or legal-size paper, withdraw extension on Tray 1.

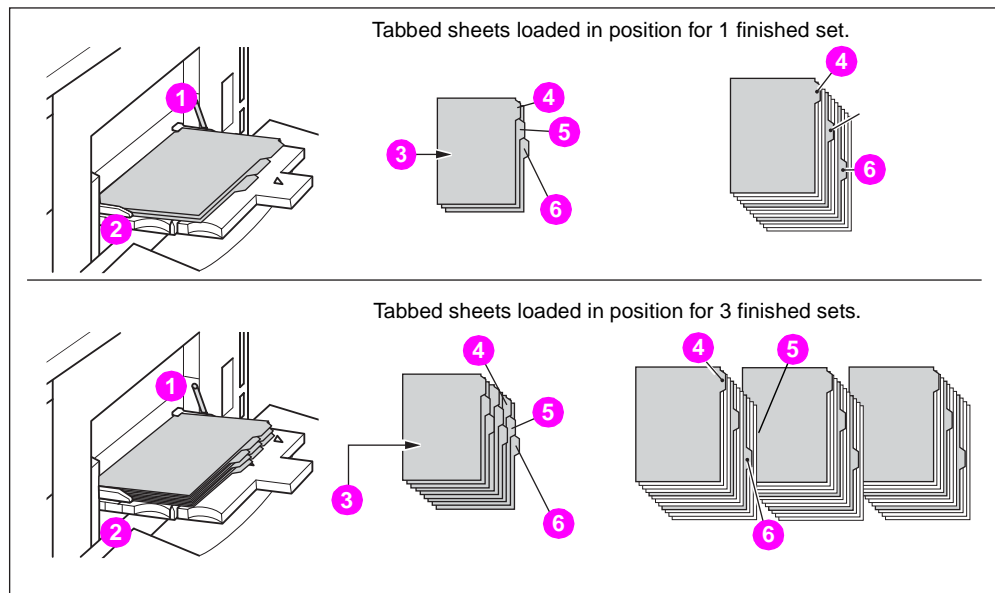


- 2 Load paper and align the paper guides to the paper size.

Load transparency film 1 sheet at a time or stack paper up to 100 sheets (20 lb bond).

Load offset tabbed sheets so that the tab extensions are on the right at the rear (not front) of the tray. The top sheet is designated face up as the first tab of the finished set. Subsequent offset tab sheets follow in sequence. The tab extension width should be 12.5 mm (0.5") or less.

When loading tabbed sheets in Tray 1, be sure to specify the paper type as **Tab** on the **PAPER TYPE/SIZE** setting screen. See "Selecting paper type/size for Tray 1" on page 62.



### Legend

1	Rear	4	1st tab(s)
2	Front	5	2nd tab(s)
3	Printed side	6	3rd tab(s)

## Contrast

### Automatic exposure

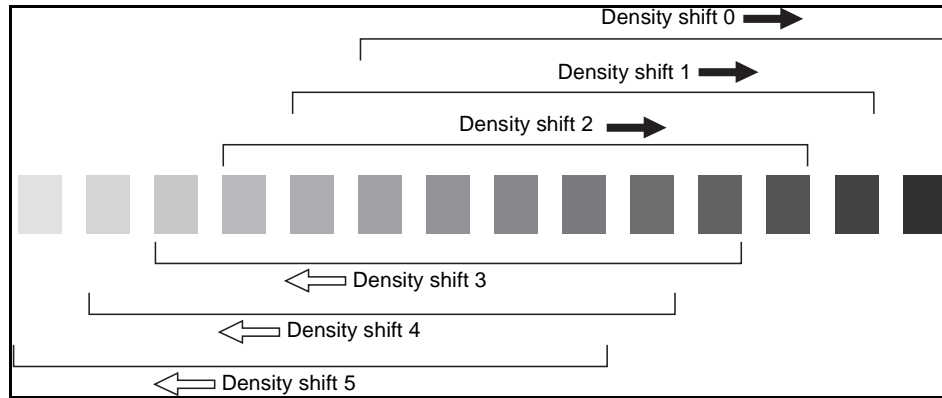
When **AUTO** under the **CONTRAST** column is highlighted, the MFP will detect the contrast of the original image and automatically select the appropriate exposure for the copy.

## Manual mode (lighter, normal, darker)

Manual adjustments can be made in 9 levels by touching the up arrow, **RESET**, or down arrow key to highlight the desired exposure.

## Density shift

Density shift divides each of 9 density levels into 3 levels of lighter and 3 levels of darker. Density shift can be used in 4 modes: **Auto** (Text/Photo), **Text**, **Photo**, and **Increase contrast**.



- 1 Touch **ORIGINALS** to display the **Select condition to scan originals** menu.
- 2 Select the desired enhance mode.  
To select **Auto (Text/Photo)** mode, touch **Mixed** to highlight it, then press **P COUNTER**.  
The following message will be displayed:  
Density Shift (Auto <Text/Photo>)  
2 (0 - 5)  
To select the **Increase Contrast** mode, touch **Increase contrast** to highlight it, then press **P COUNTER**.  
The following message will be displayed:  
Density Shift (Increase contrast)  
# (0 - 5)  
To select the **Photo** mode, touch **Photo** to highlight it, then press **P COUNTER**.  
The following message will be displayed:  
Density Shift (Photo)  
2 (0 - 5)  
To select the **Text** mode, touch **Text** to highlight it, then press **P COUNTER**.  
The following message will be displayed:  
Density Shift (Text)  
2 (0 - 5)  
Press any button (from 0 - 5) using the keypad to determine the Density shift.
- 3 Touch **OK** on the **Select condition to scan originals** menu. Density shift is determined.

## Lens mode

### Automatic paper select

The MFP detects the size of originals placed on the ADF or scanner glass and automatically selects and feeds paper of the same size, or selects an appropriate size according to the scale ratio selected.

If the appropriate paper is not loaded in any tray, no copying will be performed, and a message will prompt you to load the appropriate paper.

Original sizes detected are: Ledger, Legal, Letter, Letter-R, 5.5 by 8.5, 5.5 by 8.5-R.  
Wide paper sizes cannot be detected.

Automatic paper select mode is incompatible with auto scale.

An example of the relation of original size, scale ratio and copy paper size is shown below.

Copy size		ORIGINAL SIZE					Copy size				
		11x17	8.5x14	8.5x11	8.5x11R	5.5x8.5			5.5x8.5R		
Magnification Ratio	0.25 - 0.50	5.5x8.5	5.5x8.5	5.5x8.5	5.5x8.5	5.5x8.5	5.5x8.5	0.25 - 0.50	Magnification Ratio		
	0.51 - 0.61	8.5x11R (8.5x11)						0.51 - 0.61			
	0.62 - 0.65	8.5x11R (8.5x11)	0.62 - 0.65								
	0.66 - 0.77		8.5x14	0.66 - 0.77							
	0.78 - 0.79	11x17	8.5x11 (8.5x11R)	8.5x11 (8.5x11R)	8.5x11 (8.5x11R)	8.5x11 (8.5x11R)	8.5x11 (8.5x11R)	0.78 - 0.79			
	0.80 - 1.00							8.5x14		0.80 - 1.00	
	1.01 - 1.29	11x17	11x17	11x17	11x17	8.5x11 (8.5x11R +)	8.5x11 (8.5x11R +)	1.01 - 1.29			
	1.30 - 1.55							11x17		8.5x14	1.30 - 1.55
	1.56 - 4.00									11x17	1.56 - 4.00

## Automatic scale

Automatic scale is one of the initial settings that functions when the ADF is used and paper size is selected manually.

### Note

Automatic scale is incompatible with auto paper select, change scale, book copy, overlay, erase non-image area, repeat, auto layout, and storing image in overlay memory

An appropriate reduction or enlargement ratio will be selected automatically and applied to the image on the paper size. Automatic scale automatically calculates and selects the correct ratio.

Wide paper size can be specified when the auto scale is in use. In this case, the same scale ratio as the standard size will be selected automatically.

Auto scale ratio examples are shown in the table below.

AUTO SCALE TABLE		ORIGINAL SIZE						
		11"x17"	8.5"x14"	8.5"x11"	8.5"x11"R	5.5"x8.5"	5.5"x8.5"R	A4
COPY SIZE	11"x17"/ 11"x17"W	1.00	1.21	1.00	1.29	1.29	2.00	0.94
	8.5"x14"	0.77	1.00	0.77	1.00	1.00	1.55	0.73
	8.5"x11"/ 8.5"x11"W	0.50 (0.65)	0.61 (0.79)	1.00	0.77 (1.00)	1.20	1.00 (1.29)	0.94
	8.5"x11"R/ 8.5"x11"R+	0.65	0.79	0.77 (1.00)	1.00	1.00 (1.29)	1.29	0.73 (0.94)
	5.5"x8.5"/ 5.5"x8.5"+	0.32 (0.50)	0.39 (0.61)	0.65	0.50 (0.65)	1.00	0.65 (1.00)	0.67
	5.5"x8.5"R/ 5.5"x8.5"R+	0.50	0.61	0.50 (0.65)	0.65	0.65 (1.00)	1.00	0.47 (0.67)
	A4/A4+	0.49 (0.69)	0.59 (0.84)	0.97	0.75 (0.97)	1.38	0.97 (1.38)	1.00

( ) : Rotation functions

## Selecting a special ratio for custom paper

To determine reduction or enlargement ratios when using non-standard paper sizes, refer to the special ratio table and follow the procedure below.

### Original-copy width

- 1 Locate the original width on the horizontal axis.
- 2 Locate the copy width on the vertical axis.
- 3 Find the ratio on the table where these 2 values meet.

### Original-copy length

- 1 Locate the original length on the horizontal axis.
- 2 Locate the copy length on the vertical axis.
- 3 Find the ratio on the table where these 2 values meet.

The ratio you use must fall within the available scale range of 0.25 - 4.00. Use the smaller ratio for reduction and use the larger ratio for enlargement.

- 1 First, determine the correct ratio, as described above.
- 2 Touch **ZOOM** on the main screen to display the popup menu for setting the zoom ratio.
- 3 Use the touchpad on the popup menu to enter the desired reduction or enlargement ratio in 3 digits or use arrows to scroll to the desired ratio.
- 4 When the desired ratio is specified, touch **OK** to complete the setting.  
To cancel the setting, touch **ZOOM** again, select the desired ratio, then touch **OK**.
- 5 Position original(s) face down on the scanner glass or face up in the document feeder.
- 6 When all other settings are acceptable, press **START**.

## Special ratio table

### Note

Ratio chart is shown in inches.

**ORIGINAL SIZE**

		5	6	7	8	9	10	11	12	13	14	15	16	17
COPY SIZE	17	3.40	2.83	2.43	2.12	1.88	1.70	1.54	1.42	1.31	1.21	1.13	1.06	1.00
	16	3.00	2.54	2.20	1.94	1.74	1.57	1.43	1.32	1.22	1.14	1.06	1.00	0.94
	15	2.81	2.38	2.06	1.82	1.63	1.47	1.35	1.24	1.15	1.07	1.00	0.94	0.88
	14	2.64	2.23	1.93	1.70	1.53	1.38	1.26	1.16	1.07	1.00	0.93	0.87	0.82
	13	2.45	2.07	1.80	1.59	1.42	1.28	1.17	1.08	1.00	0.93	0.87	0.81	0.76
	12	2.27	1.92	1.67	1.47	1.31	1.19	1.09	1.00	0.92	0.86	0.81	0.76	0.70
	11	2.09	1.77	1.53	1.35	1.21	1.09	1.00	0.92	0.85	0.79	0.74	0.70	0.65
	10	1.91	1.61	1.40	1.23	1.10	1.00	0.91	0.84	0.78	0.72	0.68	0.64	0.59
	9	1.73	1.46	1.27	1.12	1.00	0.90	0.83	0.76	0.70	0.65	0.61	0.57	0.53
	8	1.54	1.30	1.13	1.00	0.89	0.81	0.74	0.68	0.63	0.59	0.55	0.51	0.47
	7	1.36	1.15	1.00	0.88	0.79	0.71	0.65	0.60	0.55	0.52	0.48	0.45	0.41
	6	1.18	1.00	0.86	0.76	0.68	0.62	0.56	0.52	0.48	0.45	0.42	0.39	0.35
	5	1.00	0.84	0.73	0.65	0.58	0.52	0.48	0.44	0.41	0.38	0.35	0.33	0.29

## Preset and user presets ratios

Use the preset and user presets ratios to increase or decrease scale in fixed amounts.

If required, the 8 initially set preset ratios shown below can be adjusted in the key operator mode. In addition, 3 user-defined ratios are adjustable by the key operator. All ratios remain effective until they are replaced.

- 8 preset ratios: 0.50, 0.65, 0.77, 0.93, 1.21, 1.29, 1.55, and 2.00
  - 3 user-defined ratios: programmable by the key operator and selected from 0.25 - 4.00
  - to copy 5.5 by 8.5 originals to 5.5 by 8.5 paper, touch 5.5 by 8.5 paper size, then touch 1.00 magnification.
- 1 Touch **REDUCE** to display the popup menu for selecting the desired preset/userset ratio.
  - 2 Select the desired scale. The selected key is highlighted, and the popup menu fades automatically. Then the selected ratio is displayed on the main screen. To cancel the setting, touch **REDUCE** again, then select the desired ratio.
  - 3 Position original(s) face down on the scanner glass or face up in the document feeder, as required.
  - 4 When all settings are acceptable, press **START**.

## Zoom mode

Use the zoom mode to reduce or enlarge the original image in 1 percent increments.

- zoom range: 25 percent - 400 percent
- 1 Touch **ZOOM** on the main screen to display the popup menu for setting the zoom ratio.
  - 2 Use the keypad on the popup menu to enter a 3-digit zoom ratio, or use arrows to scroll to the desired ratio.
  - 3 Touch **OK** to complete the setting and return to the main screen. To cancel the setting, touch **ZOOM** again, select the desired ratio, then touch **OK**.
  - 4 Position original(s) face down on the scanner glass or face up in the document feeder, as required.
  - 5 When all settings are acceptable, press **START**.

## Vertical/horizontal zoom

Use the zoom mode to reduce or enlarge vertical and horizontal dimensions, independently.

- vertical/horizontal zoom range: 0.25 - 4.00
- 1 Touch **ZOOM** on the main screen to display the popup menu for setting the zoom ratio.
  - 2 Touch **Vert** to select a vertical ratio.
  - 3 Use the keypad on the popup menu to enter a 3-digit vertical zoom ratio, or use arrows to scroll to the desired ratio.
  - 4 Touch **Horiz** to select a horizontal ratio.
  - 5 Use the keypad to enter a 3-digit horizontal zoom ratio, or use arrows to scroll to the desired ratio.
  - 6 Touch **OK** to complete the setting.  
To cancel the setting, touch **ZOOM** again to display the popup menu. Specify the desired ratios, then touch **OK**.
  - 7 **AUTO** under the **PAPER** column on the touchscreen is automatically released. Select the desired copy size key.
  - 8 Position original(s) face down on the scanner glass or face up in the document feeder, as required.
  - 9 When all settings are acceptable, press **START**.

## Paper size

The tray selection keys below PAPER on the touchscreen are used to select a specific input tray. When a specific tray is selected, the AUTO key in the PAPER column is deselected and the AUTO key in the SCALE column is highlighted. The size may require a ratio adjustment. When using the automatic document feeder with initial settings, a ratio will be selected automatically.

Tray locations correspond to Trays 2, 3, and 4, HCI (Tray 5), and Tray 1. Paper types such as heavy, OHT, light, vellum, tab, custom, rough, cardstock, pre-punched, pre-printed, and letterhead can be specified by the key operator, but paper types cannot be detected by the MFP.

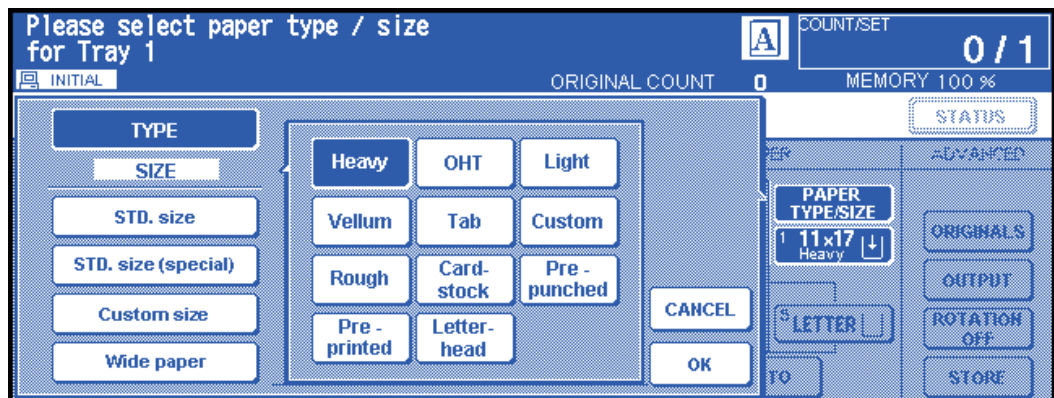
### Note

To avoid jams, do not load paper type other than that specified.

- When a selected tray is empty, an out-of-paper icon will flash on the tray key, along with a message to load paper in the empty tray.
  - When Tray 1 is touched and highlighted, the PAPER TYPE/SIZE key appears above the Tray 1 key. Touch the key to display the type and size popup menu, then specify the type and size of the special paper to be loaded on the Tray 1. See "Selecting paper type/size for Tray 1" on page 62.
  - *Incompatible basic copying conditions with auto scale: auto paper select, change scale*
  - *Incompatible original with auto scale: none*
  - *Incompatible applications with auto scale: book copy, erase non-image area, repeat, auto layout, stamp/overlay*
- 1 Touch the desired tray key. AUTO in the PAPER column is deselected, and AUTO in the SCALE column is highlighted.  
To restore the auto paper select, touch AUTO in the PAPER column. AUTO in the SCALE column is deselected.
  - 2 Position original(s) face down on the scanner glass or face up in the document feeder, as required.
  - 3 When all settings are acceptable, press **START** from the control panel.

### Selecting paper type/size for Tray 1

- 1 Open Tray 1, and load the paper in the tray.
- 2 Touch Tray 1, then touch PAPER TYPE/SIZE. The paper type/size menu will be displayed.



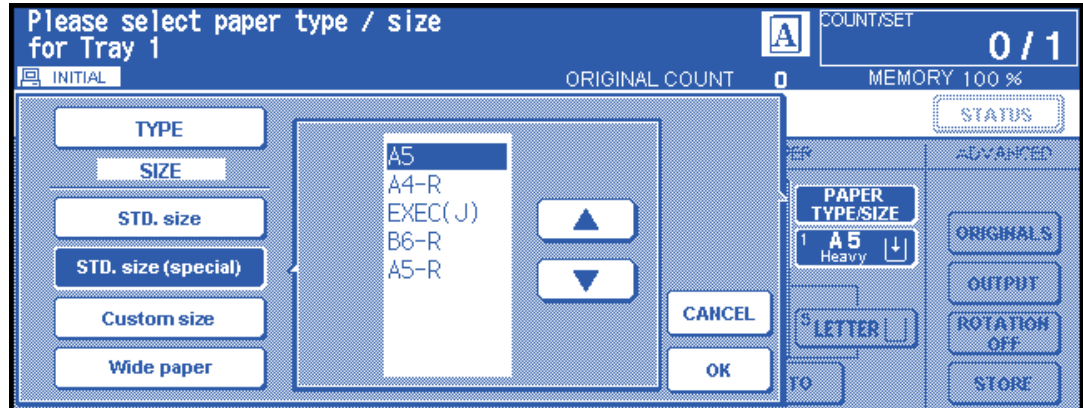
- 3 Touch the desired key.
  - a When Heavy, OHT, Light, Vellum, Tab, or Custom is highlighted, a print job will conform to the selected paper type.
  - b If no paper type indication is needed, touch the highlighted key to clear the selection. The selection will be reflected on the main screen when restored.

### Note

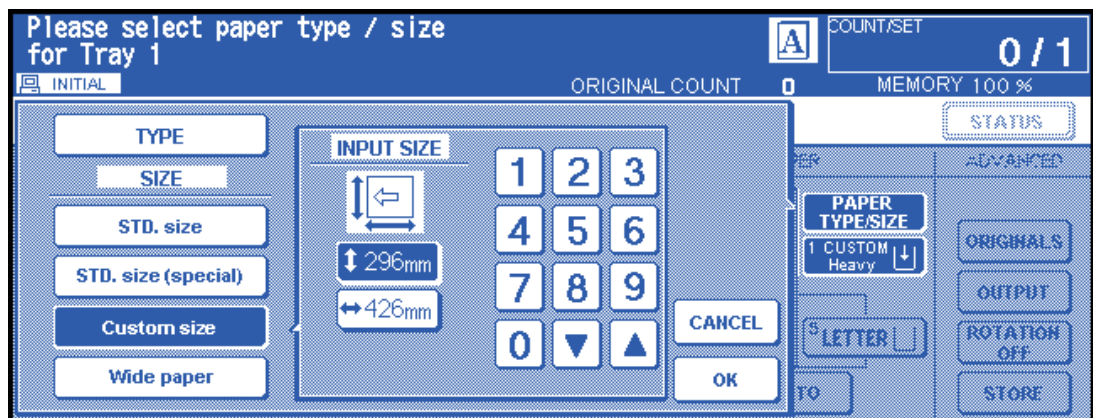
When selecting Tab paper, AUTO under the SCALE column is automatically selected.



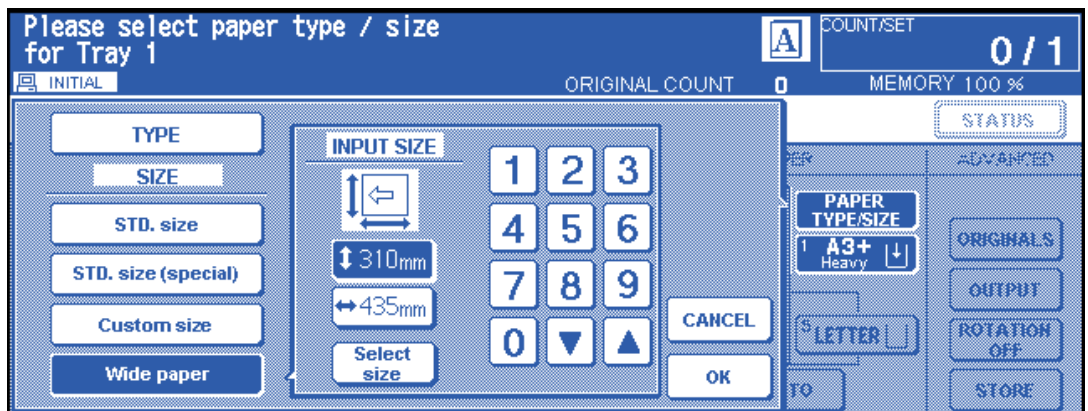
- When **STD. size** is highlighted, the popup menu will appear. Use arrows to scroll to the desired size. In this case, both the paper size and type selected will be indicated on the main screen.



- When **Custom size** is highlighted, the popup menu will appear.

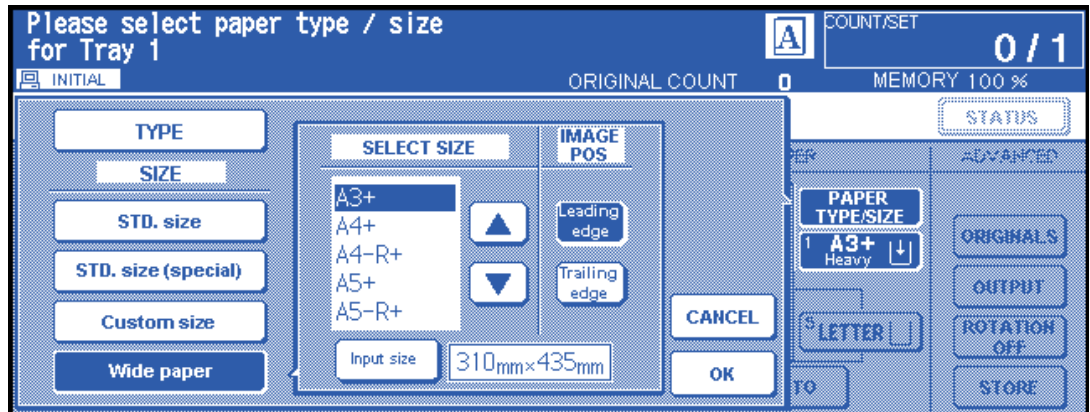


- To set the vertical size, touch the vertical size key to highlight it. Then use the keypad on the popup menu to enter the vertical size, or use arrows to scroll to that number.
  - To set the horizontal size, touch the horizontal size key to highlight it. Then use the keypad on the popup menu to enter the horizontal size, or use arrows to scroll to that number. In this case, the Special indication and paper type selected will be displayed on the main screen, but the actual size information cannot be displayed.
- When **Wide paper** is highlighted, the popup menu will appear. Use arrows to scroll to the desired wide size, then specify the precise dimensions of paper to be used, following the procedure below.



- Touch **Input size**. The **INPUT SIZE** popup menu will appear.

- 2 Touch the vertical size key to highlight it, then use the keypad on the popup menu to enter the vertical size, or use arrows to scroll to that number. The entered number should be equal to, or greater than, the standard size paper vertical dimension, not to exceed 314 mm.
- 3 Touch the horizontal size key to highlight it, then use the keypad on the popup menu to enter the horizontal size, or use arrows to scroll that number. The entered number should be equal to, or greater than, the standard size paper horizontal dimension, not to exceed 429 mm.
- 4 Touch **SELECT SIZE** to return to the select size menu. Touch **Leading edge** or **Trailing edge** to select the image starting position.

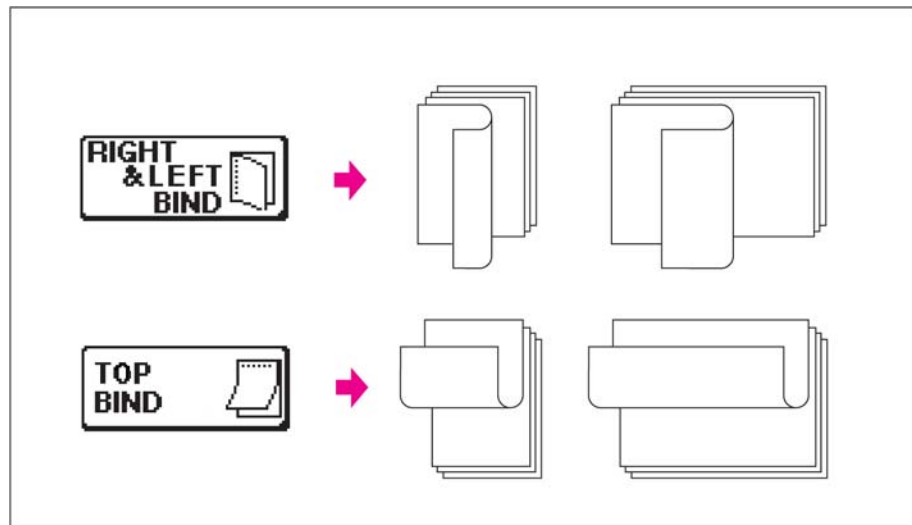


- 5 Touch **OK** to return to the main screen.

## Binding mode

When copying in 1▶2 or 2▶2 mode, specify the binding mode on the **Select finisher mode** menu to obtain the desired copy result.

- **RIGHT & LEFT BIND**: normal duplex copies
- **TOP BIND**: duplex copies arranged upside down on the reverse side



- 1 Touch **OPTIONS** menu to display the **Select finisher mode** menu, then touch to highlight the desired binding mode key.
- 2 Touch **OK** to return to the main screen.

# Reserve

## Set reserve job

The reserve function allows you to set up a new job while a current scan or print job is in progress. When the current job is finished, the reserve job starts printing immediately.

The **FREE JOB** key on the screen is touch-sensitive and active only when another job is in progress; otherwise it appears dimmed.

- Job settings: maximum 5 (current job plus 4 reserve jobs).
  - The reserve job is available to be set after the MFP starts to scan the current job. When setting more than 1 reserve job, the next reserve job setting will be available after the MFP starts to scan for the previous reserve job. When the current job is under **STORE** mode, **Image insert**, or **Book Copy**, the reserve job setting will be available after the MFP starts to print the current job.
  - If certain conditions occur while a reserve job is being set, such as activation of interrupt mode, paper jam, or depletion of paper, the current printing job will cease and the **FREE JOB** indicator on the screen will be replaced by **INTERRUPT**, **JAM** or **ADD PAPER**, as appropriate. Perform the required measure for the situation at hand.
  - The order of the reserve jobs can be altered on the Job status display screen.
  - The reserve jobs can be deleted on the Job status display screen.
  - *Incompatible basic copy conditions: interrupt copying, scanning in store mode, proof copy.*
  - *Incompatible applications: storing image in overlay memory.*
- 1 Touch **FREE JOB** to display the Reserve job setting screen.
  - 2 Set the desired copying conditions for the reserve job. When the Reserve job setting screen is displayed, all keys on the touchscreen and all buttons on the control panel will function for the reserve job.

---

### Note

---

When having trouble while setting the reserve job, the **PRINT JOB** or **SCAN JOB** key changes to **JAM** or **ADD PAPER** on the main screen. See “When paper is depleted for the job in progress” on page 67.

- 3 Position original(s) face up in the ADF or face down on the scanner glass after completing scan for the current job.
- 4 Press **START**. The original for the reserve job will be scanned.

---

### Note

---

When the message **Please Load Size \*\* Paper in any Tray except Tray #** is displayed, load the specified paper into the appropriate trays.

- 5 When the scanning for the reserve job is completed, the main screen for the current printing job is restored.
- 6 Repeat Steps 2 to 4 to reserve more than 1 job.
- 7 Copying of the reserve job will start automatically after completing the current job.

## Job status display screen

Touch the **STATUS** key on the main screen to display the **Job status display** (see below).

This screen allows you to perform the following functions.

- confirm MFP status
- change order of reserve job
- delete reserve job
- view previous job list
- view incomplete job list

To return to the main screen, touch **OK** on the Job status display screen.

STATUS ITEM	DESCRIPTION																		
<b>NUMBER</b>	Displays the number (01-99) for each job assigned to the MFP.																		
<b>MODE</b>	Displays the MFP's current mode of operation. 3 modes are listed below. MFP / PRINTER / SCANNER																		
<b>STATUS</b>	Displays the current status for each job.  <table border="0"> <thead> <tr> <th>Indication</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>READY</td> <td>Ready to use in each mode</td> </tr> <tr> <td>INTERRUPT</td> <td>Interrupting the previous job</td> </tr> <tr> <td>ERROR</td> <td>Error in each mode</td> </tr> <tr> <td>PRINTING</td> <td>Printing in each mode</td> </tr> <tr> <td>NO PAPER</td> <td>No paper in copy/print mode</td> </tr> <tr> <td>STOP</td> <td>Stop in each mode</td> </tr> <tr> <td>RESERVE</td> <td>Setting reserve job</td> </tr> <tr> <td>JAM</td> <td>Jam in each mode</td> </tr> </tbody> </table>	Indication	Meaning	READY	Ready to use in each mode	INTERRUPT	Interrupting the previous job	ERROR	Error in each mode	PRINTING	Printing in each mode	NO PAPER	No paper in copy/print mode	STOP	Stop in each mode	RESERVE	Setting reserve job	JAM	Jam in each mode
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STOP	Stop in each mode																		
RESERVE	Setting reserve job																		
JAM	Jam in each mode																		
<b>TOTAL PAGE(s)</b>	Displays the number of scanned pages for each job (0 to 9999).																		
<b>PAGE(s) LEFT</b>	Displays the remaining copy count of the job. 0 to 9999 (The number exceeding 9999 will be displayed as 9999↑). Copy count = Number of scanned pages x Print quantity																		
<b>MINUTE(s) TO GO</b>	Displays the time (in minutes) required for completing the job. Exceeding 999 minutes: 999↑ Shorter than 1 minute: <1																		
<b>OTHER</b>	The following message will be displayed on the second bar when the reserved job does not exist. RESERVED JOB DOES NOT EXIST																		

#### To change the order of reserve jobs

- 1 Touch the desired reserve job key to highlight it.
- 2 Touch **JOB PRIORITY**. The highlighted reserve job is advanced by 1 in printing order unless the job preceding the selected one is already in progress.
- 3 To return to the main screen, touch **OK** on the Job status display screen.

#### To clear reserve jobs

- 1 Touch the desired reserve job key to highlight it.
- 2 Touch **JOB CLEAR**.
- 3 The Job clear setting screen will be displayed. Touch **YES**. The highlighted reserve job is cleared.
- 4 To return to the main screen, touch **OK** on the Job status display screen.

#### To check user name (not MFP information)

- 1 Touch **USER NAME CHECK** to display the User Name Check screen. Check the user name indicated on the right side of the job number and operation mode.
- 2 To return to the Job status display screen, touch **OK**.
- 3 To return to the main screen, touch **OK** on the Job status display screen.

#### To display Previous Job List

- 1 Touch **PREVIOUS JOB LIST** to display the Previous Job List screen.
- 2 Touch ↓ to scroll to the next page, if needed. Up to 16 previous jobs can be displayed. Touch ↑ to return to the previous page.
- 3 To return to the Job Status display screen, touch **OK**.
- 4 To return to the main screen, touch **OK** on the Job status display screen.

### To display Incomplete Job List

- 1 Touch **INCOMPLETE JOB LIST** to display the Incomplete job list screen.
- 2 Touch **↓** to scroll to the next page, if needed. Up to 16 incomplete jobs can be displayed. Touch **↑** to return to the previous page.
- 3 To return to the Job status display screen, touch **OK**.
- 4 To return to the main screen, touch **OK** on the Job status display screen.

### Paper jam during the reserve setting

If a jam occurs with the print/scan job in progress while you are setting a reserve job, the **PRINT JOB/SCAN JOB** key on the screen will change to **JAM**.

If originals of the reserve job are already scanned when the paper jam occurs, the reserve job printing can be performed after the paper jam is cleared and the current job is completed.

- 1 Touch **JAM** to display the Jam Position screen.
- 2 To view help screen instructions, touch **Guide** and **Remove paper/original**.
- 3 **JAM** will change to **PRINT JOB** or **SCAN JOB**.
- 4 Press **START**. The print/scan job will be reprocessed.
- 5 Touch **FREE JOB** to continue setting the reserve job.

If scanning is not completed when the misfeed occurs, but reserve settings have already been made, the reserve job can be performed after the current job is completed. Simply insert the original document and press **START**.

### When paper is depleted for the job in progress

If the paper supply for a print job in progress becomes depleted while you are setting a reserve job, the **PRINT JOB** key on the screen will change to **ADD PAPER** (blinking).

In this case, you can still continue the reserve job setting.

- 1 Touch **Add Paper** to display the main screen for the print job.
- 2 Confirm the empty tray and supply the paper.
- 3 Press **START**. The print job will be reprocessed.
- 4 Touch **FREE JOB** to continue setting the reserve job.

## Store mode

Store mode allows you to scan multiple originals by touching **STORE** on the main screen after setting copying conditions and then outputting the complete set by pressing **START**.

- Glass store mode: scan originals from the scanner glass
- ADF store mode: scan originals from the ADF

### Glass store mode

Use glass store mode for originals that cannot be fed through the document feeder due to thickness, size, or condition.

When scanning thick originals that require keeping the document cover open, select **Erase non-image area** to prevent exposure of the glass area around the border of the original. This feature ensures a clean copy result and reduces toner consumption. The erase non-image area mode automatically releases after the original for which it is selected is scanned. Additional images may be scanned.

- incompatible output: storing image in overlay memory
- 1 Open the document feeder.
  - 2 Place original face down on the scanner glass, then close the document feeder.

## Note

Place and scan the original in regular order of pagination.

- 3 Make the desired copying selections, and select 1▶1 or 1▶2 copy mode.
- 4 Touch **STORE** on the main screen to highlight it.
- 5 Press **START** to scan the original.
- 6 Repeat Steps 1, 2, and 5 until all originals are scanned.
- 7 Touch **STORE** to exit the store mode.
- 8 Use the keypad to enter the quantity. The entered quantity will be displayed on the upper right message area of the main screen. To change the quantity, press **C CLEAR QTY.** and re-enter the correct quantity. To delete the scanned data without printing, press **STOP**, then touch **CANCEL** on the popup menu to ensure that you delete the data.
- 9 Press **START**. The MFP starts the printing job.

### ADF store mode

Use this feature to scan more than 100 originals into memory from the document feeder. Use this function in conjunction with the reserve function to increase efficiency of the copying job.

Incompatible output: image insert, book copy, storing image in overlay memory

- 1 Touch **STORE** on the main screen to highlight it.
- 2 Make the desired copying selections.
- 3 Position the originals face up on the document feeder. The number of originals may not exceed 100.
- 4 Enter the quantity, using the keypad. The entered quantity will be displayed on the upper right message area of the main screen. To change the quantity, press **C CLEAR QTY.** and re-enter the correct quantity.
- 5 Press **START** to scan the originals.
- 6 Repeat Steps 3 through 5 until all originals are scanned. To delete the scanned data without printing, press **STOP**, then touch **CANCEL** on the popup menu to ensure that you delete the data.
- 7 Touch **STORE** to exit the store mode.
- 8 Press **START**. The MFP starts the printing job.

## Interrupt mode

Use the interrupt mode to interrupt copying in progress to perform a simple job. When interrupt copying is completed, the settings for the initial job restore automatically and the main screen displays. Press **INTERRUPT** when the MFP is in the following conditions:

- continuously printing data stored using store mode
- scanning the originals using store mode
- scanning the originals using store mode while printing in reserve mode
- *incompatible basic copying conditions: reserve*
- *incompatible output: storing image in overlay memory*

If desired, the key operator can change the timing to stop current MFP operation for interrupt copying. Note that the compatible copying conditions vary according to the timing selected.

- 1 To stop the current copying job, press **INTERRUPT**. For particular jobs in progress, copying will cease only after certain phases of the immediate operation are completed, as indicated by LED conditions described below.
  - **Collectively printing data stored in memory:** The interrupt LED blinks until one set of the current job is printed, then the LED remains steady for the temporary job performed in Interrupt mode.
  - **Scanning originals into memory:** The interrupt LED blinks until scanning is completed for all originals placed in the document feeder, then the LED remains steady for the temporary job performed in interrupt mode.
  - **Scanning originals into memory while printing in reserve mode (see Note 1):** The interrupt LED blinks until the MFP completes the current printing job, and scans all originals placed on the document feeder. The LED remains steady for the temporary job performed in Interrupt mode. All job indicators on the main screen will change to interrupt.
- 2 Remove any document from the scanner glass or from the document feeder, if present.
- 3 Place new original(s) on the scanner glass or in the document feeder.
- 4 The copying settings in Interrupt mode are as follows.

Duplex mode:	1▶1
ADF:	ON
Auto exposure:	ON
Scale mode:	1:1 (1.00)
Auto paper select:	ON
Paper quantity:	1
Finisher:	Sort mode using primary tray

Select other copying features that are compatible with the Interrupt mode, if desired.

- 5 Press **START**.
- 6 When Interrupt copying is completed, press **INTERRUPT** again to return to the settings of the initial job.
- 7 Replace the initial original, then press **START** to resume copying.

---

## Note

In reserve mode, pressing **INTERRUPT** before the MFP finishes scanning originals of the reserve job will clear the settings selected for reserve job.

When **CHECK** is pressed during interrupt copying, the information displayed reflects the initial copy job settings. Check mode will not display Interrupt copy job information.

---

## Rotation

This function allows you to use auto paper select or auto scale and copy the original size documents described below onto Letter or 5.5 by 8.5, irrespective of the paper feeding direction. By default, rotation requires auto select or auto to function. However, the key operator may set rotation to always function or when auto select, auto, or reduce is selected.

- rotation copying uses memory
- copy size: Letter, Letter-R, 5.5 by 8.5-R (landscape type feeding () only)
- original size: Ledger, Legal, Letter, Letter-R, 5.5 by 8.5, 5.5 by 8.5-R
- *incompatible basic copying conditions: vertical or horizontal zoom, rotation sort, rotation group, tandem mode*
- *incompatible output: book copy, erase non-image area, repeat (except 2/4/8 repeat), auto layout, storing image in overlay memory*

## Rotation and auto paper select

In auto paper select, the MFP automatically copies onto the same paper size as the original(s) in 1:1.

For example, when letter-size paper is loaded in the tray in landscape orientation and the MFP detects that the original is placed in portrait orientation, rotation and auto select work together to rotate the original image by 90 degrees and output the letter-size copy to match the direction of the paper.

Similarly, when letter-size paper is loaded in the tray in portrait orientation and the MFP detects that the original is placed in landscape orientation, rotation and auto paper select work together to rotate the original image by 90 degrees and output the letter-size copy to match the direction of the paper.

## Rotation and auto scale

When letter-size paper is loaded in the tray in landscape orientation and the MFP detects that the original is placed in portrait orientation, rotation (if required) rotates the original image by 90 degrees and the copy is made with the appropriate auto scale ratio to fit the portrait style of the paper.

Similarly, when letter-size paper is loaded in the tray in portrait orientation and the MFP detects that the original is placed in landscape orientation, rotation (if required) rotates the original image by 90 degrees and the copy is made with the appropriate auto scale ratio to fit the landscape style of the paper.

When the 5.5 by 8.5 tray is selected and the MFP detects that the original is placed in portrait orientation, Rotation rotates the original image by 90 degrees and the copy is made with the appropriate auto scale ratio to fit the portrait style of the paper.

## To release automatic rotation

The MFP is initially set to activate the rotation function automatically.

Touch **ROTATION OFF** on the main screen to highlight it. The rotation icon will go out and the rotation function will be disabled.

## To resume automatic rotation

Touch **ROTATION OFF** on the main screen to enable it. The rotation icon will be displayed and the rotation function will be reactivated.

## Check and proof copy

Use the check mode to confirm copying selections before pressing the **START** button. The Check screen allows you not only to view the current settings but to change or release them directly from the check mode.

In this mode, use proof copy to produce a sample of the copied set before copying multiple copies. This is a convenient and cost effective way of viewing the results of the following copying selections:

- copying conditions using store mode
- booklet
- sheet/cover insertion
- image insert
- chapter
- book copy
- combination
- program job

With proof copy, all originals are scanned into memory, and only 1 set is output after you press the **PROOF COPY** button on the control panel or touch the **PROOF COPY** touchkey on the Check screen. After pressing **PROOF COPY**, some copying condition keys may appear dimmed in the Check screen. You cannot change or release the copying conditions indicated on these.

When the **START** button is pressed, the job resumes copying until the job is completed.

- all settings made can be viewed in the Check screen
- *incompatible copying conditions with proof copy mode: group*



- 1 Press **CHECK** on the control panel to display the Check screen.
- 2 Verify the settings made for the current job.
- 3 If necessary, press **PROOF COPY** on the control panel or touch **PROOF COPY** on the Check screen to output a set of sample copy.
- 4 Touch **EXIT** (or press **CHECK**) to exit from the Check mode and return to the main screen.
- 5 Press **START** when the main screen is displayed.

## Change/release settings

If you want to change or release any settings, follow the procedure below.

### To change the settings:

- 1 Touch the desired copying condition key on the Check screen to highlight it.

---

### Note

Any key that cannot be highlighted indicates that the copying condition cannot be changed from the Check screen.

Although the following output functions can be highlighted, they cannot be changed but only released by touching **Release Setting: Overlay, Erase non-image area, Reverse image, Auto layout, All-image area.**

- 2 Touch **CHANGE SETTING**. The touchscreen will display the appropriate screen to change the copying condition selected.
  - Selecting a basic copying condition key will display the main screen.
  - Selecting **ENHANCE mode, SPECIAL ORIG.,** or **ORIGINALS** key will display the **Select condition to scan originals** menu.
  - Selecting an output function key will display the **Change output selection** screen. When **BOOK MARK** has been checked on a subsequent screen, selecting the output function key will jump to that screen.
- 3 Change the setting as desired, then restore the Check screen to return to the checking steps or to the main screen to start copying.

### To release the settings:

- 1 Touch the desired original key or output function key on the Check screen to highlight it.
- 2 Touch **RELEASE SETTING**.
- 3 Touch **YES** to cancel the output function, or **NO** to restore. When **YES** is touched, the selected function will be released and the key will disappear from the Check screen.

## Help mode

Use the **HELP** button to access information about the current screen mode and to learn about setting procedures. The **HELP** button can be pressed from any screen except Job Memory and Key Operator mode screens.

The **HELP** screen also includes the Help menu icon in the center. When the **HELP** menu button is touched, the **HELP** menu screen displays a list of all of the MFP functions. When a function item is touched, the Help screen displays information specific to that topic.

The **KEY OPERATOR MODE** key is also provided in the lower left position of the Help screen. When touched, the Key Operator Password Entry screen will be displayed to access the Key Operator mode. See “How to access the key operator mode” on page 164.

- 1 While in any screen, press **HELP** to display the Help screen.
- 2 Touch **TONER SUPPLY, PAPER SUPPLY, ADF, STAPLE SUPPLY, PUNCH, FOR ASSISTANCE,** or the **SERVICE CALL TELEPHONE NUMBER AND FAX NUMBER** to display specific help information.
- 3 For help on operations, touch **HELP** in the center area of the screen. The Help screen will be displayed. Select one of the 7 help menu items.

- 4 The weekly timer key displays only when the weekly timer system is activated. Touch the key to display the settings of the weekly timer.
- 5 Touch **EXIT** to return to the screen that was displayed before pressing **HELP**.

# 7 Finisher modes

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## Q3633A stapler/stacker and Q3634A multi-function finisher specifications

Use only paper that is recommended by HP and stored under the environmental conditions stated for copy quality. Special stock is not guaranteed for reliability or copy quality.

This finisher also accommodates wide paper sizes in addition to the standard sizes described below. See “Paper information” on page 35.

### Finisher type

- primary tray with built-in 2 stapling: moving tray type
- secondary tray
- booklet tray (multi-function finisher only)
- post inserter Q3636A (optional)
- punch kit Q3635A (optional)

### Primary tray

- non-sort mode
  - paper size: see “Q3633A stapler/stacker and Q3634A multi-function finisher primary (main) tray” on page 42
  - paper weight: 16 - 24 lb; special stock (65 lb (176 g/m<sup>2</sup> cover paper), transparency film, labels, 2-, 3-, or 4-hole punch (depending on the accessory installed), rag content
  - paper capacity for 20 lb.:  
500 sheets 5.5 by 8.5  
3,000 sheets Letter, Letter-R (Q3633A)  
2,500 sheets 5.5 by 8.5, Letter-R (Q3634A)  
1,500 sheets Ledger, Legal
- sort mode/group mode
  - paper size: see “Q3633A stapler/stacker and Q3634A multi-function finisher primary (main) tray” on page 42
  - paper weight: 16 - 24 lb  
paper capacity for 20 lb:  
500 sheets 5.5 by 8.5  
3,000 sheets Letter, Letter-R (Q3633A)  
2,500 sheets Letter, Letter-R (Q3634A)  
1,500 sheets Ledger, Legal
- staple-sort mode
  - paper size: see “Q3633A stapler/stacker and Q3634A multi-function finisher primary (main) tray” on page 42
  - paper weight: 16 - 24 lb
  - paper capacity for 20 lb: 1,000 sheets. Variable according to the number of pages to be stapled. See “Staple-sort mode” on page 42
  - staple capacity: 50 sheets (5.0 mm thick or less). Staple sheet capacity is changeable, and may be set to 45, 40, or 35 by your service representative.
  - staple position: See “Staple-sort mode” on page 42

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#### Note

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Using excessively curled paper or some types of thin paper in staple-sort mode may cause poor results in arrangement of the stapled sets.

## Secondary tray

- non-sort and face down exit
- non-sort and face up exit
- group and face down exit
- group and face up exit
  - paper size: see “Q3633A stapler/stacker and Q3634A multi-function finisher secondary tray” on page 42
  - paper weight: 16 - 24 lb
  - paper capacity for 20 lb: 200 sheets

## Booklet tray (multi-function finisher only)

- folding mode
  - paper size: see “Q3634A multi-function finisher booklet tray” on page 43
  - paper weight: 16 - 24 lb; special stock (20 lb paper is recommended)
  - number of folding sheets: 3 sheets maximum (without being stapled)
  - booklet tray capacity:
    - approximately 100 sheets maximum
    - 33 sets maximum of 3-sheet-folded booklet (33 x 3 = 99 sheets)
    - 50 sets maximum of 2-sheet-folded booklet (50 x 2 = 100 sheets)
    - approximately 75 sheets maximum for Letter-R, A4R
    - 25 sets maximum of 3-sheet-folded booklet (25 x 3 = 75 sheets)
- stapling and folding mode
  - paper size: see “Q3634A multi-function finisher booklet tray” on page 43
  - paper weight: 16 - 24 lb; special stock (20 lb paper is recommended)
  - number of folding sheet: 20 sheets maximum (using 20 lb paper only)  
19 sheets maximum (a thick cover paper included)
  - booklet tray capacity:
    - approximately 100 sheets maximum
    - 20 sets maximum of 5-sheet-folded booklet (20 x 5 = 100 sheets)
    - 10 sets maximum of 10-sheet-folded booklet (10 x 10 = 100 sheets)
    - 6 sets maximum of 16-sheet-folded booklet (6 x 16 = 96 sheets)
    - approximately 75 sheets maximum
    - 15 sets maximum of 5-sheet-folded booklet (15 x 5 = 75 sheets)

## Post inserter

- paper size: see “Paper in Q3636A post inserter (optional)” on page 44
- paper weight in cover sheet mode: 200 g/m<sup>2</sup> thick paper (13 - 110 lb)
- paper weight in manual staple: 16 - 24 lb

## Punch kit

- punch mode (available in combination with primary tray output modes)
  - paper size: see “Punch Table” on page 45
  - paper weight: 13 - 45 lb
  - number of holes: depends on punch kit installed
  - hole diameter:
    - 3-hole: 8.0 mm ± 0.5 mm (0.32 inches ± 0.02 inches)
    - 2 or 4-hole: 6.5 mm ± 0.5 mm (0.26 inches ± 0.02 inches)

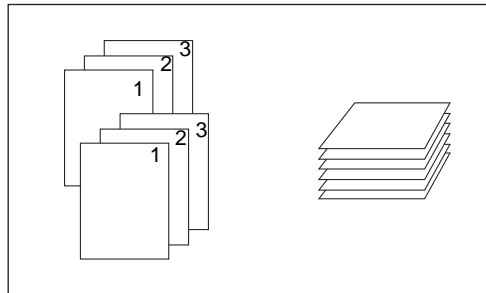
- hole pitch:
  - 2-hole (North America): 70 mm ± 0.5 mm (2.76 ± 0.02 inches)
  - 3-hole (North America): 108 mm ± 0.5 mm (4.25 ± 0.02 inches)
  - 4-hole (Europe): 80mm ± 0.5 mm (3.15 ± 0.02 inches)
  - 4-hole (Sweden): between the 2 middle holes: 70 mm ± 0.5 mm (2.76 ± 0.02 inches);  
from the top-middle hole to the top hole: 21 mm ± 0.5 mm (0.83 ± 0.02 inches);  
from the bottom-middle hole to the bottom hole: 21 mm ± 0.5 mm (0.83 ± 0.02 inches)

## Non-sort mode using primary tray

The non-sort mode simply means that the offset-stacker finisher modes are not selected. Copies will be stacked upon exit without being offset between sets.

With the primary tray initially selected on the `Select finisher mode` menu, Q3633A/Q3634A outputs the printed sheets face down in the proper order.

- paper size: Ledger, Legal, Letter-R, Letter, 5.5 by 8.5
- paper capacity for 20 lb:
  - 500 sheets 5.5 by 8.5
  - 3,000 sheets Letter, Letter-R (Q3633A)
  - 2,500 sheets Letter, Letter-R (Q3634A)
  - 1,500 sheets Ledger, Legal



- 1 Touch **Sort** on the main screen to deselect it, if highlighted.
- 2 Enter the desired quantity.
- 3 Position original(s) in the document feeder or on the scanner glass, and make copying selections, as required.
- 4 Press **Start** to begin copying in non-sort mode. Copies will exit face down, with the page heading toward the front of the MFP.

### CAUTION

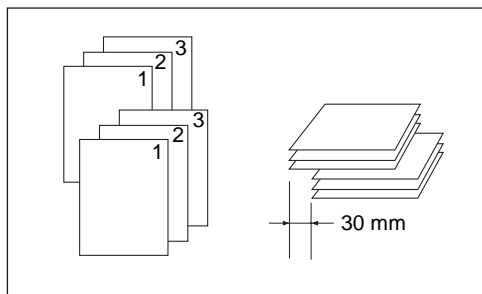
When the selected quantity exceeds the finisher maximum capacity, remove the printed sheets while paper is exiting to avoid paper mishandling.

## Sort mode using primary tray

Use this mode when you want to output multiple copies of the original set, and have each sorted set offset upon exit. The staple mode can be selected with the sort mode.

With the primary tray initially selected on the `Select finisher mode` menu, Q3633A/Q3634A outputs the printed sheets face down in the proper order.

- paper size: Ledger, Legal, Letter, Letter-R, 5.5 by 8.5, 5.5 by 8.5-R
- paper capacity for 20 lb:
  - 500 sheets 5.5 by 8.5
  - 3,000 sheets Letter, Letter-R (Q3633A)
  - 2,500 sheets Letter, Letter-R (Q3634A)
  - 1,500 sheets Ledger, Legal



- 1 Touch **Sort** on the main screen to highlight it.
- 2 Enter the desired quantity.
- 3 Position the originals in the document feeder, and make copying selections as required.
- 4 Press **Start**.

### Note

When the selected quantity exceeds the finisher maximum capacity, remove the printed sheets while paper is exiting to avoid paper jams.

## Staple-sort mode using primary tray

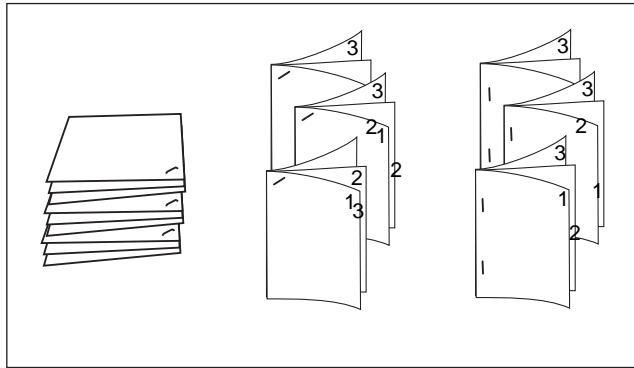
Use this mode when you want to offset and staple each copied set. Stapling position and number of staples (1 or 2) can be designated on the finisher mode popup menu. Each finished set will be offset from the next copied set.

With the primary tray initially selected on the `Select finisher mode` menu, Q3634A outputs the printed sheets face down in the proper order.

- stapled paper at 1 position: Ledger, Legal, Letter-R, Letter (5.5 by 8.5 is available in portrait orientation only)
- stapled paper at 2 positions: only letter paper that feeds long edge first, and Ledger, Legal, Letter-R, Letter paper that feeds short edge first
- paper capacity for 20 lb: 1,000 sheets (variable according to the number of pages to be stapled.)
- staple capacity: 50 sheets 20 lb (5.0 mm thick or less) (staple capacity is changeable, and may be set to 45, 40, or 35 by service technician)
- staple position: 1 corner staple; 2 flat position staples. (corner staple may change to parallel staple when using some copy sizes.)
- *incompatible copy conditions: using scanner glass (available when using image insert, book copy, and glass store modes), folding, stapling and folding, tri-fold, OHT interleaving*

### Note

Using excessively curled paper or some types of thin paper in staple-sort mode may cause poor results in arrangement of the stapled sets.



- 1 Touch **STAPLE** on the main screen to highlight it. The staple position icon will be displayed in the finisher icon area. When not changing the staple position, proceed to step 7.
- 2 Touch **OPTIONS** menu on the main screen to display the *Select finisher mode* menu.
- 3 Touch the desired key among the 4 keys on the screen to select the staple position. When making double-sided copies, also touch the desired key to highlight the desired binding mode key.
- 4 Touch **OK** on the *Select finisher mode* menu to complete the setting and return to the main screen. The selection made in stapling position will be displayed in the finisher icon area.
- 5 Touch **ORIGINALS** on the main screen to display the *Select condition to scan originals* menu.
- 6 Touch to select the desired original set direction, then touch **OK** to return to the main screen.
- 7 Select additional copying features, as required.
- 8 Enter the desired quantity.
- 9 Position the originals in the document feeder.
- 10 Press **START**.

---

### Note

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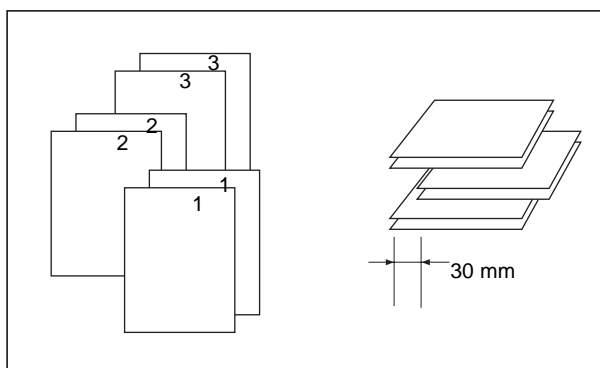
When the selected quantity exceeds the finisher maximum capacity, remove the printed sheets while paper is exiting to avoid paper jams.

## Group mode using primary tray

Use this mode when you want to group together multiple copies of each original and offset the sets upon exit. Grouped sets cannot be stapled.

- paper size: Ledger, Legal, Letter, Letter-R, 5.5 by 8.5, 5.5 by 8.5-R
- paper capacity for 20 lb:
  - 500 sheets 5.5 by 8.5
  - 3,000 sheets Letter-R, Letter (Q3633A)
  - 2,500 sheets Letter-R, Letter (Q3634A)
  - 1,500 sheets Ledger, Legal





- 1 Touch **OPTIONS** menu on the main screen to display the *Select finisher mode* menu.
- 2 Touch **GROUP**, then **OK** to complete the setting and return to the main screen. The group icon will be displayed in the finisher icon area.
- 3 Enter the desired quantity.
- 4 Position the originals in the document feeder, and make copying selections as required.
- 5 Press **START**.

### CAUTION

When the selected quantity exceeds the finisher maximum capacity, remove the printed sheets while paper is exiting to avoid paper mishandling.

## Output modes using secondary tray

In addition to the primary tray, Q3633A Stapler/Stacker and Q3634A Multi-function finisher is equipped with a secondary tray that can be selected on the *Select finisher mode* menu.

The secondary tray provides 4 types of output as specified below, also to be specified on the *Select finisher mode* menu.

- face down non-sort exit
  - face up non-sort exit
  - face down group exit
  - face up group exit
    - paper size: Ledger - 5.5 by 8.5
    - paper weight: 16 - 24 lb
    - paper capacity for 20 lb: 200 sheets
- 1 Touch **OPTIONS** menu on the main screen to display the *Select finisher mode* menu.
  - 2 Touch **UPPER BIN** to display the popup menu *Finisher <options>*.
  - 3 Touch the desired key(s) on the popup menu to specify 1 of the 4 output modes.
    - a To select non-sort and face down exit, touch **FACE-DOWN**.
    - b To select non-sort and face up exit, touch **FACE-UP**.
    - c To select group and face down exit, touch **GROUP** and **FACE-DOWN**.
    - d To select group and face up exit, touch **GROUP** and **FACE-UP**.
  - 4 Touch **OK** on the *Select finisher mode* menu to complete the setting and return to the main screen. The selection made in finisher mode using upper bin will be reflected in the finisher icon area of the main screen.
  - 5 Enter the desired quantity.

6 Position the originals in the document feeder, and make copying selections as required.

7 Press **START**.

---

**Note**

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When the selected quantity exceeds the finisher maximum capacity, remove the printed sheets while paper is exiting to avoid paper jams.

## Folding and stapling and folding modes

The folding and stapling and folding modes are available only when the multi-function finisher option is installed. When any mode is selected, the booklet feature is automatically selected and indicated on the output selection screen.

---

**Note**

---

When copying 2-sided signature originals using the Folding or stapling and folding mode, release the automatically selected booklet mode on the output selection screen.

When copying dark originals or using reverse image mode together with folding or stapling and folding mode, the folded line of the output copies may be slightly shifted.

The following copy results may be expected when using folding or stapling and folding mode:

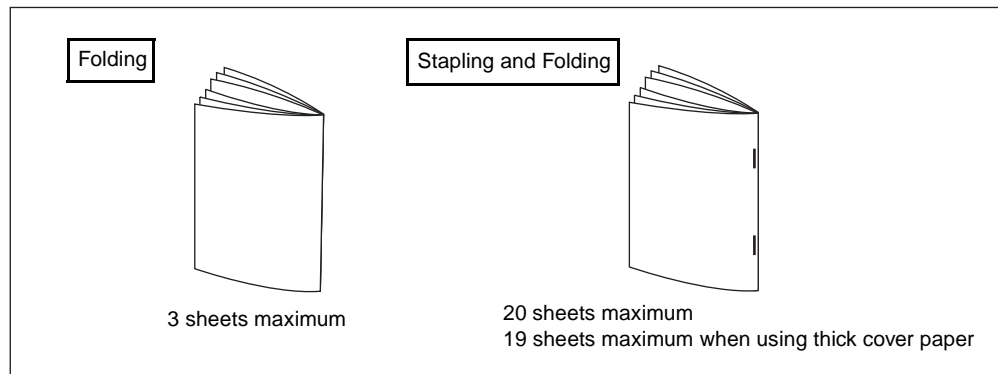
In the folding mode, each copied set is folded and output to the booklet tray of the finisher.

In the stapling and folding mode, each copied set is stapled at 2 positions (2-position flat), then folded and output to the booklet tray.

- use automatic document feeder
- maximum number of folded sheets (20 lb Bond) in both modes:
  - folding: 3 sheets (less than in stapling and folding mode because they are not stapled first)
  - stapling and folding: 20 sheets; 19 sheets when using thick cover paper
- paper size: Ledger, Legal, Letter-R, A4R
- paper weight: 16 - 24 lb; special stock (20 lb paper is recommended)
- Booklet tray capacity:

When the booklet tray capacity is exceeded, the finisher will stop operating. Select the appropriate quantity by referring to the following capacities.

  - approximately 100 sheets maximum
    - folding: 33 sets maximum of 3-sheet-folded booklet (33 x 3 = 99 sheets)
    - stapling and folding: 20 sets maximum of 5-sheet-folded booklet (20 x 5 = 100 sheets)
    - 6 sets maximum of 15-sheet-folded booklet (6 x 15 = 90 sheets)
  - approximately 75 sheets maximum (Letter-R, A4R)
    - folding: 25 sets maximum of 3-sheet-folded booklet (25 x 3 = 75 sheets)
    - stapling and folding: 15 sets maximum of 5-sheet-folded booklet (15 x 5 = 75 sheets)
- *incompatible basic copying conditions with booklet selected: auto paper select, 1▶1, 2▶1, rotation, sort, staple-sort, group, cover sheet feeding, tri-fold, rotation sort, rotation group, punch*
- *incompatible originals with booklet selected: mixed original, entire area in custom size, tab paper*
- *incompatible output with booklet selected: sheet/cover insertion, combination, OHT interleave, program job, erase non-image area, reverse image, repeat*
- *incompatible conditions without booklet: sort, staple-sort, group, rotation sort, rotation group, tri-fold, punch, OHT interleave, reverse image*



## Note

Selecting **FOLDING** or **STAPLING AND FOLDING** will automatically switch the output tray to booklet tray. Notice that the arrow pointing to the primary tray shifts to the booklet tray.

When loading originals, heed the following limits on capacity:

Folding mode: 12 pages or less for simplex copying, 6 pages or less for duplex copying;  
 stapling and folding mode: 80 pages or less for simplex copying, 40 pages or less for duplex copying.  
 Exceeding these capacity limits may cause trouble in the finisher.

When the booklet tray capacity is exceeded, the finisher will cease operating.

- 1 Close the automatic document feeder securely, then press **RESET**.
- 2 Touch **OPTIONS** menu on the main screen to display the *Select finisher mode* menu.
- 3 Touch **STAPLING AND FOLDING** or **FOLDING**, as desired.
- 4 Touch **OK** on the *Select finisher mode* menu. The main screen will be restored and the selection made in the finisher mode will be reflected in the *Finisher* icon area.
- 5 Select additional copying features, as required.  
*No Cover Sheet of Booklet* is automatically selected. To change this selection, touch **OUTPUT** on the main screen to display the output selection screen, then touch *Booklet* twice to display the booklet mode selection screen to make another selection or to release the setting.
- 6 Enter the desired quantity.
- 7 Position the originals in the document feeder.
- 8 Press **START**.

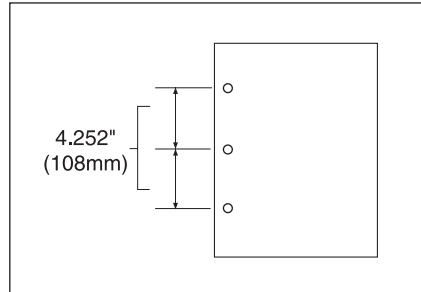
## Punch mode

The punch mode is available only when one of the punch kit options is installed in one of the finishers.

When the punch mode is selected in combination with any of the primary tray output modes, each copied sheet is punched and output to the primary tray according to the selected output mode.

- copy paper size: Ledger, Letter (20 lb paper recommended)
- paper weight: 20 lb - 24 lb bond recommended  
 thin paper: 16 lb - 19 lb  
 thick paper: 25 lb - 45 lb
- hole diameter:
  - 3-hole: 8.0 mm ± 0.5 mm (0.32 inches ± 0.02 inches)
  - 2 or 4-hole: 6.5 mm ± 0.5 mm (0.26 inches ± 0.02 inches)

- hole pitch:
  - 2-hole (North America): 70 mm ± 0.5 mm (2.76 ± 0.02 inches)
  - 3-hole (North America): 108 mm ± 0.5 mm (4.25 ± 0.02 inches)
  - 4-hole (Europe): 80mm ± 0.5 mm (3.15 ± 0.02 inches)
  - 4-hole (Sweden): between the 2 middle holes: 70 mm ± 0.5 mm (2.76 ± 0.02 inches);  
from the top-middle hole to the top hole: 21 mm ± 0.5 mm (0.83 ± 0.02 inches);  
from the bottom-middle hole to the bottom hole: 21 mm ± 0.5 mm (0.83 ± 0.02 inches)
- *incompatible basic copying conditions: using scanner glass (available when using glass store mode), folding, stapling and folding, tri-fold, finisher modes using secondary tray, cover sheet mode*
- *incompatible originals: mixed original (Letter-R, 5.5 by 8.5 mixed), custom size*
- *incompatible output: sheet/cover insertion, copy insertion mode in chapter, cover sheet mode in booklet, OHT interleave, program job*



- 1 Touch **OPTIONS** menu on the main screen to display the **Select finisher mode** menu.
- 2 Touch **PUNCH** to display the punch position popup menu.
- 3 Touch the desired punch position key to highlight it.
- 4 Touch **OK** on the punch position popup menu to restore the **Select finisher mode** menu.
- 5 Touch **OK** on the **Select finisher mode** menu to complete the setting and return to the main screen. The selection made in punch position will be displayed in the finisher icon area.
- 6 Touch **ORIGINALS** on the main screen to display the **Select condition to scan originals** menu.
- 7 Touch to select the desired original set direction, then touch **OK** to return to the main screen.
- 8 Select additional copying features, as required.
- 9 Enter the desired quantity.
- 10 Position the originals in the document feeder.
- 11 Press **START**.

### Note

Some staple positions previously selected may conflict with this function.

Do not punch special paper type such as transparencies, labels, tabbed sheets, etcetera.

Be sure that the paper guides of the paper tray are securely aligned to the paper; otherwise the copies may not be punched in position.

If the automatic tray switching functions while the MFP uses the punch mode, the punch holes may be slightly off the appropriate positions.

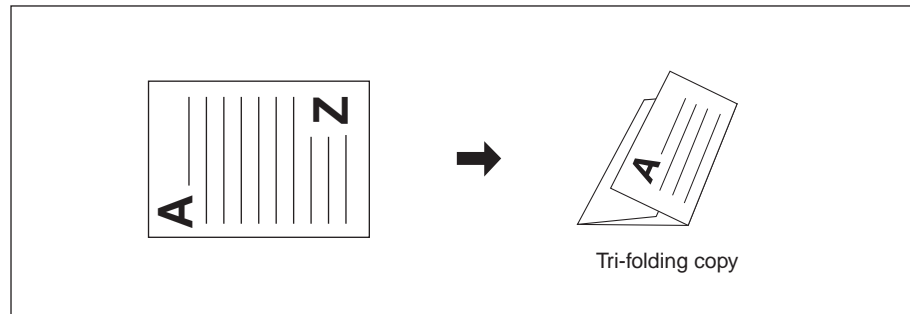
When the selected quantity exceeds the finisher maximum capacity, remove the finished sets while paper is exiting to avoid paper mishandling.

## Tri-fold mode

The tri-fold mode is available only when the multi-function finisher option is installed.

In this mode, the original image is copied on Letter-R or A4R copy paper and output to the booklet tray of the finisher.

- copy paper size: Letter-R, A4R (20 lb paper recommended)
- maximum number of folded sheets (20 lb bond): 3 sheets
- paper weight: 16 - 24 lb; special stock (20 lb paper is recommended)
- booklet tray capacity: 50 sets maximum of 1-sheet-folded set (50 sheets)
- *incompatible basic copying conditions: sort, group, finisher modes using secondary tray, folding, stapling and folding, punch*
- *incompatible output: OHT interleave, book copy, program job, reverse image*



- 1 Load Letter-R or A4R paper in a tray.
- 2 Touch **OPTIONS** menu on the main screen to display the **Select finisher mode** menu.
- 3 Touch **TRI-FOLD** to highlight it.
- 4 Touch **OK** on the popup menu to complete the setting and return to the main screen. The tri-fold icon will be displayed in the finisher icon area.
- 5 Select additional copying features, as required. Touch to highlight the **Letter-R** or **A4R** tray key, if not already highlighted.
- 6 Enter the desired quantity.
- 7 Position the originals in the document feeder.

---

**Note**

Up to 3 originals can be tri-folded as a set.

- 8 Press **START**.

---

**Note**

When the booklet tray capacity is exceeded, the finisher will cease operating. To avoid this, select the appropriate quantity from the specifications.

## Post inserter

The Post Inserter (Q3636A) is available as an option on both finishers.

Load cover sheet paper into this device and use the sheets as front covers for copied sets output to the primary tray or use the sheets as booklet-type covers for copied sets output to the booklet tray in the folding or stapling and folding mode.

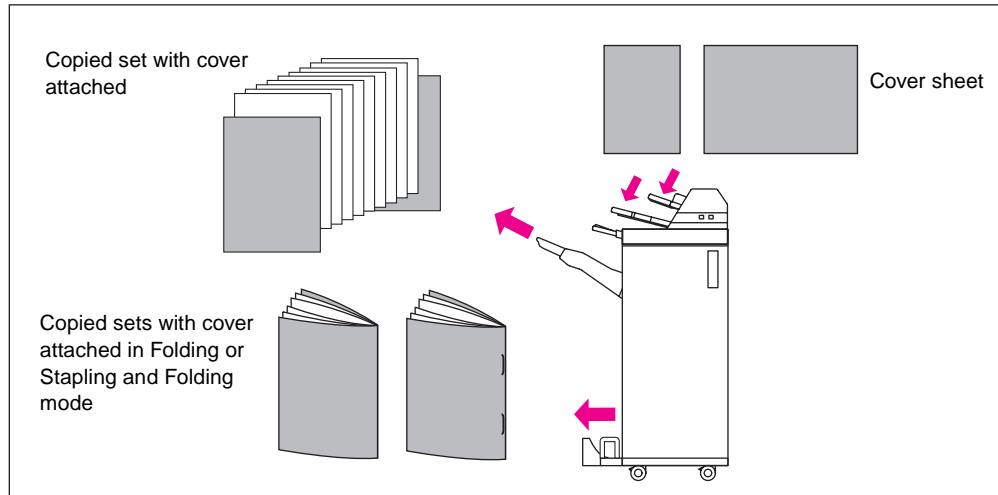
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**Note**

Paper loaded into the post inserter cannot be copied.

This function is incompatible with cover sheet mode (cover with copy sheet and cover with blank sheet) in booklet and cover mode in sheet/cover Insertion.

- cover paper size
  - upper tray: Letter, Letter-R, 5.5 by 8.5
  - lower tray: Ledger, Legal, Letter, Letter-R, 5.5 by 8.5 (5.5 by 8.5 paper is available in portrait type feeding only)
- cover paper weight: 200 g/m<sup>2</sup> cover paper (13 - 110 lb)
- tray capacity: 200 sheets (200 g/m<sup>2</sup> cover paper (110 lb) or 30 mm thick for both trays)
- *incompatible basic copying conditions: output to secondary tray, punch*
- *incompatible output: cover mode in sheet/cover insertion, cover sheet mode in booklet, OHT interleave*



- 1 Close the automatic document feeder securely, then press **RESET**.
- 2 Touch **OPTIONS** menu on the main screen to display the *Select finisher mode* menu.
- 3 Touch **COVER SHEET** to display the cover sheet insert selection screen.
- 4 Touch **FRONT**, **FRONT+BACK**, or **BACK** to highlight it, then select the covers tray. When selecting **Front+Back** mode, different tray sources can be specified for each.

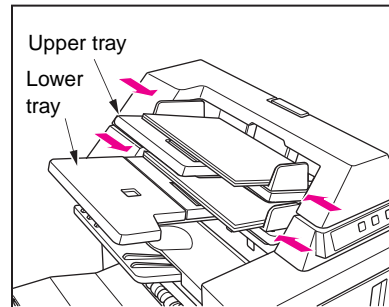
### Note

Paper sizes available to be loaded are different in each tray.

- 5 Touch **OK** to restore the *Select finisher mode* menu.
- 6 Touch **OK** on the *Select finisher mode* menu. The main screen will be restored.
- 7 Select additional copying features, as required.

- 8 Load the cover sheet paper into the post inserter.  
If the paper size loaded in the Post inserter is not suitable, the following messages will be displayed and copying will be unavailable.

Please Load Cover Sheet in Post Inserter  
Adapt paper size between cover sheet and selected paper



- 9 Enter the desired quantity.  
10 Position the originals in the document feeder or on the scanner glass.  
11 Press **START**.

---

#### Note

---

When the selected quantity exceeds the finisher maximum capacity, remove the completed sets while paper is exiting to avoid paper mishandling.

## Manual finishing

The manual finishing function is available only with the post inserter option installed on one of the finishers. To use this convenient function, simply place a set of paper into the lower tray of the post inserter, select the desired mode from the manual finishing control panel, then touch the start/stop touch key.



Available finishing modes according to the optional configuration are described below.

#### **stapler/stacker + Q3636A post inserter**

- 1 corner staple: primary tray
- 2 flat position staples: primary tray

#### **stapler/stacker + Q3636A post inserter + punch kit**

- 1 corner staple
- 2 flat position staples
- punch

#### **multi-function finisher + Q3636A post inserter**

- 1 corner staple
- 2 flat position staples
- stapling and folding (2 staples in the center + folding)
- tri-fold

### multi-function finisher + Q3636A post inserter + punch kit

- 1 corner staple
- 2 flat position staples
- stapling and folding (2 staples in the center + folding)
- tri-fold
- punch

### Specifications for manual stapling 1 corner staple and 2 flat position staples

- paper size: Ledger, Legal, Letter, Letter-R, 5.5 by 8.5, A4, A4R
- paper weight: 16 - 24 lb (20 lb paper is recommended)
- staple capacity: 50 sheets maximum (20 lb paper)
- output tray: primary tray

### Specifications for manual punch

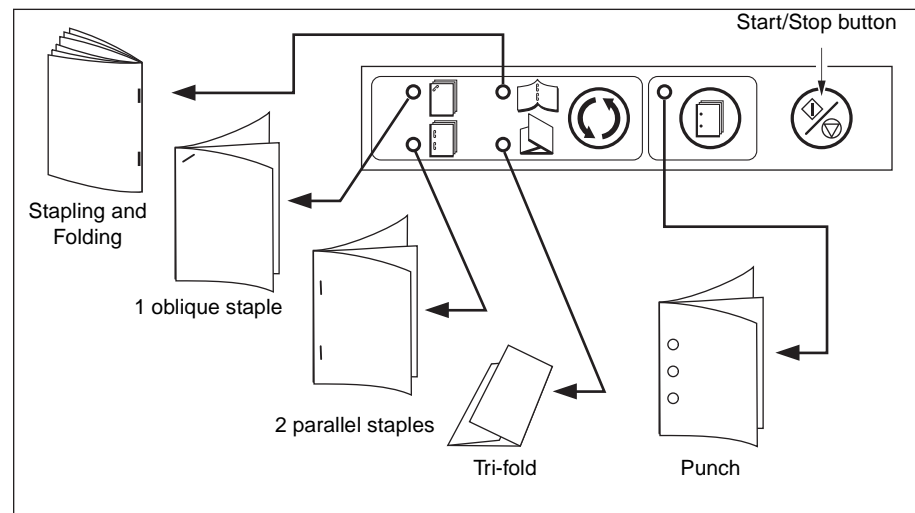
- paper size: Ledger, Letter, A4
- paper weight: 16 - 24 lb (20 lb paper is recommended)
- punch capacity: 200 sheets maximum (24 lb paper) or within 30 mm thick
- output tray: primary tray

### Specifications for manual stapling and folding mode

- paper size: Ledger, Legal, Letter-R, A4, A4R
- paper weight: 16 - 24 lb (20 lb paper is recommended)
- staple capacity: 20 sheets maximum (20 lb paper)  
19 sheets maximum (20 lb paper with a thick paper cover)
- output tray: booklet tray

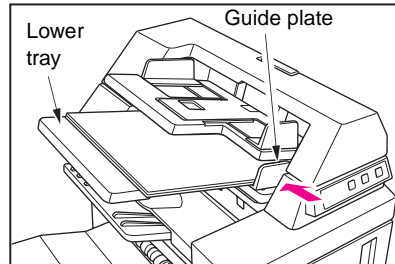
### Specifications for tri-fold mode

- paper size: Letter-R, A4R
- paper weight: 16 - 24 lb (20 lb paper is recommended)
- folding capacity: 3 sheets maximum (20 lb paper)
- output tray: booklet tray





- 1 Place a set of paper to be finished into the lower tray of the Post inserter, as described below for each mode, then align the guide plate. The indicator light of the **START** button will turn green.
  - 1 corner staple / 2 flat position staples: face up
  - punch: face up
  - stapling and folding: face up for the print to be folded to the outside of the finished set
  - tri-fold: face up for the print to be folded to the outside of the folded set



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**Note**

Refer to the specifications on previous page for available paper size and capacity in each mode.

- 2 Touch the **STAPLE** mode selection key and/or **PUNCH** key to select the desired mode.

---

**Note**

Punch mode is compatible with 1 corner staple, 2 flat position staples, or stapling and folding mode.

- 3 Press the **START** button.  
Finished sheets will be delivered to the appropriate tray according to the selected mode.

---

**Note**

If you want to stop the manual finishing operation, press the **STOP** button. The finisher will stop operating. When using stapling and folding mode, the unfinished set will be left in the stacker unit inside the finisher.

When the booklet tray capacity is exceeded, the finisher will cease operating.

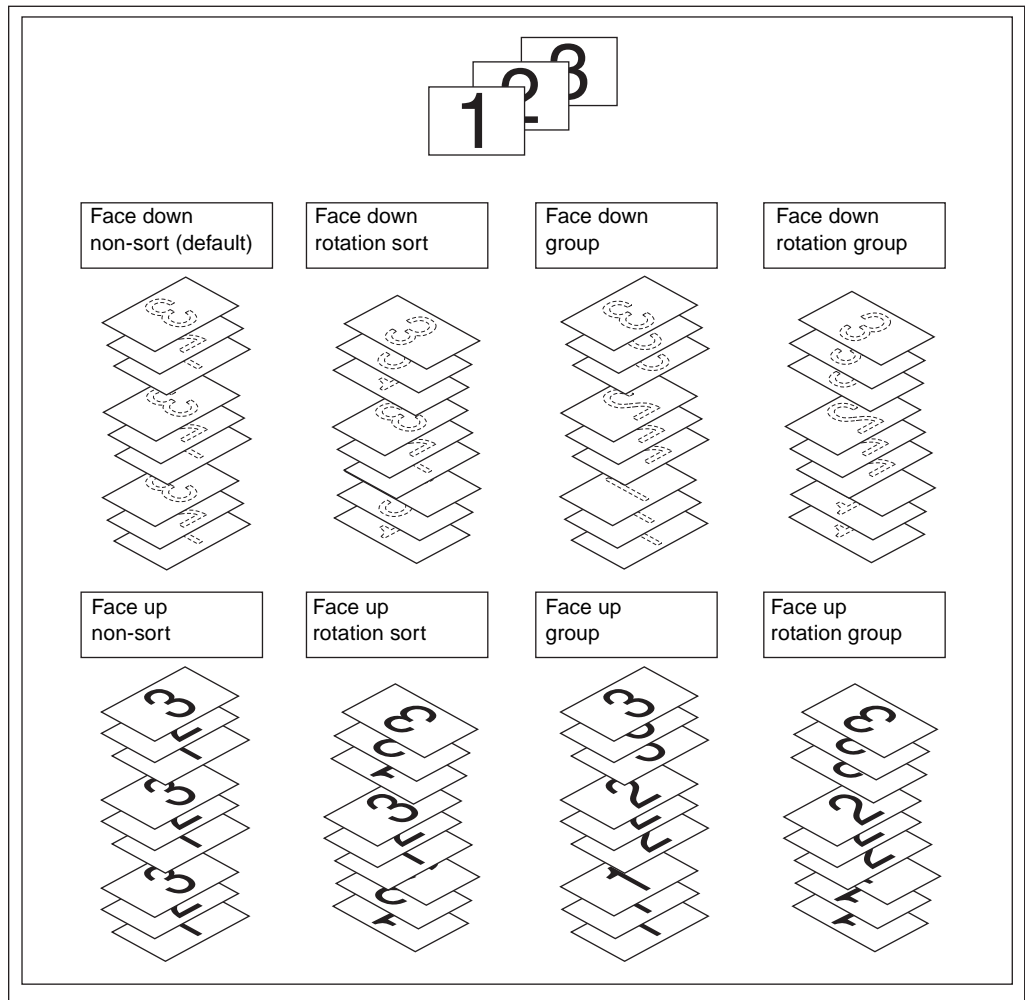
When the selected quantity exceeds the finisher maximum capacity, remove the printed sheets while paper is exiting to avoid paper jams.

---

## Output mode for MFP without finisher

This section describes 8 finisher modes for a MFP without the finisher.

- face down non-sort exit (default)
- face down group exit
- face up non-sort exit
- face up group exit
- face down rotation sort exit
- face down rotation group exit
- face up rotation sort exit
- face up rotation group exit



## Face down exit

- Non-sort mode copies the original set in amounts determined by the quantity setting, then outputs sorted sets normally.
- Rotation sort mode rotates every other sorted set by 90 degrees upon exit, provided the same paper size is loaded in 2 trays, 1 tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation.
- Group mode copies each original page in amounts determined by the quantity setting, then outputs grouped sets normally.
- Rotation group mode rotates every other grouped set by 90 degrees upon exit, provided the same paper size is loaded in 2 trays, 1 tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, for example, Letter and Letter-R.

### To set face down non-sort exit

- 1 Confirm that the **OPTIONS** key is not highlighted.  
If **OPTIONS** menu is highlighted, touch **OPTIONS** menu to display the *Select finisher mode* menu. Select **FACE-DOWN** and deselect all the other keys, then touch **OK**.
- 2 Confirm that the **SORT** key is not highlighted. If **SORT** is highlighted, touch **SORT** to deselect it.

#### To set face down rotation sort exit

- 1 Confirm that the OUTPUT key is not highlighted.  
If OUTPUT is highlighted, touch OUTPUT to display the Output mode popup menu. Select to highlight FACE-DOWN and deselect all the other keys, then touch OK.
- 2 Touch SORT to highlight it.

#### To set face down group exit

- 1 Touch OPTIONS on the main screen to display the Select finisher mode menu.
- 2 Touch GROUP and Face Down to highlight them.
- 3 Touch OK to complete the setting and return to the main screen.

#### To set face down rotation group exit

- 1 Touch OPTIONS menu on the main screen to display the Select finisher mode menu.
- 2 Touch ROTATION GROUP and FACE-DOWN to highlight them.
- 3 Touch OK to complete the setting and return to the main screen.

## Face up exit

Unless Face Up Exit is selected, all simplex copies and odd-numbered duplex copies exit to the tray face down. When Face Up Exit is selected, all simplex copies and odd-numbered duplex copies exit face up. While the face up exit mode reduces the amount of paper movement, you will be required to arrange pages in the correct order manually.

- Face up exit can be selected together with non-sort, rotation sort, group, or rotation group.
- When using the scanner glass with simplex (1▶1) copying, start copying from the last page first and continue in that reverse order to output the set in correct order.

#### To set face up non-sort exit

- 1 Confirm that the SORT key is not highlighted.  
If SORT is highlighted, touch SORT to deselect it.
- 2 Touch OPTIONS menu to display the Select finisher mode menu.
- 3 Touch FACE-UP to highlight it
- 4 Touch OK to complete the setting and return to the main screen.

#### To set face up rotation sort exit

- 1 Touch OPTIONS menu to display the Select finisher mode menu.
- 2 Touch FACE-UP to highlight it.
- 3 Touch OK to complete the setting and return to the main screen.
- 4 Touch SORT to highlight it.

#### To set face up group exit

- 1 Touch OPTIONS menu to display the Select finisher mode menu.
- 2 Touch GROUP and FACE-UP to highlight them.
- 3 Touch OK to complete the setting and return to the main screen.

#### To set face up rotation group exit

- 1 Touch OPTIONS menu to display the Select finisher mode menu.
- 2 Touch ROTATION GROUP and FACE-UP to highlight it.
- 3 Touch OK to complete the setting and return to the main screen.

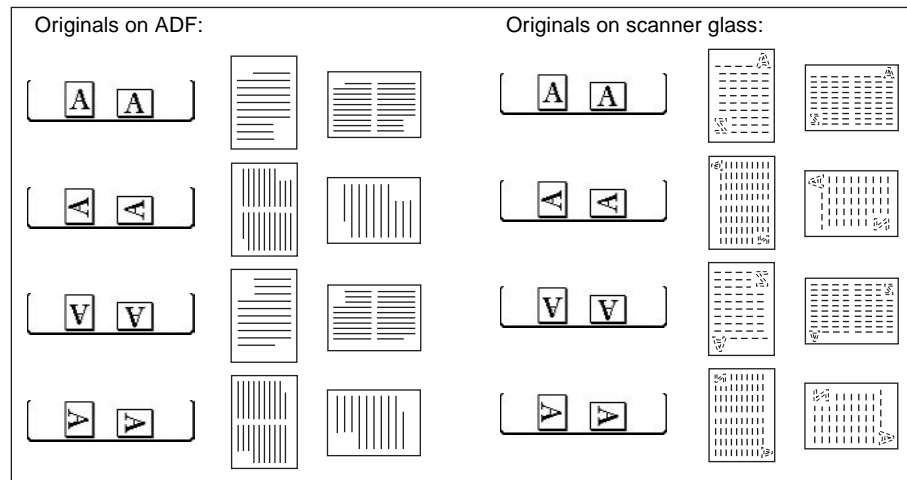


# 8 Originals

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## Original direction

Specify the direction of the originals placed on the automatic document feeder or scanner glass. This setting is required to obtain copy results as expected when making double-sided copies with binding position specified or when staple position is specified.



- 1 Touch **ORIGINALS** on the main screen to display the **Select condition to scan originals** menu.
- 2 Touch to highlight the desired original direction key.
- 3 Touch **OK** to complete the setting and return to the main screen.
- 4 Make other compatible selections.
- 5 Position original(s) in the document feeder or on the scanner glass.  
When using glass store mode, see "Glass store mode" on page 67.  
When using ADF store mode, see "ADF store mode" on page 68.
- 6 Press **START**.

After copying is completed, press **RESET** to release the mode and reset the MFP.

## Text/photo enhance

Use this function to enhance the reproducibility of half tone and produce an image closer to that of the original.

### Text mode

Use the text mode when copying a text original. In this mode, text is improved in comparison to using the general mode.

### Photo mode

Use the photo mode to reproduce a half-tone photo image. The copy will closely represent the half-tones of the original image.

## Increase contrast mode

Select increase contrast to darken lightly printed images (e.g., pencil) without changing background exposure. In cases where the image is light and background is dark, the background will not be changed.

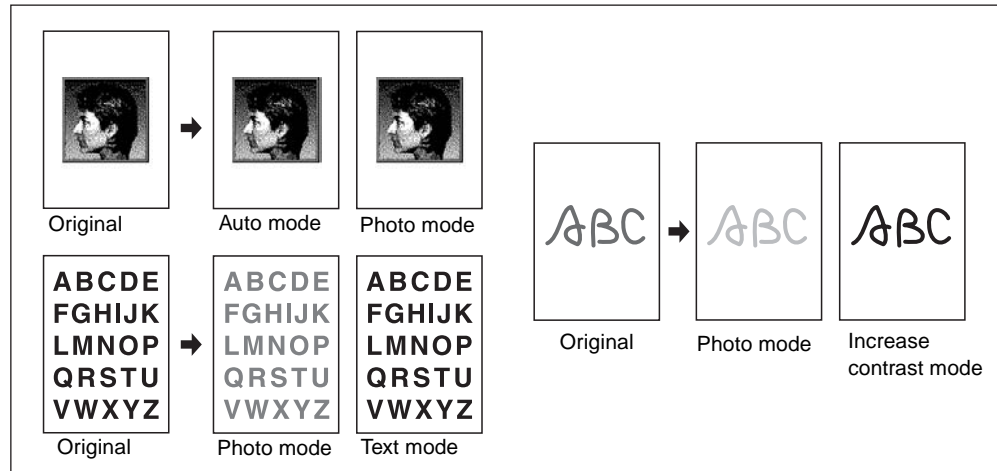
- original/copy paper: Ledger, Legal, Letter, Letter-R, 5.5 by 8.5

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### Note

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In each enhance mode, the copy contrast level can be shifted 3 levels darker or 3 levels lighter (density shift). See "Contrast" on page 57 if this setting is desired.



- 1 Touch **ORIGINALS** on the main screen to display the **Select condition to scan originals** menu.
- 2 Touch **Mixed**, **Text**, **Photo**, or **Increase contrast**, as required.
- 3 Touch **OK** to return to the main screen.

To cancel the change before returning to the main screen, touch **CANCEL**.

To recall the standard setting of the Originals, touch **RECALL STANDARD**.

- 4 Select additional copying features, as desired.
- 5 Enter the quantity.
- 6 Position original(s) face up in the document feeder or face down on the scanner glass.

---

### Note

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Press **CHECK** to view the selection, and make the proof copy, if desired; then touch **EXIT** to return to the main screen.

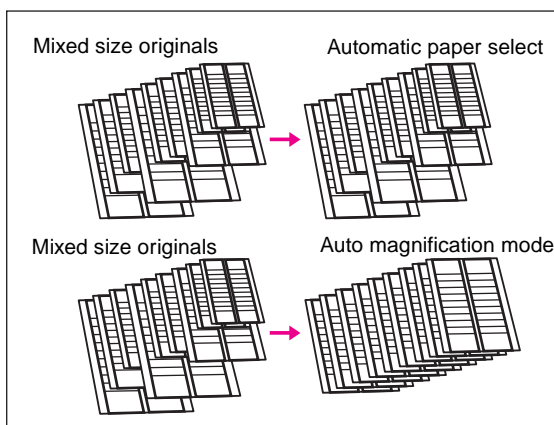
- 7 Press **START**.

After copying is completed, press **RESET** to release the mode and reset the MFP.

## Mixed original

Use the mixed original mode with the document feeder or with store mode to copy Ledger, Legal, Letter, and 5.5 by 8.5, or Legal-R, Letter-R, and 5.5 by 8.5 originals. Each original in the mixed set will be copied to paper of the same size (auto paper select mode) or to paper of desired size with appropriate ratio automatically selected (auto scale mode).

- use automatic document feeder
- glass store mode is available
- original paper:
  - Ledger, Legal, Letter and 5.5 by 8.5 mixed (16 lb - 32 lb)  
(5.5 by 8.5 original is available in portrait feeding only)
  - Legal, Letter-R, Letter and 5.5 by 8.5\* mixed (16 lb - 32 lb)  
(5.5 by 8.5 original is available in portrait feeding only)
- automatic document feeder capacity: maximum 100 sheets
- auto paper select is automatically selected  
(can be switched to auto scale when copy size is selected)
- rotation can be used with auto scale
- *incompatible basic copying conditions: staple-sort with auto paper select, rotation sort, folding, stapling and folding, tri-fold, punch (auto paper select mode and/or letter, 5.5 by 8.5 mixed)*
- *incompatible original: z-folded original, custom size, tab paper*
- *incompatible output: sheet/cover insertion, chapter, combination, booklet, OHT interleave, image insert, book copy, program job, erase non-image area, repeat, auto layout, overlay, storing image in overlay memory*



- 1 Touch ORIGINALS on the main screen to display the Select condition to scan originals menu.
- 2 Touch Mixed.
- 3 Select additional copying features, as desired.

### Note

To cancel the change before returning to the main screen, touch CANCEL.

To recall the standard setting of the originals, touch RECALL STANDARD.

- 4 Touch OK to complete the setting and to return to the main screen.
- 5 Select AUTO under the PAPER column to copy each original size to a matching copy size in 1:1 mode or select AUTO under the SCALE column to copy all originals to the same paper size, with a ratio selected automatically. AUTO > PAPER is automatically selected. To select Auto Scale, touch the tray key on the main screen to select the desired copy size.



- 6 Enter the desired quantity.
- 7 Position mixed originals face up in the document feeder; Ledger, Legal, Letter and 5.5 by 8.5 mixed, or Legal, Letter-R, Letter, and 5.5 by 8.5 mixed.

---

**Note**

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Press **CHECK** to view the selection, and make the proof copy, if desired; then touch **EXIT** to return to the main screen.

- 8 Press **START**.
- 9 After copying is completed, press **RESET** to release the mode and reset the MFP.

## Z-folded original

Use the z-folded original mode with the document feeder to copy z-folded originals so as not to cause paper jams.

- use the automatic document feeder
  - automatic document feeder capacity: maximum 100 sheets
  - *incompatible basic copying conditions: using scanner glass*
  - *incompatible original: mixed original, custom size, tab paper*
  - *incompatible output: erase non-image area, repeat, auto layout, storing image in overlay memory*
- 1 Touch **ORIGINALS** on the main screen to display the **Select condition to scan originals** screen.
  - 2 Touch **Z-folded original**.
  - 3 Select additional copying features, as desired.

---

**Note**

---

To cancel the change before returning to the main screen, touch **CANCEL**.

To recall the standard setting of the originals, touch **RECALL STANDARD**.

- 4 Touch **OK** to complete the setting and return to the main screen.
- 5 Make other compatible selections.
- 6 Position Z-folded original(s) in the document feeder.

---

**Note**

---

Normal originals can also be loaded at the same time.

- 7 Press **START**.
- 8 After copying is completed, press **RESET** to release the mode and reset the MFP.

## Original form

The MFP usually detects the standard size of originals fed through the automatic document feeder or positioned on the scanner glass (standard size mode).

Use custom size mode to specify the scanning area manually for copying or printing special size originals. Use the tab paper mode to copy a tabbed original, including the image of the tab part, onto tabbed paper.

- scanning sizes in custom size mode: Ledger, Legal, Letter-R, Letter, 5.5 by 8.5-R, A3, B4, A4R, B5R, A4, B5, entire area
- original sizes in tab paper mode: Legal, Letter-R, Letter, A3, B4, A4R, A4, B5
- tab extension width: 12.5 mm (0.5") or less
- *incompatible original: mixed original, z-folded original (custom size and tab paper cannot be selected at the same time)*

- *incompatible output: sheet/cover insertion, chapter, combination, booklet, OHT interleave, image insert, book copy, storing image in overlay memory (custom size and tab paper)*
  - *incompatible entire area of custom size: combination, booklet, book copy, erase non-image area, image shift*
- 1 Touch ORIGINALS on the main screen to display the Select condition to scan originals menu.
  - 2 Touch Custom size or Tab paper.
  - 3 Touch the desired size key. When selecting Entire Area on the custom size mode menu, the MFP scans the entire area of the scanner glass and copies with the paper size or scale ratio currently selected.
  - 4 Touch OK on the popup menu of the size keys.
  - 5 Touch OK to complete the setting and return to the main screen.

---

**Note**

---

To cancel the change before returning to the main screen, touch CANCEL.

To recall the standard setting of the originals, touch RECALL STANDARD.

- 6 Make other compatible selections.
- 7 Position the original(s) face up in the document feeder, or face down on the scanner glass.
- 8 Press **START**.
- 9 After copying is completed, press **RESET** to release the mode and reset the MFP.

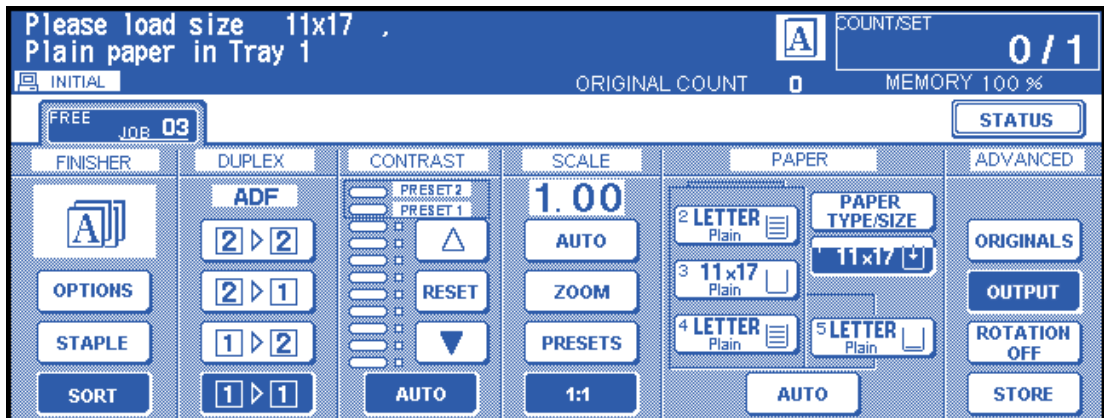
# 9 Output function

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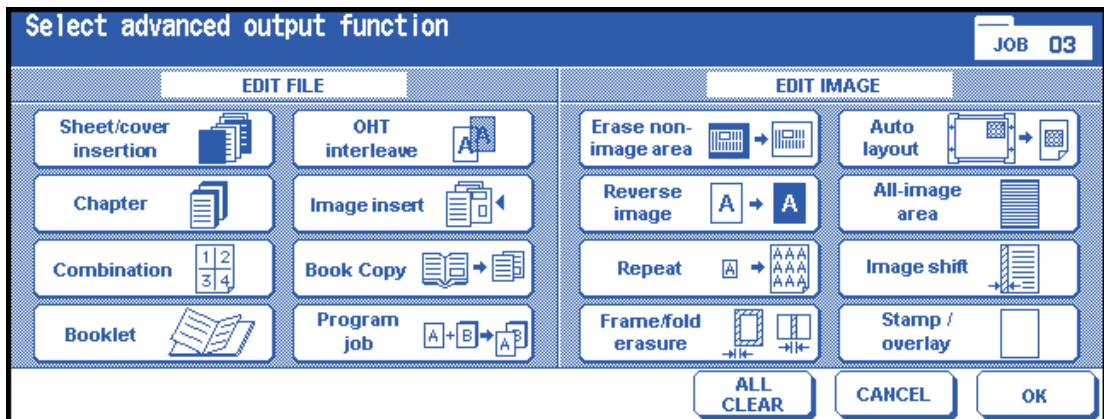
## Output function menu

When the **OUTPUT** touch key on the main screen is touched, the output selection screen displays on the touchscreen. If one function on the menu is incompatible with another, it will appear dimmed.

The main screen with the **OUTPUT** touch key selected



After touching **OUTPUT**, this advanced output screen displays



When a function key is touched, it becomes highlighted. If you touch a function key, another screen will display to enable you to enter the appropriate settings. For example, you may select **Repeat** from the Output selection screen and then choose a desired repeat image mode. Another screen will display when you touch **Enter Repeat Width by Keypad**, which allows you to specify the repeat width using the touchscreen keys. Check **BOOK MARK** in the message area of the subsequent screen, if desired, so that the screen may be directly accessed from the **CHECK** screen to change the setting you made.

When all settings are made for each function, the **OK** key can be touched to complete the settings and return you to the output selection screen. If no other outputs are desired, the **OK** key can be touched again to complete your selections, and bring you back to the main screen. With the main screen displayed, you can press the **START** button to perform the operation.

To restore the default copying conditions, touch **CANCEL**.

To clear all output settings, touch **ALL CLEAR** on the output selection screen.

### Note

The **OUTPUT** key on the main screen will be highlighted when output selections have been made.

When incompatible selections are made, the last key touched will be selected.

To cancel individual functions in output mode, touch the highlighted key.

To cancel all output selections, touch **ALL CLEAR** key on the output selection screen.

## Sheet/cover insertion

Use sheet/cover insertion in copy mode or blank mode to insert chapter sheets or separator sheets into the finished set, as well as front and back covers.

### Specifications for sheet/cover insertion

- scan and store originals into memory, then print all the pages collectively
- maximum insert sheets: 30 locations, from 1 - 999, including front and back covers
- original paper: Ledger, Legal, Letter, and 13 lb - 34 lb
- auto scale: functions when a different copy size is selected
- *incompatible basic copying conditions: auto paper select, group, cover sheet mode, rotation sort, rotation group, punch*
- *incompatible originals: mixed original, tab paper*
- *incompatible output: combination, booklet, OHT interleave, image insert, book copy, program job, erase non-image area, repeat, auto layout, overlay, storing image in overlay memory*

### Insertion mode

This mode is classified as copy insertion and blank insertion. The copy insertion mode copies and inserts plain or colored sheets at locations designated in the page setting area of the sheet/cover insertion screen. The blank insertion mode inserts non-copied (plain or colored) sheets.

The tray source for insertions can be selected and displayed on the sheet/cover insertion screen.

### Front cover mode

This mode is classified as front copy and front blank. The front copy mode copies and inserts a plain or colored sheet into the finished set, as a front cover. The front blank mode inserts a non-copied plain or colored sheet into the finished set, as a front cover.

When either front copy or front blank is selected, the corresponding icon will appear on the upper-left corner key in the page setting area of the sheet/cover insertion screen.

The tray source will be the same as that for back cover, and can be selected and displayed on the sheet/cover insertion screen.

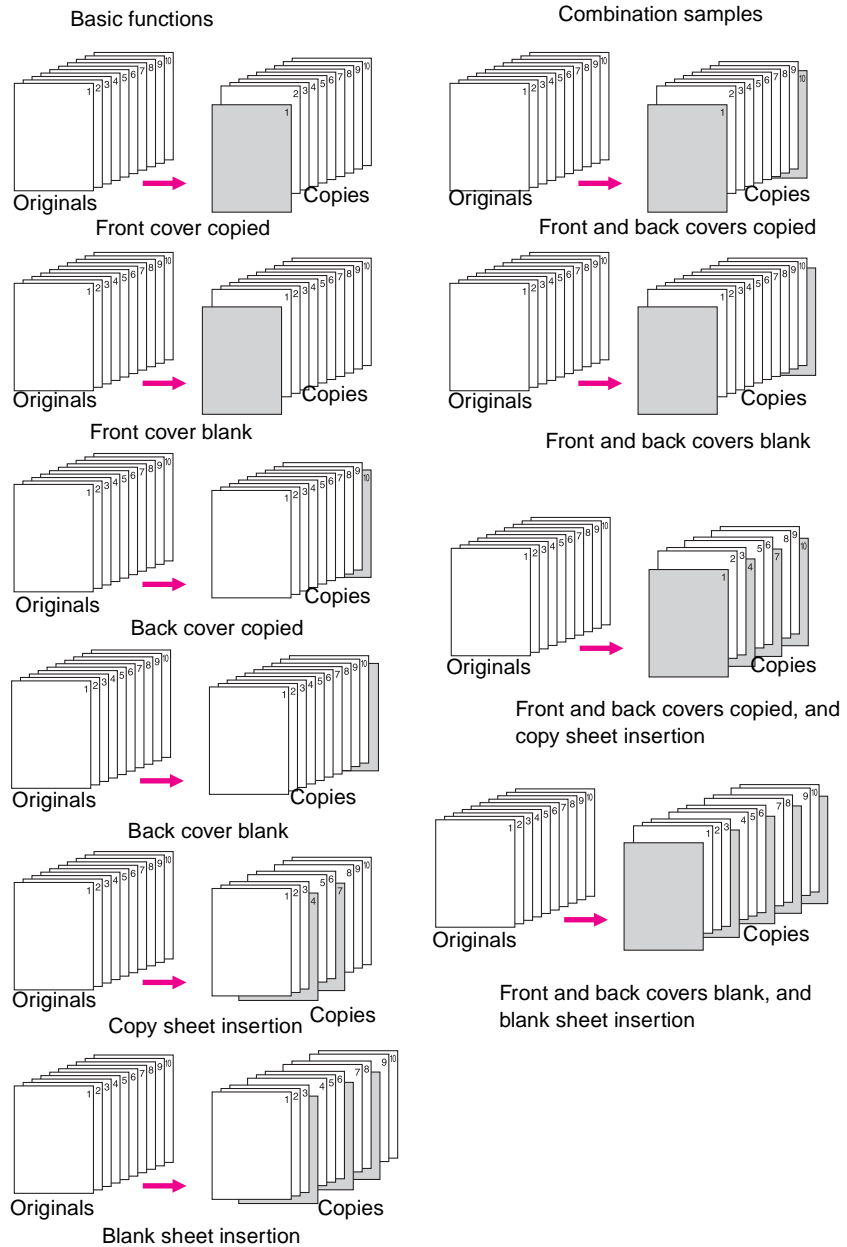
### Back cover mode

This mode is classified as back copy and back blank. The back copy mode copies and inserts a plain or colored sheet into the finished set, as a back cover. The back blank mode inserts a non-copied plain or colored sheet into the finished set, as a back cover.

When either Back Copy or Back Blank is selected, the icon will appear in the page setting area of the sheet/cover insertion screen.

The tray source will be the same as that for front cover, and can be selected and displayed on the sheet/cover insertion screen.

The insertion type can be selected separately for front cover, back cover, and insertion sheets. This allows multiple combinations, such as blank front cover and copied insertions. See the following illustration for details.



### Maximum insertion locations: 30

- 1 Touch **OUTPUT** on the main screen to display the output selection screen.
- 2 Touch **Sheet/cover insertion** to display the sheet/cover insertion screen.  
Touch **Front cover insertion**, if desired
- 3 Touch **FRONT COPY** to insert a copied front cover, or **FRONT BLANK** to insert a blank front cover.  
Proceed to Step 4 to select **Back Cover Insertion**, if desired.  
Proceed to Step 5 to select **Sheet Insertion**, if desired.
- 4 Touch **BACK COPY** to insert a copied back cover, or **BACK BLANK** to insert a blank back cover.  
Return to Step 3 to select **Front Cover Insertion**, if desired.  
Proceed to Step 5 to select **Sheet Insertion**, if desired.

- 5 Touch **COPY INSERT** to insert copied sheets, or **BLANK INSERT** to insert blank sheets.  
Return to step 3 to select **Front Cover Insertion**, if desired.  
Return to step 4 to select **Back Cover Insertion**, if desired.
- 6 The page setting area of the sheet/cover insertion screen displays 15 keys to designate each insertion location.  
  
The first (upper left) key displays the front cover icon if selected. The back cover icon appears, if selected, as the last (fixed) key, with 1 active blank key preceding it. (See the previous page.)  
Use the control panel keypad to enter the page number of each insertion location.  
Touch **SET** after each entry to move to the next key.  
  
Example: If page 4 is entered in blank mode, a blank sheet will be inserted between page 4 and page 5; in copy mode, a copied sheet is inserted at page 4.  
  
To clear an incorrect entry, touch **DELETE** or press **C CLEAR QTY**. The insertion location will be deleted.  
  
When setting more than 15 locations, touch the arrow key to move to the next page.

---

### Note

The page numbers entered at random will be sorted automatically.

Entering "0" or the same page number twice will be ignored on the screen.

When the page number entered is larger than the total original page count, it will be ignored.

- 7 The tray sources for covers and insertions currently selected are displayed on the Sheet/Cover Insertion screen.  
  
Touch **CHANGE COVERS TRAY** or **CHANGE INSERTION TRAY** to select another tray, if desired. At every touch the key shifts the selection in the display that includes paper type, if specified in key operator mode.  
  
When all settings are completed, touch **OK** to return to the output selection screen.
- 8 Select additional copying features, as desired.
- 9 Touch **OK** to complete the setting and return to the main screen.
- 10 Enter the desired quantity.
- 11 Position the originals face up in the document feeder.

---

### Note

**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See "Check and proof copy" on page 70.

- 12 Press **START**.

After copying is completed, touch **Sheet/cover insertion** on the output selection screen or press **RESET** to release the mode and reset the MFP.

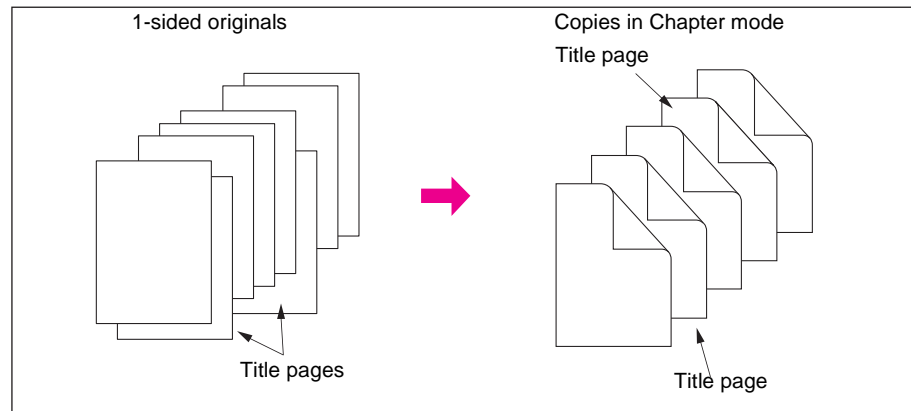
## Chapter

Chapter is used with the automatic document feeder in 1▶2 mode for the purpose of locating title pages on the right side, rather than reverse side, of a duplex copy.

To effectively locate the title page on the right, a blank sheet will be automatically created on the reverse side of a sheet, if required.

- title pages: maximum 30 from 1 - 999
- copy mode: 1▶2 mode is automatically selected.
- use document feeder  
store mode is also available using scanner glass or ADF
- use stamp, together with this function, to print chapter number onto chapter page in addition to page number, numbering, or watermark numbering. See "Stamp" on page 120.
- *incompatible basic copying conditions: 1▶1, 2▶2, 2▶1, group, punch (when selecting copy insertion mode), rotation sort, rotation group, face up*

- *incompatible originals: mixed original, tab paper*
- *incompatible output: combination, OHT interleave, image insert, program job, erase non-image area, repeat, storing image in overlay memory*



- 1 Touch **OUTPUT** on the main screen to display the output selection screen.
- 2 Touch **Chapter**. The chapter insertion setting number screen will be displayed. The 1▶2 copy mode is automatically selected.
- 3 Use the keypad on the control panel to enter the page number of each title page.
- 4 Touch **SET**.  
To clear an incorrect entry, touch **Delete** or press **C CLEAR QTY**. The insertion location will be deleted.  
To enter the correct page number, touch **SET** and use the keypad.
- 5 Repeat this for each title page you want to appear on the right hand side.  
When setting more than 15 locations, touch the arrow key to move to the next page.  
Be sure to touch **SET** after each page number entry, up to a total of 30 entries.

---

**Note**

**Option:** Touch **Booklet** on the chapter insertion setting number screen to use this function. To change the selection of paper tray for copying title pages, touch **COPY INSERT** on the screen. In this case, you can touch **CHANGE INSERTION TRAY** to change the currently selected paper tray displayed on the screen.

- 6 When all entries are made, touch **OK** to return to the output selection screen.
- 7 Select additional copying features, as desired.
- 8 Touch **OK** to complete the setting and return to the main screen.
- 9 Enter the desired quantity.
- 10 Position the originals face up on the document feeder. 100 originals can be loaded.

---

**Note**

**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See “Check and proof copy” on page 70.

- 11 Press **START**.

After copying is completed, touch **Chapter** on the output selection screen or press **RESET** to release the mode and reset the MFP.

---

**Note**

Entering “0” or the same page number twice will be ignored on the screen.

Chapter insertion occur in sequence even if original page numbers are entered out of sequence.

When a page number entered is larger than the total original page count, it will be ignored.


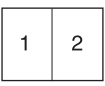

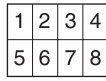

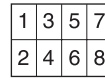




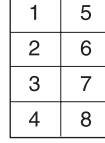


# Combination

Use this function to lay out and copy a fixed number (2, 4, or 8) of pages onto 1 sheet of copy paper (2 in 1, 4 in 1, or 8 in 1).

## Combination specifications

- scan and store originals into memory
- use the automatic document feeder  
store mode is also available using the scanner glass or automatic document feeder
- auto scale is automatically selected
- original/copy size: Ledger, Legal, Letter-R, Letter, 5.5 by 8.5
- *incompatible basic copying conditions: auto paper select, group, rotation sort, rotation group*
- *incompatible originals: mixed original*
- *incompatible output: sheet/cover insertion, chapter, booklet, OHT interleave, image insert, book copy, program job, erase non-image area, repeat, storing image in overlay memory*

Layout Original	Horizontal order			Vertical order	
	2 in 1	4 in 1	8 in 1	4 in 1	8 in 1
Portrait type 					
Landscape type 					

- 1 Touch **OUTPUT** on the main screen to display the output selection screen.
- 2 Touch **Combination** to display the combination mode selection screen.
- 3 Touch **2 in 1**, **4 in 1**, or **8 in 1** in the desired order area, referring to the illustration above.
- 4 Touch **OK** to return to the output selection screen.
- 5 Select additional copying features, as desired.
- 6 Touch **OK** to complete the setting and return to the main screen.
- 7 Auto scale is automatically selected. When selecting any tray other than the one that is set and displayed on the main screen, touch the desired tray key.
- 8 Enter the desired quantity.
- 9 Place original(s) face up in the document feeder.

### Note

**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See "Check and proof copy" on page 70.

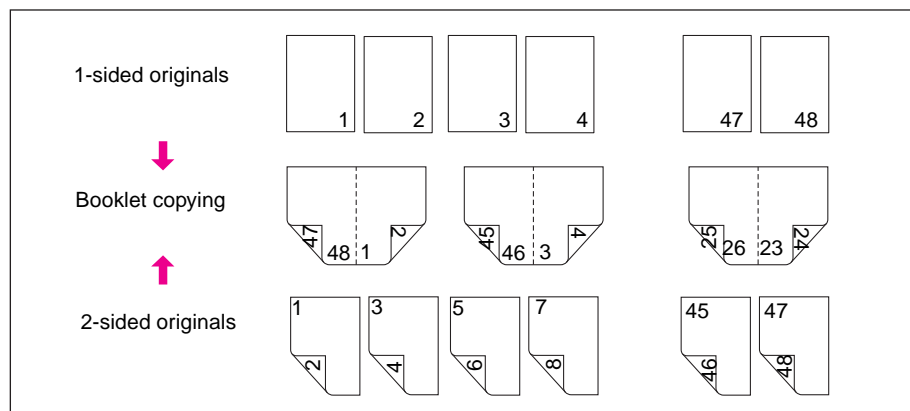
- 10 Press **START**.

After copying is completed, touch **Combination** on the output selection screen or press **RESET** to release the mode and reset the MFP.

## Booklet

Use the booklet mode to make a multiple page signature booklet on both sides of paper from any tray unless it is specified as **Heavy** or **Tab** paper type in the key operator mode. Original images are scanned into memory and automatically arranged in booklet format in correct order.

- scan and store original into memory, then print all the pages collectively
- original pages should be a multiple of 4 in 1▶1 mode or a multiple of 2 in 2▶2 mode; otherwise, blank pages will be automatically inserted to compensate
- auto scale is automatically selected
- copy mode: 1▶2 or 2▶2 mode only
- folding or stapling and folding finisher mode is available when the MFP is attached with the multi-function finisher
- *incompatible basic copying conditions: 1▶1, 2▶1, auto paper select, group, punch (when selecting cover sheet mode), rotation sort, rotation group, face up, post inserter with cover mode in booklet*
- *incompatible originals: mixed original, tab paper*
- *incompatible output: sheet/cover insertion, combination, OHT interleave, program job, erase non-image area, repeat, storing image in overlay memory*



- 1 Load the desired copy paper size in a tray. When selecting cover sheet mode (Cover with copy sheet or Cover with blank sheet), load the same size paper in any tray unless it is specified as thick or tab paper type in the key operator mode.
- 2 Touch **OUTPUT** on the main screen to display the output selection screen.
- 3 Touch **Booklet** to enter the booklet mode selection screen.
- 4 Touch **No cover sheet**, **Cover with copy sheet**, or **Cover with blank sheet**, as required. When a cover sheet is required, touch **CHANGE COVERS TRAY** to select the cover sheet tray source.  
Touch **CHANGE BINDING MODE** if you want to change the binding mode.
- 5 Touch **OK**.
- 6 Select additional copying features, as desired.

### Note

The key operator can set the MFP to position the page numbers automatically on the outside edges of the copy when using booklet with page numbering in stamp.

- 7 Touch **OK** on the output selection screen to complete the selections and return to the main screen.
- 8 Select the 1▶2 or 2▶2 copy mode.
- 9 Auto scale is selected automatically. When selecting any tray other than the tray that is set and displayed on the main screen, touch the desired tray key. To release auto scale, select the desired ratio, then select copy size.

- 10** If the MFP is equipped with multi-function finisher, folding, and stapling and folding finisher mode is available. Options the procedure below.
- a** Touch **OUTPUT** on the main screen to display the **Select finisher mode** menu, then touch **MAIN BIN** to highlight it.
  - b** Touch **or FOLDING or STAPLING AND FOLDING**, as desired.

---

**Note**

---

Selecting **FOLDING** or **STAPLING AND FOLDING** will automatically switch the output tray to Booklet tray. Notice that the arrow pointing to the **MAIN BIN** shifts to the booklet tray.

- c** Touch **OK** on the **Select finisher mode** menu. The main screen will be restored with the **OPTIONS** menu highlighted.
- 11** Enter the desired quantity.
- 12** Position the originals face up onto the document feeder. When loading originals, heed the following limits on capacity:
- folding mode: 12 pages or less for simplex originals, 6 pages or less for duplex originals
  - stapling and folding mode: 80 pages or less for simplex originals, 40 pages or less for duplex originals

---

**Note**

---

**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See “Check and proof copy” on page 70.

- 13** Press **START**  
After copying is completed, touch **Booklet** on the output selection screen or press **RESET** to release the mode and reset the MFP.

---

**WARNING!**

---

The roller drive unit is located inside the booklet tray of the finisher. **DO NOT** put your hand into the roller drive unit when removing folded or stapled and folded sheets; otherwise, you may be injured.

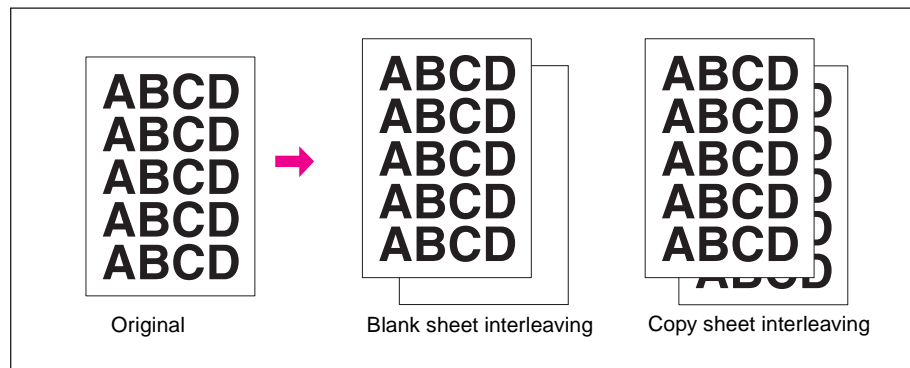
## OHT interleave

Use the OHT interleave function in **1▶1** or **2▶1** mode to copy onto overhead projection transparencies and output a blank or copied interleave sheet with each copied transparency.

In the blank mode, a blank interleaf sheet is output with each transparency to keep the film material from sticking together.

In the copy mode, a copied interleaf sheet is output with each transparency to provide reference during a presentation, a medium for photocopying, and a set for filing or inserting into a binder.

- Auto scale is automatically selected
- Transparency source: Tray 1
- Tray 1 capacity: 1 transparency sheet
- Transparency size: Ledger, Legal, Letter-R, Letter
- Interleaving paper source: Tray 2, 3, or HCI
- Interleaving paper size: Ledger, Legal, Letter-R, 5.5 by 8.5
- Number of originals/number of copies: 1
- *Incompatible basic copying conditions: auto paper select, 1▶2, 2▶2, staple-sort, sort, group, rotation sort, rotation group, folding, stapling and folding, tri-fold, punch, using post inserter, tandem mode*
- *Incompatible originals: mixed original, tab paper*
- *Incompatible output: sheet/cover insertion, chapter, combination, booklet, image insert, program job, repeat, overlay, storing image in overlay memory*



- 1 Load copy paper in Tray 2 or 3 to match the size of transparencies.
- 2 Open Tray 1. Insert 1 transparency at a time into Tray 1, and adjust the paper guides.

### Note

Do not load transparencies into any other tray.

- 3 Touch **OUTPUT** on the main screen to display the output selection screen.
- 4 Touch **OHT interleave** to display the OHT interleave screen.
- 5 Touch **Blank sheet interleaving** or **Copy sheet interleaving**, unless it is already highlighted.
- 6 Touch **OK**.
- 7 Make additional output selections, or touch **OK** to return to the main screen.
- 8 The quantity is already set to 1. You cannot enter any other quantity.
- 9 Place the original face up in the document feeder or face down on the scanner glass.

### Note

**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See “Check and proof copy” on page 70.

- 10 Press **START**.

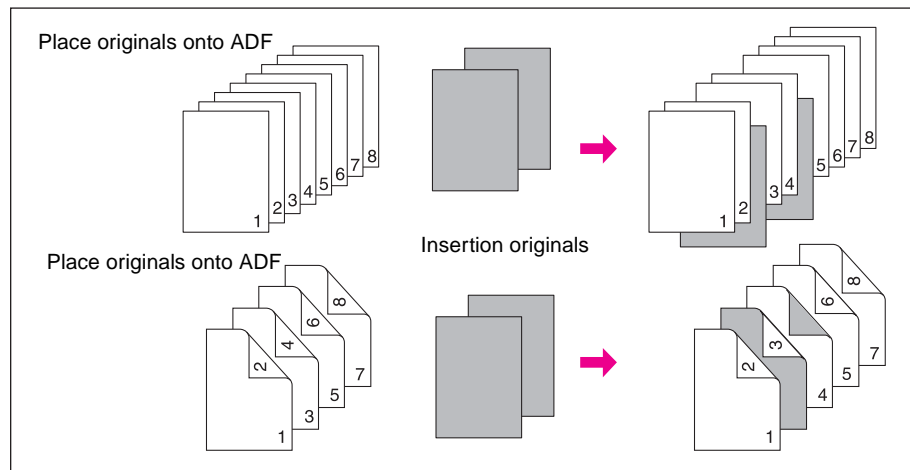
After copying is completed, touch **OHT interleave** on the output selection screen or press **RESET** to release the mode and reset the MFP.

## Image insert

Use the image insert mode to combine images scanned from the scanner glass, such as photos, paste-ups, newspaper articles, graphs, etcetera, with images scanned from the document feeder. Then, output the combined images as a finished set.

The selected copy paper size is determined by the size of originals loaded in the document feeder.

- all images are stored in memory
- maximum image insert: 30 locations
- original/copy size: Ledger, Legal, Letter-R, Letter, 5.5 by 8.5
- *incompatible basic copying conditions: group, rotation sort, rotation group*
- *incompatible originals: mixed original, tab paper*
- *incompatible output: sheet/cover insertion, chapter, combination, OHT interleave, book copy, program job, erase non-image area, repeat, auto layout, overlay, storing image in overlay memory*



- 1 Review pages to be scanned from the document feeder and note the page number locations for inserting images scanned from the scanner glass.
 

To insert more than 1 sheet at the same location, enter the page number repeatedly. For example, if insertion locations are 2/2/6, scanned glass images will be inserted as follows:

  - The first scanned glass image will be inserted after page 2.
  - The second scanned glass image will be inserted directly after the first scanned image insertion.
  - The third scanned glass image will be inserted after page 6.
- 2 Touch **OUTPUT** on the main screen to display the output selection screen.
- 3 Touch **Image insert** to display the Image Insertion number setting screen.
- 4 Use the keypad to enter the page numbers for up to 30 insertion locations, touching **SET** after each entry.
  - When a page number is larger than the total original count, a sheet is inserted as the last page.
  - Insertions occur in sequence, even if page numbers are entered out of sequence.
  - To clear an incorrect entry, touch **DELETE** or press **C CLEAR QTY.**, then enter the correct page number.
  - When setting more than 15 locations, touch the arrow key to move to the next page.

### Note

Touch **Booklet** on the image insertion number setting screen to use this function.

- 5 When all page number entries are made, touch **OK**. The output selection screen will be restored. Select additional copying features, as desired.
- 6 Touch **OK** to complete the setting and return to the main screen. The store mode is automatically selected.
- 7 Enter the desired quantity.
- 8 Scan the document feeder images.
  - a Position the originals face up in the document feeder.
  - b Press **START** to scan originals.

- 9 Scan the scanner glass images.
  - a Open the document feeder.
  - b Position an original face down on the scanner glass, then close the document feeder.

### Note

Place and scan the originals according to paginations.

- c Press **START** to scan the original.
  - d Remove the original, and repeat for each original.
- Be sure to press **START** for each original.

### Note

**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See “Check and proof copy” on page 70.

- 10 Start printing.
  - a Touch **STORE** to deselect it.
  - b Press **START**.

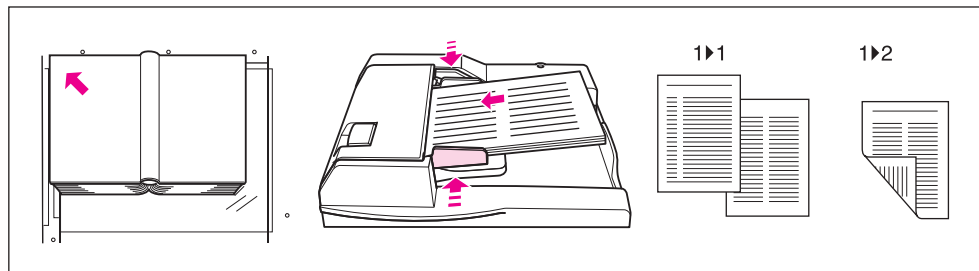
After copying is completed, touch **Image insert** on the output selection screen or press **RESET** to release the mode and reset the MFP.

## Book copy

Use this function to copy an open book or a ledger sheet onto 2 letter-sized sheets in 1►1 mode, or onto the front and back sides of 1 letter-sized sheet in 1►2 mode. If you select another paper size, image division will perform incorrectly.

The following 3 modes can be selected from the book copy screen:

- 1 facing pages mode: image division starts from the first scan
  - 2 front cover + facing pages mode: image division starts from the second scan, after the first scan copies normally
  - 3 front/back cover + facing pages mode: image division starts from the third scan, after the first and second scan copy normally
- scan and store originals into memory, then print all pages collectively
  - original size: maximum Ledger (sheet or open book)
  - copy paper size: Letter
  - *incompatible basic copying conditions: auto paper select, auto scale, rotation sort, rotation group, folding / stapling and folding / tri-fold*
  - *incompatible originals: mixed original, tab paper*
  - *incompatible output: sheet/cover insertion, combination, image insert, program job, repeat, reduce and shift in image shift, overlay, storing image in overlay memory*



- 1 Load Letter sheets in a tray or in the Tray 1.
- 2 Touch **OUTPUT** on the main screen to display the output selection screen.
- 3 Touch **Book Copy** to enter the book copy screen.

- 4 Touch Facing Pages, Front Cover + Facing Pages, Or Front/Back Cover + Facing Pages, as required. Touch Reverse the side of open page to change the binding mode according to the original.

---

**Note**

---

Touch Booklet on the book copy screen to use this function.

- 5 Touch OK to return to the output selection screen.
- 6 Make additional output selections, or touch OK to return to the main screen. The store mode is automatically selected.
- 7 Select the copy mode (1▶1 or 1▶2).
- 8 Enter the desired quantity.
- 9 Position the open book or sheet on the scanner glass in the left rear corner, aligning the edge with the left measuring guide. When opening the document feeder, Erase non-image area and Auto layout are automatically selected.

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**Note**

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Keep the document feeder open throughout the scanning procedure of the glass store mode.

If Facing Pages is selected and the originals can be loaded in the document feeder, automatic document feeder store mode is also available. If desired, position originals into the document feeder.

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**Note**

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**Option:** Press CHECK to view the selection and make a proof copy, if desired. Touch EXIT to return to the main screen. See "Check and proof copy" on page 70.

- 10 Press START to start scanning.
- 11 Remove the first original(s). Repeat the procedure for subsequent originals, pressing START for each original.

When Front Cover + Facing Pages Or Front/Back Cover + Facing Pages is selected, only the front and back covers are required to be scanned from the scanner glass. If you want to use automatic document feeder store mode for scanning the rest of the originals, close the document feeder and position the originals in the ADF, then press START.

- 12 Touch STORE to deselect the store mode, then press START to print.

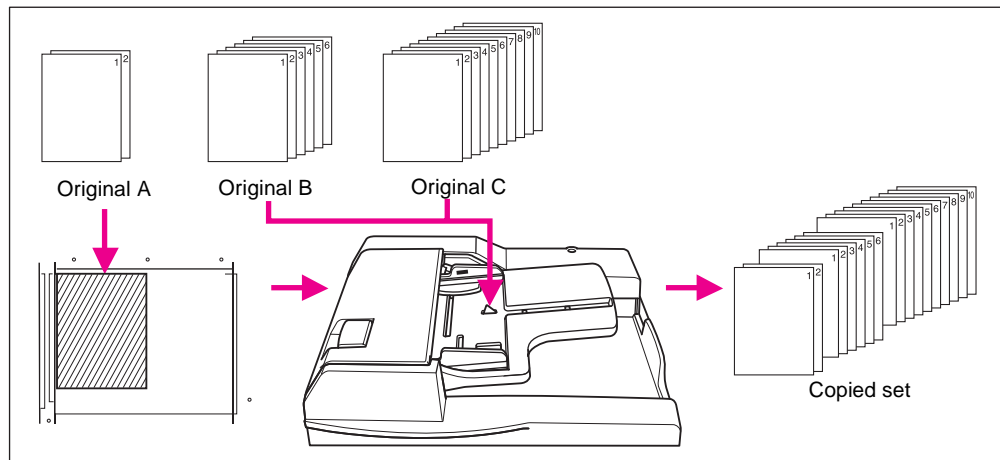
After copying is completed, touch Book Copy on the output selection screen or press RESET to release the mode and reset the MFP.

## Program job

In the ordinary store mode, the combined features selected for the job are applied to all originals to be scanned. In the program job mode, you may scan multiple sets of originals and apply different settings on each set (referred to as job), then output them all as a complete set.

- scan and store originals into memory, then print all the pages collectively
- maximum 100 jobs can be programmed for an output job
- available original sizes vary depending on copy conditions selected for each job
- copy size specified for the first job cannot be changed, and only the trays containing the same paper size can be designated for subsequent jobs
- once specified, paper type/size setting for Tray 1 cannot be changed for another job
- finisher mode settings cannot be specified for each job; the last settings made will be applied to all jobs
- the quantity cannot be specified for each job; the entered quantity will be the number of complete copied sets and can be changed anytime before printing
- program job settings cannot be stored in job memory
- *incompatible basic copying conditions: auto paper select, change copy size, rotation, group, rotation sort, rotation group, folding, stapling and folding, tri-fold, punch, server function*

- *incompatible originals: mixed original*
- *incompatible output: sheet/cover insertion, chapter, combination, booklet, OHT interleave, image insert, book copy, 2/4/8 repeat in repeat, overlay, storing image in overlay memory*



- 1 Touch **OUTPUT** on the main screen to display the output selection screen.
- 2 Touch **Program job**. The incompatible function keys will be dimmed to show inactivity.
- 3 Select additional copying features, as desired.
- 4 Touch **OK** to complete the setting and return to the main screen.
- 5 store mode is selected automatically. Select basic copying and original features on the main screen and **Select condition to scan originals** menu, as desired.
- 6 Position original(s) face up in the document feeder or face down on the scanner glass, select the tray you want to use, then press **START** to scan.
- 7 When scanning for the current job is completed, the popup menu will be displayed in the main screen.  
To store the current job images, touch **Confirm**.  
To delete the images, touch **CANCEL**.
- 8 Repeat Steps 3 to 7 until all job originals are scanned.

### Note

Place and scan each original set in the correct order of pagination.

- 9 Select the desired finisher mode.
- 10 Enter the desired quantity.
- 11 Touch **STORE** on the main screen to exit the store mode.  
To delete the scanned data without printing, press **STOP**, then touch **CANCEL** on the popup menu to ensure that you delete the data.
- 12 Press **START**. The MFP starts the printing job.  
After copying is completed, press **RESET** to release the mode and reset the MFP.

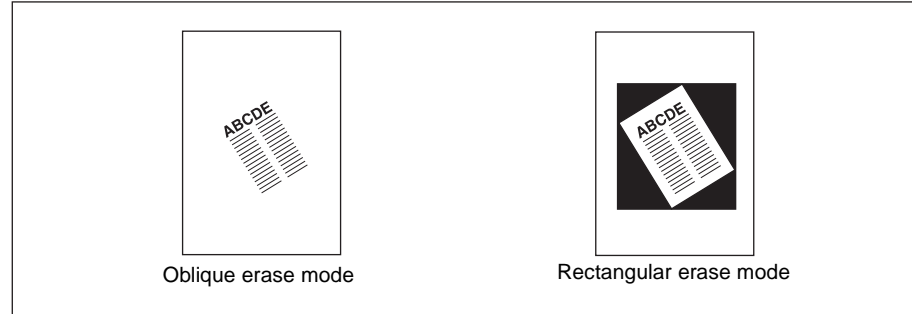
## Erase non-image area

The erase non-image area mode is used to copy non-standard or special originals, such as books, magazines, paste-ups, graphs, thin or thick materials, etcetera from the scanner glass. The exposed glass area outside the borders of the original will not be copied.

This mode helps to preserve the condition of originals, improves copy quality, and eliminates unnecessary toner consumption. Keep the document cover open throughout the procedure.



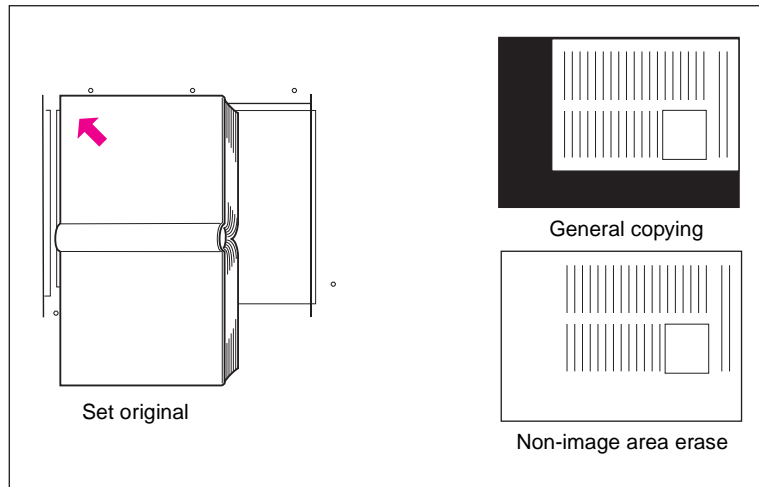
Erase non-image area has 2 modes: rectangular erase mode and oblique erase mode. The MFP is initially set to select either mode appropriate for the original placed on the scanner glass (auto mode). The key operator can specify either mode and the original density level manually so that the erase non-image area functions without fail.



- copy mode: 1▶1 mode only (when using store mode, 1▶2 mode can be selected)
- use the scanner glass only; keep the document feeder open throughout the scanning procedure
- original size: Ledger - 10 mm by 10 mm
- image cutoff width: leading end 5 mm, trailing end 4 mm, top and bottom 2 mm.
- *incompatible basic copying conditions: using ADF, auto paper select, auto scale, rotation, 2▶2, 2▶1, rotation sort, rotation group*
- *incompatible originals: mixed original, z-folded original*
- *incompatible output: sheet/cover insertion, chapter, combination, booklet, image insert, book copy in ADF store mode, reverse image, all-image area, reduce and shift in image shift, storing image in overlay memory*

**Note**

The erase non-image area function may not operate properly if the lighting in the work place is directly over the scanner glass. In this case, consult your service representative about an appropriate place for installation.



- 1 Touch **OUTPUT** on the main screen to display the output selection screen.
- 2 Touch **Erase non-image area**.
- 3 Select additional copying features, as desired.
- 4 Touch **OK** to complete the setting and return to the main screen.
- 5 Enter the quantity.

- 6 Position the original(s) face down on the scanner glass.

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**Note**

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Keep the document feeder open throughout the procedure.

**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See “Check and proof copy” on page 70.

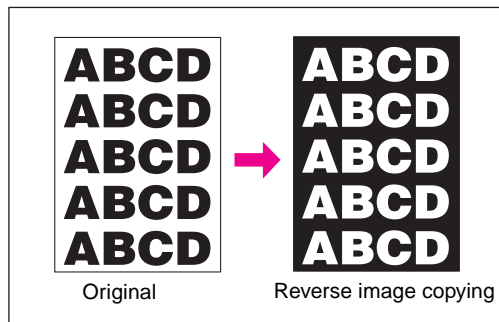
- 7 Press **START**.

After copying is completed, touch **Erase non-image** area on the output selection screen or press **RESET** to release the mode and reset the MFP.

## Reverse image

Use reverse image to reverse the image from black-on-white to white-on-black, and vice versa.

- original/copy paper: Ledger, Legal, Letter, Letter-R, 5.5 by 8.5
- *incompatible basic copying conditions: folding, stapling and folding, tri-fold*
- *incompatible output: erase non-image area, repeat, all-image area, stamp, overlay memory*



- 1 Touch **OUTPUT** on the main screen to display the output selection screen.
- 2 Touch **Reverse image**.
- 3 Select additional copying features, as desired.
- 4 Touch **OK** to complete the setting and return to the main screen.
- 5 Enter the quantity.
- 6 Position original(s) face up in the document feeder or face down on the scanner glass.

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**Note**

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**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See “Check and proof copy” on page 70.

- 7 Press **START**.

After copying is completed, touch **Reverse image** on the output selection screen or press **RESET** to release the mode and reset the MFP.

## Repeat image

Use repeat image to create labels, business cards, tickets, etcetera, by repeating the selected image down the page.

### Vertical/horizontal width setting mode

Repeat the selected image area of 10 mm - 150 mm in both vertical and horizontal widths measured from the rear left corner of the original area indicated on the left edge of the scanner glass.

## Auto detection mode

Selecting this mode will automatically set the equal repeat area to the size of the original placed onto the scanner glass by activating the erase non-image area function.

## Repeat mode

Select the repeating times of the original to be arranged in 1 copy sheet.

### Vertical/horizontal width setting mode specifications

- use the scanner glass (ADF cannot be used)
- repeat width: 10 - 150 mm (in 1 mm increments)
- copy mode: 1▶1 mode only  
(when selecting 1▶2 mode, glass store mode will function automatically)

### Auto detection mode specifications

- use the scanner glass; erase non-image area will function automatically
- scanning area: Ledger - 10 mm by 10 mm
- repeat image area: original image area detected by erase non-image area
- copy mode: 1▶1 mode only  
(when selecting 1▶2 mode, glass store mode will function automatically)

### Repeat mode specifications

- scale ratio: set to 1.00 (100 percent) automatically  
(scale can be changed, but rotation will not function when ratio is changed)
- scanning area: Ledger - 10 mm by 10 mm
- repeat image area: a portion of the selected copy size equally divided according to the mode (2, 4, or 8 repeat) designated on the screen; if detected image size is larger than the size figured out as above, the copy result may not be satisfactory

### Incompatible conditions with vertical/horizontal width setting mode

- basic copying conditions: using ADF, rotation, 2▶2, 2▶1, auto paper select, auto scale, group, rotation sort, rotation group
- originals: mixed original, z-folded original
- output: sheet/cover insertion, chapter, combination, booklet, OHT interleave, image insert, book copy, erase non-image area, reverse image, frame/fold erasure, auto layout, reduce and shift in image shift, stamp/overlay

### Incompatible conditions with auto detection mode

- basic copying conditions: using ADF, rotation, 2▶2, 2▶1, auto paper select, auto scale, group, rotation sort, rotation group
- originals: mixed original, z-folded original
- output: sheet/cover insertion, chapter, combination, booklet, OHT interleave, image insert, book copy, reverse image, frame/fold erasure, auto layout, all-image area, reduce and shift in image shift, stamp/overlay

### Incompatible conditions with repeat mode

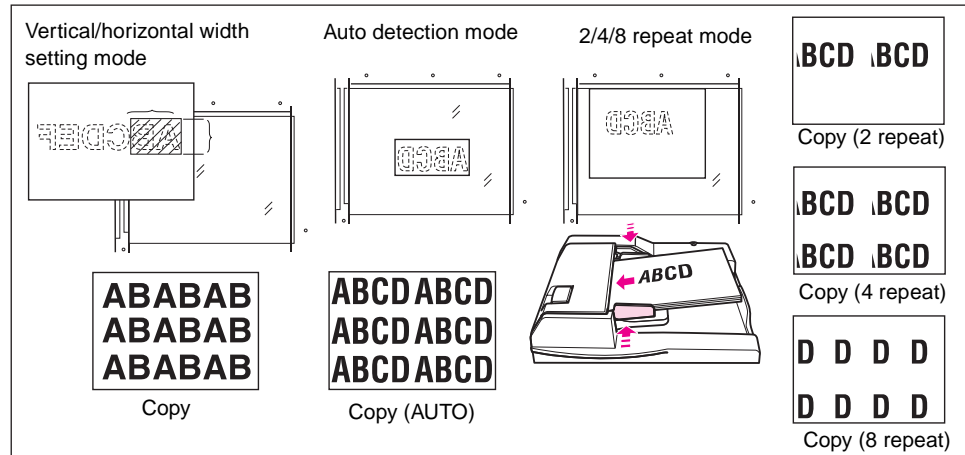
- basic copying conditions: rotation (when scale ratio is changed from 1.00), auto paper select, auto scale, group, rotation sort, rotation group
- originals: mixed original, z-folded original
- output: sheet/cover insertion, chapter, combination, booklet, OHT interleave, image insert, book copy, erase non-image area, reverse image, frame/fold erasure, auto layout, reduce and shift in image shift, overlay, overlay memory

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### Note

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The auto detection and repeat mode of the repeat image function may not operate properly if the lighting in the work place is directly over the scanner glass. In this case, consult your service representative about an appropriate place for installation.



- 1 Touch **OUTPUT** on the main screen to display the output selection screen.
- 2 Touch **Repeat** to display the repeat mode selection screen.
- 3 To select the vertical/horizontal width setting mode:
  - a Touch **Vertical/Horizontal**.
  - b Specify the vertical and horizontal widths of the scanning area using up/down arrow key, from 10 - 150 mm in 1 mm increments. Keep touching the key to increase/decrease the value continuously.  
 Or, touch **Enter repeat width by keypad** to display the popup screen to enter the value from the touchscreen keys. Touch **Vert./Horiz** key on the popup screen each time to shift it from one to another. Touch **OK** to restore the repeat mode selection screen

To select the auto detection mode, touch **AUTO**. Erase non-image area will function automatically.  
 To select the repeat mode, touch **2 Repeat**, **4 Repeat**, or **8 Repeat**, as desired.
- 4 Touch **OK** to return to the output selection screen.
- 5 Select additional copying features, as desired.  
 When **2 Repeat** mode is selected, page space function of image shift can be used to make the desired amount of blank space between the 2 images on a page.
- 6 Touch **OK** to complete the setting and return to the main screen.
- 7 Enter the desired quantity.
- 8 Position original(s) face down on the scanner glass.

**Note**

Do not close the document feeder when **AUTO**, **2 repeat**, **4 repeat**, or **8 repeat** is selected in step 3.

When using glass store mode, **1▶2** mode can be selected.

**Note**

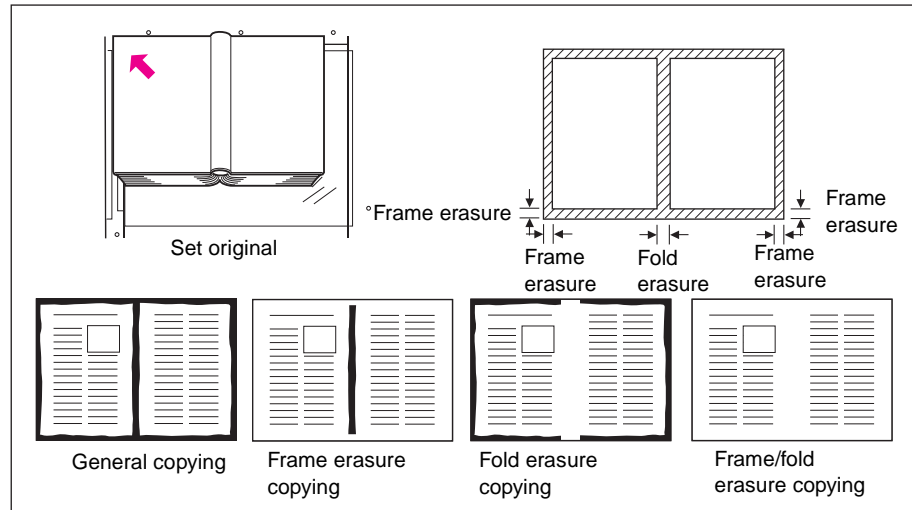
**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See “Check and proof copy” on page 70.

- 9 Press **START**.  
 After copying is completed, touch **Repeat** on the output selection screen or press **RESET** to release the mode and reset the MFP.

## Frame/fold erasure

Use frame/fold erasure to eliminate black copy marks along borders.

- frame erasure amount: 1 mm - 300 mm in 1 mm increments
- initial frame erasure value: 10 mm
- fold erasure amount: 1 mm - 99 mm in 1 mm increments
- initial fold erasure value: 10 mm
- original/copy paper size: Ledger, Legal, Letter
- *incompatible output: repeat, all-image area*



- 1 Touch **OUTPUT** on the main screen to display the output selection screen.
- 2 Touch **Frame/fold erasure** to display the frame/fold erasure selection screen.
- 3 Touch **Frame erasure (all sides)** or **Frame erasure (each side)**. Touch **Fold erasure** to use the Fold Erasure mode.
  - Touch **Frame erasure (all sides)** to enter the frame erasure amount of the up, down, right and left sides collectively using the touchscreen keys or up/down arrow key, from 1 - 300 mm.
  - Touch **Frame erasure (each side)** to enter the frame erasure amount of the up, down, right or left side individually. Touch **TOP EDGE**, **RIGHT EDGE**, **BOTTOM EDGE**, or **LEFT EDGE**, then use the touchscreen keys or up/down arrow key to enter the desired amount from 1 mm - 300 mm.
  - To enter the fold erasure amount, touch **Fold erasure**, then touch **FOLD**. Use the touchscreen keys or up/down arrow key to enter the desired amount, from 1 - 99 mm.
- 4 Touch **OK** to complete the setting. The output selection screen will be displayed.
- 5 Touch **OK** to return to the main screen or make additional output selections.
- 6 Select the desired copy size.
- 7 Enter the desired quantity.
- 8 Position the original(s) face up in the document feeder or face down on the scanner glass.

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### Note

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**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See "Check and proof copy" on page 70.

9 Press **START**.

After copying is completed, touch **Frame/fold erasure** on the output selection screen or press **RESET** to release the mode and reset the MFP.

**Note**

While copy size and original size generally should be the same, it is possible to use frame/fold erasure to copy an Ledger original to Letter-R by selecting 0.65 reduction after selecting copy size.

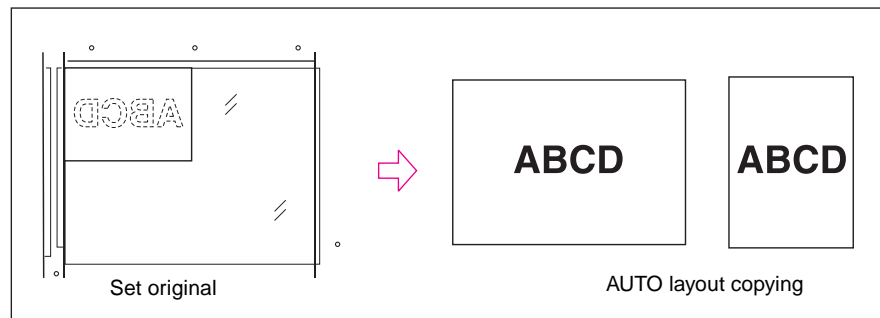
## Auto layout

Use this function to detect the image area of the original and center the whole image on the copy paper.

- duplex mode is automatically set to 1▶1; 1▶2 mode is also available only when using store mode
- auto paper select and auto scale are automatically released; changing scale ratio is available
- erase non-image area is automatically selected; release it manually when using ADF to scan originals
- original/copy size: Ledger, Legal, Letter-R, Letter, 5.5 by 8.5
- *incompatible basic copying conditions: auto paper select, auto scale, rotation, 2}2, 2}1, rotation sort, rotation group*
- *incompatible originals: mixed original, z-folded original*
- *incompatible output: sheet/cover insertion, chapter, combination, booklet, image insert, reverse image, repeat, all-image area, image shift, overlay, storing image in overlay memory*

**Note**

The auto layout function may not operate properly if the lighting in the work place is directly over the scanner glass. In this case, consult your service representative about an appropriate place for installation.



- 1 Touch **OUTPUT** on the main screen to display the output selection screen.
- 2 Touch **Auto layout**. The incompatible function keys will be dimmed to show inactivity.
- 3 Select additional copying features, as desired. When using ADF to scan originals, touch **Erase non-image area** to deselect it.
- 4 Touch **OK** to complete the setting and return to the main screen.
- 5 Select the desired copy size.
- 6 Enter the desired quantity.
- 7 Position the original(s) face up in the document feeder or face down on the scanner glass.

**Note**

Do not close the document feeder when using scanner glass. Placing original obliquely on the scanner glass may cause black copy marks.

**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See “Check and proof copy” on page 70.

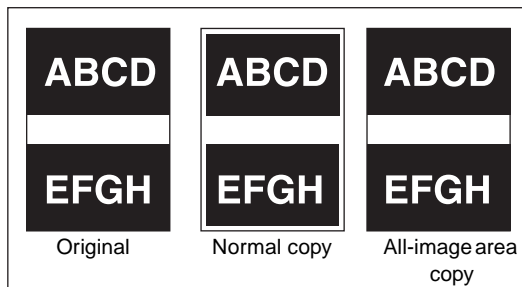
8 Press **START**.

After copying is completed, touch **Auto layout** on the output selection screen or press **RESET** to release the mode and reset the MFP.

## All-image area

Use this function to make copies printed completely to the edges.

- copies will be made without image cutoff on the edges
- *incompatible basic copying conditions: rotation sort, rotation group*
- *incompatible output: erase non-image area, reverse image, frame/fold erasure*



- 1 Touch **OUTPUT** on the main screen to display the output selection screen.
- 2 Touch **All-image area**.
- 3 Select additional copying features, as desired.
- 4 Touch **OK** to complete the setting and return to the main screen.
- 5 Select the desired copy size.
- 6 Enter the desired quantity.
- 7 Position the original(s) face up in document feeder or face down on scanner glass.

### Note

**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See “Check and proof copy” on page 70.

- 8 Press **START**.

After copying is completed, touch **All-image area** on the output selection screen or press **RESET** to release the mode and reset the MFP.

## Image shift

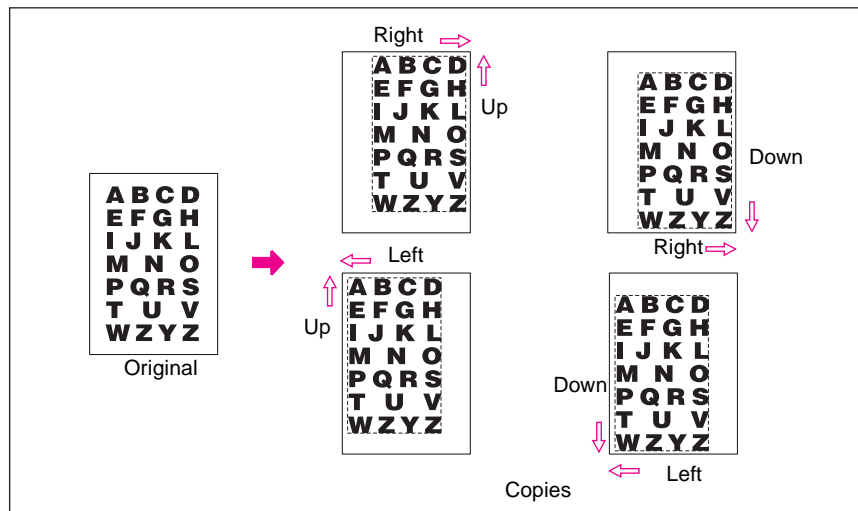
### To adjust position of copy image

Use image shift to create a new binding margin on originals copied in the 1▶1 or 2▶2 mode or adjust existing margins on originals copied in the 1▶2 or 2▶1 mode.

Page space function is available only when Booklet or 2 repeat mode or repeat has already been selected. Use this function to create the desired amount of blank space between the 2 images on a page.

If image loss seems likely, select the reduce and shift mode. See “To reduce and shift copy image” on page 119.

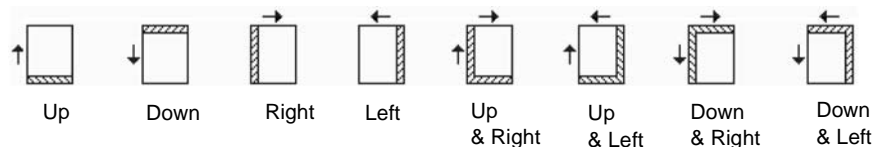
- shift amount in image shift mode: 0 mm - 250 mm in 1 mm increments (setting in 0.1 mm increments using up/down arrow key is also available by the key operator setting) to be set collectively or individually for the front and back pages
- page space functions only when Booklet or 2 repeat mode or repeat is previously selected
- original/copy size: Ledger, Legal, Letter, Letter-R
- *incompatible conditions: output: auto layout, storing image in overlay memory*



- 1 Select the duplex mode and copy size from the main screen, as required.
- 2 Touch **OUTPUT** on the main screen to enter the output selection screen.
- 3 Touch **Image shift** to display the image shift selection screen.
- 4 Touch **Image shift**.

To set shift amount in Image Shift:

- a Touch **FRONT**, **BACK**, or **BOTH SIDES**. When **BOTH SIDES** is selected, the entered shift direction and amount will be reflected immediately in the front and back images on the screen. Touch **FRONT** or **BACK** to specify the shift direction and amount individually.
- b Touch **SHIFT UP**, **SHIFT DOWN**, **SHIFT RIGHT**, or **SHIFT LEFT** to specify the shift direction, then use the touchscreen keys or up/down arrow key to select the desired shift amount (available range: 0 - 250 mm). Keep touching the arrow key to increase or decrease the value continuously.



The image display on the screen allows you to view the binding margin to be created on the printed sheets. The icons above will appear to show the currently selected conditions.

- 5 If Booklet or 2 REPEAT MODE has been already selected, the **PAGE SPACE** key appears clear on the screen to show its availability with page space indication displayed in the image area. If desired, touch **PAGE SPACE** to highlight it, then enter the desired amount using the touchscreen keys or up/down arrow key.
- 6 Touch **OK** to complete the setting and return to the output selection screen.
- 7 Select additional output functions, or touch **OK** to return to the main screen.
- 8 Enter the desired quantity.
- 9 Position original(s) face up in document feeder or face down on scanner glass.

### Note

**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See "Check and proof copy" on page 70.



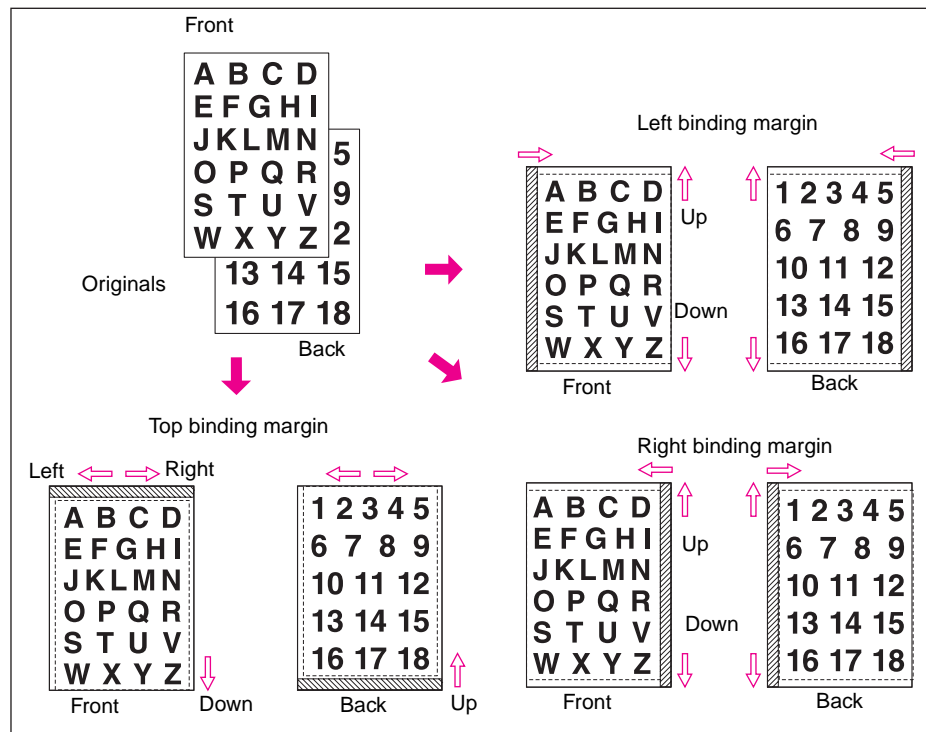
**10** Press **START**.

After copying is completed, touch **Image shift** on the output selection screen or press **RESET** to release the mode and reset the MFP.

## To reduce and shift copy image

Use reduce and shift mode instead of regular **Image shift** to prevent image loss when creating a binding margin.

- Shift amount in reduce and shift mode:
  - 0 mm - 250 mm in 1 mm increments  
(setting in 0.1 mm increments using up/down arrow key is also available by the key operator setting)
  - to be set collectively for the front and back pages
  - the shift amount for the back page can be altered in order to position the image exactly the same as on the front page
- in reduce and shift mode, auto scale is automatically selected and cannot be released
- original/copy size: Ledger, Legal, Letter, Letter-R
- *incompatible conditions with reduce and shift mode*
  - basic copying conditions: change scale ratio, v/h zoom, auto paper select
  - originals: mixed original
  - output: book copy, erase non-image area, repeat, auto layout, overlay, storing image in overlay memory



- 1 Select the duplex mode and copy size from the main screen, as required.
- 2 Touch **OUTPUT** on the main screen to enter the output selection screen.
- 3 Touch **Image shift** to display the image shift selection screen.

#### 4 Touch Reduce and Shift.

To set shift amount in reduce and shift:

- a Touch **FRONT**. In reduce and shift mode, the **BOTH SIDES** key appears dimmed to show inactivity. The message **Select scale ratio on Front side** will be displayed when **BACK** is selected first.
- b Touch **SHIFT UP**, **SHIFT DOWN**, or **SHIFT RIGHT** to specify the shift direction. In reduce and shift mode, the **SHIFT LEFT** key with **FRONT** selected appears dimmed to show inactivity. Use the touchscreen keys or up/down arrow key to select the desired shift amount (available range: 0 mm - 250 mm). Keep touching the arrow key to increase or decrease the value continuously.  
  
The auto scale will automatically determine the scale ratio according to the shift amount specified for the front page. The shift amount and scale ratio determined for the front page will be automatically applied to the back page.
- c Touch **BACK** and make direction and amount change, if any positioning adjustment is required. With **BACK** selected, the scale ratio will not be changed, while the direction and amount can be altered.

5 Touch **OK** to complete the setting and return to the output selection screen.

6 Select additional output functions, or touch **OK** to return to the main screen.

7 Enter the desired quantity.

8 Position the original(s) face up in document feeder or face down on scanner glass.

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#### Note

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**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See “Check and proof copy” on page 70.

9 Press **START**.

After copying is completed, touch **Image shift** on the output selection screen or press **RESET** to release the mode and reset the MFP.

## Stamp

Stamp allows you to print regular stamps, numbering, page numbering, date and time, watermark, and watermark numbering onto the output copies. These 6 types of stamps can be used individually or in multiple combinations.

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#### Note

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In the MFP, all of the predefined watermarks and stamps are printed in English. The touch screen displays the English words. Jobs sent via the print controller can still use custom watermarks or stamps. Users can also store custom watermarks and stamps to appear on copy jobs.

**STAMP** prints the letters selected from 8 options onto the scanned image at the location designated on the screen.

**SET NUMBERING** prints the numbers in the specified form over the scanned image at the location designated on the screen.

**PAGE NUMBERING** prints the page numbers in the specified form over the scanned image at the location designated on the screen.

**DATE/TIME** prints the date and time in the specified form over the scanned image at the location designated on the screen.

**WATERMARK** prints the letters selected from 8 options over the scanned image, positioning it in the center of the page.

**WATERMARK NUMBERING** repeatedly prints the numbers in the specified form over the scanned image.

- All 6 types of stamps can be used in combination.
- A watermark is printed obliquely in the center of the page. Watermark numbering prints a number repeatedly over the scanned image.

- Stamp, set numbering, page numbering, and date/time settings each allow you to select a printing position from 9 locations.
- Stamp, set numbering, and date/time settings each allow you to choose whether to print the stamp on all pages or on the cover only.
- Page numbering allows you to choose whether to print on all pages, on all pages except the front cover, or on all pages except the front and back covers.

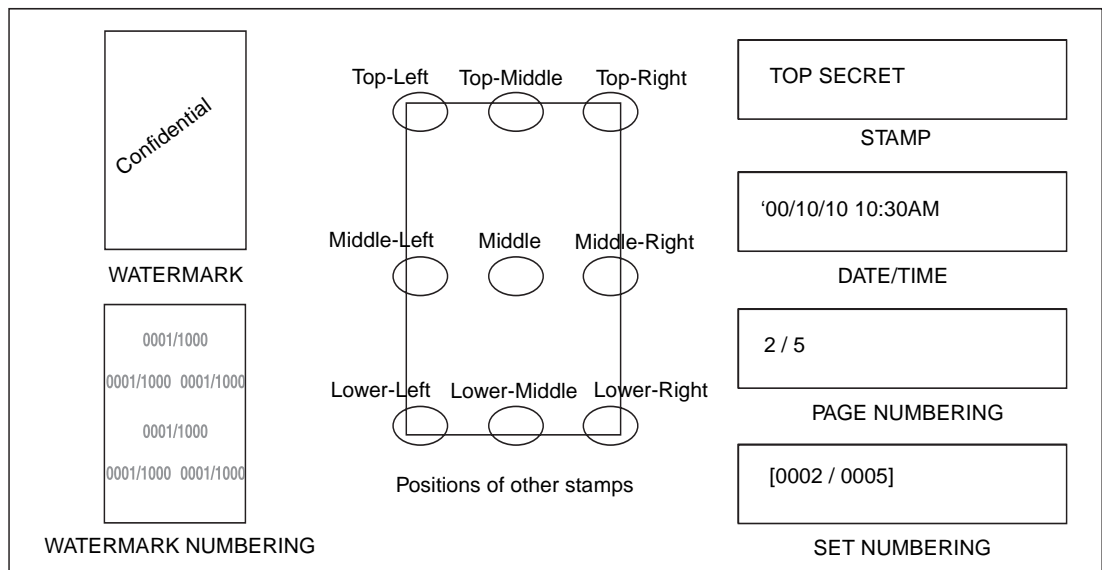
Furthermore, with sheet/cover insertion or chapter selected, page numbering allows you to specify the following options:

<b>COPIED INSERT</b>	Print on	Page number will be printed.
	Print off	Page number will not be printed but will be counted.
	Skip page	Page number will not be printed or counted.
<b>BLANK INSERT</b>	Print off	Page number will not be printed but will be counted.
	Skip page	Page number will not be printed or counted.

- When chapter is already selected, set numbering, page numbering, and watermark numbering each allow you to print chapter number on each chapter page, in addition to each numbering function. When used in duplex copying, specified right/left printing position will be automatically reversed on back pages. When used in duplex copying and top/bottom staple position is selected, specified top/bottom printing position will be automatically reversed on back pages.
- Image cutoff width: leading end 5 mm, trailing end 4 mm, top and bottom 2 mm.
- *Incompatible basic copying conditions: tandem mode (with set numbering and watermark numbering).*
- *Incompatible output: reverse image, repeat except 2/4/8 repeat, overlay (with stamp, set numbering, watermark, and watermark numbering), overlay memory.*

#### Note

Stamp and watermark are available only with hard disk installed in the MFP. Without hard disk, these function keys will appear dimmed to show inactivity.



- 1 Touch **OUTPUT** on the main screen to display the output selection screen.
- 2 Touch **Stamp/overlay**. The stamp/overlay selection screen will be displayed.
- 3 Touch to select the desired stamp to display the subsequent screen.  
On each screen, you can specify the desired type of the selected stamp.

## Page numbering type selection screen date/time type selection screen

- When selecting stamp, set numbering, page numbering, or date/time, select the desired position from 9 location keys on each screen.

If fine adjustment is required, touch **FINE POSITION ADJUSTMENT** to display the fine adjustment setting screen.

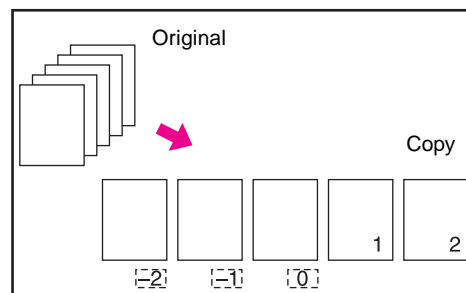
Touch **TOP EDGE**, **BOTTOM EDGE**, **RIGHT EDGE**, or **LEFT EDGE** to specify the direction, then use the touchscreen keys or up/down arrow key to enter the desired amount.

- Touch **CHARACTER SIZE** on the stamp selection, set numbering type selection, or watermark numbering type selection screen, if desired, to change the character size. The following options are provided.

<b>STAMP</b>	LARGER/ SMALLER
<b>SET/WATERMARK NUMBERING</b>	20 PT/36 PT

To change the character size/type, touch **Character Size/Type** on the page numbering type selection or date/time type selection screen. The following options are provided on the subsequent screen shown below.

- character size: 8 pt/10 pt/12 pt/14 pt
  - character type: sans serif/serif type
- Touch **Printed Page** on the stamp selection, set numbering type selection, or date/time type selection screen to designate whether to print the selected stamp on the cover only or on all pages.  
Touch **Printed Page** on the page numbering type selection screen to display the cover/insert print setting selection screen.
    - When selecting the cover print setting, touch **Front and Back: Print On**, **Front: Print Off and Back: Print On**, or **Front & Back: Print Off**.
    - When selecting the insert print setting, touch **Print On**, **Print Off**, or **Skip Page**, as provided for each of copied insert and blank insert. Touch **OK** to return to the page numbering type selection screen.
  - Touch **Starting Number** on the set numbering, page numbering, or watermark numbering type selection screen to display the starting number setting screen. Use the touchscreen keys or up/down arrow key to enter the desired starting number, then touch **OK** to return to the previous screen. Use +/- to enter a minus number to print from halfway through, e.g. -2 to print "1" from page 4.



When chapter is already selected, touching **Starting Number** on the set numbering, page numbering, or watermark numbering type selection screen will display the starting number setting screen with chapter starting number setting (see below). Touch **Chapter Number** or **Page Number** to highlight it, then use the touchscreen keys or up/down arrow key to enter the desired starting number for each.

Touch **OK** to return to the previous screen.

- When selecting **WATERMARK** or **WATERMARK NUMBERING**, touch **Light**, **Normal**, **Dark**, or **Dark+** to select the desired density level on each screen.
- When all the desired selections are made, touch **OK** to return to the output selection screen.
- Make additional output selections, or touch **OK** to return to the main screen.
- Enter the desired quantity.

12 Position original(s) face up in document feeder or face down on scanner glass.

## Note

Place and scan the originals in regular order of pagination.

**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See “Check and proof copy” on page 70.

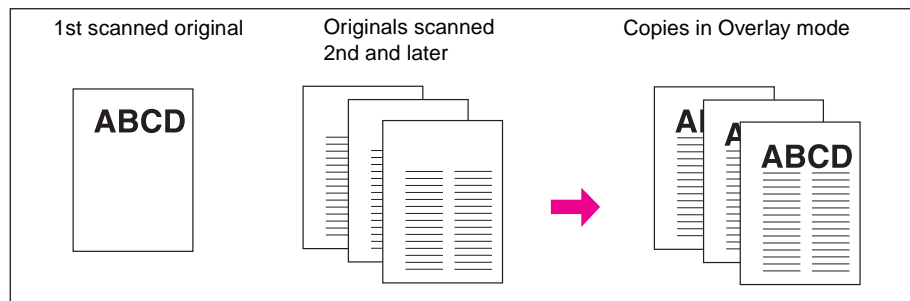
13 Press **START**.

After copying is completed, touch *Stamp/overlay* on the output selection screen or press **RESET** to release the mode and reset the MFP.

## Overlay

Use overlay to scan an image and overlay the image onto each page copied in the job.

- scan and store originals into memory
- auto paper select and auto scale are automatically released
- scale ratio is initially set to 1:1, but this setting is changeable
- original/copy size: Ledger, Legal, Letter-R, Letter, 5.5 by 8.5
- *incompatible basic copying conditions: rotation, rotation sort, rotation group*
- *incompatible originals: mixed original*
- *incompatible output: sheet/cover insertion, combination, OHT interleave, image insert, book copy, program job, repeat, auto layout, reduce and shift in image shift, stamp, set numbering, watermark, watermark numbering*



- 1 Touch **OUTPUT** on the main screen to display the output selection screen.
- 2 Touch *Stamp/overlay*. The stamp/overlay selection screen will be displayed.
- 3 Touch *Overlay* to highlight it.
- 4 Touch **OK** to return to the output selection screen.
- 5 Make additional output selections, or touch **OK** to return to the main screen.
- 6 The store mode is automatically selected, and auto paper select and auto scale are released. Set the desired duplex mode, copy contrast, lens mode, and copy size on the main screen.
- 7 Enter the desired quantity.
- 8 Position the overlaying original in the document feeder or on the scanner glass, then press **START** to scan.
- 9 The second and subsequent pages are to be overlaid in printing. Place them in the document feeder or on the scanner glass, then press **START**.

## Note

Place and scan the originals in regular order of pagination.

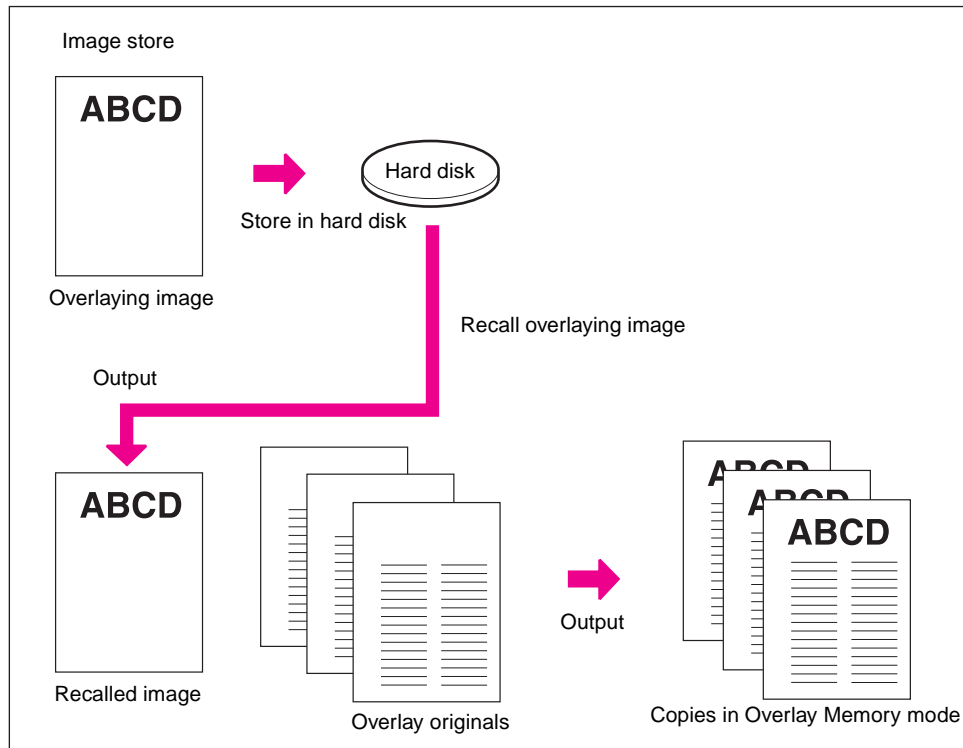
**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See “Check and proof copy” on page 70.

10 Touch **STORE** to deselect the store mode, then press **START** to print.

After copying is completed, touch **Stamp/overlay** on the output selection screen or press **RESET** to release the mode and reset the MFP.

## Overlay memory

If the optional hard disk is installed, use overlay memory to scan and store several images in hard disk, then recall the desired image from the hard disk to overlay onto each page copied in the job.



### To store overlying image data in hard disk

The following procedure describes how to store overlying image data in hard disk.

- use the scanner glass only
  - copy mode: 1►1 mode only
  - *incompatible basic copying conditions: using ADF, 1}2, 2}2, 2}1, auto scale, rotation, reserve mode, interrupt mode, selecting finisher mode*
  - *incompatible originals: mixed original, z-folded original, tab paper*
  - *incompatible output: sheet/cover insertion, chapter, combination, booklet, OHT interleave, image insert, book copy, program job, erase non-image area, reverse image, repeat, auto layout, image shift, stamp, overlay*
- 1 Touch **OUTPUT** on the main screen to display the output selection screen.
  - 2 Touch **Stamp/overlay**. The stamp/overlay selection screen will be displayed.
  - 3 Touch **OVERLAY MEMORY** to display the overlying image selection screen.

### Note

Without hard disk, the **OVERLAY MEMORY** key will appear dimmed on the stamp/overlay selection screen to show inactivity.

- 4 Touch **IMAGE STORE** to display the image name entry screen.

- 5 Enter the desired image name up to 8 characters from the touchscreen keys. The date when you made this entry will be stored automatically.  
To correct an entry, touch 1-CHARACTER DELETE repeatedly to delete each character, then enter the correct image name.
- 6 If the image name is correct, touch OK. The main screen to store the overlaying image will be displayed.  
If the popup menu with YES and NO keys is displayed instead of the main screen, the entered name is duplicated. Touch YES to enter a new name, or NO to create a duplicate name.  
If the popup menu with OK key is displayed, the entered name is duplicated. Touch OK, then enter a new name.  
If the IMAGE DELETE key is displayed on the overlay image selection screen, you can delete the stored image and name. Select the image name using up/down arrow key to scroll, then touch IMAGE DELETE.

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### Note

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Changing the popup menu for duplicate name and displaying the IMAGE DELETE key is available in the memory switch number 41 of the key operator setting. See “39” on page 182.

- 7 Position the overlaying original on the scanner glass, then press **START** to scan.

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### Note

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The document feeder cannot be used for storing the overlaying image.

To stop scanning, press **STOP**.

- 8 After scanning the overlaying original, the overlaying image data storing screen will be displayed. The MFP automatically starts to store the overlaying image data in the hard disk. The overlaying image selection screen will resume when the storing function is completed.  
To continue to store the overlaying image data, return to Step 4.
- 9 Touch OK to return to the stamp/overlay selection screen.
- 10 Touch OK to return to the output selection screen.
- 11 Touch OK to return to the main screen.

## To overlay image stored in hard disk

The following procedure describes how to overlay the image stored in hard disk onto each page copied in the job.

- auto paper select and auto scale are automatically released
  - scale ratio is initially set to 1:1; this setting is changeable
  - original/copy size: Ledger, Legal, Letter-R, Letter, 5.5 by 8.5
  - *incompatible output: reverse image, stamp, set numbering, watermark, watermark numbering in stamp*
- 1 Touch **OUTPUT** on the main screen to display the output selection screen
  - 2 Touch **Stamp/overlay**. The stamp/overlay selection screen will be displayed.
  - 3 Touch **Overlay memory** to display the overlaying image selection screen.

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### Note

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Without a hard disk, the OVERLAY MEMORY key will appear dimmed on the stamp/overlay selection screen to show inactivity.

- 4 Select the desired overlaying image data to highlight it. Use up/down arrow key to scroll, if needed.
- 5 Touch OK to return to the stamp/overlay selection screen.
- 6 Touch OK to return to the output selection screen.
- 7 Make additional output selections, or touch OK to return to the main screen.

- 8 The store mode is automatically selected, and auto paper select and auto scale are released. Set the desired duplex mode, copy contrast, lens mode, and copy size on the main screen.
- 9 Enter the desired quantity.
- 10 Place the originals in the document feeder or on the scanner glass, then press **START** to scan.

---

**Note**

Place and scan the originals in regular order of pagination.

**Option:** Press **CHECK** to view the selection and make a proof copy, if desired. Touch **EXIT** to return to the main screen. See “Check and proof copy” on page 70.

- 11 Touch **STORE** to deselect the store mode, then press **START** to print.  
After copying is completed, touch *Stamp/overlay* on the output selection screen or press **RESET** to release the mode and reset the MFP.



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## MFP software

Included with the MFP is a CD-ROM containing the printing system software. The software components and printer drivers on this CD-ROM help you use the MFP to its fullest potential. See “Installing the printing system software” on page 130 of this guide or the *Install Notes* located on the CD-ROM included with the MFP.

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### Note

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For the latest information about the printing system software components, refer to the readme file at <http://www.hp.com/support/lj9055mfp> or <http://www.hp.com/support/lj9065mfp>. For information about installing the MFP software, view the *Install Notes* on the CD-ROM included with the MFP.

This section summarizes the software included on the CD-ROM. The printing system includes software for end users and network administrators using the following operating systems:

- Microsoft Windows 98, Me
- Microsoft Windows NT 4.0, 2000, XP, and Server 2003
- Apple Mac OS version 8.6 through 9.2.x, and Apple Mac OS version 10.1

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### Note

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For a list of printer drivers, updated HP MFP software, and product support information go to <http://www.hp.com/support/lj9055mfp> or <http://www.hp.com/support/lj9065mfp>.

## Software features

Automatic configuration, Update Now, and Preconfiguration features are available with the MFP.

### Driver Autoconfiguration

The HP LaserJet PCL 6 drivers for Windows and the PS drivers for Windows 2000, Windows XP, and Windows Server 2003 feature automatic discovery and driver configuration for paper handling accessories at the time of installation.

### Update Now

If you have modified the configuration of the MFP since installation, the driver can be automatically updated with the new configuration in environments that support bidirectional communication. Click the **Update Now** button to automatically reflect the new configuration in the driver.

To activate Update Now, in the **Printer Properties** dialog box, on the **Device Settings** tab, select **Automatic Configuration**, and then click **Update Now**.

### HP Driver Preconfiguration

HP Driver Preconfiguration is a software architecture and set of tools that permits HP software to be customized and distributed in managed corporate printing environments. Using HP Driver Preconfiguration, information technology (IT) administrators can preconfigure the printing and device defaults for HP printer drivers before installing the drivers in the network environment. For more information, see the *HP Driver Preconfiguration Support Guide*, which is available at [http://www.hp.com/go/hpdpc\\_sw](http://www.hp.com/go/hpdpc_sw).

## Printer drivers

Printer drivers allow you to gain access to the MFP printing features and allow the computer to communicate with the MFP (by using a printer language). Check the installation notes and readme files on the MFP CD-ROM for additional software and languages.

The following printer drivers are included with the MFP. The most recent drivers are available at <http://www.hp.com/support/lj9055mfp> or <http://www.hp.com/support/lj9065mfp>. Depending on the configuration of Windows-based computers, the installation program for the software automatically checks the computer for Internet access to obtain the latest drivers.

Operating system <sup>a</sup>	PCL 6	PS	PPD <sup>b</sup>
Windows 98, Me	X	X	X
Windows NT 4.0	X	X	X
Windows 2000	X	X	X
Windows XP	X	X	X
Windows Server 2003	X	X	X
Macintosh OS		X	X

- Not all MFP features are available from all drivers or operating systems. See the online Help in your driver for availability of features.
- PostScript printer description files.

### Note

If your system did not automatically check the Internet for the latest drivers during software installation, download them from <http://www.hp.com/support/lj9055mfp> or <http://www.hp.com/support/lj9065mfp>. Once connected, select **Downloads and Drivers** to find the driver you wish to download.

You can obtain model scripts and drivers for UNIX® and Linux by downloading them from the Internet at [http://www.hp.com/go/jetdirectunix\\_software](http://www.hp.com/go/jetdirectunix_software), or <http://www.hp.com/go/linux>, or by requesting them from an HP-authorized service or support provider. (See the support flyer that came in the MFP box.)

### Note

If the printer driver you want is not on the MFP CD-ROM or is not listed here, check the installation notes and readme files to see if the printer driver is supported for the MFP. If it is not supported, contact the manufacturer or distributor of the program you are using for a recommended driver.

## Additional drivers

The following drivers are not included on the CD-ROM, but are available from the Internet or from HP Customer Care.

- UNIX model scripts
- Linux drivers
- HP OpenVMS drivers

## Select the right printer driver for your needs

Select a printer driver based on the way that you use the MFP. Certain MFP features are available only in the PCL 6 drivers. See the printer driver Help for availability of features.

- Use the PCL 6 driver to take full advantage of MFP features. For general office printing, the PCL 6 driver is recommended to provide optimum performance and print quality.
- Use the PS driver if you are printing primarily from PostScript-specific programs such as Adobe and Corel, for compatibility with PostScript Level 3 needs, or for PS font DIMM support.

### Note

The MFP automatically switches between PS and PCL printer languages.

## Printer driver Help

Each printer driver has Help screens that can be activated by using either the Help button, the F1 button on the computer keyboard, or a question-mark symbol in the upper right corner in the printer driver (depending on the Windows operating system used). These Help screens give detailed information about the specific driver. Printer driver Help is separate from your program Help.

## Software for Macintosh computers

The HP installer provides PostScript Printer Description (PPD) files, Printer Dialog Extensions (PDEs), and the HP LaserJet Utility for use with Macintosh computers (Mac OS 8.6 through 9.2 only). The embedded Web server can be used by Macintosh computers if the MFP is connected to a network.

### PPDs

PPDs, in combination with the Apple PostScript drivers, allow you to gain access to the MFP features and allow the computer to communicate with the MFP. An installation program for the PPDs, PDEs, and other software is provided on the CD-ROM. Use the appropriate PS driver that comes with the operating system.

### HP LaserJet Utility

Use the HP LaserJet Utility (Mac OS 8.6 through 9.2 only) to control features that are not available in the driver. The illustrated screens make selecting MFP features by using the Macintosh computer easier than ever. Use the HP LaserJet Utility to do the following operations:

- name the MFP, assign it to a zone on the network, and download files and fonts
- configure and set the MFP for Internet protocol (IP) printing

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#### Note

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The HP LaserJet Utility currently is not supported for OS X, but the utility is supported for the classic Macintosh environment.

## Installing the printing system software

The following sections contain instructions for installing the printing system software.

The MFP comes with printing system software and printer drivers on a CD-ROM. The printing system software on the CD-ROM must be installed to take full advantage of the MFP features.

If you do not have access to a CD-ROM drive, you can download the printing system software from the Internet at <http://www.hp.com/support/lj9055mfp>, or <http://www.hp.com/support/lj9065mfp>.

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#### Note

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For information about Linux and the Linux printer drivers, go to <http://www.hp.com/go/linux>. For information about UNIX® and UNIX® model scripts, go to [http://www.hp.com/go/jetdirectunix\\_software](http://www.hp.com/go/jetdirectunix_software).

### Installing Windows printing system software for direct connections

This section explains how to install the printing system software for Microsoft Windows 98, Windows Me, Windows NT 4.0, Windows 2000, Windows XP, and Windows Server 2003.

When installing the printing software in a direct-connect environment, always install the software before connecting the parallel cable. If the parallel cable was connected before the software installation, see "Installing the software after the parallel cable has been connected" on page 133 of this guide.

#### To install the printing system software

- 1 Close all software programs that are open or running.
- 2 Insert the MFP CD-ROM into the CD-ROM drive.  
If the welcome screen does not open, start it by using the following procedure:
  - On the Start menu, click **Run**.
  - Type the following: **X:\setup** (where X is the letter of the CD-ROM drive).
  - Click **OK**.
- 3 When prompted, click **Install Printer** and follow the instructions on the computer screen.
- 4 Click **Finish** when the installation has completed.
- 5 You might need to restart the computer.
- 6 Print a page from any software program to make sure that the software is correctly installed.

If installation fails, reinstall the software. If this fails, check the installation notes and readme files on the MFP CD-ROM or the flyer that came in the MFP box, or go to <http://www.hp.com/support/lj9055mfp> or <http://www.hp.com/support/lj9065mfp> for help or more information.

## Installing Windows printing system software for networks

The software on the MFP CD-ROM supports network installation with a Microsoft network. For network installation on other operating systems, go to <http://www.hp.com/support/lj9055mfp> or <http://www.hp.com/support/lj9065mfp>. The HP Jetdirect print server that is included with the MFP has a 10/100 Base-TX network port. If you need an HP Jetdirect print server with another type of network port, go to <http://www.hp.com/support/lj9055mfp> or <http://www.hp.com/support/lj9065mfp>.

The installer does not support MFP installation or MFP object creation on Novell servers. It supports only direct-mode network installations between Windows computers and a printer. To install your MFP and create objects on a Novell server, use an HP utility (such as HP Web Jetadmin or HP Install Network Printer Wizard) or a Novell utility (such as NWAdmin).

### To install the printing system software

- 1 If you are installing the software on Windows NT 4.0, Windows 2000, Windows XP, or Windows Server 2003, make sure that you have administrator privileges.
- 2 Make sure that the HP Jetdirect print server is configured correctly for the network by printing a configuration page (for more information, see "To print internal pages" on page 136). On the second page, locate the MFP IP address. You might need this address to complete network installation.
- 3 Close all software programs that are open or running.
- 4 Insert the MFP CD-ROM into the CD-ROM drive.

If the welcome screen does not open, start it by using the following procedure:

- On the **Start** menu, click **Run**.
  - Type the following: **X:\setup** (where X is the letter of the CD-ROM drive).
  - Click **OK**.
- 5 When prompted, click **Install Printer** and follow the instructions on the computer screen.
  - 6 Click **Finish** when installation has completed.
  - 7 You might need to restart the computer.
  - 8 Print a test page or a page from any software program to make sure that the software is correctly installed.

If installation fails, reinstall the software. If this fails, check the installation notes and readme files on the MFP CD-ROM or the flyer that came in the MFP box, or go to <http://www.hp.com/support/lj9055mfp> or <http://www.hp.com/support/lj9065mfp> for help or more information.

## To set up a Windows computer to use the network MFP using Windows-sharing

If the MFP is directly connected to a computer using a parallel cable, you can share the MFP on the network so that other network users can print to it.

See your Windows documentation to enable Windows-sharing. After the MFP is shared, install the printer software on all computers that share the MFP.

## Installing Macintosh printing system software for networks

This section describes how to install Macintosh printing system software. The printing system software supports Apple Mac OS version 8.6 through 9.2.x, Apple Mac OS version 10.1, and later.

The printing system software includes the following components:

- PostScript printer description files  
The PPDs, in combination with the Apple PostScript printer drivers, provide access to the MFP features. An installation program for the PPDs and other software is provided on the CD-ROM that came with the MFP. Use the Apple LaserWriter 8 printer driver that comes with the computer.
- HP LaserJet Utility (Mac OS 8.6 through 9.2 only)  
The HP LaserJet Utility provides access to features that are not available in the printer driver. Use the illustrated screens to select MFP features and complete tasks with the MFP:
- Name the MFP.
- Assign the MFP to a zone on the network.
- Assign an IP to the MFP.
- Download files and fonts.
- Configure and set the MFP for IP or AppleTalk printing.

#### To install printer drivers from Mac OS 8.6 to 9.2

- 1 Connect the network cable between the HP Jetdirect print server and a network port.
- 2 Insert the CD-ROM into the CD-ROM drive. The CD-ROM menu runs automatically. If the CD-ROM menu does not run automatically, double-click the CD-ROM icon on the desktop, and then double-click the Installer icon. This icon is located in the Installer/ <language> folder of the Starter CD-ROM (where <language> is your language preference). (For example, the Installer/English folder contains the Installer icon for the English printer software.)
- 3 Follow the instructions on the screen.
- 4 Open the **Chooser** from within the **Apple Menu**.
- 5 Click **LaserWriter 8** on the left side of the **Chooser** dialog box.
- 6 Click the appropriate **Zone** to select it, if required.
- 7 Click your MFP name from the list that appears on the right side of the **Chooser** dialog box, and then click **Create**.

---

#### Note

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The icon on the desktop will appear to be generic. All the print panels will appear in the print dialog in an application.

#### To install printer drivers from Mac OS 10.1 and later

- 1 Connect the network cable between the HP Jetdirect print server and a network port.
- 2 Insert the CD-ROM into the CD-ROM drive. The CD-ROM menu runs automatically. If the CD-ROM menu does not run automatically, double-click the CD-ROM icon on the desktop, and then double-click the Installer icon. This icon is located in the Installer/ <language> folder of the Starter CD-ROM (where <language> is your language preference). (For example, the Installer/English folder contains the Installer icon for the English printer software.)
- 3 Double-click the **HP LaserJet Installers** folder.
- 4 Double-click the Installer icon for the desired language.
- 5 Follow the onscreen instructions.
- 6 On your computer hard drive, double-click **Applications**, **Utilities**, and then **Print Center**.
- 7 Click **Add Printer**.
- 8 Select the AppleTalk or IP printing connection type on OS X 10.1 and the Rendezvous, Appletalk, or IP printing connection type on OS X 10.2.
- 9 Select the MFP name or IP address.
- 10 Click **Add Printer**.
- 11 Close the Print Center by clicking the close button in the upper-left corner.

## Installing the software after the parallel cable has been connected

If you have already connected a parallel cable to a Windows computer, the New Hardware Found dialog box appears when you turn on the computer.

### To install the software for Windows 98 or Windows Me

- 1 In the **New Hardware Found** dialog box, click **Search CD-ROM** drive.
- 2 Click **Next**.
- 3 Follow the instructions on the computer screen.
- 4 Print a page from any software program to make sure that the software is correctly installed. If installation fails, reinstall the software. If this fails, check the installation notes and readme files on the MFP CD-ROM or the flyer that came in the MFP box, or go to <http://www.hp.com/support/lj9055mfp> or <http://www.hp.com/support/lj9065mfp> for help or more information.

### To install the software for Windows 2000, Windows XP, or Windows Server 2003

- 1 In the **New Hardware Found** dialog box, click **Search**.
- 2 On the **Locate Driver Files** screen, select the **Specify a Location** check box, clear all other check boxes, and then click **Next**.
- 3 Type the letter for the root directory. For example, X:\ (where "X:\ " is the letter of the root directory on the CD-ROM drive).
- 4 Click **Next**.
- 5 Follow the instructions on the computer screen.
- 6 Click **Finish** when installation has completed.
- 7 Select a language and follow the instructions on the computer screen.
- 8 Print a page from any software program to make sure that the software is correctly installed.

If installation fails, reinstall the software. If this fails, check the installation notes and readme files on the MFP CD-ROM or the flyer that came in the MFP box, or go to <http://www.hp.com/support/lj9055mfp> or <http://www.hp.com/support/lj9065mfp> for help or more information.

## Uninstalling the software

### To remove software from Windows operating systems

Use the Uninstaller in the hp LaserJet 9055mfp or hp LaserJet 9065mfp program group to select and remove any or all of the Windows HP printing-system components.

- 1 Click **Start** and then click **Programs**.
- 2 Point to the **hp LaserJet 9055mfp** or **hp LaserJet 9065mfp** program group.
- 3 Click **Uninstaller**.
- 4 Click **Next**.
- 5 Select the HP printing-system components you want to uninstall.
- 6 Click **OK**.
- 7 Follow the instructions on the computer screen to complete the uninstallation.

### To remove software from Macintosh operating systems

Drag the HP LaserJet folder and PPDs to the trash can.

## Software for networks

For a summary of available HP network installation and configuration software solutions, see the *HP Jetdirect Print Server Administrator's Guide*. You can find this guide on the CD-ROM included with the MFP.

### hp Web Jetadmin

HP Web Jetadmin allows you to manage HP Jetdirect connected printers within your intranet using a browser. HP Web Jetadmin is a browser-based management tool, and should be installed only on a single network administration server. It can be installed and run on Red Hat Linux; SuSE Linux; Windows NT 4.0 Server and Workstation; Windows 2000 Professional, Server, and Advanced Server; and Windows XP Professional Service Pack 1 systems.

To download a current version of HP Web Jetadmin and for the latest list of supported host systems, visit HP Customer Care online at <http://www.hp.com/go/webjetadmin>.

When installed on a host server, HP Web Jetadmin can be accessed by any client through a supported web browser, such as Microsoft Internet Explorer 5.5 and 6.0 or Netscape Navigator 7.0.

HP Web Jetadmin has the following features:

- Task-oriented user interface provides configurable views, saving network managers significant time.
- Customizable user profiles let network administrators include only the function viewed or used.
- Instant e-mail notification of hardware failure, low supplies, and other printer problems now route to different people.
- Remote installation and management from anywhere using only a standard Web browser.
- Advanced Autodiscovery locates peripherals on the network, without manually entering each printer into a database.
- Simple integration into enterprise management packages.
- Quickly find peripherals based on parameters such as IP address, color capability, and model name.
- Easily organize peripherals into logical groups, with virtual office maps for easy navigation.
- Manages and configures multiple printers at once.

For the latest information about HP Web Jetadmin go to <http://www.hp.com/go/webjetadmin>.

### UNIX

The HP Jetdirect Printer Installer for UNIX is a simple printer installation utility for HP-UX and Solaris networks. It is available for download from HP Customer Care Online at [http://www.hp.com/support/net\\_printing](http://www.hp.com/support/net_printing).

### Utilities

The MFP is equipped with several utilities, which make it easy to monitor and manage the MFP on a network.

### Embedded Web server

The MFP is equipped with an embedded Web server, which allows access to information about MFP and network activities. A Web server provides an environment in which web programs may run, much in the same way that an operating system, such as Windows, provides an environment for programs to run on your computer. The output from these programs can then be displayed by a Web browser, such as Microsoft Internet Explorer or Netscape Navigator.

When a Web server is "embedded", that means it resides on a hardware device (such as a printer) or in firmware, rather than as software that is loaded on a network server.

The advantage of an embedded Web server is that it provides an interface to the MFP that anyone can access with a network-connected computer or a standard Web browser. There is no special software to install or configure. For more information about the HP embedded Web server, see the *Embedded Web Server User Guide*. You can find this guide on the CD-ROM included with the MFP.



## Features

The HP embedded Web server allows you to view MFP and network card status and manage printing functions from your computer. With the HP embedded Web server, you can do the following:

- view MFP status information
- determine the remaining life on all supplies and order new ones
- view and change tray configurations
- view and change the MFP control panel menu configuration
- view and print internal pages
- receive notification of MFP and supplies events
- add or customize links to other Web sites
- select the language in which to display the embedded Web server pages
- view and change network configuration

For a complete explanation of the features and functionality of the embedded Web server, see “Using the embedded Web server” on page 136.

## hp toolbox

The HP Toolbox is a software application that a single user can use for the following tasks:

- check the MFP status
- view troubleshooting information
- view online documentation
- print internal printer pages

You can view the HP Toolbox when the MFP is directly connected to your computer or when it is connected to a network. You must have performed a complete software installation before using the HP Toolbox.

## Other components and utilities

Several software applications are available for Windows and Macintosh OS users, as well as for network administrators. These programs are summarized below.

Windows	Macintosh OS	Network administrator
<ul style="list-style-type: none"><li>● Software installer — automates the printing system installation</li><li>● Online Web registration</li><li>● HP Toolbox</li></ul>	<ul style="list-style-type: none"><li>● PostScript printer description files — for use with the Apple PostScript drivers that comes with the Mac OS</li><li>● HP LaserJet Utility (available from the Internet) — a printer management utility for Mac OS users</li><li>● HP Toolbox (for Mac OS X v10.2 and later)</li></ul>	<ul style="list-style-type: none"><li>● HP Web Jetadmin — a browser-based system management tool. See <a href="http://www.hp.com/go/webjetadmin">http://www.hp.com/go/webjetadmin</a> for the latest HP Web Jetadmin software</li><li>● HP Jetdirect Printer Installer for UNIX — available for download from <a href="http://www.hp.com/support/net_printing">http://www.hp.com/support/net_printing</a></li></ul>

## To print internal pages

To access or print internal pages, do the following:

- 1 Press the **MODE** button twice to access the Print UI.
- 2 Select **MENUS**.
- 3 Select **+INFORMATION**.
- 4 Select the page that you want to print:
  - Print Menu Map
  - Print Configuration
  - Print Supplies Status Page
  - Print Usage Page
  - Print File Directory
  - Print PCL Font List
  - Print PS Font List

## Using the embedded Web server

When the MFP is directly connected to a computer, the embedded Web server is supported for Windows 98 and later.

When the MFP is connected to the network, the embedded Web server is automatically available. You may access the embedded Web server from Windows 98 and later.

The embedded Web server allows you to view MFP and network status and to manage printing functions from your computer instead of from the MFP control panel. Below are examples of what you can do using the embedded Web server:

- view MFP control panel status information
- view status of toner and staples
- view and change tray configurations
- view and change the MFP control panel menu configuration
- view and print internal pages
- receive notification of MFP and supplies events
- view and change network configuration
- view and configure copy monitor data
- view the weekly timer

To use the embedded Web server, you must have Microsoft Internet Explorer 6.0 or later or Netscape Navigator 7.0 or later. The embedded Web server works when the MFP is connected to an IP-based network. The embedded Web server does not support IPX-based printer connections. You do not have to have Internet access to open and use the embedded Web server. For more information about the HP embedded Web server, see the *HP Embedded Web Server User Guide*. You can find this guide on the CD-ROM included with the MFP.

### To access the embedded Web server

In a supported Web browser on your computer, type the IP address for the MFP. To find the IP address, print a configuration page. For information on how to print a configuration page, see "To print internal pages" on page 136 of this guide.

---

#### Note

Once you open the URL, you can bookmark it so that you can return to it quickly in the future.

- 1 The embedded Web server has 3 tabs that contain settings and information about the MFP: the **Information** tab, the **Settings** tab, and the **Network** tab. Click the tab that you want to view.
- 2 See the following sections for more information about each tab.

## Information tab

The Information pages group consists of the following pages:

- **Device status:** this page displays the MFP status and shows the life remaining of HP supplies, with 0 percent representing that a supply is empty. The page also shows the type and size of paper set for each tray. To change the default settings, click **Change Settings**.
- **Configuration page:** this page shows the information found on the MFP configuration page.
- **Supplies Status:** this page shows the life remaining of HP supplies, with 0 percent representing that a supply is empty. This page also provides supplies part numbers. To visit any website, you must have Internet access.
- **Event log:** this page shows a list of all printer events and errors.
- **Usage page:** this page shows a summary of the number of pages the MFP has printed, grouped by size and type.
- **Device Information:** this page also shows the MFP network name, address, and model information. To change these entries, click **Device Information** on the **Settings** tab.
- **Control panel:** this page shows an image of the text currently appearing on the MFP's control panel display.

## Settings tab

This tab allows you to configure the MFP from your computer. The **Settings** tab can be password protected. If this MFP is networked, always consult with the MFP administrator before changing settings on this tab.

The **Settings** tab contains the following pages:

- **Configure device:** configure all MFP settings from this page. This page contains the traditional menus found on printers using a control panel display. These menus include **Information**, **Paper Handling**, and **Configure Device**.
- **Alerts:** network only. Set up to receive e-mail alerts for various MFP and supplies events. Alerts may also be sent to a URL.
- **E-mail:** network only. Used in conjunction with the **Alerts** page to set up incoming and outgoing e-mail, as well as to set e-mail alerts.
- **Security:** set a password that must be entered to gain access to the **Settings** and **Networking** tabs. Enable and disable certain features of the embedded Web server.
- **Other links:** add or customize a link to another website. This link is displayed in the **Other Links** area on all embedded Web server pages. These permanent links appear in the **Other Links** area: **HP Instant Support** and **Product Support**.
- **Device information:** name the MFP and assign an asset number to it. Enter the name and e-mail address for the primary contact who will receive information about the MFP.
- **Language:** determine the language in which to display the embedded Web server information.
- **Time services:** configure the MFP's time settings.

## Networking tab

This tab allows the network administrator to control network-related settings for the MFP when it is connected to an IP-based network. This tab will not appear if the MFP is directly connected to a computer, or if the MFP is connected to a network using anything other than an HP Jetdirect print server card.

## Other links

This section contains links that connect you to the Internet to order supplies or obtain product support. You must have Internet access to use any of these links. If you use a dialup connection and did not connect when you first opened the embedded Web server, you must connect before you can visit these websites. Connecting might require that you close the embedded Web server and reopen it.

- **HP Instant Support™:** connects you to the HP website to help you find solutions. This service analyzes your MFP error log and configuration information to provide diagnostic and support information specific to your MFP.
- **Product support:** connects to the support site for the MFP. Then, you can search for help regarding general topics.

## Using the hp toolbox

The HP Toolbox is a Web application that you can use for the following tasks:

- check the MFP status
- configure the MFP settings (access device Web page settings)
- receive pop-up status messages

You can view the HP Toolbox when the MFP is connected to a network. The HP Toolbox software can be installed as part of a custom installation.

## Supported operating systems

HP Toolbox is supported for the following operating systems:

- Windows 98, 2000, ME, and XP
- Macintosh OS 10.2 or later

## Supported browsers

To use the HP Toolbox, you must have one of the following browsers:

- Microsoft Internet Explorer 5.5 or later (Internet Explorer 5.2 or later for Macintosh)
- Netscape Navigator 7.0 or later (Netscape Navigator 7.0 or later for Macintosh)
- Opera Software ASA Opera. 7.0 for Windows
- Safari 1.0 software for Macintosh

All pages can be printed from the browser.

## To view hp toolbox

On the **Start** menu, select **Programs**, select **HP LaserJet 9055mfp** or **HP LaserJet 9065mfp**, and then select **HP toolbox**. The HP Toolbox opens in a Web browser.

---

### Note

Once you open the URL, you can bookmark it so that you can return to it quickly in the future.

## HP toolbox sections

The HP Toolbox software contains the following sections:

- Status tab
- Alerts tab

## Status tab

The **Status** tab provides the status of the MFP and the supplies. The **Status** tab has links to the following main pages:

### Device Status

View MFP status information. This page will indicate MFP conditions such as a paper jam or an empty tray. Use the virtual control panel buttons on this page to change MFP settings. After you correct a problem with the MFP, click the **Refresh** button to update the device status.

### Supplies Status

View detailed supplies status such as the percent of toner remaining in the toner bottles and the number of pages printed with the current toner bottles. This page also has links to order supplies and to find recycling information.

## Alerts tab

The **Alerts** tab allows you to configure the MFP to automatically notify you of alerts. The **Alerts** tab has links to the following main pages:

### Set up status alerts page

On the **Set up status alerts** page, you can choose to turn alerts on or off, specify when the MFP should send an alert, and choose from 2 different types of alert options:

- a pop-up message
- a task bar icon

Click **Apply** to activate the settings.

### Administrative settings page

On the **Administrative settings** page, you can set the frequency of how often the HP Toolbox checks for alerts. 3 settings are available:

- less often
- normal
- more often

If you want to reduce network I/O traffic, reduce the frequency that the MFP checks for alerts.

## HP toolbox links

The HP Toolbox links at the left of the screen on each page provide links to the following options:

- **Select a device:** select from all HP Toolbox-enabled devices.
- **View current alerts:** view the current alerts for all set up printers.
- **Text only page:** view HP Toolbox as a site map linking to text-only pages.

## Network configuration

Please reference the *Jetdirect Guide* located on the CD-ROM for network configuration information. For information on how to print a configuration page, see "To print internal pages" on page 136 of this guide.

## Parallel configuration

The MFP supports network and parallel connections at the same time. A parallel connection is made by connecting the MFP to the computer using a bidirectional parallel cable (IEEE-1284-C compliant) with a c-connector plugged into the MFP's parallel port. The cable can be a maximum of 10 meters (30 feet) long.

When used to describe a parallel interface, the term bidirectional indicates that the MFP is able to both receive data from the computer and send data to the computer through the parallel port.

---

**Note**

To use the enhanced capabilities of the bidirectional parallel interface such as bidirectional communication between the computer and MFP, faster transfer of data, and automatic configuration of printer drivers, ensure that the most recent printer driver is installed. For more information, see “Printer drivers” on page 128.

Factory settings support automatic switching between the parallel port and 1 or more network connections on the MFP. If you are experiencing problems, see the *Jetdirect Guide* on the CD-ROM for network configuration information.

---

## Enhanced I/O (EIO) configuration

The MFP comes equipped with 2 enhanced input/output (EIO) slots. The 2 EIO slots hold compatible external devices such as the HP Jetdirect print server network cards or other devices. Plugging EIO network cards into the slots increases the number of network interfaces available to the MFP.

EIO network cards can maximize MFP performance when you are printing from a network. In addition they provide the ability to place the MFP anywhere on a network. This eliminates the need to attach the MFP directly to a server or a workstation and enables you to place the MFP closer to the network users.

If the MFP is configured through an EIO network card, configure that card through the control panel Configure device menu.

### HP Jetdirect print servers

HP Jetdirect print servers (network cards) can be installed in one of the MFP's EIO slots. These cards support multiple network protocols and operating systems. HP Jetdirect print servers facilitate network management by allowing you to connect a MFP directly to your network at any location. HP Jetdirect print servers also support the Simple Network Management Protocol (SNMP), which provides network managers with remote MFP management and troubleshooting through HP Web Jetadmin software.

---

**Note**

Note Installation of these cards and network configuration should be performed by a network administrator. Configure the card either through the control panel or with HP Web Jetadmin software. Refer to the HP Jetdirect print server documentation for information on which external devices or EIO network cards are supported.

---

### Available enhanced I/O interfaces

HP Jetdirect print servers (network cards) provide software solutions for:

- Novell NetWare
- Microsoft Windows and Windows NT networks
- Apple Mac OS (LocalTalk)
- UNIX (HP-UX and Solaris)
- Linux (Red Hat and SuSE)
- Internet printing

For a summary of available network software solutions, refer to the HP Jetdirect Print Server Administrator's Guide, or visit HP Customer Care online at [http://www.hp.com/support/net\\_printing](http://www.hp.com/support/net_printing).

### NetWare networks

When using Novell NetWare products with an HP Jetdirect print server, Queue Server mode provides improved printing performance over Remote Printer mode. The HP Jetdirect print server supports Novell Directory Services (NDS) as well as bindery modes. For more information, see the *HP Jetdirect Print Server Administrator's Guide*.

For Windows 98, ME, NT 4.0, 2000, and XP systems, use the printer installation utility for MFP setup on a NetWare network.

## Windows and Windows NT networks

For Windows 98, ME, NT 4.0, 2000, and XP systems, use your printer installation utility for MFP setup on a Microsoft Windows network. The utility supports MFP setup for either peer-to-peer or client-server network operation.

## AppleTalk networks

Use the HP LaserJet Utility to set up the MFP on an EtherTalk or LocalTalk network. For more information, refer to the *HP Jetdirect Print Server Administrator's Guide* included with printers equipped with the HP Jetdirect print server.

## UNIX/Linux networks

Use the HP Jetdirect printer installer for UNIX utility to set up the MFP on HP-UX or Sun Solaris networks.

For setup and management on UNIX or Linux networks, use HP Web Jetadmin.

To obtain HP software for UNIX/Linux networks, visit HP Customer Care online at [http://www.hp.com/support/net\\_printing](http://www.hp.com/support/net_printing). For other installation options supported by the HP Jetdirect print server, see the *HP Jetdirect Print Server Administrator's Guide* included with printers equipped with the HP Jetdirect print server.

## Digital sending

The MFP allows you to digitally send documents from the MFP to other devices and storage locations. Refer to the electronic document, "hp digital sending software v. 3.0 workflow" that comes on an optional digital sending software CD-ROM.





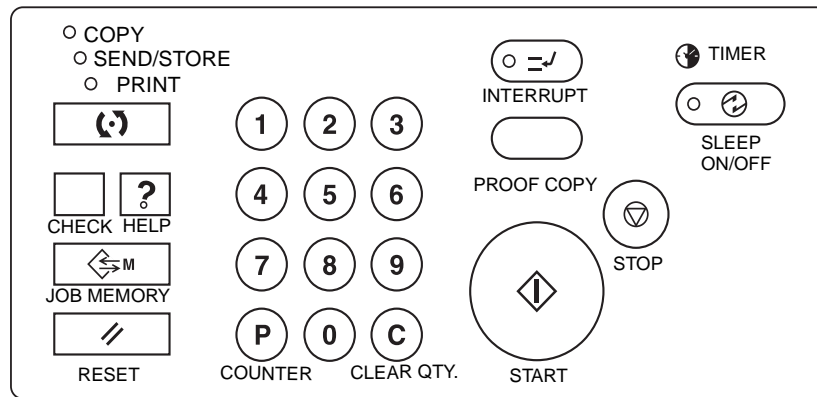
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## Job store

Use job store to store up to 30 frequently-used copying jobs, which can be recalled at any time. The stored jobs can be given alphabetical names.

- All copying functions can be selected



- 1 Make job selections from the main screen, output selection screen, Select condition to scan originals menu, and/or Select finisher mode menu.
- 2 When all selections are made, press **JOB MEMORY** on the control panel to display the job number selection screen.
- 3 Touch **STORE**. The job store check screen displays to enable you to review the settings.
- 4 If settings are correct, touch **OK** to restore the job number selection screen.  
Otherwise, touch **CANCEL** to return to the main screen and make new selections.
- 5 When the job number selection screen is restored, touch one of the keys numbered from 1–30 to store the job under that number. The key with a lock icon displayed is locked and cannot be selected. Arrow keys can be used to scroll to the next or previous page. The selected number key will be highlighted.
- 6 Touch **OK** on the job number selection screen to display the job name registration screen.  
If you do not wish to enter a name, touch **OK**.
- 7 Enter a job name up to 16 characters, using the touchscreen alphabet keys.  
To correct an entry, touch **Delete** repeatedly to delete each character entered, then enter the correct job name.
- 8 If the job name is correct, touch **OK** to resume the job number selection screen.  
To re-enter the job name, touch **CANCEL** to return to the job number selection screen.
- 9 When the job number selection screen is displayed, touch **OK** to complete the setting and return to the main screen.  
To re-enter the job name when the job number selection screen is displayed, touch **CANCEL** to display the job name registration screen.  
To exit from the job memory setting anytime, press **RESET**.

### Note

A locked job is indicated by a lock icon on the job key number.

Only the key operator can lock a job.

A locked job cannot be overwritten unless it is unlocked by the key operator.

A blank key indicates that no job is stored under that key.

Job Memory entries can be recorded on the job memory form included at the end of this section.

## Job recall

Use job recall to recall jobs that are already stored in job memory.

- 1 Place original(s) as required for the job you are about to recall.
- 2 Press **JOB MEMORY** to display the job number selection screen.
- 3 Touch a job number key to select a job you want to recall, and to highlight the key. If required, scroll with the arrow keys to reach the desired job number key (1–30). To cancel the recall mode, touch **CANCEL** to return to the main screen.
- 4 Touch **JOB CHECK**. The job recall check screen displays to enable you to review the settings. Touching **CANCEL** on the job recall check screen returns to the job number selection screen.
- 5 When the desired job number key is highlighted, touch **OK** to read the settings of the selected job, and to return to the main screen.  
To cancel the job, press **RESET**.  
Press **START**.

---

### Note

A locked job is indicated by a lock icon on the job key number.

Only the key operator can lock a job.

A locked job cannot be overwritten unless it is unlocked by the key operator.

A blank key indicates that no job is stored under that key.

---

Job Memory entries can be recorded on the Job Memory Form included at the end of this section.

## Job memory form

Make a copy of the form on the next page to record frequently-used copy jobs stored in job memory. Update the information when changes are made. Make additional copies, as needed.

Job Number/Name	Job Description
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
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# 12 Tandem mode

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## Tandem mode operation

Tandem mode enables the primary MFP to work in tandem with a secondary MFP for the purpose of providing faster completion of large copying jobs.

2 units working in tandem distribute a job in half the time of non-tandem mode.

---

### Note

---

Service setting is required to use the tandem mode. Contact your service representative, if desired.

- The 2 MFPs should be connected in either way described below.
  - 1 Connect the 2 MFPs directly using a crossover cable. In this case, other network functions provided to the MFP will be unavailable.
  - 2 Connect each of the 2 MFPs 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 MFPs.
- The combination of the 2 MFPs can be either the same model (2 hp LaserJet 9055mfps or 2 hp LaserJet 9065mfps) or different models (1 hp LaserJet 9055mfp and 1 hp LaserJet 9065mfp).
- 2 MFPs should have the same optional configuration except for the option Tray 5 (letter/A or ledger/A3).
- 2 MFPs should be turned on and ready for copying.
- The MFP with the **TANDEM** key highlighted on the select finisher mode menu will be the primary MFP, turning both MFPs into the tandem mode.

Select the copying conditions, scan originals, and press **START** on the primary MFP to operate both MFPs in tandem to complete a job.
- Quantity must be set for 3 or more copies to activate the tandem mode.

When the quantity entered is an odd number, the primary MFP will copy and output 1 sheet/set more than the secondary MFP to accommodate the job.
- Auto low power/auto shut off may function while tandem mode is selected.
  - If the tandem mode is selected while the secondary MFP is in auto low power mode, the power saving mode will be released automatically.
  - The tandem mode will not be selected when the secondary MFP is turned off by auto shut off. Release the auto shut off mode by pressing **SLEEP ON/OFF**.
  - If auto low power is activated on the secondary MFP during the tandem job setting, the power saving mode will be released automatically when printing job starts.
  - If auto shut off is activated on the secondary MFP during the tandem job setting, the tandem mode will be released automatically.
  - If auto low power/auto shut off is activated on the primary MFP, the tandem mode will be released automatically.
- Reset may function while tandem mode is selected. Initially, the tandem mode will be released automatically if reset is activated on the primary MFP.

The key operator can set the primary MFP to select the tandem mode as the initial setting. Apply this setting to the primary MFP only, if desired. Setting tandem mode on both MFPs will deactivate the tandem mode.
- The MFP is provided with an allocation recovery mode, which functions when trouble occurs in either the primary or secondary MFP to allow the trouble-free MFP to complete the job.
- When the 2 MFPs in tandem mode have the same copy monitor password registered, copying will be available by entering the copy monitor password in the primary MFP only. The password will be transmitted to the secondary MFP.
- Interrupt copying is available only on the MFP with **INTERRUPT** pressed.
- If the primary MFP is installed with hard disk, the image data stored on the hard disk can be output in tandem mode copying.
- Corresponding tray sizes on the primary and secondary MFPs should be the same when using multiple trays for a single job.

- *Incompatible basic copying conditions: rotation sort, rotation group, group, rotation.*
- *Incompatible output: OHT interleave, set numbering, and watermark numbering in stamp.*

- 1 Turn power on by pressing the power switches of the 2 MFPs.
- 2 Confirm that both MFPs are ready to copy with the main screen displayed.
- 3 Touch **OPTIONS** menu on the main screen of either MFP to display the select finisher mode menu.
- 4 Touch **TANDEM** on the select finisher mode menu to highlight it, then touch **OK**.

The MFP with **TANDEM** highlighted will become the primary MFP; the other MFP will function as the secondary MFP. The master icon displays on the main screen of the primary MFP to indicate that the 2 units are ready to work in tandem mode.

---

**Note**

The sub icon will display on the main screen of the secondary MFP when **START** is pressed on the primary MFP to start the tandem printing operation.

The tandem mode cannot be selected or continued in the cases shown below. The message `Please wait/ Reserve is not available in second MFP, Second machine error/ Please check second machine, or Please check second machine` will be displayed, as required.

- The tandem mode cannot be selected while the secondary MFP is turned off due to auto shut off. Press **SLEEP ON/OFF** to release it.
  - Selected tandem mode will be released automatically when the secondary MFP activates auto shut off. Press **SLEEP ON/OFF** to release it, then select the tandem mode again to restart the procedure.
  - When any problem occurs in the secondary MFP, such as a paper misfeed or lack of paper, the secondary MFP will be unavailable for printing; however, the problem will not cause tandem mode to be released. Take the appropriate troubleshooting measures to ready the secondary MFP for copying.
  - Tandem printing jobs cannot be started if 5 reserve jobs (not in tandem mode) are entered on the secondary MFP. Wait until the reserve jobs are completed on the secondary MFP.
  - Selected tandem mode will be released automatically when the primary MFP activates auto low power/auto shut off. Press **SLEEP ON/OFF** to release auto shut off, if required, then select the tandem mode again to restart the procedure.
- 5 Select the desired copying conditions on the primary MFP.

---

**Note**

Ordinary copying operation is still available on the secondary MFP during the tandem mode setting.

- 6 Using the keypad, enter the quantity on the primary MFP.

When a quantity amount of 100 is entered, the primary and secondary MFPs will each copy and output 50 sheets.

---

**Note**

Quantity must be set for 3 or more copies to activate the tandem mode.

When the quantity entered is an odd number, the primary MFP will copy and output 1 sheet/set more than the secondary MFP to accommodate the job.

- 7 Position original(s) face up in the document feeder or face down on the scanner glass of the primary MFP.
- 8 Press **START** on the control panel of the primary MFP.

The sub icon will display on the main screen of the secondary MFP to indicate that the 2 MFPs will start working in tandem.

The tandem mode will be released automatically when the tandem mode copying is completed, and the master and sub icons on each main screen will disappear.

**Tip: Entering reserve job during tandem mode copying**

If scanning of the next reserved job is performed during the tandem mode copying, that job will also be performed in the tandem mode. Up to 5 jobs including the present job can be reserved.

### Tip: Interrupt mode during tandem mode copying

Interrupt copying is available only on the MFP with **INTERRUPT** pressed. The tandem mode copying on the MFP in interrupt mode will be suspended until the interrupt copying is completed.

If the interrupt mode period is of long standing, the allocation recovery mode will activate to enable the other MFP to handle the remaining quantity.

## To stop scanning/printing

To cancel the tandem copying job:

- 1 Press **STOP** on the control panel of the primary MFP.  
The scanning/printing job stops immediately, and the popup menu appears on the main screen of the primary MFP to ask you whether to continue or terminate the job. At this time, the tandem mode is not released.
- 2 Touch **CONTINUE** to go on, or **EXIT** to delete all the scanned data and to release the tandem mode.

## To cancel the job in the secondary MFP only

- 1 Press **STOP** on the control panel of the secondary MFP.  
The secondary MFP stops the current operation immediately, and the popup menu appears on the main screen of the secondary MFP to ask you whether to continue or cease the operation. At this time, the tandem mode is not released.

---

### Note

---

If temporary suspension in the secondary MFP takes a long time, the allocation recovery mode will activate, enabling the primary MFP to handle the remaining quantity.

- 2 Touch **CONTINUE** to go on, or **EXIT** to delete all the data transmitted to the secondary MFP and to release the tandem mode.  
The primary MFP will take over the remaining quantity and complete the job.

---

### Note

---

Once the allocation recovery mode is activated and the primary MFP is already handling the remaining quantity, the secondary MFP cannot continue with the tandem printing job, even when **CONTINUE** is touched on the popup menu.

## Troubleshooting

### Copying with the allocation recovery mode

The allocation recovery mode enables you to complete your copying job even when trouble occurs in either the primary or secondary MFP, such as a paper jam. In that case, the MFP that is trouble free completes the job.

---

### Note

---

The MFP is initially set to activate this function. Contact your service representative if you do not want this function.

### When a paper jam, SC-code (E-code, F-code) trouble, or unloaded paper occurs on either the primary or secondary MFP

- The MFP that is trouble free handles the remaining quantity and completes the job.
- When the job is completed, take the appropriate troubleshooting measures to correct the problem.



**When memory overflow occurs on either the primary or secondary MFP**

- On the primary MFP, the scanning job will stop immediately, and the tandem copying job will be suspended on both MFPs. At this time, the tandem mode is not released.
- The secondary MFP will start the tandem copying job when the memory becomes available after completing some reserve jobs. In this case, the allocation recovery mode functions to continue the tandem printing job on the primary MFP until the secondary MFP becomes available for the job.  
If the memory of the secondary MFP cannot be available despite the elapse of time, the tandem mode will be released on the secondary MFP, and the allocation recovery mode functions to complete the job on the primary MFP.

**When the power is turned off on either the primary or secondary MFP**

- The tandem mode will be released automatically in either case. Restart the procedure from the first step.



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## Set reserve job

- 1 Touch **FREE JOB** to display the reserve job setting screen while a current job is in progress.
- 2 Select copying conditions for the reserve job. Wait for the current job to complete its scanning operation, if necessary.
- 3 Position the reserve job original(s) face up in the ADF tray or face down on the scanner glass.
- 4 Press **START** to scan the reserve job original(s).  
When scanning for the reserve job is completed, the main screen for the current printing job will be restored. Copying for the reserve job will start when the current job is completed.

## Store originals scanned from scanner glass

- 1 Position the original on the scanner glass.
- 2 Make desired copying selections, and select the 1▶1 or 1▶2 duplex mode.
- 3 Touch **STORE** on the main screen to highlight the store mode.
- 4 Press **START** to scan and store the original image into memory.  
Repeat Steps 1 and 4 until all originals are scanned.
- 5 Touch **STORE** to exit the store mode.
- 6 Enter the quantity amount.
- 7 Press **START** to begin copying.

## Store originals scanned from the document feeder

- 1 Touch **STORE** on the main screen to highlight the store mode.
- 2 Make desired copying selections.
- 3 Position no more than 100 originals at a time in the document feeder tray.
- 4 Enter the quantity amount.
- 5 Press **START** to scan the originals.  
Repeat Steps 3 and 5 until all originals are scanned.
- 6 Touch **STORE** to exit the store mode.
- 7 Press **START** to begin copying.

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### Note

Page numbers indicated next to each shortcut refer to the pages in this manual where more detailed information can be found.

When using glass store mode or automatic document feeder store mode in conjunction with other functions, check details in "Glass store mode" on page 67.

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## Stapling and folding, and folding

- 1 Close the ADF cover, then press **RESET** to reset the MFP.
- 2 Touch **OPTIONS** to display the select finisher mode menu.
- 3 Touch **STAPLING AND FOLDING** to select the stapling and folding mode, or touch **FOLDING** to select the folding mode.
- 4 Touch **OK** to display the main screen.
- 5 Make additional copying selections.
- 6 Enter the quantity amount.

- 7 Position the originals in the document feeder tray.
- 8 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Mixed original

- 1 Touch ORIGINALS to display the Select condition to scan originals menu.
- 2 Touch Mixed original.
- 3 Make additional copying selections.
- 4 Touch OK to return to the main screen.
- 5 Touch AUTO under the PAPER column to copy on various sizes to match the originals, or touch AUTO under the SCALE column to copy on one size.
- 6 Enter the quantity amount.
- 7 Position mixed originals face up in document feeder tray.  
Combine Ledger, Legal, Letter, 5.5 by 8.5/or Legal, Letter-R, and Letter.
- 8 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Sheet/cover insertion

- 1 Touch OUTPUT to display the output selection screen.
- 2 Touch Sheet/cover insertion to display the sheet/cover insertion screen.
- 3 If desired, touch Front copy or Front blank. If desired, touch Back copy or Back blank.
- 4 If desired, touch Copy insertion or Blank insertion.  
Enter the page number for the first insertion location, then touch SET.
- 5 Repeat Step 4 for each insertion location, touching SET after each entry.
- 6 Select the desired tray source for the cover and/or insertion sheets.
- 7 Touch OK to return to the output selection screen.
- 8 Make additional copying selections.
- 9 Touch OK to return to the main screen.
- 10 Enter the quantity amount.
- 11 Position the originals face up on the document feeder tray.
- 12 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Chapter

- 1 Touch OUTPUT to display the output selection screen.
- 2 Touch Chapter to display the chapter page setting screen with 1▶2 mode automatically selected.
- 3 Use the keypad to enter the page number of the first title page, then touch SET.
- 4 Repeat Step 3 for each additional title page, touching SET after each entry.
- 5 Touch OK to return to the output selection screen.
- 6 Make additional copying selections.
- 7 Touch OK to return to the main screen.
- 8 Enter the quantity amount.
- 9 Position (up to 100) originals face up on the automatic document feeder tray.
- 10 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Combination: copy 2, 4, or 8 originals on 1 sheet

- 1 Touch **OUTPUT** to display the output selection screen.
- 2 Touch **Combination** to display the combination mode selection screen.
- 3 Touch **2 in 1**, **4 in 1**, or **8 in 1**.
- 4 Touch **OK** to return to the output selection screen.
- 5 Make additional copying selections.
- 6 Touch **OK** to return to the main screen with auto scale automatically selected. You can change this setting.
- 7 When all settings are correct, enter the quantity amount.
- 8 Place the original(s) face up in the document feeder tray.
- 9 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Booklet

- 1 Touch **OUTPUT** to display the output selection screen.
- 2 Touch **Booklet** to display the booklet mode selection screen.
- 3 Touch **No cover sheet**, **Cover with copy sheet**, or **Cover with blank sheet**.
- 4 Select the cover sheet tray source and the binding mode, if required.
- 5 Touch **OK** to return to the output selection screen.
- 6 Make additional copying selections, or touch **OK** to return to the main screen.
- 7 Touch **1▶2** or **2▶2** duplex mode. To release auto scale default, select ratio and copy size.
- 8 Touch **OPTIONS** to select **FOLDING** or **STAPLING AND FOLDING** if the multi-function finisher is installed.
- 9 Touch **OK** to restore the main screen, then enter the quantity amount.
- 10 Position letter-size originals face up in the document feeder tray in portrait orientation.
- 11 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## OHT interleave

- 1 Load the same size copy paper as the transparencies in any regular tray.
- 2 Insert 1 transparency sheet at a time into the Tray 1.
- 3 Touch **OUTPUT** to display the output selection screen.
- 4 Touch **OHT interleave** to display the OHT Interleave screen.
- 5 Touch **Blank sheet interleaving** or **Copy sheet interleaving**, unless your choice is already highlighted.
- 6 Touch **OK** to return to the output selection screen.
- 7 Make additional selections.
- 8 Touch **OK** to return to the main screen with the required quantity of 1 automatically selected.
- 9 Position the original face up in the document feeder tray or face down on the scanner glass.
- 10 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Image insert

- 1 Note the page number locations of the images you will be scanning from the scanner glass.
- 2 Touch **OUTPUT** to display the output selection screen.
- 3 Touch **Image insert** to display the Image insertion number setting screen.
- 4 Enter up to 30 page number locations, touching **Set** after each entry.
- 5 When all page number locations are entered, touch **OK** to restore the output selection screen.
- 6 Make additional copying selections, or touch **OK** to return to the main screen. The store mode is automatically selected.
- 7 To start scanning, position the regular originals face up on the document feeder tray, then press **START**.
- 8 After the originals in the document feeder tray are scanned, enter the quantity amount for the job.
- 9 Position 1 original at a time on the scanner glass in ascending order of pagination, for example, 1 - n.  
  
The scanner glass originals can be paste-ups, graphs, photos, newspaper articles, or any non-standard document.
- 10 In turn, press **START** to scan each original from the scanner glass.
- 11 Touch **STORE** to exit the store mode.
- 12 Press **START** to combine the non-standard images scanned from the scanner glass with the regular images scanned from the ADF. When copying is completed, press **RESET** to reset MFP.

## Book copy

- 1 Load letter sheets in a regular tray or in Tray 1.
- 2 Touch **OUTPUT** to display the output selection screen.
- 3 Touch **Book Copy** to display the book copy screen with **Auto layout** and **Erase non-image area selected**.
- 4 Touch **Facing pages**, **Front cover + facing pages**, or **Front/back cover + Facing pages**, as required.  
  
To change the binding mode, touch **Reverse the side of open page**.
- 5 Touch **OK** to return to the output selection screen.
- 6 Make additional copying selections.
- 7 Touch **OK** to return to the main screen with the store mode automatically selected.
- 8 Touch **1▶1** or **1▶2** duplex mode and enter the quantity amount.
- 9 Position the open book in the right rear corner on the scanner glass.
- 10 Align the edges of the book with the right measuring guide plate, then press **START** to begin scanning.
- 11 Repeat steps 9 to 10 to copy subsequent pages from the book, pressing **START** to scan each page.
- 12 Touch **STORE** to exit the store mode.
- 13 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Program job

- 1 Touch **OUTPUT** to display the output selection screen.
- 2 Touch **Program job** to scan multiple sets of originals in different settings (called jobs) and then to output them all as a complete set.
- 3 Make additional copying selections for the first job.

- 4 Touch **OK** to return to the main screen. store mode is automatically selected.
- 5 Position the original(s) face up in the document feeder tray or face down on the scanner glass, select the tray you want to use, then press **START** to scan.
- 6 When scanning for the current job is completed, the popup menu will be displayed.  
To store the current job images, touch **CONFIRM**.  
To delete the images, touch **CANCEL**.
- 7 Repeat Steps 3 to 6 until all job originals are scanned.
- 8 Select the desired output mode and enter the quantity amount.
- 9 Touch **STORE** to exit the store mode.
- 10 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Erase non-image area

- 1 Touch **OUTPUT** to display the output selection screen.
- 2 Touch **Erase non-image area**.
- 3 Make additional copying selections.
- 4 Touch **OK** to return to the main screen.
- 5 Enter the quantity amount.
- 6 Position original face down on the scanner glass, and keep the document cover open.
- 7 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Reverse image

- 1 Touch **OUTPUT** to display the output selection screen.
- 2 Touch **Reverse image** to switch from the black-on-white copying mode to the white-on-black copying mode.
- 3 Make additional copying selections.
- 4 Touch **OK** to return to the main screen.
- 5 Enter the quantity amount.
- 6 Position the original(s) face up in the document feeder tray or face down on the scanner glass.
- 7 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Repeat image

- 1 Touch **OUTPUT** to display the output selection screen.
- 2 Touch **Repeat** to display the repeat mode selection screen.
- 3 Touch **Vertical/Horizontal** to select the mode, then specify the vertical and horizontal widths of the scanning area using up/down arrow key, or touch **Enter repeat width by keypad** to display a popup screen to enter a value from the touchscreen keypad.  
  
Touch **AUTO** to allow the MFP to set the equal repeat area according to the size of the original placed onto the scanner glass with erase non-image area functioning.  
  
Touch **2 Repeat**, **4 Repeat**, or **8 Repeat** to allow the maximum repeats according to the size of the original.
- 4 Touch **OK** to return to the output selection screen.
- 5 Make additional copying selections.
- 6 Touch **OK** to return to the main screen.
- 7 Enter the quantity amount.



- 8 Position the original(s) face down on the scanner glass.  
If you selected the **AUTO** or **2/4/8 Repeat**, keep the document cover open during copying.
- 9 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Frame/fold erasure

- 1 Touch **OUTPUT** to display the output selection screen.
- 2 Touch **Frame/fold erasure** to display the frame/fold erasure selection screen.
- 3 Touch **Frame erasure (all sides)** or **Frame erasure (each side)**, then enter a value or use the default setting.
- 4 Touch **Fold erasure**, then enter a value or use the default setting.
- 5 Touch **OK** to complete the setting and return to the output selection screen.
- 6 Make additional copying selections, or touch **OK** to return to the main screen.
- 7 Select copy size and enter the quantity amount.
- 8 Position the original(s) face up in the document feeder tray or face down on the scanner glass.
- 9 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Auto layout

- 1 Touch **OUTPUT** to display the output selection screen.
- 2 Touch **Auto layout** to center the original image on the copy paper.
- 3 Make additional copying selections, or touch **OK** to return to the main screen.
- 4 Select copy size and enter the quantity amount.
- 5 Position the original face up in the document feeder tray or face down on the scanner glass without skewing it. When using scanner glass, *do not close* the document cover.
- 6 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## All-image area

- 1 Touch **OUTPUT** to display the output selection screen.
- 2 Touch **All-image area** if you wish to copy the image completely to the edges of the paper.
- 3 Make additional copying selections, or touch **OK** to return to the main screen.
- 4 Select copy size and enter the quantity amount.
- 5 Position the original(s) face up in the document feeder tray or face down on the scanner glass.
- 6 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Image shift/reduce and shift

- 1 Select a duplex mode (**1▶1**, **1▶2**, **2▶1**, **2▶2**) and a copy size from the main screen.
- 2 Touch **OUTPUT** to display the output selection screen.
- 3 Touch **Image shift** to display the image shift selection screen.
- 4 Touch **Image shift** (or **reduce and shift**, if image loss is likely).
- 5 Touch **FRONT**, **BACK**, or **BOTH SIDES** to indicate the side(s) on which you want the shift to occur.  
When **Booklet** or **2 Repeat** mode of repeat has been selected, the page space setting is available.
- 6 Touch **SHIFT UP**, **SHIFT DOWN**, **SHIFT RIGHT**, or **SHIFT LEFT** to specify the shift direction.

- 7 Use the touchscreen keypad to enter the shift amount, from 0 mm - 250 mm.
- 8 Touch **OK** to return to the output selection screen.
- 9 Make additional copying selections, or touch **OK** to return to the main screen.
- 10 Enter the quantity amount.
- 11 Position the original(s) face up in the document feeder tray or face down on the scanner glass.
- 12 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Stamp/overlay

- 1 Touch **OUTPUT** to display the output selection screen.
- 2 Touch **Stamp/overlay** to display the stamp/overlay selection screen.
- 3 Touch the desired stamp (**STAMP**, **SET NUMBERING**, **PAGE NUMBERING**, **DATE/TIME**, **WATERMARK**, and **WATERMARK NUMBERING**) to display the subsequent screen.  
On each screen, you can specify the desired stamp type of the selected stamp.
- 4 Specify the desired position, size, etcetera, according to the options provided on each screen, then touch **OK** to return to the stamp/overlay selection screen.  
The overlay function will be selected by touching **OVERLAY** to highlight it.
- 5 Touch **OK** to return to the output selection screen.
- 6 Make additional copying selections, or touch **OK** to return to the main screen.
- 7 When **OVERLAY** is selected, the store mode is automatically selected, and auto paper select and auto scale are released. Set the desired duplex mode, copy contrast, lens mode, and copy size, then enter the quantity amount.
- 8 Position the original(s) face up in document feeder tray or face down on scanner glass.  
When **OVERLAY** is selected, follow the scanning procedure below.
  - a Position the overlaying original in the document feeder tray or on the scanner glass, then press **START** to scan.
  - b The second and subsequent pages are to be overlaid in printing. Place them in the document feeder tray or on the scanner glass, then press **START**.

### Note

Place and scan the originals in regular order of pagination.

- c When scanning job is completed, touch **STORE** to remove its highlight and thus turn off the store mode.
- 9 Press **START**. When copying is completed, press **RESET** to reset the MFP.

## Loading paper

### MFP user-adjustable trays: Tray 2 (500), Tray 3 (500), and Tray 4 (1,500)

- 1 Withdraw the MFP tray, then place paper into the tray with the curl turning up. Load size Ledger, Legal, Letter, Letter-R or 5.5 by 8.5 (portrait). Do not stack paper above the red line.
- 2 Move the green levers located at the front and rear until they meet the edge of the stack of paper.
- 3 When paper is seated properly, push the tray back fully into the MFP.

## HCI (high capacity input: Q3637A/Q3638A) service-adjustable Tray 5 (4,000)

- 1 Open the HCI top cover (lift lid).
- 2 Press the green paper loading button located at the front of the HCI to lower the bottom plate of the HCI.
- 3 Load the paper into the HCI with the paper curl turning down (see note).
- 4 Repeat Steps 2 and 3 until the bottom plate cannot go down any more. Do not stack paper above the paper hook level.
- 5 When the stack of paper is seated properly in the tray, close the HCI top cover (lid).

For more information about loading paper, see "Loading paper" on page 190.

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### Note

When loading tabbed sheets, be sure the tab extensions are positioned at the rear side of the tray (not at the front where the paper load button is located), and jutting to the right, away from the hinged side of the HCI cover.

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## Adding toner

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### WARNING!

Keep toner out of the reach of children. If toner dust escapes as a result of mishandling, avoid inhalation, eye, or skin contact as a precautionary measure. Please refer to the material safety data sheet for additional toner safety information. A Material Safety Data Sheet is available for professional use at <http://www.hp.com/go/msds>.

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### Note

Toner can be replaced while the MFP is operating.

- 1 Open the toner access door and pull the toner bottle holder lever forward.
- 2 Withdraw the toner bottle holder, then remove the empty toner bottle.
- 3 Shake the new toner bottle several times to loosen toner, then remove the cap.
- 4 Set the new toner bottle into the toner bottle holder, aligning the rear part of the bottle with the toner bottle holder.
- 5 Push the toner bottle holder lever backward, then return the toner bottle holder to its original position.
- 6 Close the toner access door.
- 7 Recycle or dispose of empty containers in accordance with local requirements.

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### CAUTION

To avoid MFP image-quality problems, use a toner bottle having the same number as listed on the label that is located on the inside of the toner access-door.



# 14 Key operator mode

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## To the key operator

The key operator is trained to handle all special key operator functions that are not accessible to the general user, such as monitoring overall MFP activity, MFP performance, and service information, and modifying MFP settings, as well as controlling user activity for billing purposes.

A unique 4-digit key operator password is normally set by your service representative at installation. If the unique code is not set by your service representative, the MFP will not display the Key Operator Password Entry screen when the key operator mode is being accessed; a key operator password will not be required. A service-set 8-digit copy monitor master key code must be entered by the key operator to access the copy monitor functions, and a service-set 4-digit weekly timer master key code must be entered by the key operator to access the weekly timer functions.

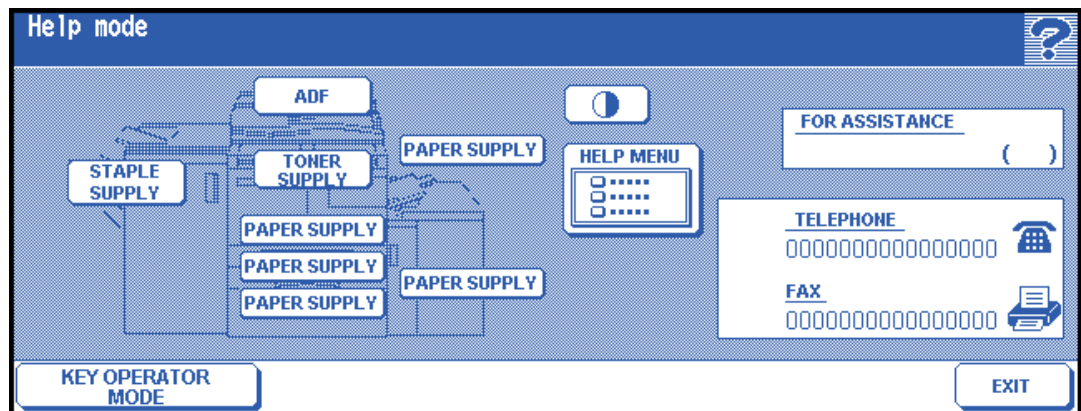
### Note

To ensure the security of key operator mode, it is recommended that you establish a unique key operator password, along with the key operator copy monitor master key code and weekly timer master key code, and keep them in a confidential file.

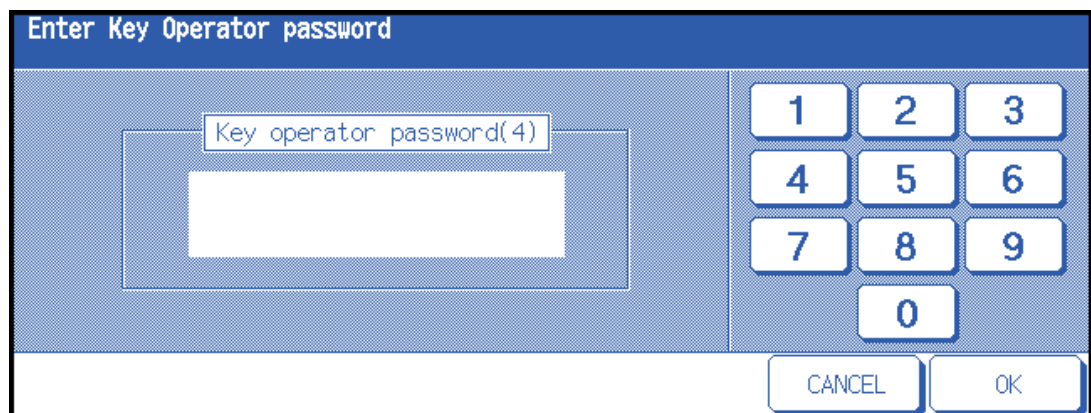
- Help is unavailable in the key operator mode

## How to access the key operator mode

- 1 Press the **HELP** button on the control panel to display the Help screen.

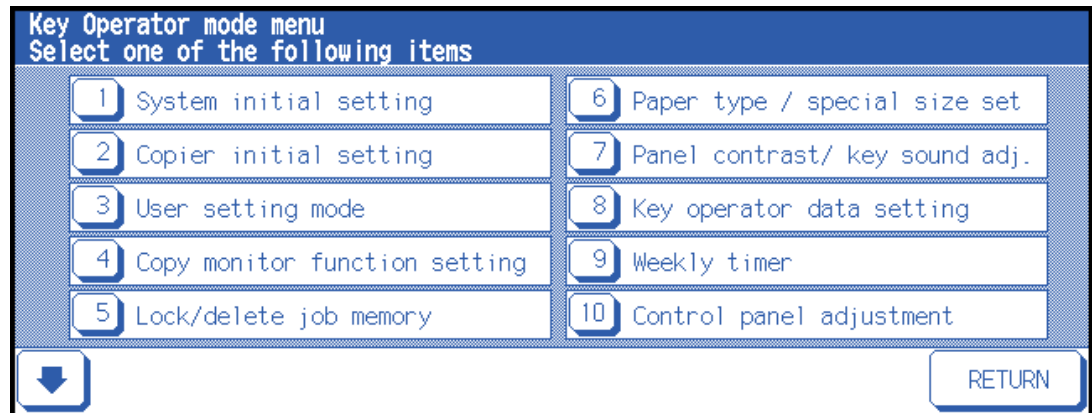


- 2 Touch **KEY OPERATOR MODE** on the Help screen.

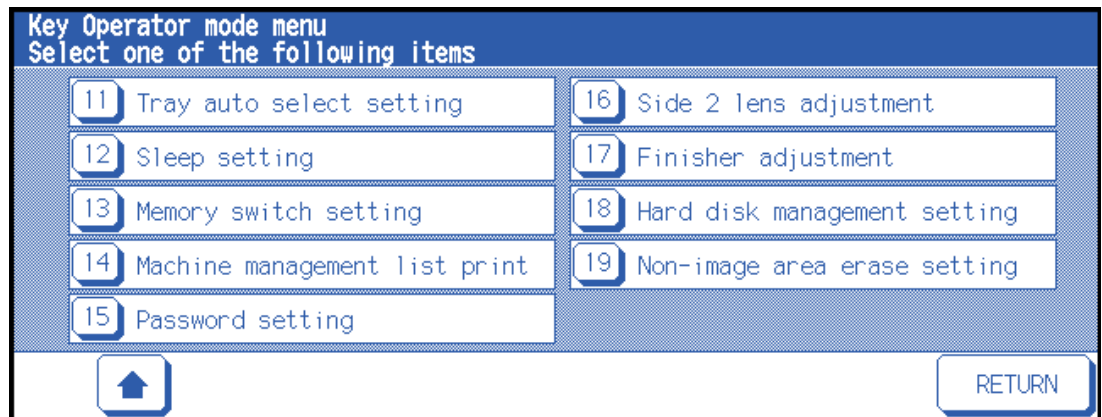


The Enter Key Operator password screen displays when the 4-digit key operator password is set by your service representative. Otherwise, the key operator mode screen displays without the password requirement.

- If the Enter Key Operator Password screen is displayed, use the keypad on the touchscreen to enter your 4-digit key operator password. Touch **OK** to display the key operator mode screen. If the key operator password is not valid, check with your service representative.



- To display menus 11 to 20 of the key operator mode screen, touch the lower arrow key. To return the menu 1 to 10 of the key operator mode screen, touch the upper arrow key.



- Make setting changes from the key operator mode screen, as described on the following pages. If an invalid password is entered, enter the valid 4-digit password.

## Function menu map

Function menu	Sub-function menu and setting options
1 System initial setting	1 Date and time setting: present time; setting time; summer time on/off; difference in time 2 Language select setting: American English 3 IP address setting: IP address; subnet mask; gateway address; line speed
2 Copier initial setting	Copy mode: automatic document feeder; 1▶1; 1▶2; 2▶1; 2▶2 Copy density: auto exposure; manual Lens mode: auto scale; ratio 0.25 - 4.00 Copy size: auto paper select; Trays 2, 3, 4, or Tray 1 Output: output menu; staple-sort; sort Function: special original; rotation off
3 User setting mode	1 User density level 1 setting: darker / lighter 16 levels 2 User density level 2 setting: darker / lighter 16 levels 3 User lens mode ratio setting: Userset 1; Userset 2; Userset 3 (ratio 0.25 - 4.00)
4 Copy monitor function setting	1 Copy monitor data edit: change; add; delete; count reset 2 Copy monitor all count reset: YES; NO 3 Copy monitor function setting: copy monitor on; copy monitor off; immediately; after job; warning
5 Lock/delete job memory	

Function menu	Sub-function menu and setting options
6 Paper type / special size set	Paper type: Heavy, Light, Custom, Tab, Labels, Plain, Recycled, Color, Rough, Bond, Cardstock, Prepunched, Preprinted, Letterhead Special size: STD size; STD size (special); custom size; wide paper
7 Panel contrast /key sound adjustment	Panel contrast; backlight contrast; buzzer volume regulation
8 Key operator data setting	Name; key operator telephone number
9 Weekly timer	1 Weekly timer on/off setting: on; off 2 Timer setting: on time; off time 3 Timer action on/off setting: on; off 4 Lunch hour off setting: valid; invalid 5 Timer interrupt password set: 4-digit password
10 Control panel adjustment	
11 Tray auto select setting	Auto tray select, auto paper select switch: on; off Tray priority: Tray 2, Tray 3, Tray 4, Tray 5, Tray 1
12 Sleep setting	Auto low power: 5, 10, 15, 30, 60, 90, 120, 240 Auto shut off: --, 30, 60, 90, 120, 240



Function menu	Sub-function menu and setting options
13 Memory switch setting	1 Reset timer 2 Reset key function 3 Automatic document feeder-original effect 4 Job memory auto recall (30) 5 Finisher mode by full-auto 6 Initial by key counter insert 7 Erasure outside area of original 8 automatic document feeder frame erasure selection 9 Automatic tray switching 10 Platen auto paper select 11 Automatic document feeder auto paper select 12 Platen auto scale 13 Automatic document feeder auto scale 14 Select tray when auto paper select cancel 15 Platen original size detect 16 Automatic document feeder original size detect 17 Platen original size detect (small) 18 Rotation 19 Staple mode reset-function 20 Job offset operating 21 Continuation print 22 Key click sound 23 1 Shot indication time 24 Sleep screen 25 START key latch function 26 STOP key function 27 Auto select of booklet copy 28 Copy monitor password 29 Arrow key change (image shift) 30 Exit direction of 1 sheet 31 Copy job interruption 32 Copy monitor password input timing 33 Key click sound (no paper/jam) 34 Reserve copy function 35 Scan stop by a pull out tray 36 Change page number position (booklet) 37 Timer which prohibits print 38 BOOK MARK function 39 Delete overlay image 40 Original direction/binding mode 41 Image stored cont. (SRV) 42 Image recalled cont. (SRV) 43 Exit direction
14 MFP management list print	1 Job memory list 2 User management list 3 Copy monitor management list 4 Font pattern list
15 Password setting	1 Key Operator password
16 Side 2 lens adjustment	---, -0.1 percent, -0.2 percent, -0.3 percent

Function menu	Sub-function menu and setting options
17 Finisher adjustment	1 Stapling and folding stopper adjustment 2 Folding stopper adjustment 4 Punch adjustment 5 Tri-fold position adjustment 6 2 positions staple pitch adjustment
18 hard disk management setting	1 Password list/delete 2 Job auto delete period setting 3 State of hard disk capacity
19 Non-image area erase setting	Auto; oblique erase; rectangle erase Original density; dark+; dark; normal; light; light+

## System initial setting 1

Set the following initial conditions of the MFP.

- date and time setting: current date and time, summer time, time difference
- language select setting: language used in LCD (English)
- IP address setting: IP address to be accessed from the computer
- e-mail transmission setting: e-mail address to be informed of MFP trouble or request for supplies.

## Date and time setting1

Set the current date and time, the summer time, and also the time difference.

- default setting: summer time off
- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
  - 2 Touch **1 System initial setting** to display the system initial setting menu screen, then touch **1 Date & time setting** to display the date and time setting screen.
  - 3 Adjust the time.  
The time indicated by the MFP is displayed in the upper line and ordered by date, month, year, and time (in 24-hour expression). In the lower line, the highlighted section can be changed by using the keypad on the screen.  
Touch **SET** to move the highlighted section to the number to be changed.
  - 4 To activate the summer time (daylight savings time) function, touch **Summer time** to highlight it. The present time will gain an hour.
  - 5 The difference in time setting is provided in order to give the time difference information at the same time when e-mail is received.  
To set this function, follow the procedure below.
    - a Touch **Diff. time setting** to display the time difference setting screen.
    - b Touch **+↔** to display “+” when the local time is earlier than the universal time, or “-” when the local time is later.
    - c Use the keypad on the screen to enter the time difference between the universal time and the local time in the MFP setting area, e.g. enter “-0600” for 6 hours later than the universal time.
  - 6 Touch **OK** to update the present time by the setting time and return to the system initial setting menu screen.
  - 7 Touch **OK** to return to the initial system setting menu screen.
  - 8 Touch **RETURN** to restore the key operator mode screen.
  - 9 Touch **RETURN** to return to the main screen and perform copying operations.

## Language select setting 2

Select the language used in the LCD (English).

- default setting: American English

- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **1 System initial setting** to display the system initial setting menu screen, then touch **2 Language select setting** to display the language selection screen.
- 3 Select the desired English mode.
- 4 Touch **OK** to complete the setting and return to the system initial setting menu screen.
- 5 Touch **RETURN** to restore the key operator mode screen.
- 6 Touch **RETURN** to return to the main screen and perform copying operations.

## Copier initial setting 2

Initial settings are the settings that display automatically when the MFP is powered on, when reset timer is operated, or when the **RESET** key is pressed. These settings can be changed by the key operator, as shown in this section.

At installation, the main screen displays the following conditions:

### Initial setting

Copy mode	: 1▶1
Copy density	: Auto exposure
Lens mode	: 1:1
Copy size	: Auto paper select
Output mode	: offset sort

### Output mode: offset sort

When initial settings are changed by the key operator, the new initial settings display when the MFP is powered on, when reset timer is reached, or when the **RESET** key is pressed.

The following initial settings can be changed by the key operator:

Copy mode	: ADF; 1▶1; 1▶2; 2▶2; 2▶1
Copy density	: auto exposure; manual
Lens mode	: auto scale; ratio 0.25 - 4.00
Copy size	: auto paper select: trays 1, 2, 3, or 4
Output mode	: non-sort; sort; group; staple-sort; stapling and folding; folding; punch; tri-fold; cover sheet
Special original:	original direction; text/photo enhance; special original; original form
Rotation	: off

Setting procedures are described on the following pages.

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### Note

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The most commonly-used settings are established at installation. Before changing any of the MFP settings, be sure that you understand the overall and long-range effect of the change.

- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.

- 2 Touch 2 `COPIER initial setting` to display the MFP initial setting screen.
- 3 Make a selection for each mode as initial settings.  
Touch `ADF` to select or deselect it.

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## Note

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The MFP will restore the initial settings specified as above unless the memory switch number 4 job memory (30) auto recall is turned on with the job memory number 30 registered.

- 4 Touch `OK` to complete the setting and return to the key operator mode screen.
- 5 Touch `RETURN` to return to the main screen and perform copying operations.

## User setting mode 3

Set 2 user-set density levels and 3 USERSETs of magnification.

### User density level 1 setting 1

Output copying samples from 16 density levels from lighter to normal or normal to darker, then select the desired exposure and program it as USER 1.

The programmed copy density can be recalled by selecting USER 1 on the main screen.

- 1 Press **HELP** to display the Help screen, then touch `KEY OPERATOR MODE`.  
Enter the 4-digit key operator password, then touch `OK` to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch 3 `User setting mode` to display the user setting mode menu screen, then touch 1 `Preset contrast setting` to display the user density level 1 setting screen.
- 3 Place the original on the scanner glass or in the document feeder tray.
- 4 Touch `Darker` or `Lighter` to select the density level to be programmed.
- 5 Touch `Number1 1 - 4, Number2 5 - 8, Number3 9 - 12, Number4 13 - 16, or Set Contrast 1`, then press **START**. A density level sample sheet will be output.
- 6 Select the desired exposure from the sample sheet(s), then enter the density level number by using the touchscreen keypad.
- 7 Touch `OK` to complete the setting and return to the user setting mode menu screen.
- 8 Touch `RETURN` to restore the key operator mode screen.
- 9 Touch `RETURN` to return to the main screen and perform copying operations.

### User density level 2 setting 2

Output copying samples from 16 density levels from lighter to normal or normal to darker, then select the desired exposure and program it as USER 2.

The programmed copy density can be recalled by selecting USER 2 on the main screen.

- 1 Press **HELP** to display the Help screen, then touch `KEY OPERATOR MODE`.  
Enter the 4-digit key operator password, then touch `OK` to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch 3 `User setting mode` to display the user setting mode menu screen, then touch 2 `Preset contrast 2 setting` to display the user density level 2 setting screen.
- 3 Place the original on the scanner glass or in the document feeder tray.
- 4 Touch `Darker` or `Lighter` to select the density level to be programmed.
- 5 Touch `Number1 1 - 4, Number2 5 - 8, Number3 9 - 12, Number4 13 - 16, or Set contrast ##`, then press **START**. A density level sample sheet will be output.
- 6 Select the desired exposure from the sample sheet(s), then enter the density level number by using the touchscreen keypad.
- 7 Touch `OK` to complete the setting and return to the User Setting mode menu screen.
- 8 Touch `RETURN` to restore the key operator mode screen.
- 9 Touch `RETURN` to return to the main screen and perform copying operations.

### User lens mode ratio setting 3

The preset and userset ratios available on the main screen are used to reduce and enlarge the original image to accommodate copy paper size.

Normally, users are allowed to change the 3 USERSETs in the bottom line on the User Lens Mode Ratio Setting screen. The preset keys in the top and middle lines can be programmed in 2-5 DIP SW mode for special purposes, but ordinarily, it is recommended that they remain unchanged.

- setting options: Userset or Preset Ratio
  - default setting: Userset1: 4.00; Userset2: 2.00; Userset3: 0.50
- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
  - 2 Touch **3 User setting mode** to display the user setting mode menu screen, then touch **3 Preset scale ratio setting** to display the user lens mode ratio setting screen.
  - 3 Touch the USERSET you want to change, then enter a ratio from 0.25 - 4.00, using the keypad.  
If a ratio under 0.25 is entered, 0.25 will be displayed.  
If a ratio over 4.00 is entered, 4.00 will be displayed.
  - 4 Touch **OK** to complete the setting and return to the user setting mode menu screen.
  - 5 Touch **RETURN** to restore the key operator mode screen.
  - 6 Touch **RETURN** to return to the main screen and perform copying operations.

### Copy monitor function setting 4

This function can only be accessed by the key operator after an 8-digit copy monitor master key code is entered. The copy monitor allows you to monitor all copying activity by controlling copy monitor password accounts.

This feature can track MFP usage for individual users and/or accounts as well as limit MFP access to only authorized users. Copy quantity limits for specific accounts can also be set. Use the Copy Monitor Key Operator Form provided at the end of this section to record copy monitor password information.

The copy monitor stores up to 1,000 copy monitor passwords, each of which represents a separate account that can be used for billing and record keeping. The number of users assigned to each account may depend upon the billing system in operation and the number of individuals and departments using the MFP. When the copy monitor is activated, copying can be performed only after a valid copy monitor password is entered.

Copy quantity and copy limits for each account can be visually confirmed on the screen.

If copy monitor needs to be activated on your MFP, contact your service representative.

The following copy monitor settings can be made:

#### Copy monitor data edit

- change, add, or delete copy monitor data, and reset the copy count of the individual account

#### Copy monitor all count reset

- clear the copy count for all accounts

#### Copy monitor function setting

- turn the copy monitor function on or off, and set conditions to stop immediately, stop after job is completed or display a warning message when copy limit is reached

### How to access the copy monitor setting mode

- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.  
If the key operator password is not valid, check with your service representative.
- 2 Touch **4 Copy monitor function setting**. The copy monitor master key code screen displays if a code is required.

- 3 Use the keypad on the touchscreen to enter your 8-digit copy monitor master key code, then touch **OK** to display the copy monitor setting menu screen. If an invalid copy monitor master key code is entered, continue by entering the valid 8-digit code. The copy monitor master key code can be set to less than 8 digits by the memory switch setting of the key operator function.
- 4 Select the desired copy monitor function, and make settings as required.  
To exit the copy monitor mode, touch **RETURN** on copy monitor setting menu screen.
- 5 Touch **RETURN** on the key operator mode screen to return to the main screen.

### Copy monitor data edit 1

Use this setting to display the list of copy count and copy limit for each account, to change, add, or delete the copy monitor data, and to reset the copy count of the individual account.

- copy monitor number: designated by the key operator
- copy monitor password: unique 8-digit numeric code programmed by the key operator for user
- user name: maximum 8 characters
- copy limit: 0 to 999,999 copies

- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch 4 **Copy monitor function setting**. The copy monitor master key code screen displays, if a code is required.
- 3 Enter your 8-digit copy monitor master key code, then touch **OK** to display the copy monitor setting menu screen. If an invalid copy monitor master key code is entered, continue by entering the valid 8-digit code.
- 4 Touch 1 **Copy monitor data edit**. The copy monitor data edit screen will be displayed.  
To change, add, or delete the copy monitor data, and to reset the copy count of an individual account, follow the procedure for each as described below.

#### To change copy monitor data

- a Touch the ▲ or ▼ key on the right side of the list to highlight the copy monitor data to be changed, then touch **CHANGE**. The copy monitor data change screen will be displayed.
- b Touch the desired item key to highlight it, then enter new data by using the touchscreen keypad.

Password: 8 digits maximum

We recommend that you make a list of all copy monitor passwords and account numbers.

Name: 8 characters maximum

If an invalid user name is entered, continue by entering the valid name.

Limit: 999,999 copies maximum

Touch **OK** to complete the setting and to verify whether the same password or name has been already used for another account number.

### When a password is duplicated

The password duplication screen will be displayed. Touch **YES** to re-enter new password or **NO** to create a duplicate password.

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#### Note

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If a duplicate password is created, the number of copies will be counted only for the copy monitor password with the smallest number. We recommend you do not use duplicate copy monitor passwords.

### When a name is duplicated

The name duplication screen will be displayed. Touch **OK** to re-enter new name.

#### To add copy monitor data

- a Touch **Add** on the copy monitor data edit screen. The copy monitor data add screen will be displayed.
- b Touch the desired item key to highlight it, then enter the data by using the touchscreen keypad.

Password: 8 digits maximum

We recommend that you make a list of all copy monitor passwords and account numbers.

Name: 8 characters maximum

If an invalid user name is entered, continue by entering the valid name.

Limit: 999,999 copies maximum

Touch **OK** to complete the setting and to verify whether the same password or name has been already used for another account number.

### When a password is duplicated

The password duplication screen will be displayed. Touch **YES** to re-enter new password, or **NO** to create duplicate password.

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#### Note

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If duplicate password is created, the number of copies will be counted only for the copy monitor password with the smallest number. We recommend you do not use duplicate copy monitor passwords.

### When a name is duplicated

The name duplication screen will be displayed. Touch **OK** to re-enter new name.

#### To delete copy monitor data

- a Touch the ▲ or ▼ key on the right side of the list to highlight the copy monitor data to be deleted, then touch **Delete**. The delete confirmation screen will be displayed.
- b Touch **YES** to delete, or **NO** to cancel.

#### To clear copy monitor count:

- a Touch the ▲ or ▼ key on the right side of the list to highlight the desired copy monitor data, then touch **Count Reset**. The reset confirmation screen will be displayed.
  - b Touch **YES** to clear the copy count of the selected copy monitor data, or **NO** to cancel.
- 5 Touch **RETURN** on the copy monitor data edit screen to return to the copy monitor setting menu screen. If other copy monitor setting changes are required, touch the desired key, from 1 - 3.
  - 6 Touch **RETURN** to restore the key operator mode screen.
  - 7 Touch **RETURN** to return to the main screen and perform copying operations.

### Copy monitor all count reset

Reset the count for all copy monitor accounts.

- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **4 Copy monitor function setting**. The copy monitor master key code screen displays, if a code is required.

- 3 Enter your 8-digit copy monitor master key code, then touch **OK** to display the copy monitor setting menu screen. If an invalid copy monitor master key code is entered, continue by entering the valid 8-digit code.
- 4 Touch **2 Copy monitor all count reset**. The copy monitor all count reset screen will be displayed.
- 5 Touch **YES** to reset all counters to zero and to return to the copy monitor setting menu screen or touch **NO** to cancel.  
Touching **Return** will also cancel this function and return to the copy monitor setting menu screen.
- 6 If other copy monitor setting changes are required, touch the desired key, from 1 - 3.
- 7 Touch **RETURN** to restore the key operator mode screen.
- 8 Touch **RETURN** to return to the main screen and perform copying operations.

### Copy monitor function setting 3

Use this function to turn copy monitor on or off and to select whether the MFP will stop at the time the count limit is reached, or after the current copy job is completed.

- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **4 Copy monitor function setting**. The copy monitor master key code screen displays, if a code is required.
- 3 Enter your 8-digit copy monitor master key code, then touch **OK** to display the copy monitor setting menu screen. If an invalid copy monitor master key code is entered, continue by entering the valid 8-digit code.
- 4 Touch **3 Copy monitor function setting**. The copy monitor function setting screen will be displayed.
- 5 Touch **Copy monitor on** to activate copy monitor or touch **Copy monitor off** to de-activate copy monitor. The selected key will be highlighted.
- 6 Touch **Immediately** to stop the MFP at once when the copy limit is reached.  
In this case, copy conditions selected for the current job will be cleared. To continue the job using the same user password, change the copy limit of the password or clear the copy count.  
Touch **After job** to stop the MFP after the current job is completed, when copy limit is reached.  
Touch **Warning** only to display a warning message when copy limit is reached.  
The selected key will be highlighted.
- 7 Touch **OK** to complete the setting and return to the copy monitor setting menu screen. If other copy monitor setting changes are required, touch the desired key, from 1 - 3.
- 8 Touch **RETURN** to restore the key operator mode screen.
- 9 Touch **RETURN** to return to the main screen and perform copying operations.

### Lock/delete job memory 5

Use this function to lock/unlock or delete a job that has been programmed. A locked job is indicated by a lock icon on the lock/delete job memory screen. The settings of a locked job cannot be changed.

- setting options: lock job memory; unlock job memory; delete job memory
- lock/delete is available for all 30 stored jobs
- a blank key indicates that no job is programmed
- \*\*\*\*\* indicates that a job is programmed but unnamed

- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.



- 2 Touch `5 Lock/delete job memory` to display the lock/delete job memory screen.

#### To lock/unlock a job memory

- a Touch the key on the left side of the desired job number. Use arrow keys to scroll to the desired job number, if required.
- b The lock icon will appear on the touched key to show that the selected job is locked. The previously locked job will be unlocked when selected, and the lock icon on the touched key will disappear.

#### To delete a job memory

- a Touch the job number you want to delete. Use arrow keys to scroll to the desired job number, if required.
  - b Touch `DELETE`. Selected programs and the name will be deleted from the job memory.
- 3 Touch `OK` to complete the setting and return to the key operator mode screen.
  - 4 Touch `RETURN` to return to the main screen and perform copying operations.

## Paper type / special size set 6

Use this function to indicate a specific paper type or to specify a special paper size for each tray key on the main screen. This is especially useful when special paper is used on a regular basis and is always placed in a specific paper tray.

- 1 Press **HELP** to display the Help screen, then touch `KEY OPERATOR MODE`.  
Enter the 4-digit key operator password, then touch `OK` to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch `6 Paper type / Special size set` to display the paper type setting screen.

#### To specify paper type

- a Touch the desired paper tray key to highlight it.
- b Touch the arrow keys to select paper type.
- c Go to menu 11 and remove that tray from the auto select list if the type is not "-----" or plain.

#### To specify special size

- a Touch `Special size setting` on the paper type setting screen to display the special size setting screen.
- b Touch the desired paper tray to highlight it.
- c Touch a paper size key to specify a paper size for the selected tray.
  - Select `STD size` to allow the MFP to automatically detect the size of paper loaded in the tray and indicate it on the tray key.
  - Select `STD size (special)` to display the popup menu to show available paper sizes to be specified. Use arrow keys on the popup menu to select the desired size.
  - Select `Custom size` to display the popup menu to enter the paper size by using arrow keys or touchscreen keypad.
  - Select `Wide paper` to display the popup menu to show available wide paper sizes to be specified. Use arrow keys on the popup menu to select the desired wide size.

Touch `Lead edge` or `Rear edge` to select the image starting position.

Then touch `Input size` to display the popup menu to enter the paper size by using arrow keys or touchscreen keypad.

- 3 Touch `OK` on the paper type setting screen or on the special size setting screen to complete the setting and return to the key operator mode screen.
- 4 Touch `RETURN` to return to the main screen and perform copying operations.

## Panel contrast / key sound adjustment 7

Use this feature to adjust the level of brightness of the touchscreen portion of the control panel and the volume of the touch key.

- 1 Press **HELP** to display the Help screen, then touch `KEY OPERATOR MODE`.  
Enter the 4-digit key operator password, then touch `OK` to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch `7 Panel contrast/key sound adj.` to display the panel contrast/key sound adjustment screen.
- 3 Adjust the panel contrast, backlight contrast, or buzzer volume, as desired.  
Touch `Dimmer` to make the panel or backlight contrast dimmer than currently displayed, or touch `Brighter` to make the panel or backlight contrast brighter than currently displayed.  
Touch `Small` or `Big` to regulate the buzzer volume of the touch keys.
- 4 Touch `OK` to complete the setting and return to the key operator mode screen.
- 5 Touch `RETURN` to return to the main screen and perform copying operations.

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### Note

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The control panel contrast feature can be adjusted from the Help screen, provided the feature setting is activated by your service representative. When the control panel contrast key is pressed, the contrast adjustment screen will be displayed. Contact your service representative if the feature is required.

## Key operator data setting 8

Use this screen to enter the name and extension number of the key operator indicated on the Help screen that develops from the main screen.

- Setting options: 5-digit key operator telephone extension; maximum 8-character key operator name
- 1 Press **HELP** to display the Help screen, then touch `KEY OPERATOR MODE`.  
Enter the 4-digit key operator password, then touch `OK` to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
  - 2 Touch `8 Key operator data setting` to display the key operator data setting screen.
  - 3 Touch `Name` to highlight it, then enter the key operator name up to 8 characters from the touchscreen keypad.
  - 4 Touch `Key Operator Telephone Number` to highlight it, then enter a 5-digit extension number from the touchscreen keypad. If the extension number is less than 5 digits, use a hyphen "-" to make it 5. The hyphen added in the beginning will be indicated as a space on the Help screen.
  - 5 Touch `OK` to complete the setting and return to the key operator mode screen.
  - 6 Touch `RETURN` to return to the main screen and perform copying operations.

## Weekly timer 9

This function can be accessed only by the key operator after a unique 4-digit weekly timer master key code is entered.

The weekly timer is a MFP management function that shuts down power to the MFP on a daily or hourly basis and can be programmed specifically for lunch breaks, weekends and holidays, or any time the MFP is not required.

In addition, timer interrupt can be enabled (with or without a password requirement) to allow temporary use of the MFP during periods when power is shut down by the Timer function.

### Conditions required to use the weekly timer

- the power plug is inserted into the socket
- the power switch is turned on
- the current date and time are correctly set

If the weekly timer needs to be activated on your MFP, contact your service representative. The following weekly timer settings can be made.

### Weekly timer on/off setting

- enable and disable the timer function

### Timer setting

- specify the times that the MFP will turn on and off for each day of the week or the entire week

### Timer action on/off setting

- specify the working days of the MFP by the timer, for all Mondays through Sundays, and/or individually for each day of the specified month

### Lunch hour off setting

- specify the lunch time interval during which the MFP will turn off and on

### Timer interrupt password set

- require password entry for the timer off function and establish the amount of usage time

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### Note

The time is set in terms of the 24 hour clock, where hour 1 is the first hour after midnight; and hour 24 is midnight. For example, 6 A.M. is 06:00 hours; 6 P.M. is 18:00 hours.

The **RESET** key is used to change numbers determined by the **SET** touch key.

### How to access the weekly timer setting mode

- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **9 Weekly timer**.  
The weekly timer master key code screen displays, if a code is required.
- 3 Use the keypad on the touchscreen to enter your 4-digit weekly timer master key code, then touch **OK** to display the weekly timer setting menu screen. If an invalid weekly timer master key code is entered, continue by entering the valid 4-digit code.
- 4 Select the desired weekly timer function, and make settings, as required.
- 5 To exit the weekly timer mode, touch **RETURN** on the weekly timer setting menu screen.
- 6 To exit the key operator mode, touch **RETURN** on the key operator mode screen. The main screen will be displayed.

### Weekly timer on/off setting 1

- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **9 Weekly timer**. Enter your 4-digit weekly timer master key code, then touch **OK** to display the weekly timer setting menu screen. If an invalid weekly timer master key code is entered, continue by entering the valid 4-digit code.
- 3 Touch **1 Weekly timer on/off setting** to display the weekly timer on/off setting screen.
- 4 Touch **Weekly timer On** to activate weekly timer, or touch **Weekly timer off** to deactivate weekly timer. The default setting is off.  
The selected key will be highlighted.
- 5 Touch **OK** to complete the setting and return to the weekly timer setting menu screen. If other weekly timer setting changes are required, select the desired menu item, from 1 - 5.
- 6 Touch **RETURN** to restore the key operator mode screen.
- 7 Touch **RETURN** to return to the main screen and perform copying operations.

## Timer setting 2

Use this function to set the on/off times in hours and minutes for each day of the week or set the collective time for the entire week, in other words, the same on/off time for each day.

- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **9 Weekly timer**. Enter your 4-digit weekly timer master key code, then touch **OK** to display the weekly timer setting menu screen. If an invalid weekly timer master key code is entered, continue by entering the valid 4-digit code.
- 3 Touch **2 Timer setting** to display the weekly timer on/off time setting screen.
- 4 When the screen is displayed, the on-time of Monday is always highlighted.  
Enter a 2-digit on-hour (ex. 8 A.M. is 08) and a 2-digit on-minute (ex. 7 min. is 07) using the touchscreen keypad, and then touch **SET**.  
Touching **SET** repeatedly will shift the input section from Monday on, Monday off, Tuesday on, Tuesday off.

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### Note

If on-time and off-time are the same, power will not go on.

If the setting is 00:00 - 00:00, you will not be able to set the MFP's off/on condition for specific days.

When setting Sunday off-time, Monday on-time is highlighted again, proceed to Step 7.

- 5 To set the on/off time collectively for more than 1 day of the week, touch **Block set** to display the weekly timer on/off time collective setting screen.
- 6 When you open this screen, the on and off times are always set at 00:00 - 00:00. Touch to highlight the day(s) of the week to be set. More than 1 can be selected at a time.  
Enter the on-time and off-time using the touchscreen keypad, and then touch **SET** after each entry.
- 7 Touch **OK** on the weekly timer on/off time setting screen or on the weekly timer on/off time collective setting screen to complete the setting, and return to the weekly timer setting menu screen. If other weekly timer setting changes are required, select the desired menu item, from 1-5.
- 8 Touch **RETURN** to restore the key operator mode screen.
- 9 Touch **RETURN** to return to the main screen and perform copying operations.

## Timer action on/off setting 3

Use this function to set the on/off condition of the MFP for a given month. Set the on/off condition for specific days or collectively, for all Mondays through Sundays of the given month. The default setting is collective: on for Mondays through Saturdays, and off for Sundays.

- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **9 Weekly timer**. Enter your 4-digit weekly timer master key code, then touch **OK** to display the weekly timer setting menu screen. If an invalid weekly timer master key code is entered, continue by entering the valid 4-digit code.
- 3 Touch **3 Timer action on/off setting** to display the timer action on/off setting screen.  
The days of the current month are displayed on the left half of the screen, with timer-active days highlighted.
- 4 To activate or deactivate the timer for any individual day, touch the key for that day to change its indication.  
To change the month, use arrows to scroll to the desired month.
- 5 To collectively set the on/off data for the entire month by the day of the week, touch the **ON** or **OFF** key for the desired day on the right half of the screen. If you touch an already-highlighted key, no change will occur.

- 6 If any change is made in the collective setting area, the timer action change confirmation screen will be displayed.  
Touch **YES** to change the timer action, or touch **NO** to cancel.  
The timer action on/off setting screen will be restored.
- 7 Touch **OK** on the timer action on/off setting screen to complete the setting and return to the weekly timer setting menu screen. If other weekly timer setting changes are required, select the desired menu item, from 1 - 5.
- 8 Touch **RETURN** to restore the key operator mode screen.
- 9 Touch **RETURN** to return to the main screen and perform copying operations.

#### Lunch hour off setting 4

The weekly timer function turns the MFP on and off once a day. Use the lunch hour off function to shut down power during the lunch break and then turn it on again according to the weekly timer function setting. Only 1 off-time interval can be programmed.

- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **9 Weekly timer**. Enter your 4-digit weekly timer master key code, then touch **OK** to display the weekly timer setting menu screen. If an invalid weekly timer master key code is entered, continue by entering the valid 4-digit code.
- 3 Touch **4 Lunch hour off setting** to display the lunch hour off screen.
- 4 Touch **Function valid** to activate the lunch hour off function. Set off-time and restart-time using the touchscreen keypad, and then touch **SET** after each entry.  
Touch **Function invalid** to de-activate the lunch hour off function. The time setting area will appear grayed out and cannot be selected.  
The function invalid setting is the factory default setting.
- 5 Touch **OK** to complete the setting and return to the weekly timer setting menu screen. If other weekly timer setting changes are required, select the desired menu item, from 1 - 5.
- 6 Touch **RETURN** to restore the key operator mode screen.
- 7 Touch **RETURN** to return to the main screen and perform copying operations.

#### Timer interrupt password setting 5

Use this password setting mode to establish a 4-digit password requirement for using the timer Interrupt function. The default password of 0000 allows the timer function to be interrupted without a password.

- 1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch **9 Weekly timer**. Enter your 4-digit weekly timer master key code, then touch **OK** to display the weekly timer setting menu screen. If an invalid weekly timer master key code is entered, continue by entering the valid 4-digit code.
- 3 Touch **5 Timer interrupt password set** to display the timer interrupt password setting screen.
- 4 Use the touchscreen keypad to enter a 4-digit password, and then touch **OK** to complete the setting and return to the weekly timer setting menu screen.

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#### Note

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When the password setting is 0000, timer Interrupt can be used simply by turning the MFP off, then on. In this case, you will be asked to enter the duration of use (a period of time to turn the MFP power on).

If other weekly timer setting changes are required, select the desired menu item, from 1 - 5.

- 5 Touch **RETURN** to restore the key operator mode screen.
- 6 Touch **RETURN** to return to the main screen and perform copying operations.




### Control panel adjustment 10

Use this feature to check the LCD touchscreen and realign the position of the touch sensor that may have shifted.

- 1 Press **HELP** to display the Help screen, then touch `KEY OPERATOR MODE`.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.
- 2 Touch `10 Control panel adjustment` to display the control panel adjustment screen.
- 3 Touch the “+” symbol at the upper right corner, then lower left corner on the screen. The present coordinates will be displayed in the message area of the screen.
- 4 Check that the X coordinate and Y coordinate displayed in the first line of the message area fall within the standard value displayed in the second line.
- 5 Touch the check keys at the upper left and lower right corners on the screen to check if the buzzer tone functions normally.
- 6 If the coordinates fall out of the range of the standard value in step 4, or the buzzer tone does not sound in step 5, repeat the adjustment procedure from 3 to 5 or contact your service representative.
- 7 Press **1** on the control panel keypad to restore the key operator mode screen.
- 8 Touch `RETURN` to return to the main screen and perform copying operations.

### Tray auto select setting 11

Select whether the tray size setting will be detected or not detected with auto tray select and auto paper select functions. If you select it to be detected, you may also select the priority of the detection for each tray.

- 1 Press **HELP** to display the Help screen, then touch `KEY OPERATOR MODE`.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.  
To display menus 11 to 20 of the key operator mode screen, touch the  lower arrow key.
- 2 Touch `11 Tray auto select setting` to display the tray auto select setting screen.
- 3 On the left half of the screen, touch to highlight each tray key, then select `Off` or `On` to specify whether the selected tray is to be automatically detected or not.
- 4 Tray keys specified as auto tray select and auto paper select on will appear on the right half of the screen. Touch to highlight the desired tray key, then change its priority by using up  and down  arrow keys.
- 5 Touch **OK** to complete the setting and restore the key operator mode screen.
- 6 Touch `RETURN` to return to the main screen and perform copying operations.

---


#### Note

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This list must be kept in the 5,4,3,2 order without Tray 1 if the HP Print kit is installed. Any trays with special (non-plain) paper should be removed from the list. Using the EWS will ensure these rules.

### Sleep setting 12

Select the interval of time that must elapse before auto low power and auto shut off become activated. auto shut off conserves more energy than auto low power. The period of time selected for auto low power cannot exceed the auto shut off setting.

- 1 Press **HELP** to display the Help screen, then touch `KEY OPERATOR MODE`.  
Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.  
To display menus 11 to 20 of the key operator mode screen, touch the  lower arrow key.
- 2 Touch `12 Sleep setting` to display the sleep setting screen.

- 3 The periods of time currently selected for each Sleep function are located on the timer setting screen below the auto low power and auto shut off indicators.

Touch the ▲ and ▼ keys in each area to select a specific waiting period before activating the auto low power or auto shut off.

**Note**

The period of time selected for auto low power cannot exceed the auto shut off setting.

If the same period of time as auto shut off is selected for auto low power, the auto shut off will function instead of auto low power.

- 4 Touch OK to complete the setting and restore the key operator mode screen.

- 5 Touch RETURN to return to the main screen and perform copying operations.

**Memory switch setting 13**


This function allows you to change the memory settings listed below. See “13 Memory switch setting” on page 167 for details on memory settings.

Software no.	Item	Setting (default is underlined)
01	Reset timer	Off / 30 sec./ <u>60 sec.</u> / 90 sec./ 120 sec./150 sec./ 180 sec./ 210 sec./ 240 sec./ 270 sec./ 300 sec.
02	Reset key function	Full-auto/ <u>Initial Setting</u>
03	Automatic document feeder-original effect	Automatic document feeder + Reset key selected/ <u>automatic document feeder selected</u>
04	Job memory auto recall (30)	<u>off</u> / on
05	Finisher mode by full-auto	face down (paper exit tray)/ non-sort/ <u>sort</u> / staple sort/ stapling and folding/ folding/ face up (paper exit tray)
06	Initial by key counter insert	off/ <u>on</u>
07	Erasure outside area of original	<u>Erased for except scanner (1:1)</u> / area outside of original erased/ erased for auto paper select/auto scale only
08	Automatic document feeder frame erasure selection	None / 1 mm frame / 2 mm frame/ <u>3 mm frame</u> / 4 mm frame/ 5 mm frame
09	Automatic tray switching	<u>off</u> / on
10	Platen auto paper select	off/ <u>on</u>
11	Automatic document feeder auto paper select	off/ <u>on</u>
12	Platen auto scale	<u>off</u> / on
13	automatic document feeder Auto Scale	off/ <u>on</u>
14	Select tray when auto paper select cancel	<u>Auto paper select preferential tray</u> / Tray 2/ Tray 3/ Tray 4/ HCl/ Tray 1
15	Platen original size detect	Only A series/ full size/ AB series/ <u>Inch series</u>
16	Automatic document feeder original size detect	Only A series/ Full size/ AB series/ <u>Inch series</u>
17	Platen original size detect (small)	A5R/ B6R/ <u>5.5 by 8.5R</u> / B5/ A4/ Letter
18	Rotation	On-auto paper select/auto scale only/ <u>on-auto</u> <u>paper select/auto scale/reduce only</u> / on-always
19	Staple mode reset-function	<u>off</u> / on
20	Job offset operating	<u>off</u> / on
21	Continuation print	<u>off</u> / on
22	Key click sound	off/ <u>on</u>
23	1 SHOT indication time	<u>3 seconds</u> / 5 seconds
24	Sleep screen	<u>Shut off mode</u> / Low power mode
25	START key latch function	off/ <u>on</u>
26	STOP key function	<u>Job momentary stop</u> / job cancel
27	Auto select of booklet copy	<u>Automatic selection</u> / non automatic selection
28	Copy monitor password	Under 8 digits/ <u>8 digits</u>

Software no.	Item	Setting (default is underlined)
29	Arrow key change (Image Shift)	<u>Decimal point off (1 STEP 1 mm)</u> / decimal point on (1 STEP 0.1 mm)
30	Exit direction of 1 sheet	face up/ <u>face down</u>
31	Copy job interruption	<u>Division of a number of copies</u> / Immediately
32	Copy monitor password input timing	<u>Reset timer</u> / Complete job
33	Key click sound (No paper/jam)	Off/ <u>3 seconds</u> / 5 seconds/ 10 seconds
34	Reserve copy function	<u>Reserve copy by folder select</u> / Reserve copy by original set
35	Scan stop by a pull out tray	<u>on</u> / off
36	Change page number position (booklet)	<u>off</u> / on (outside page numbering)
37	Timer which prohibits print	off/ 15 seconds/ <u>30 seconds</u> / 60 seconds/ 90 seconds
38	BOOK MARK function	<u>on (It is cancelled every job)</u> / On (it is not cancelled every job)/ off
39	Delete overlay image	Permission (delete/overwrite)/ <u>Prohibition (delete/overwrite)</u>
40	Original direction/binding mode	<u>It is cancelled every job</u> / It is not cancelled every job
41	Image stored cont. (SRV)	<u>off</u> / on
42	Image recalled cont. (SRV)	<u>off</u> / on
43	Exit direction	Face down/ Face up

1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.

Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.

To display menus 11 to 20 of the key operator mode screen, touch the  Lower arrow key.

2 Touch **13 Memory switch setting** to display the memory switch setting screen.

3 Use the procedure below to select the desired item and change the setting.

- a To select the desired item, touch the arrow keys (**▲**) and (**▼**) at the right of the memory switch setting screen.
- b To scroll, touch the arrow keys at the lower left of the screen.
- c Touch **Change setting contents** to change the setting of the highlighted item.
- d Repeat above steps (1) to (3) to make several changes in succession.

4 Touch **RETURN** to restore the key operator mode screen.

5 Touch **RETURN** to return to the main screen and perform copying operations.

The following functions can be provided by the memory switch settings.

#### Reset timer

- Set the reset interval starting from the completion of a copying job until the MFP returns to the initial condition.

#### RESET key function

- Set the condition of the following modes when **RESET** is pressed: copy mode, copy density, magnification, tray selection.

#### Automatic document feeder-original effect

- Set the MFP condition when original is set on automatic document feeder in non-automatic document feeder mode with automatic document feeder unit closed.

#### Job memory auto recall (30)

- Job Memory Number 30 is automatically recalled when power is turned on or when **RESET** is restored. This job recall function works only when Job number 30 is registered.

#### Finisher mode by full-auto

- Set the output mode to be recalled when **RESET** is pressed.



**Initial by key counter insert**

- Set the MFP to return to the initial state when key counter is inserted.

**Erasure outside area of original**

- Set the MFP to delete the outside area of originals.

**Automatic document feeder frame erasure selection**

- Set frame erasure to function anytime in automatic document feeder mode.

**Automatic tray switching**

- When paper is depleted during a copying job, the MFP continues copying by switching to another tray that contains the same size paper.

**Platen auto paper select**

- The MFP automatically selects the same size copy paper as the original placed on the scanner glass. (In reduction or enlargement mode, an appropriate paper size is selected according to the ratio selected.)

**Automatic document feeder auto paper select**

- The MFP automatically selects the same size copy paper as the original placed on the automatic document feeder. (In reduction/enlargement mode, an appropriate paper size is selected according to the ratio.)

**Platen auto scale**

- The MFP detects the size of the platen original and selects the appropriate magnification ratio to correspond to the selected paper size.

**Automatic document feeder auto scale**

- After detecting the original size placed on the automatic document feeder the MFP automatically selects an appropriate ratio for the copy when copy size is selected manually.

**Select tray when auto paper select cancel**

- Select the tray to be automatically selected when Auto Paper Select is released.

**Platen original size detect**

- Select the series of the original paper size detected from the scanner glass.

**Automatic document feeder original size detect**

- Select the series of the original paper size detected from the automatic document feeder.

**Platen orig. size detect (SMALL)**

- Select the minimum original size detected from the scanner glass.

**Rotation**

- Select to activate the Rotation function, activate Rotation only when Auto Paper Select/Auto Scale functions, or activate Rotation only when Auto Paper Select/Auto Scale/Reduce functions.

**Staple mode reset-function**

- Staple mode is automatically canceled after a job is completed with Staple sort mode on. (Sort mode is selected.)

**Job offset operating**

- Set the MFP to offset the copies of different jobs when outputting multiple reserve jobs in succession.

**Continuation print**

- Set the MFP to output multiple reserve jobs in succession.

**Key click sound**

- Activate or deactivate the sound each time a key is pressed on the touchscreen.

**1 SHOT indication time**

- Select the SHOT indication time function.

**Sleep screen**

- Select the screen to display when pressing the SLEEP ON/OFF key.

**START key latch function**

- Activate or deactivate the latch function.

**STOP key function**

- Select to display or not to display the confirmation message when STOP key is pressed.

**Auto select of booklet copy**

- Set the MFP with Q3634A mounted to automatically select the booklet mode when stapling and folding or folding output mode is selected.

**Copy monitor password**

- Select the acceptable number of digits for the copy monitor master key code.

**Arrow key change (image shift)**

- Select the 1 step unit of the touch key to specify the shift amount in Image shift.

**Exit direction of 1 sheet**

- Select to exit face up or face down when making only 1 sheet of copy.

**An interruption suspend way**

- Select the timing to stop the job in progress when INTERRUPT is pressed.

**Copy monitor password input timing**

- Set the input timing for the copy monitor password.

**Key click sound (no paper/jam)**

- Select the duration of the buzzer that alerts when the MFP is out of paper or when paper has missed.

**Reserve copy function**

- Set the timing for the reserve job setting.

**Scan stop by a pull out tray**

- Select to stop or continue the scanning job when a tray is pulled out.

**Change page number positions (booklet)**

- Set the MFP to position the page numbers automatically on the outside edges of the copy when using booklet with page numbering in stamp.

**Trimmer (standard/custom size) (function invalid)**

- Set the MFP to allow trimming the folded or stapled and folded sheets in non-standard size (or wide size).

**Timer which prohibits print**

- Set the timer to allow the printing job after operating the copying job.

**BOOK MARK function**

- Select to set the BOOK MARK function only for the current job, set for all the following jobs, or deactivate the function.

**Side 2 print (STD repeat + zoom)**

- Select to activate or deactivate the function to rotate the back pages by 180° automatically in duplex copying with magnification changed and the STD repeat selected.

**Delete of overlay image**

- When selecting (or storing) overlaying image data in hard disk using overlay memory, select to permit or prohibit deleting the selected data (or overwriting the data of the same name previously stored in hard disk).

**Orig. direction/binding mode**

- Select to reset or save the original direction and bind position settings made on the *Select condition to scan originals* menu and output mode popup menu after completion of each copying job.

**Image stored cont. (SRV)**

- When storing the image data in hard disk/PC in send/store mode, select to release or continue the send/store mode after completion of each image data storing job.


**Image recalled cont. (SRV)**

- When recalling the image data stored in hard disk/PC in send/store mode, select to recall only 1 job or to recall multiple jobs.

### Exit direction


- Select to exit face up or face down when making single-sided copies in non-sort or sort mode using finisher primary (main) tray.

### MFP management list print 14

- use this function to print out the list selected from the following items
  - job memory list: programmed contents of job memory
  - user management list: home position settings selected by user
  - copy monitor management list: MFP information managed by copy monitor
  - font pattern list: font patterns used in the MFP
- 1 Press **HELP** to display the Help screen, then touch `KEY OPERATOR MODE`.  
Enter the 4-digit key operator password, then touch `OK` to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.  
To display menus 11 to 20 of the key operator mode screen, touch the  Lower arrow key.
  - 2 Touch `14 MFP management list print` to display the management list print menu screen.
  - 3 Touch the desired item on the screen. The main screen will resume automatically.
  - 4 Press **START** to start printing the selected list.  
To suspend printing, press **STOP**. Press **P** and **C** in order to return to the management list print menu screen.
  - 5 Touch `RETURN` to restore the key operator mode screen.
  - 6 Touch `RETURN` to return to the main screen and perform copying operations.


### Side 2 lens adjustment 16

Use this function to set the adjustment data of the magnification ratio for each tray as Side 2.

- 1 Press **HELP** to display the Help screen, then touch `KEY OPERATOR MODE`.  
Enter the 4-digit key operator password, then touch `OK` to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.  
To display menus 11 to 20 of the key operator mode screen, touch the  Lower arrow key.
- 2 Touch `16 Side 2 lens adjustment` to display the side 2 lens adjustment screen.
- 3 Touch to highlight the desired tray key, then touch arrow keys to select adjustment data.  
The selected data will be displayed on the highlighted tray key.
- 4 Touch `OK` to complete the setting and return to the key operator mode screen.
- 5 Touch `RETURN` to return to the main screen and perform copying operations.

### Finisher adjustment 17

Use this mode to make fine adjustments to each function of the finisher.

- 1 Press **HELP** to display the Help screen, then touch `KEY OPERATOR MODE`.  
Enter the 4-digit key operator password, then touch `OK` to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.  
To display menus 11 to 20 of the key operator mode screen, touch the  Lower arrow key.
- 2 Touch `17 Finisher adjustment` to display the finisher adjustment menu screen.
- 3 Touch the desired menu key to display the adjustment screen for each function.
- 4 Make fine adjustment on the screen, then touch `RETURN` to restore the finisher adjustment menu screen.
- 5 Touch `RETURN` to restore the key operator mode screen.
- 6 Touch `RETURN` to return to the main screen and perform copying operations.


## Hard disk management setting 18

Use this function to manage the image data stored in the optional hard disk and to check the space available for new data.

- password list/delete: display the password list on the screen, or delete the image data (job) by deleting the corresponding password from the list
- job auto delete period setting: specify the period of time (1 to 52 weeks) to keep the data. It will be deleted automatically when specified period has passed
- state of hard disk capacity: check the space in percentage

1 Press **HELP** to display the Help screen, then touch **KEY OPERATOR MODE**.

Enter the 4-digit key operator password, then touch **OK** to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.

To display menus 11 to 20 of the key operator mode screen, touch the  Lower arrow key.

2 Touch **18 hard disk management setting**. The hard disk management password entry screen will be displayed when the 4-digit hard disk management password is set by service.

Otherwise, the hard disk management setting menu screen displays without the password requirement.

If the hard disk management password entry screen is displayed, use the keypad on the touchscreen to enter your 4-digit hard disk management password; then touch **OK**, to display the hard disk management setting menu screen.

---

### Note

The hard disk management password is not initially set. Contact your service representative, if desired.

- 3 Touch the desired menu key to display the subsequent screen for each function.

**To view the password list or delete the password and the corresponding image data**

- a Touch 1 `Password list/delete` to display the password list/delete screen.
- b Touch to highlight the password key to be deleted, then touch `Delete`. The popup menu will appear for confirmation.
- c Touch `YES` to delete the selected password and all the corresponding data or touch `NO` to cancel.
- d Touch `RETURN` to return to the hard disk management setting menu screen.

**To delete the password and data automatically**

- a Touch 2 `Job auto delete period setting` to display the job auto delete period setting screen.
- b Touch `Auto delete on` to highlight it, then enter the number of weeks to keep the data, using the touchscreen keypad. The maximum period of time is 52 weeks.
- c Touch `OK` to complete the setting.

**To check the current state of hard disk capacity**


- a Touch `RETURN` to display the state of hard disk capacity screen. The bar chart on the screen shows the current state of hard disk capacity.
- b Touch `RETURN` to return to the hard disk management setting menu screen.

- 4 Touch `RETURN` to restore the key operator mode screen.

- 5 Touch `RETURN` to return to the main screen and perform copying operations.

## Erase non-image area setting 19

Select the mode of erase non-image area function to be in effect when this feature is selected on the output selection screen after power is turned on or after reset occurs.

- 1 Press **HELP** to display the Help screen, then touch `KEY OPERATOR MODE`.  
Enter the 4-digit key operator password, then touch `OK` to display the key operator mode screen. If an invalid password is entered, enter the valid 4-digit password.  
To display menus 11 to 20 of the key operator mode screen, touch the  Lower arrow key.
- 2 Touch 20 `Erase non-image area setting` to display the erase non-image area setting screen.
- 3 Select the desired erase mode and original density level.  
Touch `AUTO` to let the MFP select the erase mode and density level automatically.  
To specify the erase mode manually, touch `Oblique erase` or `Rectangle erase`, as desired, then select the density level required. 5 exposure levels are provided.
- 4 Touch `OK` to complete the setting and restore the key operator mode screen.
- 5 Touch `RETURN` to return to the main screen and perform copying operations.

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**Note**

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Select auto mode if the specified oblique or rectangle erase mode does not function properly due to the type of set original.



# 15 Maintenance and supplies

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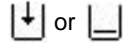
# Loading paper

## Paper indicator



A paper indicator always appears on the tray key of the main screen to indicate the paper level.

## Paper empty indicator



The paper empty indicator flashes on the tray key of the main screen when a tray is empty. Add paper to the tray when the paper empty indicator is flashing.

Do not exceed the following tray limits:

- Tray 2: 500 sheets 20 lb (430 sheets 24 lb)
- Tray 3: 500 sheets 20 lb (430 sheets 24 lb)
- Tray 4: 1,000 sheets 20 lb (860 sheets 24 lb)
- HCI: 4,000 sheets 20 lb
- Tray 1: 100 sheets 20 lb

(Do not load above the thick red line on rear guide.)

## Using the HELP button

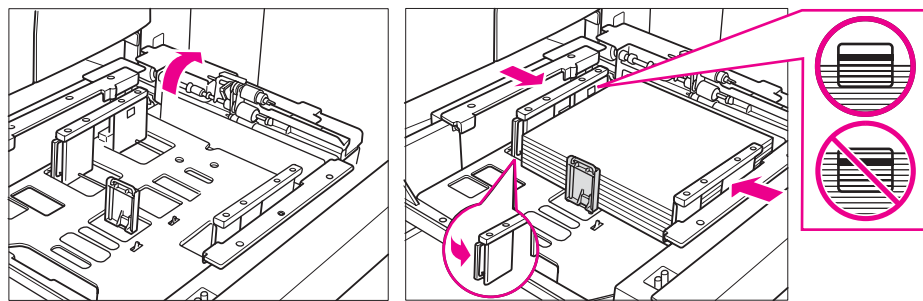
To learn how to load paper at any time, press **HELP**, then touch any paper supply key to display instructions on the touchscreen. For details on tray position size vs. paper size, see “Paper information” on page 35.

See the following pages for instructions on loading paper in Trays 1 - 3 and HCI.

## Loading paper in Trays 2 and 3

When thick or thin is displayed on the tray key of the main screen, be sure to load the specified paper; otherwise paper jam may occur.

When **TAB** is displayed on the tray key of the main screen, see “Loading tabbed sheets in Tray 2, 3, or 4” on page 192.



- 1 Withdraw Tray 2 or 3, and open the paper pick roller.
- 2 Place paper on the tray with the curl side turning up. Load size Ledger, Legal, Letter, Letter-R or 5.5 by 8.5 (user-adjustable). Do not stack paper above the thick red line.
- 3 Move the green lever (located at the left side) of the rear paper guide to the edge of the paper.

### Note

Be sure that the paper guides are securely aligned to the paper; otherwise the MFP cannot detect the correct paper size, or copies may not be punched in position.



- 4 When paper is seated properly, close the paper pick roller.
- 5 Push the tray back fully into the MFP.

---

**Note**

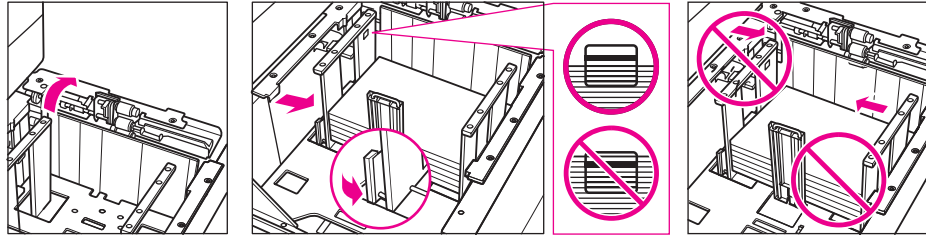
---

Do not bump the tray into the MFP; otherwise MFP trouble may be caused.

## Loading paper in Tray 4

When thick or thin is displayed on the tray key of the main screen, be sure to load the specified paper; otherwise paper jam may occur.

When TAB is displayed on the tray key of the main screen, see “Loading tabbed sheets in Tray 2, 3, or 4” on page 192.



- 1 Withdraw Tray 4, and open the paper pick roller.
- 2 Place some paper on the tray with the curl side turning up. Load size Ledger, Legal, Letter, Letter-R or 5.5 by 8.5 (user-adjustable).
- 3 Move the green lever (located at the left side) of the rear paper guide to the edge of the paper.

---

**Note**

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Do not hold the upper part of the rear and front paper guides to move them, otherwise they may be damaged.

Be sure that the paper guides are securely aligned to the paper; otherwise the MFP cannot detect the correct paper size or copies may not be punched in position.

- 4 Add paper on the tray. Do not stack paper above the thick red line.
- 5 When paper is seated properly, close the paper pick roller.
- 6 Push the tray back fully into the MFP.

---

**Note**

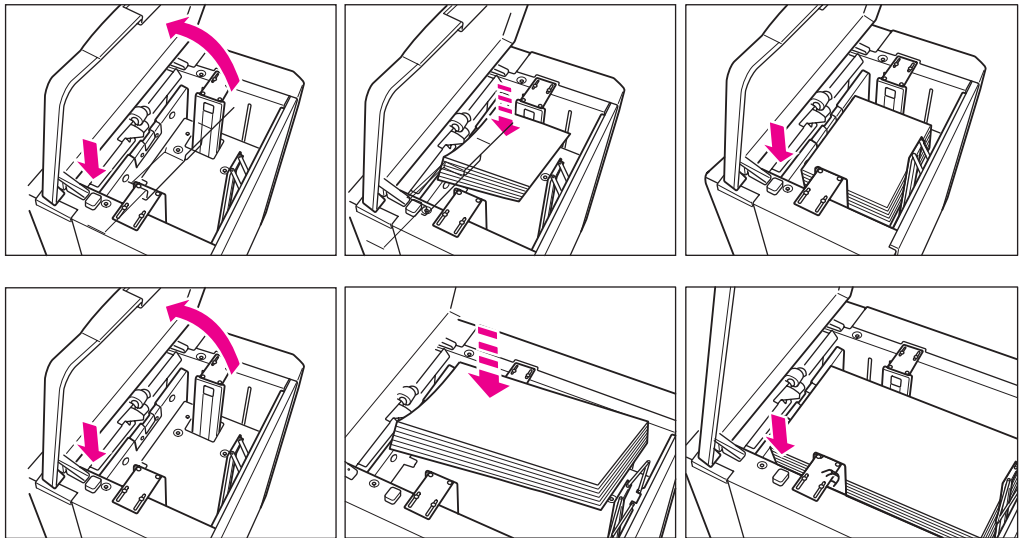
---

Do not bump the tray into the MFP; otherwise MFP trouble may be caused.

## Loading paper in HCI (Q3637A/Q3638A)

When thick or thin is displayed on the tray key of the main screen, be sure to load the specified paper; otherwise paper jam may occur.

When Tab is displayed on the tray key of the main screen, see “Loading tabbed sheets in Tray 2, 3, or 4” on page 192.



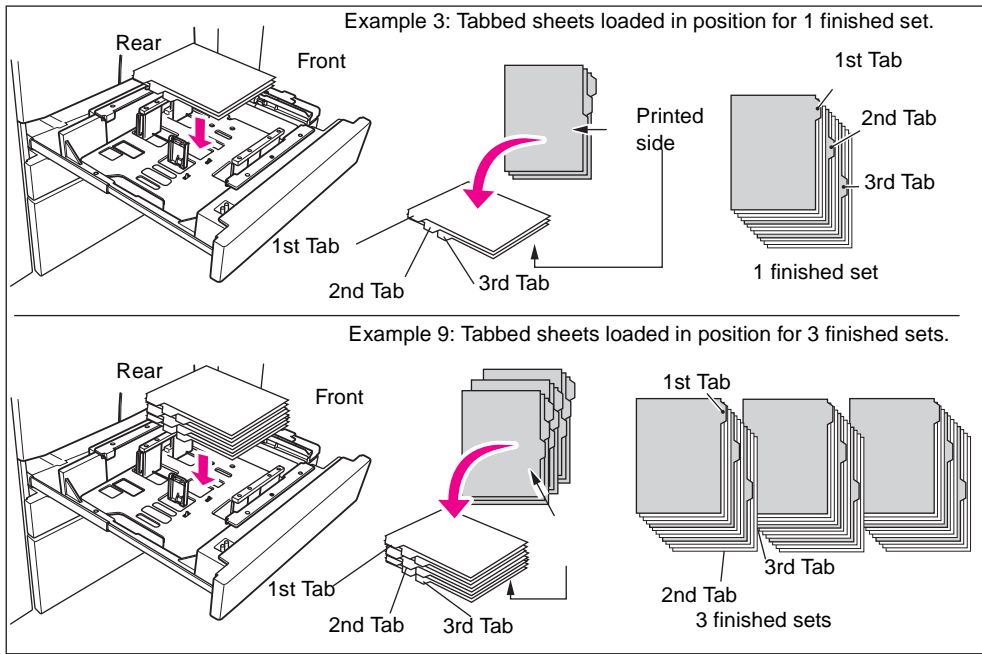
- 1 Open the HCI top cover.
- 2 Press the green paper loading button to lower the HCI bottom plate.
- 3 Load the fixed size paper into the HCI with the paper curl turning downward.
- 4 Repeat the steps 2 and 3 until the bottom plate cannot go down any more. Load size Letter or A4 (service-adjustable) for Q3637A; or load size Ledger, Legal, Letter, Letter-R, A3, B4, A4, A4R, or Exec (JIS) for Q3638A. Do not stack paper above the paper hook level.
- 5 Close the HCI top cover.

## Loading tabbed sheets in Tray 2, 3, or 4

Load offset tabbed sheets so that the tab extensions are on the left at the rear (not front) of the tray. The tab extension width should be 12.5 mm (0.5") or less.

When loading tabbed sheets in the tray, be sure to specify the paper type as TAB in the key operator mode; otherwise a paper jam may occur. See "Paper type / special size set 6" on page 175.

The top sheet is designated face down as the first tab of the finished set. Subsequent offset tab sheets follow in sequence.

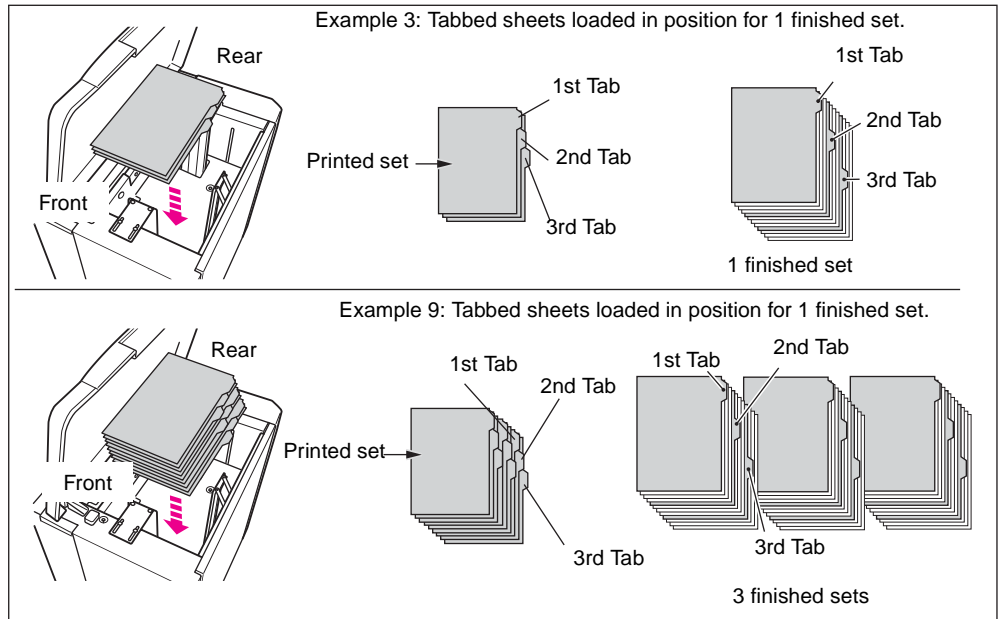


## Loading tabbed sheets in HCI (Q3637A/Q3638A)

Load offset tabbed sheets so that the tab extensions are on the right at the rear (not front) of the tray. The tab extension width should be 12.5 mm (0.5") or less.

When loading tabbed sheets in the tray, be sure to specify the paper type as `TAB` in the key operator mode; otherwise a paper jam may occur. See "Paper type / special size set 6" on page 175.

The top sheet is designated face up as the first tab of the finished set. Subsequent offset tab sheets follow in sequence.



## Adding toner

### WARNING!

Keep toner out of the reach of children. If toner dust escapes as a result of mishandling, avoid inhalation, eye, or skin contact as a precautionary measure. Please refer to the material safety data sheet for additional toner safety information. A Material Safety Data Sheet is available for professional use at: <http://www.hp.com/go/msds>.

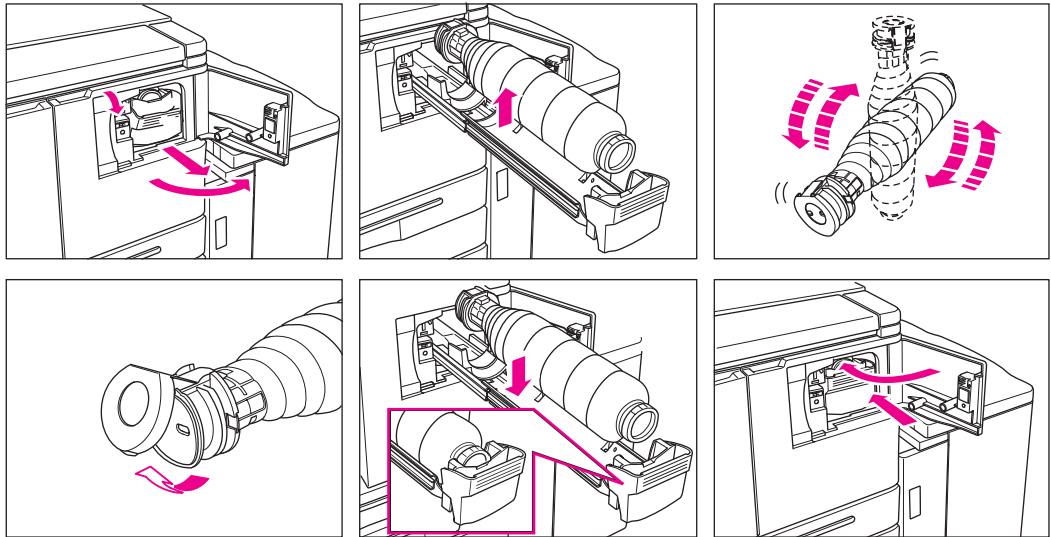
When toner supply is low, the message `Please replace toner bottle` displays on the touchscreen.

### CAUTION

Use the toner bottle of the same number as the number described on the label of a toner access door inner side; otherwise MFP trouble may occur.

### Note

Toner can be replaced while the MFP is operating.



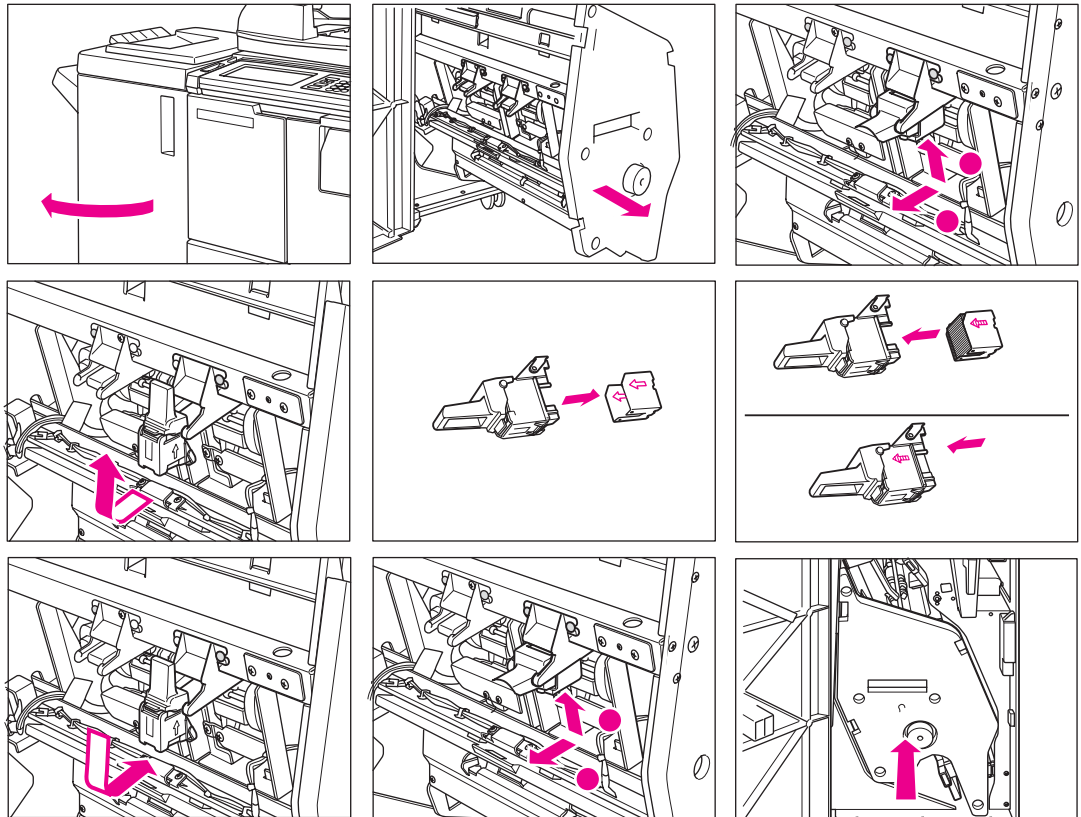
- 1 Open the toner access door and pull the toner bottle holder lever forward.
- 2 Withdraw the toner bottle holder, then remove the empty toner bottle.
- 3 Shake the new toner bottle several times to loosen toner, then remove the cap.
- 4 Set the new toner bottle into the toner bottle holder, aligning the rear part of the bottle with the toner bottle holder.
- 5 Push the toner bottle holder lever backward, then return the toner bottle holder to its original position.
- 6 Close the toner access door.
- 7 Recycle or dispose of empty containers in accordance with local requirements.

### Note

Align the rear part of the toner bottle with the toner bottle holder.

## Inserting a new staple cartridge into the stapler/stacker and multi-function finisher

Use only the staples supplied by HP. Contact your service representative to reorder.



- 1 Open the finisher door.
- 2 Pull out the stacker unit by holding the stacker unit handle.
- 3 Pull up the cartridge housing, then remove it while sliding it along the stapler rail.
- 4 Remove the empty cartridge from the cartridge housing.
- 5 Insert the new cartridge into the housing.

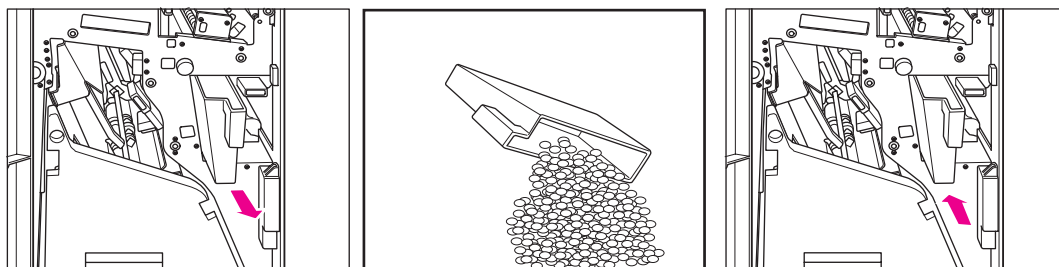
### Note

Do not remove the staples remaining inside the housing; otherwise, the first sheet output after the replenishment will not be stapled.

- 6 Insert the cartridge housing while sliding it along the stapler rail, then push down and in to secure it in place.
- 7 Return the stacker unit to its original position.
- 8 Close the finisher door.

## Emptying punch waste box of punch kit

When the punch waste box becomes full, "Punch waste box of punch kit is full / Please empty punch waste box" message displays on the touchscreen.

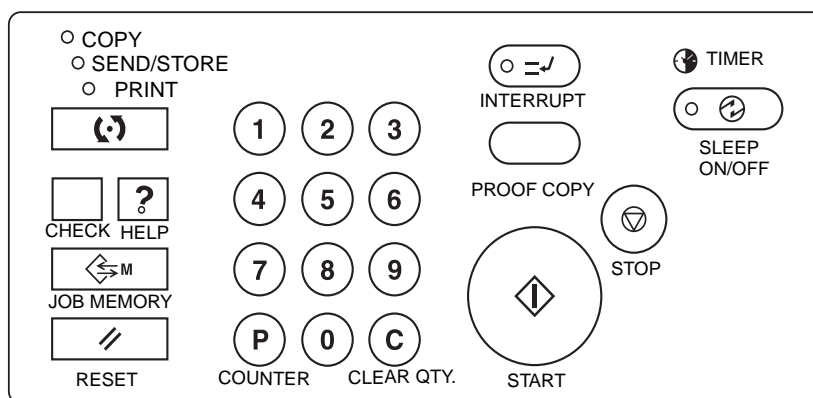


- 1 Open the finisher door and withdraw the punch waste box.
- 2 Empty the punch waste box.
- 3 Return the punch waste box to its original position, then close the finisher door securely.

## Preventive maintenance

After a set number of copies have been made on your MFP, Preventive Maintenance (PM) will be required for maintaining optimal performance.

When preventive maintenance is due, a message will prompt you to contact your service representative for maintenance.



### Reading the preventive maintenance counter

- 1 Press **P** COUNTER to display the counter list screen.
- 2 Touch **EXIT** to return to the main screen.

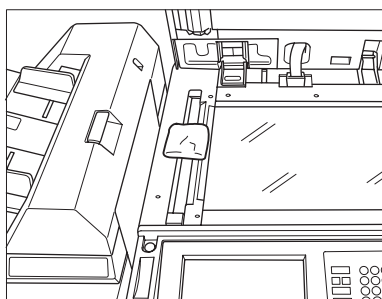
### Printing the preventive maintenance counter

- 1 Press **P** COUNTER to display the counter list screen.
- 2 Touch **Counter** menu. The main screen will be displayed.
- 3 Touch the desired tray key to select the copy size.
- 4 Press **START**. The counter list will be printed out, and the list print mode will be released.

## Cleaning the ADF glass

The glass partition at the far left of the scanner glass is designed for real-time scanning from the automatic document feeder. Keep this glass clean; otherwise soil marks may be copied, resulting in dark lines on the copies.

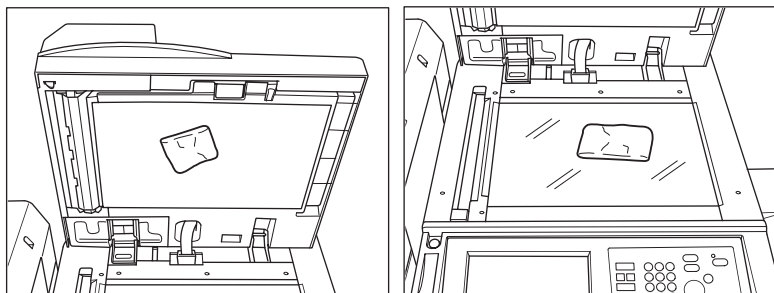
Raise the document cover, and clean the ADF glass with a clean soft cloth.



## Cleaning the document glass and cover

The scanner glass and the inner surface of the document feeder should be kept clean. Otherwise, soil marks may be copied.

Raise the document cover, and clean the glass and inner surface of the document cover with a clean soft cloth.



### Note

The glass may also be cleaned with a soft cloth dampened slightly with water; or with an antistatic cleaner recommended by your service representative.

Never use paint solvents, such as benzene or thinners, to clean any portion of the MFP.

## Service, repairs, and supplies

### Service

Enter the name and telephone number of your service representative, plus the MFP serial number in the space provided below:

---

Service Representative

---

Telephone Number

---

MFP Serial Number

### Repairs

When calling for repairs, be sure to have all necessary information at hand, such as the MFP serial number and your own telephone number. If copy quality is the concern, bring a sample copy with you to the phone so that it can be described to your service representative.

Enter the telephone number for repairs in the space provided below:

---

Repairs Telephone Number

## **Supplies**

Be sure to use only supplies recommended by HP. To maintain your supply inventory, check your supplies at regular intervals, and order supply items before they are depleted or even nearly depleted.

Enter the telephone number for ordering supplies in the space provided below.

---

Supplies Telephone Number



# 16 Troubleshooting

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## Call for service

### CAUTION

A Call for Service message indicates an MFP condition that requires the attention of your service representative.

- 1 Immediately make note of the report code number indicated in the upper portion of the screen.
- 2 Turn off the secondary power switch and the primary power switch.
- 3 Unplug the MFP.
- 4 Contact your service representative and report the condition and code number.

## Limited use of the MFP

If the message shown below is displayed on the `Call for Service` screen, you may continue operating the MFP on a limited function basis and utilize the trays and ADF that are not affected by the fault. To obtain this limited functionality of the MFP, consult your service representative. Be sure to utilize the limited function only temporarily and arrange for repair immediately.

- 1 If limited use of the MFP is available, the following message is displayed in the message area instead of the Report code.

```
Tray one failure  
Press AUTO to remove this tray from usage.
```

- 2 Press **RESET**.

```
Please switch on/off  
M0B22
```

- 3 Turn the power switch off, then on.  
A copying job can be continued without using the faulty portion of the MFP (ex. Tray 1).

### CAUTION

Even if the copying job can be continued with the above operation, immediately contact your service representative when the call for service screen is displayed.

## Memory overflow

In certain modes, the MFP uses memory for convenience and to make operations flow smoothly. Occasional memory overflow may occur if the installed memory is inadequate for the copy conditions selected. Should memory overflow occur frequently, it is recommended that you contact your service representative to extend the memory capacity in your MFP.

When memory overflow occurs while scanning the first job, the MFP stops immediately, and the screen provides `JOB STOP` and `SCAN STOP` as the only 2 available options.

### Note

If the job settings include booklet mode, `SCAN STOP` will disappear.

- To delete all the scanned data and discontinue the job, touch `JOB STOP`.
- To stop further scanning but print out all the data already scanned into memory, touch `SCAN STOP`.

When memory overflow occurs during the reserve operation, `CONTINUE` also appears on the active screen. In this case, the MFP will not stop until all the jobs on standby for printing are completed.

- To delete the scanned data and discontinue the last reserve job, touch `JOB STOP`.

- To stop further scanning but print out the data already scanned for the last reserve job, touch **SCAN STOP**.

---

### Note

If the job settings include booklet mode, **SCAN STOP** will disappear.

- To continue scanning the last reserve job, touch **CONTINUE** as the current printing job gradually enables memory for new data.

## Power off/on screen

When any trouble affects the electric signal of the MFP, the **SLEEP ON/OFF** screen will be displayed.

## Clearing paper jams

---

### CAUTION

When removing paper jams, be sure to leave no torn paper inside the MFP, avoid touching the drum or scratching it in any way, and keep all metal and magnetic objects, e.g., watches, jewelry, etcetera away from the drum area.

When a paper misfeed occurs, the MFP stops making copies and paper jam codes display on the screen to indicate misfeed area(s). A flashing code indicates the area that should be cleared first. To view Help screen instructions, touch illustration explanation when the flashing paper jam code displays. Be sure to remove paper from each flashing location until all locations are cleared.

The following 18 paper jam codes display for specific areas of the MFP.

Code	Location
1	Tray 2
2	Tray 3
3	Tray 4
5	HCI
6	Tray 1
7	Right side cover of MFP
8	HCI and MFP
9	Tray 1 and MFP
10	MFP
11	MFP
12	MFP
13	ADF or MFP
14	Automatic document feeder
15	Automatic document feeder
16	Finisher body
17	Finisher (post inserter)
18	Finisher (booklet maker)

---

### WARNING!

The right rear area of the ADU unit generates high voltage. If touched, electrical shock may occur. *Do not touch!*

The fuser unit is internally very hot. To avoid getting burned *Do not touch* the area. Use care when withdrawing the ADU unit, and remove the paper jam in the fuser unit.

The ADU unit is heavy. Use care and draw it out gently; otherwise you may be injured.

*Do not* put your hand between the MFP and fuser; otherwise you may be injured.

Inside the booklet mode outlet is the roller drive unit. *Do not* put your hand into it when removing the folded or stapled and folded sheet; otherwise you may be injured.

---

## Troubleshooting hints

### **MFP does not operate when power switch is on**

- Fully insert paper tray.
- Close automatic document feeder.
- Close front doors and toner access door of MFP.
- Close finisher door.
- Check to be sure main power switch is on.
- Check to be sure power plug is firmly inserted in electrical socket.

### **Copy image is too light**

- Manually adjust copy contrast to darker contrast.
- Check toner indicator and add toner, if required.
- Check paper for dampness (do not leave paper in MFP when humidity is high).
- Check to see if photo, text, or increase contrast mode is required.
- Check the density shift.

### **Copy image is too dark**

- Manually adjust copy contrast to lighter contrast.
- Check to see if photo, text, or increase contrast mode is required.
- Check the density shift.

### **Copy image is not clean or shows spots**

- Use clean originals since dirt marks may be copied.
- Keep scanner glass and inner surface of document cover clean.
- Call a service representative if "Call for service" is displayed in the message area.
- Check contrast indicator and lighten if required.

### **Copy paper jams during copying**

- Load copy paper with curl side in proper location. Do not exceed the tray capacity.

### **Copy image can be rubbed off**

- Check copy paper thickness. Use heavy paper mode, if paper weight requires it.

### **Scale ratio cannot be changed**

- Reduce and shift are incompatible with scale.
- Press **RESET** and set desired copying conditions without using reduce and shift.

### **Duplex modes cannot be selected**

- Fully close automatic document feeder, then select duplex mode again.

### **Copy quality is poor**

- Check paper for dampness and replace it if necessary.

### **Copying does not begin after pressing START**

- Insert or adjust the appropriate paper tray for copy size selected.
- Close document cover firmly.
- Close front doors and toner access door of MFP completely.
- Close finisher door completely.

### **Copying does not resume after paper jam is removed**

- Check MFP diagram on touchscreen for additional indications of paper jam.

### **Original paper is jammed or skewed in the document feeder**

- Originals should conform to the recommended size and weight.
- Be sure originals are not stapled.
- Align originals evenly in the automatic document feeder.
- Check to make sure paper guides meet the width of mixed size originals.

### **Copy image is skewed when Tray 1 is used**

- Be sure paper is inserted straight.

### **Using copy monitor, copies cannot be made after password is entered**

- Check to see if the message `Exceeds Limit` is displayed.
- Contact key operator to reset limit.

### **Finisher does not operate**

- Touch the `OPTIONS` menu key.
- Check for a paper jam and remove it, as required. Properly close finisher door.

### **Automatic document feeder indicator will not light after RESET is pressed**

- Fully close automatic document feeder.

### **Automatic document feeder light is flashing**

- The document feeder is ready to accept originals.
- Insert originals on automatic document feeder tray, press **RESET**, then **START**.

### **Please replace toner bottle message is displayed**

- New toner supply is needed. Follow instructions for adding toner.

### **Call for preventive maintenance is displayed in message area**

- Contact your service representative for preventive maintenance.

### **Auto paper select selects the wrong paper size**

- Paper guides must be adjusted exactly to the size of originals.

### **In mixed original mode, a message to load a required paper size displays, even though that size is loaded in one of the trays**

- Paper sizes loaded in the trays must be consistent with the tray position size; otherwise, the tray key on the main screen will blink.

### **Main screen does not display settings as described in this manual**

- Check with the key operator, as initial settings may have been changed.

### **Please check original**

- This message displays when the MFP detects a non-standard paper size on the scanner glass.
- Select copy size and press **START**. 1.00 magnification will be selected automatically.
- If this message continues to display after selecting copy size, select 1.00 scale, even if it is already indicated, then press **START**. If desired, ask your service representative to enable the MFP to default to 1.00 scale in this situation.

### **Sheet insertion result is not as expected**

- Blank insertion: be sure manuscript originals do not already include blank sheets in the locations designated for sheet insertion.
- Copy insertion: to ensure that chapter sheets in 1►2 mode always appear on the right hand side in the finished set, insertion sheets must be designated on the page setting screen with odd numbers, not even. If required, make an even numbered original page odd by inserting a blank sheet in front of that page, so that the blank sheet is even and the insertion sheet is odd.

### **Finisher staple result is not as expected**

- The 2 staple position functions only on paper that is loaded vertically (portrait style).

### **Copies skew in the stapled sets**

- Check to see if paper is excessively curled in the tray.
- Reload the paper upside down.

### **Using punch, copies cannot be punched**

- Check to see if the message `Punch waste box of punch kit is full` is displayed.
- Empty the punch waste box.

### **Copies cannot be stapled or punched in position**

- Check to make sure the side guide plates are securely aligned to the paper in the paper tray to be used.

# 17 MFP specifications

Product Name	hp LaserJet 9055mfp/9065mfp
Configuration	Console with stationary platen
Photoreceptor	OPC drum
Method	Laser electrostatic
Toner	Black, bottle type
Recommended Operating Environment	10° to 30°C (50° - 86°F); 10 to 80 percent RH
Warm Up	9055: Approximately 5.5 min. @ 20° C (68°F); 50 percent RH 9065: Approximately 6.0 min. @ 20° C (68°F); 50 percent RH
Reset	Off/30 sec./1 min./1.5 min./2 min./2.5 min./3 min./3.5 min./4 min./4.5 min./5 min.
First Copy Out Time	From scanner glass: 9055: Approximately 3.4 sec. for Letter 9065: Approximately 3.1 sec. for Letter
Copy Rate	9055: 55 ppm: Letter/A4 27 ppm: Ledger/A4 9065: 65 ppm: Letter/A4 36 ppm: Ledger/A3
Continuous Copy	1 - 9,999 copies
Voltage	120V±10 percent 15A 60Hz±2.5Hz
Grounding	Isolation recommended
Power Consumption	Maximum 1,800 W
Automatic modes	Auto scale; Auto exposure (plus 9-level manual density); Auto paper select detects standard sizes
Scale	Presets; 0.50, 0.65, 0.77, 0.93, 1.21, 1.29, 1.55, 2.00
3 User Presets	0.25 - 4.00, set by the key operator
Zoom range	0.25 - 4.00 in 1 percent steps
Originals on glass	Maximum size: Ledger/A3  For supported paper sizes and weights, see "Paper information" on page 35.  Maximum 100 sheets (20 lb, 75 g/m <sup>2</sup> ) feed/exit capacity  For supported paper sizes and weights, see "Paper information" on page 35.
Paper source	MFP Trays 2/3/4; 500/500/1,500 sheets (user adjustable) HCl Tray 5; 4,000 sheets (service adjustable) Tray 1; 100 sheets
Paper exit tray	100 sheets (20 lb, 75 g/m <sup>2</sup> )
Paper weight	For supported paper sizes and weights, see "Paper information" on page 35.
Stapler/stacker and multi-function finisher (Q3633A/Q3634A)	Power source: MFP  For supported paper sizes and weights, see "Paper information" on page 35.
Staple cartridge	5000 staples/cartridge
Post Inserter (Q3636A)	Power source: Finisher



For supported paper sizes and weights, see “ Paper information” on page 35.

Punch kit (Q3689A, Q3635A, Q3690A, Q3691A)

Power source: Finisher

For supported paper sizes and weights, see “ Paper information” on page 35.

High capacity input tray (Q3637A, Q3638A)

Power source: MFP

For supported paper sizes and weights, see “ Paper information” on page 35.



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