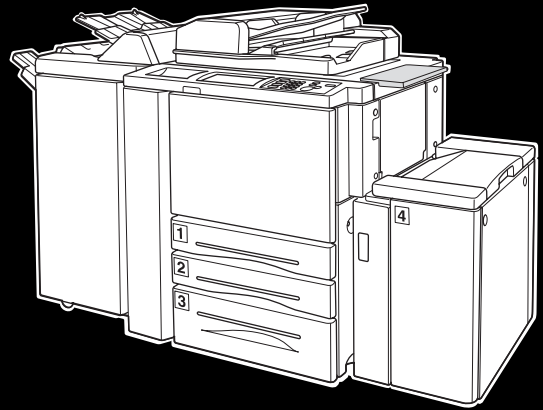




i n v e n t



hp 9085mfp



System
administrator
guide

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Part number: Q3218-90901

Edition 1: 10/ 2003

FCC Regulations

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 in a residential installation. This equipment generates, uses, and can radiate radio frequency energy. If this equipment is not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient or relocate the receiving antenna. Increase separation between equipment and receiver.

Connect equipment to an outlet on a circuit different from that to which the receiver is located.

Consult your dealer or an experienced radio/TV technician.

Any changes or modifications to the printer that are not expressly approved by HP could void the user's authority to operate this equipment. Use of a shielded interface cable is required to comply with the Class A limits of Part 15 of FCC rules. For more regulatory information, see the hp 9085mfp user's guide. Hewlett-Packard shall not be liable for any direct, indirect, incidental, consequential, or other damage alleged in connection with the furnishing or use of this information.

Trademark Credits

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Windows® is a U.S. registered trademark of Microsoft Corporation.

Thank you very much for your purchase of the hp 9085mfp.
This Manual deals with making copies, correct handling of the machine, and precautions for safety. Please read before copying.
In order to maintain a satisfactory copying performance, please keep this Manual readily available for reference in the rear pocket of the machine.



ENERGY STAR® Program

The ENERGY STAR Program has been established to encourage the widespread and voluntary use of energy-efficient technologies that reduce energy consumption and prevent pollution. As an ENERGY STAR Partner, Hewlett-Packard Corporation, Inc. has determined that this product meets the ENERGY STAR guidelines for energy efficiency grounding it on the following features.

Auto Low Power

This function conserves energy by lowering the set temperature of the fixing unit. In the standard setting, Auto Low Power operates automatically when 15 minutes have elapsed after completion of the last copy, with the mfp remaining in the ready to copy state during that time.

The time period for the Auto Low Power function can be set for 5 minutes, 10 minutes, 15 minutes, 30 minutes, 60 minutes, 90 minutes, 120 minutes, or 240 minutes. See p. 2-20 for details.

Automatic Shut-Off

This function achieves further energy conservation by partially turning OFF the power supply, thereby reducing energy consumption to 20W or less. In the standard setting, Automatic Shut-Off follows Auto Low Power, operating automatically when 90 minutes have elapsed after completion of the last copy, with the mfp remaining in the ready to copy state during that time.

The time period for the Automatic Shut-Off function can be set for 30 minutes, 60 minutes, 90 minutes, 120 minutes or 240 minutes. See p. 2-20 for details.

Automatic Duplex Copying

To reduce paper consumption, use this function to make double-sided (duplex) copies, automatically.

We recommend that you utilize the Auto Low Power function, the Automatic Shut-Off function, and the Automatic Duplex Copying function.

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Features of the hp 9085mfp

- **AE - Automatic Exposure**

Automatically adjusts exposure to compensate for quality of the original.

- **AMS - Automatic Magnification Selection**

Automatically selects an appropriate magnification ratio when Paper Size is selected manually. Automatically selected when the **AMS** key is touched.

- **APS - Automatic Paper Selection**

Automatically selects copy paper size to match the original documents.

- **ATS - Automatic Tray Switching**

Automatically switches tray to allow copying to continue without interruption if the selected tray empties while copying is in progress.

- **Auto Layout**

The original image on the platen glass or in the document feeder is copied and centred on a sheet.

- **Auto Low Power**

Automatically lowers the power after a specified period of mfp inactivity.

- **Auto Reset**

Automatically resets to auto mode defaults after a specified period of mfp inactivity.

- **Auto Shut-Off**

Automatically shuts off the main power after a specified period of mfp inactivity.

- **Booklet**

Creates a multiple page signature booklet copied on both sides of paper in 1►2 or 2►2 copy mode.

- **Chapter**

Starts chapter pages on the right side (front pages) of the finished document. Only duplex mode (1►2) is compatible with this feature.

- **Combination**

Copies a fixed number (2, 4, or 8) of pages onto one sheet of copy paper to create a draft copy of a multi-page report at the same time as saving paper.

- **Copy Density**

Manually selects up to 9 density levels.

- **Copy Mode**

Selects the desired simplex mode (1►1 or 2►1); or duplex mode (1►2 or 2►2).

- **Counter List**

Displays on the screen and prints the following data: total counter of the machine, mfp counter, print counter and the date when the counter started.

- **Density Shift**

Shifts each of nine density levels in four density modes (Auto, Text, Photo, Increase Contrast) to three levels lighter or three levels darker.

Features of the hp 9085mfp (continued)

- **Dual Page**

Copies both pages of an open book or A3/B4 size sheet separately onto two A4/B5 size sheets in 1▶1 mode or separately onto each side of one A4/B5 size sheet in 1▶2 mode. You can use the Dual Page mode with the Front or Front/Back cover mode. The cover page(s) will be scanned and copied normally before image division is performed on the other pages.

- **Frame/Fold Erasure**

Erases border and/or fold image area using Frame (1 - 300mm), Fold (1 - 99mm), or Frame & Fold.

- **Full-Image Area**

Makes copies printed completely to the edges of the paper to avoid image loss.

- **Image Insert**

Stores pages in memory from the platen glass, and inserts the pages into a document copied from the document feeder.

- **Image Shift**

Creates or removes a binding margin at the top, bottom, right and left edges (shift amount from 0 ~ 250mm, in 1mm increments); reduces image to prevent image loss (reduce & shift amount from 0 ~ 250mm, in 1mm increments).

- **Interrupt Copying**

Interrupts copying-in-progress to perform an urgent copy, using any of the mfp features for the interrupt job.

- **Job Memory**

Programs up to 30 jobs and recalls each job by job number, as needed. All compatible platen glass functions can be programmed into Job Memory directly after they are selected.

- **Job Status**

Displays the Job Status Screen to view the current machine status, changes the operation order of reserve jobs, deletes the unused reserve job, or displays the previous job list.

- **Lens Mode (RE, Zoom)**

Selects fixed ratios, four reduction, four enlargement, and three user-set ratios. Zoom ratios can be selected from 25% ~ 400% in 1% increments.

- **Machine Status Confirmation**

Displays the current machine status on LCD for confirmation.

- **Manual Shut-off**

Shuts off the machine's power when pressing [**SLEEP ON/OFF**] on the control panel.

- **Mixed Original**

Copies mixed size originals from the document feeder in APS or AMS mode. APS automatically selects the paper size of each original. AMS mode allows you to select one paper size for all originals.

Features of the hp 9085mfp (continued)

- **Image Store Function**

Store the scanned image data to the HDD.

- **Non-Image Area Erase**

When copying from the platen glass when the document cover is open, copies only the image area and not the exposed area of glass, which would otherwise copy as black.

- **Non STD Size for Multi-Sheet Bypass Tray**

Enters the special paper size to be loaded on the Multi-sheet bypass tray using the touch screen keypad in order to avoid paper misfeed.

- **Non STD Size for Original**

Identifies the special original size which the hp 9085mfp cannot detect, in order to select the optimal paper size for copying or printing.

- **OHP Interleave**

Copies onto transparent film and interleave blank or copied paper for each original copied.

- **Output Mode for Machine with Q3219A/Q3220A Finisher Installed:**

Non-Sort, Sort, Staple-Sort, and Group modes using the primary (main) tray

Non-Sort Face Down exit, Non-Sort Face Up exit, Group Face Down exit, and Group Face Up exit modes using the secondary (sub) tray

Fold and Stitch & Fold modes using the booklet tray (Q3220A only)

Selects an output tray and output mode on the Output Mode popup menu.

- **Output for Machine with no Finisher Installed:**

Non-sort, Rotation sort, Group, and Rotation group modes are available in combination with Face down or Face up exit.

Selects an output mode on the Output Mode popup menu.

- **Output for Q3219A/Q3220A Finisher with Q3221A Cover Sheet Feeder Installed:**

Cover Sheet mode

Manual Finishing mode

For details, see Section 7: Advanced Information.

- **Overlay**

Scans an original image and overlays it on the pages of another document. For example, you may want to incorporate a page heading, graphic design or logo into the pages of your document.

- **Overlay Memory**

Same as for "Overlay" except the overlay image is stored in memory.

Features of the hp 9085mfp (continued)

- **Paper Capacity**

Total 2,150 sheets, including two 500-sheet trays, a 1,000 sheet tray, and a 150-sheet Multi-sheet bypass tray. By adding an optional HCI, the system total capacity increases to 6,150 sheets.

- **Platen Memory**

Scans documents into memory from the platen glass and/or the document feeder and inserts the pages into another document copied from the document feeder. If an incompatible function is selected in this mode, the latter function will not be selected, and an Error message will be displayed.

- **Sleep**

Automatically turns off all but nominal power supply after a specified period of mfp inactivity, for optimal efficiency. Power is returned after a brief warm up period by pressing [**SLEEP ON/OFF**] on the control panel.

- **Program Job**

Scans documents into memory while designating different copy conditions for each original, then prints all the documents collectively.

- **Proof Copy**

To ensure correct output before running multiple copies, run a proof copy by pressing [**PROOF COPY**] on the control panel or touching **PROOF COPY** on the Check Screen.

- **Punch Mode for Q3219A/Q3220A Finisher with Q3222A/Q5684A Punching Unit (Q3223A/Q5685A Punching/Z-Folding Unit) Installed:**

Punches four holes in output copies.

- **Repeat**

Selects the horizontal image area across the page, and repeats it down the page as many times as the repeat width setting (10 ~ 150mm) permits in manual or auto.

- **Reserve**

Scans in subsequent copy jobs while the hp 9085mfp is busy printing or copying.

- **Reverse Image**

Reverses the image from black-on-white to white-on-black or vice versa.

- **Rotation**

Rotates the image before copying when the portrait/landscape orientation of the original is different from the orientation of the copy paper.

- **Rotation Exit (Rotation Sort / Rotation Group)**

When no Finisher is installed, Rotation Exit alternately switches the horizontal and vertical orientation of each sorted set as it outputs to the exit tray. Be sure to load both A4 and A4R in separate trays (including the Multi-sheet bypass tray) before selecting this feature.

- **Server Function (option)**

Stores image data in the HDD for future printing.

Features of the hp 9085mfp (continued)

- **Sheet/Cover Insertion**

Insert up to 30 blank or copied sheets from any tray including the Multi-sheet bypass tray, or inserts blank or copied front and back covers from any tray including the Multi-sheet bypass tray to enhance the presentation of multi-page documents.

- **Stamp**

Prints watermark, regular stamp, date/time, page number, and numbering onto the output copies to enhance the presentation and usefulness of the copies.

- **Staple**

Selects the stapling position and number of staples.

- **STD Size (Special)**

Detects the standard paper sizes which cannot normally be detected when loaded in a engine tray or Multi-sheet bypass tray.

- **Tab Paper**

Copies onto tabbed sheets from tabbed originals, allowing the image on the tab part of the original to be printed on the same part of the tabbed copy paper.

- **Tandem Mode for Two mfps**

Works in tandem to distribute a large copying job in half the time of non-tandem mode.

- **Text/Photo Enhance**

Enhances photo image in Photo mode, regular image in Text/Photo mode, text image in Text mode, lighter image in Increase Contrast mode.

- **Trimming Mode for Q3220A Finisher with Q3224A Trimmer Unit Installed:**

Trim the end of folded or stapled&folded booklets.

- **Userset Density (USERSET 1, USERSET 2)**

Outputs up to 16 density samples on a total of 4 pages that display 4 samples per page, then programs the desired density under USERSET 1 and/or USERSET 2.

- **Weekly Timer**

Can be set according to the needs of each work environment. Turns engine power Off/On daily or weekly, during lunch time, on holidays, and also enables the Timer Interrupt mode, which allows temporary use of the machine even when the machine is in the daily, weekly, or holiday Off mode.

- **Wide Size Paper**

Copies onto paper slightly larger than the specified regular size.

- **Z-Folded Original**

This feature sets the RADF to accept Z-folded originals.

- **Z-Fold Mode for Q3219A/Q3220A Finisher with Q3223A/Q5685A Hole Punching / Z-Folding Unit Installed:**

Z-folds (A3) or double-folds (B4) output copies.

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SECTION

1

Safety Information

Precautions for Installation and Use

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Caution Labels and Indicators

The caution labels and indicators are attached to the machine areas, as shown below, where you are advised to pay special attention to avoid any dangerous situations or serious injury.



(Both sides of the fixing unit)

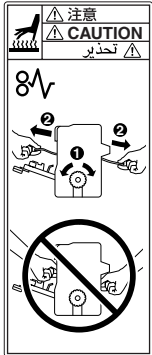
CAUTION

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

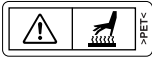


WARNING

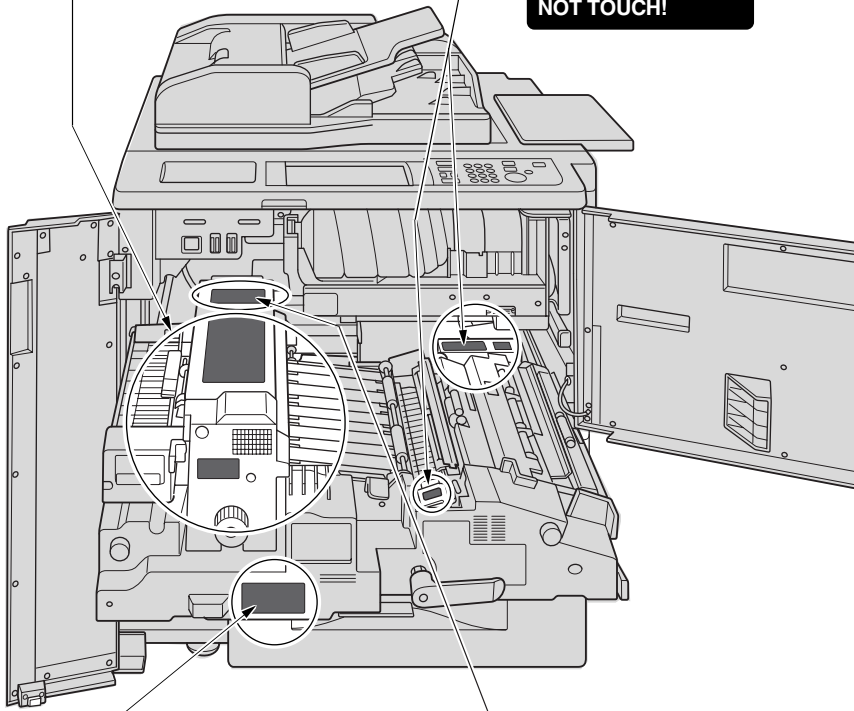
This area generates high voltage. If touched, electrical shock may occur. DO NOT TOUCH!



(Top surface of the fixing unit)



(Front side and inside of the fixing unit)



CAUTION

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

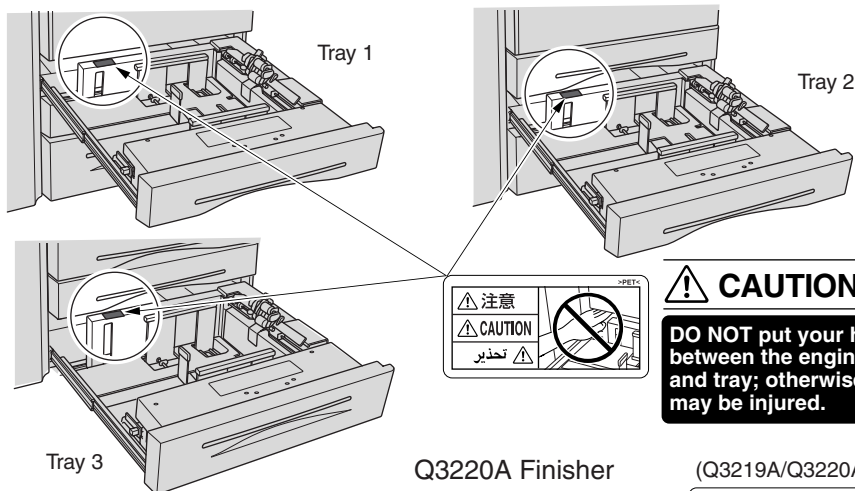


CAUTION

DO NOT put your hand between the engine and fixing conveyance unit; otherwise you may be injured.

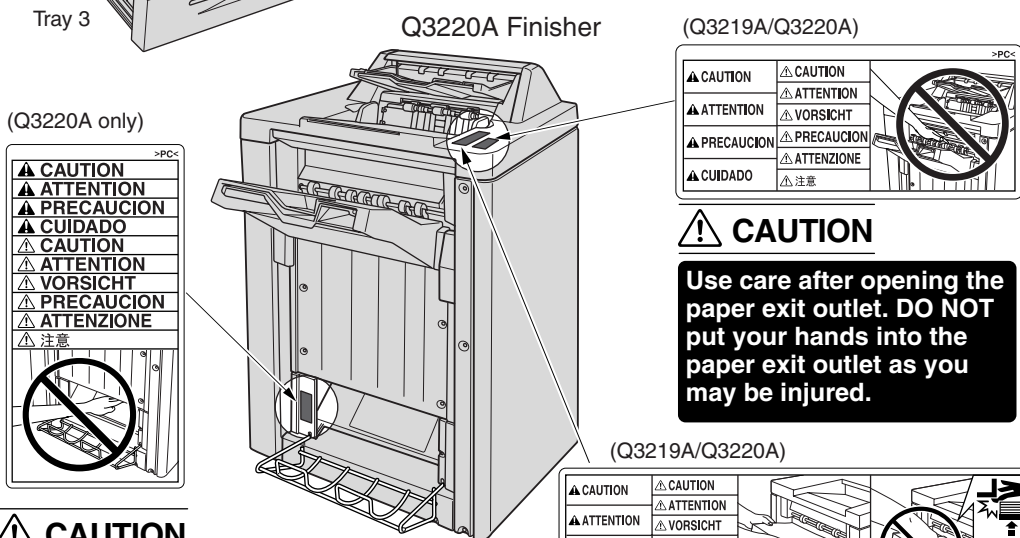


Caution Labels and Indicators (continued)



CAUTION

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



CAUTION

Use care after opening the paper exit outlet. **DO NOT** put your hands into the paper exit outlet as you may be injured.

CAUTION

Inside the lower paper exit outlet is the roller drive unit. **DO NOT** put your hands into the paper exit outlet as you may be injured.

CAUTION

To avoid injury, **DO NOT** put your hand on the top of the printed sheets. Be sure to hold both sides of the printed sheets when removing them, and **DO NOT** leave your hand on the printed sheets while the primary (main) tray goes up.

CAUTION

Burns or injury may occur from touching the areas detailed in the caution labels and caution indicators. Do not remove caution labels or indicators. If any caution label or caution indicator is soiled, please clean to make legible. If you cannot make them legible, or if the caution label or indicator is damaged, please contact your service representative for replacement labels.

Caution Labels and Indicators (continued)

The following indicators are used on the caution labels or in this manual to categorize the level of safety cautions.

 **DANGER:**

Action highly liable to cause death or serious injury.

 **WARNING:**

Action liable to cause death or serious injury.

 **CAUTION:**

Action liable to cause minor injury, machine trouble or physical damage.

If you find any of these indicators when removing jammed paper, adding toner, or reading the manual, be sure to follow the information.



Reminder!

If the safety cautions in the manual become illegible due to soilage, etc., please procure a new copy from your service representative.

Regulations

FCC Regulations

Warning: The hp 9085mfp generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with the instruction manual, interference with radio communications may result. This equipment has been tested and found to comply with the limits for a Class A computing device, pursuant to Subpart B, Part 15, of FCC rules, which are designed to provide reasonable protection against interference from such equipment when it is operating in a commercial environment.

Users operating this equipment in a residential area are likely to cause interference, in which case they may be required to correct the interference at their own expense.

Canadian Department of Communications Regulations

Le présent appareil n'émet pas de bruits radioélectriques dépassant les limites applicables aux de Classe A prescrites dans le règlement sur la brouillage radioélectrique édicté par Le Ministère des Communications du Canada.

This equipment does not exceed the Class A limits for radio noise emissions as set out in the radio interference regulations of the Canadian Department of Communications.

FDA Regulations

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

Requirements for Safe Use

To ensure your safe use of the machine, the following describes the precautions you are required to observe without fail for the power source of the machine and during installation and routine handling. Be sure to read and observe them.

Power Source

CAUTION: Plug Socket

- A plug socket is limited in capacity. Use only a power source with the correct rating for the machine; otherwise, hazardous situations such as smoking or overheating may occur. See the following list to match the power supply and power consumption:
 - a) 230V / 50Hz: More than 15A
 - b) 230V / 60Hz: More than 15A
- Avoid multiple connections in the same outlet. Do not use multiple outlet adaptors.

CAUTION: Power Plug and Cord

- Be sure to insert the power plug firmly into the power socket. Otherwise an accident may occur as a result of smoking or overheating. If the inserted power plug is loose in the socket, even after it has been positively inserted, disconnect the plug and contact your electrical contractor.
- For plug cable equipment, the socket-outlet shall be installed near the equipment and shall be easily accessible.
- Do not bend or crush the power cord. If your mfp power cord is bent or damaged in any way, contact your service representative immediately. Do not attempt to repair it yourself, and do not continue to operate the mfp. A damaged power cord may result in overheating, a short circuit, or fire.
- Do not bundle or coil the power cord of the mfp. Otherwise an accident may occur as a result of overheating or fire.

CAUTION: Connecting Multiple Loads to One Socket Outlet Prohibited

Never connect multiple loads to one socket outlet using a multi-outlet extension cord or branched socket. Otherwise an accident may occur as a result of overheating or fire.

CAUTION: Extension Cord

An extension cord must never be used with this machine.

Requirements for Safe Use (continued)

Environment

CAUTION: Prevention of Fire

Do not install near flammable materials, curtains and volatile combustibles, that can catch or cause fire.

CAUTION: Prevention of Short Circuit

Do not install the mfp where it could be splashed with rain water or water from a tap, to avoid a short circuit.

CAUTION: Temperature and Humidity

- Keep away from direct sunlight, heat sources such as stoves, cool air from an air conditioner and hot air from a heater.
- Avoid any environment that is outside the range shown below:
 - 10 to 30°C in temperature
 - 10 to 80% in humidity

CAUTION: Ventilation

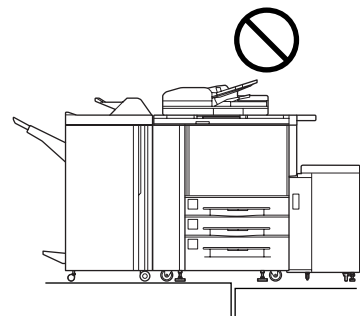
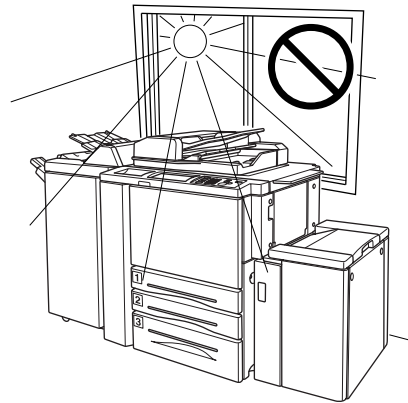
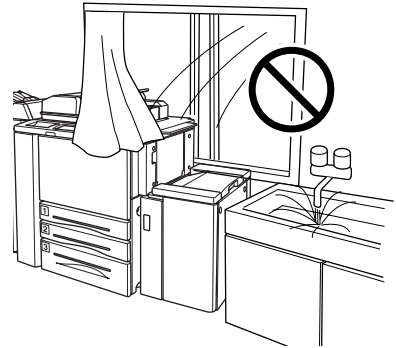
- Maintain the installation place well-ventilated.
- Keep away from dust or corrosive gases. These materials may cause poor image quality.
- During the use of machine, the machine generates ozone in an insufficient amount to cause any hazard to the human body. However, if the machine is used in a poorly ventilated room and many copies are made or more than one mfp is used at the same time, an odor may be detected. Ensure adequate ventilation for a comfortable working environment.

CAUTION: Vibration

Do not install on a floor which is subject to vibration or is not level.

CAUTION: Transportation

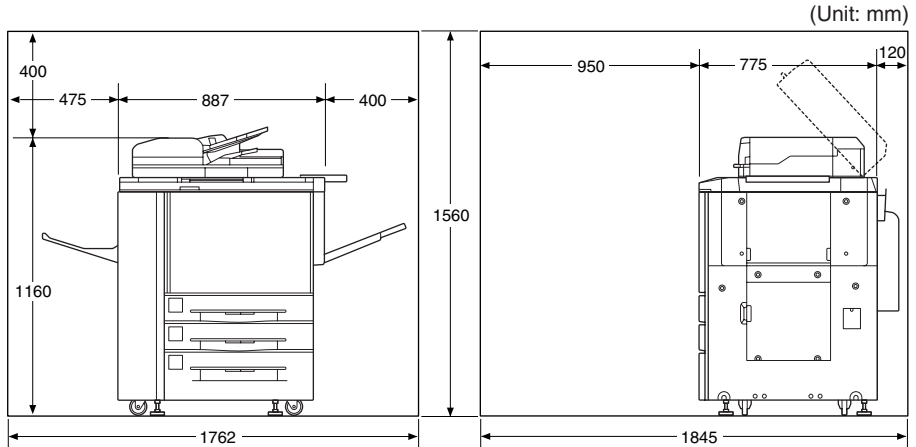
Be sure to contact your service representative when moving or transporting the machine. If you move the machine with the Hard disk drive or Memory unit installed, trouble may be caused by vibration.



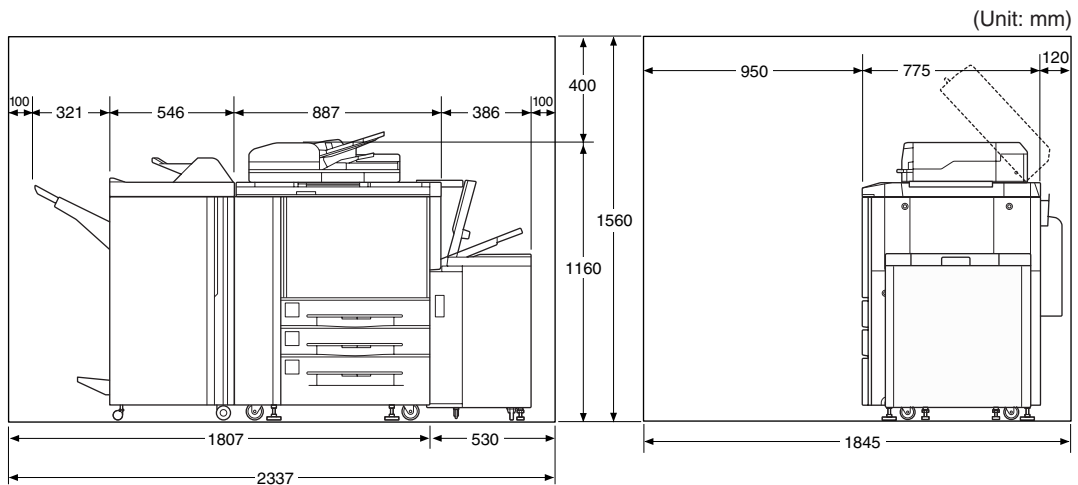
Requirements for Safe Use (continued)

CAUTION: Installation Space

Allow sufficient space for facilitating copy operation, changing parts, and periodic inspection. Leave an adequate space behind the machine to let hot air out from the rear fan.

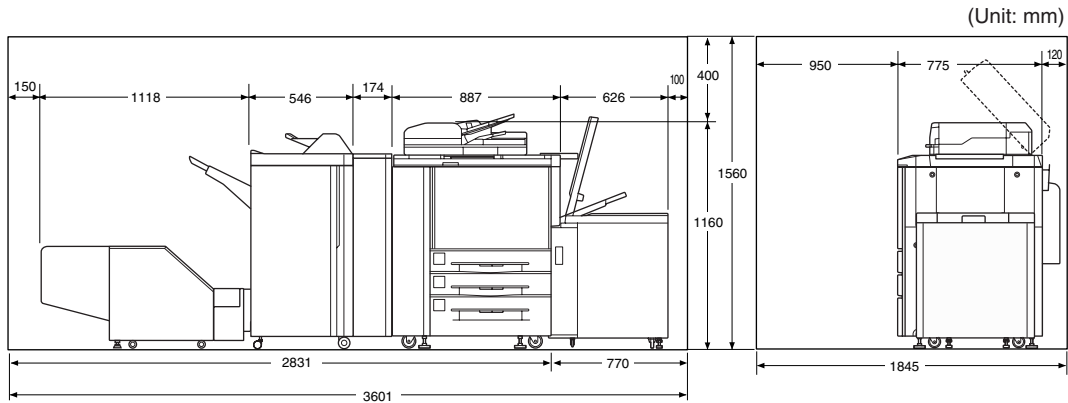


hp 9085mfp



hp 9085mfp + Finisher + High Capacity Input

Requirements for Safe Use (continued)



hp 9085mfp + Multifunton Finisher + Trimmer unit + Hole Punch Unit + High Capacity Input



Reminder!

Finisher primary (main) tray of Q3219A/Q3220A Finisher gradually goes down while printed materials output. DO NOT allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.

Requirements for Safe Use (continued)

Precautions for Routine Handling

WARNING: High Voltage

DO NOT TOUCH the high voltage parts indicated with WARNING label or described in the manual.

CAUTION: Actions in Response to Troubles

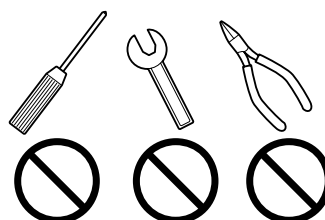
- If the Service Call screen is displayed and mfp operations cannot be continued anymore, stop the operation to prevent any unexpected accident. Write down the report code as stated on the 2nd line of the message, then switch off the mfp and disconnect from the power socket. Contact your service representative and inform them of the report code.
- Do not touch the high temperature parts indicated with CAUTION labels or described in the manual.
- Do not touch the inside of the machine for any other purpose than removing jammed paper or adding toner.
- If machine repair is necessary, be sure to contact your service representative. Never attempt to repair it by yourself.
- If any abnormal sound, smell or smoke comes from the machine, immediately stop using it, turn off the power switch, disconnect the power plug and contact your service representative.
- If the breaker trips or the fuse blows, turn off the power switch, reset the breaker or the fuse, and turn on the machine. If the same situation occurs again, contact your service representative.
- Ensure the replacement fuse conforms with the rating of the power source. Never use a fuse with an incorrect rating.

CAUTION: Prevention of Fire

Do not use volatile combustibles, such as thinner or alcohol, near the machine.

CAUTION: Prohibition of Machine Modification

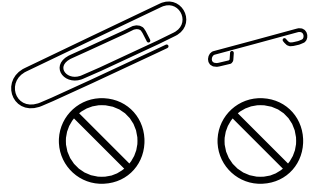
Do not modify or remove any parts by yourself.



Requirements for Safe Use (continued)

CAUTION: Prevention of Machine Troubles

- Do not drop small metallic objects, such as paper clips or staples, inside the machine.
- Do not place any heavy or hard objects such as a vase, books or ornaments on the machine.



CAUTION: Recommendation of Periodic Check

Be sure to periodically check the following points:

- (1) The main cord or the power plug does not generate abnormal heat.
- (2) The power plug is not inserted loosely or the cord is not cut or scratched.
- (3) The grounding wire is correctly connected.
- (4) The power plug or the power outlet is not covered with dust.

If you find anything abnormal in the above items, stop using the machine and contact your service representative.

CAUTION: Toner

- Keep the toner cartridge away from children. The toner is nontoxic; however if you inhale or it makes contact with eyes by accident, flush with water and seek medical advice.
- Do not throw the empty toner cartridge into a fire. If it is thrown into a fire the toner may ignite and cause a dangerous situation.

CAUTION: Paper

Check paper to be sure it conforms to the specifications outlined in Section 11.

- Do not use paper with staples or paper that conducts electricity (silver, carbon, etc.), otherwise an accident may occur as a result of fire.
- To avoid machine trouble, do not use heat-sensitive paper, paper that conducts electricity (silver, carbon, etc.), or colored OHP film.

CAUTION: Sleep and Weekly Timer

- In Sleep mode the mfp is still connected to the main power supply and power is still applied to certain areas of the machine. To avoid any unexpected troubles turn the power OFF when not using the mfp for long periods of time.
- When the Weekly Timer function is operating, turning power OFF will disable the function.

CAUTION: Inside the Booklet Mode Outlet

Inside the Booklet mode outlet is the roller drive unit. DO NOT put your hand into it, when removing the folded or stapled & folded sheet; otherwise you may be injured.

Requirements for Safe Use (continued)

CAUTION: Finisher Paper Exit Outlet

To avoid injury when stapling large size copies, DO NOT put your hand into the open Paper Exit Outlet.

CAUTION: Fixing Unit

The internal fixing unit is very hot. To avoid getting burned, DO NOT TOUCH. Be careful when withdrawing the fixing unit.

WARNING: Drum Unit

The internal drum unit generates a high voltage. To avoid an electrical shock, DO NOT TOUCH.

CAUTION: Disposal of mfp

Do not dispose of this mfp yourself. Contact your service representative, who can arrange for its safe disposal.
If you change the place of installation, please contact your service representative.

CAUTION: Paper Capacity for the Exit Tray

The exit tray capacity is max. 150 sheets. If a copy run of more than 150 is required, be sure to remove the copies from the exit tray before the maximum capacity is reached. Failure to do so will cause the mfp to jam.

CAUTION: Q3219A/Q3220A Finisher Paper Capacity

The Q3219A Finisher is equipped with two exit trays, and Q3220A Finisher is equipped with three exit trays.

Select an exit tray and output mode on the Output Mode popup menu.

To prevent paper misfeed, do not exceed the paper capacity of the Finisher.

When the total number of copies in the copy run exceeds the capacity stated in Section 11, be sure to unload the exit tray while the mfp is still copying. Failure to do so will cause the mfp to jam.

CAUTION: Q3219A/Q3220A Finisher Primary (Main) Tray

When printed materials are removed from the primary (main) tray of the Finisher, the tray goes up automatically. To avoid injury, DO NOT put your hand on top of the printed sheets. Be sure to hold both sides of the printed sheets when removing them, and DO NOT leave your hand on the printed sheets while the primary tray goes up.

SECTION

2

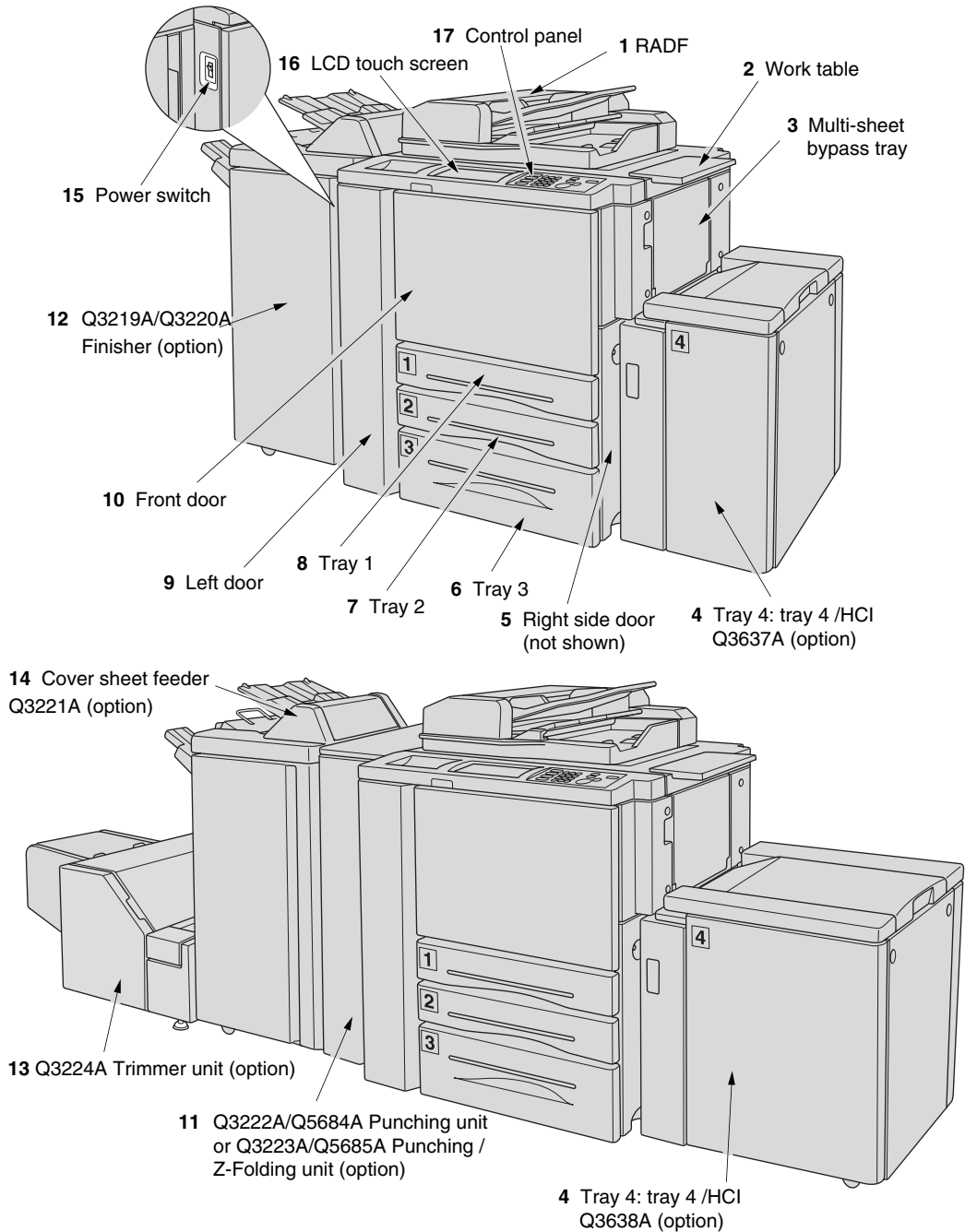
Machine Information

Machine Configuration, Turning On the Power and Loading Paper

Machine Configuration..... 2-2
 Turning On the Power Switch 2-17
Loading Paper 2-23

Machine Configuration

External Machine Items

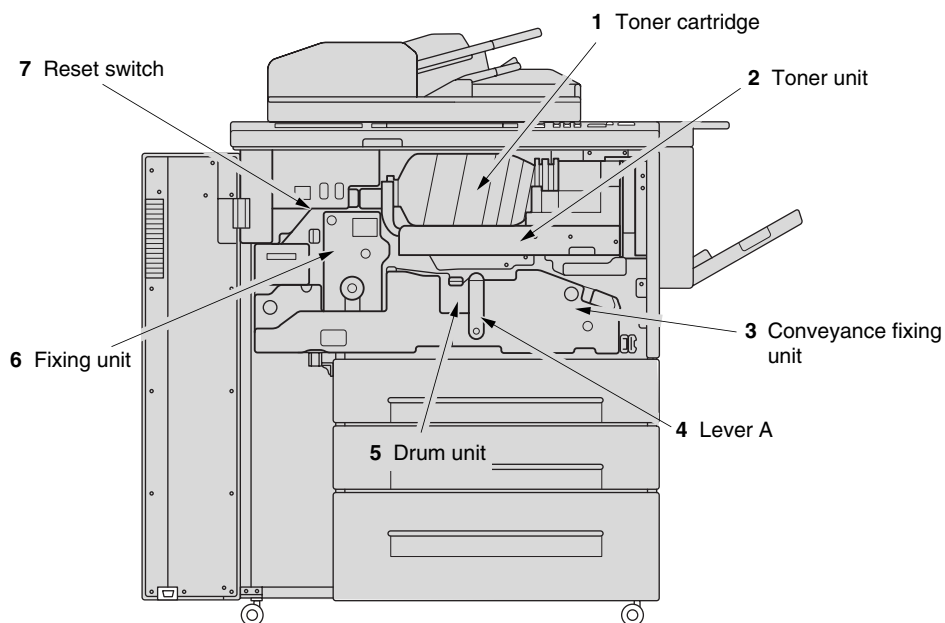


Machine Configuration (continued)

- 1 **RADF (Reversing Automatic Document Feeder)** automatically feeds multiple originals one at a time to the platen glass for copying.
- 2 **Work table** provides a convenient workspace for documents both before and after copying.
- 3 **Multi-sheet bypass tray** used for small quantity copying onto plain paper or special paper.
- 4 **HCI (Tray 4 /HCI Q3637A/Q3638A)** (option) holds 4,000 sheets.
- 5 **Right side door** opens to allow removal of mishandled paper.
- 6 **Tray 3** (universal tray) is user-adjustable and holds 1,000 sheets.
- 7 **Tray 2** (universal tray) is user-adjustable and holds 500 sheets.
- 8 **Tray 1** (universal tray) is user-adjustable and holds 500 sheets.
- 9 **Left side door** opens together with the front door to allow removal of mishandled paper, and have access to optional EFI print controller.
- 10 **Front door** opens to allow removal of mishandled paper.
- 11 **Q3222A/Q5684A Hole Punching unit** (option) punches file holes in the output copies.
Q3223A/Q5685A Hole Punching / Z-Folding unit (option) punches file holes and/or Z-folds the output copies.
- 12 **Q3219A/Q3220A Finisher** (option) sorts, staple-sorts, and groups copies into finished sets.
Q3220A also folds or staples & folds copies into booklet-styled sets.
- 13 **Q3224A Trimmer unit** (option) trims the end of booklet.
- 14 **Q3221A Cover sheet feeder** (option) loads cover sheet paper and feeds the sheet as cover.
- 15 **Power switch** turns mfp power On/Off when pressed.
- 16 **LCD Touch screen** displays interactive operation screens.
- 17 **Control panel** controls mfp operations and displays messages as required.

Machine Configuration (continued)

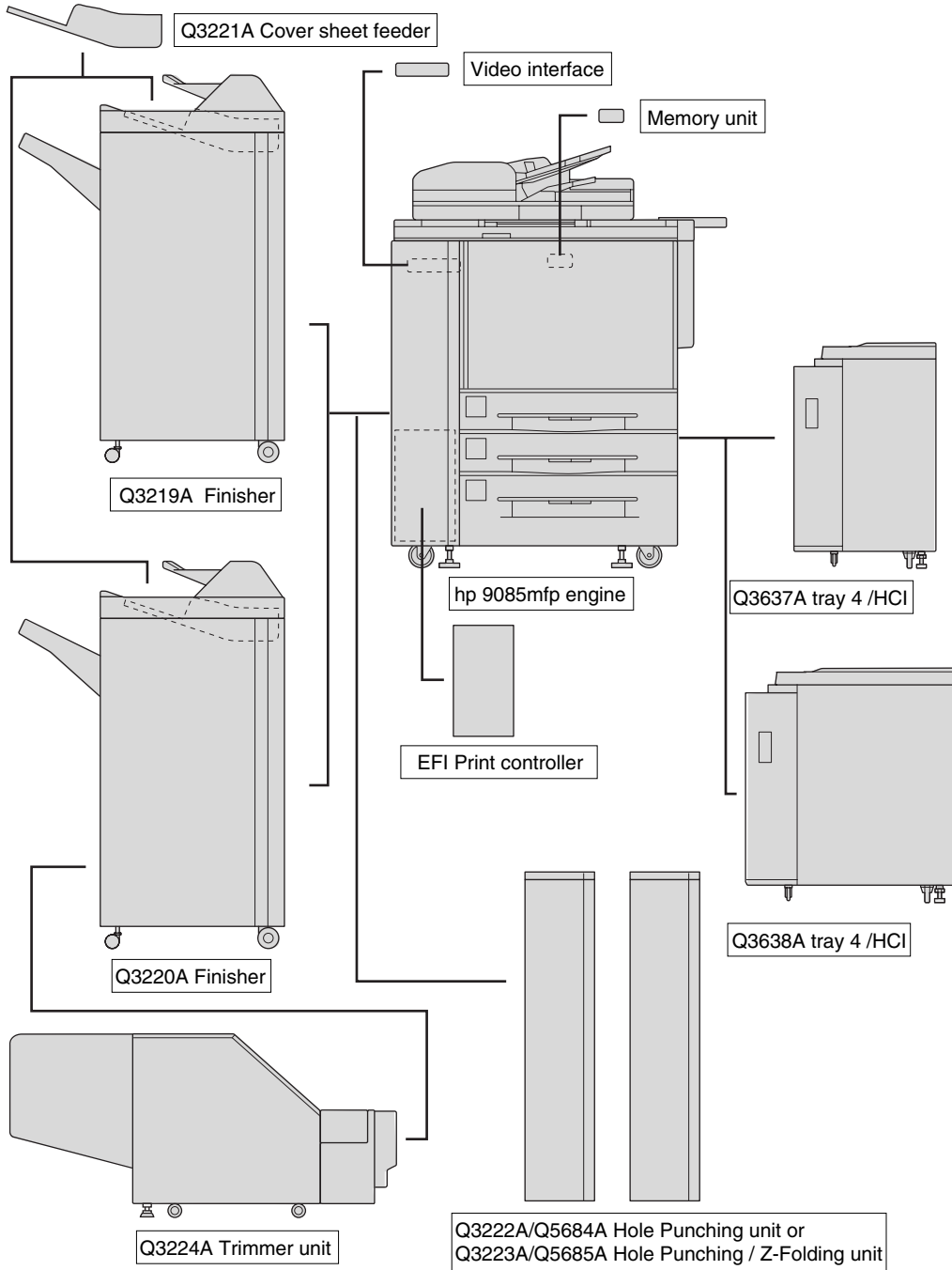
Internal Machine Items



- 1 Toner cartridge** holds toner and is to be replaced when supplying toner.
- 2 Toner unit** holds the toner supply.
- 3 Conveyance fixing unit** passes the paper through the drum unit, and fuses the toner onto the copy paper, and is to be withdrawn for removal of mishandled paper.
- 4 Lever A** can be moved to withdraw the conveyance fixing unit for removal of mishandled paper.
- 5 Drum unit** forms the copy image.
- 6 Fixing unit** fuses the toner onto the copy paper.
- 7 Reset switch** used only by service representative turns machine power on/off when pressed.

Machine Configuration (continued)

Standard/Optional Equipment



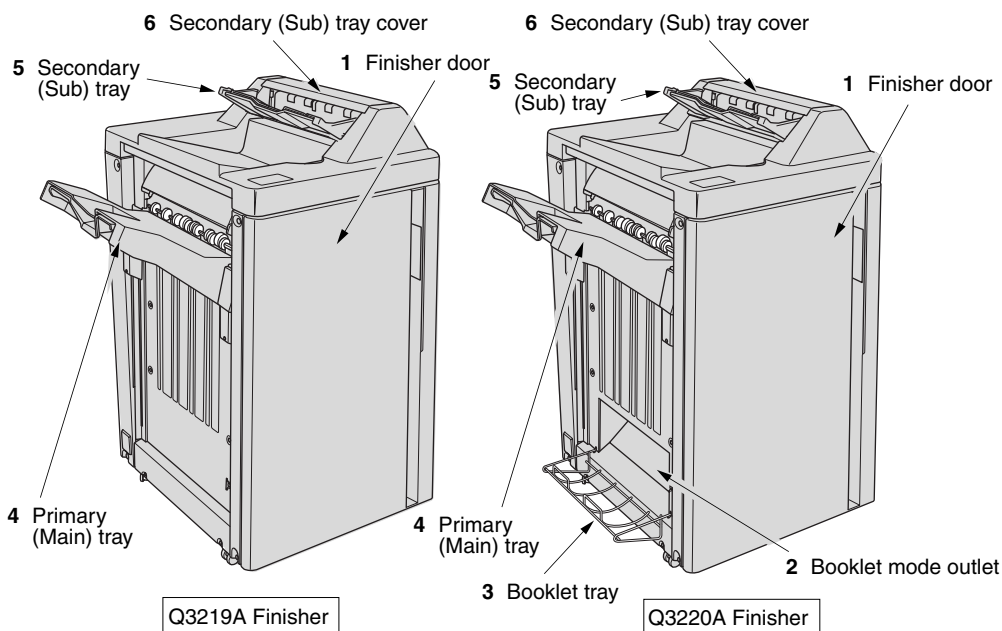
2
Machine Information

Machine Configuration

Turn On/Off the Power

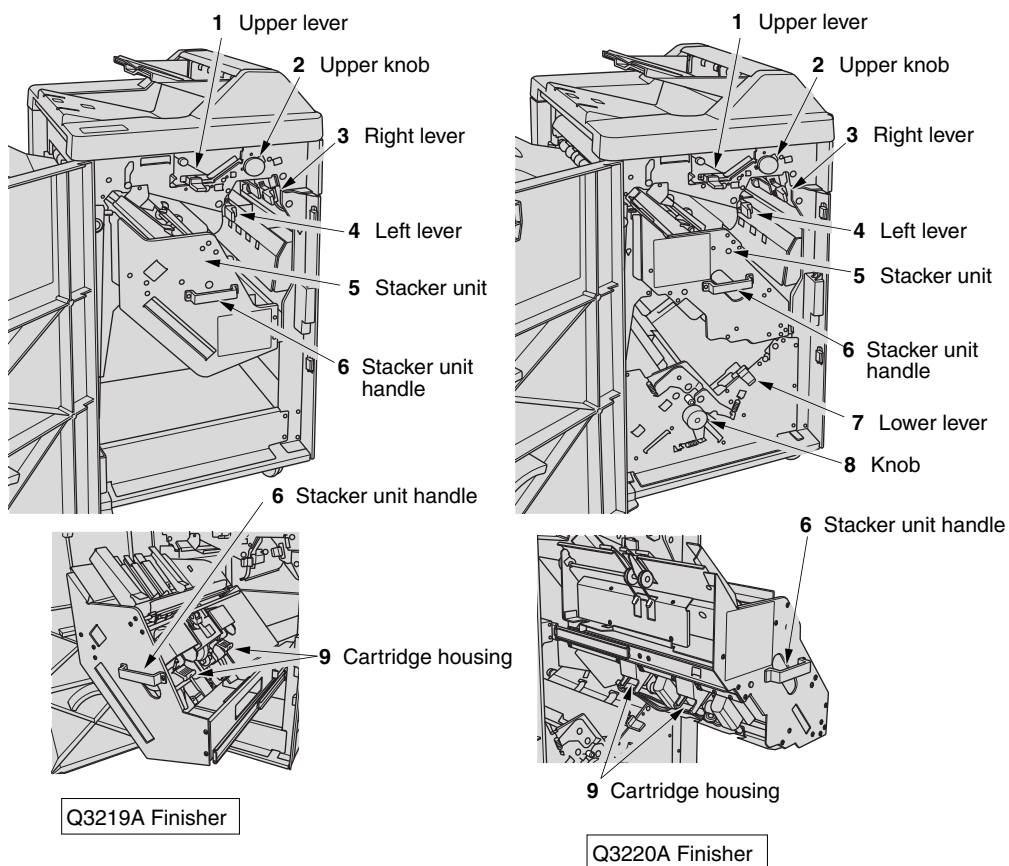
Loading Paper

Q3219A/Q3220A Finisher



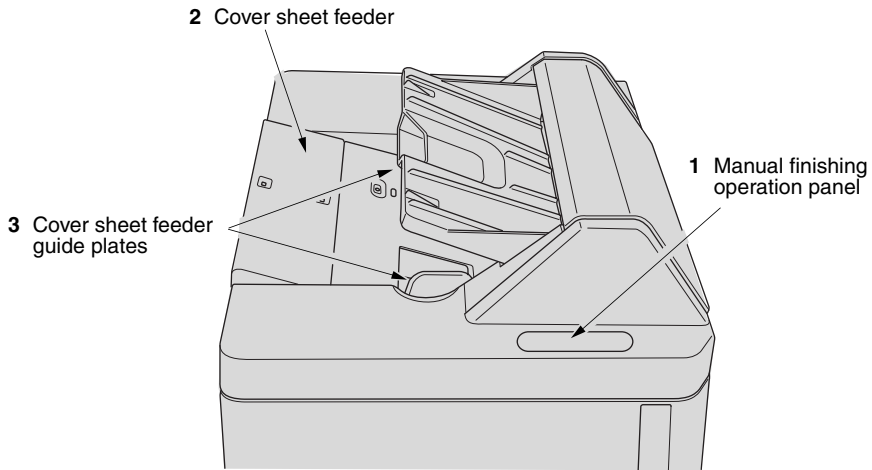
- 1 Finisher door** opens to the internal Finisher to allow clearing mishandled paper and replenishing staples.
- 2 Booklet mode outlet** (Q3220A Finisher only) outputs finished copied sets when selecting Fold mode or Stitch & Fold mode.
- 3 Booklet tray** (Q3220A Finisher only) holds sets output in Fold mode or Stitch & Fold mode.
- 4 Primary (Main) tray** holds sets output in Non-sort mode, Sort mode (offset), Staple-sort mode, or Group mode (offset).
- 5 Secondary (Sub) tray** holds sets output in Non-sort mode or Group mode with face down/up mode.
- 6 Secondary (Sub) tray cover** opens to allow clearing mishandled paper.

Machine Configuration (continued)



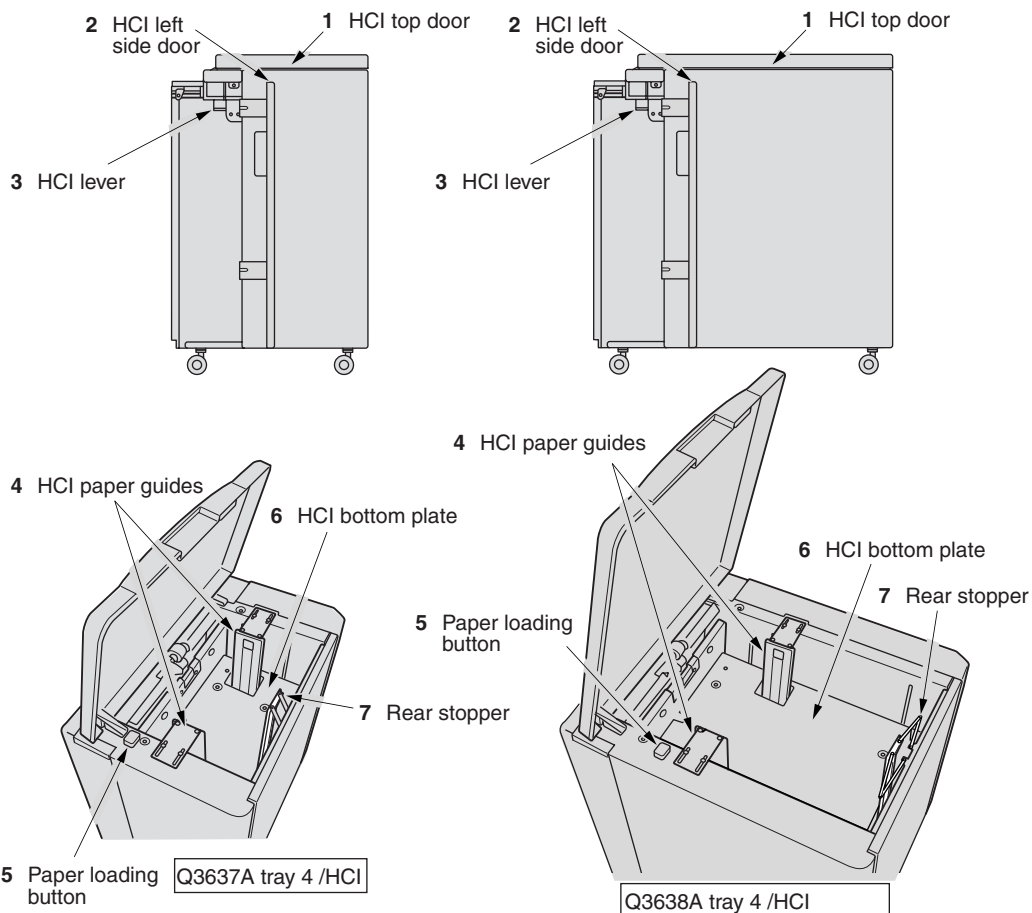
- 1 **Upper lever** opens upward to remove mishandled paper.
- 2 **Upper knob** can be turned to ease removal of mishandled paper.
- 3 **Right lever** opens to remove mishandled paper.
- 4 **Left lever** opens to remove mishandled paper.
- 5 **Stacker unit** holds stapler, and also holds the device to provide Fold and Stitch & Fold mode in Q3220A.
- 6 **Stacker unit handle** withdraws unit to allow removal of mishandled paper and replacement of staple cartridge.
- 7 **Lower lever** opens to remove mishandled paper.
- 8 **Knob** can be turned to ease removal of mishandled paper.
- 9 **Cartridge housing** holds staple cartridge and is replaced when supplying staples.

Q3221A Cover Sheet Feeder



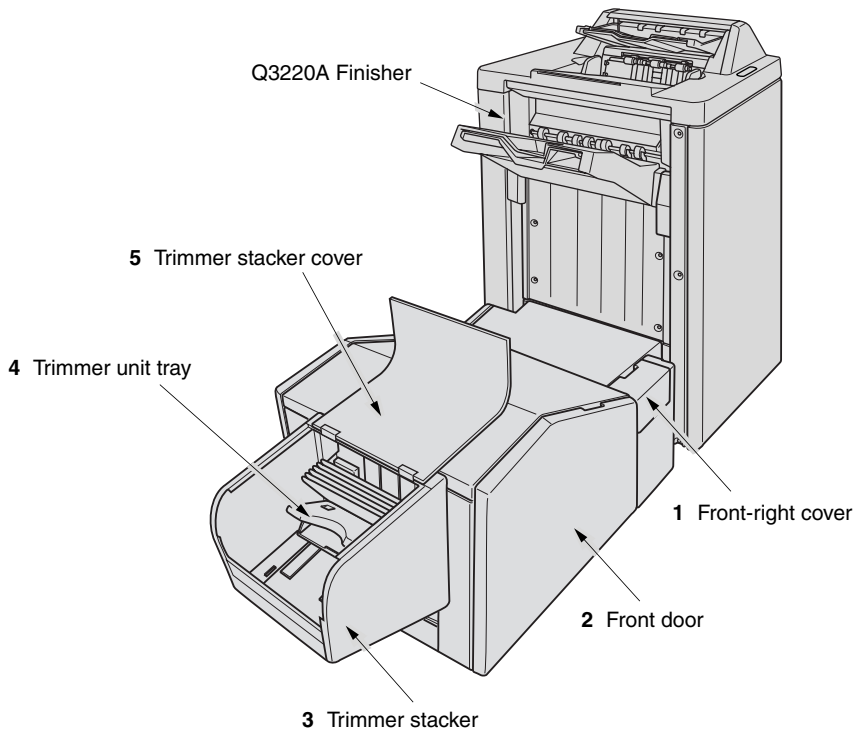
- 1 Manual finishing operation panel** controls cover sheet feeder operations.
- 2 Cover sheet feeder** holds cover sheets for use in cover sheet output mode.
- 3 Cover sheet feeder guide plates** hold cover sheets to fix the position.

Q3637A/Q3638A Tray 4 /HCI



- 1 **HCI top door** opens to allow paper loading.
- 2 **HCI left side door** opens to allow removal of mishandled paper.
- 3 **HCI lever** can be moved downward to ease removal of mishandled paper.
- 4 **HCI paper guides** hold copy paper to fix the position.
- 5 **Paper loading button** is pressed to lower the bottom plate to allow loading paper.
- 6 **HCI bottom plate** goes up automatically when paper supply becomes low, and goes down when the paper loading button is pressed.
- 7 **Rear stopper** fixes the rear end of copy paper.

Q3224A Trimmer Unit



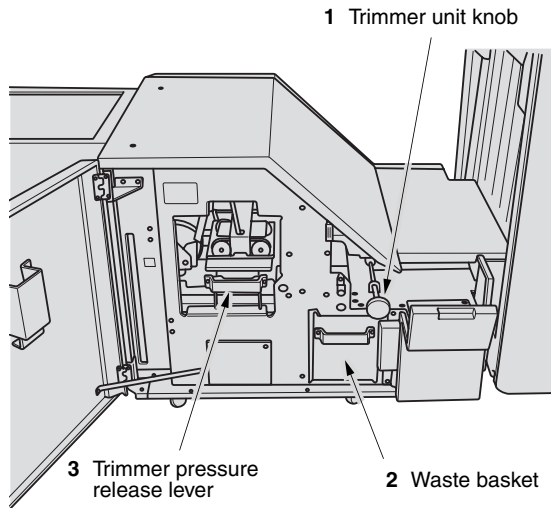
- 1 Front-right cover** opens to allow removal of mishandled paper.
- 2 Front door** opens to allow removal of mishandled paper or waste paper.
- 3 Trimmer stacker** holds sets output in Trimming mode.
- 4 Trimmer unit tray** slides to the left side each time a trimmed booklet is delivered.
- 5 Trimmer stacker cover** opens to allow you to take out the finished sets.



Reminder!

DO NOT place heavy objects on the trimmer stacker or apply any weight on it, and DO NOT use it for storage. Excessive weight applied to the inside or outside of the trimmer stacker will damage the equipment.

Machine Configuration (continued)



- 1 Trimmer unit knob** can be turned to ease removal of mishandled paper.
- 2 Waste basket** holds waste paper cut off from the booklets.
- 3 Trimmer pressure release lever** opens to allow removal of mishandled paper.

2 Machine Information

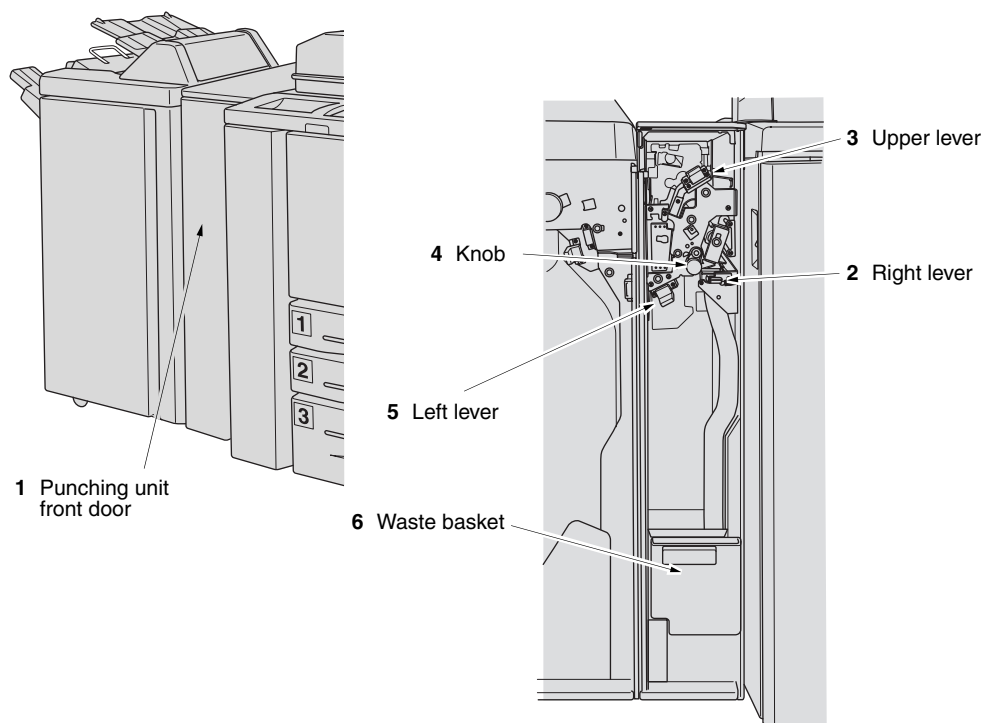
Machine
Configuration

Turn On/Off
the Power

Loading
Paper

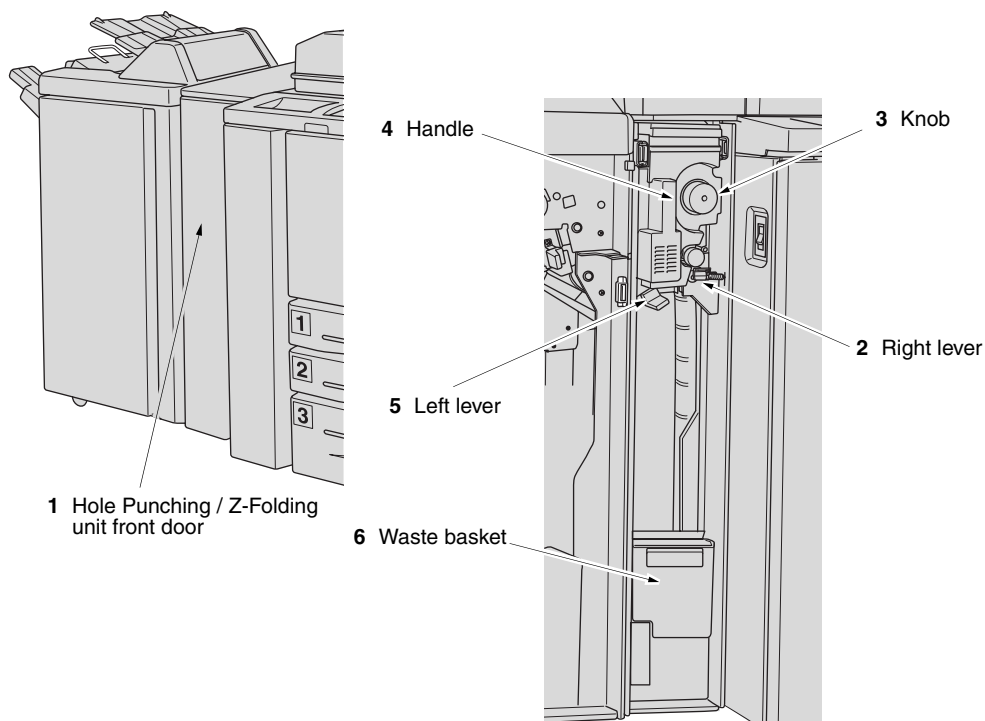
Machine Configuration (continued)

Q3222A/Q5684A Hole Punching Unit



- 1 Hole Punching unit front door** opens to allow removal of mishandled paper or wastepaper.
- 2 Right lever** opens to allow removal of mishandled paper.
- 3 Upper lever** opens to allow removal of mishandled paper.
- 4 Knob** can be turned to ease removal of mishandled paper.
- 5 Left lever** opens to allow removal of mishandled paper.
- 6 Waste basket** holds waste paper punched out.

Q3223A/Q5685A Hole Punching / Z-Folding Unit

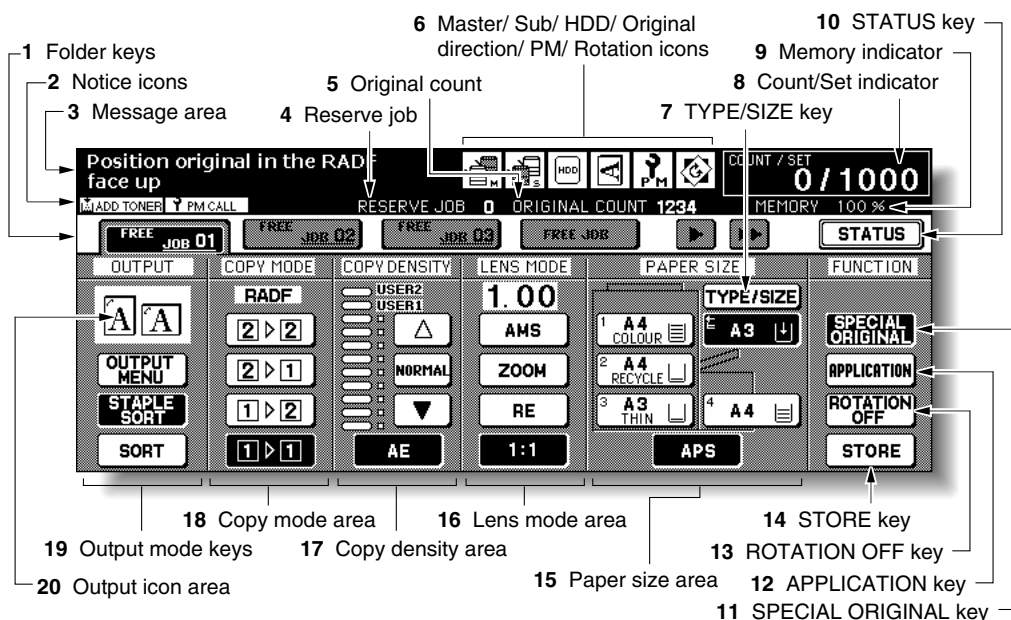


- 1 Hole Punching / Z-Folding unit front door** opens to allow removal of mishandled paper or waste paper.
- 2 Right lever** opens to allow removal of mishandled paper.
- 3 Knob** can be turned to ease removal of mishandled paper.
- 4 Handle** can be withdrawn to allow removal of mishandled paper.
- 5 Left lever** opens to allow removal of mishandled paper.
- 6 Waste basket** holds waste paper punched out.

Machine Configuration (continued)

Basic Screen

The Basic Screen displays when copying operation becomes available after warm-up.



1 Folder keys

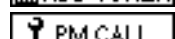
FREE JOB is selected to specify a copy job conditions.

When scanning starts, **FREE JOB** changes to **SCAN JOB**, then changes to **PRINT JOB** when the machine starts printing.

FREE JOB at the right side of **SCAN JOB** or **PRINT JOB** can be touched to specify a reserve job conditions. Up to 10 reserve jobs can be set. The arrow keys at the right side of folder keys are used to scroll.

2 Notice icons

: **ADD TONER icon** is displayed when toner supply becomes low.

: **PM CALL icon** is displayed when preventive maintenance is due.

3 Message area

displays the machine status and procedure required at that time.


4 Reserve job


counts the reserve jobs already specified.

5 Original count

counts the original pages placed in the document feeder as they are scanned.

6 : **Master icon** is displayed when the TANDEM key is selected on the Output Mode popup menu.

: **Sub icon** is displayed when the mfp operates in tandem with the primary (master) mfp.

: **HDD icon** is displayed when using Image Store & Output mode of Server function.

Machine Configuration (continued)



: **Original direction icon** indicates the original direction specified on the Special Original popup menu.



: **PM icon** is displayed when preventive maintenance is due.

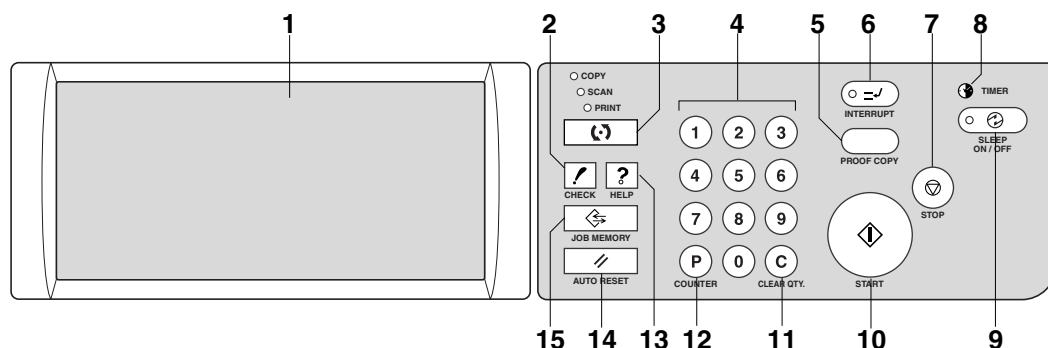


: **Rotation icon** is displayed when Rotation automatically functions.

- 7 **TYPE/SIZE key** is touched to specify the type and size of the paper loaded in the Multi-sheet bypass tray.
- 8 **Count/Set indicator** indicates the print quantity entered from the control panel keypad, and also indicates the print count on the left of the set count while printing.
- 9 **Memory indicator** indicates the remaining memory available for the next operation.
- 10 **STATUS key** is touched to view the current job status, to change the printing order of reserve jobs, or to cancel printing a reserve job.
- 11 **SPECIAL ORIGINAL key** is touched to specify the condition of originals to be scanned.
- 12 **APPLICATION key** is touched to select various application functions.
- 13 **ROTATION OFF key** is touched to release the Rotation function.
- 14 **STORE key** is touched to store scanned images into memory.
- 15 **Paper size area** is used to select the desired paper size or APS.
- 16 **Lens mode area** is used to select the desired magnification ratio.
- 17 **Copy density area** is used to specify the desired exposure level.
- 18 **Copy mode area** is used to select the copy mode (1▶1, 1▶2, 2▶1, or 2▶2).
- 19 **Output mode keys** are used to specify the desired output mode.
- 20 **Output icon area** displays the appropriate output icon according to the selected output mode.

Machine Configuration (continued)

Control Panel Layout



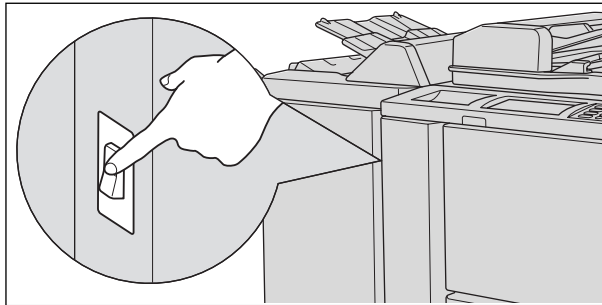
- 1 **LCD TOUCH SCREEN** displays machine and copying status, help information, interactive screens, and touch keys for selecting all functions.
- 2 **CHECK** displays a screen showing all settings that are selected for the current job.
- 3 **MODE** switches the machine operation mode to copy, scan/server, and print.
- 4 **KEYPAD** enters numeric values.
- 5 **PROOF COPY** outputs a single set of copies to confirm whether the current settings are selected properly.
- 6 **INTERRUPT** stops copying in progress to allow copying from the platen glass.
- 7 **STOP** stops the copying sequence; deletes the stored memory.
- 8 **TIMER** lights when the timer function is set.
- 9 **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.
- 10 **START** activates copying or scanning.
- 11 **[C] (CLEAR QTY.)** allows resetting of print quantity.
- 12 **[P] (COUNTER)** displays the Counter Screen or accesses programming modes for setting special functions.
- 13 **HELP** displays a screen with help for the currently selected function, or to access the Key Operator Mode Screen.
- 14 **AUTO RESET** restores mfp to automatic mode settings or to Key Operator settings.
- 15 **JOB MEMORY** displays screens for selecting job store/job recall functions.

Turning On the Power Switch

To Turn On the Power

1. Turn ON the power switch.

The power switch is located on the left side of the engine.



HINT

If the mfp can not be turned on by the power switch, open the left door of the engine, then check that the internal reset switch of the mfp is ON. (See p. 2-4.)

Be sure not to use the reset switch in normal operation.

2. The Wake-up Screen and Warm-up Screens will be displayed.



A few seconds after the Wake-up Screen appears in the LCD touch screen, seven types of Warm-up Screens will be displayed in succession for approx. 6.0 minutes.

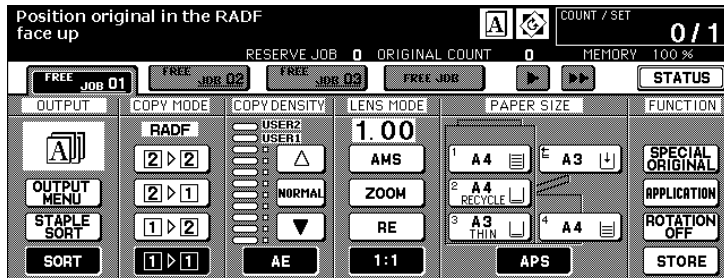
HINT

You can set reserve jobs while the machine is warming up. Touch the LCD screen to change the Warm-up Screen to the Basic Screen, then check that the message "Ready to copy reserve" is displayed on the Basic Screen. See p. 3-8 to p. 3-9.

Turning On the Power Switch (continued)

3. The Basic Screen will be displayed.

The message on the Basic Screen will inform you that copying job is now available.



DETAILS

- When the initial settings are changed by the Key Operator, the modified conditions will be displayed on the Basic Screen.
- When "Enter E.C.M. password" is displayed, enter your password to use the machine.

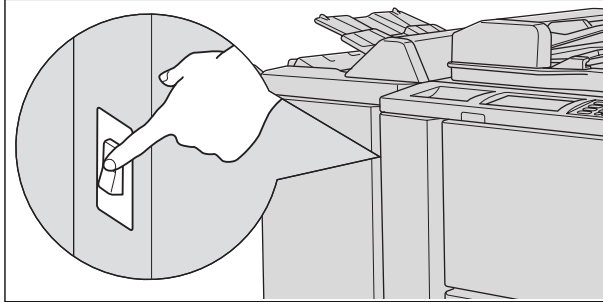
Turning On the Power Switch (continued)

To Turn Off the Power

1. Turn OFF the power switch.

The power switch is located on the left side of the engine.

The touch screen and all the LEDs on the control panel will go out.



Reminder!

Be sure not to use the reset switch in normal operation.



DETAILS

When the machine is under control of the Weekly Timer function, turning off the power switch will deactivate the function.

2

Machine Information

Machine Configuration

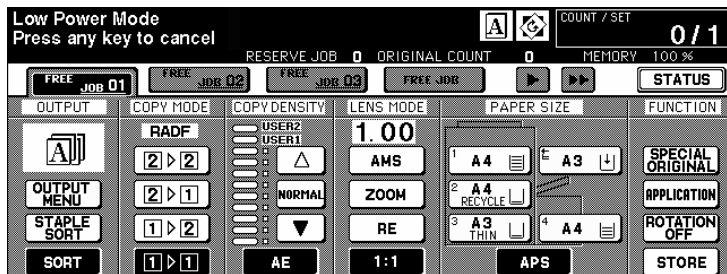
Turn On/Off the Power

Loading Paper

Turning On the Power Switch (continued)

Reducing the Power in Standby Mode (Auto Low Power)

This function automatically lowers the power after a specified period (initially 15 minutes) of mfp inactivity. The LCD screen becomes dark with the message “Low Power Mode / Press any key to cancel” displayed.



HINT

The Auto Low Power function can be set to 5 minutes/ 10 minutes/ 15 minutes/ 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes in the Key Operator mode. For the Key Operator setting, see p. 13-38.

To start a copying job, press any key on the control panel.

The Auto low power will be released and the LCD screen recovers usual brightness.

DETAILS

- If the Auto Shut-Off function activates at the same time, the power will be turned off without the LCD screen becoming dark.
- The LCD screen will not become dark during a duplex copying job or when the Jam Position Screen is displayed.

Shutting Off Automatically (Auto Shut-Off)

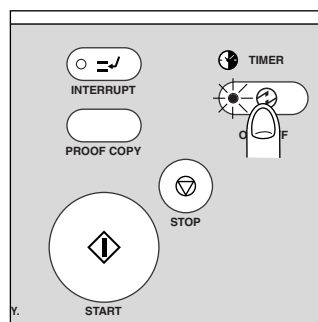
This function automatically shuts off the power after a specified period (initially 90 minutes) of mfp inactivity.

To start a copying job, press [**SLEEP ON/OFF**].

The copying operation will become available.

HINTS

- The Auto shut-off can be set for 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes in the Key Operator mode. For the Key Operator setting, see p. 13-38.
- When “Timer interrupt mode / Enter password” is displayed after pressing [**SLEEP ON/OFF**], see p. 7-2 and follow the procedure to continue.



Turning On the Power Switch (continued)

Shutting Off / Reducing the Power Manually

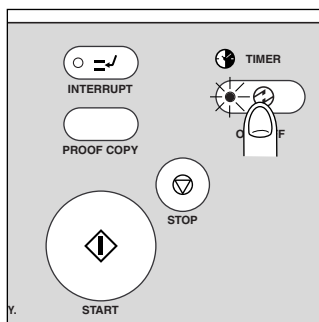
Follow the procedure below to shut off the power manually.



HINT

The machine is initially set to activate the Manual Shut-Off function. The Manual Low Power can be selected in the Key Operator setting. See p. 13-39 to p. 13-44.

1. Press [**SLEEP ON/OFF**] for one second or longer, then release it.



DETAILS

If Manual Low Power is selected in the Key Operator setting, the machine automatically activates the Low Power mode before releasing [**SLEEP ON/OFF**].

2. The Shut-Off mode will be activated.

The [**SLEEP ON/OFF**] LED will be lit and all other LEDs and the LCD screen will be turned off.



DETAILS

Be sure to press [**SLEEP ON/OFF**] for one second or longer, otherwise the following message will be displayed and the Shut-Off (Low Power) mode will not be activated.

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

Press SLEEP continuously more
than one second for low power mode

To release the mode, press [**SLEEP ON/OFF**].
The machine will be available for copying operation.

Turning On the Power Switch (continued)

Entering an ECM Password (ECM)

The Electronic Key Counter (ECM) allows the Key Operator to monitor all copying activities by controlling ECM password accounts. Copy quantity limits for specific accounts can be set.

The ECM is not factory-set. An ECM password is required only when the ECM is activated, a User Password is assigned, and “Enter E.C.M. password” is displayed on the touch screen.

Copying will be available by following procedure:



For details of the ECM setting, see p. 13-15 to p. 13-21.

1. Enter ECM password.

Enter your 8-digit ECM password, using the keypad.



For setting an ECM password, see p. 13-17 to p. 13-19.



If an invalid ECM password is entered, continue by entering the correct password.

2. Press [START].

Your current copy count and copy limit will be displayed for 3 sec.

Current count / limit 018888/025000
--

3. Start a copying job.

When the message changes to “Ready to copy”, copying job is available on the machine.





When your copy count reaches the copy limit, the message “Copy limit reached” will be displayed. In that case, contact the Key Operator to reset your copy limit.

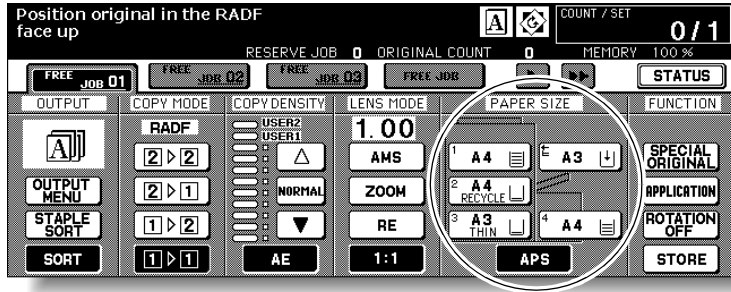
4. Press [C] while pressing [P].

The initial state will be restored, with the message “Enter E.C.M. password” displayed on the screen.

Loading Paper

A paper indicator is shown on each tray key of the Basic Screen to indicate the paper level of the tray. (Six levels are provided: )

When paper in a tray becomes empty, the indicator “” appears on the tray key.



Follow the procedure below to supply the empty tray with copy paper.

 **HINT**

When THICK or THIN is displayed on the tray key of the Basic Screen, be sure to load the specified paper; otherwise mishandled paper may occur. For details, see p. 13-23 to p. 13-24. When TAB is displayed, see p. 2-28 for loading tabbed sheets.

Loading Paper in Tray 1, 2, and 3

1. Withdraw tray 1, 2, or 3.

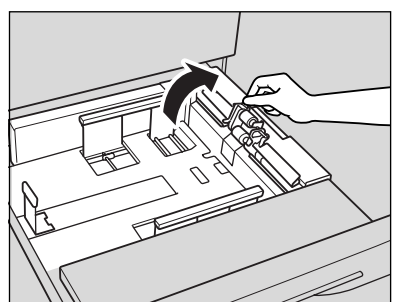
 **HINT**

See p. 2-2 to check positions of each tray.

 **Reminder!**

Do not withdraw the tray forcibly; otherwise you may be injured.

2. Open the paper feed roller.



3. Place paper on the tray with any curl turning up.

Load paper aligning it to the rear and right side of the tray.

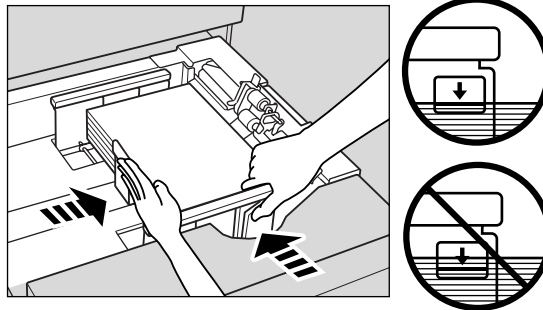
 **Reminder!**

Do not load above the tray hook level.

Loading Paper (continued)

4. Move the green levers (located at the front and the left side) to the edge of the paper.

Release the release knob to lock the side guide plate.





Reminder!

- Be sure that the rear guide plate is securely aligned to the paper; otherwise machine trouble may occur.
- Be sure that the green levers are securely aligned to the paper; otherwise the machine cannot detect the correct paper size, or copies may not be punched in position.

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

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

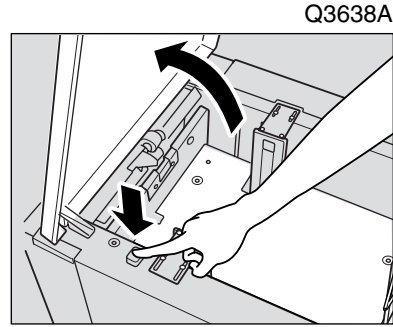
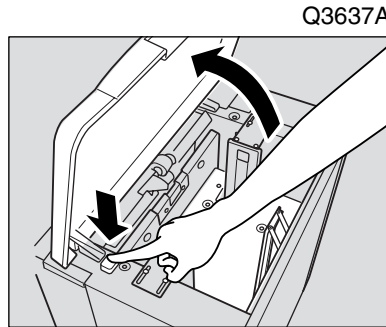
The indicator “” on the tray key will change to “”.

Reminder!

Do not bump the tray into the engine; otherwise machine trouble may be caused.

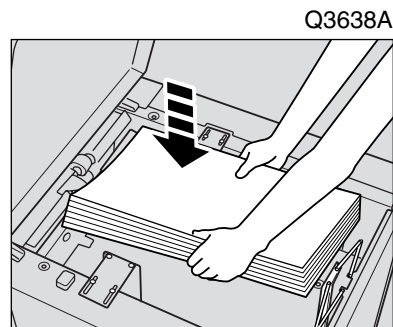
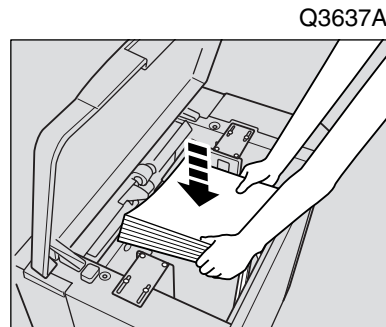
Loading Paper in HCI (Q3637A/Q3638A)

1. Open the HCI top door.
2. Press the paper loading button to lower the HCI bottom plate.



Be sure that the power switch is turned on before loading paper in the HCI. Without the power turned on, the HCI bottom plate will not function.

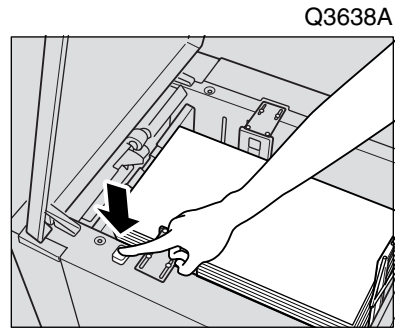
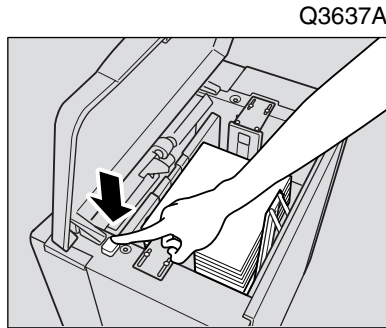
3. Load the paper into the HCI with the paper curl turning downward, making sure it is the same size as the tray has been set to.



Be sure to load only the paper size set for the HCI.
To change the paper size of the HCI, contact your service representative.

Loading Paper (continued)

4. Repeat the steps 2 and 3 until the bottom plate will not go down any more.



 **Reminder!**

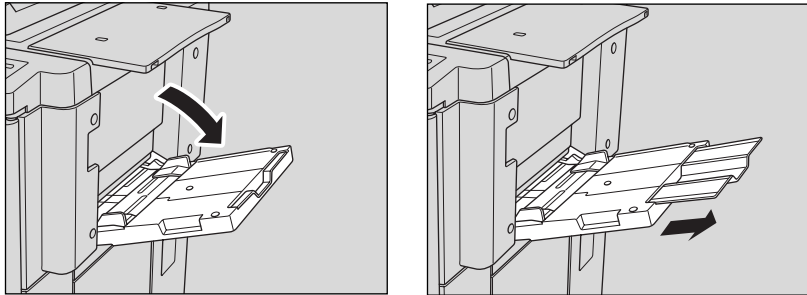
- Do not load above the red line on the side guide plates.
- Be sure that the rear stopper is correctly positioned according to the paper size to be loaded; otherwise machine trouble may occur.

5. Close the HCI top door.

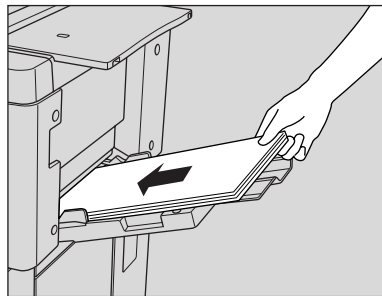
Loading Paper in Multi-Sheet Bypass Tray

1. Open the Multi-sheet bypass tray located on the right side of the mfp.

When loading large paper, withdraw the right edge of the Multi-sheet bypass tray to extend it.



2. Load copy paper, and adjust the paper guides to the paper size.



The loaded paper size will be indicated on the bypass tray key of the Basic Screen.

 **Reminder!**

Load transparency film or thin/thick paper one sheet at a time, or stack paper up to 150 sheets (80 g/m² paper).

3. When copying is completed, close the Multi-sheet bypass tray.

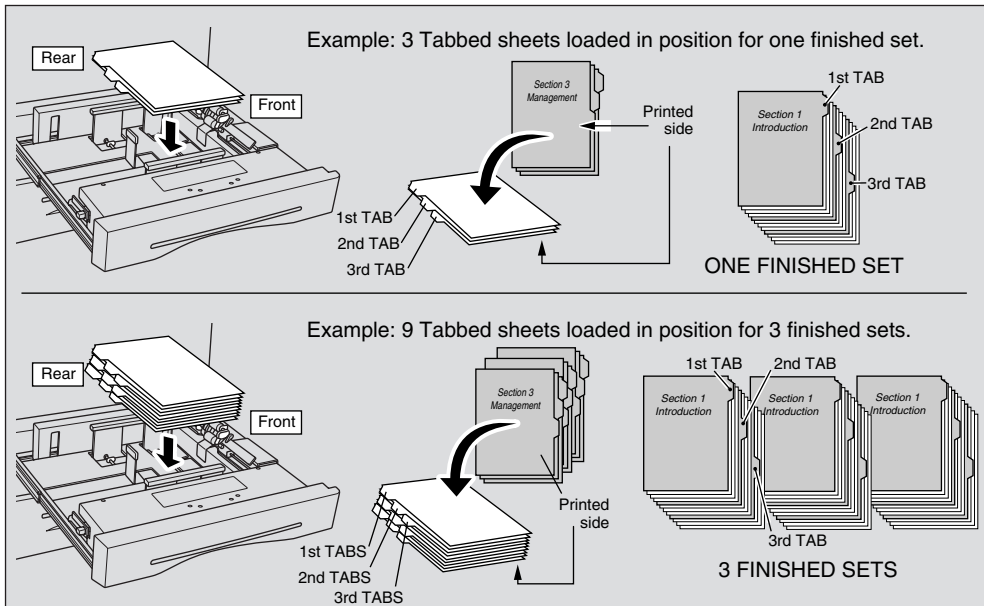
Loading Tabbed Sheets in Tray 1, 2, or 3

When TAB is displayed on the tray key of the Basic Screen, follow the procedure below to supply the tray with tabbed sheets.



HINT

The tray paper type can be specified in the Key Operator setting. For details, see p. 13-23 to p. 13-24.

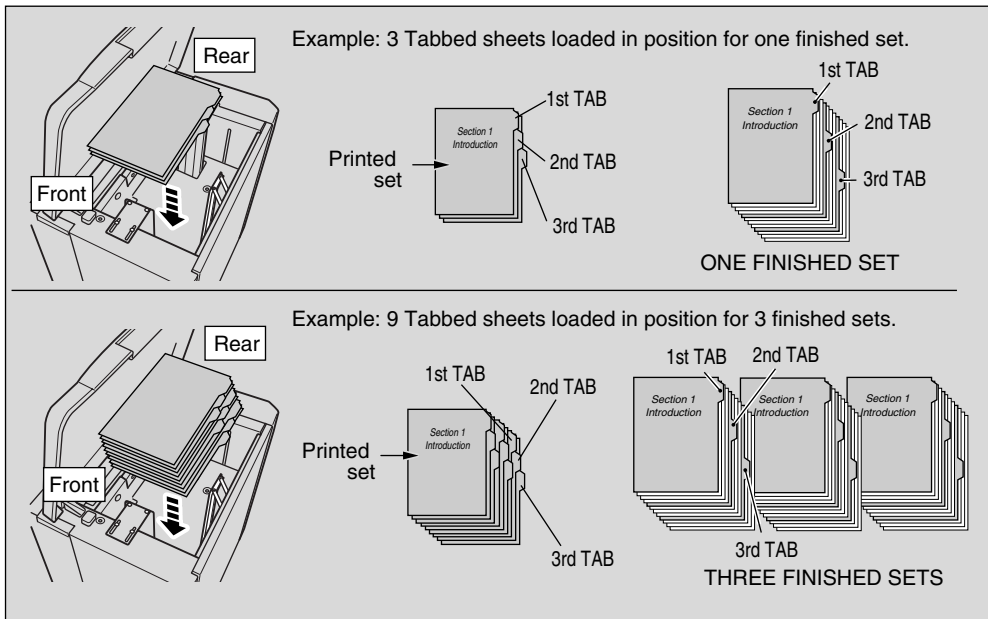


Reminder!

The tab extension width should be 12.5mm or less.

1. Withdraw tray 1, 2, or 3.
2. Open the paper feed roller.
3. Place the tabbed sheets on the tray as illustrated above.
4. Move the green levers (located at the front and the left side) to the edge of the paper.
5. Close the paper feed roller, then push in the tray until it locks into place.

Loading Tabbed Sheets in HCI (Q3637A/Q3638A)

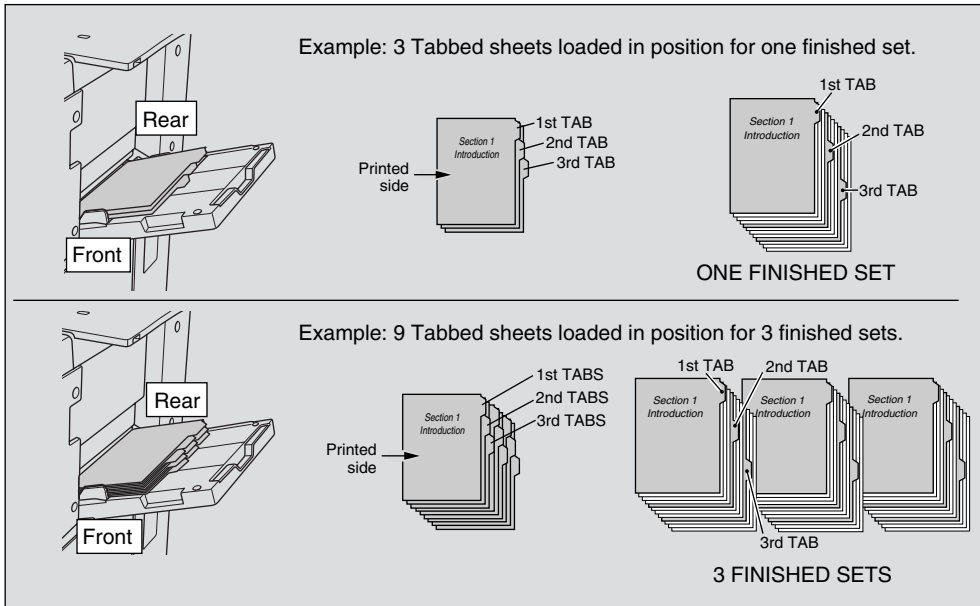


Reminder!

- The tab extension width should be 12.5mm or less.
- To load the tabbed sheets into HCI, contact your service representative to position the rear stopper for the paper size to be loaded.

1. Open the HCI top door.
2. Press the paper loading button to lower the HCI bottom plate.
3. Load the tabbed sheets into the HCI as illustrated above.
4. Close the HCI top door.

Loading Tabbed Sheets in Multi-Sheet Bypass Tray



Reminder!

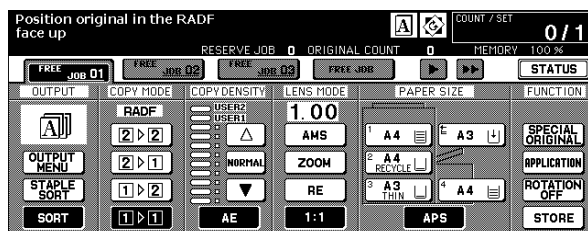
The tab extension width should be 12.5mm or less.

1. Open the Multi-sheet bypass tray located on the right side of the mfp.
2. Load tabbed sheets as illustrated above.
3. Adjust the paper guides to the paper size.
4. Specify the paper type as **TAB** for the Multi-sheet bypass tray.



HINT

See p. 3-29 to p. 3-31 for specifying the paper type of the Multi-sheet bypass tray.



SECTION

3

Copying Operations

How to Make a Basic Copy

P ositioning Originals	3-2
S etting Print Quantity	3-7
S etting Job During Warm-up	3-8
T o Stop Scanning/Printing	3-10
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3

Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219A/Q3220A Output Modes

Binding Mode

Recalling Previous Job

Check Mode & Proof Copy

Interrupt Mode

Positioning Originals

Positioning Originals in RADF

The document feeder (RADF) automatically feeds up to 100 originals directly to the platen area, starting with the top sheet. The RADF should only be used for unstapled, smooth, flat originals.

Positioning originals in Normal mode

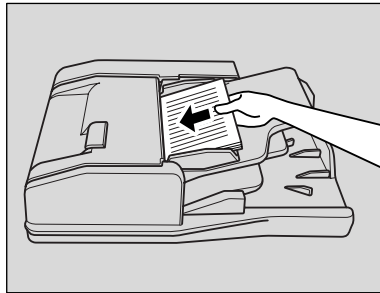
1. Arrange originals in order.



- Before placing originals in the tray, be sure the document feeder is closed fully. Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.
- Be sure not to use unsuitable RADF originals. See p. 11-8 for details.

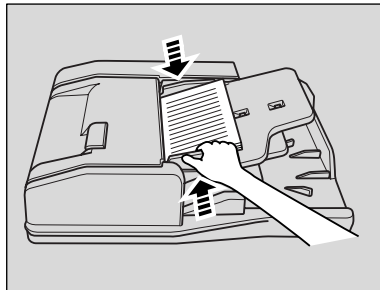
2. Position original(s) FACE UP in the document feeder tray.

Place two-sided originals with page one FACE UP.
Up to 100 originals can be set at a time.



- Do not set more than 100 originals or over the red line indicated on the paper guides; otherwise a paper misfeed will occur.
- If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets, then load them from the block with the first page. See p. 3-32 to p. 3-33.

3. Adjust paper guides.



Positioning Originals (continued)

Positioning originals in Mixed original mode

Mixed size originals can be copied together from the document feeder.

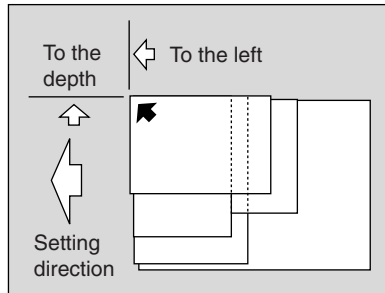


HINT

To use the Mixed original mode, see procedure on p. 8-6 to p. 8-7.

1. Arrange originals in order.

Arrange the mixed size originals as illustrated below.



Reminder!

- Before placing originals in the tray, be sure the document feeder is closed fully. Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.
- Be sure not to use unsuitable RADF originals. See p. 11-8 for details.



HINT

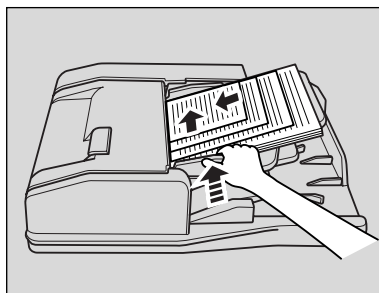
See p. 11-9 for available combinations of mixed originals.

2. Position mixed originals **FACE UP**, aligned with the left rear side of the document feeder tray.

Place two-sided originals with page one **FACE UP**.

Up to 100 originals can be set at a time.

3. Adjust paper guides.



3 Copying Operations

Positioning
Originals

Setting Print
Quantity

Set Job During
Warmup

Stop
Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet
Bypass Tray

Using
Memory

Output without
Finisher

Q3219A/Q3220A
Output Modes

Binding
Mode

Recalling
Previous Job

Check Mode
& Proof Copy

Interrupt
Mode

Positioning Originals (continued)

Positioning originals in Z-Folded original mode

Z-Folded original mode detects the folded original size without using the size detection sensor of the RADF.



To use the Z-Folded original mode, see procedure on p. 8-8 to p. 8-9.

1. Arrange originals in order.

2. Position original(s) **FACE UP** in the document feeder tray.

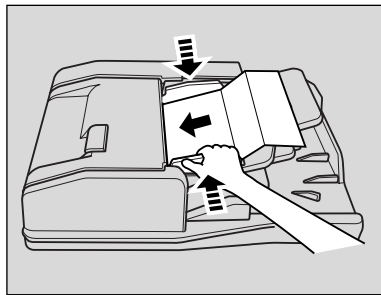
Place two-sided originals with page one **FACE UP**.

Up to 100 originals can be set at a time.



- Before placing originals in the tray, be sure the document feeder is closed fully. Once closed, do not open the document feeder, otherwise the selected copy conditions may be altered automatically.
- Be sure not to use unsuitable RADF originals. See p. 11-8 for details.

3. Adjust paper guides.



Positioning Originals (continued)

Positioning originals in SDF mode

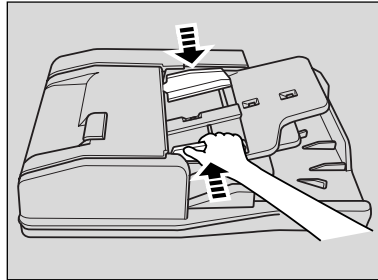
In the SDF mode, one thick original can be fed through the RADF original tray.



HINT

- To use the SDF mode, see procedure on p. 8-10 to p. 8-11.
- For the SDF original specifications, see p. 11-10.

1. Adjust paper guides to the SDF original size.

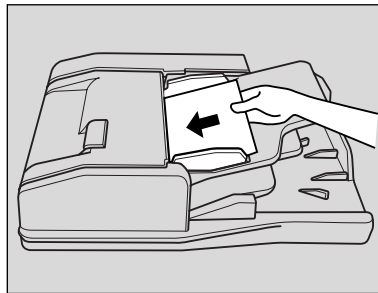


Reminder!

- Before placing the SDF original in the tray, be sure the paper guides are adjusted correctly; otherwise the SDF mode may not function properly.
- Be sure not to use unsuitable RADF originals. See p. 11-8 for details.

2. Insert an original FACE UP in the document feeder tray.

Insert two-sided original with page one FACE UP.
The original will be fed and scanned automatically.



3 Copying Operations

Positioning
Originals

Setting Print
Quantity

Set Job During
Warmup

Stop
Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet
Bypass Tray

Using
Memory

Output without
Finisher

Q3219A/Q3220A
Output Modes

Binding
Mode

Recalling
Previous Job

Check Mode
& Proof Copy

Interrupt
Mode

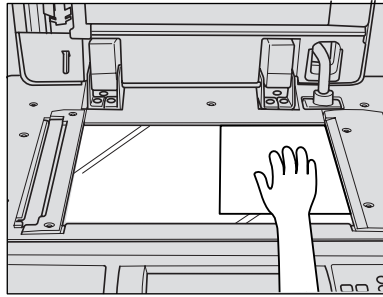
Positioning Originals (continued)

Positioning Original on Platen Glass

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

1. Raise the document feeder.

Place original FACE DOWN in the right rear corner, aligning the edge with the right measuring guide.



2. Gently close the document feeder to prevent the original from shifting on the glass.



Reminder!

When selecting Dual Page, Non-Image Area Erase, AUTO mode in Repeat, or AUTO Layout, DO NOT CLOSE the document feeder. For details on each function, see Section 9.

CAUTION

Do not place too heavy originals, or do not press strongly when thick original is placed and is under pressure of RADF; otherwise the glass may be broken and you may be injured.

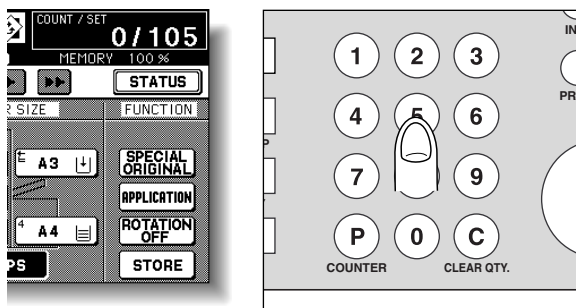
Setting Print Quantity

This section describes how to set or change print quantity.

To Set Print Quantity

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

1. Enter the desired print quantity from the control panel keypad.

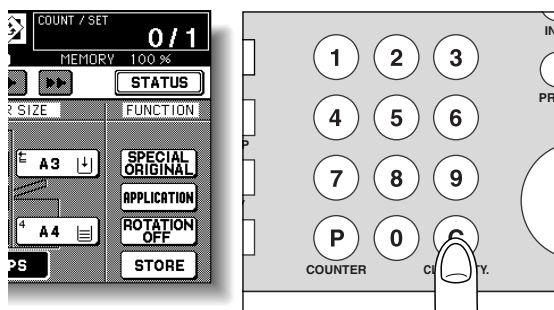


Entered quantity will be displayed on the touch panel.

To Change Print Quantity

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

1. Press [C (CLEAR QTY.)].



The quantity displayed on the touch panel will return to 1.

2. Enter the correct quantity.

Entered quantity will be displayed on the touch panel.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219A/Q3220A Output Modes

Binding Mode

Recalling Previous Job

Check Mode & Proof Copy

Interrupt Mode

Setting Job During Warm-up

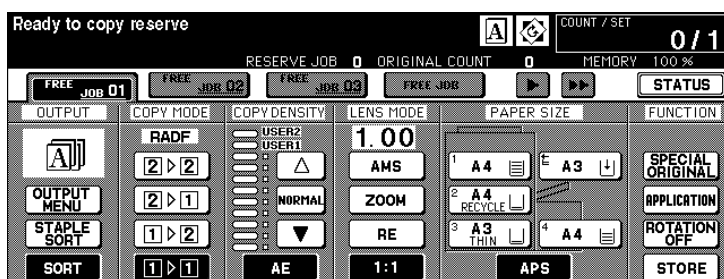
While the mfp is warming up after power is turned on, select copy conditions and start scanning so that the mfp may start printing immediately the mfp engine is ready.

1. Turn on the power switch of the machine.

A few seconds after the Wake-up Screen appears in the LCD touch panel, seven types of Warm-up Screen display in succession for approx. 6 minutes.



2. Touch the LCD panel to change the Warm-up Screen to the Basic Screen.



Check that the message "Ready to copy reserve" is displayed on the Basic Screen.

3. Set the desired copying conditions, and enter the print quantity.



HINT

See p. 3-7 for details on setting print quantity.

4. Position original(s) FACE UP in the RADF or FACE DOWN on the platen glass.



HINT

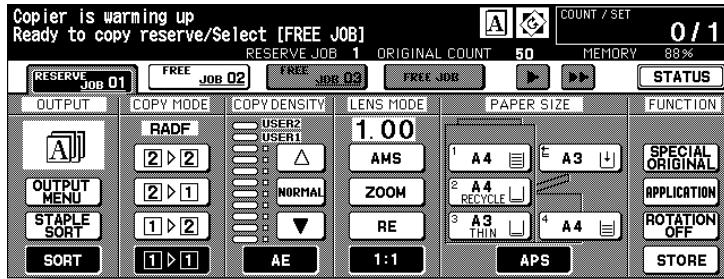
See p. 3-2 to p. 3-6 for details on positioning originals.

5. Press [START].

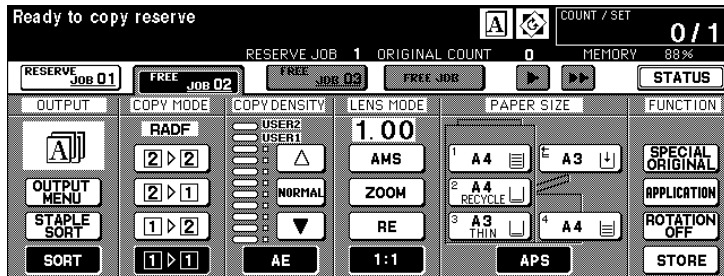
The original for the job will be scanned.

Setting Job During Warm-up (continued)

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 one reserve job, touch the next **FREE JOB** to highlight it.



Repeat step 3 to 5. Up to 10 reserve jobs can be prepared. If all four reserve job keys are used, touch the arrow keys at the right side of the folder keys to scroll. Copying on the reserve job will start automatically after completing the warm-up.

HINTS

- To stop printing, press [**STOP**]. See p. 3-10 for details.
- The Job Status Screen allows you to alter the output order of the reserve jobs or to delete the reserve job. See p. 3-37 ~ p. 3-38.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219A/Q3220A Output Modes

Binding Mode

Recalling Previous Job

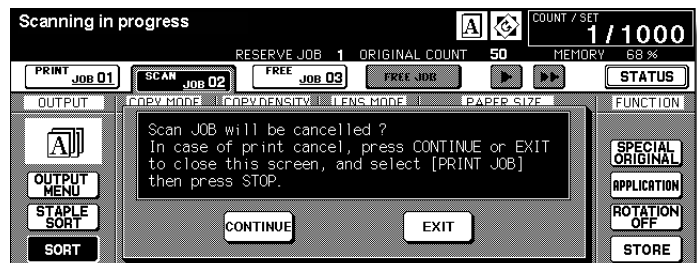
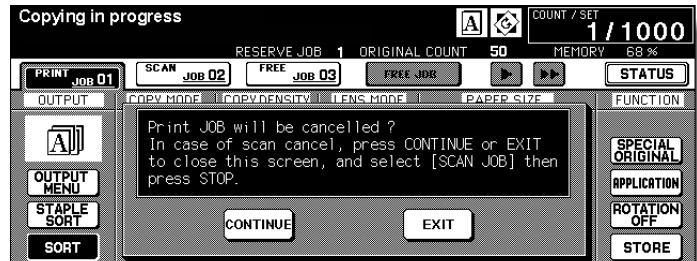
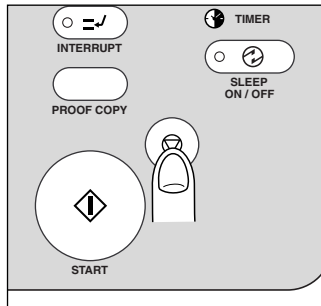
Check Mode & Proof Copy

Interrupt Mode

To Stop Scanning/Printing

Follow the procedure below to stop scanning or printing.

1. Touch to highlight **SCAN JOB** or **PRINT JOB** to be suspended.
2. Press [**STOP**].



The current machine operation of the selected job will be suspended, and the popup menu will display on the Basic Screen to ask you to continue or cancel the job.

3. Touch **EXIT** to cancel the job and delete the data, or **CONTINUE** to complete the job.

Selecting Paper Size

To select an appropriate paper size for getting your desired copy result, use APS (Automatic Paper Selection), or select paper size manually on the touch screen, as required.

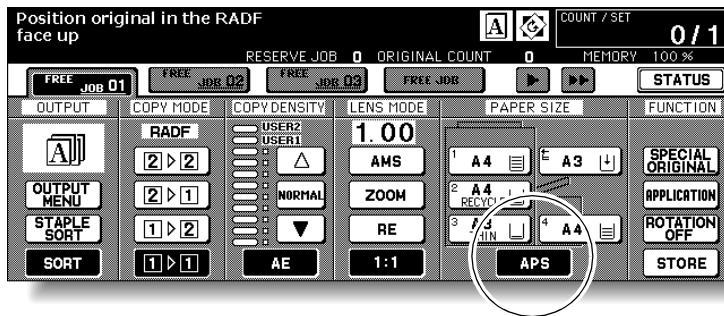
To Select Paper Size Automatically (APS)

APS detects the size of originals placed on the RADF or platen glass and automatically selects and feeds copy paper of the same size, or selects an appropriate size according to the magnification ratio selected.

HINTS

- See the table on the following page for the relation of original size, magnification ratio and copy paper size.
- The initial settings may have been altered by Key Operator. See p. 13-10 to p. 13-11.

1. Touch to highlight **APS** at lower right corner of the Basic Screen.



APS is already highlighted when the initial settings are restored.

2. Select additional copy conditions, as desired.

3. Enter the desired print quantity from the control panel keypad.

HINT

See p. 3-7 for details on setting print quantity.

4. Position original(s).

HINTS

- See p. 11-8 to p. 11-10 for paper sizes detectable from the RADF or on the platen glass.
- See p. 3-2 to p. 3-6 for details on positioning originals.
- Key Operator can deactivate APS when original is set in the RADF or on the platen glass. See p. 13-39 to p. 13-44.

5. Press [**START**].

Scanned image will be printed on the paper size automatically selected.

DETAILS

- If the appropriate copy paper is not loaded in any tray, no copying will be performed, and a message will prompt you to load the appropriate paper.
- Copy result may not be satisfactory due to the Rotation function. In this case, turn the function OFF manually. See. p. 7-4.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219A/Q3220A Output Modes

Binding Mode

Recalling Previous Job

Check Mode & Proof Copy

Interrupt Mode

Selecting Paper Size (continued)

See the table below for the relation of original size, magnification ratio and copy paper size.

Paper size		Original size									Paper size	
		A3	B4	F4	A4	A4R	B5	B5R	A5	A5R		
Magnification ratio	0.25 - 0.42	B6R	B6R	B6R	B6R	B6R	B6R	B6R	B6R	B6R	B6R	0.25 - 0.42
	0.43 - 0.50	A5R			B6R							0.43 - 0.50
	0.51 - 0.55	B5R	A5R	A5R	A5	A5R	A5	A5	A5	A5	A5	0.51 - 0.55
	0.56 - 0.57											0.56 - 0.57
	0.58 - 0.61	A4R	B5R	B5R	B5R	B5	B5R	A5	A5	A5	A5	0.58 - 0.61
	0.62 - 0.64											0.62 - 0.64
	0.65 - 0.71	B4	A4R	A4R	B5	B5R	A5	A5	A5	A5	A5	0.65 - 0.71
	0.72 - 0.78											0.72 - 0.78
	0.79 - 0.82	B4	A4R	A4R	B5	B5R	A5	A5	A5	A5	A5	0.79 - 0.82
	0.83 - 0.86											0.83 - 0.86
	0.87 - 0.90	A3	B4	F4	A4	A4R	B5	B5R	A5	A5	A5	0.87 - 0.90
	0.91 - 1.00											0.91 - 1.00
	1.01 - 1.10	A3	A3	B4	A3	A3	A4	A4R	B5	B5R	A5	1.01 - 1.10
	1.11 - 1.15											1.11 - 1.15
	1.16 - 1.22	A3	A3	A3	A3	A3	A3	A3	A3	A3	A3	1.16 - 1.22
	1.23 - 1.41											1.23 - 1.41
1.42 - 1.73	A3	A3	A3	A3	A3	A3	A3	A3	A3	A3	1.42 - 1.73	
1.74 - 4.00											1.74 - 4.00	

Selecting Paper Size (continued)

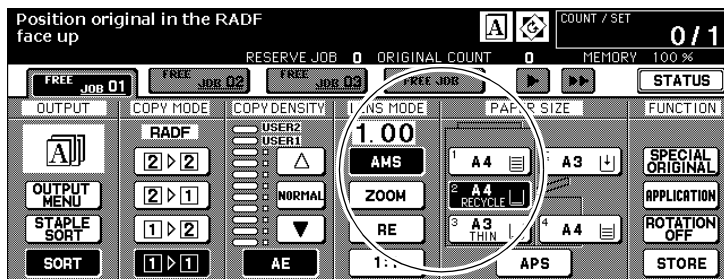
To Specify Desired Paper Size (AMS)

When a paper size is specified on the touch screen, an appropriate reduction or enlargement ratio will be selected automatically according to the original size detected from the RADF or the platen glass.

HINTS

- See the table on the following page for the relation of original size, copy paper size, and magnification ratio automatically selected.
- Wide paper size can be specified when AMS is in use. In this case, the same magnification ratio as that of the standard size will be selected automatically.
- If copying in 1.00 (100%) magnification mode and specifying a paper size, see p. 3-15.

1. Touch a tray key on the Basic Screen to select the desired paper size.



Selected tray key will be highlighted, and under the LENS MODE **AMS** indication will also be highlighted.

2. Select additional copy conditions, as desired.

3. Enter the desired print quantity from the control panel keypad.

HINT

See p. 3-7 for details on setting print quantity.

4. Position original(s).

HINTS

- See p. 11-8 to p. 11-10 for paper sizes detectable from the RADF or on the platen glass.
- See p. 3-2 to p. 3-6 for details on positioning originals.

5. Press [START].

Scanned image will be printed on the specified paper size using an automatically selected magnification ratio.

DETAILS

Copy result may not be satisfactory due to the Rotation function. In this case, turn the function OFF manually. See. p. 7-4.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219A/Q3220A Output Modes

Binding Mode

Recalling Previous Job

Check Mode & Proof Copy

Interrupt Mode

Selecting Paper Size (continued)

See the table below for the relation of original size, copy paper size, and magnification ratio automatically selected.

		Original size								
		A3	B4	F4	A4	A4R	B5	B5R	A5	A5R
Paper size	A3	1.00	1.15	1.27	1.00	1.41	1.15	1.63	1.41	2.00
	B4R	0.86	1.00	1.10	0.86	1.22	1.00	1.41	1.22	1.73
	A4	0.50	0.58	0.64	1.00	0.71	1.15	0.82	1.41	1.00
	A4R	0.71	0.82	0.90	0.71	1.00	0.82	1.15	1.00	1.41
	B5	0.43	0.50	0.55	0.86	0.61	1.00	0.71	1.22	0.86
	B5R	0.61	0.71	0.78	0.61	0.86	0.71	1.00	0.86	1.22
	A5	0.35	0.41	0.45	0.71	0.50	0.81	0.58	1.00	0.71
	A5R	0.50	0.58	0.64	0.50	0.71	0.58	0.81	0.71	1.00

Selecting Magnification Ratio (Lens Mode)

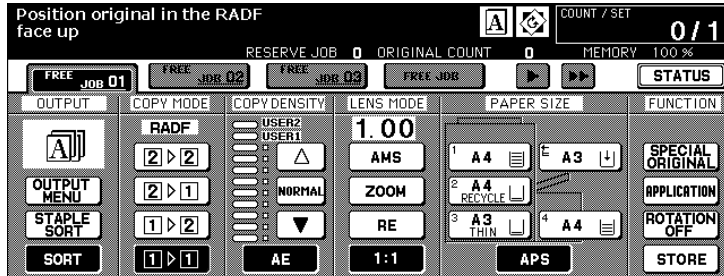
When the mfp is turned ON, the magnification ratio is set to 1.00 (100%) automatically on the Basic Screen.

Follow each procedure described in this section to select the desired magnification ratio.

To Copy in 1.00 Magnification Mode

Follow this procedure to make a 100% copy of the original image.

1. Close the RADF securely, then press [AUTO RESET].



The initial settings are restored. Check that **APS** is highlighted to indicate that the 1.00 magnification is selected.



HINT

The initial settings may be altered by the Key Operator. See p. 13-10 to p. 13-11.

2. Select additional copy conditions, as desired.



DETAILS

Specifying paper size will release 1.00 magnification and set **AMS** automatically. In this case, touch **1:1** to highlight it again.

3. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

4. Position original(s).



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

5. Press [START].

Selecting Magnification Ratio (Lens Mode) (continued)

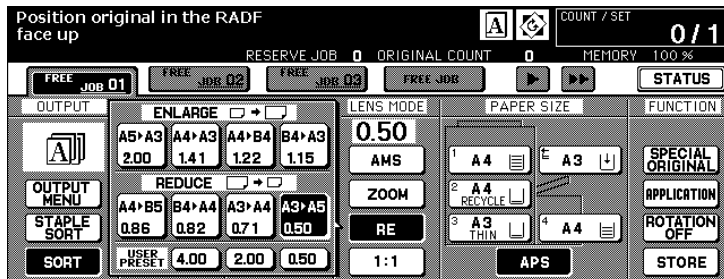
To Copy in Fixed Magnification Mode (RE)

Use the 8 preset ratios (0.50, 0.71, 0.82, 0.86, 1.15, 1.22, 1.41, 2.00) and 3 user preset ratios to increase or decrease magnification in fixed amounts.

>>> Specification for Fixed Magnification Mode <<<

Incompatible Conditions: AMS, Repeat mode in Repeat, Reduce & Shift in Image Shift

1. Touch **RE** on the Basic Screen.



The popup menu for selecting the desired preset/user preset ratio will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Select the desired magnification.



DETAILS

Touching any key on the popup menu will momentarily highlight that key, then the popup menu will disappear automatically.

The selected ratio will be displayed on the Basic Screen.

Three user preset ratios are adjustable by the Key Operator. See p. 13-14.

3. Select additional copy conditions, as desired.

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



HINT

See p. 3-7 for details on setting print quantity.

5. Position original(s).



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

6. Press [**START**].

Selecting Magnification Ratio (Lens Mode) (continued)

To Copy in Zoom Mode

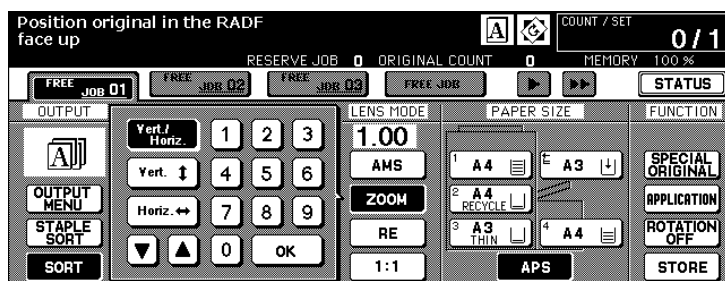
Use the Zoom mode to reduce or enlarge the copied original image in 1% increments.

>>> Specification for Zoom Mode <<<

Zoom range: 0.25 ~ 4.00

Incompatible Conditions: AMS, Repeat mode in Repeat, Reduce & Shift in Image Shift

1. Touch **ZOOM** on the Basic Screen.



The popup menu for setting a zoom ratio will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **Vert./Horiz.** on the popup menu, if not highlighted, then set the desired zoom ratio.



DETAILS

Use the keypad on the popup menu to enter the desired magnification ratio in 3 digits, or use arrows (▲/▼) to scroll to the desired ratio.

If an incorrect ratio is entered, continue by entering the correct 3-digit ratio.

3. Touch **OK**.

The popup menu disappears automatically and the specified zoom ratio will be displayed on the Basic Screen.

4. Select additional copy conditions, as desired.

5. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

6. Position original(s).



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

7. Press [**START**].

3 Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219AQ3220A Output Modes

Binding Mode

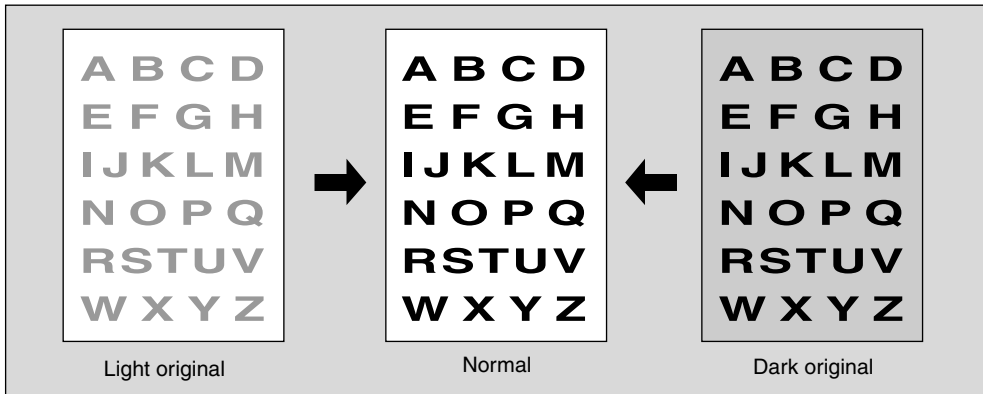
Recalling Previous Job

Check Mode & Proof Copy

Interrupt Mode

Selecting Density Level

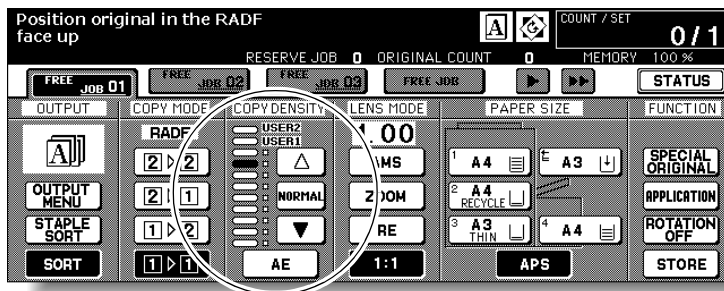
Automatic Exposure (AE) operates with the default settings. It detects the density of the original image and automatically selects the appropriate exposure for the copy.



To Select Copy Density

Select manual copy density to adjust exposure (density) when originals are too light or too dark. Manual adjustments can be made in 9 levels on the Basic Screen.

1. Touch ▼ to darken, or touch ▲ to lighten the copy image.



Highlight the desired exposure level indicator.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].



DETAILS

- Touch **NORMAL** to select the middle density level.
- To select the user-set density (USER1 or USER2), touch ▲ to highlight the desired indicator.
- When resuming AE, touch **AE**.

2. Select additional copy conditions, as desired.



HINT

See p. 13-12 to p. 13-13 to set the user-set density.

Selecting Density Level (continued)

3. Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

4. Position original(s).



See p. 3-2 to p. 3-6 for details on positioning originals.

5. Press [*START*].

3 Copying Operations

Positioning
Originals

Setting Print
Quantity

Set Job During
Warmup

Stop
Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet
Bypass Tray

Using
Memory

Output without
Finisher

Q3219A/Q3220A
Output Modes

Binding
Mode

Recalling
Previous Job

Check Mode
& Proof Copy

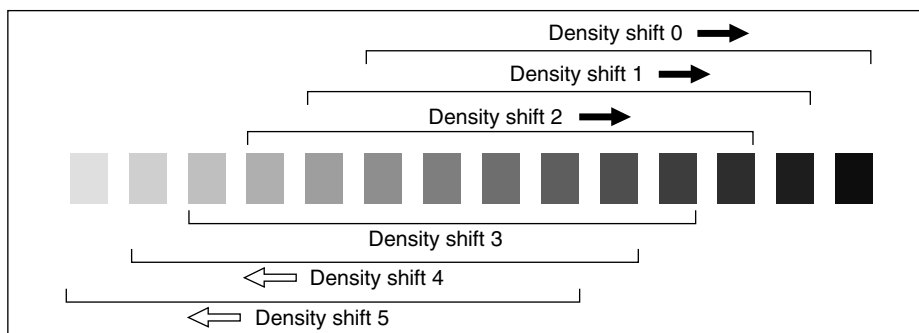
Interrupt
Mode

Selecting Density Level (continued)

Density Shift

Use this function to shift each of nine density levels to three levels lighter or three levels darker.

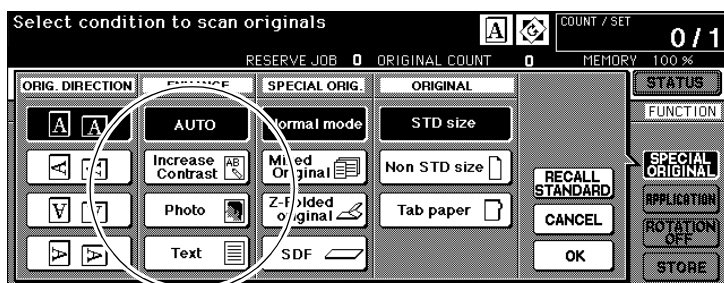
This function can be set to use in combination with AUTO (Text/Photo), Text, Photo and Increase Contrast modes and the general mode.



1. Touch **SPECIAL ORIGINAL** on the Basic Screen.

The Special Original popup menu will be displayed.

2. Select the desired mode.



(eg.) To set the Text mode, touch **Text** to highlight it.

3. Press [**P (COUNTER)**].

The following message will be displayed.

Density Shift (Text)
2 (0 ~ 5)

4. Press any key (from 0 to 5) using the keypad to determine the Density shift.

Entering 6 or above will be ignored.

5. Touch **OK** on the Special Original popup menu.

Density shift in the selected enhance mode is determined.

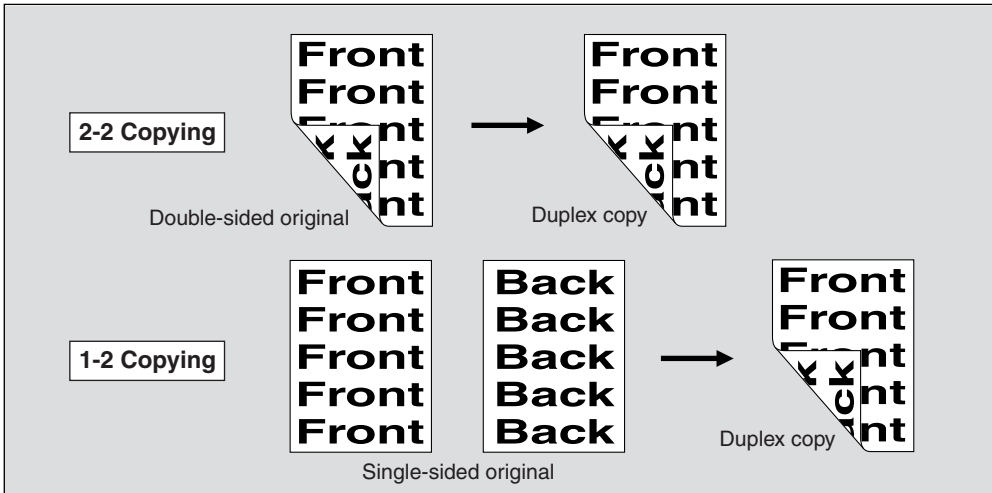
Making Double-Sided Copies (1▶2, 2▶2)

The Basic Screen is initially set to 1▶1 copy mode to make single-sided copies from single-sided originals.

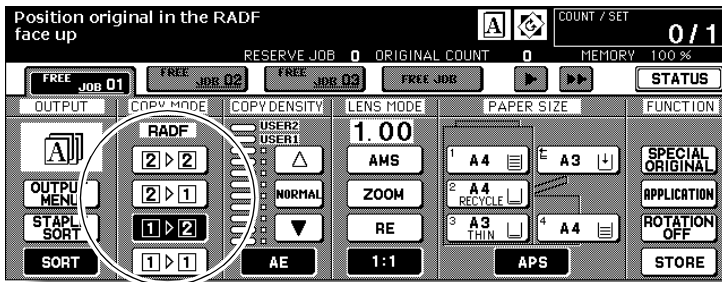
Follow the procedure below to make double-sided copies from the originals scanned from the document feeder or from the platen glass.

Using RADF

Select the copy mode according to the original type (single-sided or double-sided).



1. Touch 1▶2 or 2▶2 on the Basic Screen to highlight it.



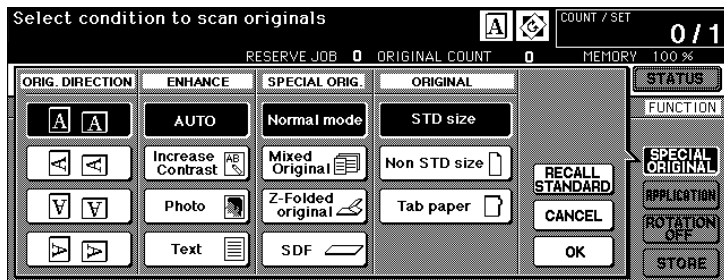
 **Reminder!**

When starting a new copying job, be sure to close the RADF securely, then press **[AUTO RESET]**.

Making Double-Sided Copies (1▶2, 2▶2) (continued)

2. Select the original set direction.

Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu, then touch the desired original direction key to highlight it.

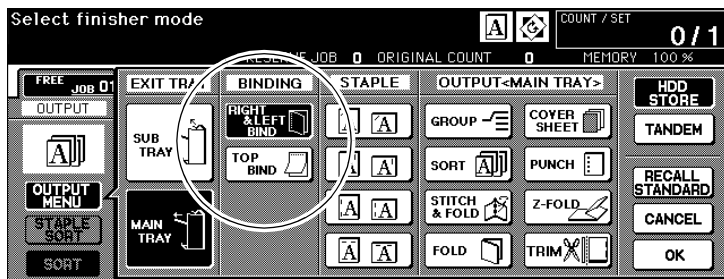


Touch **OK** to return to the Basic Screen.

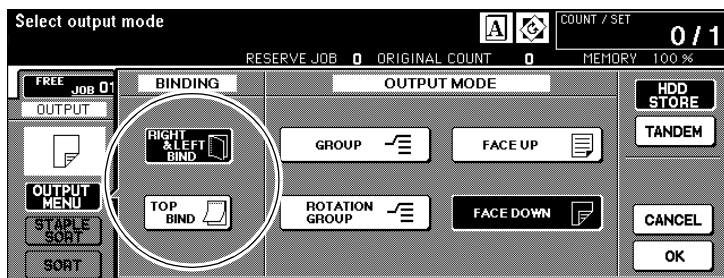
3. Select the binding mode.

Touch **OUTPUT MENU** on the Basic Screen to display the Output Mode popup menu, then touch the desired binding mode key to highlight it.

Output Mode popup menu with Finisher



Output Mode popup menu without Finisher



DETAILS

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

Touch **OK** to return to the Basic Screen.

4. Select additional copy conditions, as desired.

DETAILS

Some incompatible conditions may automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

Making Double-Sided Copies (1▶2, 2▶2) (continued)

5. Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

6. Position originals **FACE UP** in the document feeder according to the original direction specified in step 2.



- See p. 3-2 to p. 3-6 for details on positioning originals.
- Use RADF store mode (p. 3-32 to p. 3-33) when the original count exceeds 100.

7. Press [**START**].

The machine starts to scan originals, then prints duplex copies when ready for output. Press [**STOP**] to suspend the scanning or printing job.

CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3 Copying Operations

Positioning
Originals

Setting Print
Quantity

Set Job During
Warmup

Stop
Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet
Bypass Tray

Using
Memory

Output without
Finisher

Q3219A/Q3220A
Output Modes

Binding
Mode

Recalling
Previous Job

Check Mode
& Proof Copy

Interrupt
Mode

Making Double-Sided Copies (1▶2, 2▶2) (continued)

Using Platen Glass

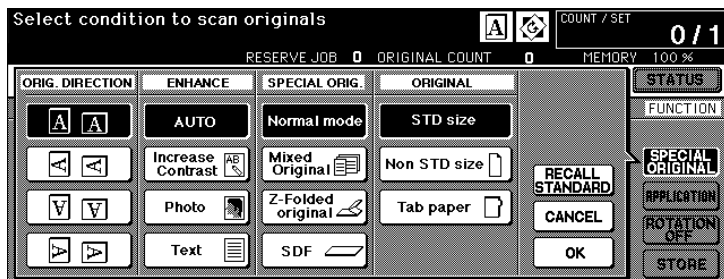
Use the platen glass to scan originals unsuitable for the document feeder.

>>>Specification for Double-Sided Copying Using Platen Glass<<<

- Use the Platen store mode.
- See p. 11-8 for the information on unsuitable RADF originals.
- Incompatible Conditions: Face up exit using Secondary (sub) tray, Image Insert, OHP Interleave

1. Select the original set direction.

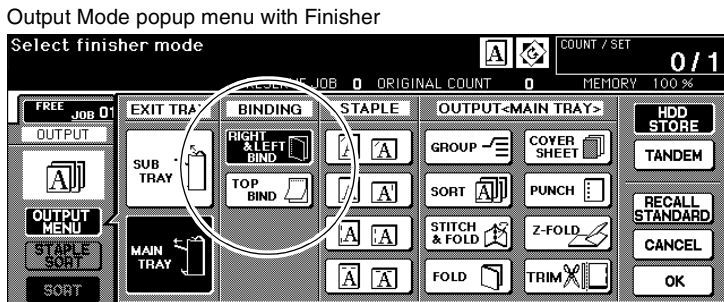
Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu, then touch the desired original direction key to highlight it.



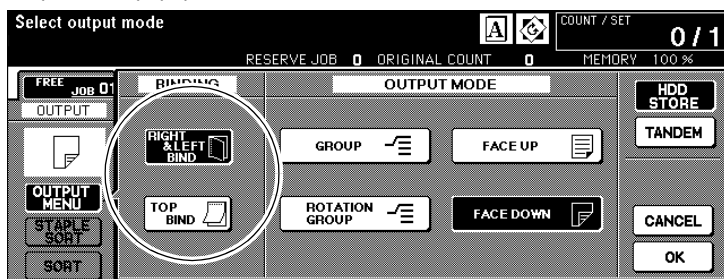
Touch **OK** to return to the Basic Screen.

2. Select the binding mode.

Touch **OUTPUT MENU** on the Basic Screen to display the Output Mode popup menu, then touch the desired binding mode key to highlight it.



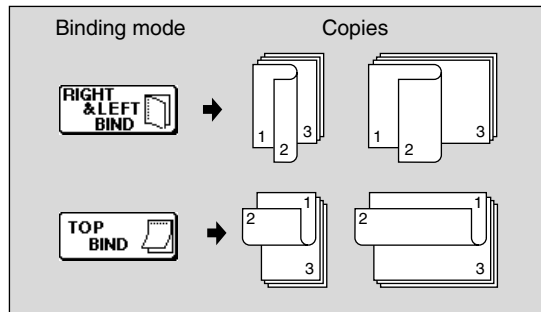
Output Mode popup menu without Finisher



Making Double-Sided Copies (1▶2, 2▶2) (continued)

DETAILS

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



Touch **OK** to return to the Basic Screen.

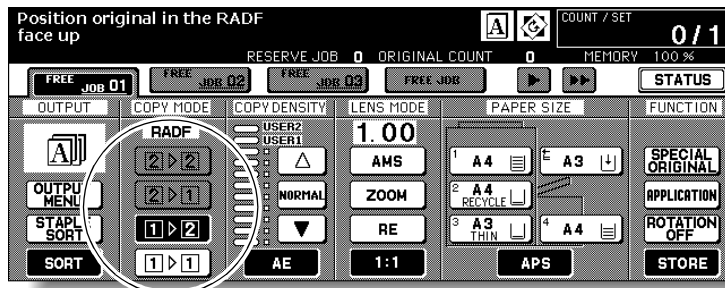
3. Position original **FACE DOWN** on the platen glass according to the original direction specified in step 1.

Be sure to start from the first page.

HINTS

- See p. 11-8 for paper sizes detectable on the platen glass.
- See p. 3-6 for details on positioning originals.

4. Touch **1▶2** on the Basic Screen to highlight it.



The **STORE** key will be automatically highlighted on the screen.

Reminder!

DO NOT press [**AUTO RESET**] at this point, otherwise the platen mode will be released to disable the mfp from scanning the original placed on the platen glass.

5. Select additional copy conditions, as desired.

DETAILS

Some incompatible conditions may automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219A/Q3220A Output Modes

Binding Mode

Recalling Previous Job

Check Mode & Proof Copy

Interrupt Mode

Making Double-Sided Copies (1▶2, 2▶2) (continued)

6. Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

7. Press [**START**] to scan.

The front side image of the double-sided copy will be scanned into memory.

8. Replace the original on the platen glass with the back side image original, then press [**START**].



Repeat this step until all originals are scanned.

Memory indicator on the upper right of the Basic Screen allows you to check the remaining memory.

To delete the scanned data without printing, press [**STOP**], then touch **CANCEL** on the popup menu to be sure the data is deleted.

9. Touch **STORE** to exit the Store mode.

STORE will return to the normal display.

10. Press [**START**] to print.

All the data in memory will be output.

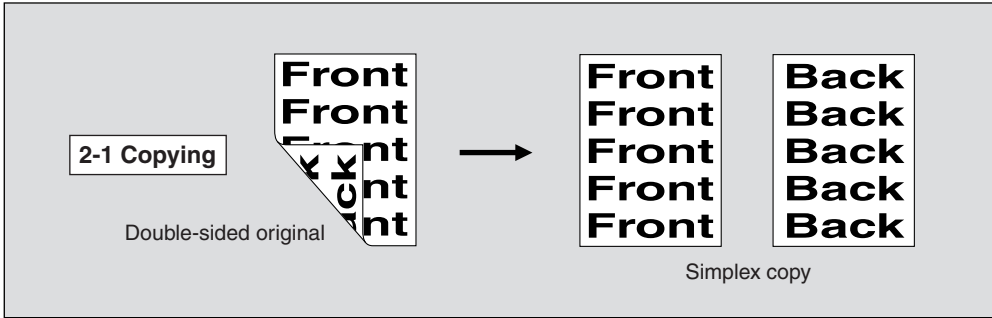
Press [**STOP**] to suspend the printing job.



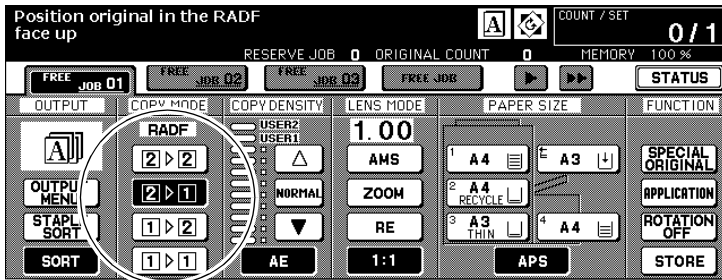
When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Making Single-Sided Copies from Double-Sided Originals (2►1)

Use RADF and select 2►1 copy mode to make single-sided copies from double-sided originals.



1. Touch 2►1 on the Basic Screen to highlight it.

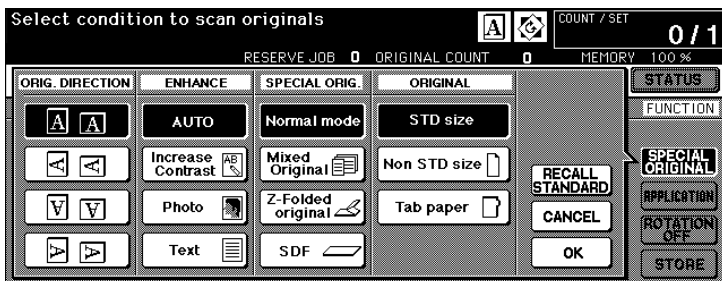


Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Select the original set direction.

Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu, then touch the desired original direction key to highlight it.



Touch **OK** to return to the Basic Screen.

3. Select additional copy conditions, as desired.

DETAILS

Some incompatible conditions may automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219A/Q3220A Output Modes

Binding Mode

Recalling Previous Job

Check Mode & Proof Copy

Interrupt Mode

Making Single-Sided Copies from Double-Sided Originals (2▶1)

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



See p. 3-7 for details on setting print quantity.

5. Position originals **FACE UP** in the document feeder according to the original direction specified in step 2.



- See p. 3-2 to p. 3-6 for details on positioning originals.
- Use RADF store mode (p. 3-32 to p. 3-33) when the original count exceeds 100.

6. Press [**START**].

The machine starts to scan originals, then prints simplex copies when ready for output. Press [**STOP**] to suspend the scanning or printing job.



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Copying Using Special Paper (Multi-Sheet Bypass Tray)

Use the Multi-sheet bypass tray to copy using special (non-standard) paper. Specify the paper type and size to be loaded on the Multi-sheet bypass tray, as described below.



HINT

When loading special paper in the engine tray or in the HCI to use on a regular basis, the paper type and size should be specified in the Key Operator setting. See p. 13-23 to p. 13-24.

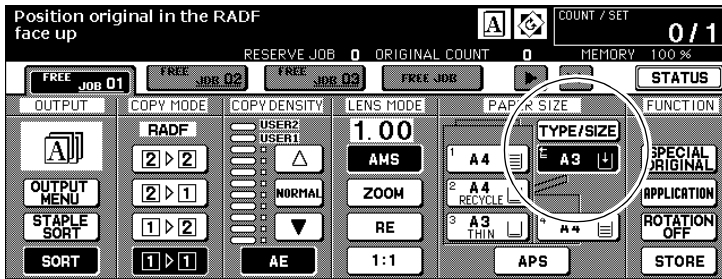
1. Open the Multi-sheet bypass tray, and load the copy paper.



HINT

See p. 2-27 for further details.

2. Touch the Bypass key to highlight it.

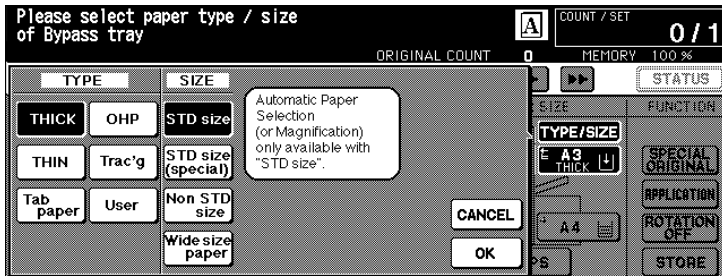


The **TYPE/SIZE** key will appear above the Bypass key. **APS** will be deselected, and **AMS** will be highlighted on the Basic Screen.

3. Touch **TYPE/SIZE**.

The Paper Type/Size popup menu will be displayed.

4. Touch the desired paper type key.



When **THICK**, **THIN**, **Tab paper**, **OHP**, **Trac'g**, or **User** is highlighted, a print job will conform to the selected paper type.

If no paper type indication is needed, touch the highlighted key to clear the selection in the TYPE area.

The selection will be reflected on the Basic Screen when restored.

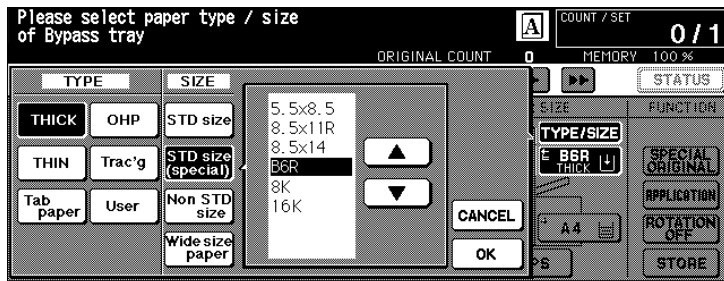


DETAILS

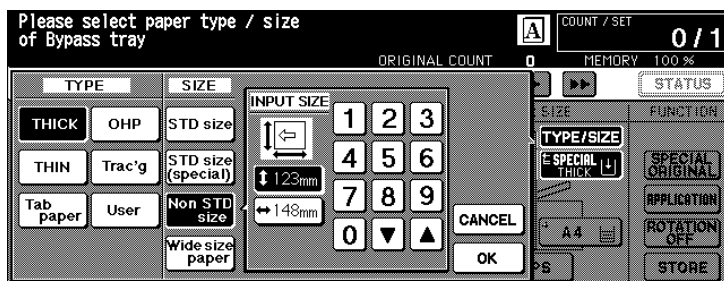
When selecting **Tab paper**, **AMS** is automatically selected. The **STD size (special)** and **Non STD size** cannot be selected, and the loaded copy paper cannot be fed in 1▶2 or 2▶2 copying.

Copying Using Special Paper (Multi-Sheet Bypass Tray) (continued)

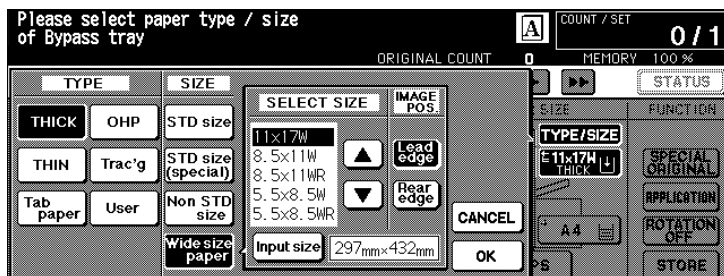
5. Specify the paper size.



When **STD size (special)** is highlighted, the popup menu will appear. Use arrow keys to scroll to the desired size. In this case, both the paper size and type selected will be indicated on the Basic Screen.

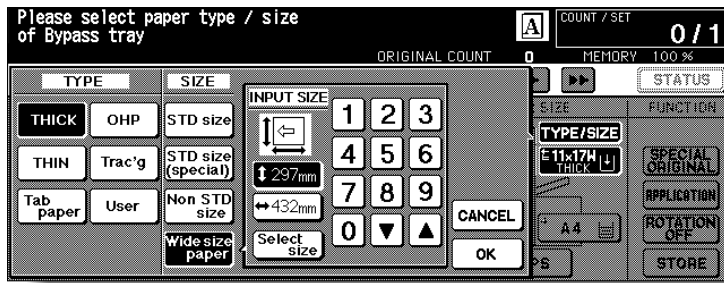


When **Non STD size** is highlighted, the popup menu will appear. To set the vertical size, touch the vertical size key to highlight it, then use the keypad on the popup menu to enter the vertical size, or use arrows to scroll to that number. To set the horizontal size, touch the horizontal size key 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 Basic Screen, but the actual size information cannot be displayed.



When **Wide paper** is highlighted, the Select Size popup menu will appear. Use arrow keys to scroll to the desired wide size, then specify the precise dimensions of paper to be used according to the procedure as follows.

Copying Using Special Paper (Multi-Sheet Bypass Tray) (continued)



- (1) Touch **Input size**. The Input Size popup menu will appear.
- (2) Touch the vertical size key to highlight it. Use the keypad on the popup menu to enter the vertical size, or use arrow keys to scroll to that number. The entered number should fall within the range from the vertical size of the standard size corresponding to the selected wide size, to a maximum of 314mm.
- (3) Similarly, touch the horizontal size key to highlight it, then use the keypad on the popup menu to enter the horizontal size, or use arrow keys to scroll that number. The entered number should fall within the range from the horizontal size of the standard size corresponding to the selected wide size, to a maximum of 459mm.
- (4) Touch **Select size** to return to the Select Size popup menu.

Touch **Lead edge** or **Rear edge** to select the image starting position.

6. Touch **OK** to return to the Basic Screen.

7. Select additional copy conditions, as desired.

HINTS

- See p. 8-12 to p. 8-13 for details on copying non-standard size or tab paper originals.
- See p. 9-16 to p. 9-17 for details on copying onto OHP films.

8. Enter the desired print quantity from the control panel keypad.

HINT

See p. 3-7 for details on setting print quantity.

9. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.

HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

10. Press [**START**].

3 Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219A/Q3220A Output Modes

Binding Mode

Recalling Previous Job

Check Mode & Proof Copy

Interrupt Mode

Copying Using Memory

This section describes various copying features available on this machine using built-in memory.

To Scan Originals into Memory (Store Mode)

Store mode allows you to scan all the originals first, then to start a continuous printing job.

Use RADF store mode to scan a large amount of originals.

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



DETAILS

RADF tray capacity is 100; however, more than 100 originals can be scanned into memory using RADF store mode.

>>>Specification for Store Mode<<<

- Incompatible with RADF store mode: Image Insert, Dual Page, Storing image in Overlay Memory
- Incompatible with Platen store mode: Storing image in Overlay Memory

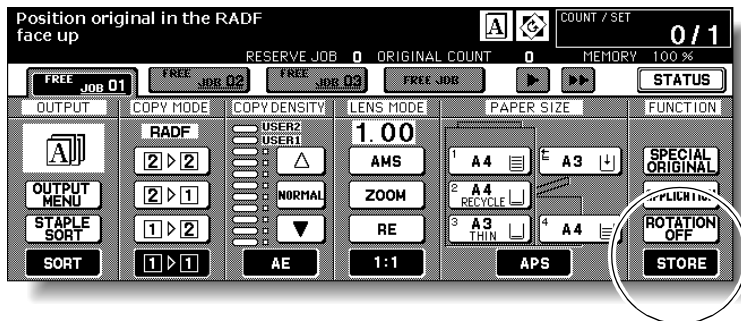
1. Make copying selections, as desired.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **STORE** on the Basic Screen to highlight it.



3. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

Copying Using Memory (continued)

4. Position original(s).

Using platen glass:

Place original FACE DOWN. Start scanning from the first page.



Reminder!

When Dual Page, Non-Image Area Erase, Auto detection mode of Repeat, or AUTO Layout is selected, keep the RADEF open throughout the scanning procedure.

Using RADEF:

Position originals FACE UP.

If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

5. Press [START] to scan.



DETAILS

Repeat steps 4 and 5 until all originals are scanned. Memory indicator on the upper right of the Basic Screen allows you to check the remaining memory.

To delete the scanned data without printing, press [STOP], then touch **EXIT** on the confirmation screen to be sure the data is deleted.



HINT

Should memory overflow occur frequently, it is recommended that you contact your service representative to extend the memory capacity in your machine.

6. Touch STORE to exit the Store mode.

STORE will return to the normal display.

7. Press [START].

All the data in memory will be output.

Press [STOP] to suspend the printing job.



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219A/Q3220A Output Modes

Binding Mode

Recalling Previous Job

Check Mode & Proof Copy

Interrupt Mode

Copying Using Memory (continued)

To Set Next Copying Job (Reserve)

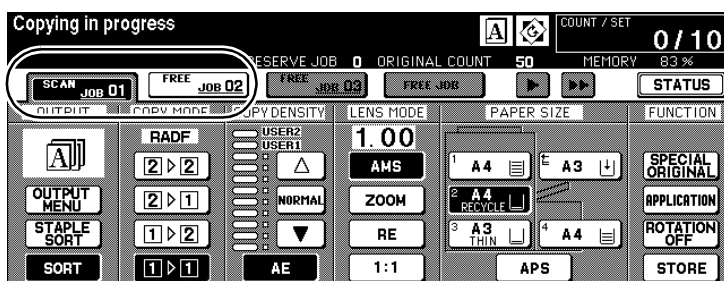
The Reserve function allows you to set up a new job while a current job is in process. When the current job is finished, the Reserve job starts printing immediately.

>>>Specifications for Reserve<<<

- Job settings: Max. 10 (current job plus 9 reserve jobs)
- When the current job is in Store mode, Image Insert, or Dual Page, the reserve job setting will be available after the mfp starts to print the current job.
- Incompatible Conditions: Interrupt copying, Scanning in Store mode, Proof copy, Storing image in Overlay Memory

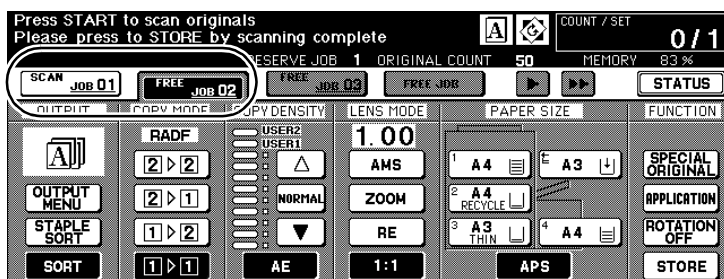
1. Press [START] to start scanning/printing for the current job.

FREE JOB will become active to show that the reserve job setting is now available.



2. Touch **FREE JOB** to highlight it.

The Reserve Job Setting Screen will be displayed.



On the Reserve Job Setting Screen, all keys on the LCD and control panel will function for the reserve job.

3. Select copy conditions for the reserve job, as desired.



HINT

When trouble occurs while setting the reserve job, the **PRINT** or **SCAN JOB** key on the Basic Screen will change to **JAM** or **ADD PAPER** key. See p. 5-8 to p. 5-10.

4. Position original(s) after completing the scan for the current job.

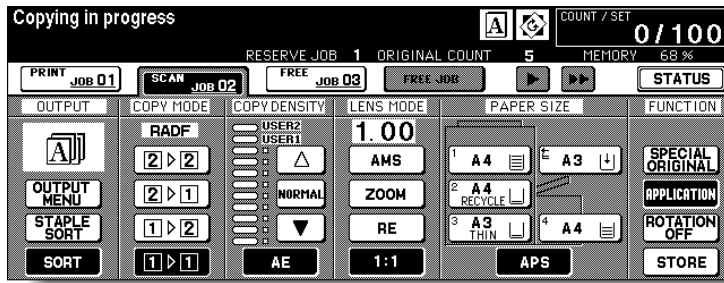


HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

Copying Using Memory (continued)

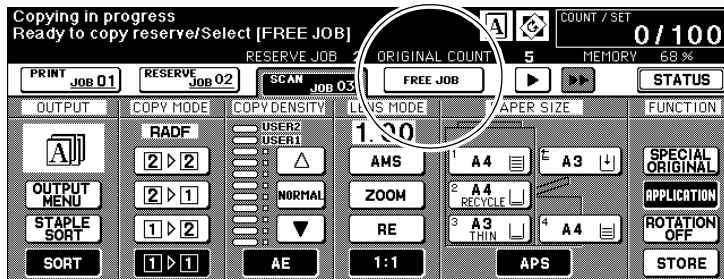
5. Press [START] to start scanning for the reserve job.



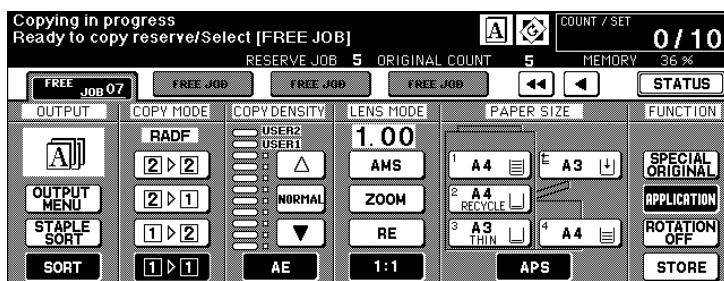
DETAILS

When setting more than one reserve job, the next reserve job setting will be available after the mfp starts to scan for the previous reserve job.

When setting the fourth copying job, touch the active **FREE JOB** key at the far right to scroll to the next reserve setting screen. Another three reserve job settings (04-06) will be available.



When setting the seventh copying job, touch the active **FREE JOB** key at the far right to scroll to the next reserve setting screen. Another four reserve job settings (07-10) will be available.



When completed, the Basic Screen for the current printing job will be restored. To scroll to the next/previous screen, touch the arrow keys displayed at the right side of the folder keys.

HINT

When trouble occurs on a reserve job which is not currently displayed on the screen, the arrow key to scroll to that job will blink. See p. 5-8 to p. 5-10.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219A/Q3220A Output Modes

Binding Mode

Recalling Previous Job

Check Mode & Proof Copy

Interrupt Mode

Copying Using Memory (continued)

6. Copying of the reserve job will start automatically after completing the current job.



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Copying Using Memory (continued)

To Check/Control Jobs in Progress (Job Status Screen)

The Job Status Screen allows you to perform the following functions.

- Confirm machine status
- Delete reserve job
- View noncomplete job list
- Change order of reserve job
- View previous job list

1. Touch **STATUS** on the Basic Screen.

The Job Status Screen will be displayed.
Check the current status of the machine.

2. Perform the desired setting on the screen.

If more than six jobs are entered, use the page down arrow key at the lower left corner of the screen to scroll to the desired job.

JOB STATUS DISPLAY						MEMORY 100 %
NO.	MODE	STATUS	TOTAL PAGE(S)	PAGE(S) TO GO	MINUTE(S) TO GO	TANDEM CONNECTED INFORMATION
1	COPIER	PRINTING	20	100	2	
2	PRINTER	RESERVE	10	----	----	
3	*** RESERVE JOB DOES NOT EXIST***					
4	*** RESERVE JOB DOES NOT EXIST***					
5	*** RESERVE JOB DOES NOT EXIST***					
<div style="display: flex; justify-content: space-between; align-items: center;"> ⏴ JOB PRIORITY JOB DELETE USER NAME CHECK PREVIOUS JOB LIST NONCOMPLETE JOB LIST OK </div>						



HINT

See the next page for details of the screen.

To change the order of reserve job:

Touch to highlight the desired reserve job key, then touch **JOB PRIORITY**.
The highlighted reserve job is advanced by one in printing order unless the job preceding the selected one is already in progress.

To clear reserve job:

Touch to highlight the desired reserve job key, then touch **JOB CLEAR**.
Touch **YES** to clear the highlighted reserve job, or **NO** to cancel.

JOB STATUS DISPLAY						MEMORY 100 %
NO.	MODE	STATUS	TOTAL PAGE(S)	PAGE(S) TO GO	MINUTE(S) TO GO	TANDEM CONNECTED INFORMATION
1	COPIER	PRINTING	20	100	2	
2	PRINTER	RESERVE	10	----	----	
3	COPIER	RESERVE	10	----	----	
*** RESERVE JOB DOES NOT EXIST***						
*** RESERVE JOB DOES NOT EXIST***						
<div style="display: flex; justify-content: space-between; align-items: center;"> ⏴ JOB PRIORITY JOB DELETE USER NAME CHECK PREVIOUS JOB LIST NONCOMPLETE JOB LIST OK </div>						

To check user name (not mfp information):


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.
Touch **OK** to return to the Job Status Screen.


USER NAME CHECK						MEMORY 100 %
NO.	MODE	STATUS	TOTAL PAGE(S)	PAGE(S) COMPLETE	MINUTE(S) TO GO	TANDEM CONNECTED INFORMATION
1	COPIER	PRINTING	20	100	2	
2	PRINTER	RESERVE	10	----	----	
3	COPIER	RESERVE	10	----	----	
*** RESERVE JOB DOES NOT EXIST***						
*** RESERVE JOB DOES NOT EXIST***						
<div style="display: flex; justify-content: space-between; align-items: center;"> ⏴ OK </div>						

Copying Using Memory (continued)

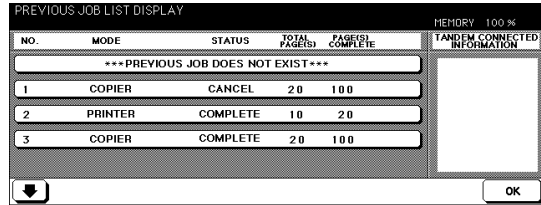
To display previous job list:

Touch **PREVIOUS JOB LIST** to display the Previous Job List Screen.

Touch  to scroll to the next page. Up to 16 previous jobs (4 pages) can be displayed.

Touch  to return to the previous page.


Touch **OK** to return to the Job Status Screen.




NO.	MODE	STATUS	TOTAL PAGE(S)	PAGE(S) COMPLETE	TANDEM CONNECTED INFORMATION
PREVIOUS JOB DOES NOT EXIST					
1	COPIER	CANCEL	20	100	
2	PRINTER	COMPLETE	10	20	
3	COPIER	COMPLETE	20	100	

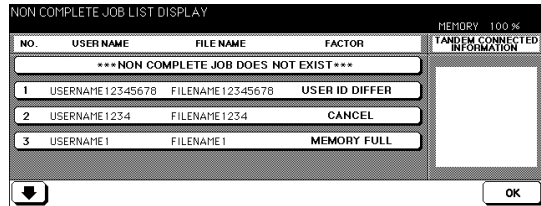
To display noncomplete job list:

Touch **NONCOMPLETE JOB LIST** to display the Noncomplete Job List Screen.

Touch  to scroll to the next page. Up to 16 noncomplete jobs (4 pages) can be displayed.

Touch  to return to the previous page.

Touch **OK** to return to the Job Status Screen.



NO.	USER NAME	FILE NAME	FACTOR	TANDEM CONNECTED INFORMATION
NON COMPLETE JOB DOES NOT EXIST				
1	USERNAME12345678	FILENAME12345678	USER ID DIFFER	
2	USERNAME1234	FILENAME1234	CANCEL	
3	USERNAME1	FILENAME1	MEMORY FULL	

3. Touch **OK** on the Job Status Screen.

The Basic Screen will be restored.

Contents of Job Status Screen

NO. : Displays the No. (01-99) for each job assigned to the machine.

MODE: Displays the machine's current mode of operation. Three modes are listed below.
COPIER
PRINTER
SCANNER

STATUS: Displays the current status of the machine for each job.

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 : Ready to reserve
JAM : Jam in each mode

TOTAL PAGE(s): Displays the number of scanned pages for each job. (0 to 9999)

PAGE(s) TO GO: Displays the remaining copy count of the job.
0 to 9999 (The number exceeding 9999 will be displayed as 9999^.)
Copy count
= No. of scanned pages x Print quantity

MINUTE(s) TO GO: Displays the time (in minutes) required for completing the job.
Exceeding 999 minutes: 999^
Shorter than 1 minute: <1

Other: The following message will be displayed on the bar when the reserved job does not exist.

RESERVED JOB DOES NOT EXIST

Copying Using Memory (continued)

TANDEM CONNECTED INFORMATION

Displays the tray information and current status of the other machine when two mfp are connected and operate in tandem mode.

[Information]

- Paper size loaded in each tray
- Paper out indicator (when depleted in the tray)
- Current status: OPERATING
- STOP
- PAPER SUPPLY
- JAM
- ERROR

JOB STATUS DISPLAY						MEMORY 100 %
NO.	MODE	STATUS	TOTAL PAGE(S)	PAGE(S) TO GO	MINUTE(S) TO GO	TANDEM CONNECTED INFORMATION
1	COPIER	PRINTING	20	100	2	OPERATING Tray 1 A3 Tray 2 A4R Tray 3 B4 Tray 4 A4 Bypass B5
2	PRINTER	RESERVE	10	----	----	
3	***RESERVE JOB DOES NOT EXIST***					
4	***RESERVE JOB DOES NOT EXIST***					
5	***RESERVE JOB DOES NOT EXIST***					
<div style="display: flex; justify-content: space-between; padding: 0;"> ⏴ JOB PRIORITY JOB DELETE USER NAME CHECK PREVIOUS JOB LIST NONCOMPLETE JOB LIST OK </div>						

3

Copying Operations

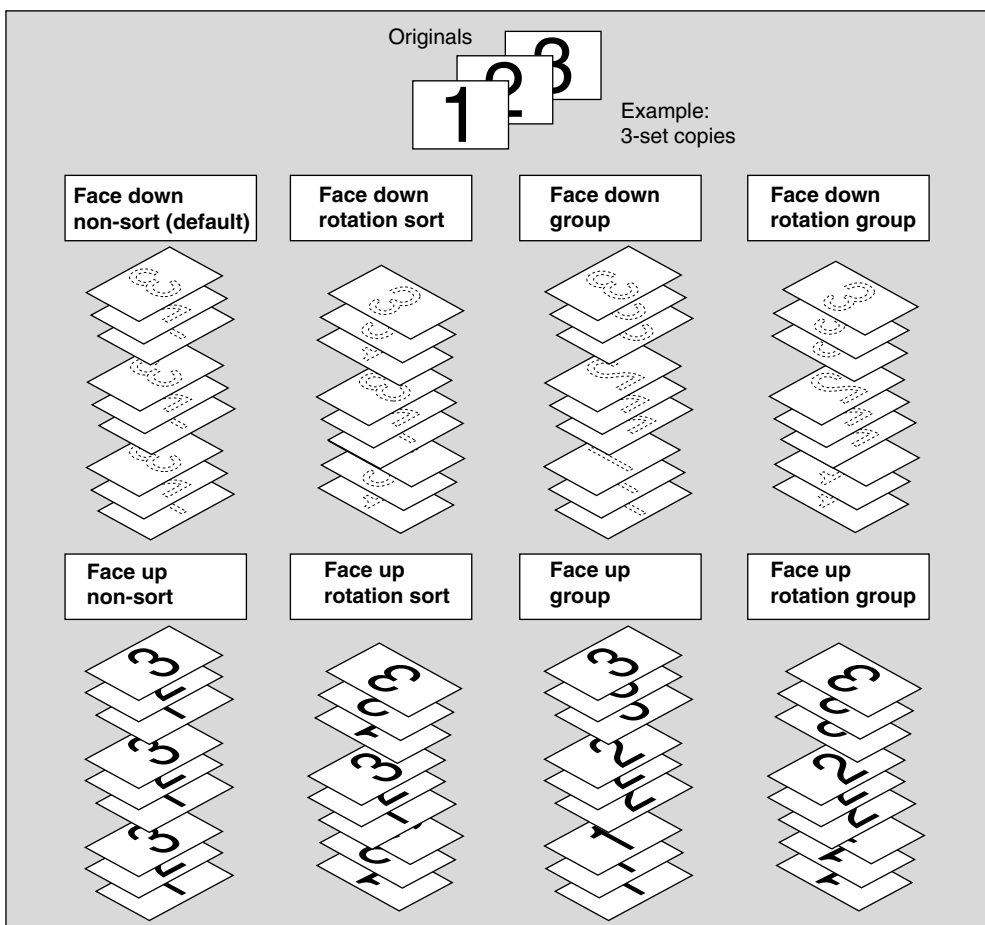
- Positioning Originals
- Setting Print Quantity
- Set Job During Warmup
- Stop Scan/Print
- Paper Size
- Lens Mode
- Density
- 1-2, 2-2
- 2-1
- Multi-Sheet Bypass Tray
- Using Memory
- Output without Finisher
- Q3219A/Q3220A Output Modes
- Binding Mode
- Recalling Previous Job
- Check Mode & Proof Copy
- Interrupt Mode

Output Mode for Machine without Finisher

This section describes the output modes for a mfp without the Finisher. The Non-sort mode is initially selected.

- 1 Non-sort mode copies the original set in amounts determined by the print quantity setting, then outputs sorted sets normally.
- 2 Rotation sort mode rotates every other sorted sets by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., A4 and A4R.
- 3 Group mode copies each original page in amounts determined by the print quantity setting, then outputs grouped sets normally.
- 4 Rotation group mode rotates every other grouped set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., A4 and A4R.

Using Face Up mode in combination with the above four modes, simplex copies and odd numbered duplex copies exit face up on the exit tray.



1. When using Rotation sort or Rotation group mode, load the same paper size into two trays in different orientation.



HINT

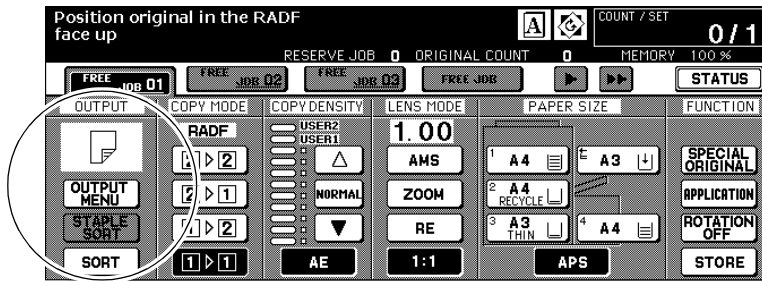
Non-sort mode is initially selected. Key Operator can change the initial output mode. See p. 13-10.

Output Mode for Machine without Finisher (continued)

2. Select the desired output mode.

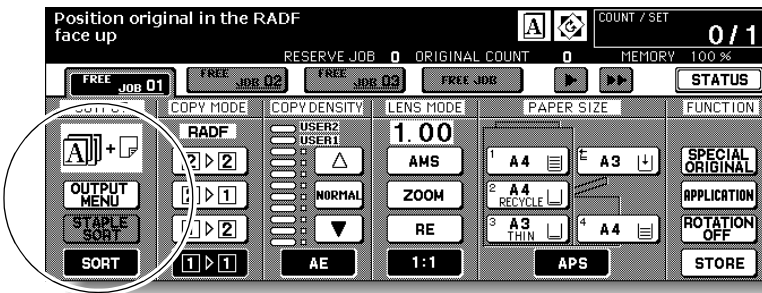
To select Non-sort mode:

Confirm that **OUTPUT MENU** and **SORT** are not highlighted on the Basic Screen.



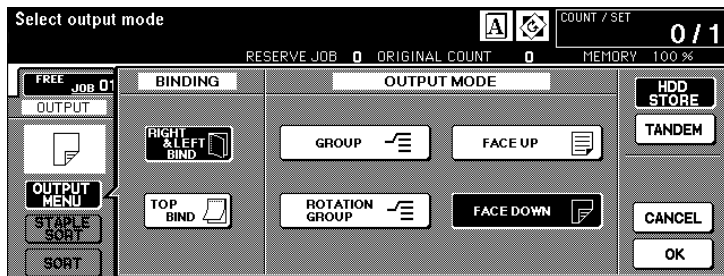
To select Rotation sort mode:

Confirm that **OUTPUT MENU** is not highlighted, then touch **SORT** to highlight it.



To select Group, Rotation group, or Face up mode:

(1) Touch **OUTPUT MENU** on the Basic Screen. The Output Mode popup menu will be displayed.



(2) Touch to highlight the desired mode key.

To use Face Up mode in combination, simply touch to highlight **FACE UP** instead of **FACE DOWN**.

(3) Touch **OK**.

The Basic Screen will be restored, with **OUTPUT MENU** highlighted.

3. Select additional copy conditions, as desired.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219A/Q3220A Output Modes

Binding Mode

Recalling Previous Job

Check Mode & Proof Copy

Interrupt Mode

Output Mode for Machine without Finisher (continued)

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

HINTS

- See p. 11-3 to be sure that the exit tray capacity is not exceeded.
- See p. 3-7 for details on setting print quantity.

5. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.

HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

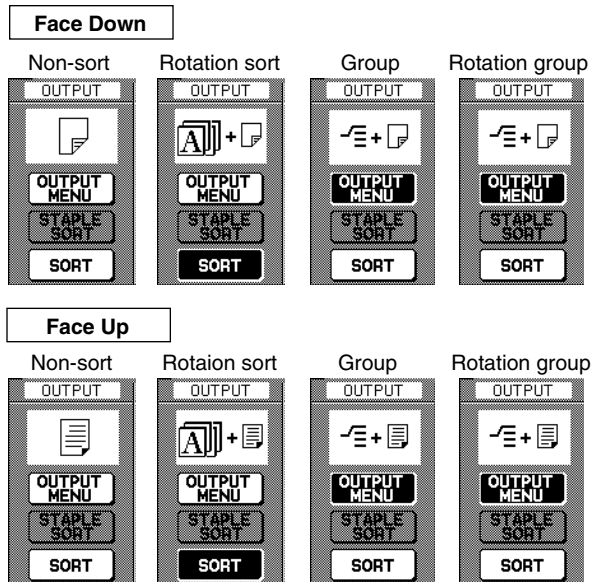
6. Press [**START**].

Press [**STOP**] to suspend the scanning or printing job.

CAUTION

When the paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

DETAILS: Output Icons on the Basic Screen

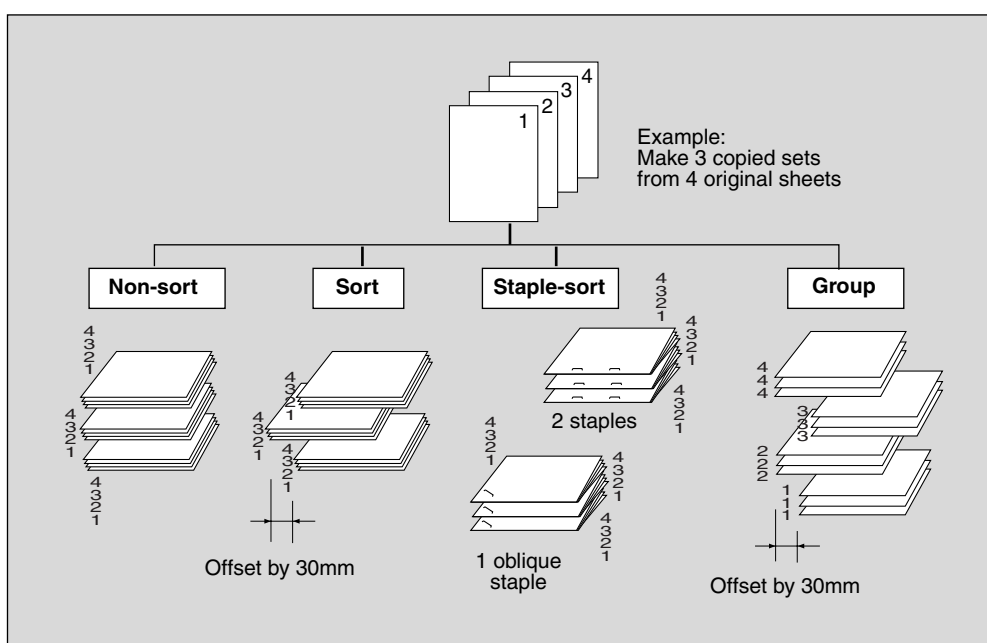


Output Mode for Machine with Finisher

Finisher Q3219A/Q3220A is equipped with a primary (main) and a secondary (sub) exit trays. Without using any optional equipment, each exit tray provides the output modes as described below.

Primary (Main) Tray:

- 1 Non-sort mode simply means that the offset-stacker finisher modes are not selected. Copies will be stacked upon exit without being offset by sorted sets.
- 2 Sort mode outputs multiple copies of the original set, having each sorted set offset by 30mm upon exit.
- 3 Staple-sort mode offsets and staples each sorted set. Up to 50 sheets (or within 5mm thick) can be stapled.
- 4 Group mode groups together multiple copies of each original and offsets the sets by 30mm upon exit.



3 Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219A/Q3220A Output Modes

Binding Mode

Recalling Previous Job

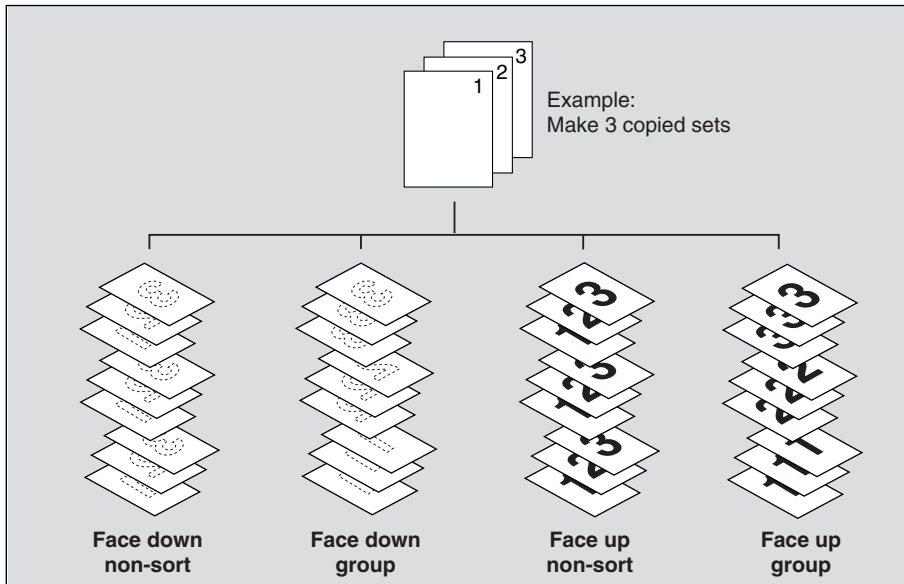
Check Mode & Proof Copy

Interrupt Mode

Output Mode for Machine with Finisher (continued)

Secondary (Sub) Tray:

- 1 Face down non-sort exit outputs simplex copies and odd numbered duplex copies face down, without offsetting the sorted sets.
- 2 Face down group exit outputs multiple copies of each original face down, without offsetting the grouped sets upon exit.
- 3 Face up non-sort exit outputs simplex copies and odd numbered duplex copies face up, without offsetting the sorted sets.
- 4 Face up group exit outputs multiple copies of each original face up, without offsetting the grouped sets upon exit.



The mfp is initially set to output to Primary (main) tray in Sort mode.
Follow the procedure on the next page to change the output mode, as desired.



HINT

See Section 7 for the output modes using Finisher options.

>>>Specification for Output Modes with Finisher<<<

- Incompatible with Sort mode: Using platen glass (unless Image Insert, Dual Page, or Platen store mode is used), Fold, Stitch & Fold, OHP Interleave
- Incompatible with Staple-sort mode: Using platen glass (unless Image Insert, Dual Page, or Platen store mode is used), Fold, Stitch & Fold, OHP Interleave



Reminder!

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

- Incompatible with Group mode: 1▶2 or 2▶2 mode using platen glass (unless Platen store mode is used), Proof Copy, Fold, Stitch & Fold, Sheet/Cover Insertion, Chapter, Combination, Booklet, OHP Interleave, Image Insert, Repeat
- Incompatible with Group using Secondary (sub) tray: 1▶2 or 2▶2 mode using platen glass (unless Platen store mode is used), Proof Copy, Fold, Stitch & Fold, Punch, Cover sheet feeding, Sheet/Cover Insertion, Chapter, Combination, Booklet, OHP Interleave, Image Insert, Repeat
- Incompatible with Face Up exit: 1▶2 or 2▶2 mode using platen glass, Fold, Stitch & Fold, Punch, Cover sheet feeding

Output Mode for Machine with Finisher (continued)

1. Close the RADF securely, then press [**AUTO RESET**].



HINT

The Sort mode using Primary (main) tray is initially selected.
Key Operator can change the initial output mode. See p. 13-10.

2. Select the desired output mode.

To set Non-sort or Sort mode using Primary (main) tray: proceed to the next step.

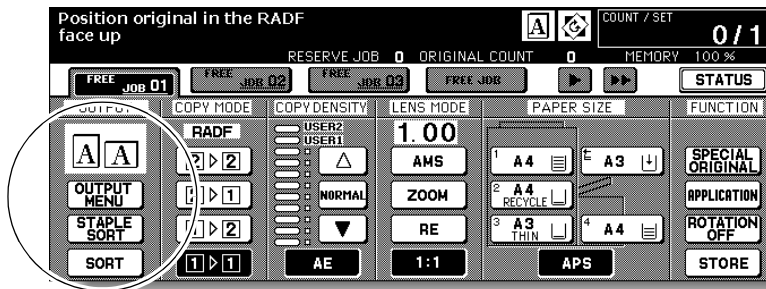
To set Staple-sort mode using Primary (main) tray: proceed to step 4.

To set Group mode using Primary (main) tray or output to Secondary (sub) tray: proceed to step 5.

3. To set Non-sort or Sort mode:

Check that ***SORT*** is already highlighted on the Basic Screen in initial condition.

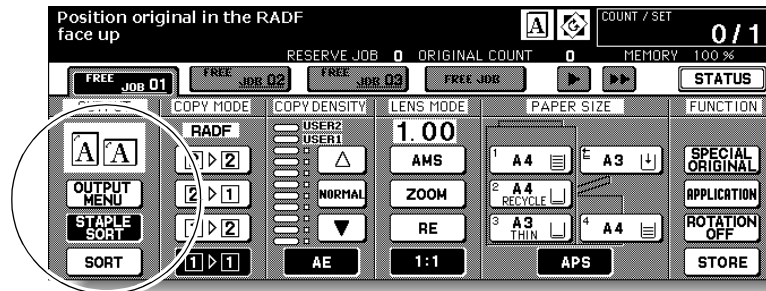
To select Non-sort mode, touch ***SORT*** to deselect it.



Proceed to step 6.

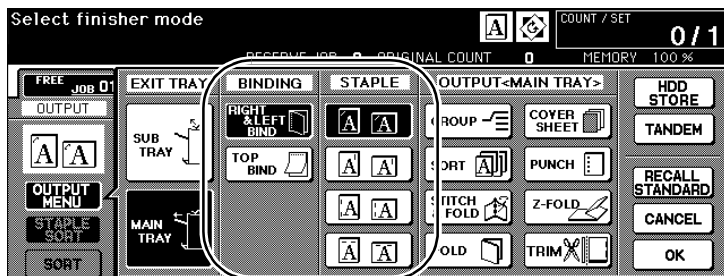
4. To set Staple-sort mode:

- (1) Touch ***STAPLE SORT*** on the Basic Screen to highlight it.



The staple position icon will be displayed in the output icon area.

- (2) Touch ***OUTPUT MENU*** on the Basic Screen to display the Output Mode popup menu.

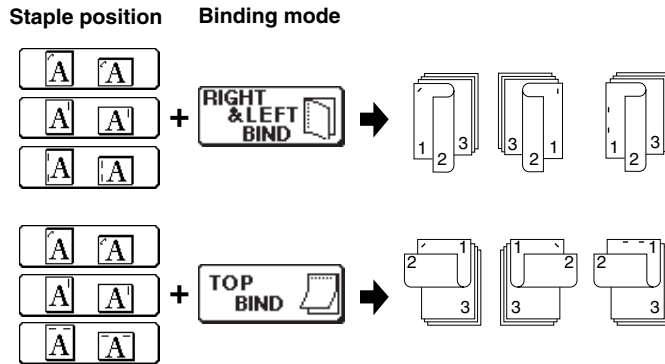


Output Mode for Machine with Finisher (continued)

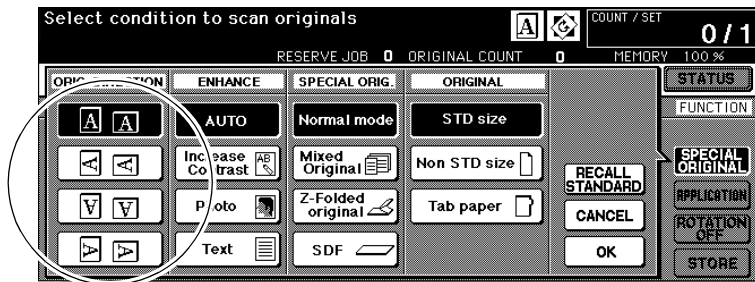
- (3) Touch the desired staple position key, then touch **OK**. The Basic Screen will be restored, with the selected staple position icon displayed.

DETAILS

When making double-sided copies, select the desired binding mode on the Output Mode popup menu. See p. 3-47 for detail.



- (4) Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu.



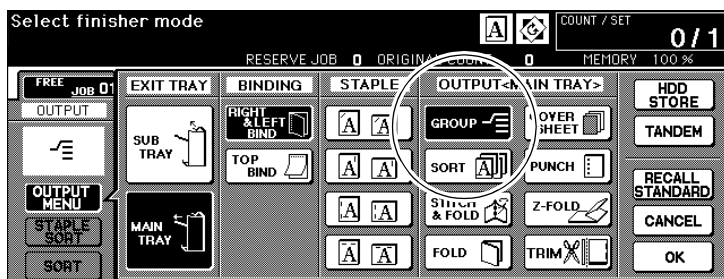
- (5) Touch the desired original set direction key, then touch **OK** to return to the Basic Screen.

Proceed to step 6.

5. To set Group mode or output to Secondary (sub) tray:

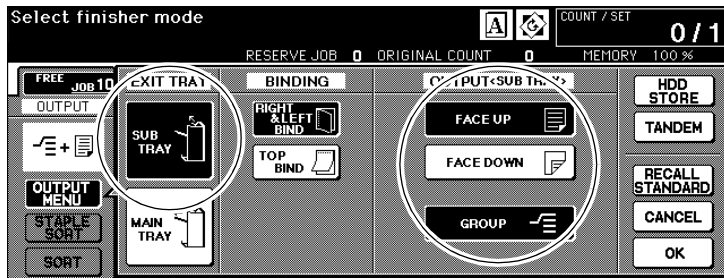
Touch **OUTPUT MENU** on the Basic Screen to display the Output Mode popup menu. Select the desired output mode.

To set the Group mode, touch **GROUP** to highlight it.



Output Mode for Machine with Finisher (continued)

To set the output to Secondary (sub) tray, touch **SUB TRAY** to display the popup menu, then touch to highlight the desired key(s).



- Face down non-sort exit: **FACE DOWN**
- Face down group exit: **FACE DOWN** and **GROUP**
- Face up non-sort exit: **FACE UP**
- Face up group exit: **FACE UP** and **GROUP**

Touch **OK** to restore the Basic Screen. **OUTPUT MENU** will be highlighted, and the output icon of the selected output mode will be displayed in the output icon area.

6. Select additional copy conditions, as desired.

7. Enter the desired print quantity from the control panel keypad.



HINT

See p. 11-3~p. 11-4 to be sure that the finisher capacity is not exceeded.

8. Position original(s).



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

9. Press [START].

Press **[STOP]** to suspend the scanning or printing job.



CAUTION

When the finisher exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219A/Q3220A Output Modes

Binding Mode

Recalling Previous Job

Check Mode & Proof Copy

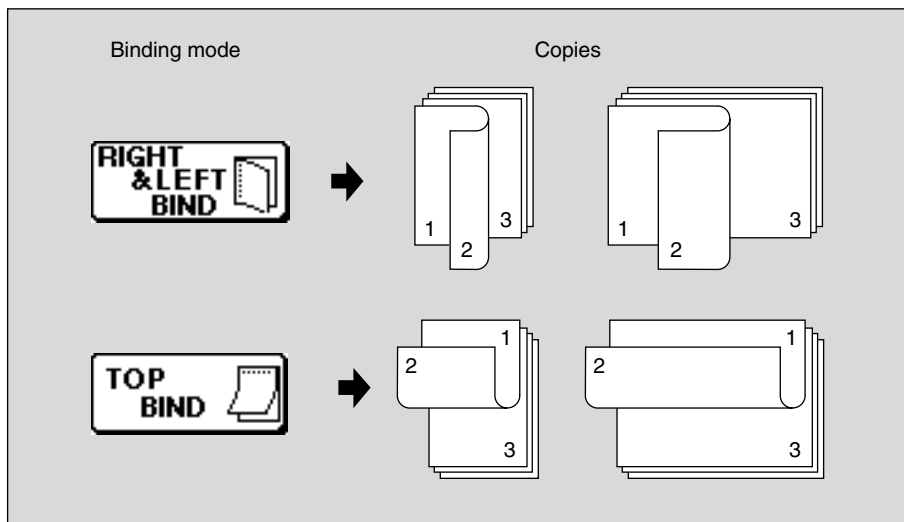
Interrupt Mode

Selecting Binding Mode

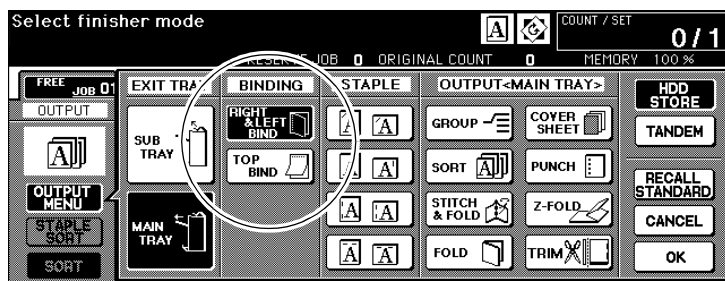
When copying in 1▶2 or 2▶2 mode, specify the binding mode on the Output Mode popup menu to obtain the desired copy result.

Right & Left Bind: Normal duplex copies

Top Bind: Duplex copies arranged upside down on the reverse side



1. Touch **OUTPUT MENU** to display the Output Mode popup menu.
2. Touch to highlight the desired binding mode key.



3. Touch **OK** to return to the Basic Screen.

Recalling Previous Job Settings

Follow the procedure below to copy with a previous job's settings.

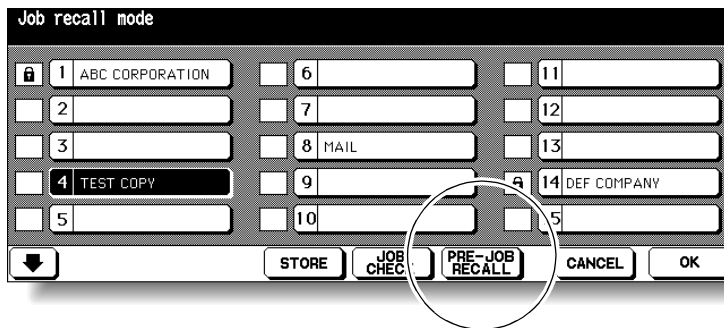
DETAILS

- Only the last-completed output job settings can be recalled as the previous job settings. Non-complete job or reserve job settings cannot be recalled, even if the setting operations have been made last.
- The previous job settings can be recalled, even after the machine power is turned off then on.

1. Press [JOB MEMORY] on the control panel.

The Job No. Selection Screen will be displayed.

2. Touch *PRE-JOB RECALL*.



3. Touch *OK* to return to the Basic Screen.

The settings of the previous output job is recalled on the screen.

4. Change the settings recalled on the screen, if desired.

5. When all settings are acceptable, position original(s) in the document feeder or on the platen glass, then press [START].

Checking Feature Selections and Proof Copying

Use the Check mode to confirm copying selections before starting print operation. In this mode, use Proof copy to produce a sample of the copied set before making multiple copies. This is a convenient and cost effective way of viewing the results of the following copying selections.

- Copying conditions using Store mode
- Sheet/Cover insertion
- Chapter
- Combination
- Booklet
- Image insert
- Dual Page
- Program job

>>>Specifications for Check Mode and Proof Copy<<<

- Proof copy is available when using RADF, or Platen store mode for multiple originals.
- Proof copy cannot be used for testing the Userset density.
- Proof copy is unavailable with Group output mode.

1. Select the desired copy conditions and enter the desired print quantity.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

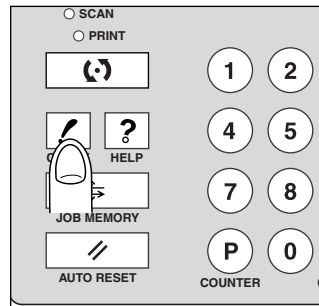
2. Position original(s).



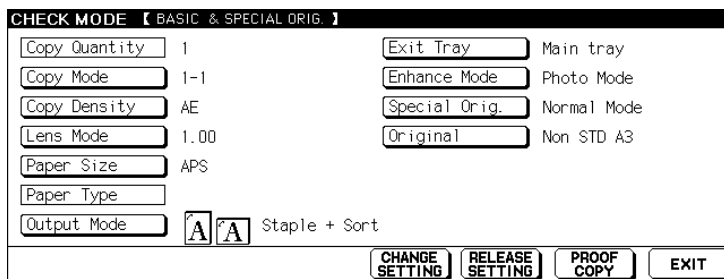
HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

3. Press [CHECK] on the control panel.



The Check Screen will be displayed.



Verify the settings made for the current job.

- If settings are OK, proceed to step 8.
- If a sample copy is needed, proceed to step 6.
- If making any setting change from the Check Screen, proceed to the next step.
- If releasing any setting from the Check Screen, proceed to step 5.

Checking Feature Selections and Proof Copying (continued)

4. To change the settings:

Touch the desired copying condition key on the Check Screen to highlight it. Any key that cannot be highlighted indicates that the copying condition cannot be changed from the Check Screen.

Touch **CHANGE SETTING**.

The LCD will display an appropriate screen to change the copying condition selected.

DETAILS

- Selecting a basic copying condition key will display the Basic Screen.
- Selecting **Enhance Mode**, **Special Orig.**, or **Original** key will display the Special Original popup menu.
- Selecting an application function key will display the Change Application Selection Screen.

When **BOOK MARK** has been checked on a subsequent screen, selecting the application function key will jump to that screen. See p. 9-2 for details.

- **CHANGE SETTING** will not function for the following application functions, however they can be released by touching **RELEASE SETTING**: Non-Image Area Erase, Reverse Image, AUTO Layout, Full-Image Area, Overlay.

Change the setting as desired, then restore the Check Screen to return to the checking steps.

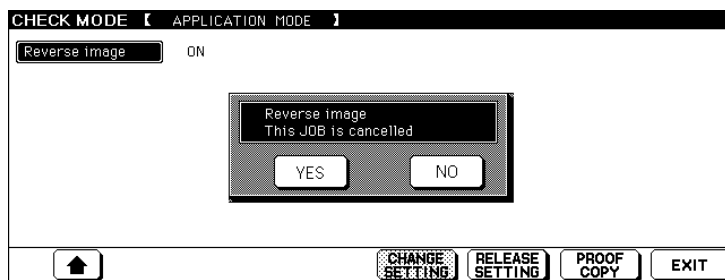
From the Basic Screen, press [**CHECK**] to return to the Check Screen.

From the Special Original popup menu or Change Application Selection Screen, touch **OK** to return to the Check Screen.

- When making a set or sample copy, proceed to step 6.
- To start printing without proofcopying, proceed to step 8.

5. To release the settings:

Touch the desired copying condition key on the Check Screen to highlight it, then touch **RELEASE SETTING**.



The confirmation screen will appear on the Check Screen.

Touch **YES** to cancel the function, or **NO** to restore.

- If making a sample copy, proceed to the next step.
- To start printing, proceed to step 8.

3 Copying Operations

Positioning Originals

Setting Print Quantity

Set Job During Warmup

Stop Scan/Print

Paper Size

Lens Mode

Density

1-2, 2-2

2-1

Multi-Sheet Bypass Tray

Using Memory

Output without Finisher

Q3219A/Q3220A Output Modes

Binding Mode

Recalling Previous Job

Check Mode & Proof Copy

Interrupt Mode

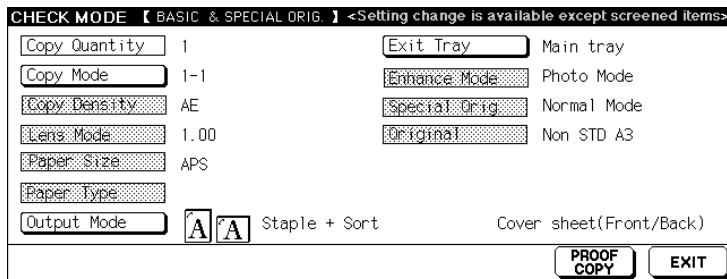
Checking Feature Selections and Proof Copying (continued)

6. Press [**PROOF COPY**] on the control panel or touch **PROOF COPY** on the Check Screen.

A sample copy will be output.

DETAILS

- Press [**STOP**] to suspend the proof copying. In this case, the scanned image data will not be deleted from memory.
- You cannot change or release selections that appeared dimmed after proof copying.



- When the copy result is satisfactory, proceed to the next step.
- When any setting change is required, return to step 4, then repeat proof copying, as required.

If the desired selection cannot be changed, press [**STOP**] to delete all the data in memory, then press [**AUTO RESET**] to restart the job setting.

7. Change the print quantity, as required.

DETAILS

Proof copy can be performed as needed, until the print quantity amount on the Basic Screen reaches zero. (Note that the print quantity amount on the Check Screen does not change.)

If required, change the print quantity on the Basic Screen.

8. Press [**START**].

If the print quantity is not changed, the mfp will output the rest, except the sample sets.

CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Interrupt Copying

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 Basic Screen displays.

Interrupt copying is available when the mfp is performing the following operations:

- Continuously printing the image stored in memory
- Scanning the originals into memory
- Scanning the originals into memory while printing in Reserve mode



HINT

If desired, Key Operator can change the timing to stop current machine operation for interrupt copying.

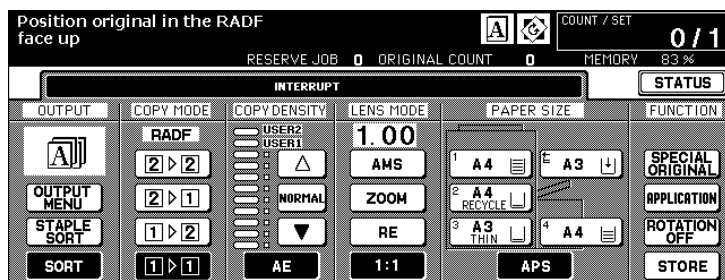
Note that the compatible copying conditions vary according to the timing selected. See p. 13-39 to p. 13-44.

>>>Specification for Interrupt Mode<<<

- The Interrupt mode cannot be selected with the following mfp conditions:
The Basic Screen is not displayed.
Overlay Memory is in use.
The Call for Service message displays or a paper misfeed occurs.
- Incompatible: Reserve, Storing image in Overlay Memory

1. Press [INTERRUPT] on the control panel.

The [INTERRUPT] LED turns on and all **JOB** indicators on the Basic Screen change to **INTERRUPT**.



HINT

The timing to enter the Interrupt mode varies according to the job in progress on the machine when [INTERRUPT] is pressed. See the following page.



DETAILS

In Reserve mode, pressing [INTERRUPT] before the mfp finishes scanning the reserve job originals clears the settings selected for the reserve job.

For details of Reserve mode, see p. 3-34 to p. 3-36.

2. Set copy conditions, as desired.

The initial settings in Interrupt mode are as follows.

Copy Mode : 1▶1
RADF : ON
AE : ON
Lens Mode : 1.00 (100%)
APS : ON
Print Quantity : 1
Finisher : Main Tray in Sort mode



Remove any document from the platen glass or from the document feeder, if present.

3. Position original(s).



See p. 3-2 to p. 3-6 for details on positioning originals.

4. Press [**START**] to start the interrupt copying.



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.

5. When Interrupt copying is completed, press [**INTERRUPT**] again.

The [**INTERRUPT**] LED turns out and the **INTERRUPT** indicator on the Basic Screen returns to the **JOB** indicators.

The settings of the initial job will be restored on the Basic Screen.

6. Press [**START**] to resume copying.



When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



For particular jobs in progress, copying will cease only after certain phases of the immediate operation are completed, as indicated by the [**INTERRUPT**] LED conditions described below.

- Collectively printing image stored in memory
The 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 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
The LED blinks until the mfp completes the current printing job, scans all originals placed on the document feeder, and prints one set of the Reserved job.
The LED remains steady for the temporary job performed in Interrupt mode.

SECTION

4

Job Memory & Help Mode

How to Use Helpful Functions

S toring Job Conditions (Job Memory: Job Store)	4-2
R ecalling Stored Job Settings (Job Memory: Job Recall)	4-5
D isplaying Screen for Operation Guide (Help Mode)	4-6

Storing Job Conditions (Job Memory: Job Store)

Use Job Store to store up to 30 frequently used copy job settings, which can be recalled at any time. The stored jobs can be given alphabetical names.

>>>Specifications for Job Memory<<<

- All copying functions can be selected.
- Interrupt mode cannot be used while in Job Memory.

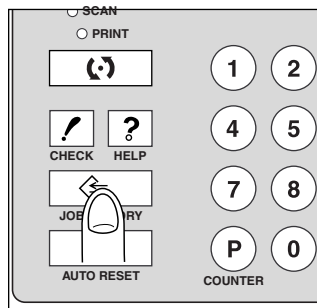
1. Make job selections from the Basic Screen and/or Application Selection Screen.



Reminder!

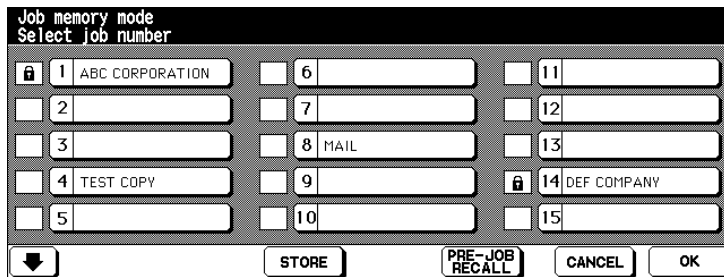
When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Press [**JOB MEMORY**] on the control panel.



The Job No. Selection Screen will be displayed.

3. Touch **STORE**.



The Job Store Check Screen will be displayed.

Storing Job Conditions (Job Memory: Job Store) (continued)

4. Review the settings on the Job Store Check Screen.

CHECK MODE [BASIC & SPECIAL ORIG.]

Copy Quantity	1	Exit Tray	Main tray
Copy Mode	1-1	Enhance Mode	Photo Mode
Copy Density	AE	Special Orig.	Normal Mode
Lens Mode	1.00	Original	Non STD A3
Paper Size	APS		
Paper Type	----		
Output Mode	Staple + Sort		Cover sheet(Front/Back)

CANCEL **OK**

Check that the selections made in step 1 are correctly entered.

DETAILS

If any correction is required, touch **CANCEL** to return to the Basic Screen. Make new selections, then restart the Job Store operation from step 2.

5. Touch **OK**.

The Job No. Selection Screen will be restored.

DETAILS

To suspend the storing job after step 6, press [**AUTO RESET**]. Job Memory mode will be cancelled, and the Basic Screen will return from any screen.

6. Touch to highlight one of the keys numbered from 1~30 to store the job under that number.

Job store mode
Locked job can't be overwritten

1	ABC CORPORATION	<input type="checkbox"/>	6	<input type="checkbox"/>	11		
<input type="checkbox"/>	2	<input type="checkbox"/>	7	<input type="checkbox"/>	12		
<input type="checkbox"/>	3	<input type="checkbox"/>	8	MAIL	<input type="checkbox"/>	13	
<input type="checkbox"/>	4	TEST COPY	<input type="checkbox"/>	9	<input type="checkbox"/>	14	DEF COMPANY
<input type="checkbox"/>	5	<input type="checkbox"/>	10	<input type="checkbox"/>	15		

CANCEL **OK**

The screen displays 15 job number keys. The arrow key at the lower left corner can be used to scroll to the next/previous page.

A blank key indicates that no job is stored under that key, and a named job without a lock icon () displayed can be overwritten.

The key with a lock icon () displayed is locked and cannot be selected.

HINT

To lock or unlock a job, and to delete a locked job, see p. 13-22.

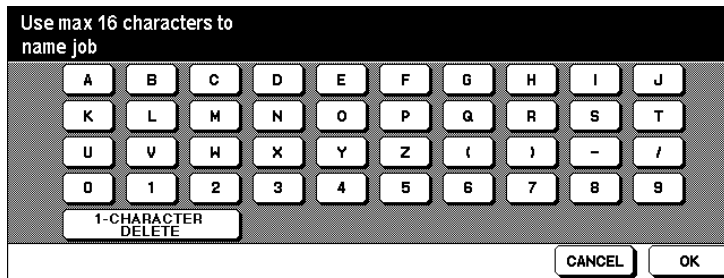
DETAILS

If you wish to cancel the job number selection, touch **CANCEL** to restore the Basic Screen, which displays the settings made in step 1. If you wish to cancel the settings, press [**AUTO RESET**].

Storing Job Conditions (Job Memory: Job Store) (continued)

7. Touch **OK**.

The Job Name Registration Screen will be displayed.



The image shows a touch screen interface for entering a job name. At the top, it says "Use max 16 characters to name job". Below this is a grid of buttons for letters A through Z, numbers 0 through 9, and symbols like parentheses, hyphen, and slash. There is also a button labeled "1-CHARACTER DELETE". At the bottom right, there are "CANCEL" and "OK" buttons.

8. Enter a job name.

Enter a job name in up to 16 characters, using the touch screen alphabet keypad.

To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character entered, then enter the correct job name.

DETAILS

If you do not wish to enter a name, simply touch **OK**. The key displays 16 asterisks (*) in place of a name.

When changing the name of a job previously stored, touch **1-CHARACTER DELETE** repeatedly to delete the previous name, then enter the new name.

9. Touch **OK**.

The Job No. Selection Screen will be restored.

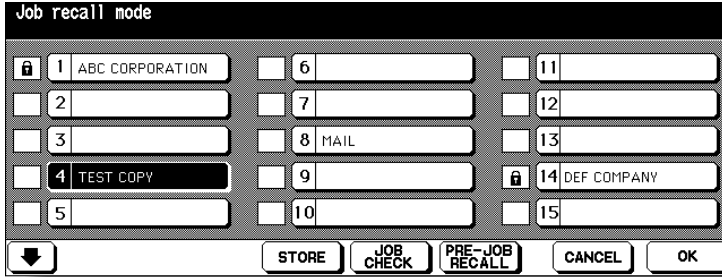
Check that the job name has been correctly entered.

10. Touch **OK** to complete the setting and return to the Basic Screen.

Recalling Stored Job Settings (Job Memory: Job Recall)

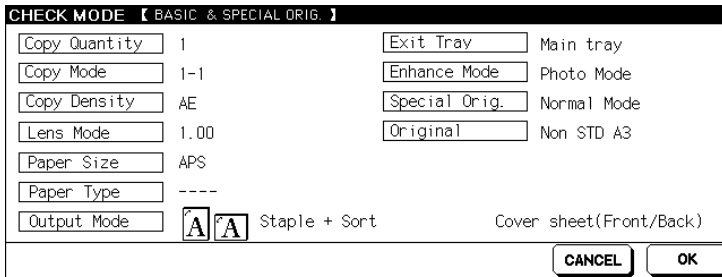
Use Job Recall to recall jobs that are already stored in Job Memory.

- 1. Press [JOB MEMORY] on the control panel.**
The Job No. Selection Screen will be displayed.
- 2. Touch to highlight a job number key to select a job you want to recall.**



The screen displays 15 job number keys. If required, scroll to the next page with the arrow key to reach the desired job number key (16~30).

- 3. If desired, touch JOB CHECK.**
The Job Recall Check Screen displays to enable you to review the settings.



- 4. Touch OK.**
The settings of the selected job will be recalled on the restored Basic Screen. To cancel the recall mode, touch **CANCEL** to return to the Basic Screen.
- 5. Position original(s), then press [START] to print.**

Displaying Screen for Operation Guide (Help Mode)

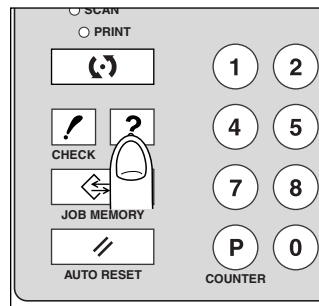
The Help Screen provides you with the information about the current screen mode and about setting procedures. Help mode can be accessed from any screen except Job Memory and Key Operator Screens.

Help mode provides two types of Help Screens according to the current screen mode:

- 1 Help Screen accessed from Basic Screen
- 2 Help Screen accessed from screens other than Basic Screen

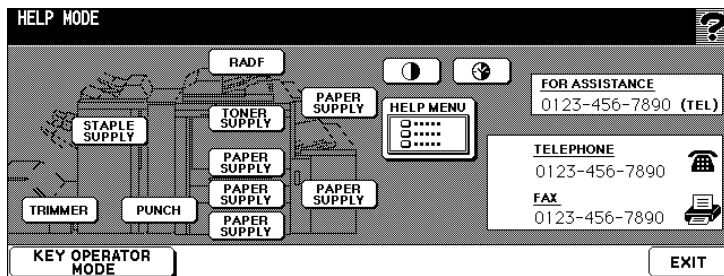
To Display Help Screen from Basic Screen



1. Return to the Basic Screen, then press [HELP].



The Help Screen will be displayed.



2. Touch the desired key to display specific information.



- **STAPLE SUPPLY** provides information on replacing staple cartridge.
- **PUNCH** provides information on emptying trash basket.
- **TRIMMER** provides information on emptying trash basket.
- **RADF** provides information on positioning originals in the document feeder.
- **TONER SUPPLY** provides information on adding toner.
- **PAPER SUPPLY** provides information on loading paper in each tray.
- **HELP MENU** displays the Help Menu Screen which provides a list of all of the mfp functions. When a function item is touched, the Help Screen displays information specific to that topic.
- **PANEL CONTRAST**  displays the screen to adjust the contrast of the LCD panel.
- **WEEKLY TIMER**  provides the current setting information of Weekly Timer. This key appears when the Weekly Timer function is turned ON.
- **FOR ASSISTANCE** displays the extension number of the Key Operator.
- **TELEPHONE/FAX** displays the phone/fax number of your service centre.

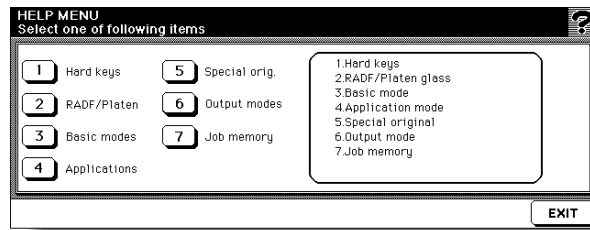
Displaying Screen for Operation Guide (Help Mode) (continued)

DETAILS



- Touch  on the Help Screen, if provided, to scroll to the next page. Touch  to return to the previous page.
- Touch **KEY OPERATOR MODE** to enter the Key Operator mode. See p. 13-2.

3. Touch **EXIT** to return to the Basic Screen.

DETAILS: Help Menu Screen



Select one of the 7 help menu items on the Help Menu Screen to display subsequent Help Screens.

Touch  on the Help Screen, if provided, to scroll to the next page. Touch  to return to the previous page.

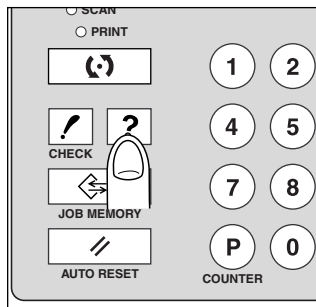
Touch **MENU** on the subsequent Help Screen to return to the Help Menu Screen, then touch **EXIT** to restore the Basic Screen.

- “1. Hard keys” displays the information on control panel buttons.
- “2. RADF/Platen” displays the information on unsuitable RADF originals and maintenance of the document feeder and platen glass.
- “3. Basic modes” displays the information on basic functions provided on the Basic Screen.
- “4. Applications” displays operational information on 16 application functions provided on the Application Selection Screen.
- “5. Special orig.” displays the information on functions provided on the Special Original popup menu.
- “6. Output modes” displays the information on Finisher functions.
- “7. Job memory” displays the information on Job Memory.

Displaying Screen for Operation Guide (Help Mode) (continued)

To Display Help Screen from Other Screens

1. While in any screen other than the Basic Screen, press [**HELP**].



The Help Screen displays to provide the information about the current screen mode and setting procedures.

2. Touch **EXIT**.

The screen that was displayed before pressing [**HELP**] will be restored.

SECTION

5

Troubleshooting

How to Handle Machine Troubles

W hen “Call for Service” Message Is Displayed	5-2
P reventive Maintenance	5-4
C learing Mishandled Paper	5-6
W hen “JAM” Appears on Folder Key (Or Arrow Key Flashes)	5-8
W hen “ADD PAPER” Appears on Folder Key (Or Arrow Key Flashes) ...	5-10
W hen “Memory Full” Message Is Displayed (Memory Overflow)	5-11
W hen Power OFF/ON Screen Is Displayed	5-13
T roubleshooting Tips	5-14

5

Troubleshooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

Power OFF/ON Screen

Copying Hints

When “Call for Service” Message Is Displayed

A “Call for Service” message indicates a machine condition that requires the attention of your service representative.

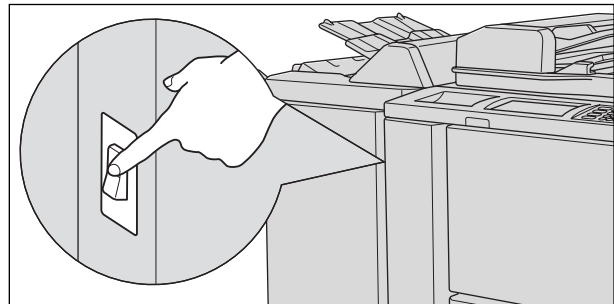
The Call for Service Screen usually displays the telephone and facsimile numbers of your service representative.



CAUTION

When the Call for Service Screen is displayed, be sure to contact your service representative immediately by following the procedure below.

- 1.** Make note of the Report code No. indicated in the second line of the message area.
- 2.** Turn OFF the power switch.



- 3.** Unplug the machine.
- 4.** Contact your service representative and report the condition and code No.

When “Call for Service” Message Is Displayed (continued)

Limited Use of the mfp in Trouble

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 ADU that are not affected by the trouble. To obtain this limited functionality of the mfp, consult your service representative. Be sure to utilize the limited function only temporarily, and arrange for machine repair immediately.

- 1. If the limited use of the mfp is available, the following message is displayed in the message area instead of the Report code.**

ex.

Tray 2 failure Press AUTO to select except this tray

- 2. Press [AUTO RESET].**

Please switch ON/OFF E 18-2

Make note of the Report code No.

- 3. Turn OFF then ON the power switch.**

A copying job can continue without using the troubled portion of the machine (ex. Tray 2).


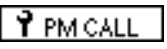


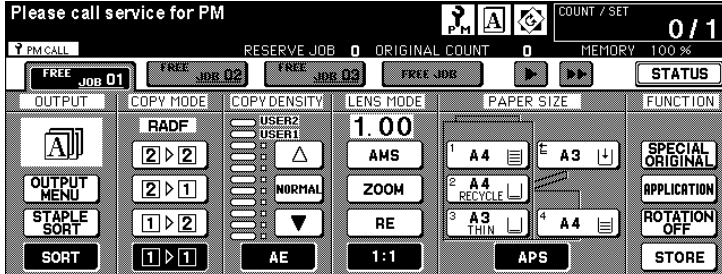
CAUTION

EVEN IF THE COPYING JOB CAN BE CONTINUED WITH THE ABOVE OPERATION, BE SURE TO CONTACT YOUR SERVICE REPRESENTATIVE IMMEDIATELY WHEN THE CALL FOR SERVICE SCREEN IS DISPLAYED.

Preventive Maintenance

After a set number of copies have been made on your mfp, Preventive Maintenance (PM) will be required for maintaining optimal performance.

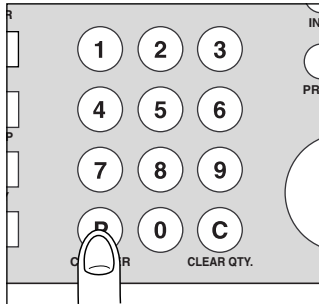
When preventive maintenance is due, a message and two icons () () will prompt you to contact your service representative for maintenance.



To Check the PM Counter

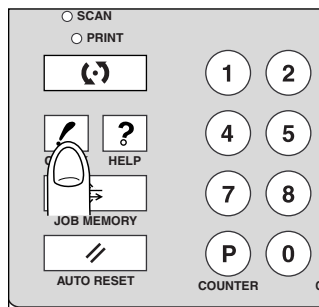
Follow the procedure below to check the PM counter to estimate the time when Preventive Maintenance is due.

1. Press [**P (COUNTER)**] on the control panel.



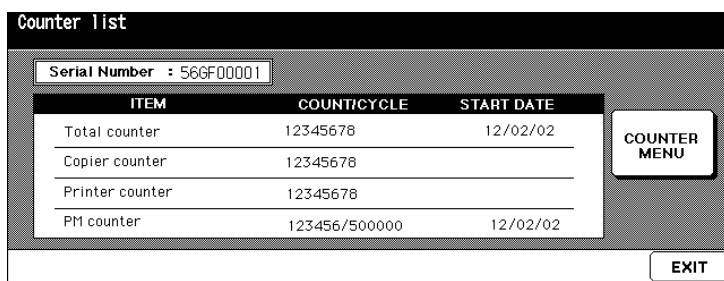
The Counter List Screen will be displayed.

2. Press [**CHECK**].



Preventive Maintenance (continued)

The PM counter will appear under the Printer counter on the screen.



Counter List

Serial Number : 56GF00001

ITEM	COUNT/CYCLE	START DATE
Total counter	12345678	12/02/02
Copier counter	12345678	
Printer counter	12345678	
PM counter	123456/500000	12/02/02

COUNTER MENU

EXIT



HINT

To print the Counter list including the PM counter, see p. 12-16.

3. Touch **EXIT**.

The Basic Screen will be restored.

5 Troubleshooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

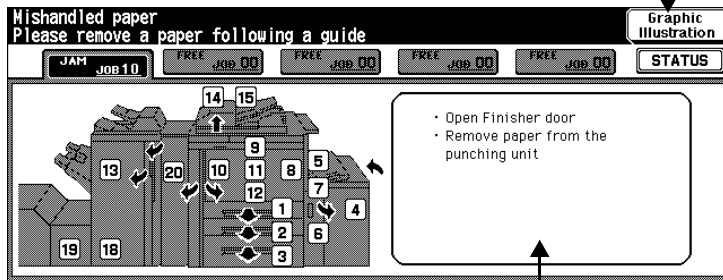
Power OFF/ON Screen

Copying Hints

Clearing Mishandled Paper

When a paper misfeed occurs, the mfp stops making copies and mishandled paper codes display on the screen to indicate misfeed area(s). Copying operation cannot be continued until all the misfeed locations are cleared.

Graphic Illustration key
Touch to display the subsequent screens for the disposal action.



Paper jam position display
Numbers flashing or lighting indicate the jammed positions.

Message area
An action will be displayed.

DETAILS

The above screen displays all the jam numbers for the sake of explanation. Actually a few numbers appear when a paper misfeed occurs.


1. Touch *Graphic Illustration* on the screen.

The screen illustrating the method for the disposal action will be displayed.

Reminder!

Before performing the clearing procedure, see p. 1-2 for the caution label locations inside the machine.

2. Follow the procedure on the screen to remove misfed paper.

Touch  on the screen, if provided, to go to the next page of a series of illustrations.

Reminder!

When removing mishandled paper, be sure to leave no torn paper inside the machine.

3. When completed, the Basic Screen will be restored.

If any misfeed location is left, the screen displays the next disposal procedure in the message area and the location number in the jam position display. Repeat steps 1 to 2 until all the locations are cleared.

Clearing Mishandled Paper (continued)



WARNING

*The drum unit generates high voltage.
To avoid bodily electrical shock, NEVER TOUCH the area.*



CAUTION

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



CAUTION

Be careful of removing staples stuck inside the machine so as not to get injured.



CAUTION

DO NOT INSERT your finger into the two RADF hinge portions, otherwise you may be injured.

5 Troubleshooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

Power OFF/ON Screen

Copying Hints

When “JAM” Appears on Folder Key (Or Arrow Key Flashes)

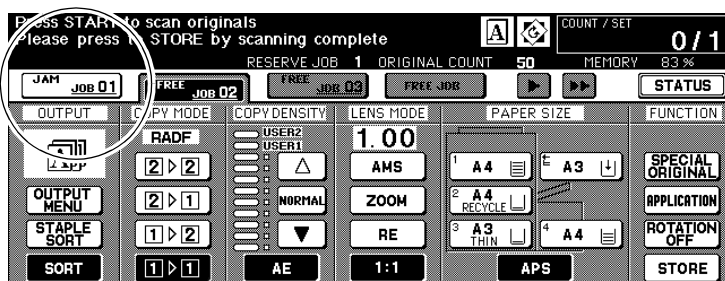
If a misfeed occurs with the print/scan job in progress while you are setting a reserve job, **SCAN** or **PRINT JOB** folder key on the Basic Screen will change to flashing **JAM JOB**.

When more than four jobs have been specified and the folder key of the print/scan job in trouble is not currently displayed on the screen, the arrow key to scroll to that job will flash.

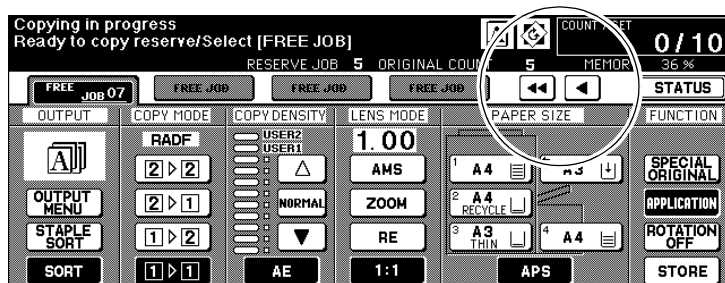
Follow the procedure below to remove mishandled paper.

1. Display the Jam Position Screen.

Touch **JAM JOB**. The Jam Position Screen will be displayed.



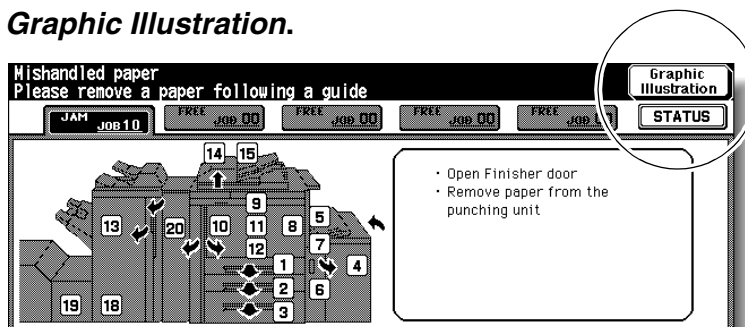
When the arrow key flashes, touch the key to scroll to the **JAM JOB** folder key, then touch it to display the Jam Position Screen.



HINT

If ADD PAPER is displayed instead of JAM JOB, see p. 5-10.

2. Touch *Graphic Illustration*.



The screen illustrating the method for the disposal action will be displayed.



HINT

See p. 5-6 to p. 5-7 for details on clearing procedure.

When “JAM” Appears on Folder Key (Or Arrow Key Flashes) (continued)

3. Follow the procedure on the screen to remove misfed paper.

When all procedures are completed, the Basic Screen will be restored.



DETAILS

JAM JOB has changed to **STOP**, and the settings for the current printing job are displayed on the screen.

4. Press [**START**].

The scan/print job will resume.

5. Touch **FREE JOB** to continue the reserve job setting.



WARNING

*The drum unit generates high voltage.
To avoid electrical shock, NEVER TOUCH the area.*



CAUTION

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



CAUTION

Be careful of removing staples stuck inside the machine so as not to get injured.



CAUTION

DO NOT INSERT your finger into the two RADF hinge portions, otherwise you may be injured.

5

Troubleshooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

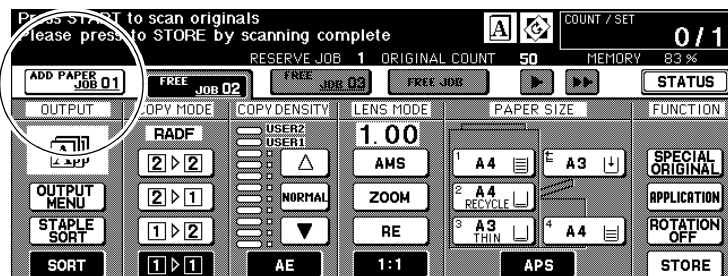
Memory Overflow

Power OFF/ON Screen

Copying Hints

When “ADD PAPER” Appears on Folder Key (Or Arrow Key Flashes)

If the paper supply for a print job in progress becomes depleted while you are setting a reserve job, **PRINT JOB** on the Basic Screen will change to flashing **ADD PAPER**. When more than four jobs have been specified and the folder key of the print job in trouble is not currently displayed on the screen, the arrow key to scroll to that job will flash.

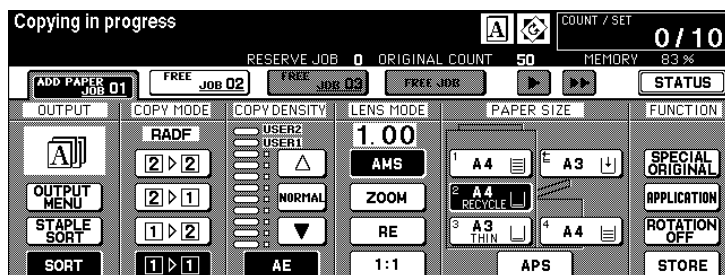


Follow the procedure below to continue the copying operation.

1. Display the Basic Screen for the print job in progress.

Touch **ADD PAPER**. The Basic Screen for the print job will be displayed.

When the arrow key flashes, touch the key to scroll to the **ADD PAPER** folder key, then touch it to display the Basic Screen for the print job.



2. Check the flashing tray key, then supply that empty tray with copy paper.

When paper supply is completed, **ADD PAPER** changes to **STOP**.



See p. 2-23 to p. 2-30 for details on loading paper.

3. Press [START].

The print job will resume.

4. Touch **FREE JOB** to continue the reserve job setting.

When “Memory Full” Message Is Displayed (Memory Overflow)

In certain modes, this printer/mfp uses memory to make operations convenient and smooth flowing. Occasional memory overflow may occur if the installed memory is inadequate for the copy conditions selected.

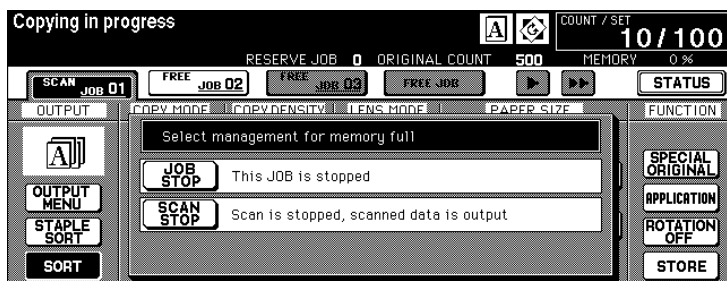
To handle the Memory overflow condition while performing a job, take the appropriate action described below. These actions enable you to continue the job or suspend the job.

DETAILS

Should memory overflow occur frequently, it is recommended that you contact your service representative to extend the memory capacity in your machine.

Memory Overflow in Current Job

When memory overflow occurs while scanning the first job, the machine stops immediately, and the screen provides **JOB STOP** and **SCAN STOP** as the only two available options.



DETAILS

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 give up further scanning but print out all the data already scanned into memory, touch **SCAN STOP**.

5 Trouble-shooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

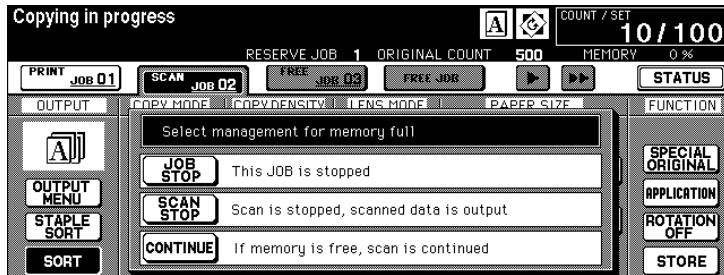
Power OFF/ON Screen

Copying Hints

When “Memory Full” Message Is Displayed (Memory Overflow) (continued)

Memory Overflow in Reserve Job

When memory overflow occurs during the reserve operation, **CONTINUE** also appears on the active screen. In this case, the machine will not stop until all the jobs on standby for printing are completed.



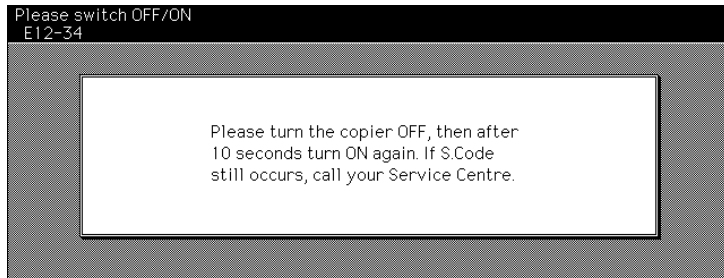
DETAILS

If the job settings include Booklet mode, **SCAN STOP** will disappear.

- To delete the scanned data and discontinue the last reserve job, touch **JOB STOP**.
- To give up further scanning but print out the data already scanned for the last reserve job, touch **SCAN STOP**.
- To continue scanning the last reserve job, touch **CONTINUE** as the current printing job gradually enables memory for new data.

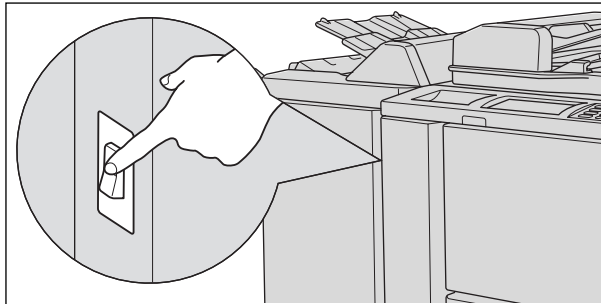
When Power OFF/ON Screen Is Displayed

When any trouble affects the electrical signal of the mfp, the Power OFF/ON Screen will be displayed.



Follow the procedure below to turn the machine power off then on.

- 1. Turn OFF the power switch.**



- 2. Wait about 10 seconds.**
- 3. Turn ON the power switch.**

5 Troubleshooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

Power OFF/ON Screen

Copying Hints

Troubleshooting Tips

mfp DOES NOT OPERATE WHEN POWER SWITCH IS ON

Fully insert paper trays.

Close RADF.

Close Front doors.

Close Finisher door.

Check to be sure reset switch is ON.

Check to be sure power plug is firmly inserted in electrical socket.

COPY IMAGE IS TOO LIGHT

Manually adjust copy density to darker density.

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 density to lighter density.

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 platen glass and inner surface of document cover clean.

Call for service if "Call for service" is displayed in the message area.

Check density indicator and lighten if required.

COPY PAPER MISHANDLES DURING COPYING

Fan copy paper and load it with curl side in proper location. Do not exceed the tray capacity.

COPY IMAGE CAN BE RUBBED OFF

Check copy paper thickness. Use Thick paper mode, if paper weight requires it.

MAGNIFICATION CANNOT BE CHANGED

Reduce & Shift is incompatible with magnification.

Press [**AUTO RESET**] and set desired copying conditions without using Reduce & Shift.

DUPLEX MODES CANNOT BE SELECTED

Fully close RADF, then select Duplex mode again.

COPYING DOES NOT BEGIN AFTER PRESSING [START**]**

Insert or adjust the appropriate paper tray for paper size selected.

Close RADF firmly.

Close Front doors completely.

Close Finisher door completely.

Check to see if the message "Please close stacker cover of Trimmer" is displayed. Close Trimmer stacker cover or front door completely.

COPYING DOES NOT RESUME AFTER MISHANDLED PAPER IS REMOVED

Check mfp diagram on touch screen for additional indications of mishandled paper.

COPY QUALITY IS POOR

Check paper for dampness, and replace it if necessary.

Troubleshooting Tips (continued)

THE ORIGINAL PAPER IS MISHANDLED 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 RADF.

Check to make sure paper guides meet the width of mixed size originals.

COPY IMAGE IS SKEWED WHEN BYPASS IS USED

Be sure copy paper is inserted straight.

USING ECM, 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 **OUTPUT MENU**.

Check for a paper misfeed and remove it, as required. Properly close finisher door.

RADF INDICATOR WILL NOT LIGHT AFTER [AUTO RESET] IS PRESSED

Fully close RADF.

RADF LIGHT IS FLASHING

The document feeder is ready to accept originals.

Insert originals on RADF tray, press [**AUTO RESET**], then [**START**].

ADD TONER MESSAGE IS DISPLAYED

New toner supply is needed. Follow instructions for adding toner.

CALL FOR PM IS DISPLAYED IN MESSAGE AREA

Contact your service representative for Preventive Maintenance.

APS 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 Basic Screen will blink.

THE BASIC SCREEN DOES NOT DISPLAY SETTINGS AS DESCRIBED IN INSTRUCTION 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 platen glass.

Select paper size and press [**START**]. 1.00 magnification will be selected automatically. If this message continues to display after selecting paper size, select 1.00 magnification, even if it is already indicated, then press [**START**]. If desired, ask your service representative to enable the machine to default to 1.00 magnification in this situation.

5 Troubleshooting

Call for Service

Preventive Maintenance

Clearing Mishandled Paper

JAM Key

ADD PAPER Key

Memory Overflow

Power OFF/ON Screen

Copying Hints

Troubleshooting Tips (continued)

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 copy paper that is loaded vertically (portrait style).

COPIES SKEW IN THE STAPLED SETS

Check to see if copy paper is excessively curled in the tray.
Reload the copy paper upside down.

USING PUNCH, COPIES CANNOT BE PUNCHED

Check to see if the message "Waste basket of Punching unit is full" is displayed.
Empty the waste basket.

COPIES CANNOT BE STAPLED OR PUNCHED IN POSITION

Check to make sure the side guide plates are securely aligned to the copy paper in the paper tray to be used.

USING TRIMMER, COPIES CANNOT BE TRIMMED

Check to see if the message "Waste basket of Trimmer is full" is displayed.
Empty the waste basket.

SECTION

6

Machine Specifications

Engine & Option Specifications

Engine Specifications.....	6-2
Option Specifications.....	6-3



Engine Specifications

Engine

Name:	hp 9085mfp
Type:	Console type
Transfer method:	Indirect electrostatic method
Platen glass:	Fixed
Light-sensitive unit:	OPC
Light source:	Xenon lamp
Developing method:	Dry, 2-component magnetic brush developing
Fixing method:	Heat roller
Contrast adjustment:	Automatic and manual (9 steps)
Magnification ratio:	1:1±1.0%
	Enlargement: 1:1.150 (115%), 1:1.220 (122%), 1:1.410 (141%), 1:2.000 (200%)
	Reduction: 1:0.860 (86%), 1:0.820 (82%), 1:0.710 (71%), 1:0.500 (50%)
	Zoom/Special ratio magnification ratio: 25% to 400% in 1% increments
Copy paper:	Plain paper: 50 to 200g/m ²
	Special paper: OHP film, Labels, Tab, 3-hole
Copying speed:	85 copies/min. (A4), 66 copies/min. (A4R), 50 copies/min. (A3), 85 copies/min. (B5), 56 copies/min. (B4), 74 copies/min. (B5R)
Continuous copying:	1 to 9,999 copies
Types of original:	Sheet, book originals
Original size:	A3 maximum
Copy size:	Standard size: A3 to A6 size (image cutoff width: leading and trailing ends 2mm±2mm, top and bottom 1.5mm±1.5mm)
	Wide size and non-standard size: Max. 314mm x 459mm
Paper supply method:	Tray 1, 2 (universal); 500 sheets (80g/m ²)
	Tray 3 (universal); 1,000 sheets (80g/m ²)
	Tray 4 (HCl) (fixed); 4,000 sheets (80g/m ²) (Q3637A/Q3638A option)
	Multi-sheet bypass tray; 150 sheets (80g/m ²)
Warm-up time:	Approx. 6 minutes
First copy time:	Approx. 3.3 seconds (A4)
Power:	AC 230V/50Hz (This equipment selects the correct voltage automatically.)
Power consumption:	3.45KW max. (with option)
Sound power level:	78dB max. (with option)
Weight:	Approx. 280kg (engine + RADF)
Size:	887(W) x 775(D) x 1160(H) mm (engine + RADF)
	1816(W) x 775(D) x 1160(H) mm (engine + RADF + Q3219A + Q3637A)
	3177(W) x 775(D) x 1160(H) mm (engine + RADF + Q3220A + Q3224A + Q3638A)
	3351(W) x 775(D) x 1160(H) mm (engine + RADF + Q3220A + Q3222A/Q5684A/Q3223A/Q5685A + Q3224A + Q3638A)
Effective size*:	1311(W) x 865(D) mm (engine + RADF)
	2177(W) x 865(D) mm (engine + RADF + Q3220A + Q3637A)
	*Effective size is dimensions required when the Multi-sheet bypass tray is opened.

These specifications are subject to change without notice.

Option Specifications

RADF (Q5682A)

Function:	Feeds 1- and 2-sided originals automatically
Type of original:	Plain paper (50 to 200g/m ²) (50 to 200g/m ² using SDF mode in simplex scanning)
Original size:	A3, B4, F4, A4, A4R, B5, B5R, A5, A5R, 11"x17", 8.5"x11"
Original capacity:	100 sheets max. (80g/m ²)
Original insertion:	Automatic feed at a time
Dimensions:	650(W) x 570(D) x 170(H) mm
Weight:	Approx. 21.5kg
Power source:	Supply from engine

Q3219A/Q3220A In-Bin Stapler Finisher

Type:	Offset catch tray
Sorting system:	Sorting by shifting (30±2 mm) (copies are delivered face down)
Paper sizes:	A3, B4, F4, A4R, A4, B5R, B5, A5, B6, 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5" (50 to 200g/m ² paper)
Number of stapled sheet:	Q3219A: 100 sheets max. or 10 mm or less (80g/m ² paper) Q3220A: 50 sheets max. or 5 mm or less (80g/m ² paper)
Staple cartridge:	5,000 staples
Dimensions:	544(W) x 656(D) x 1095(H) mm
Weight:	Approx. 65kg (Q3219A) / 80kg (Q3220A)
Power source:	Supply from engine



Q3221A Cover Sheet Feeder

Function:	Paper feed into Finisher Q3219A/Q3220A
Types of paper:	Normal: 60 to 90g/m ² paper Special: OHP film, thin/thick paper (50 to 59g/m ² , 91 to 200g/m ² paper)
Paper sizes:	A3, B4, F4, A4R, A4, B5, A5
Stack capacity:	200 sheets max. or 40 mm or less (200g/m ² paper)
Dimensions:	330(W) x 456(D) x 120(H) mm
Weight:	Approx. 5kg)
Power source:	Supply from finisher

Q3224A Trimmer Unit

Function:	Trimming the end of booklet
Types of paper:	60 to 90g/m ² paper One cover paper only (91 to 200g/m ² paper)
Paper sizes:	A3, B4, A4R, 8.5"x11"R
Number of trimmed sheet:	3 sheets max. in Fold mode 16 sheets max. using 80g/m ² paper only in Stitch&Fold mode 15 sheets max. with a cover in Stitch&Fold mode
Trimming width:	10mm max.
Stack capacity:	Approx. 512 sheets max. 100 sets max of 2~5-sheet-folded booklet (500 sheets max.) 50 sets max. of 6~10-sheet-folded booklet (500 sheets max.) 32 sets max. of 11~16-sheet-folded booklet (512 sheets max.)
Dimensions:	1117(W) x 604(D) x 562(H) mm
Weight:	Approx. 68kg
Power source:	Supply from outlet (power cord required)

These specifications are subject to change without notice.

Option Specifications (continued)

Q3222A/Q5684A Punching Unit

- Function: Punching file holes in copies
- * Number of punch holes: 4 or 2 / 3 or 2, region dependent
- Hole diameter: 6.5mm ± 0.5mm
- Hole pitch: 80mm ± 0.5mm
- Paper sizes: A3, B4, A4, B5
- Types of paper: 50 to 170*g/m² paper
*Some 170g/m² paper types may not be punched easily.
- Dimensions: 169(W) x 660(D) x 930(H) mm
- Weight: Approx. 30kg
- Power source: Supply from outlet (power cord required)
- * **NOTE:** Number of holes configurable by service personnel ONLY.

Q3223A/Q5685A Punching / Z-Folding Unit

- Function: Punching file holes in copies and Z-folding the copies
- * Number of punch holes: 4 or 2 / 3 or 2, region dependent
- Hole diameter: 6.5mm ± 0.5mm
- Hole pitch: 80mm ± 0.5mm
- Paper in Punch mode: A3, B4, A4, B5 (50 to 170*g/m² paper)
*Some 170g/m² paper types may not be punched easily.
- Paper in Z-Folding mode: A3, B4 (60g to 90g/m² paper)
- Folded width: 209mm or less for A3
181mm or less for B4
- Dimensions: 169(W) x 660(D) x 930(H) mm
- Weight: Approx. 38kg
- Power source: Supply from outlet (power cord required)
- * **NOTE:** Number of holes configurable by service personnel ONLY.

Q3637A Tray 4 /HCI

- Function: Paper feed into engine
- Paper sizes: A4, B5, 8.5"x11", Wide sizes
- Types of paper: Normal: 60 to 90g/m² paper
Thick: 91 to 200g/m² paper
- Capacity: 4,000 sheets
- Dimensions: 430(W) x 639(D) x 690(H) mm
- Weight: Approx. 30kg
- Power source: Supply from engine

Q3638A Tray 4 /HCI

- Function: Paper feed into engine
- Paper sizes: A3, B4, F4, A4, A4R, 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, Wide sizes
- Types of paper: Normal: 60 to 90g/m² paper
Thick: 91 to 200g/m² paper
- Capacity: 4,000 sheets
- Dimensions: 670(W) x 639(D) x 695(H) mm
- Weight: Approx. 42kg
- Power source: Supply from engine

These specifications are subject to change without notice.

Option Specifications (continued)

Memory Unit

Three slots available for additional memory modules of 256MB each.
Product Number: C9653A

Print Controller Kit

Adds connectivity and highly efficient PCL printing capability to the 9085mfp.
Product Number: Q5681A



These specifications are subject to change without notice.

blank page

Advanced

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SECTION

7

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Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Fold /
Stitch&Fold

Punch

Z-Fold

Trimming

Cover Sheet
Feeding

Using Finisher
Manually

Tandem Mode

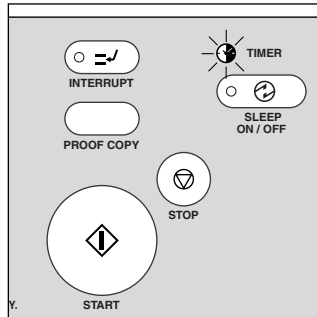
7

Advanced
Information

Programmed Shut-Off (Weekly Timer)

The Weekly Timer function turns a mfp on and off at the time specified by the Key Operator.

This function is not factory-set. When a mfp is under control of the Weekly Timer function, the TIMER indicator on the right side of the control panel is lit.



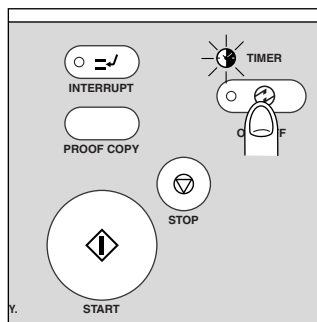
Reminder!

IMPORTANT: WHEN THE TIMER INDICATOR IS LIT, THE mfp WILL TURN OFF AUTOMATICALLY. DO NOT TURN IT OFF BY PRESSING POWER SWITCH.

When the TIMER indicator light is on and other indicators are off, copying is unavailable due to the Weekly Timer function.

However, copying can be available by using the following procedure.

1. Press [SLEEP ON/OFF] on the control panel.



HINT

For details of the Weekly Timer function, see p. 13-27 to p. 13-35.

The Basic screen will be displayed along with the message shown below.

Timer interrupt mode
Enter password

DETAILS

The machine power will be turned off automatically after 5 minutes from this state if a password is not entered.

Programmed Shut-Off (Weekly Timer) (continued)

The Timer Interrupt password is not factory set and must be entered by the Key Operator.

In the event the Timer Interrupt password has not been entered by the Key Operator, the following message will display instead.

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

When the above message displays, proceed to step 4.

2. Enter the password.

Enter a 4-digit number Timer Interrupt password using the keypad on the control panel.



HINT

For setting the Timer Interrupt password, see p. 13-35.



DETAILS

If an invalid password is entered, continue by entering the valid 4-digit password.

3. Press [START].

The following message will be displayed on the Basic Screen.

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

4. Set the hour for the interrupt use.

Enter a 1-digit hour (ex. 3 hours is 3) using the keypad on the control panel. (0 ~ 9)

5. Press [START].

6. Set the minute for the interrupt use.

Enter a 2-digit minute (ex. 7 minutes is 07) using the keypad on the control panel. (00 ~ 59)



DETAILS

Entering a number smaller than 5 will set the minute at 5.

7. Press [START].

Copying is available until the set time is up.

8. When Timer Interrupt of the mfp is finished, press [SLEEP ON/OFF] for one second or longer, then release it.

The mfp returns to the OFF condition and copying is again disabled.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Fold /
Stitch&Fold

Punch

Z-Fold

Trimming

Cover Sheet
Feeding

Using Finisher
Manually

Tandem Mode

7

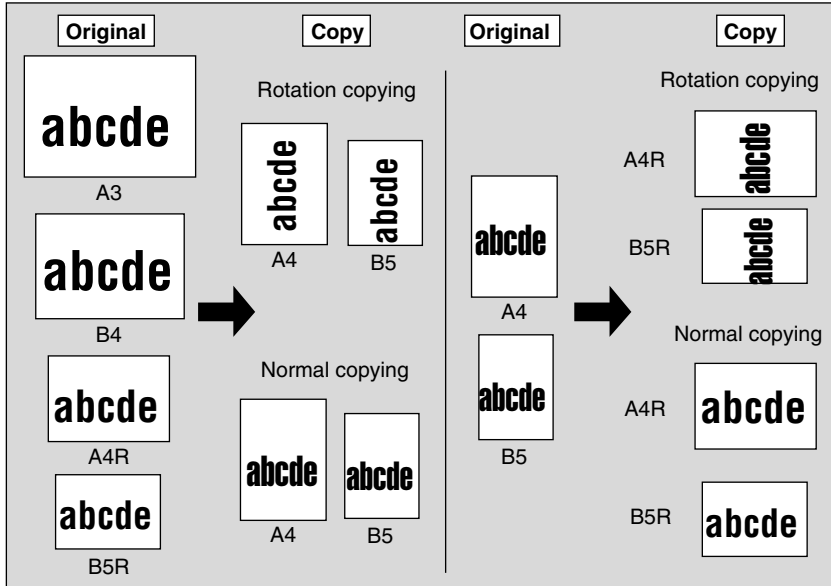
Advanced
Information

Rotation

This function allows you to utilize APS or AMS and copy the original documents onto size A4 or B5, irrespective of the copy paper feeding direction.

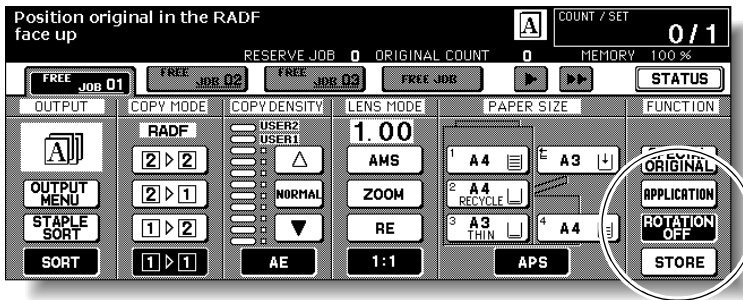
DETAILS

By default, Rotation requires APS or AMS to function. The Key Operator can set this function ON, or to operate when APS, AMS or reduce functions. See p. 13-39 to p. 13-44.



The mfp is initially set to activate the Rotation function automatically. Follow the procedure below to release/resume this function.

1. Touch **ROTATION OFF** on the Basic Screen to highlight it.



When Rotation is released, the Rotation icon on the Basic Screen will disappear to indicate that this function is cancelled.

2. Touch to deselect **ROTATION OFF** to resume this function.

When Rotation is resumed, the Rotation icon will be displayed on the screen.

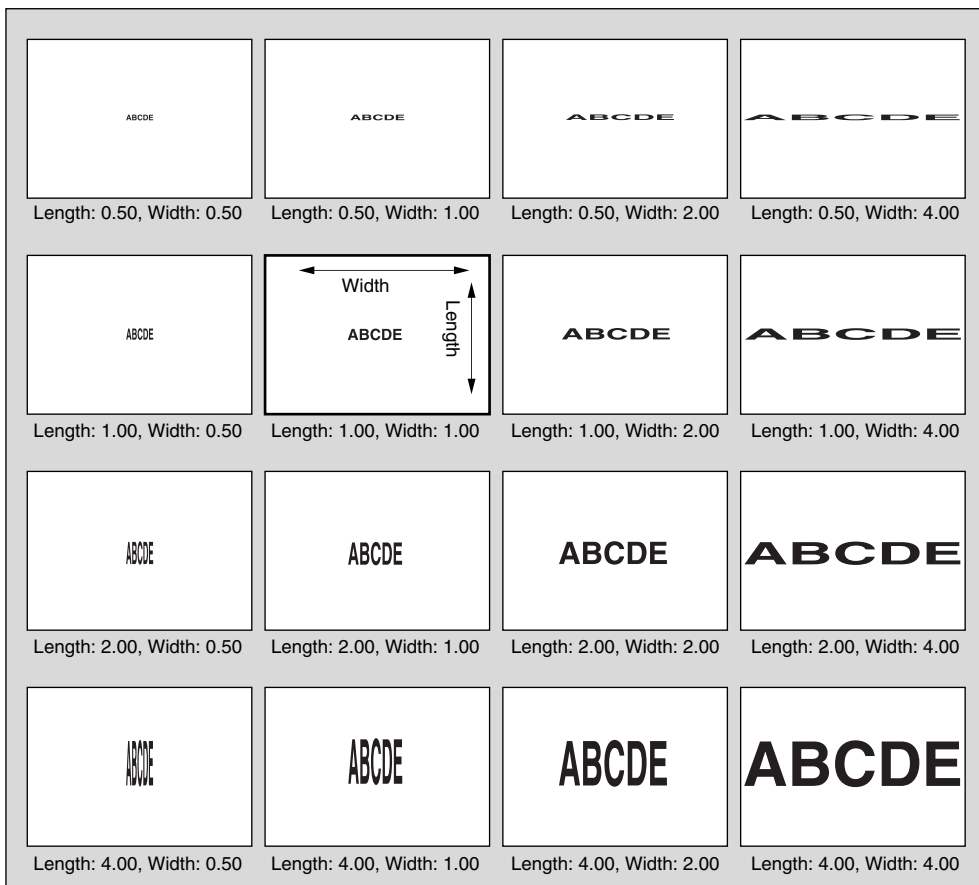
Vertical/Horizontal Zoom Mode

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

>>>Vertical/Horizontal Zoom Mode Specifications<<<

- Vertical/Horizontal zoom range: 0.25~4.00
- Incompatible Conditions: APS, AMS, Reduce & Shift in Image Shift, Overlay with Repeat

The figure shown below is the sample image using the Vertical/Horizontal zoom.



Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Fold /
Stitch&Fold

Punch

Z-Fold

Trimming

Cover Sheet
Feeding

Using Finisher
Manually

Tandem Mode

7
Advanced
Information

Vertical/Horizontal Zoom Mode (continued)

1. Touch **ZOOM** on the Basic Screen.

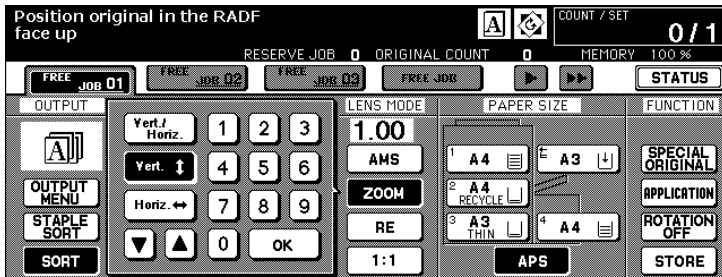
The popup menu for setting a zoom ratio will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **Vert.** on the popup menu to highlight it, then set the vertical zoom ratio.



Use the keypad on the popup menu to enter a 3-digit vertical zoom ratio, or use arrow keys (▲/▼) to scroll to the desired ratio.

Similarly, touch **Horiz.** to highlight it, then set the horizontal zoom ratio.

3. Touch **OK**.

The popup menu disappears automatically and the specified zoom ratio will be displayed on the Basic Screen.

4. Select additional copy conditions, as desired.

5. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

6. Position original(s).



HINT

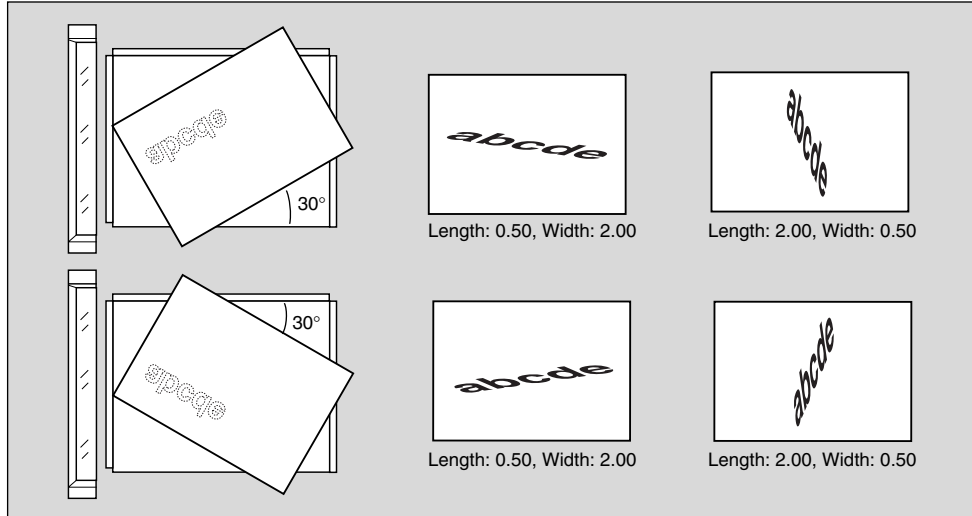
See p. 3-2 to p. 3-6 for details on positioning originals.

7. Press [**START**].

Vertical/Horizontal Zoom Mode (continued)

DETAILS

The figure shown below is the sample image using the Vertical/Horizontal zoom with an original placed slantwise on the platen glass.



Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Fold /
Stitch&Fold

Punch

Z-Fold

Trimming

Cover Sheet
Feeding

Using Finisher
Manually

Tandem Mode

7

Advanced
Information

Making Folded Booklet (Fold / Stitch&Fold)

The Fold and Stitch & Fold modes are available only when the Q3220A Finisher option is installed. When either mode is selected, the Booklet feature is automatically selected and indicated on the Application Selection Screen.

DETAILS

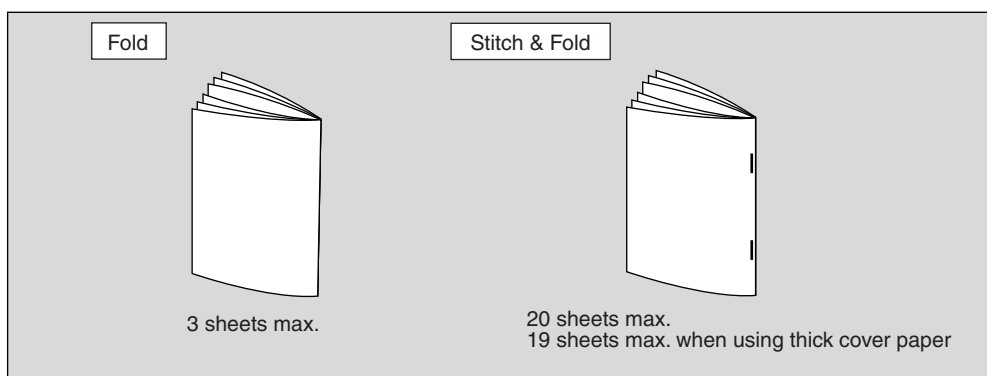
- When copying two-sided signature originals using the Fold or Stitch & Fold mode, release the automatically selected Booklet mode on the Application Selection Screen.
- When copying dark originals or using Reverse Image mode together with Fold or Stitch & Fold mode, the folded line of the output copies may be slightly shifted.

The following copy results may be expected when using Fold or Stitch & Fold mode:

In the Fold mode, each copied set is folded and output to the Booklet tray of the Finisher. In the Stitch & Fold mode, each copied set is stapled at two positions (saddle stitched), then folded and output to the Booklet tray of the Finisher.

>>>Specifications for Fold / Stitch & Fold Mode<<<

- Max. number of folded sheets (80 g/m² paper) in both modes:
 - Fold: 3 sheets (less than in Stitch & Fold mode because they are not clinched first)
 - Stitch & Fold: 20 sheets
19 sheets when using thick cover paper
- Paper size: A3, B4, A4R
- Booklet tray capacity:
 - When the Booklet tray capacity is exceeded, the Finisher will stop operating. Select the appropriate print quantity by referring to the following capacities.
 - Approx. 100 sheets max.
 - Fold: 33 sets max. of 3-sheet-folded booklet (33 x 3 = 99 sheets)
 - Stitch & Fold: 20 sets max. of 5-sheet-folded booklet (20 x 5 = 100 sheets)
5 sets max. of 20-sheet-folded booklet (5 x 20 = 100 sheets)
- Incompatible Conditions with Booklet selected: APS, 1▶1, 2▶1, Sort, Staple-sort, Group, Rotation sort, Rotation group, Output to Secondary (sub) tray, Trimming, Punch, Mixed Original, Full Area in Non STD size, Tab Paper, Sheet/Cover Insertion, Combination, OHP Interleave, Program Job, Non-Image Area Erase, Reverse Image, Repeat
- Incompatible conditions without Booklet: Sort, Staple-sort, Group, Rotation Sort, Rotation Group, Output to Secondary (sub) tray, Trimming, Punch, OHP Interleave, Reverse Image

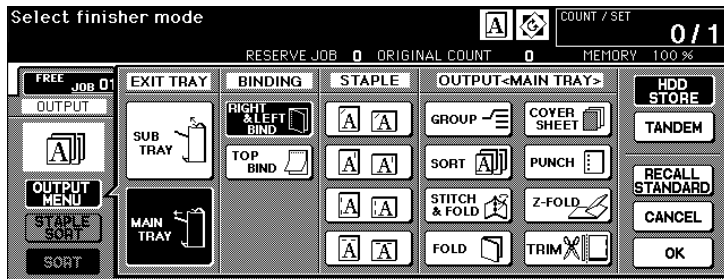


Making Folded Booklet (Fold / Stitch&Fold) (continued)

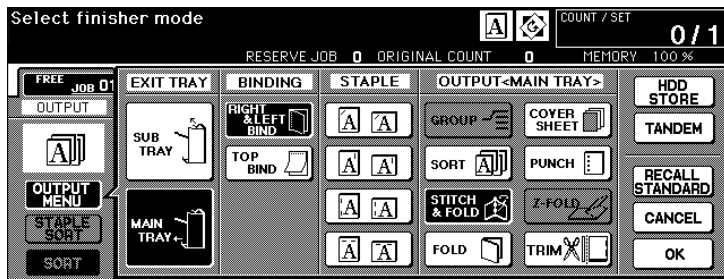
1. Touch **OUTPUT MENU** on the Basic Screen

The Output Mode popup menu will be displayed.

2. Touch **MAIN TRAY**, if not highlighted.



3. Touch **STITCH & FOLD** or **FOLD**, as desired.



DETAILS

Selecting **FOLD** or **STITCH & FOLD** will automatically switch the output tray to Booklet tray. Notice that the arrow pointing on the **MAIN TRAY** key shifts from the Main tray to the Booklet tray.

When selecting **STITCH & FOLD**, the machine with the trimmer unit installed selects **TRIM** automatically. To cancel the trimming mode, touch **TRIM** to deselect it.

4. Touch **OK** on the Output Mode popup menu.

The Basic Screen will be restored and the selection made in the output mode will be reflected in the OUTPUT icon area.

5. Select additional copying features, as required.

DETAILS

NO COVER SHEET of the Booklet is initially selected.

To change this selection, touch **APPLICATION** on the Basic Screen to display the Application 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 print quantity from the control panel keypad.

HINT

See p. 3-7 for details on setting print quantity.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Fold /
Stitch&Fold

Punch

Z-Fold

Trimming

Cover Sheet
Feeding

Using Finisher
Manually

Tandem Mode

7
Advanced
Information

Making Folded Booklet (Fold / Stitch&Fold) (continued)

7. Position original(s).



See p. 3-2 to p. 3-6 for details on positioning originals.



When loading originals, heed the following limits on capacity:

Fold mode:

12 pages or less for simplex copying

6 pages or less for duplex copying

Stitch & Fold mode:

80 pages or less for simplex copying

40 pages or less for duplex copying

Exceeding the above capacity limits may cause trouble in the Finisher.

8. Press [**START**].



When the Booklet tray capacity is exceeded, the Finisher will cease operating. To avoid this, select the appropriate print quantity from the specifications shown on p. 7-8.

Punching File Holes in Copies (Punch)

The Punch mode is available only when the Q3222A/Q5684A Hole Punching unit or Q3223A/Q5685A Hole Punching/Z-Folding unit option is installed on the Q3219A/Q3220A Finisher.

When the Punch mode is selected in combination with any of the Primary (Main) tray output modes, each copied sheet is punched and output to the Primary tray according to the selected output mode.

DETAILS

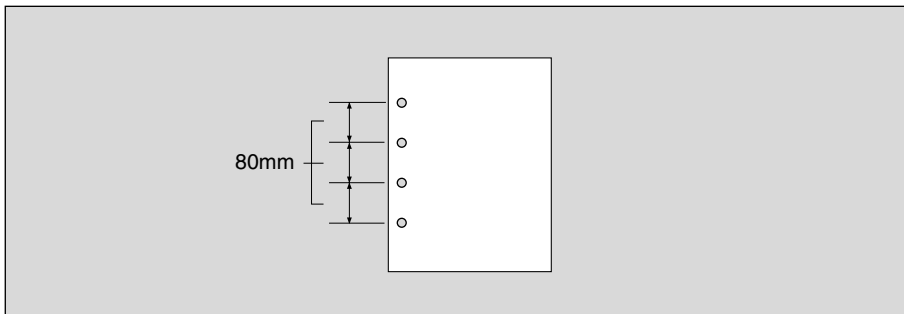
- Some staple positions previously selected may conflict with this function.
- Special size paper (STD size (special), Non STD size, Wide size) cannot be punched.
- The HCI specified as Thick 3 cannot be used.
- If the ATS (Automatic Tray Switching) functions while the machine uses the Punch mode, the punch holes may be slightly off the appropriate positions.

Reminder!

- Do not punch special paper type such as transparent films, labels, tabbed sheets, etc. Otherwise, machine trouble may occur in Punching unit.
- Be sure that the side guide plates of the paper tray are securely aligned to the paper; otherwise the copies may not be punched in position.

>>>Specifications for Punch Mode<<<

- Copy paper size: A3, B4, A4, B5 (80 g/m² paper recommended)
- Paper weight: 60 ~ 90 g/m²
Thin paper: 50 ~ 59 g/m²
Thick paper: 91 ~ 170* lb * Some 170 g/m² paper types may not be punched easily.
- Number of holes: 4 or 2 / 3 or 2, region dependent
- Hole diameter: 6.5 mm ± 0.5 mm
- Hole pitch: 80 mm ± 0.5 mm
- Incompatible Conditions: Using platen glass (available when using Platen store mode), Fold, Stitch & Fold, Trimming, Output to Secondary (sub) tray, Mixed Original (A4R, B5R, A5, A5R mixed), Non STD Size, Booklet, OHP Interleave



Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Fold /
Stitch&Fold

Punch

Z-Fold

Trimming

Cover Sheet
Feeding

Using Finisher
Manually

Tandem Mode

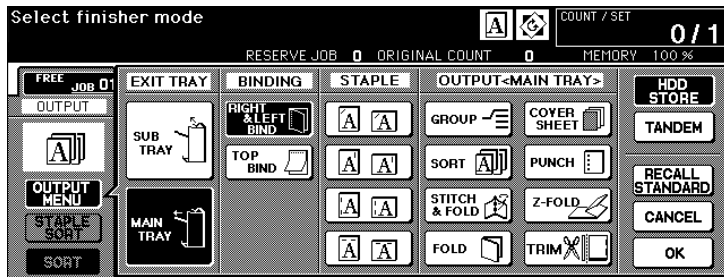
7
Advanced
Information

Punching File Holes in Copies (Punch) (continued)

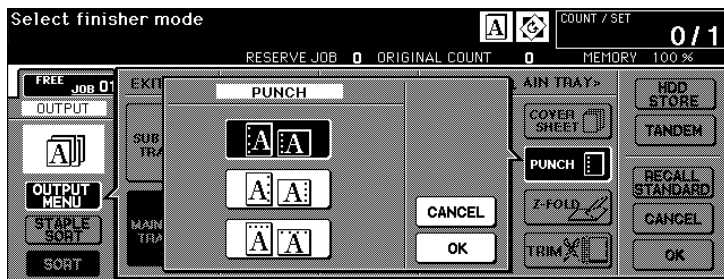
1. Touch **OUTPUT MENU** on the Basic Screen

The Output Mode popup menu will be displayed.

2. Touch **MAIN TRAY**, if not highlighted.



3. Touch **PUNCH**.



The Punch Position popup menu will be displayed.

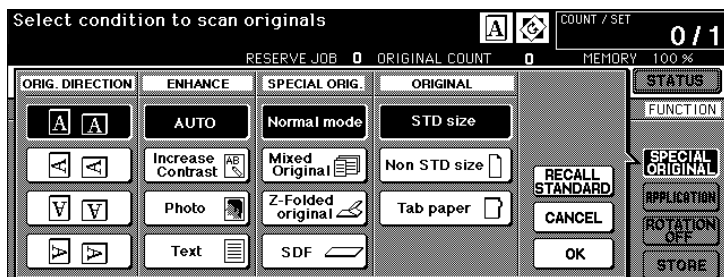
4. Touch the desired punch position key on the screen to highlight it.

5. Touch **OK** on the Punch Position popup menu to restore the Output Mode popup menu.

6. Touch **OK** on the Output Mode popup menu to complete the setting and return to the Basic Screen.

The selection made in punch position will be displayed in the OUTPUT icon area.

7. Specify the original set direction.



Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu.

Punching File Holes in Copies (Punch) (continued)

Touch to select the desired original set direction, then touch **OK** to return to the Basic Screen.

8. Select additional copying features, as required.

9. Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

10. Position originals in the document feeder.



See p. 3-2 to p. 3-5 for details on positioning originals.

11. Press [START].



CAUTION

When the finisher exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Fold /
Stitch&Fold

Punch

Z-Fold

Trimming

Cover Sheet
Feeding

Using Finisher
Manually

Tandem Mode

7

**Advanced
Information**

Output Z-Folded Copies (Z-Fold)

The Z-Fold mode is available only when Q3223A/Q5685A Hole Punching/Z-Folding unit option is installed on the Q3219A/Q3220A Finisher.

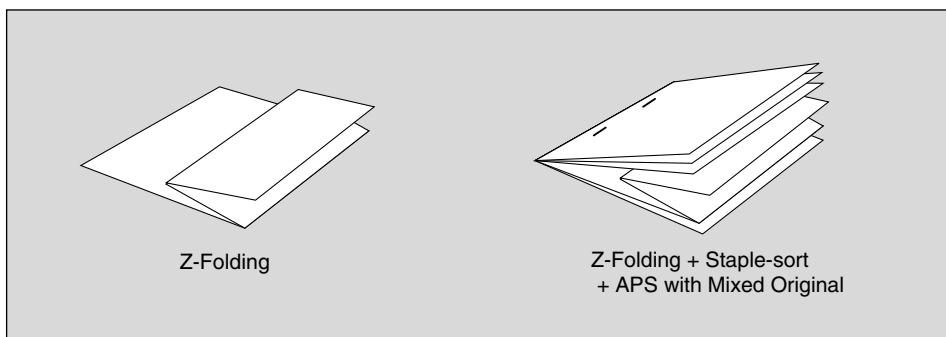
When the Z-Fold mode is selected in combination with any of the Primary (main) tray output modes, the original image is copied on A3/B4 copy paper and output to the Primary (main) tray of the Finisher according to the selected output mode.

>>>Specifications for Z-Fold Mode<<<

- Folding type: Z-folding
- Copy paper size: A3, B4 (60 ~ 90 g/m² paper)
All other paper sizes will be output without Z-fold or double-fold.
- Folded width*: 209 mm or less for A3
181 mm or less for B4
*The width from the paper edge to the first folded line
- When using Mixed Original mode with Z-Fold mode, A3 and B4 originals should not be mixed, otherwise the Z-Fold mode may not function properly.
- Special paper type (Thick 2, OHP film, labels, tabbed sheets) and non-standard size (STD size (special), Non STD size, Wide paper) cannot be Z-folded. Using special paper will cause the machine trouble.
Some plain paper types may cause folded line to shift in Z-Fold mode.
- Incompatible Conditions: Using platen glass (available when platen memory copy is selected), Staple-sort using B4, Output to Secondary (sub) tray, Fold, Stitch & Fold, Trimming, Tandem mode, OHP Interleave
- When using Z-fold, Staple-sort and APS for mixed size originals, heed the following limits on capacity:

**Capacity for Mixed Size Originals
using Z-Folding and Staple-Sort with APS**

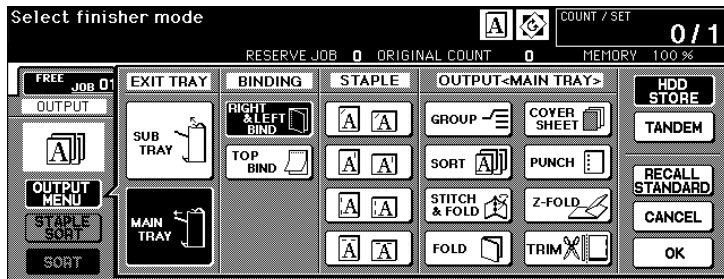
Capacity for one stapled set		Primary Tray Capacity
Number of Z-folded sheets	Number of regular sheets	
1 sheet	1 ~ 40 sheets	20 stapled sets
2	0 ~ 30	10
3	0 ~ 20	4
4	0 ~ 10	3
5	0	2
6 or more	Staple-Sort is unavailable with Z-Folding.	



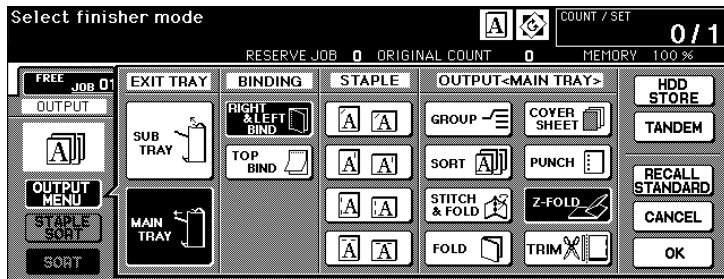
Output Z-Folded Copies (Z-Fold) (continued)

1. Touch **OUTPUT MENU** on the Basic Screen
The Output Mode popup menu will be displayed.

2. Touch **MAIN TRAY**, if not highlighted.



3. Touch **Z-FOLD** to highlight it.



5. Touch **OK** on the Output Mode popup menu to complete the setting and return to the Basic Screen.

The Z-Fold icon will be displayed in the OUTPUT icon area.

6. Select additional copying features, as required.
7. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

8. Position originals.



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

9. Press [**START**].

CAUTION

When the finisher exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Fold /
Stitch&Fold

Punch

Z-Fold

Trimming

Cover Sheet
Feeding

Using Finisher
Manually

Tandem Mode

7

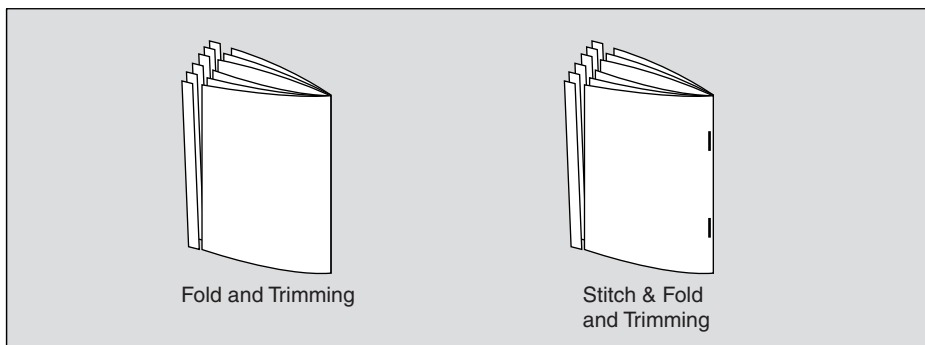
Advanced
Information

Making Trimmed Booklet (Trimming)

The Trimming mode is available only when the Q3224A Trimmer unit option is installed on the Q3220A Finisher. This function can be used with Fold or Stitch & Fold mode to make each copied set folded or stapled & folded, trimmed at the edge that opens the booklet, then output to the Trimmer unit tray.

>>>Specifications for Trimming Mode<<<

- Max. number of folded sheets (80 g/m² paper) in both modes:
 - Fold and Trimming: 3 sheets
 - Stitch & Fold and Trimming: 16 sheets
15 sheets when using thick cover paper
- Paper size: A3, B4, A4R (60 ~ 90 g/m² paper)
- Trimmer unit tray capacity:
 - When the Trimmer unit tray capacity is exceeded, the Finisher and Trimmer unit will stop operating. Select an appropriate print quantity by referring to the following capacities.
 - Approx. 512 sheets max.
 - Fold and Trimming: 100 sets max. of 3-sheet-folded booklet
(100 x 3 = 300 sheets max.)
 - Stitch & Fold and Trimming: 100 sets max. of 2~5-sheet-folded booklet
(100 x 5 = 500 sheets max.)
50 sets max. of 6~10-sheet-folded booklet
(50 x 10 = 500 sheets max.)
32 sets max. of 11~16-sheet-folded booklet
(32 x 16 = 512 sheets max.)
- Incompatible Conditions with Booklet selected: APS, 1▶1, 2▶1, Sort, Staple-sort, Group, Rotation sort, Rotation group, Output to Secondary (sub) tray, Trimming, Punch, Mixed Original, Full Area in Non STD size, Tab Paper, Sheet/Cover Insertion, Combination, OHP Interleave, Program Job, Non-Image Area Erase, Reverse Image, Repeat
- Incompatible conditions without Booklet: Sort, Staple-sort, Group, Rotation Sort, Rotation Group, Output to Secondary (sub) tray, Trimming, Punch, OHP Interleave, Reverse Image

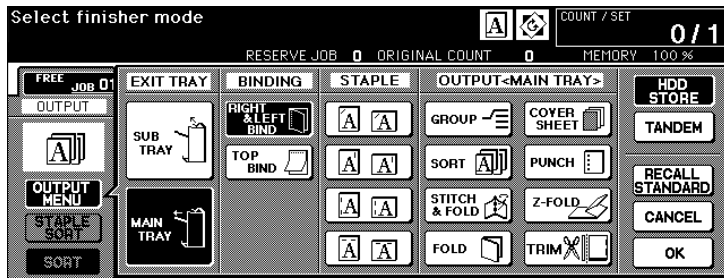


Making Trimmed Booklet (Trimming) (continued)

1. Touch **OUTPUT MENU** on the Basic Screen

The Output Mode popup menu will be displayed.

2. Touch **MAIN TRAY**, if not highlighted.

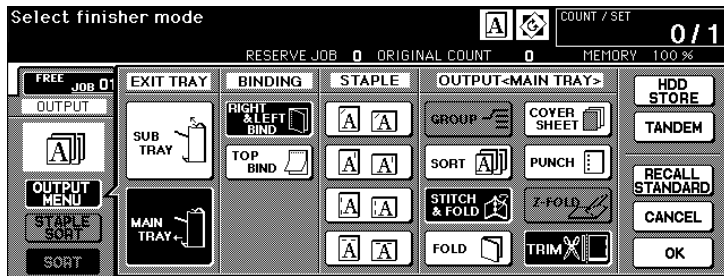


3. Select the desired trimming mode.

Touch **STITCH & FOLD** or **FOLD**, as desired.

When selecting **FOLD**, also touch **TRIM** to highlight it.

When selecting **STITCH & FOLD**, the machine with the trimmer unit installed selects **TRIM** automatically.



DETAILS

- When copying two-sided signature originals using the Fold or Stitch & Fold mode, release the automatically selected Booklet mode on the Application Selection Screen.
- When copying dark originals or using Reverse Image mode together with Fold or Stitch & Fold mode, the folded line of the output copies may be slightly shifted.

4. Touch **OK** on the Output Mode popup menu.

The Basic Screen will be restored and the selection made in the output mode will be reflected in the OUTPUT icon area.

5. Select additional copying features, as required.

DETAILS

NO COVER SHEET of Booklet is initially selected.

To change this selection, touch **APPLICATION** on the Basic Screen to display the Application Selection Screen, then touch **Booklet** twice to display the Booklet Mode Selection Screen to make another selection or to release the setting.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Fold /
Stitch&Fold

Punch

Z-Fold

Trimming

Cover Sheet
Feeding

Using Finisher
Manually

Tandem Mode

7
Advanced
Information

Making Trimmed Booklet (Trimming) (continued)

6. Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

7. Position original(s).



See p. 3-2 to p. 3-6 for details on positioning originals.



When loading originals, heed the following limits on capacity:

Fold mode:

12 pages or less for simplex copying

6 pages or less for duplex copying

Stitch & Fold mode:

80 pages or less for simplex copying

40 pages or less for duplex copying

Exceeding the above capacity limits may cause trouble in the Finisher.

8. Press [START].



When the Trimmer unit tray capacity is exceeded, the Finisher and Trimmer unit will cease operating. To avoid this, select the appropriate print quantity from the specifications shown on p. 7-16.

Cover Sheet Feeding

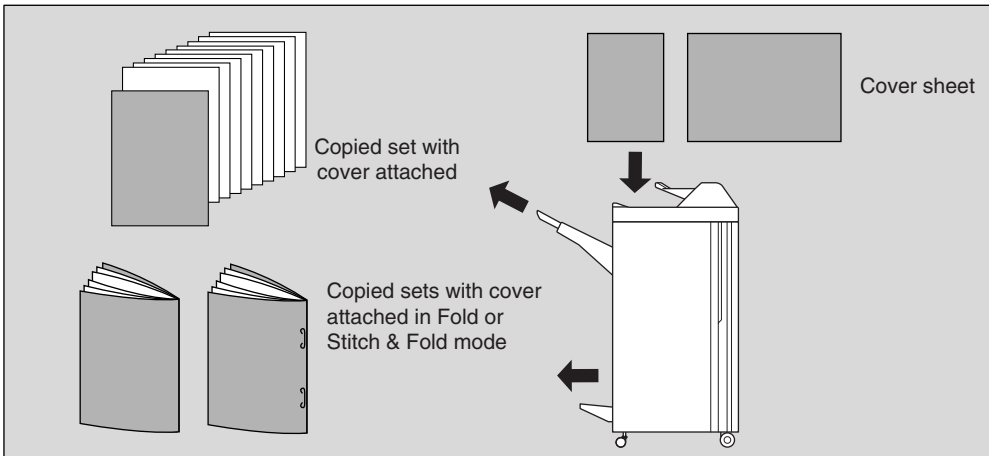
The Cover Sheet Feeder (Q3221A) is available as an option on the Q3219A/Q3220A Finisher. Load cover sheet paper into this device and use the sheets as front covers for copied sets output to the Main tray or use the sheets as booklet-type covers for copied sets output to the Booklet tray or Trimmer unit tray in the Fold, Stitch & Fold, or Trimming mode.

DETAILS

- Paper loaded into the cover sheet feeder 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.

>>>Specifications for Cover Sheet Feeding<<<

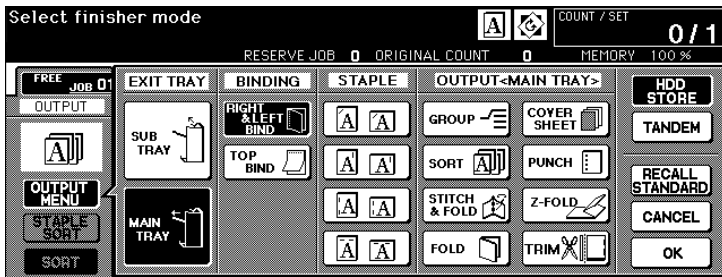
- Cover paper size: A3, B4, F4, A4, A4R, B5*, A5*
*B5 and A5 paper sizes are available in portrait type feeding only.
- Tray capacity: 200 sheets (200 g/m² paper) or 30mm thick
- Incompatible Conditions: Output to Secondary (sub) tray, Cover sheet mode in Booklet, OHP Interleave



1. Touch **OUTPUT MENU** on the Basic Screen

The Output Mode popup menu will be displayed.

2. Touch **MAIN TRAY**, if not highlighted.

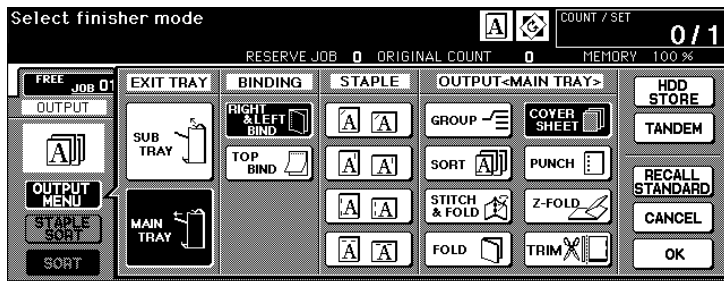


- Weekly Timer
- Rotation
- Vertical/Horizontal Zoom
- Fold / Stitch&Fold
- Punch
- Z-Fold
- Trimming
- Cover Sheet Feeding
- Using Finisher Manually
- Tandem Mode

7

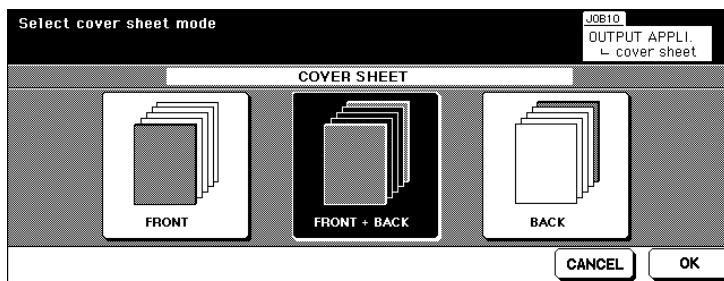
Advanced Information

3. Touch **COVER SHEET**.



The Cover Sheet Mode Selection Screen will be displayed.

4. Touch **FRONT**, **FRONT+BACK**, or **BACK** to highlight it.



5. Touch **OK** to restore the Output Mode popup menu.

6. Touch **OK** on the Output Mode popup menu.

The Basic Screen will be restored.

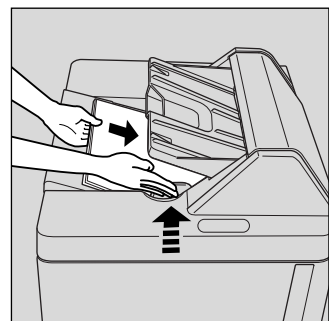
7. Select additional copying features, as required.

8. Load the cover sheet paper into the optional cover sheet feeder of the Q3219A/Q3220A Finisher.

If the paper size loaded in the cover sheet feeder is not suitable for the selected copy conditions, the following messages will be displayed and copying will be unavailable till the correct size is loaded.

Please load cover sheet in cover sheet feeder

Adapt paper size between cover sheet and selected paper



9. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

10. Position originals.



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

11. Press [START].



CAUTION

When the finisher exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Fold /
Stitch&Fold

Punch

Z-Fold

Trimming

Cover Sheet
Feeding

Using Finisher
Manually

Tandem Mode

7

Advanced
Information

Using Finisher Manually

This function is available only with the Cover Sheet Feeder option (Q3221A) installed on the Q3219A/Q3220A Finisher.

To use this convenient function, simply place a set of paper into the cover sheet feeder, select the desired mode from the Manual Finishing operation panel located on the top of the Finisher, then press the Start/Stop button.

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

Q3219A Finisher + Q3221A Cover Sheet Feeder

- 1 oblique staple
- 2 parallel staples

Q3220A Finisher + Q3221A Cover Sheet Feeder

- 1 oblique staple
- 2 parallel staples
- Stitch & Fold (2 staples in the centre + Fold)

Q3220A Finisher + Q3221A Cover Sheet Feeder + Q3224A Trimmer Unit

- 1 oblique staple
- 2 parallel staples
- Stitch & Fold and Trimming (2 staples in the centre + Fold + Trimming)

>>>Specifications for Manual Staple 1 oblique staple and 2 parallel staples<<<

- Paper size: A3, B4, F4, A4, A4R, B5, A5
- Paper weight: 60 ~ 90 g/m² paper
- Staple capacity: 50 sheets max. (80 g/m² paper)
- Output tray: Primary (main) tray

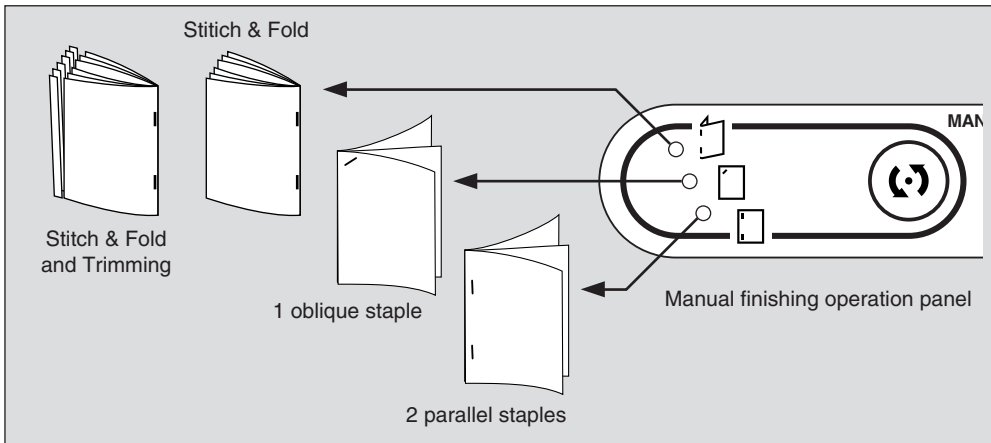
>>>Specifications for Manual Stitch & Fold mode<<<

- Paper size: A3, B4, A4R
- Paper weight: 60 ~ 90 g/m² paper
- Staple capacity: 20 sheets max. (80 g/m² paper)
19 sheets max. (80 g/m² paper with a thick paper cover)
- Output tray: Booklet tray

>>>Specifications for Manual Stitch & Fold and Trimming mode<<<

- Paper size: A3, B4, A4R
- Paper weight: 60 ~ 90 g/m² paper
- Staple capacity: 16 sheets max. (80 g/m² paper)
15 sheets max. (80 g/m² paper with a thick paper cover)
- Output tray: Trimmer unit tray

Using Finisher Manually (continued)



1. Place a set of paper to be finished into the cover sheet feeder, as described below for each mode.

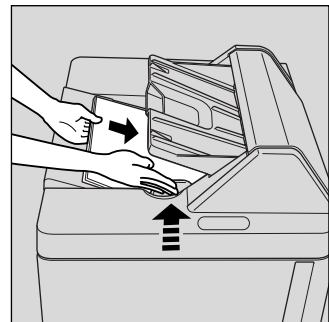
- 1 oblique staple / 2 parallel staples: FACE UP
- Stitch & Fold (and Trimming):
FACE UP for the outside of the finished set

Align the guide plate. The indicator light of Start/Stop button will turn green.

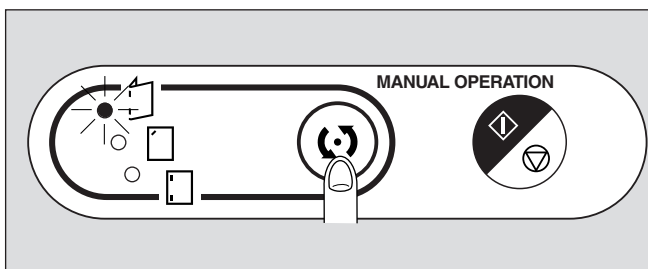


HINT

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



2. Press Staple Mode Selection button to select the desired mode.



DETAILS

When selecting Stitch & Fold mode, the machine with the Q3224A Trimmer unit installed will trim the end of booklet automatically.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Fold /
Stitch&Fold

Punch

Z-Fold

Trimming

Cover Sheet
Feeding

Using Finisher
Manually

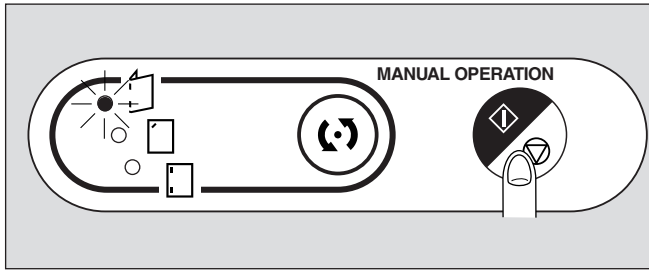
Tandem Mode

7

Advanced
Information

Using Finisher Manually (continued)

3. Press Start/Stop button.



Finished sheets will be delivered to the appropriate tray according to the selected mode.

DETAILS

If you want to stop the Manual Finishing operation, press the Start/Stop button again. The Finisher will cease operating. When using Stitch & Fold mode, the unfinished set will be left in the stacker unit inside the Finisher.

Using Two mfps in Tandem

Tandem mode enables your hp 9085mfp primary (master) mfp to work in tandem with the hp 9085mfp secondary (sub) mfp for the purpose of providing faster completion of large copying jobs. Two units working in tandem distribute a job in half the time of non-tandem mode.

Service setting is required to use the tandem mode. Contact your service representative, if desired.

>>>Specifications for Tandem Mode<<<

- The two mfps should be connected in either way described below.
 - (1) Connect the two mfps directly using a crossover cable. In this case, other network functions provided to the mfp will be unavailable.
 - (2) Connect each of the two 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 machines.
- Two mfps should have the same optional configuration except for the option tray (Q3637A/Q3638A).
- Two mfps should be turned on and ready for copying.
- The mfp with the **TANDEM** key highlighted on the Output Mode popup menu will be the primary (master) 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.
- Print quantity must be set for [2] or more copies to activate the tandem mode. When the print quantity entered is an odd number, the primary mfp will copy and output one 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.
- Auto reset may function while tandem mode is selected. Initially, the tandem mode will be released automatically if Auto reset is activated on the primary mfp. Key operator can set the primary mfp to select the tandem mode as initial setting. Apply this setting to the primary mfp only, if desired. Setting on both mfps will deactivate the tandem mode.
- The hp 9085mfp 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 two mfps in tandem mode have the same ECM password registered, copying will be available by entering the ECM 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 HDD, the image data stored in HDD 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 Conditions: Rotation Sort, Rotation Group, Group, Rotation, OHP Interleave, SET NUMBERING and WATERMARK NUMBERING in Stamp

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Fold /
Stitch&Fold

Punch

Z-Fold

Trimming

Cover Sheet
Feeding

Using Finisher
Manually

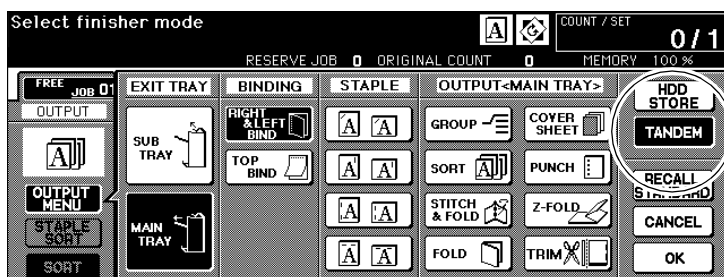
Tandem Mode

7

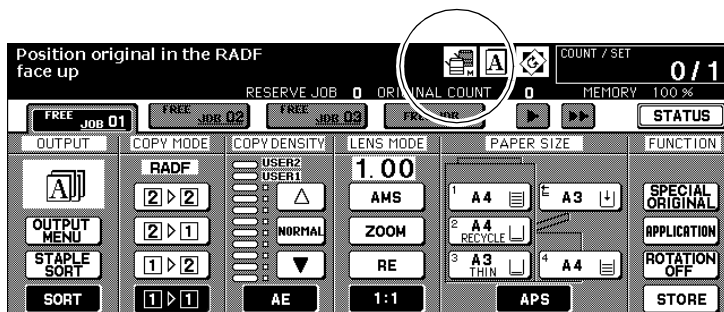
Advanced
Information

Using Two mfps in Tandem (continued)

1. Turn power on by pressing the Power switches of the two mfps.
Confirm that both mfps are ready to copy with the Basic Screen displayed.
2. Touch **OUTPUT MENU** on the Basic Screen of either mfp.
The Output Mode popup menu will be displayed.
3. Touch **TANDEM** 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 Basic Screen of the primary mfp to indicate that the two units are ready to work in tandem mode.



DETAILS

The Sub icon will display on the Basic Screen of the secondary mfp when [**START**] is pressed on the primary mfp to start the tandem printing operation.

DETAILS

The tandem mode cannot be selected/continued in the cases shown below. The message "Please wait/ Reserve is not available in Sub machine," "Sub machine error/ Please check sub machine," or "Please check sub machine" will be displayed, as required.

- The tandem mode cannot be selected while the secondary mfp is in the off state, 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 be ready for copying.

Using Two mfps in Tandem (continued)

- Tandem printing job cannot be started if 10 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.

4. Select the desired copying conditions on the primary mfp.



Ordinary copying operation is still available on the secondary mfp during the tandem mode setting.

5. Enter print quantity on the primary mfp, using the keypad.

When a print quantity amount of 100 is entered, the primary and secondary mfps will each copy and output 50 sheets.




- Print quantity must be set for [3] or more copies to activate the tandem mode.
- When the print quantity entered is an odd number, the primary mfp will copy and output one sheet/set more than the secondary mfp to accommodate the job.

6. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass of the primary mfp.



See p. 3-2 to p. 3-6 for details on positioning originals.

7. Press [**START**] on the control panel of the primary mfp.

The Sub icon () will display on the Basic Screen of the secondary mfp to indicate that the two mfps will start working in tandem. The tandem mode will be released automatically when tandem mode copying is completed, and the Master and Sub icons on each Basic Screen will disappear.



DETAILS: 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 10 jobs including the present job can be reserved.

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 print quantity.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Fold /
Stitch&Fold

Punch

Z-Fold

Trimming

Cover Sheet
Feeding

Using Finisher
Manually

Tandem Mode

7
Advanced
Information

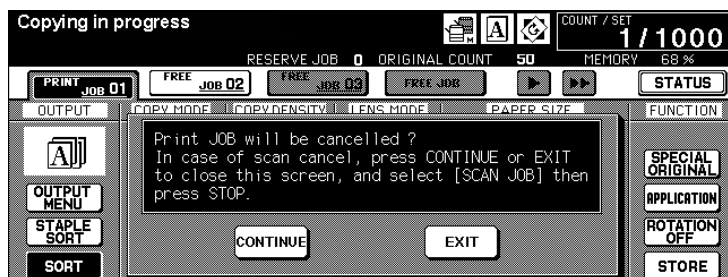
Using Two mfps in Tandem (continued)

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 Basic 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 Basic Screen of the secondary mfp to ask you whether to continue or cease the operation. At this time, the tandem mode is not released.

DETAILS

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 print 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 print quantity and complete the job.

DETAILS

Once the Allocation recovery mode is activated and the primary mfp is already handling the remaining print quantity, the secondary mfp cannot continue with the tandem printing job, even when **CONTINUE** is touched on the popup menu.

Using Two mfps in Tandem (continued)

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.



The mfp is initially set to activate this function.
Contact your service representative if you do not require 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 print 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.

Take the same measure to be applied for single mfp referring to p. 5-11 ~ p. 5-12.

On the secondary mfp

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 does not become 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.

Weekly
Timer

Rotation

Vertical/Hori-
zontal Zoom

Fold /
Stitch&Fold

Punch

Z-Fold

Trimming

Cover Sheet
Feeding

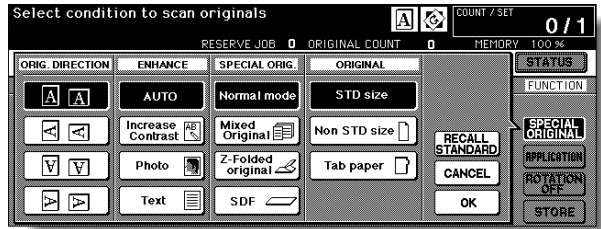
Using Finisher
Manually

Tandem Mode

7
Advanced
Information

blank page

SECTION 8



Special Original

How to Make a Copy of Special Original

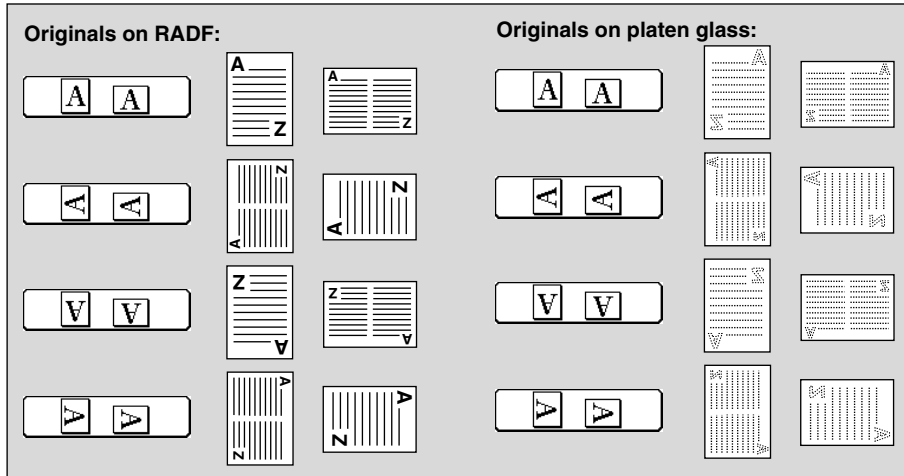
S pecifying Original Direction	8-2
M aking Copy Quality Closer to Originals (Text/Photo Enhance)	8-4
C opying Mixed Size Originals (Mixed Original)	8-6
C opying Z-Folded Originals (Z-Folded Original)	8-8
F eeding Single Original from RADF (SDF)	8-10
C opying Non-Standard Size Originals (Original Form)	8-12

- Original Direction
- Text/Photo Enhance
- Mixed Original
- Z-Folded Original
- SDF
- Original Form
- 8** Special Original

Specifying Original Direction

Specify the direction of the originals placed on RADF or platen 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.



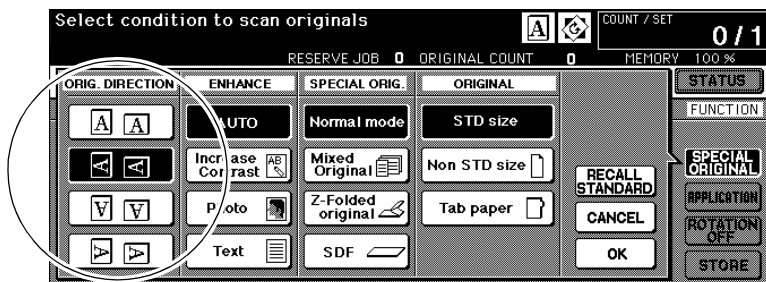
1. Touch **SPECIAL ORIGINAL** on the Basic Screen.
The Special Original popup menu will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press **[AUTO RESET]**.

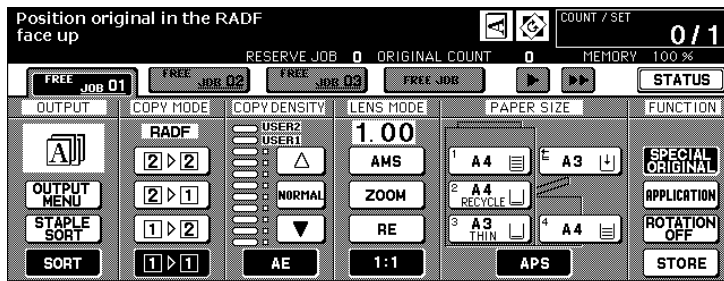
2. Touch to highlight the desired original direction key.



Specifying Original Direction (continued)

3. Touch **OK** to complete the setting and return to the Basic Screen.

The **SPECIAL ORIGINAL** key on the Basic Screen is highlighted, and the icon in the message area indicates the selected original direction.



4. Make other compatible selections.

5. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

6. Position originals **FACE UP** in the document feeder or **FACE DOWN** on the platen glass according to the original direction specified in step 2.



HINT

See the illustration on previous page, and p. 3-2 to p. 3-6 for details on positioning originals.

7. Press [**START**].



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Original
Direction

Text/Photo
Enhance

Mixed
Original

Z-Folded
Original

SDF

Original
Form

8
Special
Original

Making Copy Quality Closer to Originals (Text/Photo Enhance)

Use this function to enhance the reproducibility of half tones so that the copy quality more closely matches 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

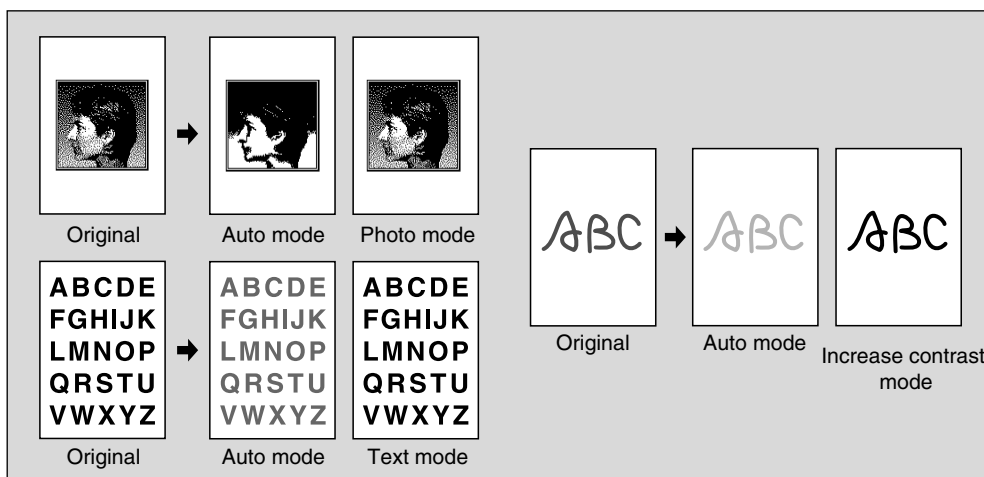
Select Increase Contrast to darken lightly printed images (e.g., pencil) without changing background exposure. In cases where the image is light and background is dark, the background will not be changed.



In each enhance mode, the copy density level can be shifted three levels darker or three levels lighter (Density Shift). See p. 3-20 if this setting is desired.

>>>Specifications for Text/Photo Enhance<<<

Incompatible Copying Conditions: None



1. Touch **SPECIAL ORIGINAL** on the Basic Screen.

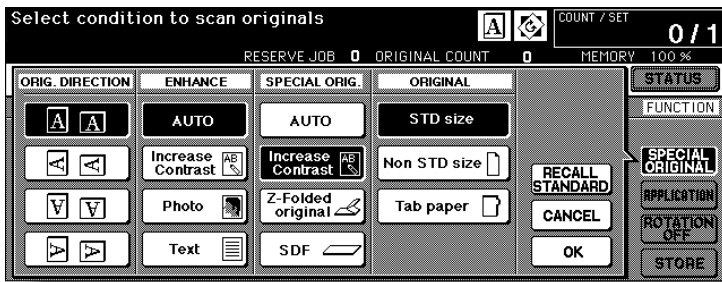
The Special Original popup menu will be displayed.



When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

Making Copy Quality Closer to Originals (Text/Photo Enhance) (continued)

2. Touch *Text*, *Photo*, or *Increase Contrast*, as required.



3. Touch *OK* to return to the Basic Screen.
4. Select additional copying features, as desired.
5. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

6. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINTS

- See p. 3-2 to p. 3-6 for details on positioning originals.
- Use RADF store mode (p. 3-32 to p. 3-33) when the original count exceeds 100.

7. Press [*START*].

CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Original
Direction

Text/Photo
Enhance

Mixed
Original

Z-Folded
Original

SDF

Original
Form

8
Special
Original

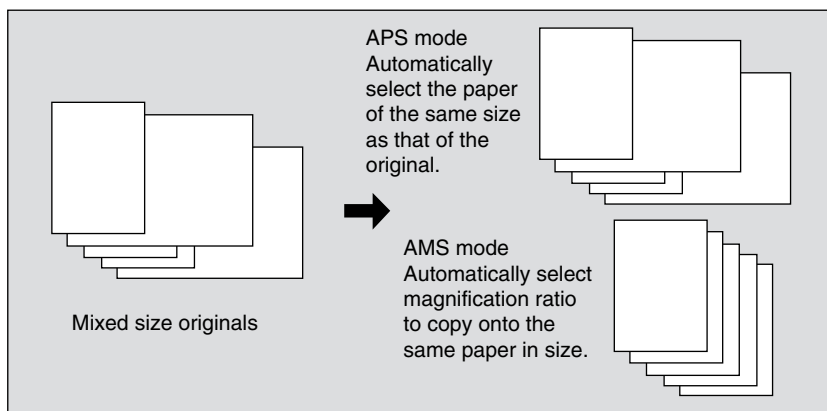
Copying Mixed Size Originals (Mixed Original)

Use the Mixed original mode with the document feeder or with Store mode to copy mixed size originals.

Each original in the mixed set will be copied to paper of the same size (APS mode) or to paper of desired size with appropriate ratio automatically selected (AMS mode).

>>>Specifications for Mixed Original<<<

- Use RADF.
- Combination of original sizes to be mixed depends on the width of the RADF original guides. See p. 11-9 to p. 11-10 for details.
- Incompatible Conditions: Staple-Sort with APS, Rotation Sort, Fold, Stitch & Fold, Trimming, Punch (A4R, B5R, A5, A5R mixed), Z-Folded Original, Non STD Size, Tab Paper, Sheet/Cover Insertion, Chapter, Combination, Booklet, OHP Interleave, Image Insert, Dual Page, Program Job, Non-Image Area Erase, Repeat, AUTO Layout, Overlay, Storing image in Overlay Memory



1. Touch **SPECIAL ORIGINAL** on the Basic Screen.

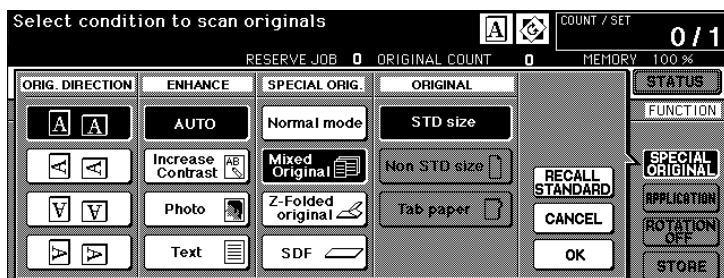
The Special Original popup menu will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **Mixed Original**.



3. Touch **OK** to return to the Basic Screen.

Copying Mixed Size Originals (Mixed Original) (continued)

4. Select additional copying features, as desired.



DETAILS

APS is automatically selected on the Basic Screen.
To select AMS, touch the tray key on the Basic Screen to select the desired paper size.

5. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

6. Position mixed original(s) FACE UP in the document feeder.



HINTS

- See p. 3-3 for details on positioning originals.
- Use RADF store mode (p. 3-32 to p. 3-33) when the original count exceeds 100.

7. Press [START].



CAUTION

When the finisher / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Original
Direction

Text/Photo
Enhance

Mixed
Original

Z-Folded
Original

SDF

Original
Form

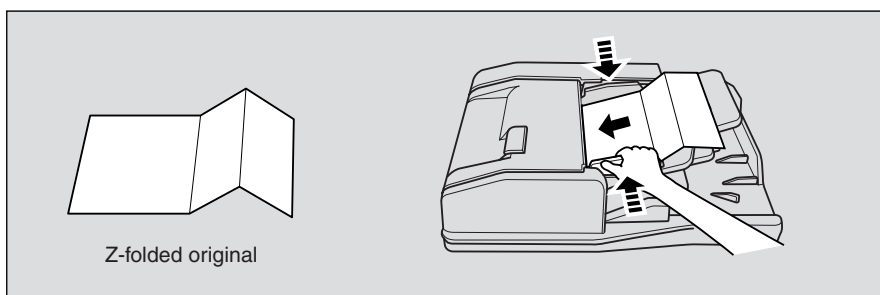
8
Special
Original

Copying Z-Folded Originals (Z-Folded Original)

Use the Z-folded original mode with the document feeder to copy Z-folded originals. Otherwise, the size detection sensor of the RADF may function incorrectly. This mode requires more scanning time to detect the original size.

>>>Specifications for Z-Folded Original<<<

- Use RADF.
- Incompatible Conditions: Using platen glass, Fold, Stitch & Fold, Trimming, Mixed Original, Non STD Size, Tab Paper, Non-Image Area Erase, Repeat, AUTO Layout, Storing image in Overlay Memory



1. Touch **SPECIAL ORIGINAL** on the Basic Screen.

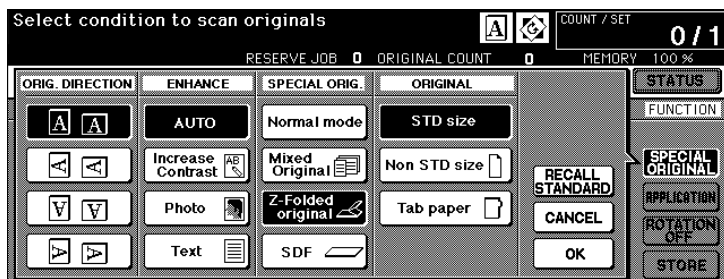
The Special Original popup menu will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Touch **Z-Folded original**.



3. Touch **OK** to return to the Basic Screen.

4. Select additional copying features, as desired.

5. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

Copying Z-Folded Originals (Z-Folded Original) (continued)

6. Position mixed original(s) FACE UP in the document feeder.



HINTS

- See p. 3-4 for details on positioning originals.
- Use RADF store mode (p. 3-32 to p. 3-33) when the original count exceeds 100.

7. Press [START].



CAUTION

When the finisher / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Original
Direction

Text/Photo
Enhance

Mixed
Original

Z-Folded
Original

SDF

Original
Form

8
Special
Original

Feeding Single Original from RADF (SDF)

Use the SDF mode to copy thick originals or paste-ups to be fed one sheet at a time in the document feeder.



HINT

Key operator can set the machine to automatically feed the original one second after placing the original in the document feeder (Auto Start), when the SDF mode is used together with RADF store mode. See p. 13-39 to p. 13-44 for Key operator functions.

>>>Specifications for SDF<<<

- Use RADF. Set 1 sheet at a time.
- With the SDF mode selected, original paper specification will be different in simplex and duplex copying modes.
 - Simplex original paper weight: 50 ~ 200 g/m²
 - Duplex original paper weight: 50 ~ 130 g/m²
- Incompatible Conditions: Using platen glass, Fold, Staple-sort, Group, Rotation sort, Rotation group, Mixed Original, Z-Folded Original, FULL AREA in Non STD Size, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Non-Image Area Erase, Repeat except 2/4/8 Repeat, AUTO Layout, Overlay, Storing image in Overlay Memory

1. Touch **SPECIAL ORIGINAL** on the Basic Screen.

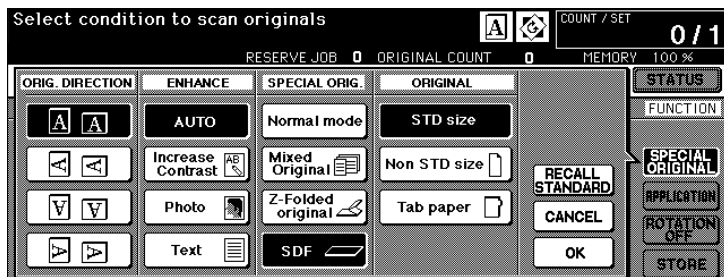
The Special Original popup menu will be displayed.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **SDF**.



3. Touch **OK** to return to the Basic Screen.



DETAILS

If the Auto Start mode is specified in the Key operator setting, the **STORE** key is highlighted on the Basic Screen when restored.

4. Select additional copying features, as desired.

5. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

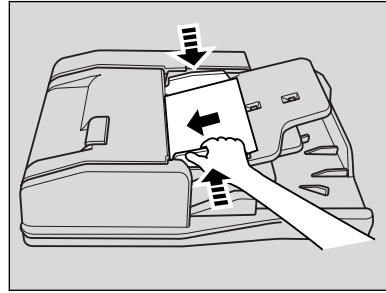
Feeding Single Original from RADF (SDF) (continued)

6. Position SDF original FACE UP in the document feeder.

In Normal SDF mode:

Position a sheet of the original in the document feeder.

Never set more than one thick original or paste up, otherwise machine trouble may be caused.



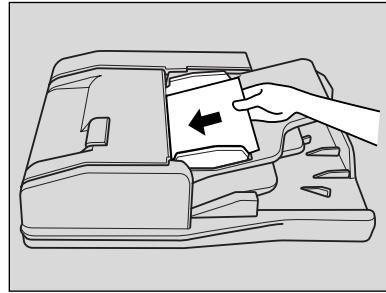
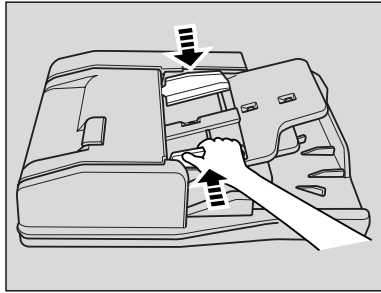
Auto Start mode with RADF store mode:

Adjust the paper guides according to the original size to be set, then position a sheet of original in the document feeder.

The set original will be automatically fed and scanned.

Never set more than one original, otherwise machine trouble may be caused.

When scanning is completed, touch **STORE** to exit the RADF store mode.



7. Press [START].

In normal SDF mode, the original will be fed and scanned, then the printing job will start in succession when the machine becomes ready for output.

In Auto Start mode with RADF store mode, the printing job will start immediately.



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Original
Direction

Text/Photo
Enhance

Mixed
Original

Z-Folded
Original

SDF

Original
Form

8
Special
Original

Copying Non-Standard Size Originals (Original Form)

The mfp usually detects the standard size of originals fed through RADF or positioned on the platen glass (STD size mode).

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

>>>Specifications for Original Form<<<

- Tab extension width: 12.5 mm or less
- Incompatible with Non STD Size: Mixed Original, Z-Folded Original, Tab Paper, Storing image in Overlay Memory
- Incompatible with FULL AREA: Combination, Booklet, Dual Page, Non-Image Area Erase, Image Shift
- Incompatible with Tab Paper: Mixed Original, Z-Folded Original, Non STD Size, Sheet/Cover Insertion, Chapter, Combination, Booklet, OHP Interleave, Image Insert, Dual Page, Storing image in Overlay Memory

1. Touch **SPECIAL ORIGINAL** on the Basic Screen.

The Special Original popup menu will be displayed.

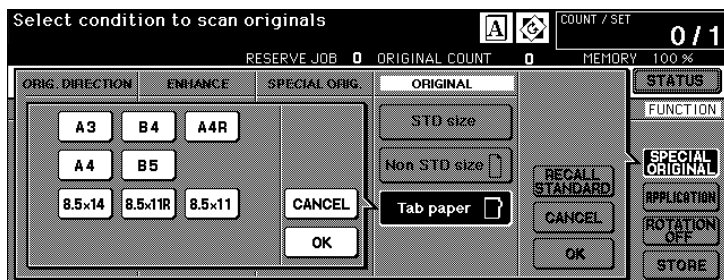
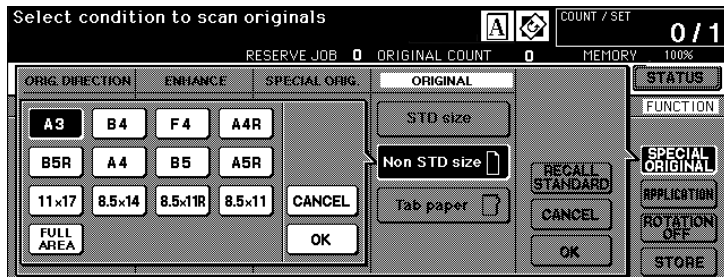


Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Touch **Non STD Size or Tab paper**.

The popup menu will appear for Non STD size or Tab paper size setting.



3. Touch the desired size key.



When selecting **FULL AREA** on the Non STD size mode menu, the mfp scans the whole area of the platen glass and copies with the paper size or magnification ratio currently selected.

Copying Non-Standard Size Originals (Original Form) (continued)

4. Touch **OK** on the popup menu to complete the setting.

The popup menu will disappear.

5. Touch **OK** to complete the setting and return to the Basic Screen.

6. Load copy paper.

HINTS

- To load tabbed copy paper in the Multi-sheet bypass tray, specify the paper type as Tab paper. See p. 3-29 to p. 3-31.
To load tabbed copy paper in any other tray, specify the paper type as Tab paper in the Key Operator mode. See p. 13-23 to p. 13-24.
- For the procedure of tabbed copy paper supply, see p. 2-28 to p. 2-30.

7. Enter the desired print quantity from the control panel keypad.

HINT

See p. 3-7 for details on setting print quantity.

8. Position original(s) **FACE UP** in the document feeder, or **FACE DOWN** on the platen glass.

HINTS

- See p. 3-2 to p. 3-6 for details on positioning originals.
- Use RADF store mode (p. 3-32 to p. 3-33) when the original count exceeds 100.

9. Press [**START**].

CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Original
Direction

Text/Photo
Enhance

Mixed
Original

Z-Folded
Original

SDF

Original
Form

8
Special
Original

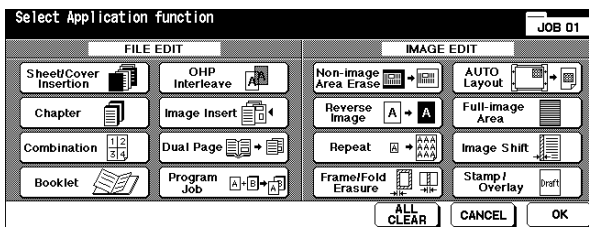
blank page

SECTION

9

Applications

How to Use Application Functions



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Application Selection Screen

Sheet/Cover Insertion

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Dual Page

Program Job

Non-Image Area Erase

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Repeat

9 Applications

Frame/Fold Erasure

AUTO Layout

Full-Image Area

Image Shift

Reduce & Shift

Stamp

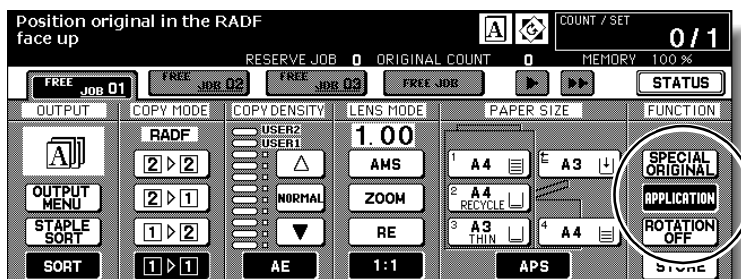
Overlay

Overlay Memory

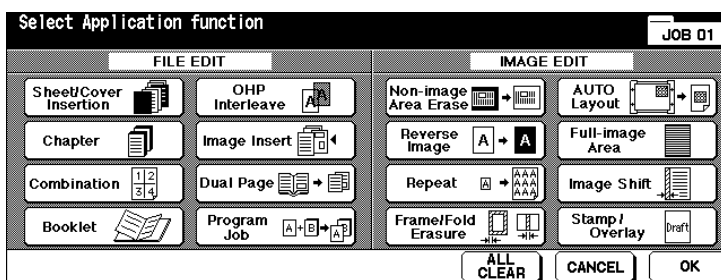
To Display Application Selection Screen

Follow the procedure below to display the Application Selection Screen and select the desired copying features.

1. Touch **APPLICATION** on the Basic Screen.



The Application Selection Screen will be displayed on the touch panel.



DETAILS

- When a function key is touched, it becomes highlighted. If you touch a function key, another screen or two will display to enable you to enter the appropriate settings.
- 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.
- If one function on the menu is incompatible with another, it will appear dimmed.
- The **APPLICATION** key on the Basic Screen will be highlighted when application selections have been made.

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

To clear all Application settings, touch **ALL CLEAR**.

2. Touch **OK** on the Application Selection Screen.

Selections will be completed and the Basic Screen will be restored.

Reminder!

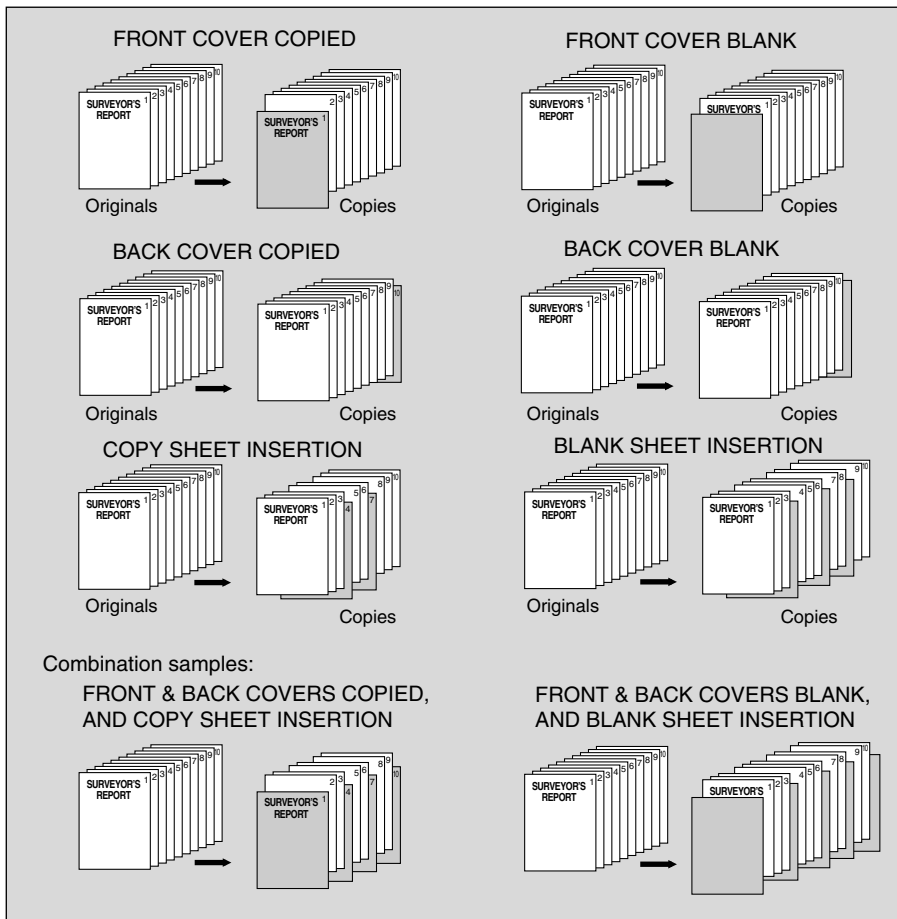
With the Basic Screen displayed, you can press [**START**] to perform the operation.

Inserting Sheets and Covers (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<<<

- Use RADF.
- Trays for copy paper, front/back covers, and insertions should have the same paper size loaded. AMS (Automatic Magnification Selection) is automatically selected.
- Max. insert sheets: 30 locations, from 1~999, including front and back covers
- The HCI cannot be selected as tray source if specified as Thick 3.
- Incompatible Conditions: APS, Group, Rotation Sort, Rotaion Group, Fold/ Stitch&Fold/ Trimming (with Booklet selected), Mixed Original, Tab Paper, Combination, Booklet, OHP Interleave, Image Insert, Dual Page, Program Job, Non-image Area Erase, Repeat (except 2/4/8 Repeat), AUTO Layout, Overlay, Storing Image in Overlay Memory



Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

OHP Interleave

Image Insert

Dual Page

Program Job

Non-Image Area Erase

Reverse Image

Repeat

9 Applications

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AUTO Layout

Full-Image Area

Image Shift

Reduce & Shift

Stamp

Overlay

Overlay Memory

Inserting Sheets and Covers (Sheet/Cover Insertion) (continued)

1. Load regular sheets into any tray, and insertion sheets and covers into each tray source to be designated on the Sheet/Cover Insertion Screen.

DETAILS

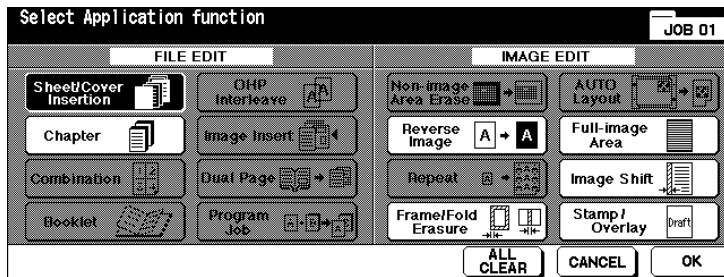
- When using thick paper or tabbed paper for covers or insertions, load them in the Multi-sheet bypass tray, unless previously specified and loaded in any other tray.
- Be sure that the trays for copy paper, front/back covers, and insertions have the same paper size loaded.

2. Touch **APPLICATION** on the Basic Screen.

Reminder!

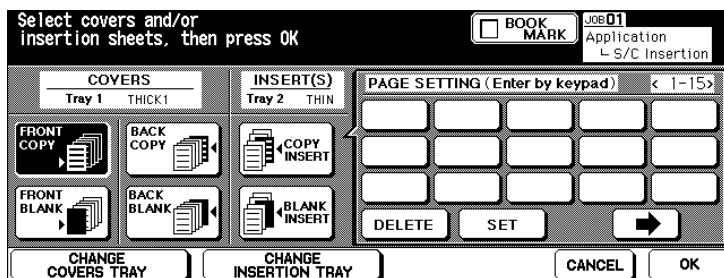
When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

3. Touch **Sheet/Cover Insertion** on the Application Selection Screen.



The Sheet/Cover Insertion Screen will be displayed.

4. Select the desired cover mode.



Example: Touch **FRONT COPY** to insert a copied front cover.

5. Touch **CHANGE COVERS TRAY** to select the cover sheet tray source.

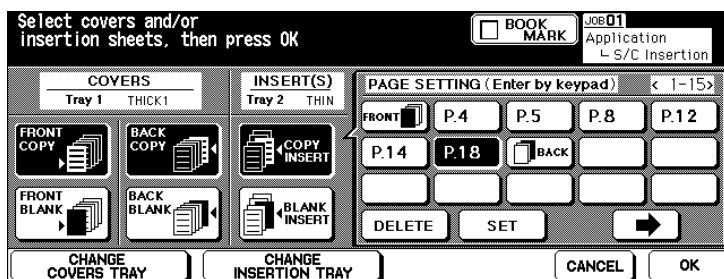
The tray source for covers currently selected is displayed on the Sheet/Cover Insertion Screen.

Every touch of the key shifts the selection in the display that includes paper type as specified in Key Operator mode.

If no insertion is desired, proceed to step 8.

Inserting Sheets and Covers (Sheet/Cover Insertion) (continued)

- When selecting Insertion mode:
Enter the page number.



Touch to select the desired insertion mode, then use the control panel keypad to enter the page number of insertion location.

Touch **SET** after each entry to move to the next key.

To clear an incorrect entry, touch **DELETE**. The insertion location will be deleted.



HINT

See p. 9-6 for details on entering page numbers.

- Touch **CHANGE INSERTION TRAY** to select the insertion tray source.

The tray source for covers currently selected is displayed on the Sheet/Cover Insertion Screen.

Every touch of the key shifts the selection in the display that includes paper type as specified in Key Operator mode.

- When all settings are completed, touch **OK** to return to the Basic Screen.

- Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

- Position originals **FACE UP** in the document feeder.



HINTS

- For details on positioning originals, see p. 3-2.
- Use RADF store mode (p. 3-32 to p. 3-33) when the original count exceeds 100.

- Press [**START**].



CAUTION

When the finisher / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

OHP Interleave

Image Insert

Dual Page

Program Job

Non-Image Area Erase

Reverse Image

Repeat

9
Applications

Frame/Fold Erasure

AUTO Layout

Full-Image Area

Image Shift

Reduce & Shift

Stamp

Overlay

Overlay Memory

Inserting Sheets and Covers (Sheet/Cover Insertion) (continued)



DETAILS: Entering Page Numbers

Fifteen keys are displayed on the screen to designate each insertion location. When setting more than 15 locations, touch the arrow key to move to the next page.

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 one active blank key preceding it.

Example: If p. 4 is entered in blank mode, a blank sheet will be inserted between p. 4 and p. 5; in copy mode, a copied sheet is inserted at p. 4.

NOTES:

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

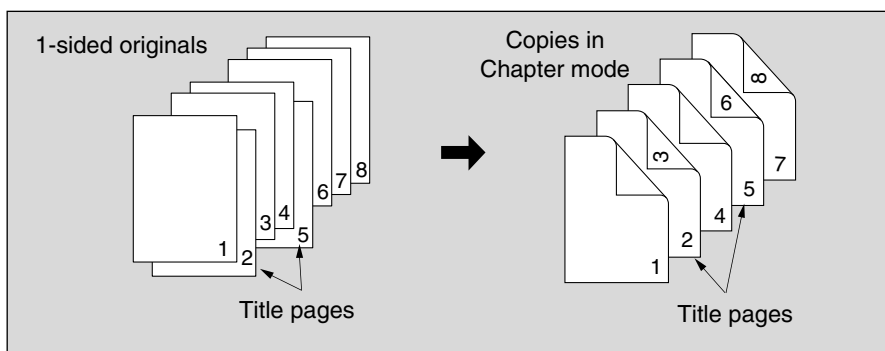
Locating Title Pages on the Right Side (Chapter)

Chapter is used with RADF in 1▶2 mode for the purpose of locating title pages on the right side, rather than reverse side, of a duplex copy to improve the presentation of double-sided copies.

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.

>>>Specifications for Chapter<<<

- Use RADF.
- Max. title pages: 30 sheets, from 1 ~ 999
- The HCI cannot be selected as tray source if specified as Thick 3.
- Use STAMP together with this function to print chapter number onto chapter page in addition to page number, numbering, or watermark numbering. See p. 9-50 to p. 9-58.
- Incompatible Conditions: 1▶1, 2▶1, Group, Rotation Sort, Rotation Group, Face Up, Mixed Original, Tab Paper, Combination, OHP Interleave, Image Insert, Program Job, Non-Image Area Erase, Repeat, Storing Image in Overlay Memory



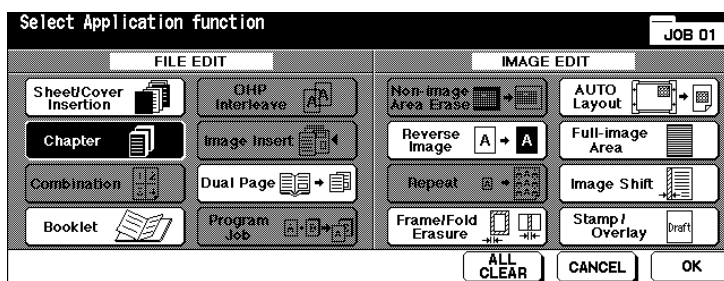
1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **Chapter** on the Application Selection Screen.



The Chapter Insertion Setting No. Screen will be displayed.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

OHP Interleave

Image Insert

Dual Page

Program Job

Non-Image Area Erase

Reverse Image

Repeat

9 Applications

Frame/Fold Erasure

AUTO Layout

Full-Image Area

Image Shift

Reduce & Shift

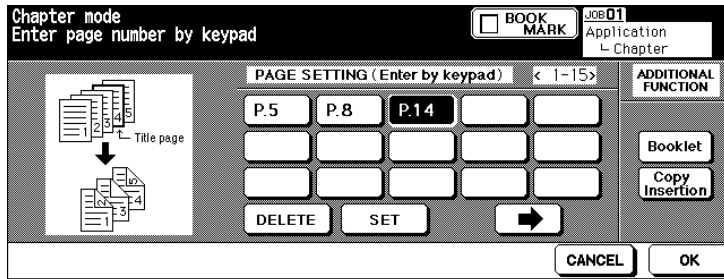
Stamp

Overlay

Overlay Memory

Locating Title Pages on the Right Side (Chapter) (continued)

3. Use the control panel keypad to enter the page number of each title page.



Touch **SET** after each entry to move to the next key.
When setting more than 15 locations, touch the arrow key to move to the next page.
To clear an incorrect entry, touch **DELETE**. The entered number will be deleted.

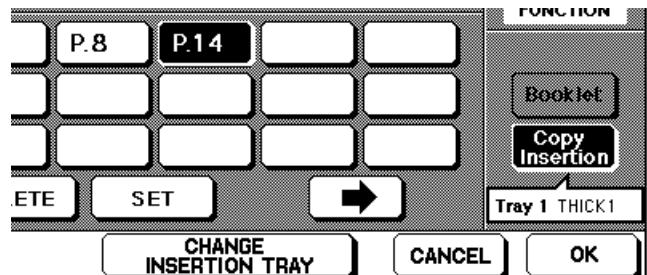
DETAILS

- Entering "0" or the same page number twice will be ignored on the screen.
- Chapter insertions occur in sequence even if original page numbers are entered out of sequence.
- When a page number is larger than the total original page count, insertion occurs as the last page of the document.

OPTION

Touch **Booklet** on the Chapter Insertion Setting No. Screen to use this function.

To change the selection of paper tray for copying title pages, touch **Copy Insertion** on the screen. In this case, you can touch **CHANGE INSERTION TRAY** to change the currently selected paper tray displayed on the screen.



4. When all entries are made, touch **OK**.
The Application Selection Screen will be restored.
5. Touch **OK** on the Application Selection Screen.
The Basic Screen will be restored.
6. Enter the desired print quantity from the control panel keypad.

HINT

See p. 3-7 for details on setting print quantity.

Locating Title Pages on the Right Side (Chapter) (continued)

7. Position originals **FACE UP** in the document feeder.



HINTS

- For details on positioning originals, see p. 3-2 to p. 3-5.
- Use RADF store mode (p. 3-32 to p. 3-33) when the original count exceeds 100.

8. Press [**START**].



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Application
Selection Screen

Sheet/Cover
Insertion

Chapter

Combination

Booklet

OHP
Interleave

Image Insert

Dual Page

Program Job

Non-Image
Area Erase

Reverse
Image

Repeat

9
Applications

Frame/Fold
Erasure

AUTO
Layout

Full-Image
Area

Image Shift

Reduce &
Shift

Stamp

Overlay

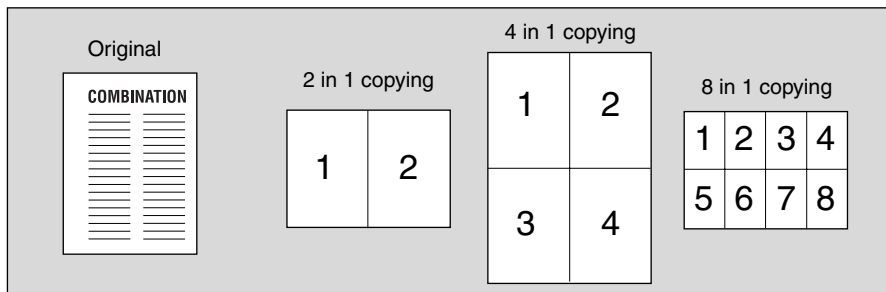
Overlay
Memory

Lay Out Several Pages onto One Sheet (Combination)

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

>>>Specifications for Combination<<<

- Use RADF.
- AMS is automatically selected. (Normally the fixed size of Tray 1 will be selected.)
- The HCI cannot be selected as tray source if specified as Thick 3.
- Incompatible Conditions: APS, Group, Rotation Sort, Rotation Group, Fold/ Stitch&Fold/ Trimming (with Booklet selected), Mixed Original, Sheet/Cover Insertion, Chapter, Booklet, OHP Interleave, Image Insert, Dual Page, Program Job, Non-Image Area Erase, Repeat, Storing Image in Overlay Memory



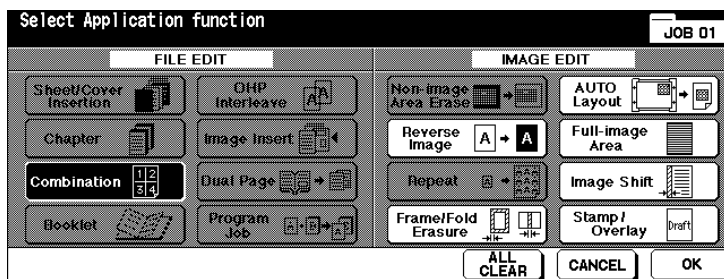
1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

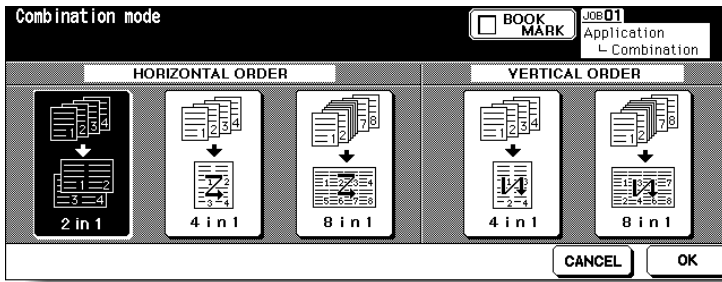
2. Touch **Combination** on the Application Selection Screen.



The Combination Mode Selection Screen will be displayed.

Lay Out Several Pages onto One Sheet (Combination) (continued)

3. Select the desired Combination mode.



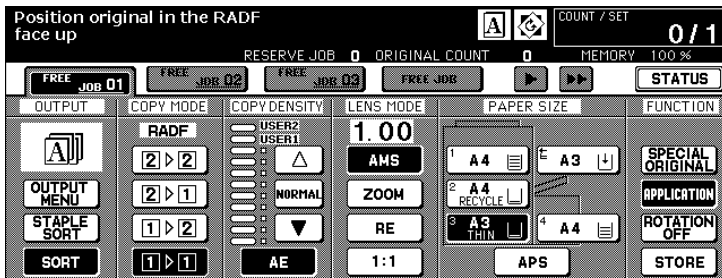
Touch **2 in 1**, **4 in 1** or **8 in 1** in the desired order area, referring to the illustration on the following page.

4. Touch **OK**.

The Application Selection Screen will be restored.

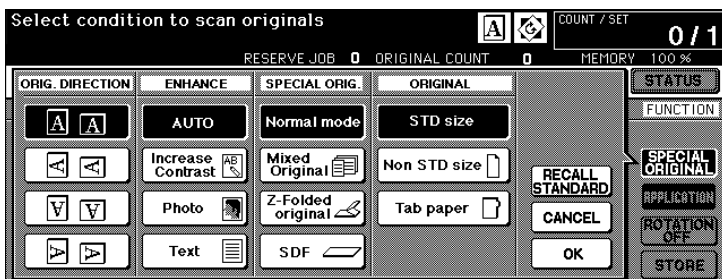
5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.



AMS is automatically selected. When selecting any tray other than the one that is set and displayed on the Basic Screen, touch the desired tray key.

6. Select the desired original direction.



Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original popup menu. Touch to select the desired original direction, then touch **OK** to return to the Basic Screen.

7. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

Application Selection Screen

Sheet/Cover Insertion

Chapter

Combination

Booklet

OHP Interleave

Image Insert

Dual Page

Program Job

Non-Image Area Erase

Reverse Image

Repeat

9
Applications

Frame/Fold Erasure

AUTO Layout

Full-Image Area

Image Shift

Reduce & Shift

Stamp

Overlay

Overlay Memory

Lay Out Several Pages onto One Sheet (Combination) (continued)

8. Position originals **FACE UP** in the document feeder.

 **HINTS**

- For details on positioning originals, see p. 3-2 to p. 3-5.
- Use RADF store mode (p. 3-32 to p. 3-33) when the original count exceeds 100.




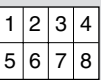


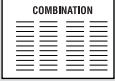



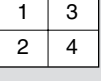

9. Press [**START**].

 **CAUTION**

When the finisher / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

 **DETAILS: Original Type and Layout Order**

Refer to the table below to select the desired Combination mode.

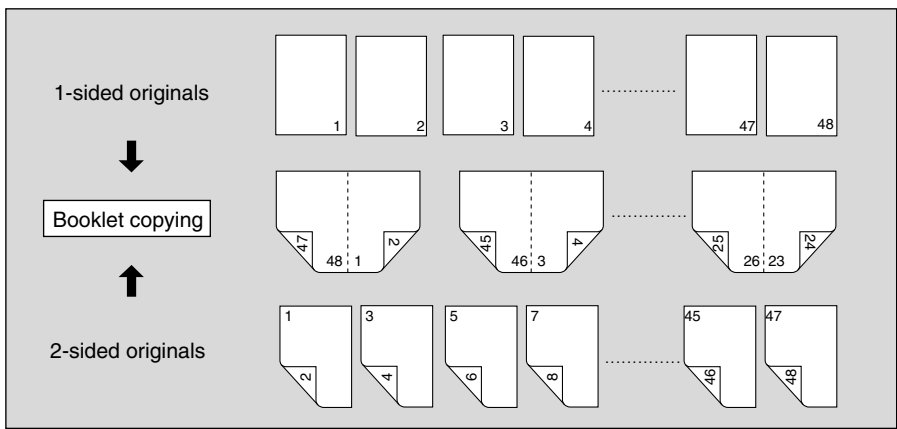
Original \ Layout	Horizontal order			Vertical order	
	2 in 1	4 in 1	8 in 1	4 in 1	8 in 1
Portrait type 					
Landscape type 					

Making a Multiple Page Signature Booklet (Booklet)

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

>>>Specifications for Booklet<<<

- Use RADF.
- Original pages should be a multiple of 4 in 1-2 mode or a multiple of 2 in 2-2 mode; otherwise blank pages are automatically inserted to the last.
- AMS is automatically selected. Select the desired paper size.
- The HCI cannot be selected as tray source if specified as Thick 3.
- Incompatible Conditions: APS, 1▶1, 2▶1, Group, Rotation Sort, Rotation Group, Face Up, Cover sheet feeder with Cover mode in Booklet, Mixed Original, Tab Paper, Sheet/Cover Insertion, Combination, OHP Interleave, Program Job, Non-Image Area Erase, Repeat, Storing Image in Overlay Memory



1. Load Copy Paper.

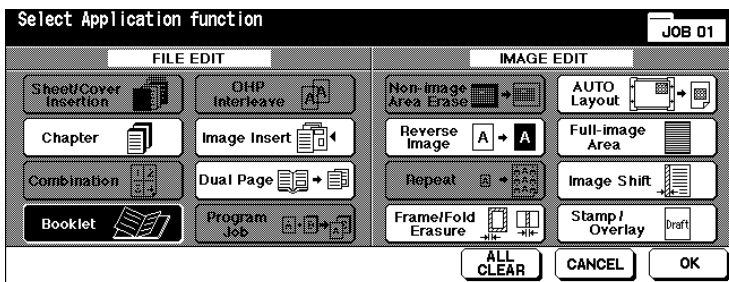
Load the desired copy paper size in a tray. When selecting cover sheet mode (**Cover with Copy sheet** or **Cover with Blank sheet**), load the same size paper in any other tray unless it is specified as Thick or Tab paper of the paper type in the Key Operator mode.

2. Touch **APPLICATION** on the Basic Screen.



When starting a new copying job, be sure to close the RADF securely, then press **[AUTO RESET]**.

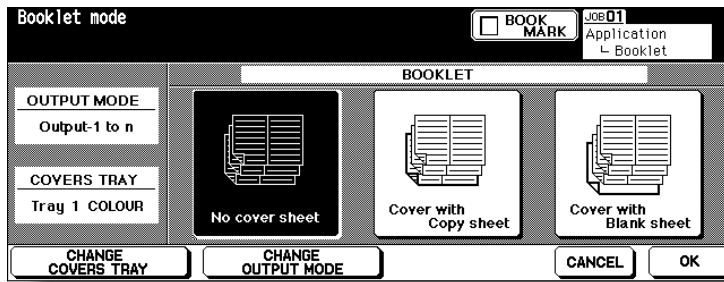
3. Touch **Booklet** on the Application Selection Screen.



- Application Selection Screen
- Sheet/Cover Insertion
- Chapter
- Combination
- Booklet
- OHP Interleave
- Image Insert
- Dual Page
- Program Job
- Non-Image Area Erase
- Reverse Image
- Repeat
- 9 Applications
- Frame/Fold Erasure
- AUTO Layout
- Full-Image Area
- Image Shift
- Reduce & Shift
- Stamp
- Overlay
- Overlay Memory

Making a Multiple Page Signature Booklet (Booklet) (continued)

4. Touch to highlight the desired Booklet mode key.



When a cover sheet is required, touch **CHANGE COVERS TRAY** to select the cover sheet tray source.

Touch **CHANGE OUTPUT MODE** if you want to change the output order.

5. Touch **OK**.

The Application Selection Screen will be restored.

Select additional Applications, as desired.



HINT

Key Operator can set the machine to position the page numbers automatically on the outside edges of the copy when using Booklet with Page Numbering in Stamp. See p. 13-39 to p. 13-44.

6. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

AMS is selected automatically.

7. Select the tray in which you loaded copy paper in step 1.

To release AMS, select the desired magnification, then select paper size.

8. Select the 1►2 or 2►2 copy mode.



DETAILS

If the mfp is equipped with Q3220A Finisher, Fold or Stitch & Fold output mode is available. Follow the procedure on p. 9-15 to use the function.

9. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

10. Position originals **FACE UP** in the document feeder.



HINTS

- For details on positioning originals, see p. 3-2 to p. 3-5.
- Use RADF store mode (p. 3-32 to p. 3-33) when the original count exceeds 100.



Reminder!

Original pages should be a multiple of 4 in 1-2 mode or a multiple of 2 in 2-2 mode; otherwise blank pages are automatically inserted to the last.

Making a Multiple Page Signature Booklet (Booklet) (continued)



Reminder!

When loading originals, heed the following limits on capacity:

- Fold mode 12 pages or less for simplex copying
6 pages or less for duplex copying
- Stitch & Fold mode 80 pages or less for simplex copying
40 pages or less for duplex copying

Exceeding the above limits on capacity may cause misfeeds in the finisher.

11. Press [START].

CAUTION

When the finisher / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

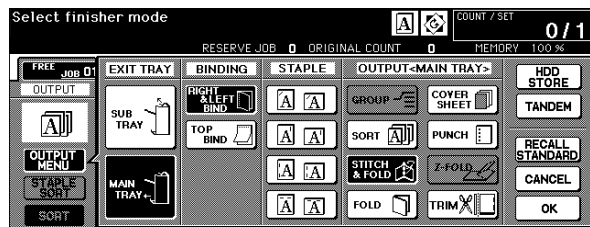
When the Booklet / Trimmer unit tray capacity is exceeded, the finisher / trimmer unit will cease operating. To avoid such trouble, select an appropriate print quantity from the specifications on p. 11-3.

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 & folded sheets; otherwise, you may be injured.



DETAILS: Selecting Fold / Stitch & Fold Mode

- 1 Touch **OUTPUT MENU** on the Basic Screen to display the Output Mode popup menu, then touch **MAIN TRAY** to highlight it.
- 2 Touch **STITCH & FOLD** or **FOLD**, as desired.



NOTE:

Selecting **FOLD** or **STITCH & FOLD** will automatically switch the output tray to Booklet tray. Notice that the arrow shown beside the Main tray shifts to the Booklet tray.

- 3 Touch **OK** on the Output Mode popup menu. The Basic Screen will be restored with the **OUTPUT MENU** highlighted.

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Frame/Fold Erasure

AUTO Layout

Full-Image Area

Image Shift

Reduce & Shift

Stamp

Overlay

Overlay Memory

Copying onto Transparent Films (OHP Interleave)

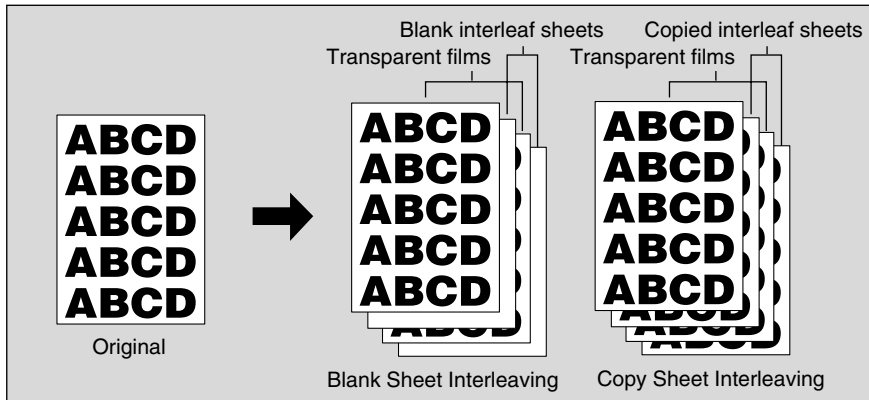
Use the OHP Interleave function in 1▶1 or 2▶1 mode to copy onto overhead projection transparent films, and output a blank or copied interleaf sheet with each copied transparent film.

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

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

>>>Specifications for OHP Interleave<<<

- Transparent film source: Multi-sheet bypass tray
- Print quantity: 1
- Finisher cannot be used.
- AMS is automatically selected.
- Incompatible Conditions: APS, 1▶2, 2▶2, Sort, Staple-sort, Group, Rotation Sort, Rotation Group, Fold, Stitch & Fold, Trimming, Cover sheet feeding, Punch, Mixed Original, Tab Paper, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Program Job, Repeat, Overlay, Storing Image in Overlay Memory, Tandem mode



- 1. Insert a sheet of transparent film into the Multi-sheet bypass tray.**



Reminder!

Do not load transparent films into any other tray.

- 2. When interleaf sheet is needed, load copy paper in any other tray to match the size of transparent films.**

- 3. Touch *APPLICATION* on the Basic Screen.**

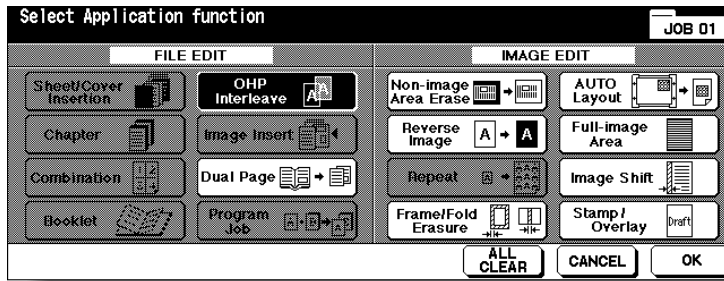


Reminder!

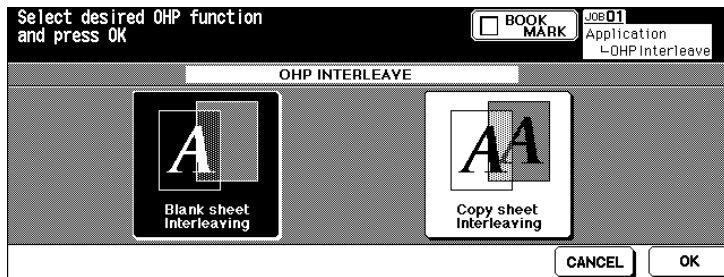
When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

Copying onto Transparent Films (OHP Interleave) (continued)

4. Touch *OHP Interleave* on the Application Selection Screen.



5. Select the desired OHP Interleave mode, then touch *OK*.



6. Touch *OK* on the Application Selection Screen.

The Basic Screen will be restored.

DETAILS

- AMS is selected automatically.
To release AMS, select the desired magnification.
- Print quantity is already set to 1. You cannot enter any other quantity.

7. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.

HINTS

For details on positioning originals, see p. 3-2 to p. 3-6.

8. Press [*START*].

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Reverse Image

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AUTO Layout

Full-Image Area

Image Shift

Reduce & Shift

Stamp

Overlay

Overlay Memory

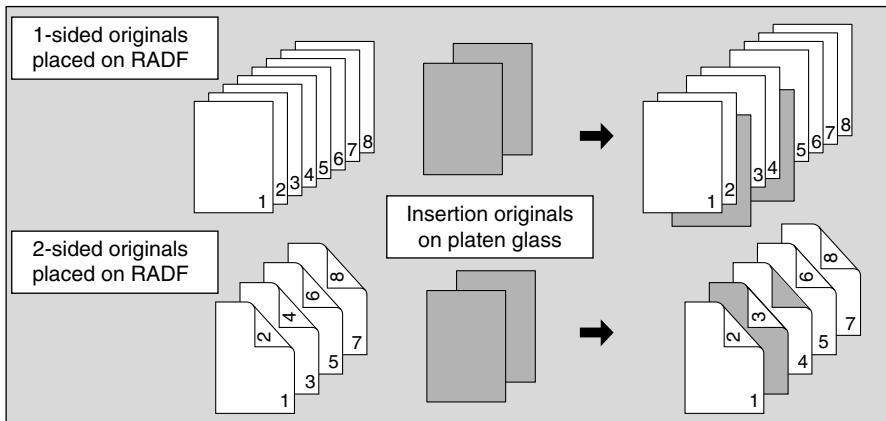
Inserting Images into Printed Sets (Image Insert)

Use the Image insert mode to combine images scanned from the platen glass, such as photos, paste-ups, newspaper articles, graphs, etc., 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.

>>>Specifications for Image Insert<<<

- Use RADF and platen glass.
- Max. image insert: 30 locations, from p. 1 to p. 999
- Incompatible Conditions: Group, Rotation Sort, Rotation Group, Mixed Original, Tab Paper, Sheet/Cover Insertion, Chapter, Combination, OHP Interleave, Dual Page, Program Job, Non-image Area Erase, Repeat, AUTO Layout, Overlay, Storing Image in Overlay Memory



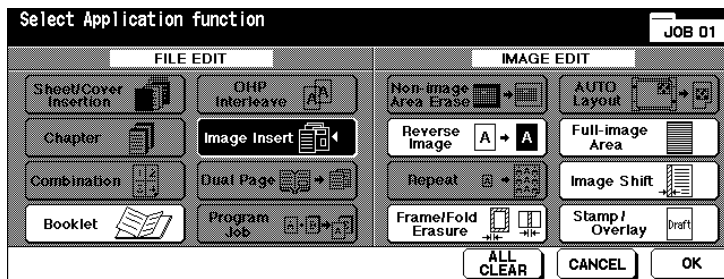
1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press **[AUTO RESET]**.

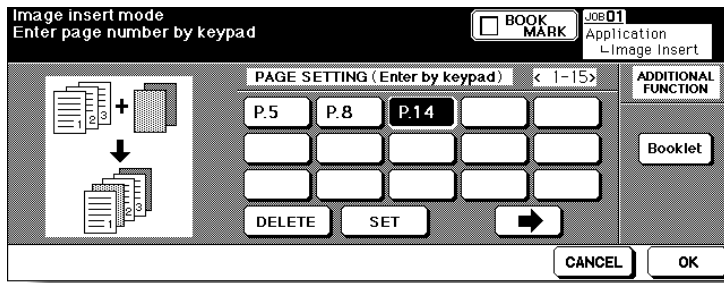
2. Touch **Image Insert** on the Application Selection Screen.



The Image Insertion No. Setting Screen will be displayed.

Inserting Images into Printed Sets (Image Insert) (continued)

3. Use the control panel keypad to enter the page number.



Touch **SET** after each entry to move to the next key.
When setting more than 15 locations, touch the arrow key to move to the next page.
To clear an incorrect entry, touch **DELETE**. The entered page number will be deleted.



HINT

See p. 9-20 for detailed example.



OPTION

Touch **Booklet** on the Image Insertion No. Setting Screen to use this function.

4. When all page number entries are made, touch **OK**.

The Application Selection Screen will be restored.

5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

The **STORE** key on the Basic Screen appears highlighted to show that the Store mode is automatically selected.

6. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

7. Scan the document feeder images:

Position originals FACE UP in the document feeder.

If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.

8. Press [**START**].

The originals positioned in the document feeder will be scanned into memory.

9. Scan the platen glass images.

Open the document feeder.

Position an original **FACE DOWN** on the platen glass, then close the document feeder.



Reminder!

PLACE AND SCAN THE ORIGINALS ACCORDING TO PAGINATION.

10. Press [**START**].

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Reduce & Shift

Stamp

Overlay

Overlay Memory

Inserting Images into Printed Sets (Image Insert) (continued)

11. Repeat steps 9 and 10 for all originals.



- Memory overflow may occur during scanning. See p. 5-11 to p. 5-12.
- Should memory overflow occur frequently, it is recommended that you contact your service representative to extend the memory capacity in your machine.

12. Touch **STORE** to exit the Store mode.

13. Press [**START**].

The mfp will start printing when ready for output.



When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



DETAILS: Entering Page Numbers

For example, if insertion locations are [2/2/6], scanned platen images will be inserted as follows:

The first scanned platen image will be inserted after page 2.

The second scanned platen image will be inserted directly after the first scanned Image insertion.

The third scanned platen image will be inserted after page 6.

NOTES:

- 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.
- Entering the same page number twice will insert two sheets at that location.

Dividing an Image into Right and Left Pages (Dual Page)

The Dual Page mode performs image division on the original image.

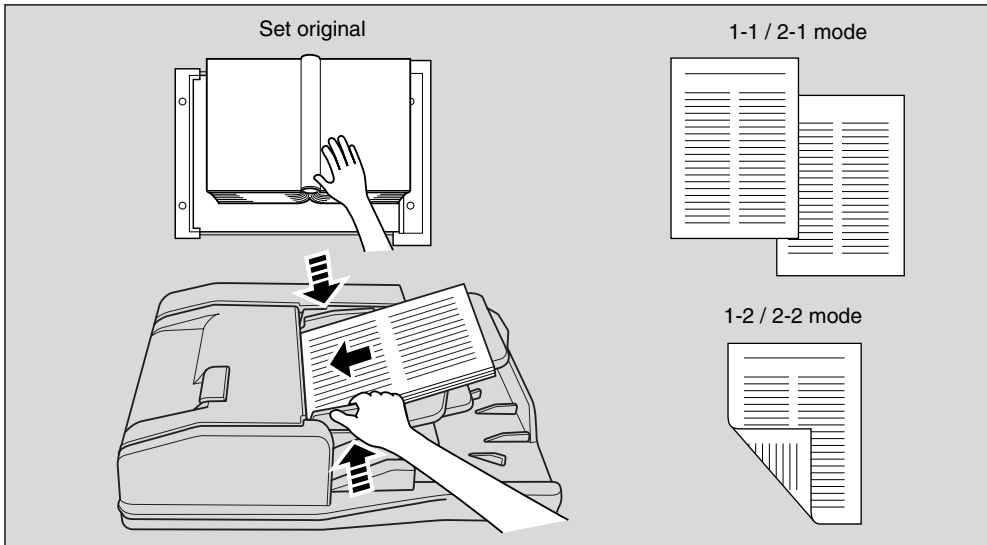
Use this function to copy an open book or a A3/B4 size sheet onto two A4/B5 sheets in 1▶1 or 2▶1 mode, or onto the front and back sides of one A4/B5 sheet in 1▶2 or 2▶2 mode.

The following three modes can be selected from the Dual Page Screen.

- **Facing Pages mode:** Image division starts from the first scan.
- **Front Cover+Facing Pages mode:** Image division starts from the second scan, after the first scan copies normally.
- **Front/Back Cover+Facing Pages mode:** Image division starts from the third scan, after the first and second scan copy normally.

>>>Specifications for Dual Page<<<

- Store mode is automatically selected.
- Paper size: A4, B5
- Incompatible Conditions: APS, AMS, Rotation Sort, Rotation Group, Fold (compatible with Booklet selected), Stitch&Fold (compatible with Booklet selected), Trimming, Mixed Original, Tab Paper, Sheet/Cover Insertion, Combination, Image Insert, Program Job, Repeat, Reduce & Shift in Image Shift, Overlay, Storing Image in Overlay Memory



1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

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AUTO Layout

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Image Shift

Reduce & Shift

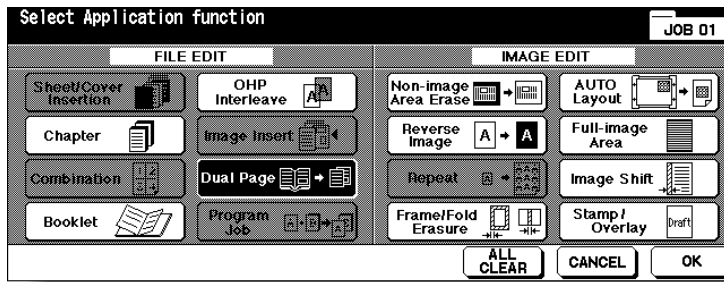
Stamp

Overlay

Overlay Memory

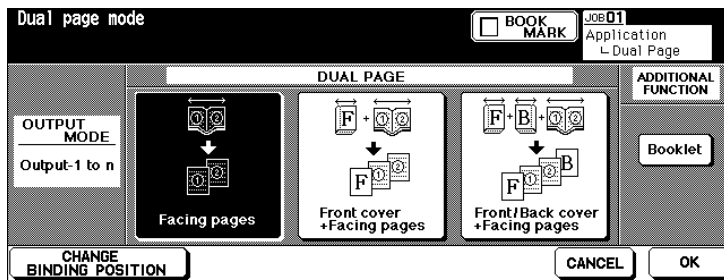
Dividing an Image into Right and Left Pages (Dual Page) (continued)

2. Touch *Dual Page* on the Application Selection Screen.



The Dual Page Screen will be displayed.

3. Select the desired Dual Page mode.



Touch to highlight the desired mode key.

4. Touch *CHANGE BINDING POSITION* to select the output order according to the original pagination.



OPTION

Touch **Booklet** on the Dual Page Screen to use this function.

5. Touch *OK*.

The Application Selection Screen will be restored.

6. Touch *OK* on the Application Selection Screen.

The Basic Screen will be restored.

APS and AMS are automatically released, and the **STORE** key appears highlighted to show that the Store mode is automatically selected.

7. Select the desired copy mode and magnification.



DETAILS

- Available paper size is A4 or B5.
- When selecting Facing Pages mode and scanning from the platen glass, select 1►1 or 1►2 copy mode.
- APS and AMS are released and 1.00 magnification is selected automatically. Change the magnification manually, if desired.

Dividing an Image into Right and Left Pages (Dual Page) (continued)

8. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

9. Position original(s).

When using platen glass to scan, position the first page FACE DOWN with document feeder kept open.

When using document feeder, position original(s) FACE UP.

For details on scanning originals in Front cover + Facing pages and Front/Back Cover + Facing pages mode, see the description on the following page.

10. Press [START] to scan.

11. Repeat steps 9 and 10 for all originals.



Reminder!

When using platen glass, Non-Image Area Erase and AUTO Layout are automatically selected.

DO NOT CLOSE the document feeder throughout the scanning job.

12. Touch STORE to exit the Store mode.

13. Press [START].

The mfp will start printing when ready for output.



CAUTION

When the finisher / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

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Erasure

AUTO
Layout

Full-Image
Area

Image Shift

Reduce &
Shift

Stamp

Overlay

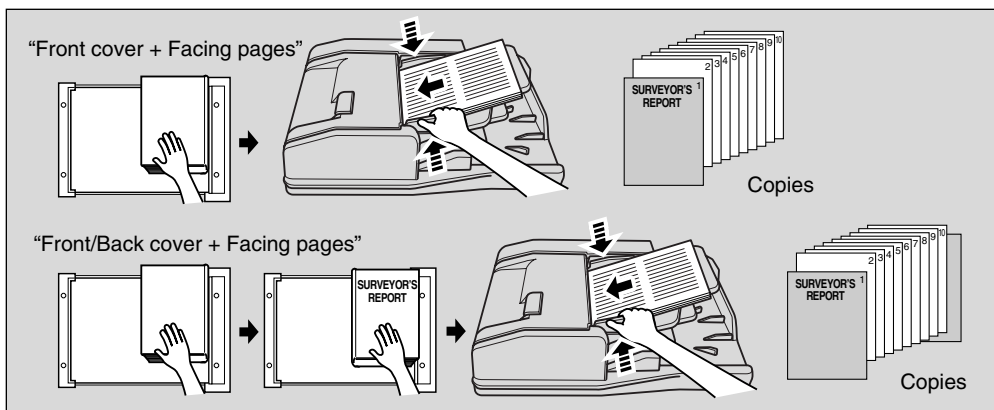
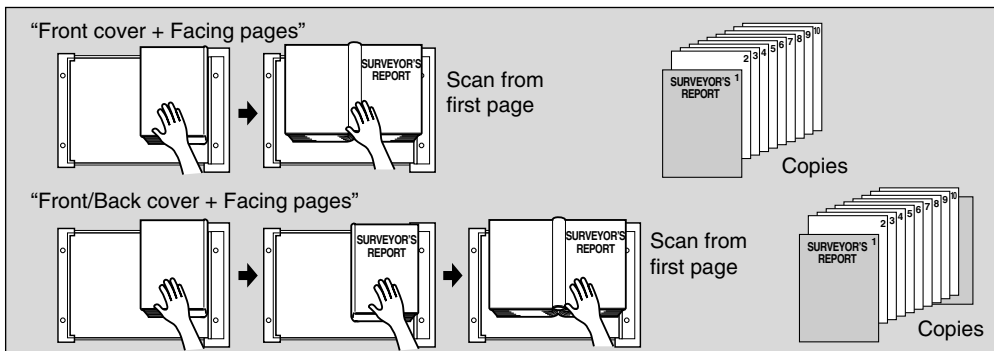
Overlay
Memory

Dividing an Image into Right and Left Pages (Dual Page) (continued)

Scanning Original for Cover

Use platen glass for scanning original for cover.

- 1 Open the document feeder.
- 2 Position **original** for front cover **FACE DOWN** on the platen glass.
- 3 Press [**START**] to start scanning.
- 4 When **Front/Back Cover + Facing Pages** is selected, scan original for back cover according to the above steps **2** and **3**.
- 5 Use platen glass or document feeder, as required, for scanning body text originals.
To output the set in the same order as the originals, start scanning from the first page.
- 6 Press [**START**] to start scanning.
- 7 Repeat steps **5** and **6** for subsequent originals.



NOTES:

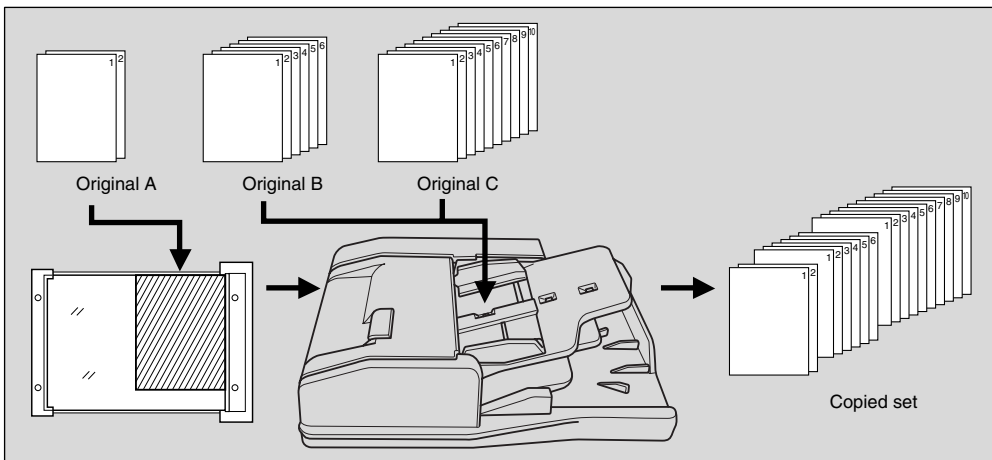
- Memory overflow may occur during scanning. See p. 5-11 to p. 5-12.
- When using platen glass, Non-Image Area Erase and AUTO Layout are automatically selected.
DO NOT CLOSE the document feeder throughout the scanning job.

Programming Different Settings for an Output Job (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.

>>>Specifications for Program Job<<<

- Max. 100 JOBS can be programmed for an output job.
- Once specified, paper size and the paper type/size setting for Multi-sheet bypass tray cannot be changed for another JOB.
- Output mode and print quantity setting cannot be specified for each JOB. The last setting made will be applied to all JOBS.
- Program Job settings cannot be stored in Job Memory.
- Incompatible Conditions: APS, Change paper size, Rotation, Group, Rotation Sort, Rotation Group, Fold, Stitch & Fold, Trimming, Server function, Mixed Original, Sheet/Cover Insertion, Chapter, Combination, Booklet, OHP Interleave, Image Insert, Dual Page, 2/4/8 Repeat in Repeat, Overlay, Storing Image in Overlay Memory

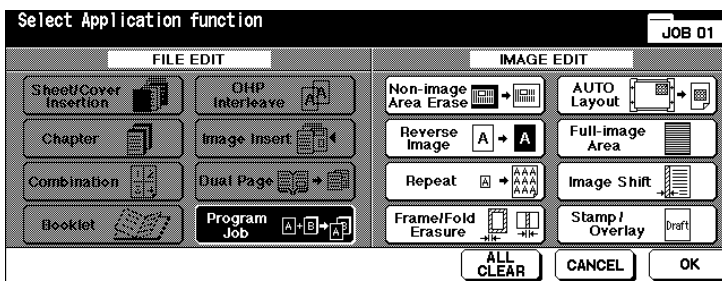


1. Touch **APPLICATION** on the Basic Screen.



When starting a new copying job, be sure to close the RADF securely, then press **[AUTO RESET]**.

2. Touch **Program Job** on the Application Selection Screen.



The incompatible function keys will be dimmed to show inactivity.

3. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

The **STORE** key on the Basic Screen appears highlighted to show that the Store mode is automatically selected.

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AUTO Layout

Full-Image Area

Image Shift

Reduce & Shift

Stamp

Overlay

Overlay Memory

Programming Different Settings for an Output Job (Program Job) (continued)

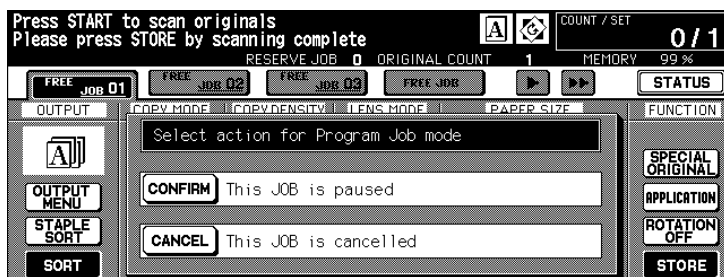
4. Select the desired copy conditions.
5. Position originals **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.

If the number of document feeder originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.

6. Press [**START**].

The paper size determined at this time will be applied to all subsequent JOBs. When scanning for the current JOB is completed, the popup menu will be displayed in the Basic Screen.

7. Touch **CONFIRM**.



The current JOB images will be stored.
To delete the images, touch **CANCEL**.

8. Repeat steps 4 to 7 until all JOB originals are scanned.



Reminder!

PLACE AND SCAN EACH ORIGINAL SET IN THE CORRECT ORDER OF PAGINATION.



HINTS

- Memory overflow may occur during scanning. See p. 5-11 to p. 5-12.
- Should memory overflow occur frequently, it is recommended that you contact your service representative to extend the memory capacity in your machine.

9. Select the desired output mode and enter the print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

10. Touch **STORE** to exit the Store mode.

11. Press [**START**].



CAUTION

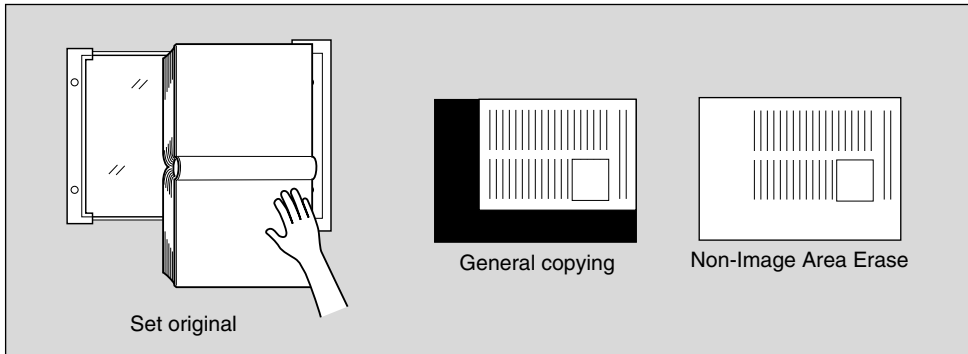
When the finisher / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Erasing Outside of the Original (Non-Image Area Erase)

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

>>>Specifications for Non-Image Area Erase<<<

- Use the platen glass only. Keep RADF open throughout the procedure.
- Incompatible Conditions: Using RADF, 2▶2, 2▶1, APS, AMS, Rotation, Rotation Sort, Rotation Group, Fold, Stitch & Fold, Trimming, Mixed Original, Z-Folded Original, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Dual Page in RADF Store mode, Reverse Image, Full-Image Area, Reduce & Shift in Image Shift, Storing Image in Overlay Memory



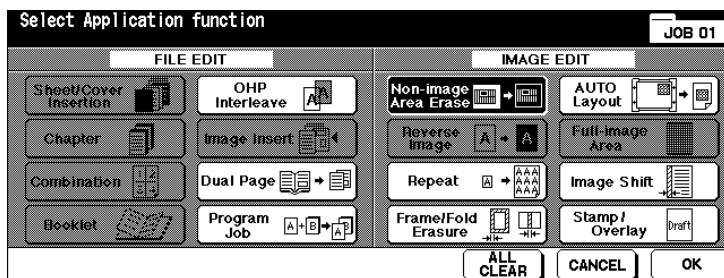
1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press **[AUTO RESET]**.

2. Touch **Non-image Area Erase** on the Application Selection Screen.



The incompatible function keys will be dimmed to show inactivity.

3. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

4. Select magnification and paper size, as desired.



- APS and AMS are automatically released.
- Copy mode is automatically set to 1▶1. When selecting 1▶2 mode, Platen store mode will function automatically.

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AUTO Layout

Full-Image Area

Image Shift

Reduce & Shift

Stamp

Overlay

Overlay Memory

Erasing Outside of the Original (Non-Image Area Erase) (continued)

5. Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

6. Position original **FACE DOWN** on the platen glass.



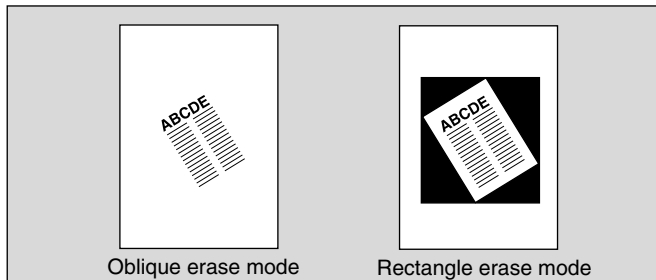
DO NOT CLOSE THE DOCUMENT FEEDER.
Original size should be larger than 10mm x 10mm.

7. Press [**START**].



DETAILS: Oblique Erase and Rectangle Erase Modes

The Non-image area erase has two modes; Rectangle erase mode and Oblique erase mode. The mfp is initially set to select either mode appropriate for the original placed on the platen glass (AUTO mode). Key Operator can specify either mode and the original density level manually so that the Non-Image Area Erase functions without fail. See p. 13-54.



Having Any Problem?

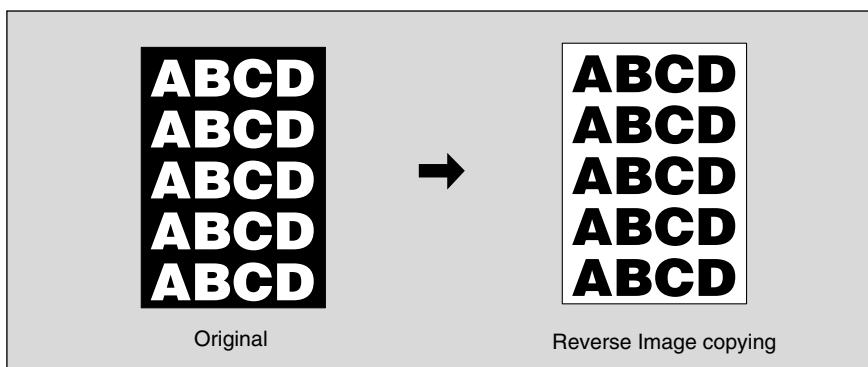
This function may perform incorrectly if the lighting in the work place is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.

Reversing Color in Black and White Image (Reverse Image)

Use Reverse image to reverse the image from black-on-white to white-on-black, and vice versa. This is very good for copying white-on-black originals and reversing them to fax.

>>>Specifications for Reverse Image<<<

- ❑ Incompatible Conditions: Fold, Stitch & Fold, Trimming, Non-Image Area Erase, Repeat, Full-Image Area, Stamp, Overlay



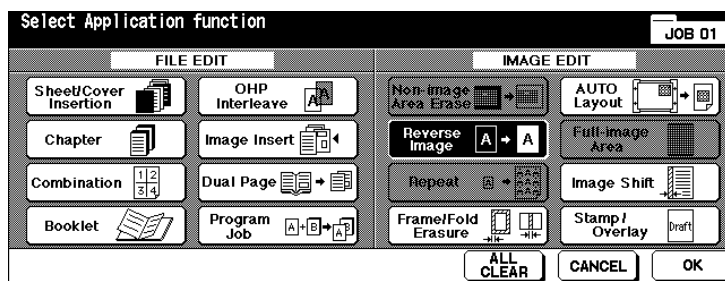
1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **Reverse Image** on the Application Selection Screen.



The incompatible function keys will be dimmed to show inactivity.

3. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

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



HINT

See p. 3-7 for details on setting print quantity.

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Full-Image Area

Image Shift

Reduce & Shift

Stamp

Overlay

Overlay Memory

Reversing Color in Black and White Image (Reverse Image) (continued)

5. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINT

For details on positioning originals, see p. 3-2 to p. 3-6.

6. Press [**START**].



CAUTION

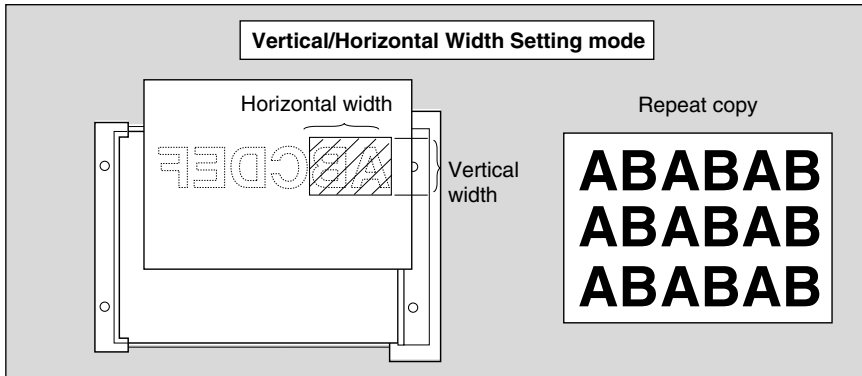
When the finisher / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Repeating Selected Image Area (Repeat: Vert./Horiz. Mode)

Use this function to repeat the selected image area of 10mm ~ 150mm in both vertical and horizontal widths measured from the rear right corner of the A3 original area indicated on the right edge of the platen glass.

>>>Vertical/Horizontal Width Setting Mode Specifications<<<

- Use the platen glass. (Document feeder cannot be used.)
- Incompatible Conditions: Using RADF, 2▶2, 2▶1, APS, AMS, Rotation, Group, Rotation Sort, Rotation Group, Mixed Original, Z-Folded Original, Sheet/Cover Insertion, Chapter, Combination, Booklet, OHP Interleave, Image Insert, Dual Page, Non-Image Area Erase, Frame/Fold Erasure, AUTO Layout, Reduce & Shift in Image Shift, Stamp/Overlay

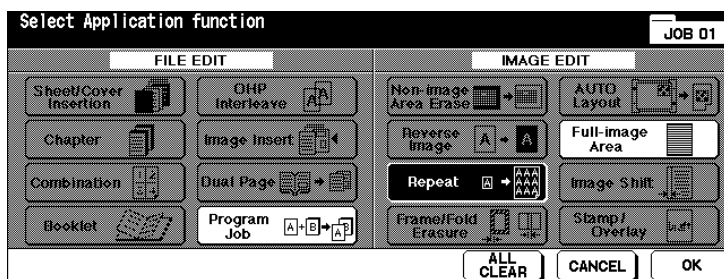


1. Touch **APPLICATION** on the Basic Screen.



When starting a new copying job, be sure to close the RADF securely, then press **[AUTO RESET]**.

2. Touch **Repeat** on the Application Selection Screen.



The Repeat Mode Selection Screen will be displayed.

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Reverse Image

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AUTO Layout

Full-Image Area

Image Shift

Reduce & Shift

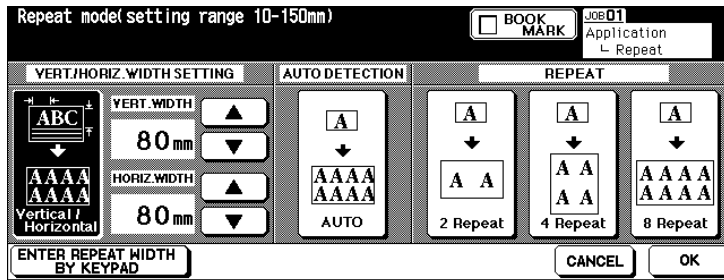
Stamp

Overlay

Overlay Memory

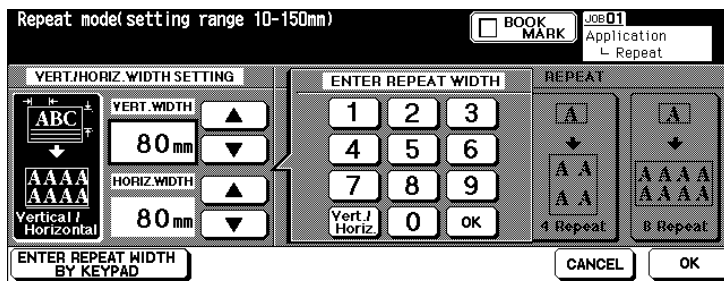
Repeating Selected Image Area (Repeat: Vert./Horiz. Mode) (continued)

3. Touch *Vertical/Horizontal*, then specify the vertical and horizontal widths of the scanning area.



Use up/down arrow key to enter the width from 10 to 150mm in 1mm increments. Keep touching the key to increase/decrease the value continuously.

Or, touch **ENTER REPEAT WIDTH BY KEYPAD** to display the popup menu to enter the value from the touch screen keypad.



Touch *Vert./Horiz.* on the popup menu each time to shift it from one to another. Enter the value, then touch **OK** to restore the Repeat Mode Selection Screen.

4. Touch **OK**.
The Application Selection Screen will be restored.
5. Touch **OK** on the Application Selection Screen.
The Basic Screen will be restored.
6. Select the desired magnification and paper size.

DETAILS

- APS and AMS are automatically released, and 1.00 (100%) is selected as a magnification ratio.
- Copy mode is automatically set to 1▶1. When selecting 1▶2 mode, Platen store mode will function automatically.

7. Enter the desired print quantity from the control panel keypad.

HINT

See p. 3-7 for details on setting print quantity.

Repeating Selected Image Area (Repeat: Vert./Horiz. Mode) (continued)

8. Position original **FACE DOWN** on the platen glass.



See the illustration on p. 9-31 for details.

9. Press [**START**].



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

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Applications

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Erasure

AUTO
Layout

Full-Image
Area

Image Shift

Reduce &
Shift

Stamp

Overlay

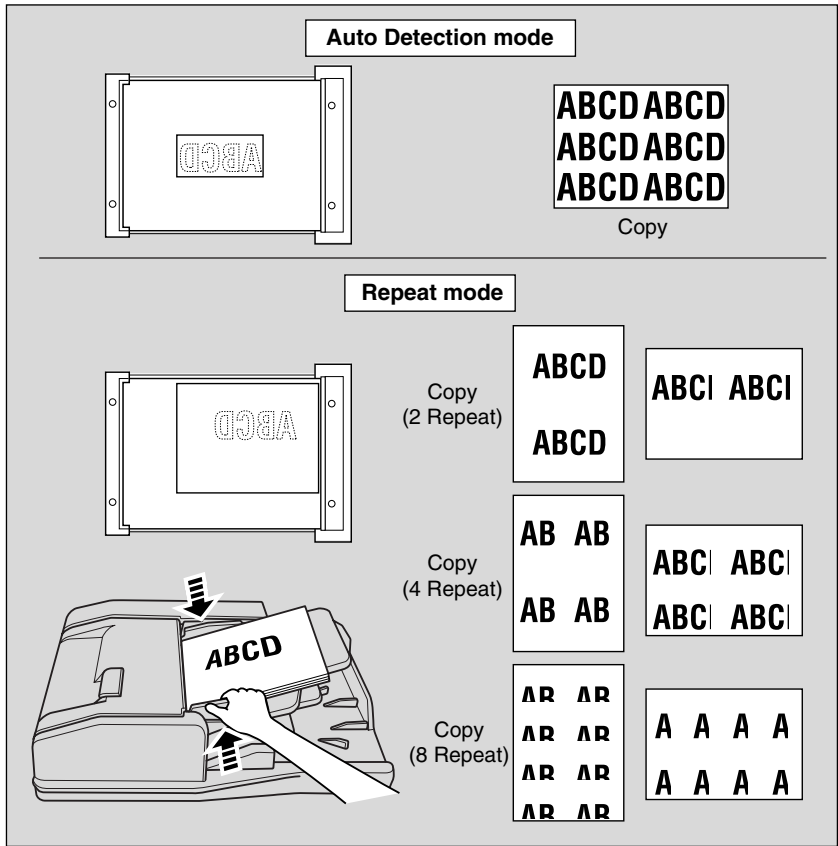
Overlay
Memory

Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode)

Auto Detection mode will automatically set the equal repeat area to the size of the original placed onto the platen glass by activating Non-image area erase. Repeat mode will scan the image area specified by the selected paper size and mode (2 Repeat, 4 Repeat, or 8 Repeat), then arrange the image by specified times in one copy sheet.

>>>Auto Detection/ Repeat Mode Specifications<<<

- Auto Detection Mode: Use the platen glass. RADF cannot be used.
- Repeat Mode Magnification ratio: 1.00 (100 %) fixed
- Incompatible Conditions with Auto Detection Mode
Using RADF, 2▶2, 2▶1, APS, AMS, Rotation, Group, Rotation Sort, Rotation Group, Mixed Original, Z-Folded Original, Sheet/Cover Insertion, Chapter, Combination, Booklet, OHP Interleave, Image Insert, Dual Page, Reverse Image, Frame/Fold Erasure, AUTO Layout, Full-Image Area, Reduce & Shift in Image Shift, Stamp/Overlay
- Incompatible Conditions with Repeat Mode
APS, AMS, Rotation (if magnification is changed from 1.00), Group, Rotation Sort, Rotation Group, Mixed Original, Z-Folded Original, Chapter, Combination, Booklet, OHP Interleave, Image Insert, Dual Page, Non-Image Area Erase, Reverse Image, Frame/Fold Erasure, AUTO Layout, Reduce & Shift in Image Shift, Overlay, Overlay Memory



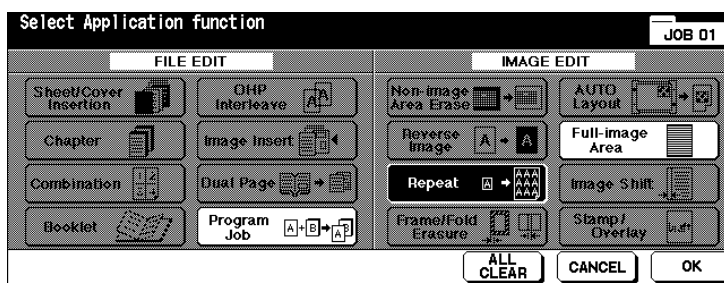
1. Touch **APPLICATION** on the Basic Screen.



When starting a new copying job, be sure to close the RADF securely, then press **[AUTO RESET]**.

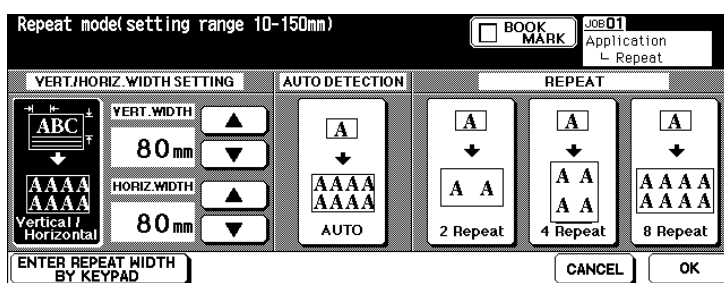
Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode) (continued)

2. Touch *Repeat* on the Application Selection Screen.



The Repeat Mode Selection Screen will be displayed.

3. Touch to highlight the desired mode key.



Touch **AUTO** to select the Auto Detection mode.

Touch **2 Repeat**, **4 Repeat**, or **8 Repeat** to select the desired Repeat mode.

4. Touch **OK**.

The Application Selection Screen will be restored.

DETAILS

Non-Image Area Erase is automatically selected on the Application Selection Screen when AUTO mode is selected.

HINT

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 two images on a page. See p. 9-44 to p. 9-46.

5. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

6. Select the desired magnification and paper size.

DETAILS

- APS and AMS are automatically released, and 1.00 (100%) is selected as a magnification ratio.
- When 2 Repeat, 4 Repeat, or 8 Repeat is selected, the scanning area will be a portion of the selected paper size equally divided according to the selected mode.
In this case, magnification ratio will be fixed to 1.00 (100%).
- Copy mode is automatically set to 1▶1. When selecting 1▶2 mode, Platen store mode will function automatically.

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Reduce & Shift

Stamp

Overlay

Overlay Memory

Repeating Automatically or Selecting Repeating Times (Repeat: AUTO/ Repeat Mode) (continued)

7. Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

8. Position original.

For AUTO mode original, open the document feeder, then position the original FACE DOWN on the platen glass.

For 2 Repeat, 4 Repeat or 8 Repeat mode original, RADF is also available.



See the illustration on p. 9-34 for details.



When AUTO mode is selected, Non-Image Area Erase functions automatically. DO NOT close the document feeder.

9. Press [START].



When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



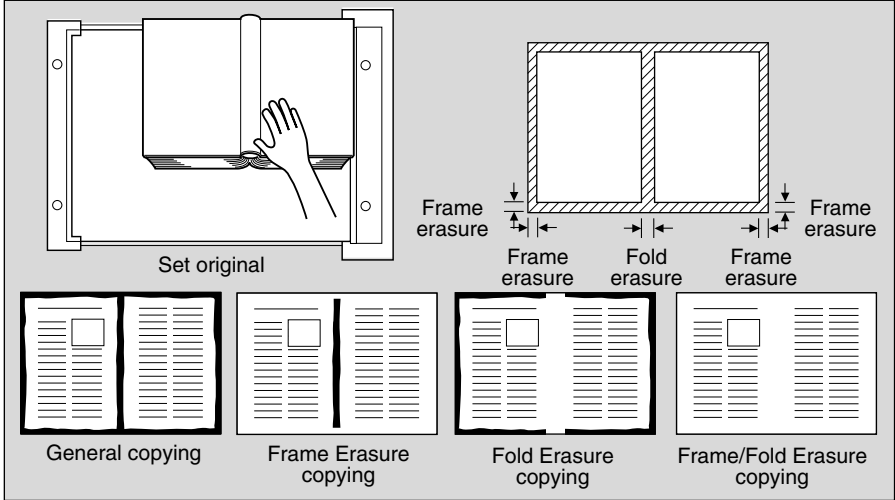
The AUTO mode may not operate properly if the lighting in the work place is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.

Eliminating Black Copy Marks Along Borders (Frame/Fold Erasure)

Use Frame/Fold Erasure to eliminate black copy marks along borders to clean up and improve the presentation of the copy.

>>>Specifications for Frame/Fold Erasure<<<

- ☐ Incompatible Conditions: Repeat, Full-Image Area

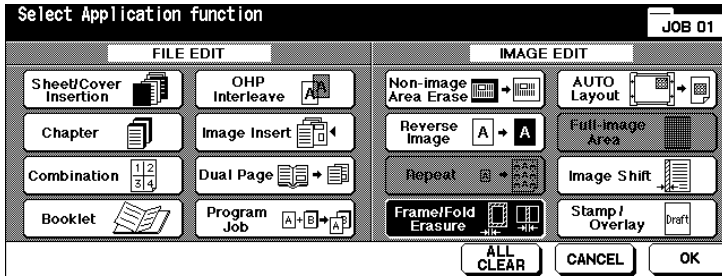


1. Touch APPLICATION on the Basic Screen.



When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Touch Frame/Fold Erasure on the Application Selection Screen.



The Frame/Fold Erasure Selection Screen will be displayed.

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Image Shift

Reduce & Shift

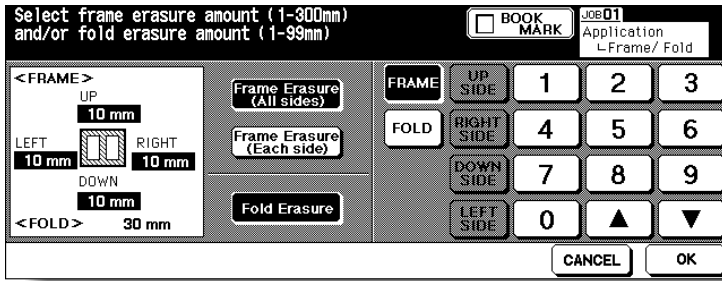
Stamp

Overlay

Overlay Memory

Eliminating Black Copy Marks Along Borders (Frame/Fold Erasure) (continued)

3. Touch to highlight the desired mode key.

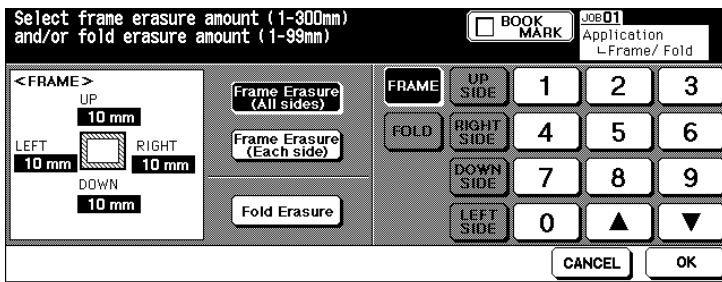


Touch **Frame Erasure (All sides)**, **Frame Erasure (Each side)**, or **Fold Erasure** to highlight it.

Either Frame erasure mode and Fold erasure can be selected in combination.

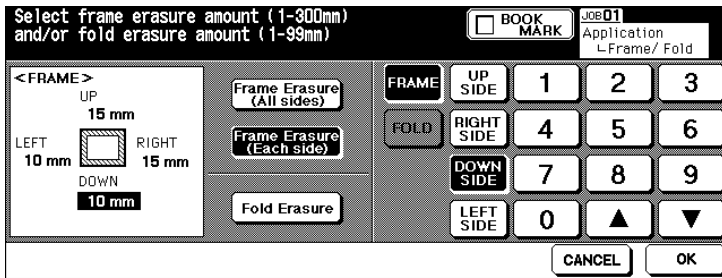
4. Specify the erasure amount in the selected mode.

To specify **Frame Erasure (All sides)** amount:



- Touch to highlight **FRAME**, if not highlighted, then use the touch screen keypad or up/down arrow key to enter the desired erasure amount of the UP, DOWN, LEFT, and RIGHT sides collectively, from 1 to 300mm in 1mm increments.

To specify **Frame Erasure (Each side)** amount:

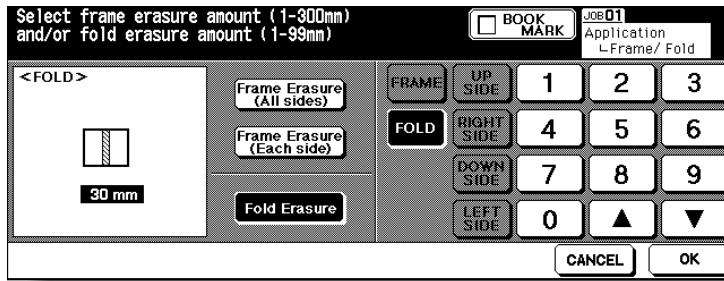


- Touch to highlight **FRAME**, if not highlighted, then touch **UP SIDE**, **RIGHT SIDE**, **DOWN SIDE**, or **LEFT SIDE**. The selected side amount will be highlighted in the left illustration area of the screen.

Use the touch screen keypad or up/down arrow key to enter the desired erasure amount, from 1 to 300mm in 1mm increments.

Eliminating Black Copy Marks Along Borders (Frame/Fold Erasure) (continued)

To specify Fold Erasure amount:



- Touch to highlight **FOLD**, if not highlighted, then use the touch screen keypad or up/down arrow key to enter the desired erasure amount, from 1 to 99mm in 1mm increments.

5. Touch **OK**.

The Application Selection Screen will be restored.

6. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

7. Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

8. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



For details on positioning originals, see p. 3-2 to p. 3-6.



When lowering the document feeder onto thick original (e.g. open book), do not press it down too hard. Keep the document feeder open, if required.

9. Press [**START**].



When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

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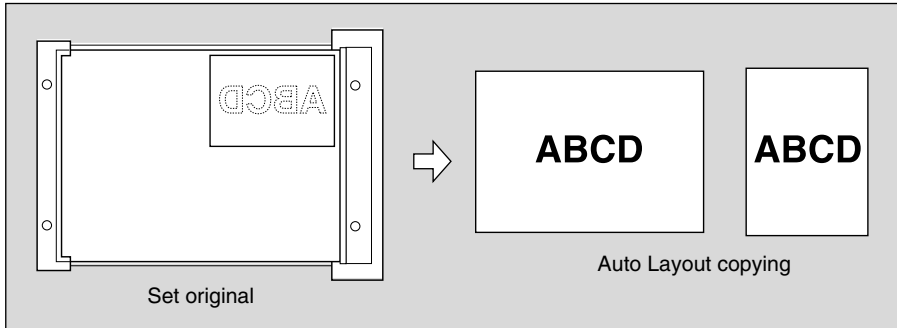
Overlay Memory

Copying Image in the Centre of Copy Paper (AUTO Layout)

Use this function to detect the image area of the original and centre the whole image on the copy paper making it easy to copy small pieces of paper.

>>>Specifications for AUTO Layout<<<

- ❑ Non-Image Area Erase is automatically selected. Release it manually when using RADF to scan originals.
- ❑ Incompatible Conditions: 2▶2, 2▶1, APS, AMS, Rotation, Rotation Sort, Rotation Group, Mixed Original, Z-Folded Original, Sheet/Cover Insertion, Chapter (available when Non-Image Area Erase is released manually), Combination, Booklet, Image Insert, Reverse Image, Repeat, Full-Image Area, Image Shift, Overlay, Storing Image in Overlay Memory



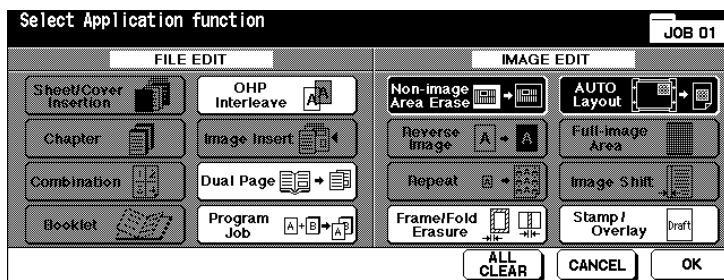
1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **AUTO Layout** on the Application Selection Screen.



The incompatible function keys will be dimmed to show inactivity.

DETAILS

- Non-Image Area Erase will be selected automatically. When using RADF to scan the original, touch to deselect this function.
- When using the Dual Page with this function, the original smaller than the selected paper size will be printed in the centre of the copy paper without image division performed.

3. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

Copying Image in the Centre of Copy Paper (AUTO Layout) (continued)

4. Select the desired magnification and paper size on the Basic Screen.



DETAILS

- APS and AMS are automatically released, and 1.00 (100%) is selected as a magnification ratio.
- Copy mode is automatically set to 1►1. When selecting 1►2 mode, Platen store mode will function automatically.

5. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

6. Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.



HINT

For details on positioning originals, see p. 3-2 to p. 3-6.



Reminder!

DO NOT close the RADF when Non-Image Area Erase is selected. Placing original obliquely on the platen glass may cause black copy marks.

7. Press [START].



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



Having Any Problem?

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

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Image Shift

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Shift

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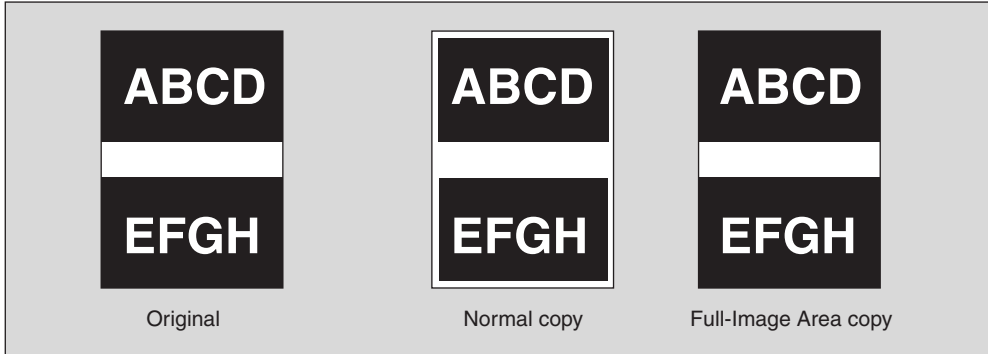
Overlay
Memory

Printing Images Fully to the Edges (Full-Image Area)

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

>>>Specifications for Full-Image Area<<<

- Incompatible Conditions: Rotation Sort, Rotation Group, Non-Image Area Erase, Reverse Image, Frame/Fold Erasure

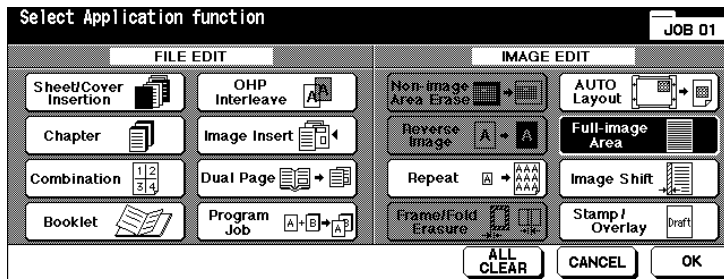


1. Touch **APPLICATION** on the Basic Screen.



When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

2. Touch **Full-image Area** on the Application Selection Screen.



The incompatible function keys will be dimmed to show inactivity.

3. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

4. Select additional copy conditions, as desired.

5. Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

6. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



For details on positioning originals, see p. 3-2 to p. 3-6.

Printing Images Fully to the Edges (Full-Image Area) (continued)

7. Press [START].



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

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Adjusting Position of Copy Image (Image Shift)

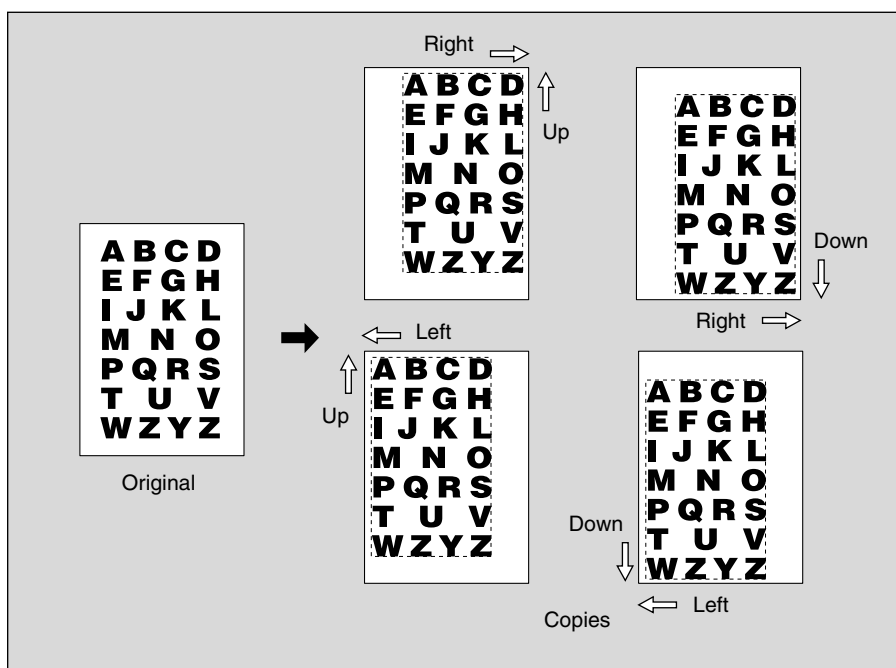
Use Image Shift to adjust the position of copy images, e.g. for the purpose of creating a new binding margin on originals to make it easier for filing purposes.

Page Space function is available only when Booklet or 2 Repeat mode of Repeat has been already selected. Use this function to make the desired amount of blank space between the two images on a page. See the illustration on p. 9-46 for details.

If image loss is likely, select the Reduce & Shift mode instead of regular Image shift. See p. 9-47.

>>>Specifications for Image Shift<<<

- Shift amount: 0 to 250mm in 1mm increments
Setting in 0.1mm increments using up/down arrow key is also available by Key Operator setting. See p. 13-39 to 13-44.
- Incompatible Conditions: AUTO Layout, Storing images in Overlay Memory



1. Select the copy mode and paper size from the Basic Screen, as required.
2. Touch **APPLICATION** on the Basic Screen.

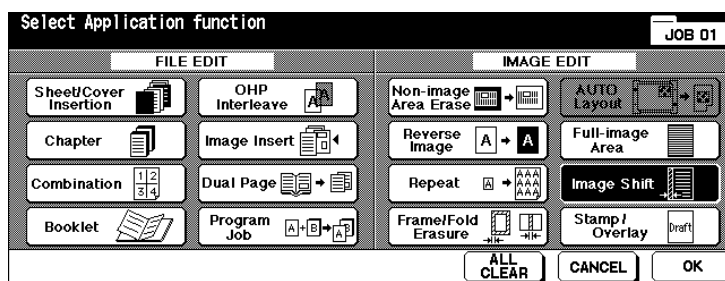


Reminder!

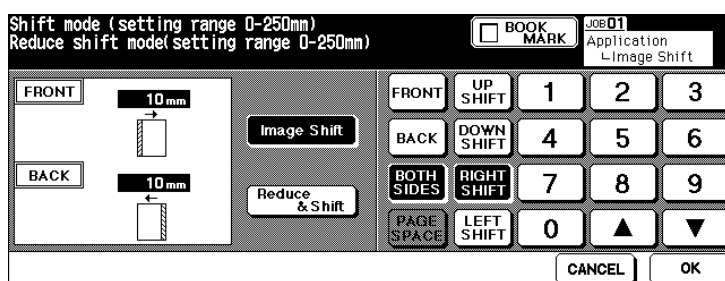
When starting a new copying job, be sure to close the RADF securely, then press **[AUTO RESET]**.

Adjusting Position of Copy Image (Image Shift) (continued)

3. Touch *Image Shift* on the Application Selection Screen.



4. Touch *Image Shift* on the Image Shift Setting Screen, then specify the shift direction and amount.

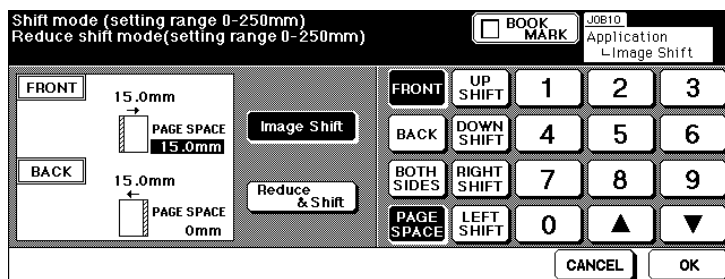


Touch **FRONT** or **BACK** to specify the shift direction and amount individually; or touch **BOTH SIDES** to specify collectively. The **BACK** and **BOTH SIDES** keys function only for duplex copying.

Touch to highlight the desired shift direction key, then use the touch screen keypad or up/down arrow key to enter the desired shift amount, from 0 to 250mm in 1mm increments.

The image display on the screen allows you to view the shift direction and amount to be created on the printed sheets.

When Booklet or 2 Repeat mode of Repeat has been already selected, the **PAGE SPACE** key appears clear on the screen to show its availability.



If desired, touch **PAGE SPACE** to highlight it, then enter the desired amount using the touch screen keypad or up/down arrow key.

5. Touch **OK**.

The Application Selection Screen will be restored.

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Adjusting Position of Copy Image (Image Shift) (continued)

6. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

7. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

8. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINT

For details on positioning originals, see p. 3-2 to p. 3-6.

9. Press [**START**].

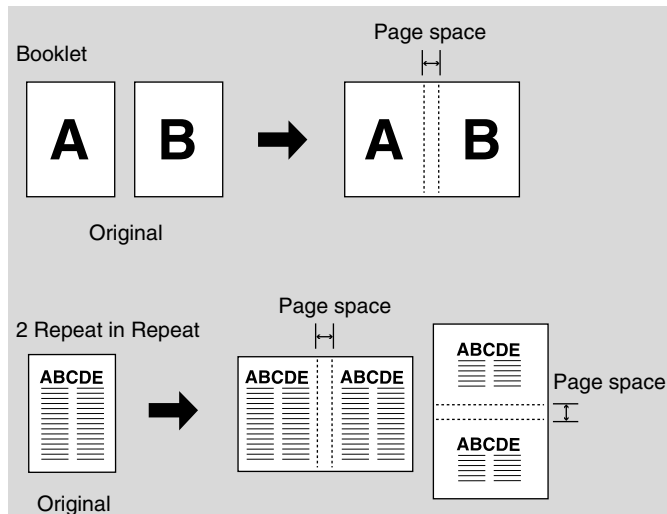


CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.



DETAILS: Page Space Function

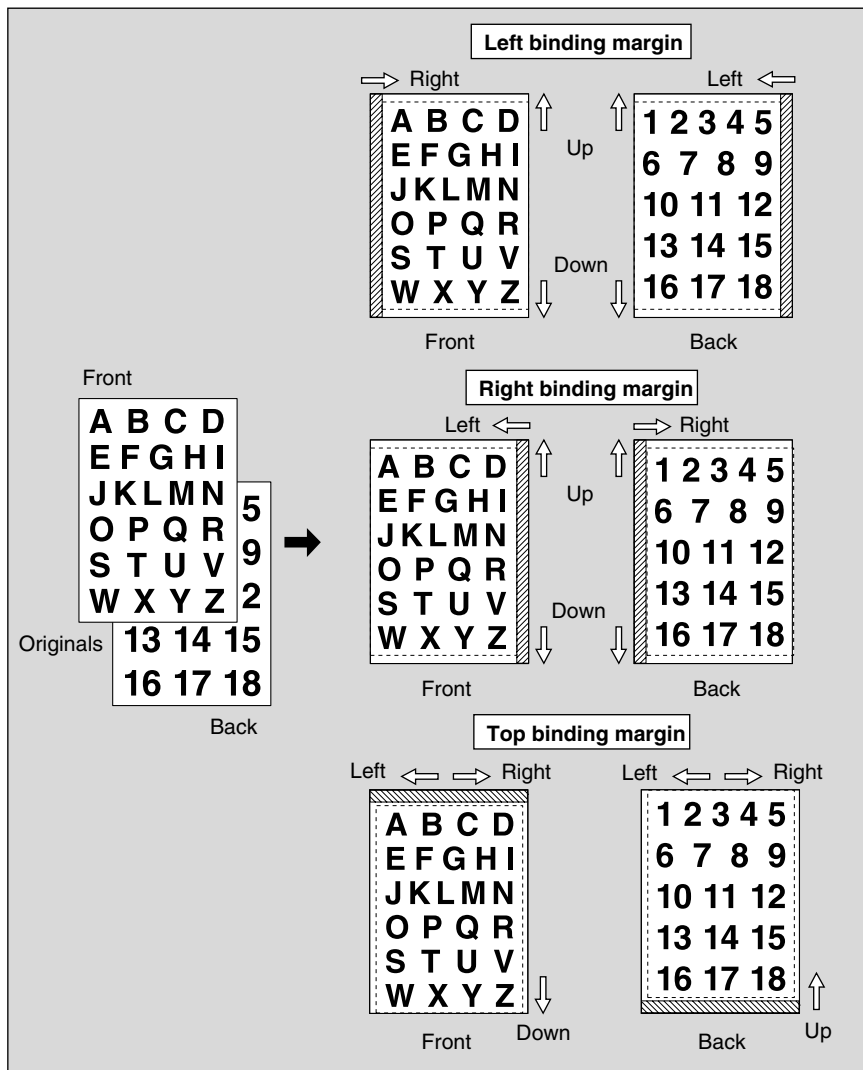


Reducing Images to Create Binding Margin (Reduce&Shift)

Use Reduce & Shift instead of regular Image Shift to prevent image loss when creating a binding margin.

>>>Specifications for Reduce & Shift<<<

- AMS is automatically selected and cannot be released.
- Shift amount: 0 to 250mm in 1mm increments
Setting in 0.1mm increments using up/down arrow key is also available by Key Operator setting. See p. 13-39 to 13-44.
- Incompatible Conditions: Change magnification, V/H zoom, APS, Mixed Original, Dual Page, Non-Image Area Erase, Repeat, AUTO Layout, Overlay, Storing Image in Overlay Memory



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Reducing Images to Create Binding Margin (Reduce&Shift) (continued)

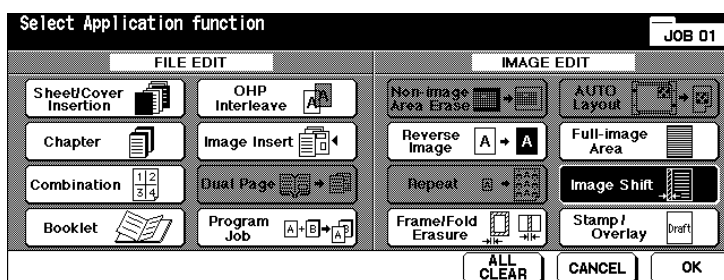
1. Select the copy mode and paper size, as required.
2. Touch **APPLICATION** on the Basic Screen.



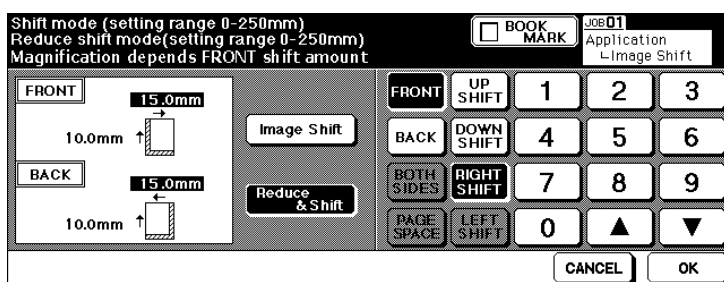
Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

3. Touch **Image Shift** on the Application Selection Screen.



4. Touch **Reduce & Shift** on the Image Shift Setting Screen, then specify the shift direction and amount.



Touch **FRONT** or **BACK**. In Reduce & Shift mode, the **BOTH SIDES** key appears dimmed to show inactivity.

Touch to highlight the desired shift direction key, then use the touch screen keypad or up/down arrow key to enter the desired shift amount, from 0 to 250mm in 1mm increments.

The image display on the screen allows you to view the shift direction and amount to be printed on the printed sheets.



DETAILS

The AMS will automatically determine the magnification ratio according to the shift amount specified for the front page. The shift amount and magnification ratio determined for the front page will be automatically applied to the back page. If any positioning adjustment is required, touch **BACK** and make direction and amount change.

5. Touch **OK**.
The Application Selection Screen will be restored.
6. Touch **OK** on the Application Selection Screen.
The Basic Screen will be restored.

Reducing Images to Create Binding Margin (Reduce&Shift) (continued)

7. Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

8. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



For details on positioning originals, see p. 3-2 to p. 3-6.

9. Press [**START**].



When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

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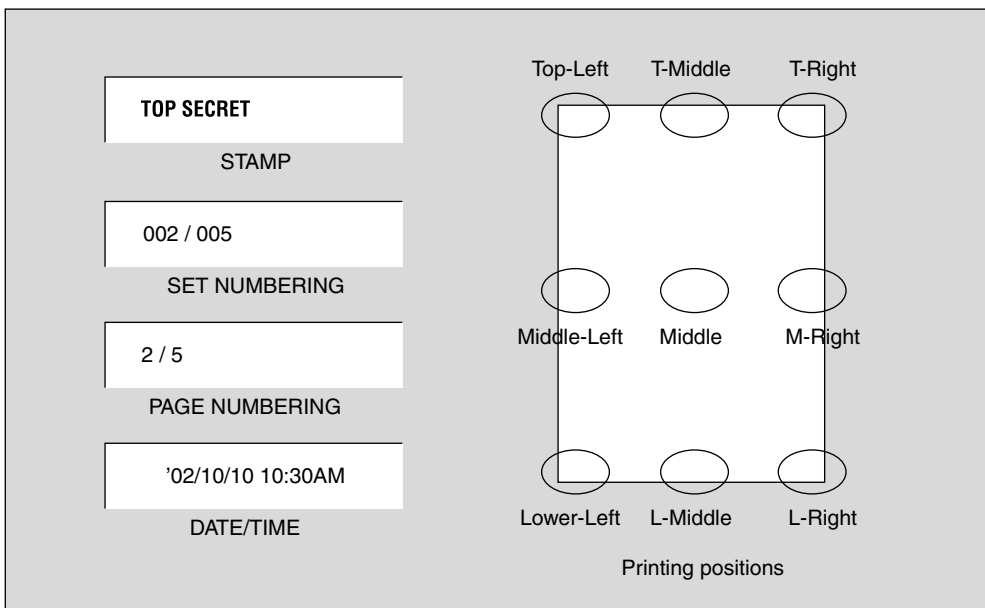
Overlay
Memory

Printing Stamp, Page, Date/Time onto Copies (Stamp)

This function allows you to print onto output copies the desired type of stamp, page number, numbering, and date/time at the location designated on the screen. The four stamp types and watermark (described in the next subsection) provided on the Stamp/Overlay Selection Screen can be used individually or in multiple combinations.

>>>Specification for STAMP, SET NUMBERING, PAGE NUMBERING, DATE/TIME<<<

- Incompatible Conditions: Reverse Image, Repeat except 2/4/8 Repeat, Overlay (with STAMP and SET NUMBERING), Overlay Memory



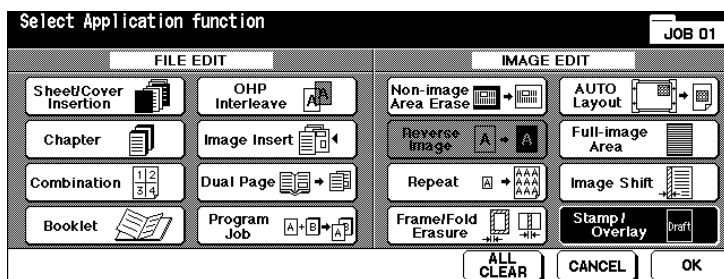
1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [**AUTO RESET**].

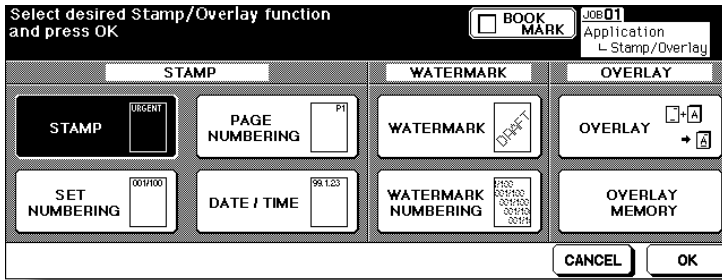
2. Touch **Stamp/Overlay** on the Application Selection Screen.



The Stamp/Overlay Selection Screen will be displayed.

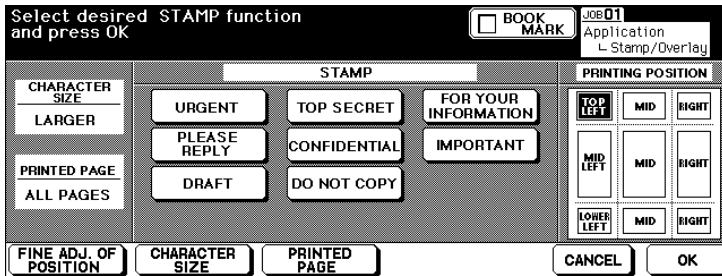
Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

3. Touch to select the desired key in the STAMP area.



The subsequent screen will be displayed to allow you to specify the selected stamp type.

4. When selecting **STAMP**: Specify the stamp type, printing position, character size and printed page.



Touch to highlight the desired stamp key and printing position key on the screen. If fine adjustment is required, touch **FINE ADJ. OF POSITION** to display the Fine Adjustment Setting Screen. See p. 9-54 for details.

Touch **CHARACTER SIZE** to select LARGER or SMALLER.

Touch **PRINTED PAGE** to designate whether to print the selected stamp on the cover only or on all pages.

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Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

When selecting **SET NUMBERING**: Specify the numbering type, printing position, character size, printed page and starting No.

Select desired NUMBERING function and press OK		<input type="checkbox"/> BOOK MARK	JOB01 Application L Stamp/Overlay
CHARACTER SIZE 20 pt	SET NUMBERING		PRINTING POSITION
PRINTED PAGE ALL PAGES	0001 , 0002 , 0003	1 , 2 , 3	TOP LEFT MID RIGHT
STARTING No. 1	0001/1000, 0002/1000	1/1000, 2/1000	MID LEFT MID RIGHT
FINE ADJ. OF POSITION	CHARACTER SIZE	PRINTED PAGE	LOWER LEFT MID RIGHT
		STARTING No.	CANCEL OK

Touch to highlight the desired numbering type key and printing position key on the screen. If fine adjustment is required, touch **FINE ADJ. OF POSITION** to display the Fine Adjustment Setting Screen. See p. 9-54 for details.

Touch **CHARACTER SIZE** to select 20pt or 36pt.

Touch **PRINTED PAGE** to designate whether to print the selected stamp on the cover only or on all pages.

Touch **STARTING No.** to designate the starting number, if required. See p. 9-54 for details.

When selecting **PAGE NUMBERING**: Specify the page numbering type, printing position, character size, printed page and starting No.

Select desired PAGE NUMBERING function and press OK		<input type="checkbox"/> BOOK MARK	JOB01 Application L Stamp/Overlay
CHARACTER SIZE/TYPE SIZE 14 pt TYPE GOTHIC	PAGE NUMBERING		PRINTING POSITION
COVER PRINT FRONT & BACK PRINT ON	P 1 , P 2 , P 3	1/5 , 2/5 , 3/5	TOP LEFT MID RIGHT
STARTING No. PAGE 1 CHAPTER 1	1 , 2 , 3	- 1 - , - 2 - , - 3 -	MID LEFT MID RIGHT
FINE ADJ. OF POSITION	CHARACTER SIZE/TYPE	PRINTED PAGE	LOWER LEFT MID RIGHT
		STARTING No.	CANCEL OK

Touch to highlight the desired page numbering type key and printing position key on the screen. If fine adjustment is required, touch **FINE ADJ. OF POSITION** to display the Fine Adjustment Setting Screen. See p. 9-54 for details.

Touch **CHARACTER SIZE/TYPE** to select the character size (8pt, 10pt, 12pt or 14pt) and type (GOTHIC or MING). See p. 9-55 for details.

Touch **PRINTED PAGE** to designate whether to print the selected stamp on the front/back cover or insertions. See p. 9-55 for details.

Touch **STARTING No.** to designate the starting number, if required. See p. 9-54 for details.

Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

When selecting **DATE/TIME**: Specify the date/time type, printing position, character size and printed page.

CHARACTER	DATE	TIME	PRINTING POSITION
SIZE 14 pt TYPE GOTHIC	'00/1/23 Jan 23, 2000	NO DISPLAY	TOP LEFT MID RIGHT
PRINTED PAGE	1/23/00 23 Jan, 2000	1:23PM	MID LEFT MID RIGHT
ALL PAGES	23/1/00	13:23	LOWER LEFT MID RIGHT
FINE ADJ. OF POSITION	CHARACTER SIZE/TYPE	PRINTED PAGE	CANCEL OK

Touch to highlight the desired date, time, and printing position keys on the screen. If fine adjustment is required, touch **FINE ADJ. OF POSITION** to display the Fine Adjustment Setting Screen. See p. 9-54 for details.

Touch **CHARACTER SIZE/TYPE** to select the character size (8pt, 10pt, 12pt or 14pt) and type (GOTHIC or MING). See p. 9-55 for details.

Touch **PRINTED PAGE** to designate whether to print the selected stamp on the cover only or on all pages.

5. Touch **OK**.

The Stamp/Overlay Selection Screen will be restored.

Touch to select another stamp function key to use in combination, if desired.

6. Touch **OK** on the Stamp/Overlay Selection Screen.

The Application Selection Screen will be restored.

7. Touch **OK** on the Application Selection Screen.

The Basic Screen will be restored.

8. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

9. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINT

For details on positioning originals, see p. 3-2 to p. 3-6.

10. Press [**START**].



CAUTION

When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

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Overlay

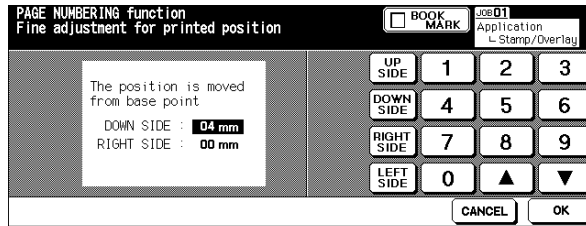
Overlay Memory

Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)



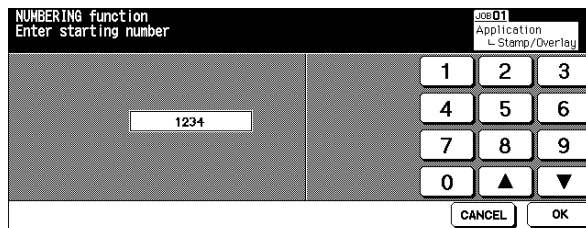
DETAILS: Fine Adjustment Setting Screen

When **FINE ADJ. OF POSITION** is touched, the Fine Adjustment Setting Screen will be displayed.



Touch **UP SIDE**, **DOWN SIDE**, **RIGHT SIDE**, or **LEFT SIDE** to specify the direction, then use the touch screen keypad or up/down arrow key to enter the desired amount, from 0 to 50mm. Touch **OK** to return to the previous screen.

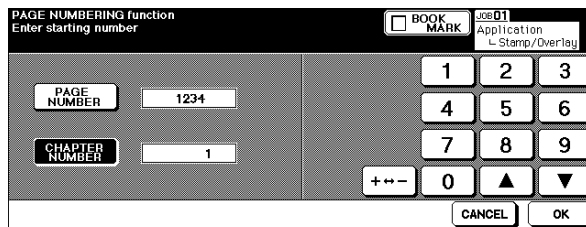
Starting No. Setting Screen: Available from SET NUMBERING or WATERMARK NUMBERING



Use the touch screen keypad or up/down arrow key to enter the desired starting number, then touch **OK** to return to the previous screen.

Starting No. Setting Screen: Available from PAGE NUMBERING

When Chapter is already selected, the chapter starting number can also be specified on the Starting No. Setting Screen.

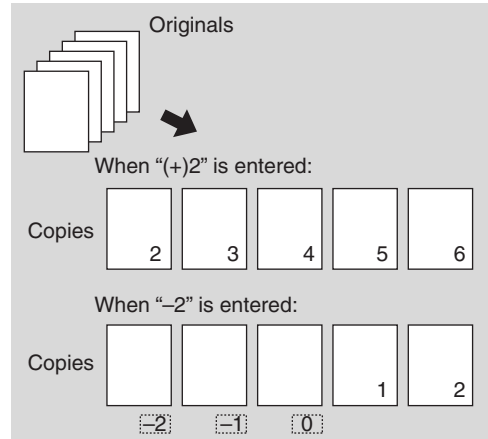


Touch **PAGE NUMBER** or **CHAPTER NUMBER** to highlight it, then use the touch screen keypad or up/down arrow key to enter the desired starting number for each.

Printing Stamp, Page, Date/Time onto Copies (Stamp) (continued)

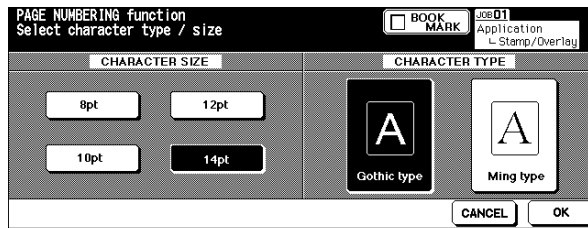
Use \pm to enter a minus number to print from halfway through, e.g. -2 to print "1" from page 4.

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



Character Size/Type Selection Screen: from PAGE NUMBERING or DATE/TIME

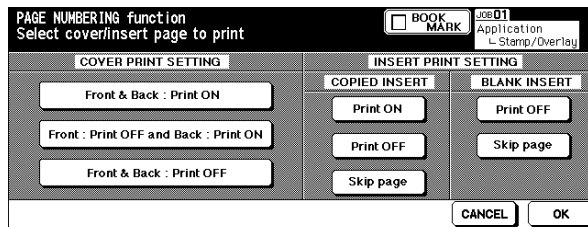
When **CHARACTER SIZE/TYPE** is touched, the Character Size/Type Selection Screen will be displayed.



Touch to select the desired key, then touch **OK** to return to the previous screen.

Cover/Insert Print Setting Selection Screen: from PAGE NUMBERING

When copied/blank insertion mode of Sheet/Cover Insertion has been already selected, this screen allows you to specify whether to print the page number on insertions, or skip them from the page count.



Touch to select the desired key, then touch **OK** to return to the Page Numbering Type Selection Screen.

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Overlay

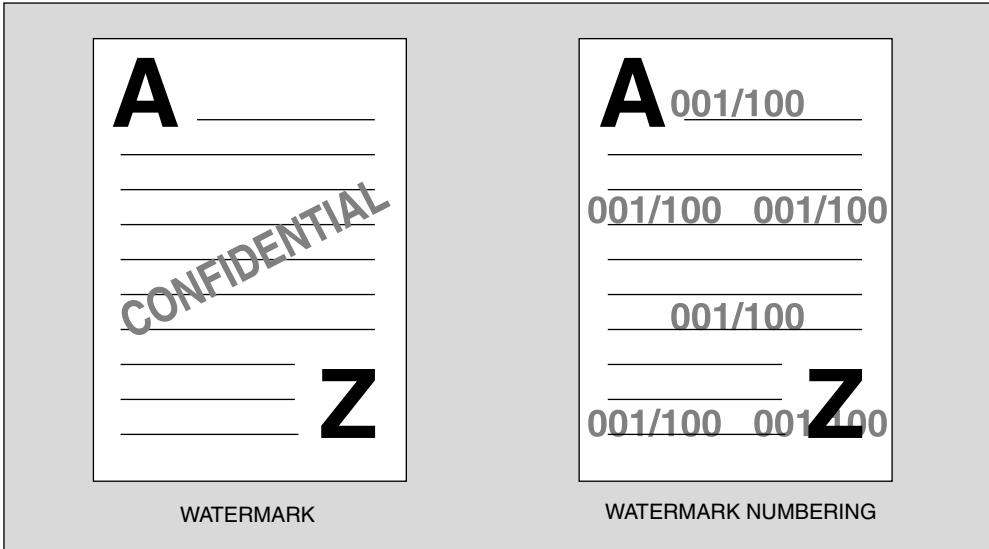
Overlay Memory

Printing Watermark onto Copies (Stamp)

Use this function to print the desired letter type obliquely in the centre of the page (WATERMARK), or the numbers in the specified form repeatedly over the scanned image (WATERMARK NUMBERING).

>>>Specification for WATERMARK and WATERMARK NUMBERING<<<

- Incompatible Conditions: Reverse Image, Repeat except 2/4/8 Repeat, Overlay, Overlay Memory



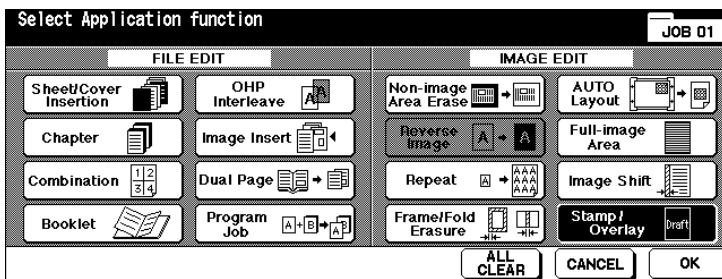
1. Touch *APPLICATION* on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

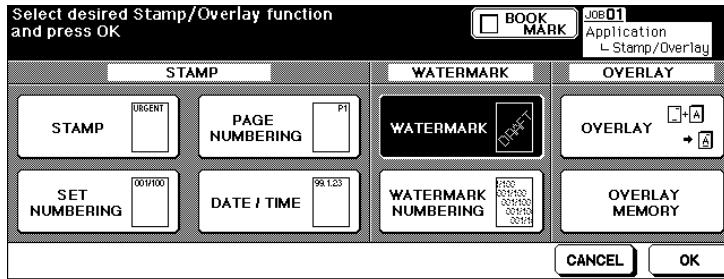
2. Touch *Stamp/Overlay* on the Application Selection Screen.



The Stamp/Overlay Selection Screen will be displayed.

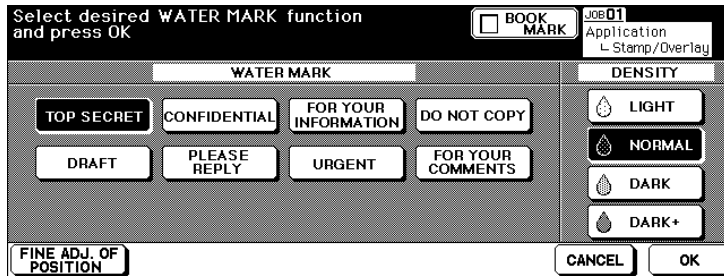
Printing Watermark onto Copies (Stamp) (continued)

3. Touch **WATERMARK** or **WATERMARK NUMBERING**, as desired.



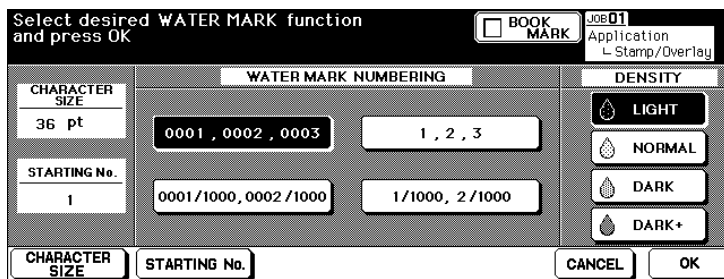
The subsequent screen will be displayed to allow you to specify the selected watermark type.

4. When selecting **WATERMARK**: Specify the desired watermark type and density.



Touch to highlight the desired watermark key and density key on the screen. If fine adjustment of the centred watermark position is required, touch **FINE ADJ. OF POSITION** to display the Fine Adjustment Setting Screen. See p. 9-54 for details.

When selecting **WATERMARK NUMBERING**: Specify the desired watermark numbering type, density, character size and starting No.



Touch to highlight the desired watermark key and density key on the screen. Touch **CHARACTER SIZE** to select 20pt or 36pt. Touch **STARTING No.** to designate the starting number, if required. See p. 9-54 for details.

5. Touch **OK**.

The Stamp/Overlay Selection Screen will be restored. Touch to select another stamp function key to use in combination, if desired.

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Printing Watermark onto Copies (Stamp) (continued)

6. Touch *OK* on the Stamp/Overlay Selection Screen.

The Application Selection Screen will be restored.

7. Touch *OK* on the Application Selection Screen.

The Basic Screen will be restored.

8. Enter the desired print quantity from the control panel keypad.



See p. 3-7 for details on setting print quantity.

9. Position original(s) **FACE UP in the document feeder or **FACE DOWN** on the platen glass.**



For details on positioning originals, see p. 3-2 to p. 3-6.

10. Press [*START*].



CAUTION

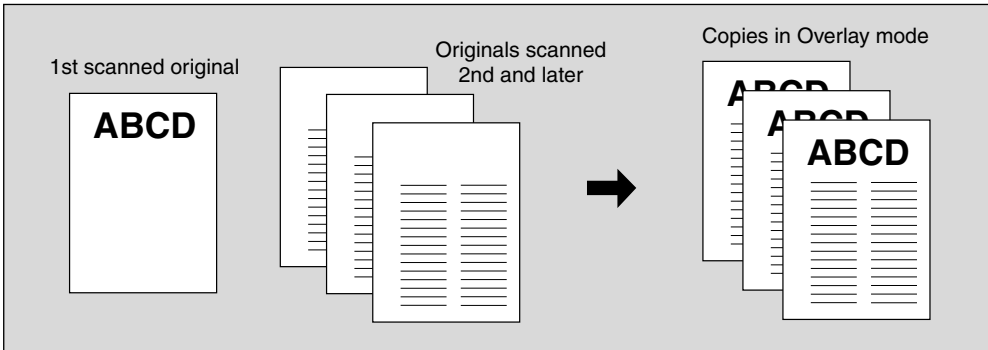
When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Overlaying an Image onto Each Page Copied in the Job (Overlay)

Use this function to scan an image, then overlay the image onto each page copied in the job.

>>>Specification for Overlay<<<

- Store mode is automatically selected.
- Incompatible Conditions: Rotation, Rotation Sort, Rotation Group, Mixed Original, Sheet/Cover Insertion, Combination, OHP Interleave, Image Insert, Dual page, Program Job, Repeat, AUTO Layout, Reduce & Shift in Image Shift, STAMP, SET NUMBERING, WATERMARK, WATERMARK NUMBERING

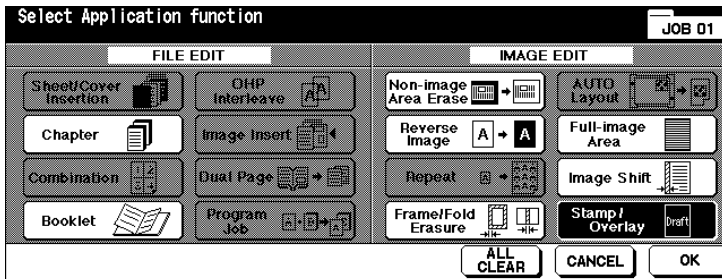


1. Touch **APPLICATION** on the Basic Screen.



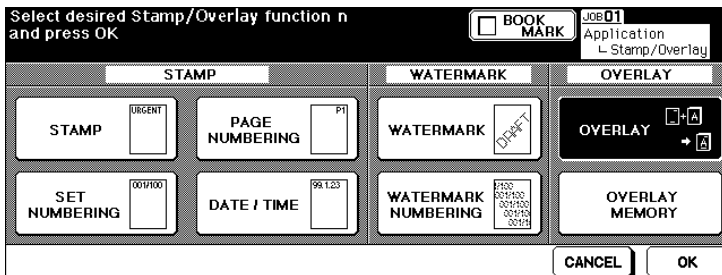
Reminder!
When starting a new copying job, be sure to close the RADF securely, then press [AUTO RESET].

2. Touch **Stamp/Overlay** on the Application Selection Screen.



The Stamp/Overlay Selection Screen will be displayed.

3. Touch **OVERLAY**.



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Overlaying an Image onto Each Page Copied in the Job (Overlay) (continued)

4. Touch *OK* on the Stamp/Overlay Selection Screen.

The Application Selection Screen will be restored.

5. Touch *OK* on the Application Selection Screen.

The Basic Screen will be restored.

The Store mode is automatically selected.

6. Select the desired paper size and magnification on the Basic Screen.

APS and AMS are automatically released, and 1.00 (100%) is selected as a magnification ratio.

7. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

8. Position the overlaying original.

Position the original FACE UP in the document feeder or FACE DOWN on the platen glass.



HINT

For details on positioning originals, see p. 3-2 to p. 3-6.

9. Press [*START*] to scan.

The original image will be scanned into memory.

10. Position the original(s) to be overlaid.

Position the original FACE UP in the document feeder or FACE DOWN on the platen glass.

11. Press [*START*] to scan.

12. Repeat steps 10 and 11 for all originals.

13. Touch *STORE* to exit the Store mode, then press [*START*] to print.



CAUTION

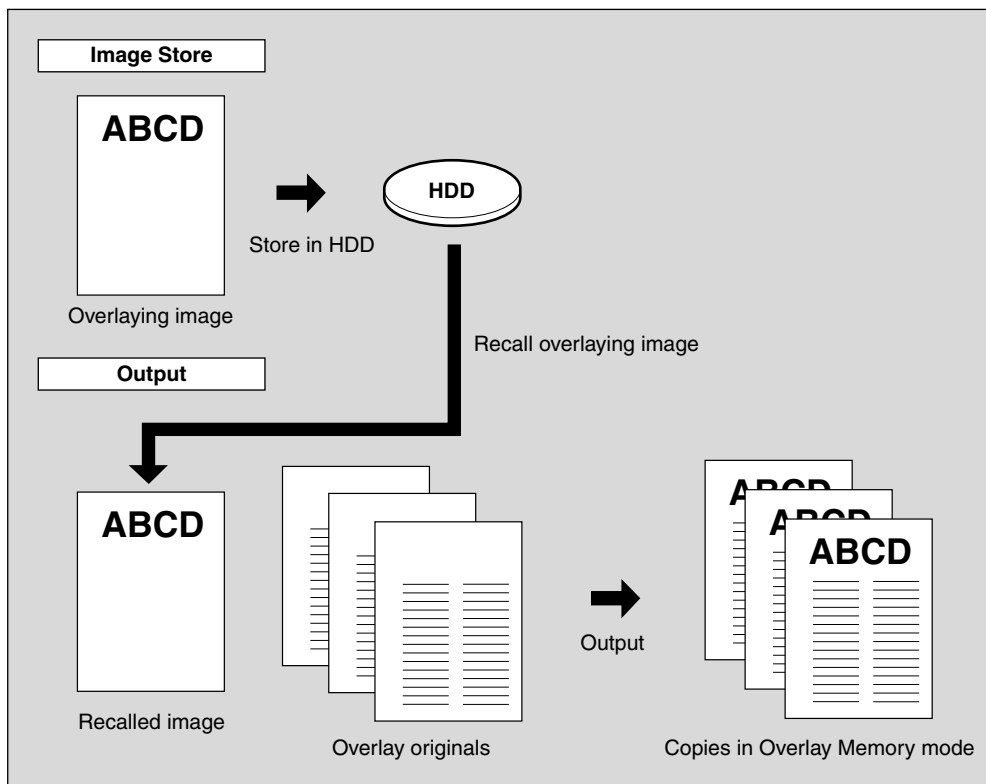
When the finisher / trimmer unit / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Storing an Overlay Image in HDD / Overlaying Image Stored in HDD (Overlay Memory)

Use Overlay Memory to scan and store several images in HDD, then recall the desired image from the HDD to overlay onto each page copied in the job.

>>>Specification for Overlay Memory<<<

- Incompatible Conditions with Image Store: Using RADF, 1▶2, 2▶2, 2▶1, AMS, Rotation, Reserve Mode, Interrupt Mode, Selecting Output Mode, Mixed Original, Z-Folded Original, Tab Paper, Sheet/Cover Insertion, Chapter, Combination, Booklet, OHP Interleave, Image Insert, Dual Page, Program Job, Non-Image Area Erase, Reverse Image, Repeat, AUTO Layout, Image Shift, Stamp, Overlay
- Incompatible Conditions with Output: Reverse Image, STAMP, SET NUMBERING, WATERMARK, WATERMARK NUMBERING in Stamp



1. Touch **APPLICATION** on the Basic Screen.



Reminder!

When starting a new copying job, be sure to close the RADF securely, then press **[AUTO RESET]**.

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Image Shift

Reduce & Shift

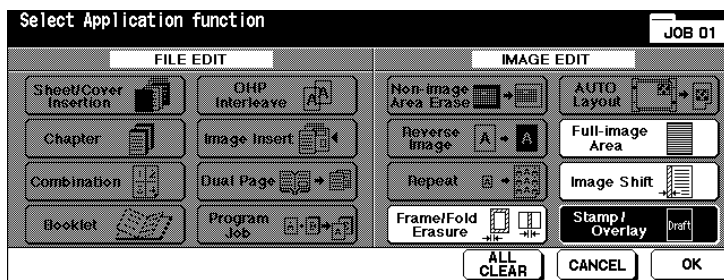
Stamp

Overlay

Overlay Memory

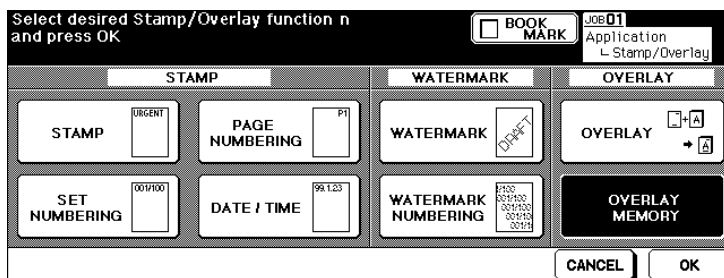
Storing an Overlay Image in HDD / Overlaying Image Stored in HDD (Overlay Memory) (continued)

2. Touch *Stamp/Overlay* on the Application Selection Screen.



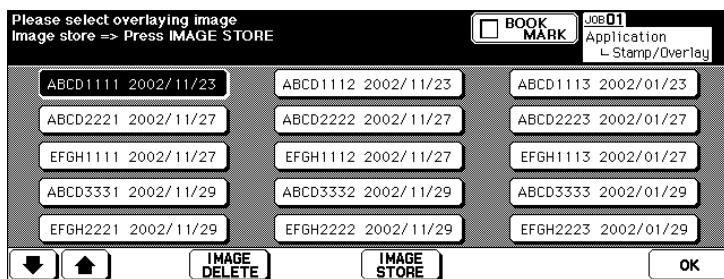
The Stamp/Overlay Selection Screen will be displayed.

3. Touch *OVERLAY MEMORY*.



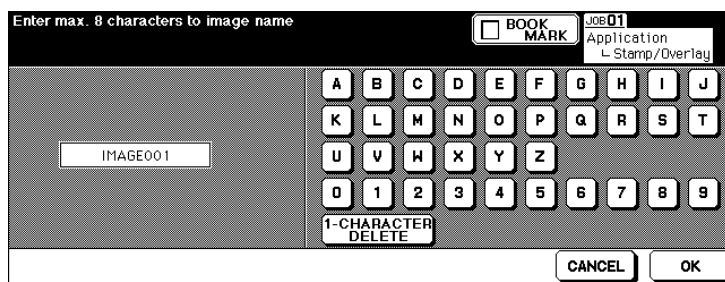
The Overlaying Image Selection Screen will be displayed.
Proceed to step 9, when recalling only the stored image.

4. Touch *IMAGE STORE* to display the Image Name Entry Screen.



Storing an Overlay Image in HDD / Overlaying Image Stored in HDD (Overlay Memory) (continued)

5. Enter the desired image name.



Use the touch screen keypad to enter the desired name up to 8 characters. 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 name.

6. If the image name is correct, touch **OK**.

The Basic Screen to store the overlaying image will be displayed. Select the desired copy conditions.



HINT

The popup menu may be displayed to prompt you that the entered image name has been already used. See p. 9-65 for details.

7. Position the overlaying original on the platen glass.

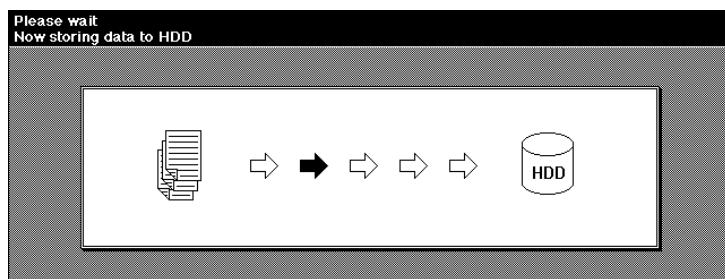


DETAILS

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

8. Press [**START**] to scan.

The Overlaying Image Data Storing Screen will be displayed.



DETAILS

To stop scanning, press [**STOP**].

The machine automatically starts to store the overlaying image data in the HDD. 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.

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Image Shift

Reduce & Shift

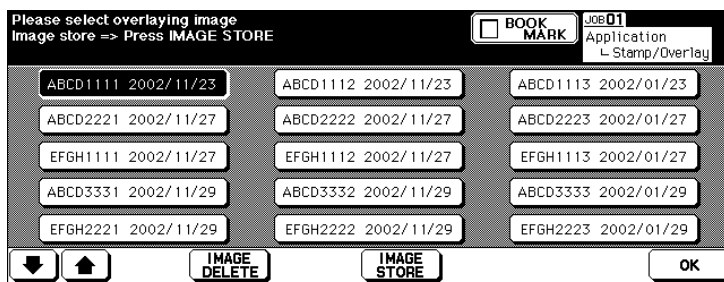
Stamp

Overlay

Overlay Memory

Storing an Overlay Image in HDD / Overlaying Image Stored in HDD (Overlay Memory) (continued)

9. Touch to select the desired overlaying image data, then touch **OK**.



The Stamp/Overlay Selection Screen will be restored.



DETAILS: Image Delete Key on the Overlay Image Selection Screen

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**.

10. Touch **OK** to return to the Application Selection Screen.

11. Touch **OK** to return to the Basic Screen.

The Store mode is automatically selected, and APS and AMS are released. Set the desired conditions on the Basic Screen.

12. Enter the desired print quantity from the control panel keypad.



HINT

See p. 3-7 for details on setting print quantity.

13. Position the original(s) to be overlaid.

Position the original FACE UP in the document feeder or FACE DOWN on the platen glass.

14. Press [**START**] to scan.

15. Repeat steps 13 and 14 for all originals.

16. Touch **STORE** to exit the Store mode, then press [**START**] to print.



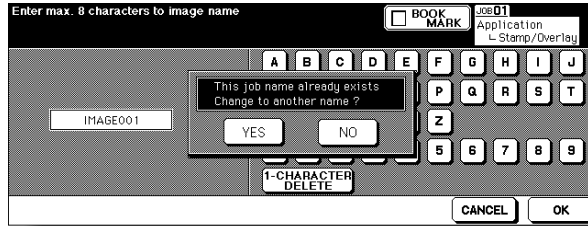
CAUTION

When the finisher / paper exit tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

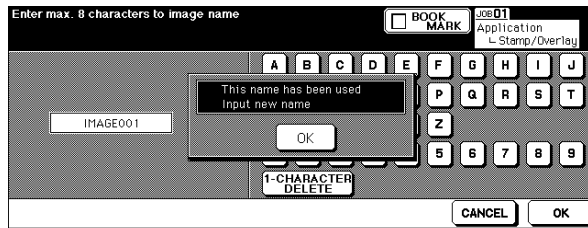
Storing an Overlay Image in HDD / Overlaying Image Stored in HDD (Overlay Memory) (continued)

DETAILS: Popup Menu for Name Duplication

If the popup menu with **YES** and **NO** keys is displayed instead of the Basic 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.



Changing the popup menu for duplicate name and displaying the **IMAGE DELETE** key is available in the Memory switch No. 41 of the Key Operator setting. See p. 13-39 ~ p. 13-44.

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blank page

SECTION

10

Image Store Function

How to Use Server Functions

To Use Server Functions	10-2
S toring/Deleting Image Data in HDD (Image Store/Delete).....	10-4
S toring Image Data While Copying (Image Store&Output).....	10-11
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Server
Functions

Image
Store/Delete

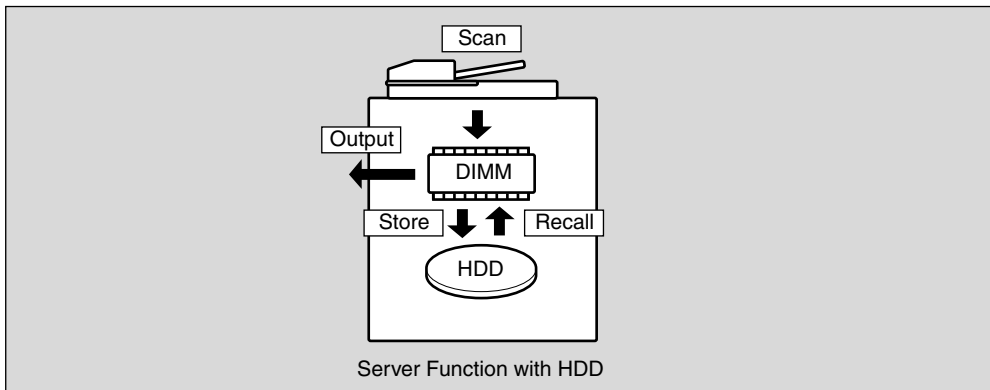
Image
Store&Output

Image Recall

10
Image Store
Function

To Use Server Functions

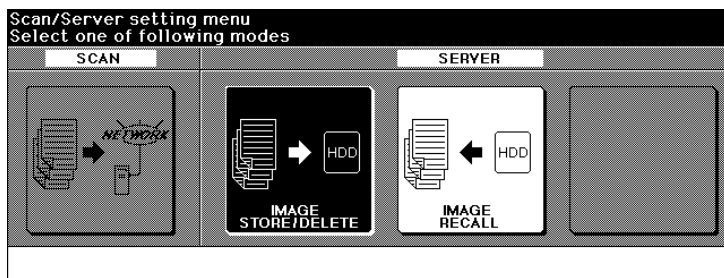
Use Server function with HDD to accumulate scanned images into built-in DIMM (memory), then store the image data in HDD so that the data can be recalled to DIMM and output as needed. This function also allows you to store the image data for normal copying procedures.



The Server function provides the following modes:

1 Image Store/Delete mode

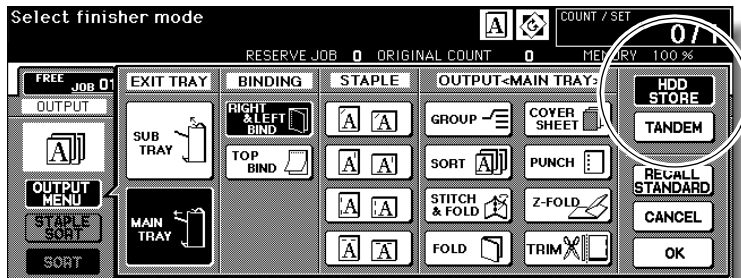
Store the image data scanned from originals in HDD, transmit the data from HDD, or delete the data stored in HDD.



To Use Server Functions (continued)

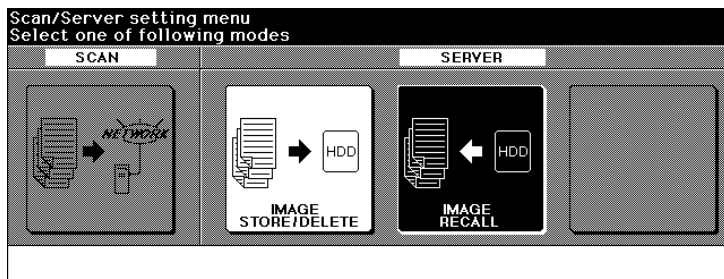
2 Image Store & Output mode

Store the scanned image data in HDD after copying is completed.



3 Image Recall mode

Recall the image data stored in HDD to built-in DIMM for printing.



Server
Functions

Image
Store/Delete

Image
Store&Output

Image Recall

10
Image Store
Function

Storing/Deleting Image Data in HDD (Image Store/Delete)

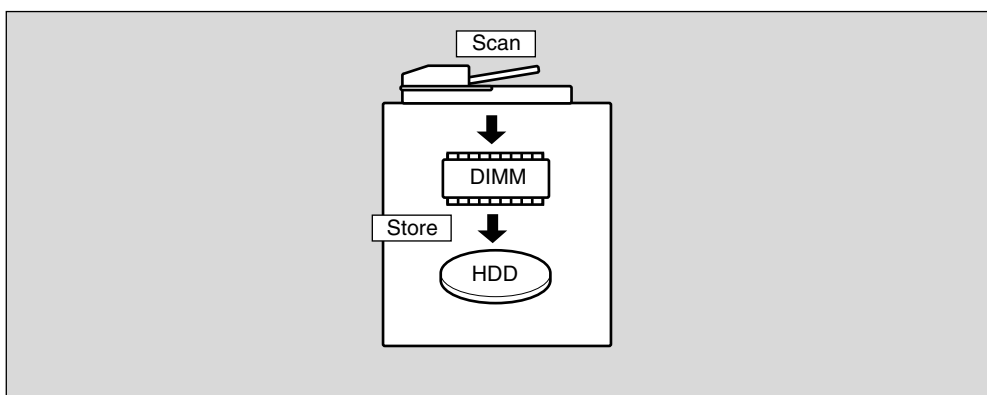
Use this function to store, retrieve and delete the image data into/from HDD.

To Store Image Data in HDD

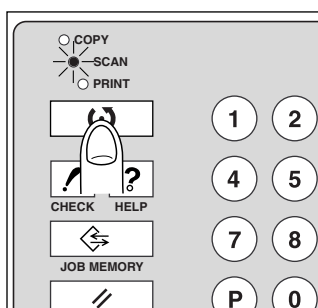
Specify your password when storing the data in HDD for protection. Image data can be given an alphabetical job name.

>>>Specifications for Storing Image Data in HDD<<<

- Incompatible Scanning Conditions: 1▶2, 2▶2, AMS, Selecting output mode, Selecting paper size (APS is automatically selected), Setting print quantity, Rotation, FULL AREA in Non STD Size, Sheet/Cover Insertion, Chapter, Combination, Booklet, OHP Interleave, Image Insert, Dual Page, Program Job (available in Image Store&Output Mode only), Non-Image Area Erase, Reverse Image, Repeat, AUTO Layout, Image Shift, Stamp/Overlay



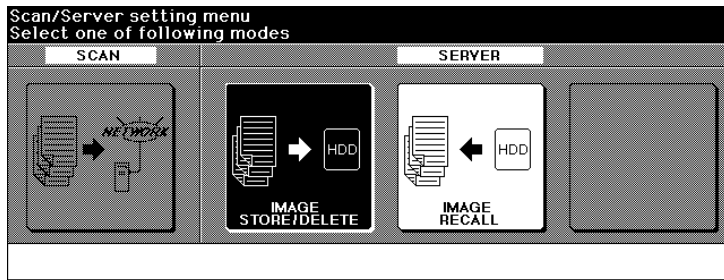
1. Press [MODE] to light up the [SCAN] LED.



The Scan Setting Menu Screen will be displayed.

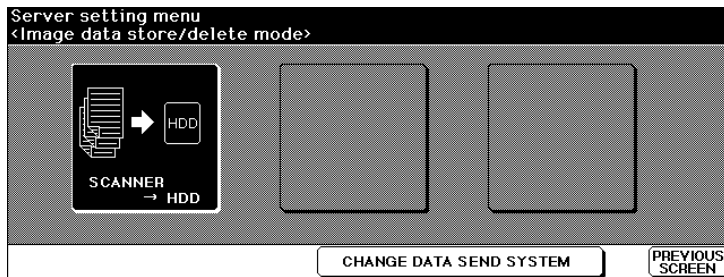
Storing/Deleting Image Data in HDD (Image Store/Delete) (continued)

2. Touch **IMAGE STORE/DELETE**.



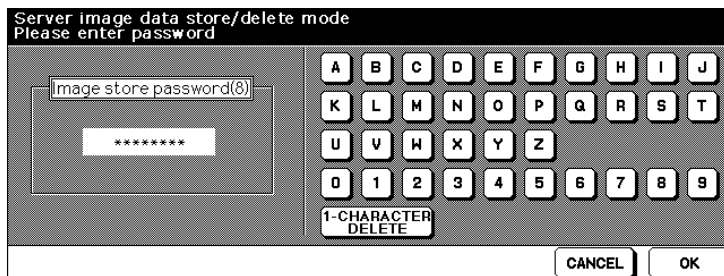
The Image Data Store/Delete Site Selection Screen will be displayed.

3. Touch **SCANNER** → **HDD**.



The Image Data Password Entry Screen will be displayed.

4. Enter the desired image data password in up to 8 characters from the touch screen keypad.



To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct password.

5. If the password is correct, touch **OK**.

The Job Name Entry Screen will be displayed.

Server
Functions

Image
Store/Delete

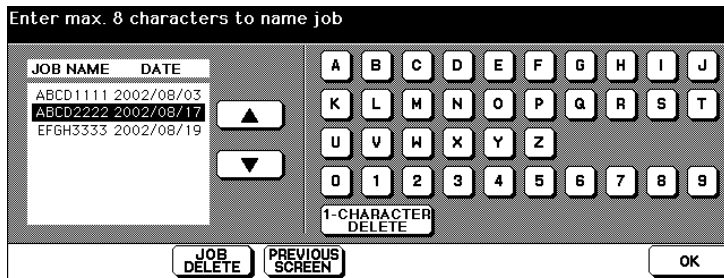
Image
Store&Output

Image Recall

10
Image Store
Function

Storing/Deleting Image Data in HDD (Image Store/Delete) (continued)

6. Enter the desired job name in up to 8 characters from the touch screen keypad.



To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct job name.

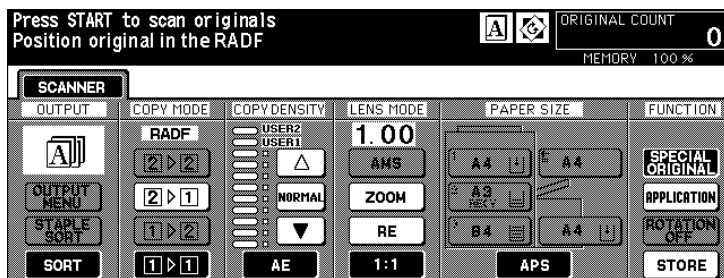
7. If the job name is correct, touch **OK**.

The Scanner Setting Screen will be displayed.

DETAILS

If an entered job name has already been used, the popup menu appears to ask you whether to rewrite the data or to re-enter new name. Touch **YES** to rewrite, or **NO** to create new name.

8. Select the desired scanning conditions.



DETAILS

Print quantity cannot be entered.
Store mode is available. Touch **STORE** to highlight it to use this function.

9. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.

HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

10. Press [**START**] to scan original(s).

When scanning originals is completed, the machine automatically begins storing data in the HDD. If Store mode is used, touch to deselect **STORE** on the Scanner Setting Screen after all originals are scanned, then press [**START**].

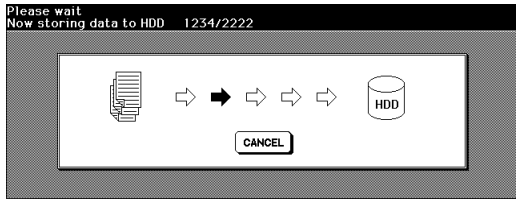
When storing job is almost completed, SCANNER→HDD icon appears in the message area, then the Basic Screen will be restored automatically.

Storing/Deleting Image Data in HDD (Image Store/Delete) (continued)

DETAILS

Key Operator can set the machine to restore the Job Name Entry Screen when the storing job is completed, so that the data storing can be continued. See p. 13-39 to p. 13-44 for details.

In this case, the Image Data Storing Screen shown below will be displayed while the image data is stored in HDD.



On this screen, touch **CANCEL** to suspend the storing job, then touch **YES** on the popup menu to delete the data, or touch **NO** to continue.



Server
Functions

Image
Store/Delete

Image
Store&Output

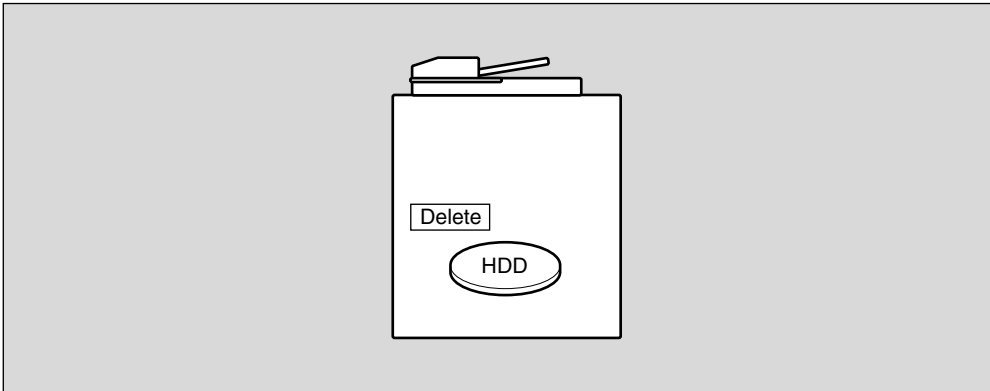
Image Recall

10
Image Store
Function

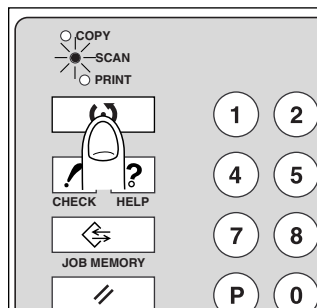
Storing/Deleting Image Data in HDD (Image Store/Delete) (continued)

To Delete Image Data from HDD

The password specified when storing the data in HDD is required. The image data is to be specified by the given job name.

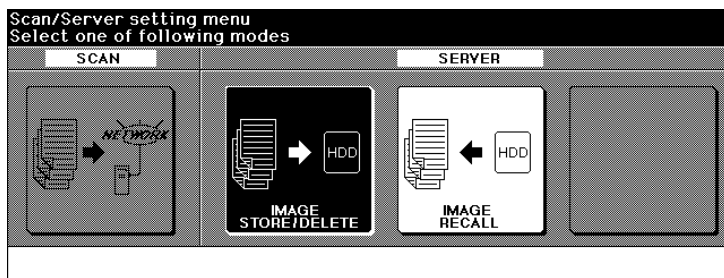


1. Press [*MODE*] to light up the [*SCAN*] LED.



The Scan Setting Menu Screen will be displayed.

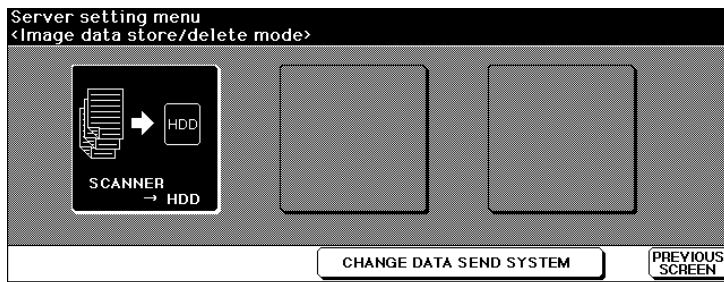
2. Touch **IMAGE STORE/DELETE**.



The Image Data Store/Delete Site Selection Screen will be displayed.

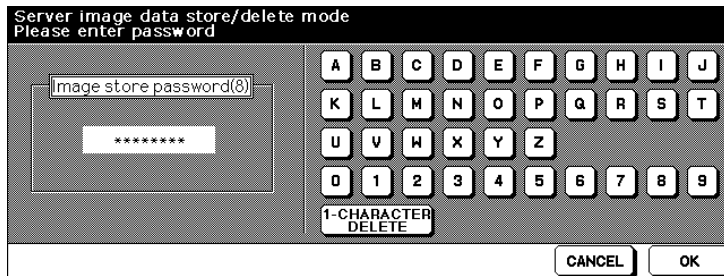
Storing/Deleting Image Data in HDD (Image Store/Delete) (continued)

3. Touch **SCANNER**→ **HDD**.



The Image Data Password Entry Screen will be displayed.

4. Enter your image data password from the touch screen keypad.

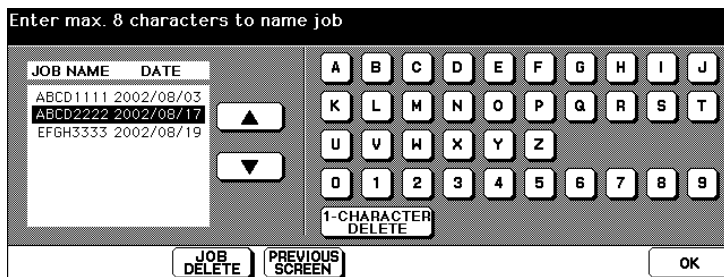


To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct job name.

5. Touch **OK**.

The Job Name Entry Screen will be displayed.

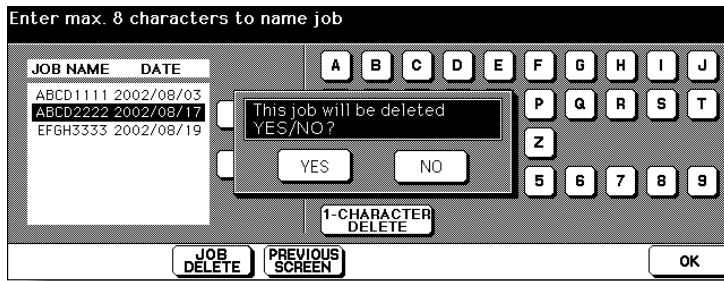
6. Delete the image data.



Touch the ▲ or ▼ key on the right side of the job name list to highlight the name of the data to be deleted, then touch **JOB DELETE**.

Storing/Deleting Image Data in HDD (Image Store/Delete) (continued)

The popup menu will appear to confirm that you want to delete the selected data.



Touch **YES** to delete the selected data, or touch **NO** to cancel. The popup menu will disappear.

7. Touch **OK** to restore the Scan/Server Setting Menu Screen.

DETAILS

To delete the data stored with different password, touch **PREVIOUS SCREEN** to return to the Image Data Password Entry Screen.

8. Press [**MODE**] to light up the [**COPY**] LED.

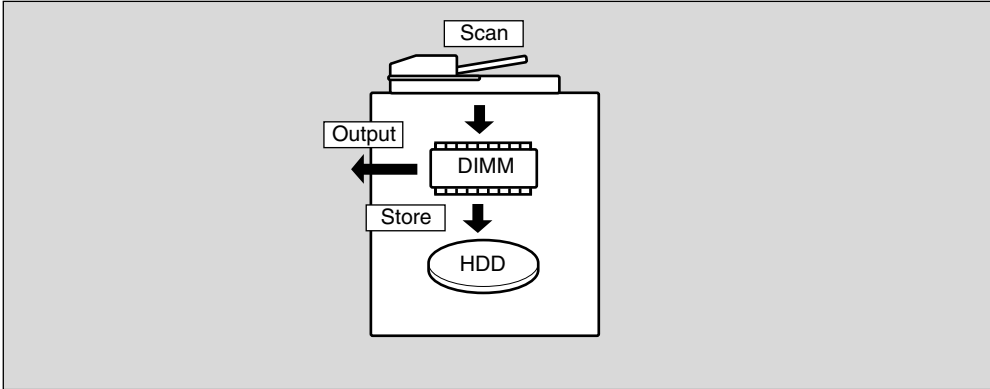
The Basic Screen will be restored.

Storing Image Data While Copying (Image Store&Output)

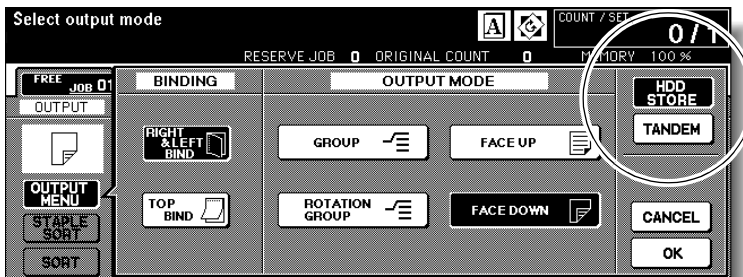
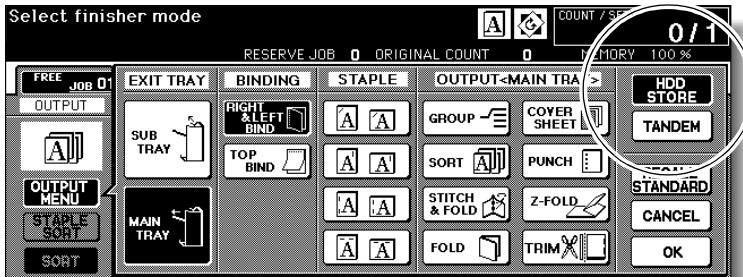
Use this function to store the scanned image data in HDD after copying is completed.

DETAILS

This storing function does not conflict with any copying condition other than Program Job.



1. Touch **OUTPUT MENU** on the Basic Screen to display the Output Mode popup menu.
2. Touch **HDD STORE**.



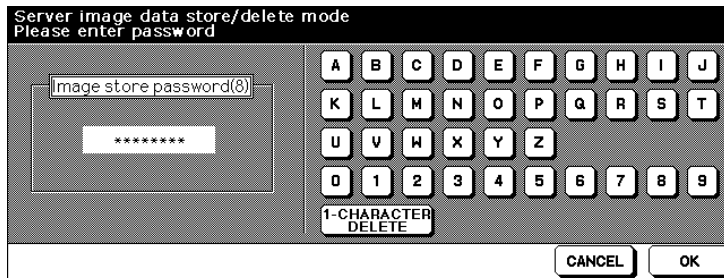
The Image Data Password Entry Screen will be displayed.

Server Functions
Image Store/Delete
Image Store&Output
Image Recall

10
Image Store Function

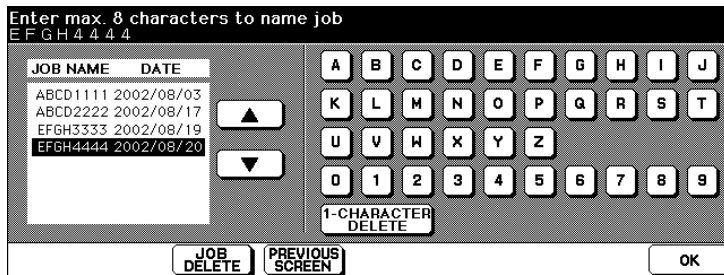
Storing Image Data While Copying (Image Store&Output) (continued)

3. Enter the desired image data password in up to 8 characters from the touch screen keypad.



To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct password.

4. If the password is correct, touch **OK**.
The Job Name Entry Screen will be displayed.
5. Enter the desired job name in up to 8 characters from the touch screen keypad.



To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct job name.

6. If the job name is correct, touch **OK** twice to return to the Basic Screen.
The HDD icon is displayed in the message area of the Basic Screen.
7. Select the desired copying conditions, then enter the desired print quantity.
8. Position original(s) **FACE UP** in the document feeder or **FACE DOWN** on the platen glass.



HINT

See p. 3-2 to p. 3-6 for details on positioning originals.

9. Press [**START**] to scan and then print.

When the Store mode is used, touch **STORE** on the Basic Screen to deselect the Store mode when the store function is completed, i.e., after all originals are scanned, then press [**START**] to print.

Storing Image Data While Copying (Image Store&Output) (continued)

DETAILS

To suspend the scanning or printing job, press [**STOP**] on the control panel. The popup menu will be displayed to ask you how to complete the current job. Touch **CONTINUE** to continue the job, **EXIT** to cancel the job and delete the data, or **EXIT after storing data to HDD** to store the data in HDD without printing.



After scanning all the originals, the machine automatically starts to print and store the data in HDD.

When storing job is almost completed, SCANNER→HDD icon appears in the message area. Press [**AUTO RESET**] to restore the initial settings.

DETAILS

If the Memory Switch No. 43 is turned on in the Key Operator setting, the Image Data Storing Screen will be displayed while the image data is stored in HDD. (See p. 13-39 to p. 13-44 for details.)

In this case, touch **CANCEL** on the Image Data Storing Screen to suspend the storing job, then touch **YES** on the popup menu to delete the data, or touch **NO** to continue.



Server Functions

Image Store/Delete

Image Store&Output

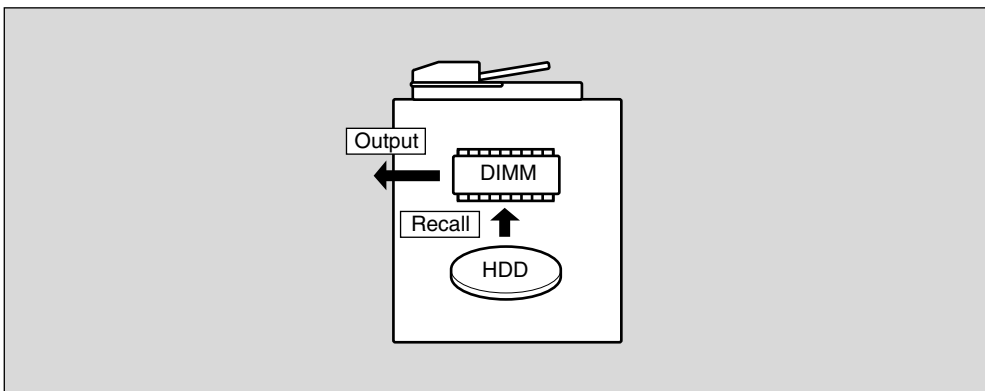
Image Recall

10
Image Store Function

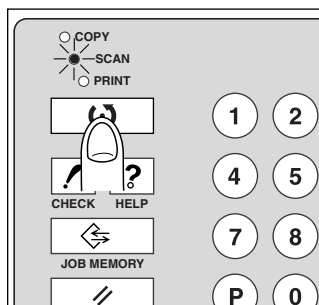
Recalling Image Data from HDD (Image Recall)

Use this function to recall the image data from the HDD to the built-in DIMM for printing.

To recall data stored in the HDD, enter the password specified at the time data was stored, then designate it by the job name.

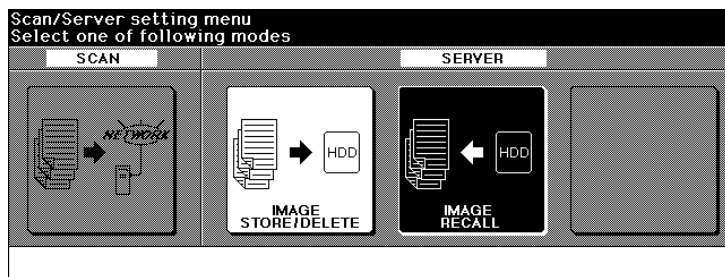


1. Press **[MODE]** to light up the **[SCAN]** LED.



The Scan Setting Menu Screen will be displayed.

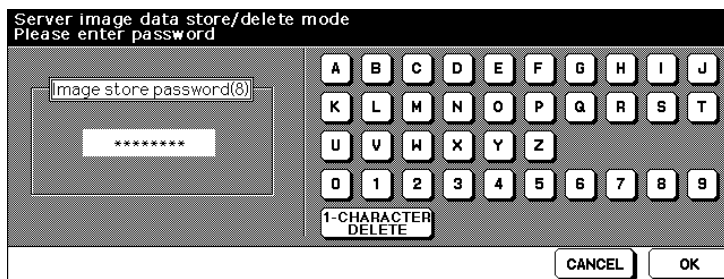
2. Touch **IMAGE RECALL**.



The Image Data Password Entry Screen will be displayed.

Recalling Image Data from HDD (Image Recall) (continued)

3. Enter your image data password from the touch screen keypad.

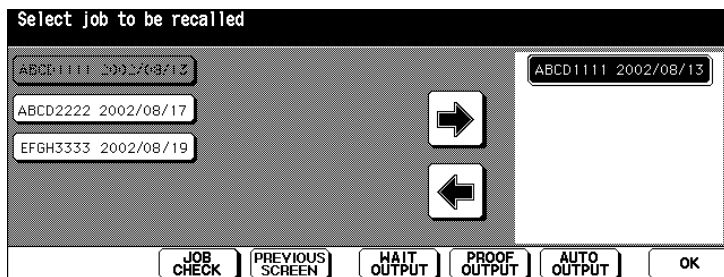


To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct job name.

4. Touch **OK**.

The Recall Job Selection Screen will be displayed.

5. Select the job to be recalled.



Touch the desired job name key to highlight it, then touch **▶** to move it to the recall list on the right side. Touching **JOB CHECK** displays the Check Screen to allow you to view all the feature selections made for that job.

DETAILS

More than one job at a time can be moved to the recall list to be output in succession, provided that those jobs have been stored with the same copying conditions.

To cancel the job moved to the recall list, touch the job name in the list to highlight it, then touch **◀** to return it to the left side key.

Server Functions

Image Store/Delete

Image Store&Output

Image Recall

10
Image Store Function

Recalling Image Data from HDD (Image Recall) (continued)

6. If the desired job name is displayed in the recall list, touch **WAIT OUTPUT**, **PROOF OUTPUT**, or **AUTO OUTPUT**, as desired.

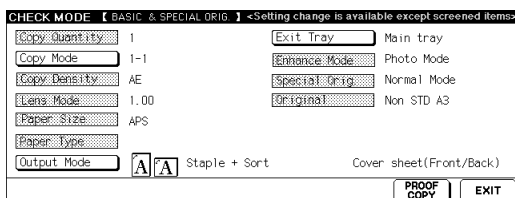
Follow the procedure on the next page according to the selected output mode key to complete the image recall and output operation.

Selecting **WAIT OUTPUT**:

- (1) Touch **OK**. When the data transmission is completed, the Basic Screen will be displayed reflecting the settings made for that job.
- (2) Enter the desired print quantity, then press [**START**] to print.

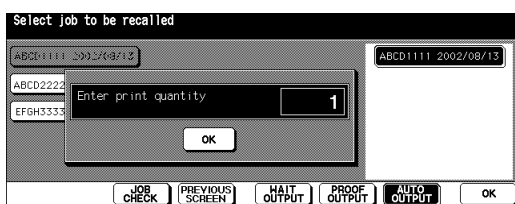
Selecting **PROOF OUTPUT**:

- (1) Touch **OK**. The data transmission starts with the Basic Screen restored. When the data transmission is completed, a sample copy is output, then the Check Screen will be displayed.
- (2) Check the sample copy, then change the copy conditions if required. Enter the desired print quantity, then press [**START**] to print.



Selecting **AUTO OUTPUT**:

- (1) Touch **OK**. The popup menu to enter the print quantity will be displayed.
- (2) Enter the desired print quantity, then touch **OK**.
When the data transmission is completed, the machine automatically starts to print.

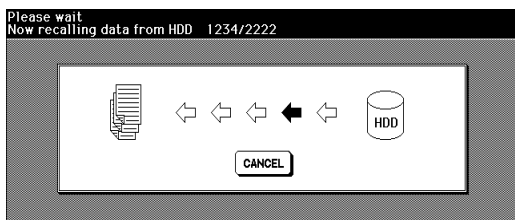


DETAILS

Key Operator can set the machine to return to the Recall Job Selection Screen when printing job is completed, so that the data recalling can continue. See p. 13-39 to p. 13-44.

In this case, the Image Data Recalling Screen will be displayed while the data is recalled.

On this screen, touch **CANCEL** to suspend recalling. On the popup menu displayed, touch **YES** to delete the data recalled to DIMM, or touch **NO** to continue. The data stored in HDD will not be erased by this operation.



SECTION

11

Paper and Original Information

P aper Information	11-2
O riginal Information	11-8

Paper Information

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

- Tray 1, 2 and 3 (Engine tray)
- HCl Q3637A/Q3638A Tray 4 /HCl)
- Multi-sheet bypass tray

Also, the following equipment is provided for conveying/delivering copies.

- ADU (Automatic Duplex Unit)
- Finisher (Q3219A/Q3220A)
- Cover Sheet Feeder (Q3221A)
- Punching Unit (Q3222A/Q5684A)
- Punching / Z-Folding Unit (Q3223A/Q5685A)
- Trimmer Unit (Q3224A)
- Exit tray (for the machine without Finisher)

Refer to the following information on paper capacity for each.

Paper Weight

Paper Trays	Weight
Tray 1, 2, and 3 (Engine tray) HCl (Q3637A/Q3638A)	60 ~ 90 g/m ² 91 ~ 170 g/m ² for the tray specified as Thick1 171 ~ 200 g/m ² for the tray specified as Thick2 50 ~ 59 g/m ² for the tray specified as Thin 91 ~ 170 g/m ² for the tray specified as Tab paper
Multi-sheet bypass tray	60 ~ 90 g/m ² 91 ~ 200 g/m ² when specified as Thick 50 ~ 59 g/m ² when specified as Thin 91 ~ 170 g/m ² when specified as Tab paper
Equipment	Weight
ADU	60 ~ 200 g/m ²
Finisher	50 ~ 200 g/m ² 60 ~ 90 g/m ² for Stitch&Fold / Fold mode
Cover sheet feeder	50 ~ 200 g/m ²
Punching unit Punching/Z-Folding unit	50 ~ 170* g/m ² 60 ~ 90 g/m ² for Z-Folding mode
Trimmer unit	60 ~ 90 g/m ²
Exit tray	50 ~ 200 g/m ²

DETAILS

- Some 170 g/m² paper types may not be punched easily.
- The tray specified as Thin or Tab paper cannot be used for duplex copying.
- HCl can be specified as Thick3, irrespective of paper weight, for paper that has difficulty with toner fixation. See p. 13-23 ~p. 13-24.

Paper Information (continued)



HINTS

- See p. 13-23 for Paper Type setting of Tray 1, 2, 3 or HCI.
- See p. 3-29 for Paper Type setting of Multi-sheet bypass tray.

Tray/ Exit Tray Capacity

Paper Trays		Capacity
Tray 1, 2, and 3 (Engine tray)		Tray 1 or 2: 500 sheets (80 g/m ²) Tray 3: 1,000 sheets (80 g/m ²)
HCI (Q3637A/Q3638A)		4,000 sheets (80 g/m ²)
Multi-sheet bypass tray		150 sheets (80 g/m ²) 1 sheet each for thick/thin paper and transparent film
Equipment		Capacity
ADU		Unlimited
Finisher (Q3219A/Q3220A)	Secondary (sub) tray	200 sheets
	Primary (main) tray	500 sheets (A5, A5R, B6R) 3,000 sheets (A4, A4R, B5R, 8.5"x11", 8.5"x11"R) 1,500 sheets (A3, F4, B4) See the table for Staple-sort / Z-Fold mode on p. 11-4.
Finisher Q3220A	Booklet tray	100 sheets (A3, B4, 11"x17", 8.5"x14" in Fold / Stitch & Fold mode) Fold: 33 sets for 3-sheet-folded booklet (99 sheets, 396 pages) Stitch&Fold: 20 sets for 5-sheet-folded booklet (100 sheets, 400 pages) 5 sets for 20-sheet-folded booklet (100 sheets, 400 pages) * Maximum number of folded sheet is 3 for Fold mode, and 20 for Stitch&Fold mode.
Cover sheet feeder Q3221A		200 sheets (200g/m ²) for each
Punching unit (Q3222A/Q5684A)		Unlimited
Punching / Z-Folding unit (Q3223A/Q5685A)		Punch: Unlimited Z-Fold: 1 sheet only
Trimmer unit (Q3224A)		Approx. 512 sheets max. 100 sets max. of 2~5-sheet-folded booklet 50 sets max. of 6~10-sheet-folded booklet 32 sets max. of 11~16-sheet-folded booklet
Exit tray		100 sheets

Paper Information (continued)

Paper Capacity for Staple-sort mode of Q3219A/Q3220A Finisher

Paper size No. of copies	A3/A3W (11"x17"/11"x17"W)	A5/A5W (5.5"x8.5")	B4/B4R, A4/A4W, A4R/A4WR, B5/B5W (8.5"x14", 8.5"x11"/ 8.5"x11"W, 8.5"x11"R/8.5"x11"WR)
	2~9	50 sets	50 sets
10~20	50	50	50
21~30	30	30	30
31~40	25	25	25
41~50	20	20	20
51~60*	-	15	15
61~100*	-	10	10

*51 ~ 100 copies can be stapled by Q3219A Finisher only.

Capacity for Mixed Size Originals using Z-Fold and Staple-Sort

Capacity for one stapled set		Primary Tray Capacity
Number of Z-folded sheets	Number of regular sheets	
1 sheet	1 ~ 40 sheets	20 stapled sets
2	0 ~ 30	10
3	0 ~ 20	4
4	0 ~ 10	3
5	0	2
6 or more	Staple-Sort is unavailable with Z-Fold.	

Paper Size

Paper Trays	Available Sizes
Tray 1, 2, and 3 (Engine tray)	<p><u>STD size:</u> A3, B4, F4, A4, A4R, B5, B5R, A5*, 11"x17", 8.5"x14", 8.5"x11"</p> <p>*Portrait orientation only.</p> <p><u>STD (special):</u> Detects 8.5"x11"R instead of A4R or F4, and detects 5.5"x8.5" instead of A5.</p> <p><u>Non STD size:</u> Max. 314mm x 445mm ~ Min. 210mm x 140mm</p> <p><u>Wide size:</u> A3W, B4W, F4W, A4W, A4WR, B5W, A5W, 11"x17"W, 8.5"x11"W, 5.5"x8.5"W</p>
HCI (Q3637A)	<p>A4 fixed (can be changed to the following sizes)</p> <p><u>STD size:</u> B5, 8.5"x11"</p> <p><u>Non STD size:</u> Max. 314mm x 223mm ~ Min. 257mm x 182mm</p> <p><u>Wide size:</u> A4W, B5W, 8.5"x11"W</p>
HCI (Q3638A)	<p>A3 fixed (can be changed to the following sizes)</p> <p><u>STD size:</u> B4, F4, A4, A4R, 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R</p> <p><u>Non STD size:</u> Max. 314mm x 459mm ~ Min. 257mm x 210mm</p> <p><u>Wide size:</u> A3W, B4W, F4W, A4W, A4WR, 11"x17"W, 8.5"x14"W, 8.5"x11"W, 8.5"x11"WR</p>

HINTS

- F4; 203mm x 330mm
- A3; 297mm x 420mm
- B4; 257mm x 364mm
- A4; 210mm x 297mm
- B5; 182mm x 257mm
- A5; 148mm x 210mm
- For special size setting of engine trays (Tray 1, 2, and 3), see p. 13-23 to p. 13-24.
- Q3637A is initially fixed to A4, and Q3638A is fixed to A3.
Contact your service representative to change the tray size, if desired.

Paper Trays	Available Sizes
Multi-sheet bypass tray	<p><u>STD size:</u> A3, B4, F4, A4, A4R, B5, B5R, A5, A5R, A6R, 11"x17", 8.5"x11"</p> <p><u>STD (special):</u> Detects 8.5"x11"R or F4 instead of A4R, 5.5"x8.5" instead of A5 or A5R.</p> <p><u>Non STD size:</u> Max. 314mm x 459mm ~ Min. 100mm x 148mm</p> <p><u>Wide size:</u> A3W, B4W, F4W, A4W, A4WR, B5W, B5WR, A5W, A5WR, 11"x17"W, 8.5"x11"W, 8.5"x11"WR, 5.5"x8.5"W, 5.5"x8.5"WR,</p>

Paper Information (continued)

Equipment	Available Sizes
ADU	<u>STD size / STD (special):</u> A3 to A5* *Portrait orientation only. <u>Non STD size:</u> Unavailable <u>Wide size:</u> A3W to A5W* *Portrait orientation only.
Finisher (Q3219A/Q3220A)	Max. 314mm x 459mm ~ Min. 100mm x 148mm (A3, B4, A4R, 8.5"x11"R only in Stitch&Fold / Fold mode)
Cover sheet feeder (Q3221A)	Max. 314mm x 459mm ~ Min. A5
Punching unit (Q3222A/Q5684A)	A3, B4, A4, B5, 11"x17", 8.5"x11"
Punching / Z-Folding unit (Q3223A/Q5685A)	<u>Punching mode:</u> A3, B4, A4,B5, 11"x17", 8.5"x11" <u>Z-Folding mode:</u> A3, B4, 11"x17" (z-fold), 8.5"x14" (double-fold) All other paper sizes will be output without z-fold/double-fold.
Trimmer unit (Q3224A)	A3, B4, A4R, 8.5"x11"R and those wide sizes
Exit tray	Max. 314mm x 459mm ~ Min. 100mm x 148mm



HINT

See p. 3-29 to p. 3-31 for specifying the special paper size of the Multi-sheet bypass tray.

Special Paper in Multi-Sheet Bypass Tray

Multi-sheet bypass tray accepts the following special paper type that cannot be loaded in the engine trays.

Transparent film, labels, hole punch

DETAILS

When using special paper type other than the above mentioned, select “User” as the paper type in Paper type/size setting for the Multi-sheet bypass tray.

To Store Copy Paper

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

Original Information

Use the platen glass or document feeder to position originals to copy.

Platen Glass Originals


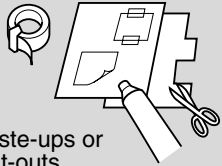
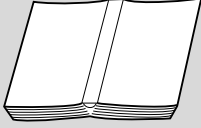
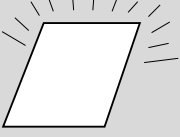
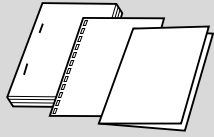
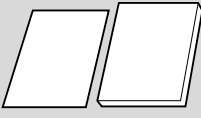
Use the platen glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.



HINT

See each description in this manual for copy conditions which cannot use the document feeder to scan.

Unsuitable RADF Originals

<p>1</p>  <p>Curled, creased or folded originals</p>	<p>2</p>  <p>Paste-ups or cut-outs</p>	<p>3</p>  <p>Books</p>
<p>4</p>  <p>Glossy or transparent originals, OHP film, art paper, cellophane</p>	<p>5</p>  <p>Doubled, punched or stapled originals</p>	<p>6</p>  <p>Thin or thick originals</p>

Platen Glass Original Specifications

- Max. original size: A3, sheet or book
- Max. book weight/thickness: 6.8 kg / 30mm
- Original placement: Face down on right depth side of glass



HINT

Detectable paper size can be changed from only A series to Inch series, AB series, or AB series and Inch series mixed by Key Operator. See p. 13-39 to p. 13-44.

CAUTION

Do not place too heavy originals, or do not press strongly when thick original is placed and is under pressure of RADF; otherwise the glass may be broken and you may be injured.

RADF Originals

Following four modes are provided when using the document feeder (RADF) to scan originals.

- Normal mode
- Mixed Original mode
- Z-Folded Original mode
- SDF mode

Specifications for each mode are described as follows.



HINT

Detectable paper size can be changed from only A series to Inch series, AB series, or AB series and Inch series mixed by Key Operator. See p. 13-39 to p. 13-44.

Normal mode

- Detectable original size: A3, B4, F4, A4, A4R, B5, B5R, A5, A5R, 11"x17", 8.5"x11"
- Original weight: 50 ~ 129 g/m² (no special stock)
130 ~ 200 g/m² SDF mode only
- Max. feeder capacity: 100 sheets (80 g/m² paper)
- Curling tolerance: 10mm or less
- Original placement: Face up

Mixed Original mode

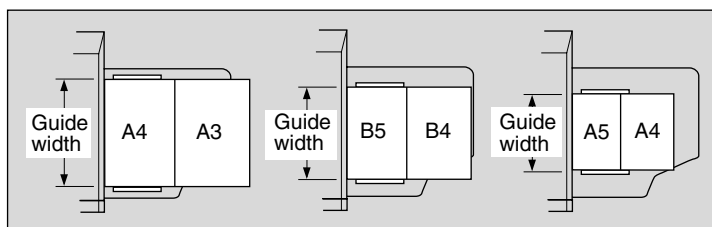
Use Mixed Original mode to copy mixed size originals. See p. 8-6 for details.

- Original size: Four types of size combination are determined by the RADF guide width.
 - A3, B4, A4, A4R, B5, and A5 mixed
 - B4, A4R, B5, B5R, and A5 mixed
 - A4R, B5R, and A5 mixed
 - B5R and A5R mixed
- Original weight: 50 ~ 129 g/m² (no special stock)
- Max. feeder capacity: 100 sheets (80 g/m² paper)
- Curling tolerance: 10mm or less
- Original placement: Face up (see p. 3-3 for details.)



DETAILS

See below for the guide width of each combination.



Original Information (continued)

Z-Folded Original mode

Use Z-Folded Original mode to scan folded originals without using the size detection sensor of the RADF. See p. 8-8 for details.

- Detectable original size: A3, B4, F4, A4, A4R, B5, B5R, A5, A5R, 11"x17", 8.5"x11"
- Original weight: 50 ~ 129 g/m² (no special stock)
- Max. feeder capacity: 100 sheets (80 g/m² paper)
- Curling tolerance: 10mm or less
- Original placement: Face up; orientation same as copy paper

SDF mode

Use SDF mode to copy thick originals to be fed one sheet at a time in the document feeder.

- Detectable original size: A3, B4, F4, A4, A4R, B5, B5R, A5, A5R, 11"x17", 8.5"x11"
- Original weight: single-sided original 50 ~ 200 g/m² paper
double-sided original 50 ~ 129 g/m² paper
- Max. feeder capacity: 1 sheet at a time
- Original placement: Face up (see p. 8-10 ~ p. 8-11)

SECTION

12

Maintenance & Supplies

How to Maintain the mfp

A dding Toner	12-2
I nserting a New Staple Cartridge into Q3219A/Q3220A Finisher	12-5
E mpy Waste Basket of Q3222A/Q5684A/Q3223A/Q5685A Punching (Z-Folding) Unit.....	12-9
E mpy Waste Basket of Q3224A Trimmer Unit.....	12-11
C leaning Image Scanning Section.....	12-13
C hecking Copy Count.....	12-15

Adding Toner

Inserting New
Staple Cartridge

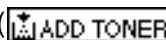
Empty Trash
Basket

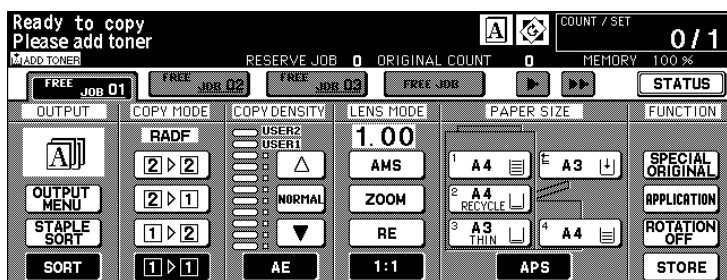
Cleaning
Scanning
Section

Checking
Copy Count

12
Maintenance
& Supplies

Adding Toner

When toner supply is low, the message “Please add toner” and the ADD TONER icon () display on the touch screen.

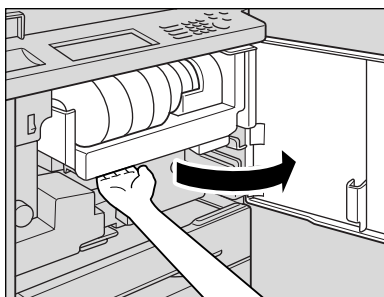


Reminder!

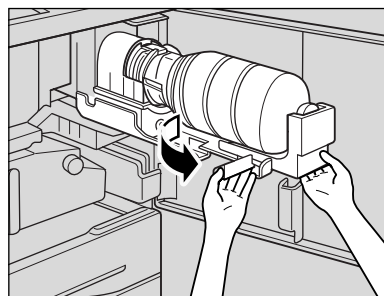
Use the same number toner cartridge as described on the label on the front of the toner box. Otherwise, machine trouble may occur.

Add toner according to the procedure as follows.

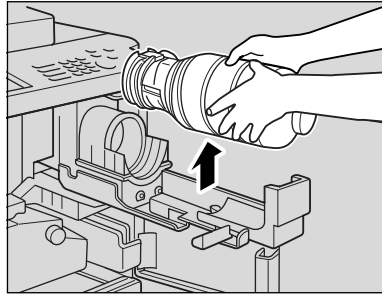
- 1. Open the mfp front door, then pull out the toner box 90 degrees to the right.**



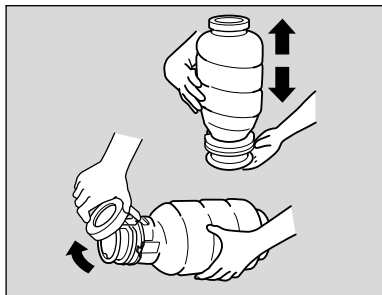
- 2. Pull the toner cartridge lock lever forward until it stops.**



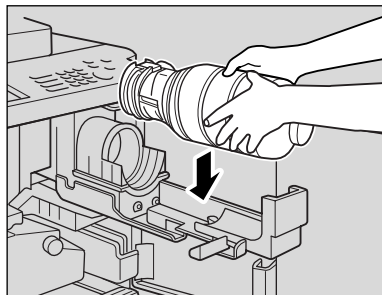
3. Remove the empty toner cartridge.



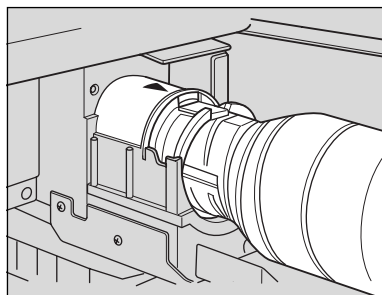
4. Shake the new toner cartridge several times to loosen toner, then remove the toner cartridge cap.



5. Set the new toner cartridge into the toner box.



6. Align the hollow part of the toner cartridge with the ▼ mark on the toner box.



DETAILS

Be sure to set the hollow part of the toner cartridge upward, otherwise the machine trouble may occur.

Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

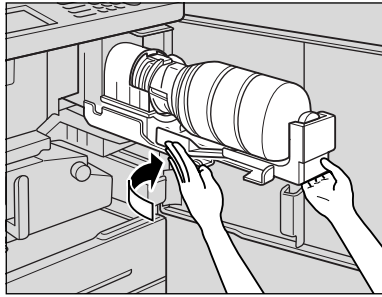
Cleaning
Scanning
Section

Checking
Copy Count

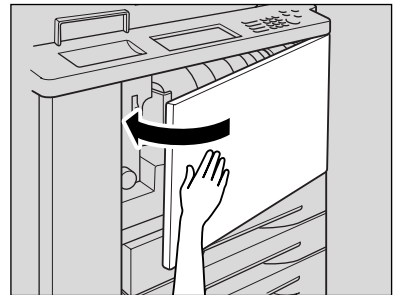
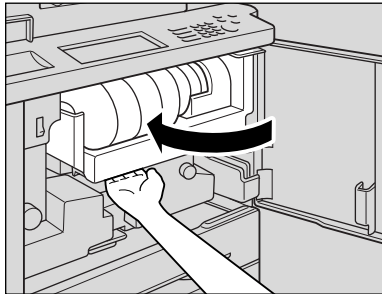
12
Maintenance
& Supplies

Adding Toner (continued)

7. Push the toner cartridge lock lever backward until it stops.



8. Return the toner box to its original position, then close the mfp front door securely.



⚠ CAUTION

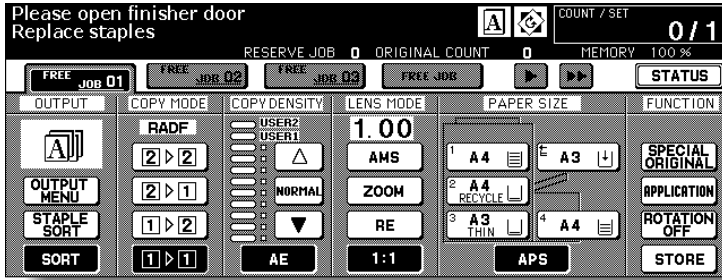
Keep the toner cartridge away from children. The toner is non-toxic; however if you inhale or contact with eyes by accident, flush with water and seek medical advice.

⚠ CAUTION

Do not throw the empty toner cartridge into a fire. If it is thrown into a fire, the toner may ignite and cause a dangerous situation.

Inserting a New Staple Cartridge into Q3219A/Q3220A Finisher

When the staple cartridge of the Finisher is empty, the Basic Screen displays the following message in the message area.



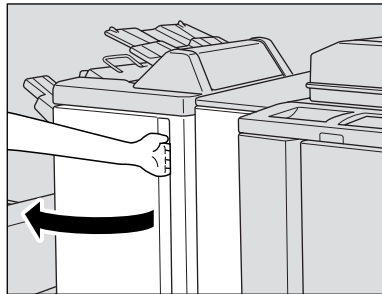
Follow the procedure below according to your finisher type to replace the staple cartridge.



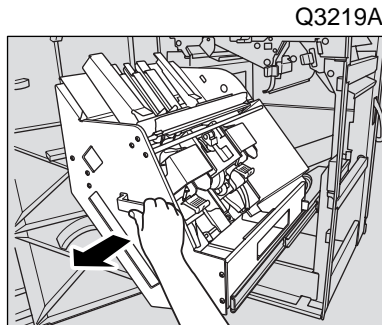
Reminder!

Use only the staples supplied by hp. To purchase, please contact your service representative.

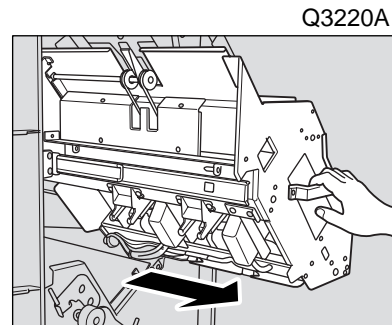
1. Open the Finisher door.



2. Pull out the stacker unit slowly by holding the stacker unit handle until it stops.



Q3219A



Q3220A

Adding Toner

Inserting New Staple Cartridge

Empty Waste Basket

Cleaning Scanning Section

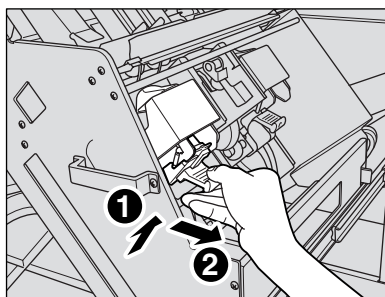
Checking Copy Count

12
Maintenance & Supplies

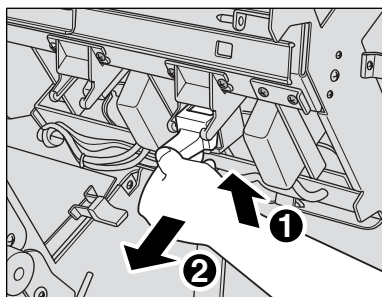
Inserting a New Staple Cartridge into Q3219A/Q3220A Finisher (continued)

- 3.** Pull up the cartridge housing, then remove it while sliding it along the stapler rail.

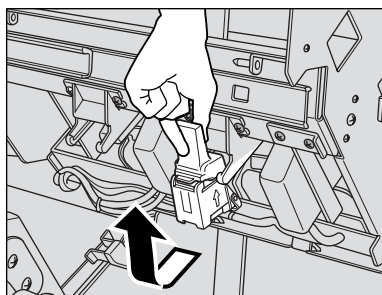
Q3219A



Q3220A

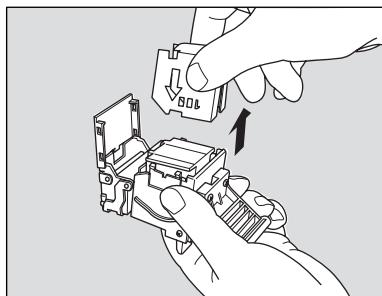
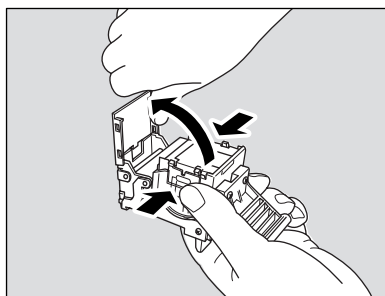


FQ3220A



- 4.** Q3219A: Open the bottom of the cartridge housing, then remove the empty cartridge.

Open the bottom of the cartridge housing while pressing two locks on both sides.

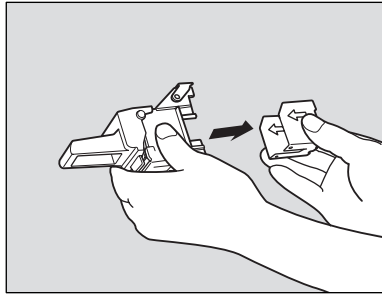


Reminder!

Do not remove the staples remaining inside the housing; otherwise, the first sheet output after the replenishment will not be stapled.

Inserting a New Staple Cartridge into Q3219A/Q3220A Finisher (continued)

Q3220A: Remove the empty cartridge from the cartridge housing.



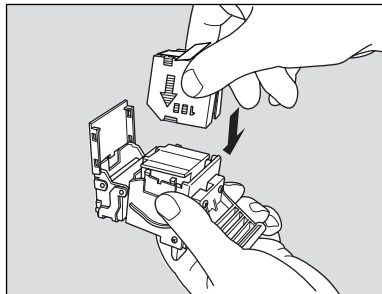
Reminder!

Do not remove the staples remaining inside the housing; otherwise, the first sheet output after the replenishment will not be stapled.

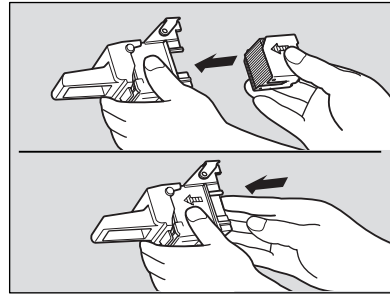
5. Insert the new cartridge into the housing.

Firmly insert the cartridge into the housing while the arrow indication on the cartridge appears as shown below.

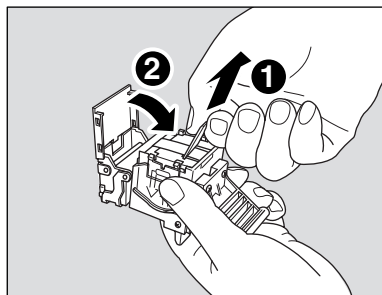
Q3219A



Q3220A



6. Q3219A: Remove the lock tape from the cartridge, then close the bottom of the housing.



Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

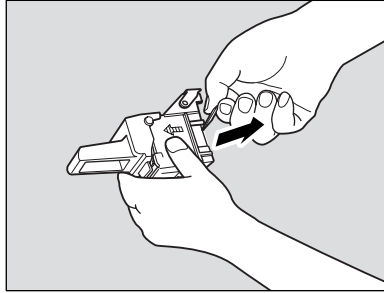
Cleaning
Scanning
Section

Checking
Copy Count

12
Maintenance
& Supplies

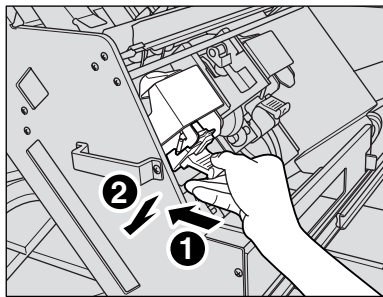
Inserting a New Staple Cartridge into Q3219A/Q3220A Finisher (continued)

Q3220A: Remove the lock tape from the cartridge.

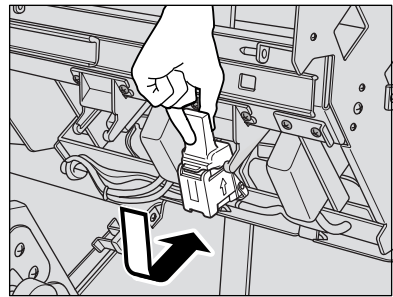


- 7.** Insert the cartridge housing while sliding it along the stapler rail, then push down and in to secure it in place.

Q3219A

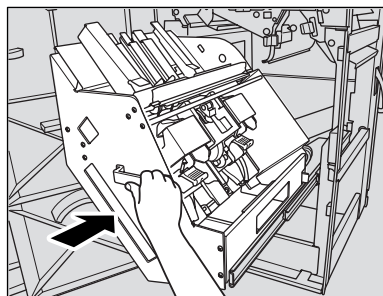


Q3220A

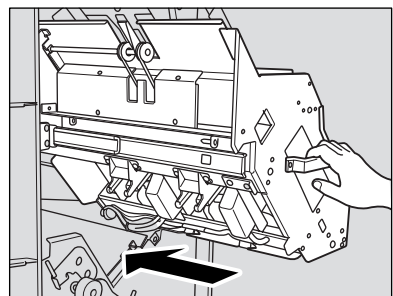


- 9.** Return the stacker unit to its original position.

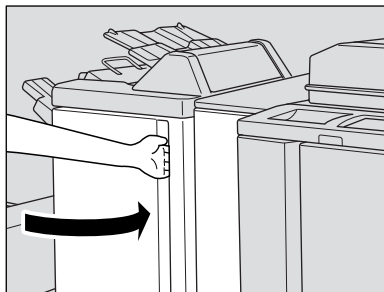
Q3219A



Q3220A

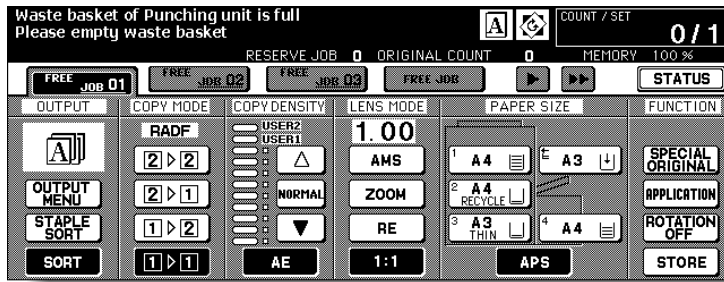


- 9.** Close the Finisher door.



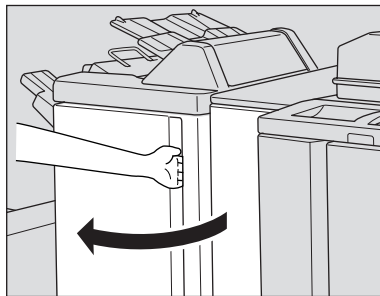
Empty Waste Basket of Q3222A/Q5684A/Q3223A/Q5685A Punching (Z-Folding) Unit

When the waste basket becomes full, “Waste basket of Punching unit is full / Please empty waste basket” message will be displayed on the touch screen, and the finished set will be output without being punched even if Punch mode is selected.

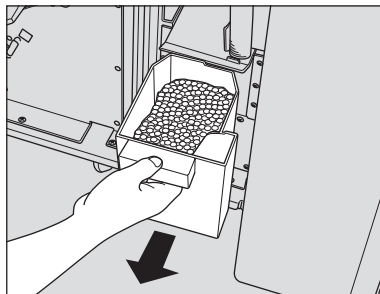


Follow the procedure below to empty the waste basket.

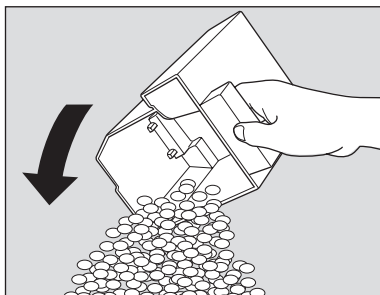
- 1. Open the Punching/Z-Folding unit front door with Finisher door handle.**



- 2. Withdraw the waste basket.**



- 3. Empty the waste basket.**



Adding Toner

Inserting New Staple Cartridge

Empty Trash Basket

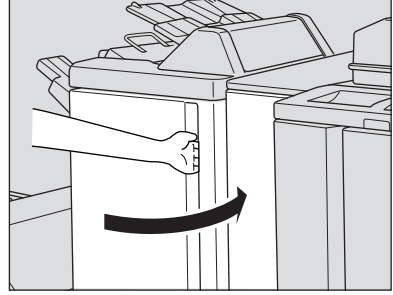
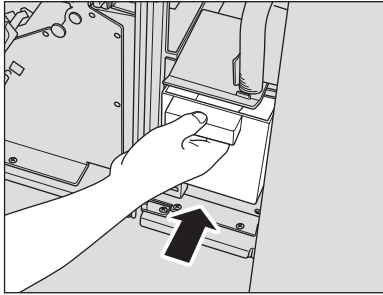
Cleaning Scanning Section

Checking Copy Count

12
Maintenance & Supplies

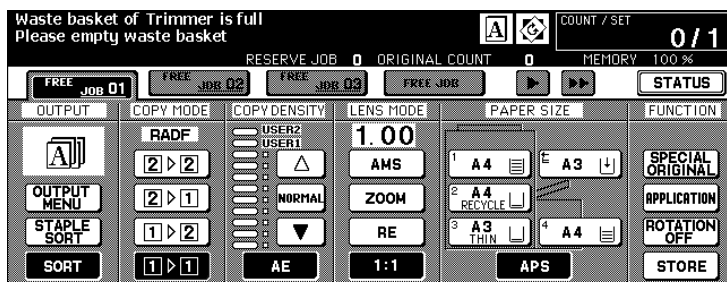
Empty Waste Basket of Q3222A/Q5684A/Q3223A/Q5685A Punching (Z-Folding) Unit (continued)

- 4. Return the waste basket to its original position, then close the Punching/Z-Folding unit front door securely.**



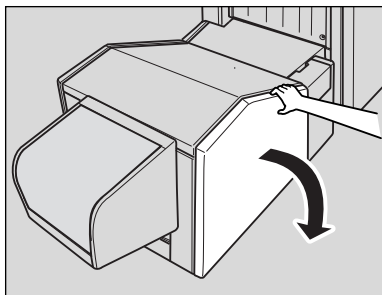
Empty Waste Basket of Q3224A Trimmer Unit

When the waste basket becomes full, “Waste basket of Trimmer is full / Please empty waste basket” message will be displayed on the touch screen, and the finished set will be output without being trimmed even if Trimming mode is selected.

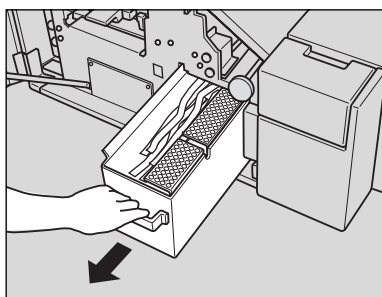


Follow the procedure below to empty the waste basket.

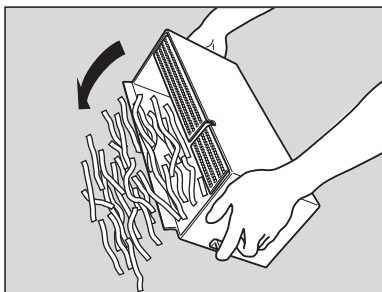
1. Open the trimmer front door.



2. Withdraw the waste basket.



3. Empty the waste basket.



Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

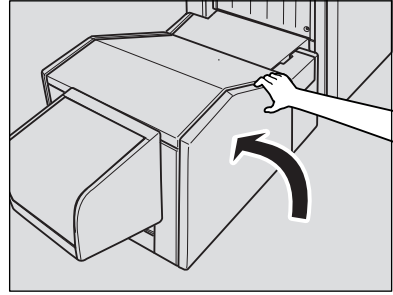
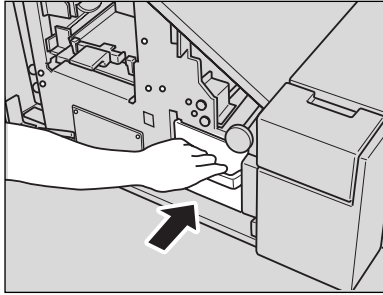
Cleaning
Scanning
Section

Checking
Copy Count

12
Maintenance
& Supplies

Empty Waste Basket of Q3224A Trimmer Unit (continued)

4. Return the waste basket to its original position, then close the trimmer front door securely.



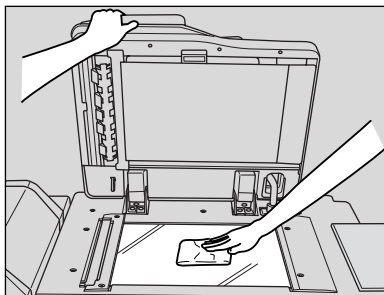
Cleaning Image Scanning Section

In order to maintain optimum copy quality, always keep the following areas clean.

Cleaning the Document Glass

Raise the document cover, and clean the glass with a clean soft cloth.

The glass may also be cleaned with a soft cloth dampened slightly with water, if it is difficult to clean.



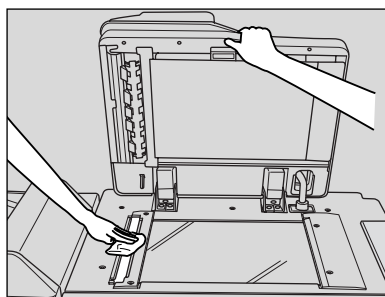
Reminder!

Never use paint solvents, such as benzene or thinners, to clean the platen glass.

Cleaning the Left Partition Glass

Keep the glass clean; otherwise soil marks may be copied, resulting in dark lines on the copies.

Raise the document cover, and clean the left partition glass with a clean soft cloth.



Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

Cleaning
Scanning
Section

Checking
Copy Count

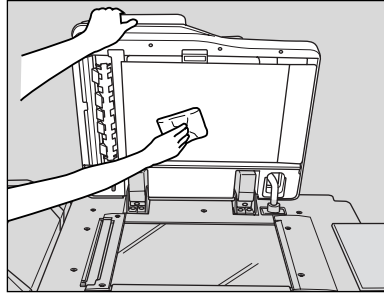
12
Maintenance
& Supplies

Cleaning Image Scanning Section (continued)

Cleaning the RADF Platen Guide Cover

The RADF platen guide cover should be kept clean; otherwise soil marks may be copied or the original size cannot be detected correctly.

Raise the document cover, and clean the RADF platen guide cover with a clean soft cloth.



Reminder!

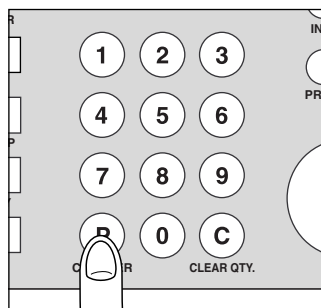
Never use paint solvents, such as benzene or thinners, to clean the RADF platen guide cover.

Checking Copy Count

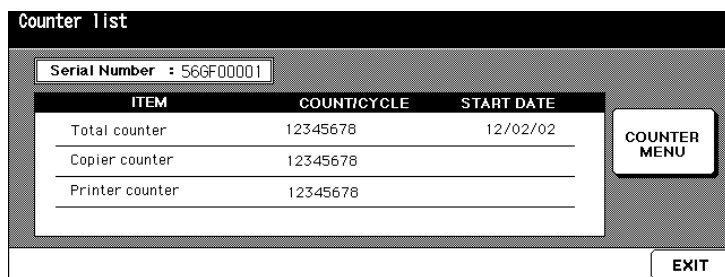
This function allows you to view the current indication of the following items as a list on the touch panel: Total counter, mfp counter, Printer counter, Counter start date. Check the list, then print it from the Counter List Screen, if desired.

To Display the Counter List Screen

1. Press [**P (COUNTER)**] on the control panel.



The Counter List Screen will be displayed.



DETAILS

The Counter List Screen can be displayed even if printing job is in progress.

2. Touch **EXIT** to return to the Basic Screen.

Adding Toner

Inserting New
Staple Cartridge

Empty Trash
Basket

Cleaning
Scanning
Section

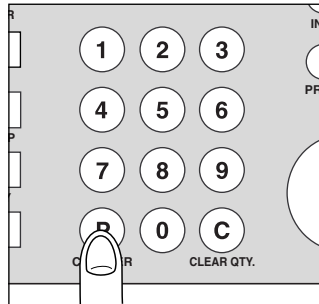
Checking
Copy Count

12
Maintenance
& Supplies

Checking Copy Count (continued)

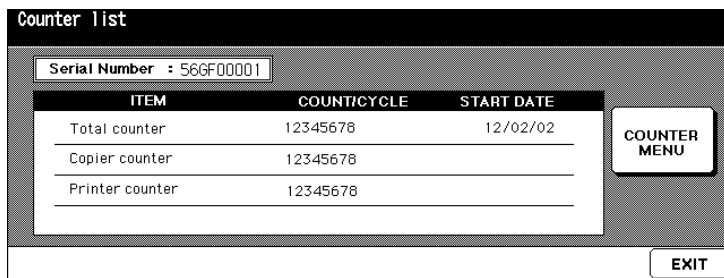
To Print the Counter List

1. Press [**P (COUNTER)**] on the control panel.



The Counter List Screen will be displayed.

2. Touch **COUNTER MENU**.



The Basic 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 Management list mode will be released automatically.

SECTION

13

Key Operator Mode

How to Monitor mfp Activity and Modify Machine Settings

How to Access the Key Operator Mode	13-2
[1] System Initial Setting	13-4
[2] mfp Initial Setting	13-8
[3] User Setting Mode.....	13-10
[4] E.C.M. (Electronic Key Counter) Function Setting.....	13-13
[5] Lock / Delete Job Memory	13-20
[6] Paper Type / Special Size Set	13-21
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[11] Tray Auto Select Setting	13-35
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[13] Memory Switch Setting	13-37
[14] Machine Management List Print	13-43
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Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

Centering Adjustment

13
Key Operator Mode

How to Access the Key Operator Mode

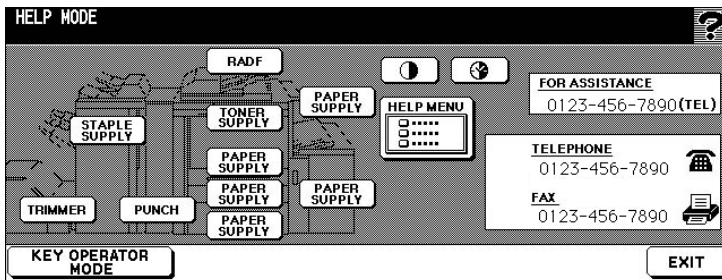
The Key Operator is trained to handle all special Key Operator functions that are not accessible to the general user, such as monitoring overall mfp activity, machine performance, and service information, modifying machine settings, and controlling user activity, for billing purposes.

A unique 4-digit Key Operator password is normally set by service at installation. If the unique code is not set by service, the mfp will not display Key Operator Password Entry Screen when the Key Operator mode is being accessed, and a Key Operator password will not be required. A service-set 8-digit ECM master key code must be entered by the Key Operator to access the Electronic Key Counter 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.

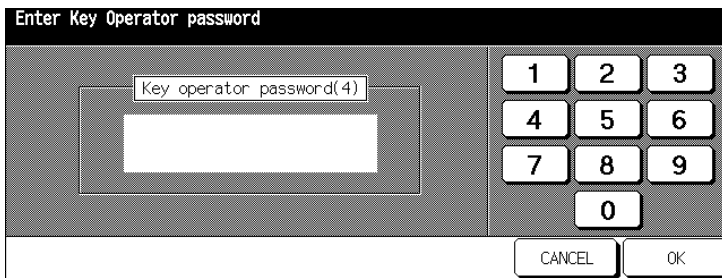
To ensure the security of Key Operator mode, it is recommended that you establish a unique Key Operator password, along with the Key Operator ECM master key code and Weekly Timer master key code, and keep them in a confidential file.

To Display the Key Operator Mode Screen

1. Press [HELP] on the control panel to display the Help Screen.
2. Touch **KEY OPERATOR MODE** on the Help Screen.



3. Use the keypad on the touch screen to enter your 4-digit Key Operator password; then touch **OK**.

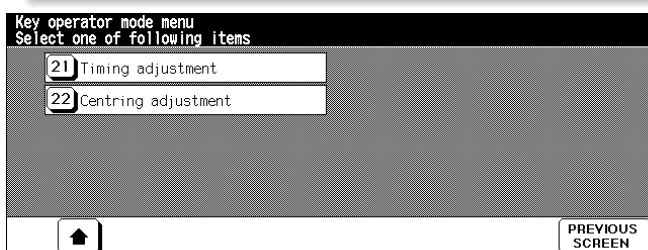
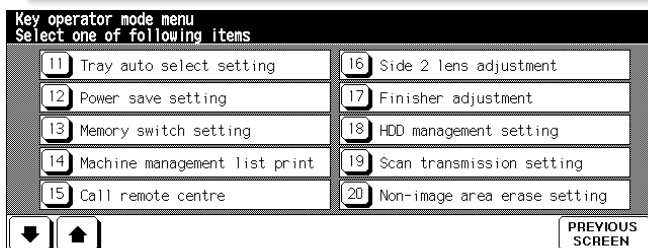
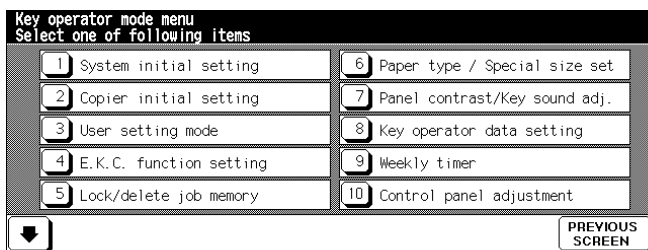


DETAILS

If an invalid Key Operator password is entered, continue by entering the valid 4-digit password.
If the Key Operator password is not valid, check with your service representative.

How to Access the Key Operator Mode (continued)

4. Make setting changes from the Key Operator Mode Screen, as described on the following pages.



DETAILS

- To scroll to menus [11] to [22], touch .
To return to the previous screen, touch .
- The function number [15] Call remote centre on the Key Operator Mode Screen will be dimmed and cannot be selected on the mfp without the remote diagnostics activated.

5. Touch **PREVIOUS SCREEN** to exit the Key Operator mode.
The Basic Screen will be restored.

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

Centering Adjustment

13
Key Operator Mode

[1] System Initial Setting

Set the following initial conditions of the mfp.

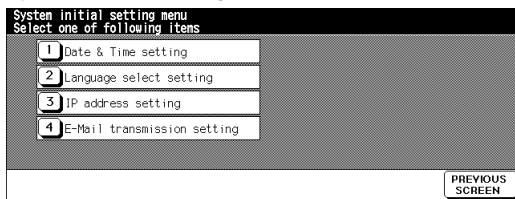
- Date & Time setting: Current date and time, summer time
- Language select setting: Language used in LCD (English)
- IP address setting: IP address to be accessed from PC
- E-mail address setting: E-mail address to be informed of machine trouble or request for supplies.

[1] Date & Time Setting

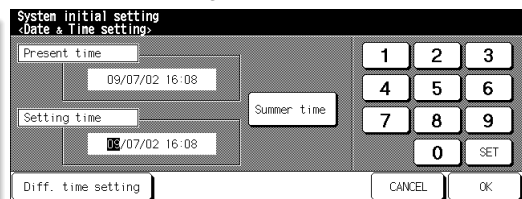
Set the current date and time, the summer time, and also the time difference.

- Default setting: Summer time off

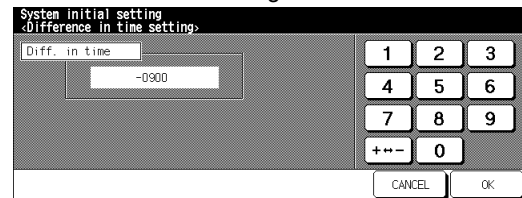
System Initial Setting Menu Screen



Date & Time Setting Screen



Difference in Time Setting Screen



Procedure

- 1 Touch **[1] System initial setting** on the Key Operator Mode Screen to display the System Initial Setting Menu Screen.
- 2 Touch **[1] Date & Time setting** to display the Date & Time Setting Screen.
- 3 Adjust the time.
The time that the mfp currently has is displayed in the upper line, in the order of date, month, year, and time (in 24-hour expression).
 - (1) Touch **SET** to move the highlighted section to the number to be changed.
 - (2) Use the keypad on the screen to enter the number.
- 4 To activate the summer 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.
 - (1) Touch **Diff. time setting** to display the Difference in Time Setting Screen.
 - (2) Touch **++--** to display “+” when the local time is earlier than Universal time, or “-” when the local time is later.
 - (3) Use the keypad on the screen to enter the time difference between Universal time and the local time in the machine setting area.
(e.g. Enter “-0900” for 9 hours later than Universal time.)

[1] System Initial Setting (continued)

- 6 Touch **OK** to update the Present time by the Setting time and return to the System Initial Setting Menu Screen.
- 7 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 8 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial
Setting

mfp Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Centre

Side 2 Lens
Adjustment

Finisher
Adjustment

HDD
Management

Scan
Transmission

Non-Image
Area Erase

Timing
Adjustment

Centering
Adjustment

13
Key Operator
Mode

[1] System Initial Setting (continued)

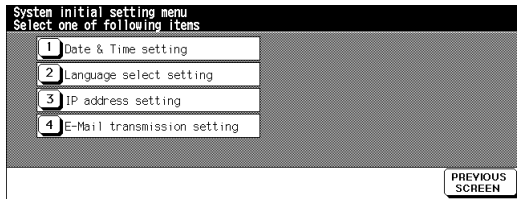
[2] Language Select Setting

Select the language used in the LCD.

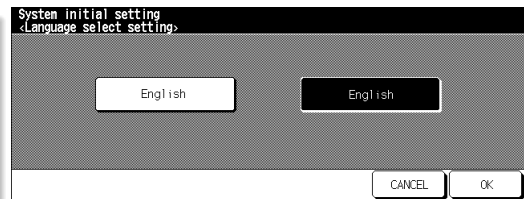
Note: Additional languages *(French, Italian, German and Spanish) are available upon request. Please contact your HP service representative for more details on installation.

Default setting: English

System Initial Setting Menu Screen



Language Selection Screen



Procedure

- 1 Touch **[1] System initial setting** on the Key Operator Mode Screen to display the System Initial Setting Menu Screen.
- 2 Touch **[2] Language select setting** to display the Language Selection Screen.
- 3 Select the desired language mode.
- 4 Touch **OK** to complete the setting and return to the System Initial Setting Menu Screen.
- 5 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

[1] System Initial Setting (continued)

[3] IP Address Setting

Consult your EFI Print Controller documentation.

[4] E-Mail Transmission Setting

Consult your EFI Print Controller documentation.

Key Operator
Mode

System Initial
Setting

mfp Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Centre

Side 2 Lens
Adjustment

Finisher
Adjustment

HDD
Management

Scan
Transmission

Non-Image
Area Erase

Timing
Adjustment

Centering
Adjustment

13
Key Operator
Mode

[2] mfp Initial Setting

Initial settings are the settings that display automatically when the mfp is powered on, when Auto/Reset timer is operated, or when [**AUTO RESET**] key is pressed. These settings can be changed by the Key Operator, as shown in this section.

Initially (i.e., at installation), the Basic Screen displays the following conditions to meet Energy Star requirements:

Initial Setting

Copy Mode	: 1-1
Copy Density	: AE
Lens Mode	: 1:1
Paper Tray	: APS
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 Auto/Reset timer is reached, or when [**AUTO RESET**] key is pressed.

The following initial settings can be changed by the Key Operator:

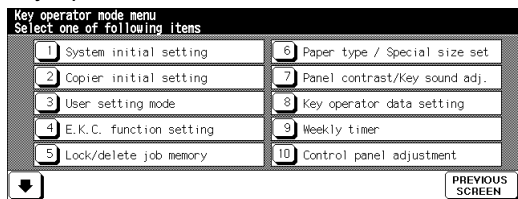
Copy mode	: [RADF; 1-1; 1-2; 2-2; 2-1]
Copy density	: [AE; manual]
Lens mode	: [AMS; ratio 0.25~4.00]
Paper tray	: [APS; trays 1, 2, 3, HCl or optional tray 4]
Output mode	: [Non-sort; Sort, Group; Staple-sort; Stitch&Fold; Fold; Punch; Trimming; Cover sheet]
Special original	: [Original Direction; Text/Photo Enhance; Special Original; Original Form]
Rotation	: OFF

Setting procedures are described on the following pages.

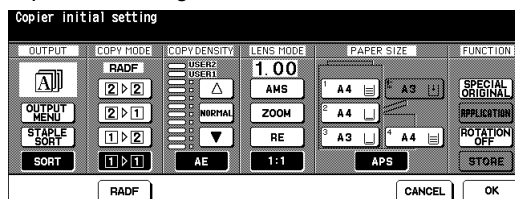
NOTE:

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.

Key Operator Mode Screen



mfp Initial Setting Screen



[2] mfp Initial Setting (continued)

Procedure

- 1 Touch **[2] mfp Initial setting** on the Key Operator Mode Screen to display the mfp Initial Setting Screen.
- 2 Make a selection for each mode as initial settings.
Touch **RADF** to select or deselect it.

NOTE:

The machine will restore the initial settings specified as above unless the Memory switch No. 4 “JOB memory (30) auto recall” is turned ON with the Job memory No. 30 registered.

- 3 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
- 4 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial
Setting

**mfp Initial
Setting**

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Centre

Side 2 Lens
Adjustment

Finisher
Adjustment

HDD
Management

Scan
Transmission

Non-Image
Area Erase

Timing
Adjustment

Centering
Adjustment

13
Key Operator
Mode

[3] User Setting Mode

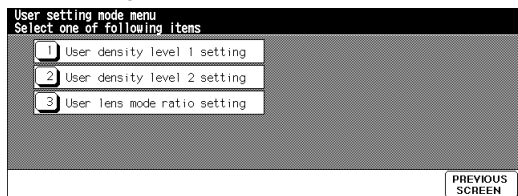
Set two userset density levels and three USERSETs of magnification.

[1] User Density Level 1 Setting

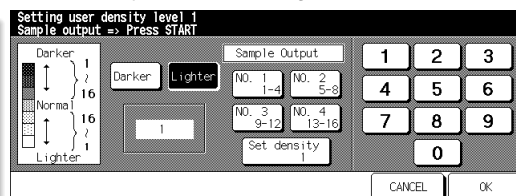
Output copying samples from 16 density levels from Lighter to Normal or Normal to Darker, then select the desired exposure and program it as USER1.

The programmed copy density can be recalled by selecting USER1 on the Basic Screen.

User Setting Mode Menu Screen



User Density Level 1 Setting Screen



Procedure

- 1 Touch **[3] User setting mode** on the Key Operator Mode Screen to display the User Setting Mode Menu Screen.
- 2 Touch **[1] User density level 1 setting** to display the User Density Level 1 Setting Screen.
- 3 Place the original on the platen glass or in the RADF.
- 4 Touch **Darker** or **Lighter** to select the density level to be programmed.
- 5 Touch **No.1 1~4**, **No.2 5~8**, **No.3 9~12**, **No.4 13~16**, or **Set density ##**, then press **[START]**. The density level sample sheet will be output.
- 6 Select the desired exposure from the sample sheet(s), then enter the density level No. by using the touch screen keypad.
- 7 Touch **OK** to complete the setting and return to the User Setting Mode Menu Screen.
- 8 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 9 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

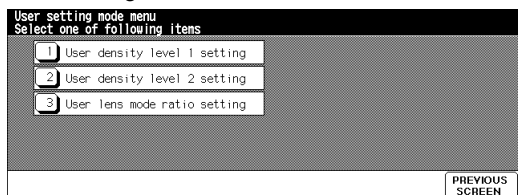
[3] User Setting Mode (continued)

[2] User Density Level 2 Setting

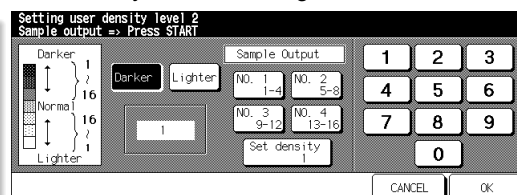
Output copying samples from 16 density levels from Lighter to Normal or Normal to Darker, then select the desired exposure and program it as USER2.

The programmed copy density can be recalled by selecting USER2 on the Basic Screen.

User Setting Mode Menu Screen



User Density Level 2 Setting Screen



Procedure

- 1 Touch **[3] User setting mode** on the Key Operator Mode Screen to display the User Setting Mode Menu Screen.
- 2 Touch **[2] User density level 2 setting** to display the User Density Level 2 Setting Screen.
- 3 Place the original on the platen glass.
- 4 Touch **Darker** or **Lighter** to select the density level to be programmed.
- 5 Touch **No.1 1~4**, **No.2 5~8**, **No.3 9~12**, **No.4 13~16**, or **Set density ##**, then press **[START]**. The density level sample sheet will be output.
- 6 Select the desired exposure from the sample sheet(s), then enter the density level No. by using the touch screen keypad.
- 7 Touch **OK** to complete the setting and return to the User Setting Mode Menu Screen.
- 8 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 9 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

Centering Adjustment

13
Key Operator Mode

[3] User Setting Mode (continued)

[3] User Lens Mode Ratio Setting

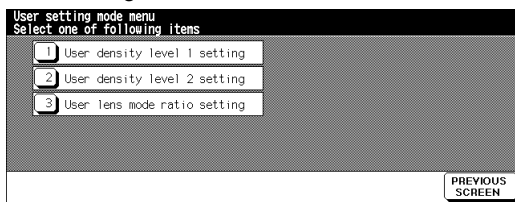
The preset and userset ratios are used to reduce and enlarge the original image to accommodate copy paper size, and are available on the Basic Screen.

NOTE:

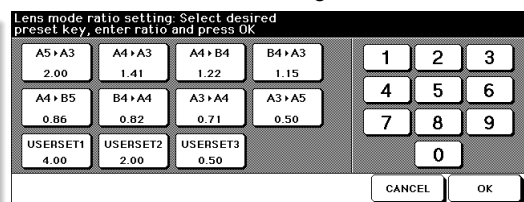
Normally, users are allowed to change the three **USERSET**s in the bottom line on the User Lens Mode Ratio Setting Screen. The preset keys in the top and middle lines can also be programmed in 2-5 **DIPSW** mode; however, changing them is not recommended.

- Setting options: Userset or Preset ratio
- Default setting: **USERSET1**: 4.00
USERSET2: 2.00
USERSET3: 0.50

User Setting Mode Menu Screen



User Lens Mode Ratio Setting Screen



Procedure

- 1 Touch **[3] User setting mode** on the Key Operator Mode Screen to display the User Setting Mode Menu Screen.
- 2 Touch **[3] User lens mode 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 **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

[4] E.C.M. (Electronic Key Counter) Function Setting

This function can only be accessed by the Key Operator after a 8-digit ECM master key code is entered. The Electronic Key Counter allows you to monitor all copying activity by controlling ECM password accounts.

This feature can track mfp usage for individual users and/or accounts as well as limit access to the mfp to authorized users. Copy quantity limits for specific accounts can also be set. Use the ECM Key Operator Form provided at the end of this section to record ECM password information.

The ECM stores up to 1,000 ECM 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 ECM is activated, copying can be performed only after a valid ECM password is entered.

Copy quantity and copy limit for each account can be visually confirmed on the screen.

If ECM needs to be activated on your machine, contact your service representative.

The following ECM settings can be made:

[1] E.C.M. data edit:

Change, add, or delete ECM data, and reset the copy count of the individual account.

[2] E.C.M. all count reset:

Clear the copy count for all accounts.

[3] E.C.M. function setting:

Select the ECM function to be on or off, and also set the machine condition when the copy limit is reached to stop immediately or after a job is completed, or to only display a warning message.

Key Operator
Mode

System Initial
Setting

mfp Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Centre

Side 2 Lens
Adjustment

Finisher
Adjustment

HDD
Management

Scan
Transmission

Non-Image
Area Erase

Timing
Adjustment

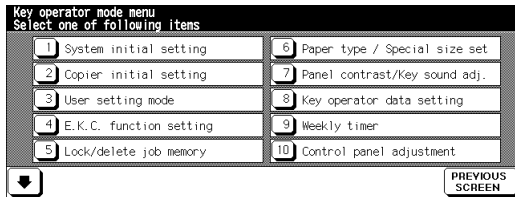
Centering
Adjustment

13
Key Operator
Mode

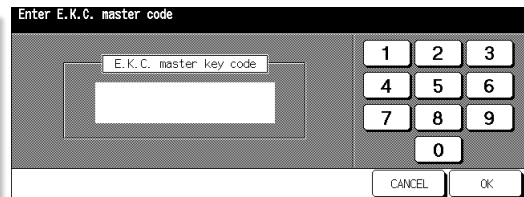
[4] E.C.M. (Electronic Key Counter) Function Setting (continued)

How to Access the ECM Setting Mode

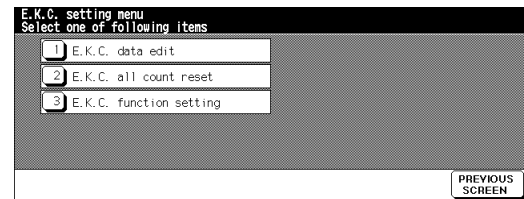
Key Operator Mode Screen



ECM Master Key Code Screen



ECM Setting Menu Screen



Procedure

- 1 Touch **[4] E.C.M. function setting** on the Key Operator Mode Screen. The ECM Master Key Code Screen displays, if a code is required.
- 2 Use the keypad on the touch screen to enter your 8-digit ECM master key code, then touch **OK** to display the ECM Setting Menu Screen. (See note.)
- 3 Select the desired ECM function, and make settings, as required.
To exit the ECM mode, touch **PREVIOUS SCREEN** on the ECM Setting Menu Screen.
- 4 To exit the Key Operator mode, touch **PREVIOUS SCREEN** on the Key Operator Mode Screen to restore the Basic Screen.

NOTE:

If an invalid ECM master key code is entered, continue by entering the valid 8-digit code. The ECM master key code can be set to less than 8 digits by the Memory switch setting of the Key Operator function.

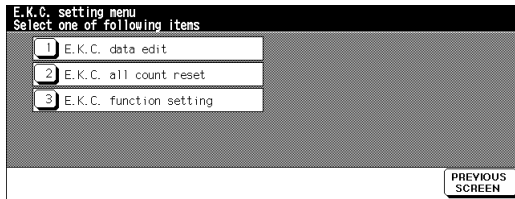
[4] E.C.M. (Electronic Key Counter) Function Setting (continued)

[1] E.C.M. Data Edit

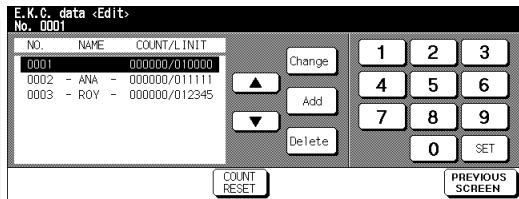
Use this setting to display the list of copy count and copy limit for each account, to change, add, or delete the ECM data, and to reset the copy count of the individual account.

- ECM No.: Designated by Key Operator
- ECM Password: Unique 8-digit numeric code programmed by Key Operator for user
- User Name: Max. 8 characters
- Copy Limit: 0 to 999,999 copies

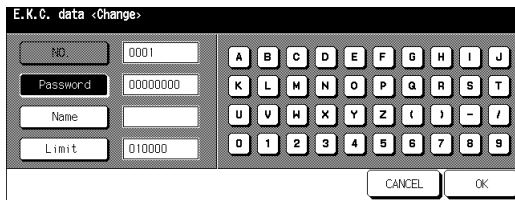
ECM Setting Menu Screen



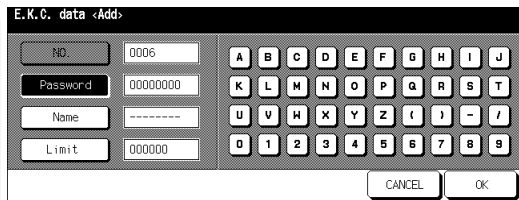
ECM Data Edit Screen



ECM Data Change Screen



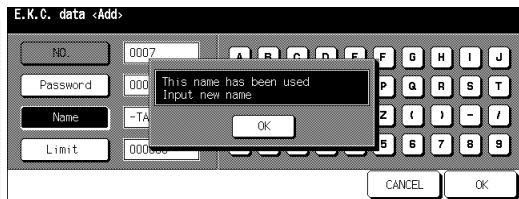
ECM Data Add Screen



Password Duplication Screen



Name Duplication Screen



Procedure

- 1 Touch **[4] E.C.M. function setting** on the Key Operator Mode Screen. Enter an 8-digit ECM master key code, then touch **OK** to display the ECM Setting Menu Screen.

NOTE:

If an invalid ECM master key code is entered, continue by entering the valid 8-digit code.

- 2 Touch **[1] E.C.M. data edit**. The ECM Data Edit Screen will be displayed.

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

Centering Adjustment

13
Key Operator Mode

[4] E.C.M. (Electronic Key Counter) Function Setting (continued)

- 3 To change, add, or delete the ECM data, and to reset the copy count of the individual account, follow the procedure for each as described below.

To Change ECM Data:

- (1) Touch ▲ or ▼ key on the right side of the list to highlight the ECM data to be changed, then touch **Change**. The ECM Data Change Screen will be displayed.
- (2) Touch the desired item key to highlight it, then enter new data by using the touch screen keypad.

Password: 8 digits max. (See note 1.)

Name: 8 characters max. (See note 2.)

Limit: 999,999 copies max.

NOTES:

- 1 We recommend that you make a list of all ECM passwords and account numbers.
- 2 If an invalid user name is entered, continue by the valid name.

- (3) Touch **OK** to complete the setting and to verify whether the same password or name has been already used for another account No.

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.

NOTE:

If duplicate password is created, the number of copies will be counted only for the ECM password with the smallest No. We recommend you do not use duplicate ECM password.

When a name is duplicated:

The Name Duplication Screen will be displayed. Touch **OK** to re-enter new name.

To Add ECM Data:

- (1) Touch **Add** on the ECM Data Edit Screen. The ECM Data Add Screen will be displayed.
- (2) Touch the desired item key to highlight it, then enter the data by using the touch screen keypad.

Password: 8 digits max. (See note 1.)

Name: 8 characters max. (See note 2.)

Limit: 999,999 copies max.

NOTES:

- 1 We recommend that you make a list of all ECM passwords and account numbers.
- 2 If an invalid user name is entered, continue by the valid name.

- (3) Touch **OK** to complete the setting and to verify whether the same password or name has been already used for another account No.

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.

NOTE:

If duplicate password is created, the number of copies will be counted only for the ECM password with the smallest No. We recommend you do not use duplicate ECM password.

When a name is duplicated:

The Name Duplication Screen will be displayed. Touch **OK** to re-enter new name.

[4] E.C.M. (Electronic Key Counter) Function Setting (continued)

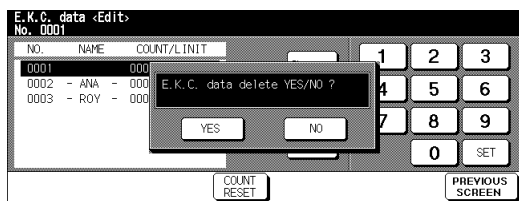
To Delete ECM Data:

- (1) Touch ▲ or ▼ key on the right side of the list to highlight the ECM data to be deleted, then touch **Delete**. The Delete Confirmation Screen will be displayed.
- (2) Touch **YES** to delete, or **NO** to cancel.

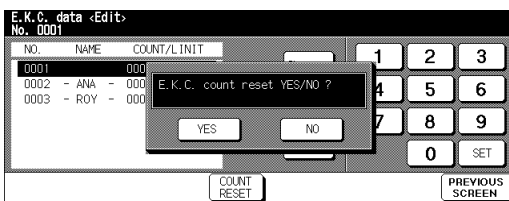
To Clear ECM Count:

- (1) Touch ▲ or ▼ key on the right side of the list to highlight the desired ECM data, then touch **COUNT RESET**. The Reset Confirmation Screen will be displayed.
- (2) Touch **YES** to clear the copy count of the selected ECM data, or **NO** to cancel.

Delete Confirmation Screen



Reset Confirmation Screen



- 4 If other ECM setting changes are required, touch **PREVIOUS SCREEN** on the ECM Data Edit Screen to return to the ECM Setting Menu Screen. Touch desired key, from [1]~[3].
- 5 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

Centering Adjustment

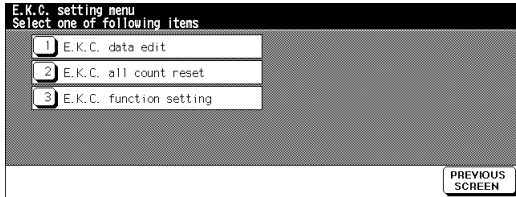
13
Key Operator Mode

[4] E.C.M. (Electronic Key Counter) Function Setting (continued)

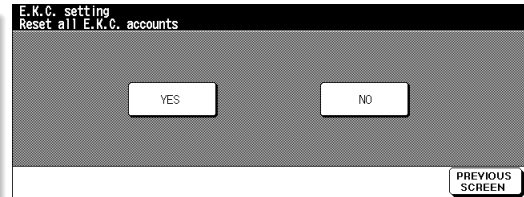
[2] E.C.M. All Count Reset

Reset the count for all ECM accounts.

ECM Setting Menu Screen



ECM All Count Reset Screen



Procedure

- 1 Touch **[4] E.C.M. function setting** on the Key Operator Mode Screen. Enter an 8-digit ECM master key code, then touch **OK** to display the ECM Setting Menu Screen.

NOTE:

If an invalid ECM master key code is entered, continue by entering the valid 8-digit code.

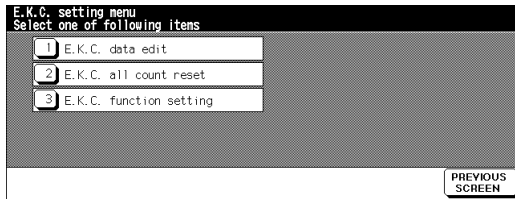
- 2 Touch **[2] E.C.M. all count reset**. The ECM All Count Reset Screen will be displayed.
- 3 Touch **YES** to reset all counters to zero and to return to the ECM Setting Menu Screen. Or, touch **NO** to cancel. Touching **PREVIOUS SCREEN** will also cancel this function and return to the ECM Setting Menu Screen.
- 4 If other ECM setting changes are required, touch desired key, from [1]~[3].
- 5 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

[4] E.C.M. (Electronic Key Counter) Function Setting (continued)

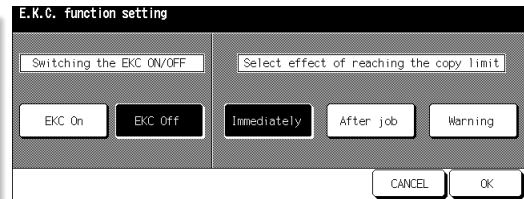
[3] E.C.M. Function Setting

Use this function to turn ECM On or Off, or to select whether the machine will stop when the count limit is reached, or if the mfp will complete the copy job before stopping when reaching maximum copy count.

ECM Setting Menu Screen



ECM Function Setting Screen



Procedure

- 1 Touch **[4] E.C.M. function setting** on the Key Operator Mode Screen. Enter an 8-digit ECM master key code, then touch **OK** to display the ECM Setting Menu Screen.

NOTE:

If an invalid ECM master key code is entered, continue by entering the valid 8-digit code.

- 2 Touch **[3] E.C.M. function setting**. The ECM Function Setting Screen will be displayed.
- 3 Touch **ECM On** to activate ECM or touch **ECM Off** to de-activate ECM. The selected key will be highlighted.
- 4 Touch **Immediately** to stop the machine 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 machine after the current job is completed, when copy limit is reached. Touch **Warning** to only display a warning message when copy limit is reached. The selected key will be highlighted.
- 5 Touch **OK** to complete the setting and return to the ECM Setting Menu Screen.
- 6 If other ECM setting changes are required, touch desired key, from [1]~[3].
- 7 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 8 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

Centering Adjustment

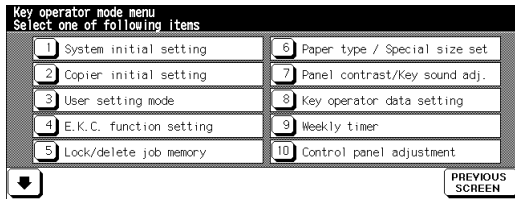
13
Key Operator Mode

[5] Lock/Delete Job Memory

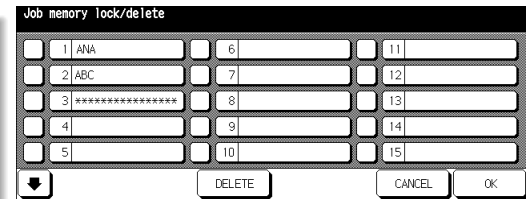
Use this function to lock/unlock or delete a Job that has been programmed.
A locked Job is indicated by a lock icon (🔒) on the Lock/Delete Job Memory Screen.
The settings of a locked job cannot be changed.

- Setting options: Lock Job memory, Unlock Job memory, Delete Job memory
- Lock/delete is available for all 30 stored jobs
- Job lock is available only for named jobs
- A blank key indicates that no job is programmed
- ***** indicates that a job is programmed but unnamed

Key Operator Mode Screen



Lock/Delete Job Memory Screen



Procedure

- 1 Touch **[5] Lock/delete job memory** on the Key Operator Mode Screen to display the Lock/Delete Job Memory Screen.
- 2 To lock/unlock a job memory;
 - (1) Touch the key on the left side of the desired job number. Use arrow keys to scroll to the desired job number, if required.
 - (2) 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.

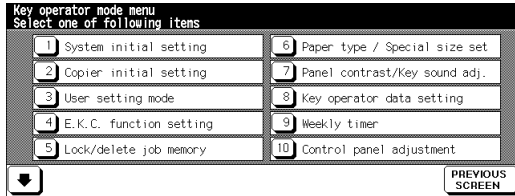
To delete a job memory;

 - (1) Touch the job number you want to delete. Use arrow keys to scroll to the desired job number, if required.
 - (2) 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 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

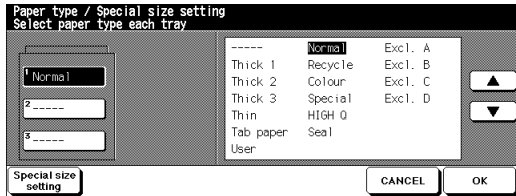
[6] Paper Type / Special Size Set

Use this function to indicate a specific paper type or to specify a special paper size for each tray key on the Basic Screen. This is especially useful when special paper is used on a regular basis and is always placed in a specific paper tray.

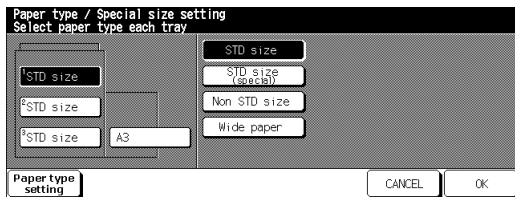
Key Operator Mode Screen



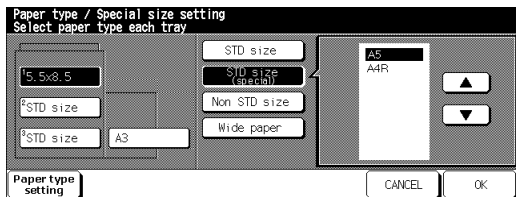
Paper Type Setting Screen



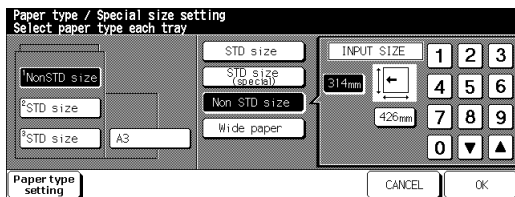
Special Size Setting Screen (STD size)



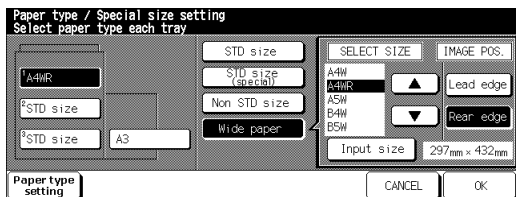
Special Size Setting Screen (STD size (special))



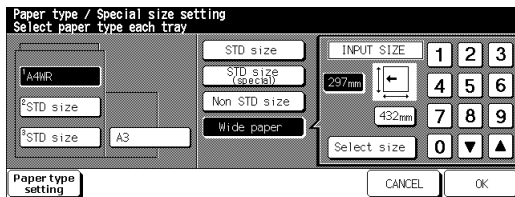
Special Size Setting Screen (Non STD size)



Special Size Setting Screen (Wide size (select))



Special Size Setting Screen (Wide size (input))



Procedure

- 1 Touch **[6] Paper type / Special size set** on the Key Operator Mode Screen to display the Paper Type Setting Screen.
- 2 To specify paper type:
 - (1) Touch the desired paper tray key to highlight it.
 - (2) Touch the arrow keys to select paper type.
- To specify special size:
 - (1) Touch **Special size setting** on the Paper Type Setting Screen to display the Special Size Setting Screen.
 - (2) Touch the desired paper tray to highlight it.
 - (3) Touch a paper size key to specify a paper size for the selected tray.

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

Centering Adjustment

13
Key Operator Mode

[6] Paper Type / Special Size Set (continued)

- Select **STD size** to allow the machine 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 **Non STD size** to display the popup menu to enter the paper size by using arrow keys or touch screen keypad.
- Select **Wide size 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, then touch **Input size** to display the popup menu to enter the paper size by using arrow keys or touch screen keypad.

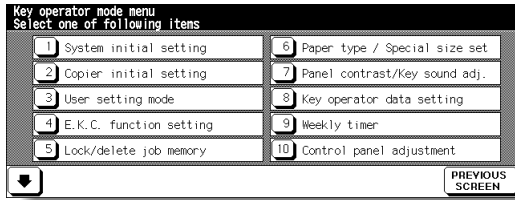
Touch **Lead edge** or **Rear edge** to select the image starting position.

- 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 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

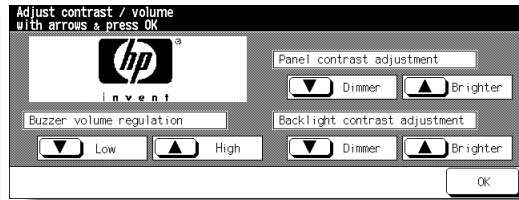
[7] Panel Contrast / Key Sound Adjustment

Use this feature to adjust the level of brightness of the touch screen portion of the control panel, and also the volume of the touch key sound.

Key Operator Mode Screen



Panel Contrast/ Key Sound Adjustment Screen



Procedure

- 1 Touch **[7] Panel contrast/Key sound adj.** on the Key Operator Mode Screen to display the Panel Contrast/ Key Sound Adjustment Screen.
- 2 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 **Low** or **High** to regulate the buzzer volume of the touch keys.
- 3 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
- 4 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

NOTE:

The control panel contrast feature can be adjusted from the Help screen. When the Control panel contrast key is pressed, the Contrast adjustment screen will be displayed.

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

Centering Adjustment

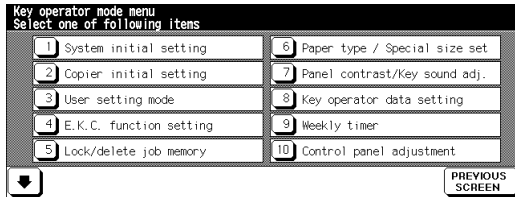
13
Key Operator Mode

[8] Key Operator Data Setting

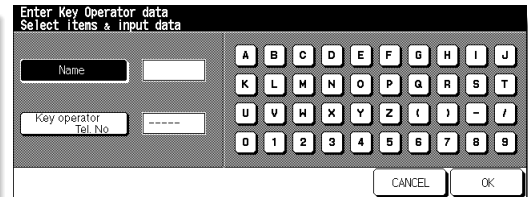
Use this screen to enter the name and extension number of the Key Operator indicated on the Help Screen selected from the Basic Screen.

- Setting options: 5-digit Key Operator telephone extension; Max. 8-character Key Operator name

Key Operator Mode Screen



Key Operator Data Setting Screen



Procedure

- 1 Touch **[8] Key operator data setting** on the Key Operator Mode Screen to display the Key Operator Data Setting Screen.
- 2 Touch **Name** to highlight it, then enter the Key Operator name up to 8 characters from the touch screen keypad.
- 3 Touch **Key Operator Tel. No.** to highlight it, then enter a 5-digit extension number from the touch screen keypad.
If the extension number is less than 5 digits, use a hyphen [-] to make it five. The hyphen added in the beginning will be indicated as a space on the Help Screen.
- 4 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
- 5 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

[9] Weekly Timer

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 machine 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 machine 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 machine, contact your service representative.

The following Weekly Timer settings can be made.

[1] Weekly timer ON/OFF setting

Enable and disable the Timer function.

[2] Timer Setting

Specify the times that the mfp will turn ON and OFF for each day of the week or the entire week.

[3] Timer action ON/OFF Setting

Specify the working days of the machine by the Timer, for all Mondays through Sundays, and/or individually for each day of the given month.

[4] Lunch hour off setting

Specify the lunch time interval during which the mfp will go off and on.

[5] Timer interrupt password set

Require Password entry for the Timer off function and establish the amount of usage time.

NOTES:

- 1 The time is set in terms of the 24 hour clock, where hour [1] is the first hour after midnight and hour [24] is the hour of midnight. For example, 6 a.m. is 06:00 hours; 6 p.m. is 18:00 hours.
- 2 The [**AUTO RESET**] key is used to change numbers determined by the **SET** touch key.

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

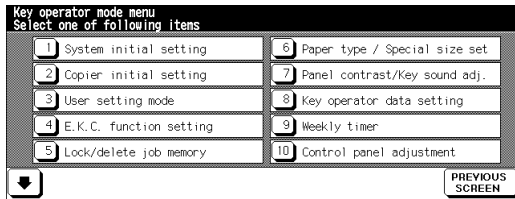
Timing Adjustment

Centering Adjustment

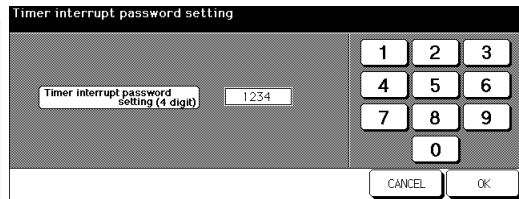
13
Key Operator Mode

How to Access the Weekly Timer Setting Mode

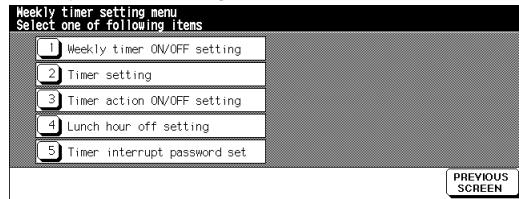
Key Operator Mode Screen



Weekly Timer Master Key Code Screen



Weekly Timer Setting Menu Screen

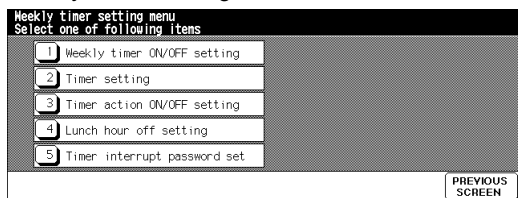


Procedure

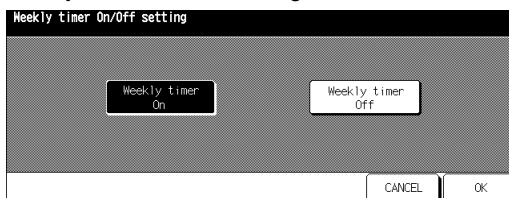
- 1 Touch **[9] Weekly timer** on the Key Operator Mode Screen.
The Weekly Timer Master Key Code Screen displays when the 4-digit Weekly Timer master key code is set by service.
Otherwise, the Weekly Timer Setting Menu Screen displays without the code requirement.
- 2 If the Weekly Timer Master Key Code Screen is displayed, use the keypad on the touch screen to enter your 4-digit Weekly Timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen.
NOTE:
If an invalid Weekly Timer master key code is entered, continue by entering the valid 4-digit code.
- 3 Select the desired Weekly Timer function, and make settings, as required.
- 4 To exit the Weekly Timer mode, touch **PREVIOUS SCREEN** on the Weekly Timer Setting Menu Screen.
- 5 To exit the Key Operator mode, touch **PREVIOUS SCREEN** on the Key Operator Mode Screen to restore the Basic Screen.

[1] Weekly Timer On/Off Setting

Weekly Timer Setting Menu Screen



Weekly Timer On/Off Setting Screen



Procedure

- 1 Touch **[9] Weekly timer** on the Key Operator Mode Screen.
Enter your 4-digit Weekly Timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen.

NOTE:

If an invalid Weekly Timer master key code is entered, continue by entering the valid 4-digit code.

- 2 Touch **[1] Weekly timer ON/OFF setting** to display the Weekly Timer On/Off Setting Screen.
- 3 Touch **Weekly timer On** to activate Weekly Timer, or touch **Weekly timer Off** to deactivate Weekly Timer. The default setting is Weekly timer Off.
The selected key will be highlighted.
- 4 Touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen.
- 5 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 6 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

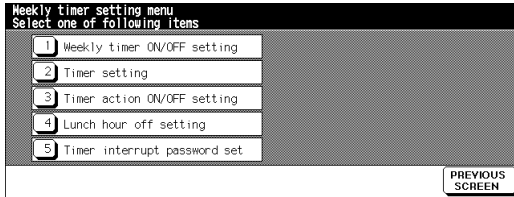
Centering Adjustment

13
Key Operator Mode

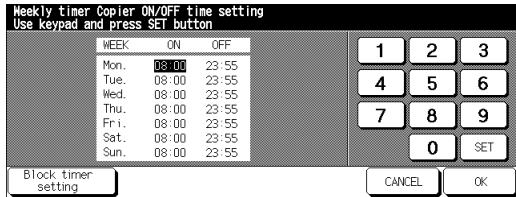
[2] Timer Setting

Use this function to set the On/Off times in hours and minutes for each day of the week or set the block time for the entire week, i.e., the same On/Off time for each day.

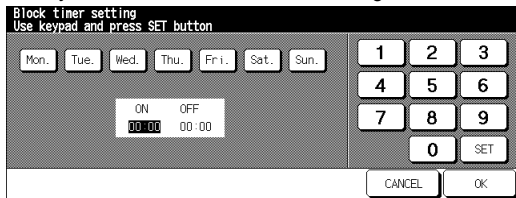
Weekly Timer Setting Menu Screen



Weekly Timer On/Off Time Setting Screen



Weekly Timer On/Off Time Block Setting Screen



Procedure

- 1 Touch **[9] Weekly timer** on the Key Operator Mode Screen.

Enter your 4-digit Weekly Timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen.

NOTE:

If an invalid Weekly Timer master key code is entered, continue by entering the valid 4-digit code.

- 2 Touch **[2] Timer setting** to display the Weekly Timer On/Off Time Setting Screen.

- 3 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 touch screen keypad, and then touch **SET**.

Touching **SET** repeatedly will shift the input section from Monday ON, Monday OFF, Tuesday ON, Tuesday OFF etc.

NOTES:

- 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 off/on condition for specific days.

When setting Sunday OFF-time, Monday ON-time is highlighted again. Proceed to step 5.

- 4 To set the ON/OFF time collectively for more than one day of the week, touch **Block timer setting** to display the Weekly Timer On/Off Time Block Setting Screen.

- 5 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 one can be selected at a time.

Enter the ON-time and OFF-time using the touch screen keypad, and then touch **SET** after each entry.

- 6 Touch **OK** on the Weekly Timer On/Off Time Setting Screen or on the Weekly Timer On/Off Time Block Setting Screen to complete the setting, and return to the Weekly Timer Setting Menu Screen.

[9] Weekly Timer (continued)

- 7 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 8 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial
Setting

mfp Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

**Weekly
Timer**

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Centre

Side 2 Lens
Adjustment

Finisher
Adjustment

HDD
Management

Scan
Transmission

Non-Image
Area Erase

Timing
Adjustment

Centering
Adjustment

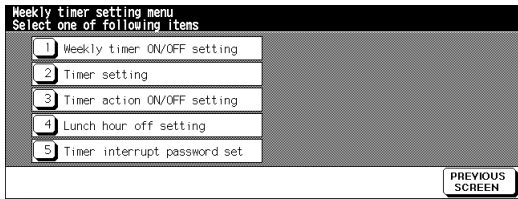
13
Key Operator
Mode

[3] Timer Action On/Off Setting

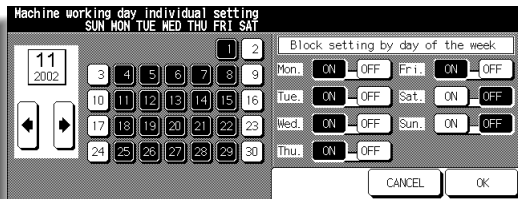
Use this function to set the On/Off condition of the mfp for a given month. Set the On-Off condition for specific days; or set it collectively, for all Mondays through Sundays of the given month.

The default setting is collective: On for Mondays through Saturdays, and Off for Sundays.

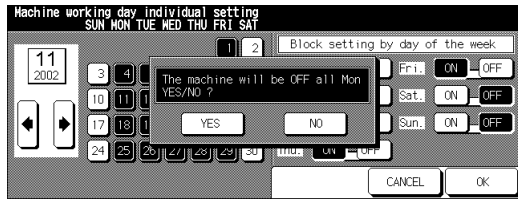
Weekly Timer Setting Menu Screen



Timer Action On/Off Setting Screen



Timer Action Change Confirmation Screen



Procedure

- 1 Touch [9] **Weekly timer** on the Key Operator Mode Screen.
Enter your 4-digit Weekly Timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen.
NOTE:
If an invalid Weekly Timer master key code is entered, continue by entering the valid 4-digit code.
- 2 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.
- 3 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.
- 4 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.
- 5 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.
- 6 Touch **OK** on the Timer Action On/Off Setting Screen to complete the setting and return to the Weekly Timer Setting Menu Screen.

[9] Weekly Timer (continued)

- 7 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 8 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial
Setting

mfp Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

**Weekly
Timer**

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Centre

Side 2 Lens
Adjustment

Finisher
Adjustment

HDD
Management

Scan
Transmission

Non-Image
Area Erase

Timing
Adjustment

Centering
Adjustment

13
Key Operator
Mode

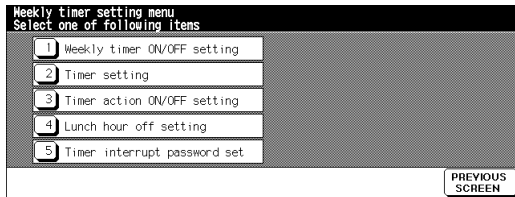
[4] Lunch Hour Off Setting

The Weekly Timer function turns the mfp ON and OFF once a day.

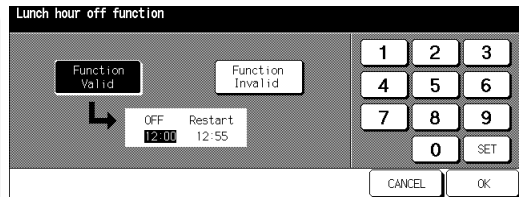
Use this Lunch hour off function to shut down power for lunch break then turn on again while the mfp is turned on due to the Weekly Timer function.

Only one off time interval can be programmed.

Weekly Timer Setting Menu Screen



Lunch Hour Off Setting Screen



Procedure

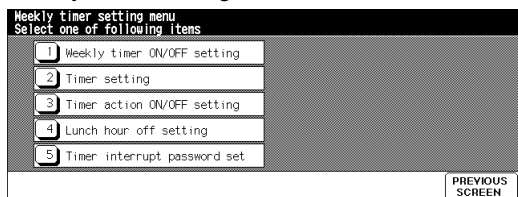
- 1 Touch **[9] Weekly timer** on the Key Operator Mode Screen.
Enter your 4-digit Weekly Timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen.
NOTE:
If an invalid Weekly Timer master key code is entered, continue by entering the valid 4-digit code.
- 2 Touch **[4] Lunch hour off setting** to display the Lunch Hour Off Setting Screen.
- 3 Touch **Function Valid** to activate the Lunch hour off function.
Set OFF-time and Restart-time using the touch screen keypad, and then touch **SET** after each entry.
- 4 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.
- 6 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 7 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

[5] Timer Interrupt Password Setting

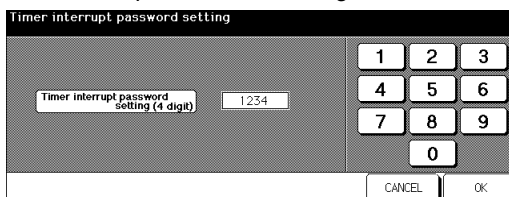
Use this password setting mode to establish a 4-digit password requirement for using Timer Interrupt function.

The default password of 0000 allows the timer function to be interrupted without the requirement for password entry.

Weekly Timer Setting Menu Screen



Timer Interrupt Password Setting Screen



Procedure

- 1 Touch **[9] Weekly timer** on the Key Operator Mode Screen.
Enter your 4-digit Weekly Timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen.

NOTE:

If an invalid Weekly Timer master key code is entered, continue by entering the valid 4-digit code.

- 2 Touch **[5] Timer interrupt password set** to display the Timer Interrupt Password Setting Screen.
- 3 Use the touch screen keypad to enter a 4-digit password, and then touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen.

NOTE:

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).

- 4 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 5 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

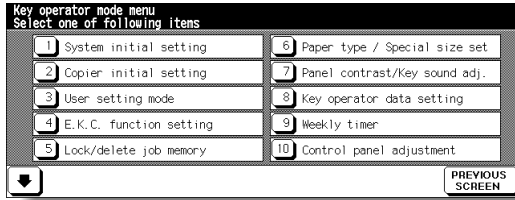
Centering Adjustment

13
Key Operator Mode

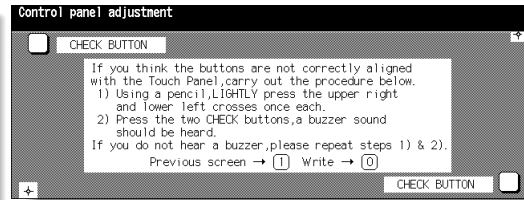
[10] Control Panel Adjustment

Use this feature to check the malfunction of the LCD touch screen due to the shift in position of the touch sensor.

Key Operator Mode Screen



Control Panel Adjustment Screen



Procedure

- 1 Touch **[10] Control panel adjustment** on the Key Operator Mode Screen to display the Control Panel Adjustment Screen.
- 2 Touch the “+” indication 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.

NOTE:

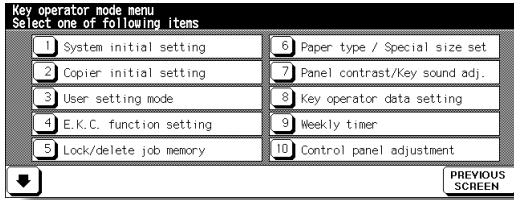
When touching the “+” indications, it is recommended that you use a sharp point such as a pencil to be much more accurate.

- 3 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.
- 4 Touch the **CHECK BUTTONs** at the upper left and lower right corners on the screen to check if the buzzer tone functions normally.
- 5 If the coordinates fall out of the range of the standard value in step 3, or the buzzer tone does not sound in step 4, repeat the adjustment procedure from 2 to 4.
- 6 Press [0] to write the new data, or press [1] to restore the Key Operator Mode Screen.
- 7 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

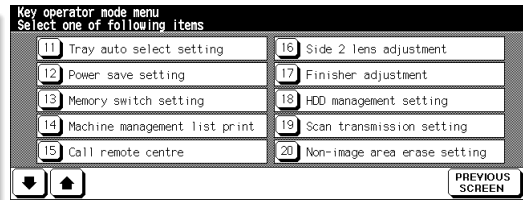
[11] Tray Auto Select Setting

Select to be detected or not to be detected, and priority of detection for each tray when ATS/APS functions.

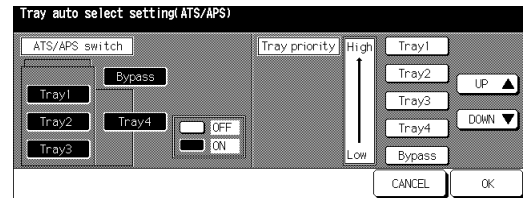
Key Operator Mode Screen 1



Key Operator Mode Screen 2



Tray Auto Select Setting Screen



Procedure

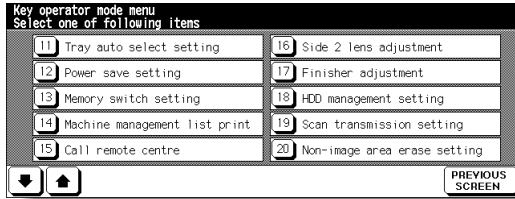
- 1 Touch **[11] Tray auto select setting** on the Key Operator Mode Screen to display the Tray Auto Select Setting Screen.
- 2 On the left half of the screen, touch to highlight each tray key, then select **OFF** or **ON** to specify whether the selected tray is to be automatically detected or not when ATS/APS functions.
- 3 Tray keys specified as ATS/APS 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.
- 4 Touch **OK** to complete the setting and restore the Key Operator Mode Screen.
- 5 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

- Key Operator Mode
- System Initial Setting
- mfp Initial Setting
- User Setting Mode
- E.C.M.
- Lock/Delete Job Memory
- Paper Type/Special Size
- Panel Contrast/Key Sound
- Key Operator Data Setting
- Weekly Timer
- Control Panel Adjustment
- Tray Auto Select Setting
- Power Save Setting
- Memory Switch
- Machine Management List Print
- Call Remote Centre
- Side 2 Lens Adjustment
- Finisher Adjustment
- HDD Management
- Scan Transmission
- Non-Image Area Erase
- Timing Adjustment
- Centering Adjustment

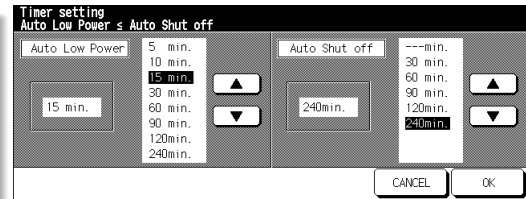
[12] Power Save Setting

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.

Key Operator Mode Screen



Power Save Setting Screen



Procedure

- 1 Touch **[12] Power save setting** on the Key Operator Mode Screen to display the Power Save Setting Screen.
- 2 The periods of time currently selected for each power save function are located on the Timer Setting Screen below the Auto Low Power and Auto Shut Off indicators.
Touch the arrow keys (▲) and (▼) in each area to select a specific waiting period before activating the Auto Low Power or Auto Shut Off.

NOTES:

- 1 The period of time selected for Auto Low Power cannot exceed the Auto Shut Off setting.
 - 2 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.
- 3 Touch **OK** to complete the setting and restore the Key Operator Mode screen.
 - 4 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

[13] Memory Switch Setting

This function allows you to change the Memory Settings listed below.
See pp. 13-40~13-44 for details on Memory Settings.

SW No.	Item	Setting (default is underlined)
No. 01:	Auto reset timer	<u>OFF</u> / 30 sec. / 60 sec. / 90 sec. / 120 sec. / 150 sec. / 180 sec. / 210 sec. / 240 sec. / 270 sec. / 300 sec.
No. 02:	AUTO RESET key function	<u>Full-Auto</u> / Initial Setting
No. 03:	RADF-Original effect	RADF+AUTO RESET key selected / <u>RADF selected</u>
No. 04:	Job memory auto recall (30)	<u>OFF</u> / ON
No. 05:	Finisher mode by Full-auto	Face down (Sub tray) / Non-Sort / <u>Sort</u> / Staple sort / Stitch&Fold / Fold / Face up (Sub tray)
No. 06:	Initial by Key counter insert	OFF / <u>ON</u>
No. 07:	Erasure outside area of orig.	Erased for except Platen (1:1) / <u>Area outside of orig. erased</u> / Erased for APS/AMS only
No. 08:	RADF frame erasure selection	None / 1mm frame / 2mm frame / <u>3mm frame</u> / 4mm frame / 5mm frame
No. 09:	Automatic tray switching	<u>OFF</u> / ON
No. 10:	Platen APS	OFF / <u>ON</u>
No. 11:	RADF APS	OFF / <u>ON</u>
No. 12:	Platen AMS	OFF / <u>ON</u>
No. 13:	RADF AMS	OFF / <u>ON</u>
No. 14:	Select tray when APS cancel	<u>APS preferential tray</u> / Tray 1 / Tray 2 / Tray 3 / Bypass tray
No. 15:	Platen original size detect	Only A series / Full size / <u>AB series</u> / Inch series
No. 16:	RADF original size detect	Only A series / Full size / <u>AB series</u> / Inch series
No. 17:	Platen orig. size detect (SMALL)	<u>A5R</u> / B6R / 5.5"x8.5"R / B5 / A4 / 8.5"x11"
No. 18:	Rotation	ON-APS/AMS only / <u>ON-APS/AMS/Reduce only</u> / ON-Always
No. 19:	Staple mode reset-function	OFF / ON
No. 20:	JOB offset operating	OFF / ON
No. 21:	Continuation print	OFF / ON
No. 22:	SDF Auto start	OFF / ON-Memory mode only
No. 23:	Key click sound	OFF / <u>ON</u>
No. 24:	1 SHOT indication time	<u>3 seconds</u> / 5 seconds
No. 25:	Power save screen	<u>Shut off mode</u> / Low power mode
No. 26:	START key latch function	OFF / <u>ON</u>
No. 27:	STOP key function	<u>JOB momentary stop</u> / JOB cancel
No. 28:	Auto select of Booklet copy	<u>Automatic selection</u> / Non Automatic selection
No. 29:	E.C.M. password	under 8 digits / <u>8 digits</u>
No. 30:	Arrow key change <Image Shift>	<u>Decimal point off (1 STEP 1mm)</u> / Decimal point on (1 STEP 0.1mm)
No. 31:	Exit direction (1 sheet, platen)	Face up / <u>Face down</u>
No. 32:	An interruption suspended way	<u>Division of a number of copies</u> / During of a number of copies
No. 33:	E.C.M. password input timing	<u>Auto reset timer</u> / complete job

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

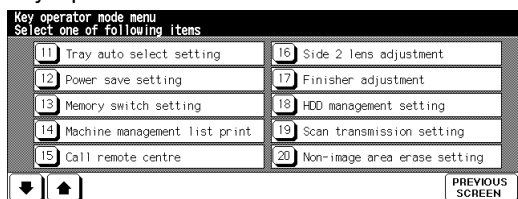
Centering Adjustment

13
Key Operator Mode

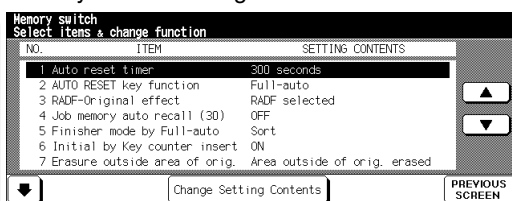
[13] Memory Switch Setting (continued)

No. 34: Sound (No paper, toner/ JAM)	OFF / 3 seconds / 5 seconds / 10 seconds
No. 35: Reserve copy function	<u>Reserve copy by folder select</u> / Reserve copy by original set
No. 36: Scan stop by a pull out tray	ON / OFF
No. 37: Change page no. pos. (booklet)	OFF / ON (Outside page numbering)
No. 38: Trimmer (STD/ Non STD size)	<u>STD size</u> / Non STD size
No. 39: Timer which prohibits Print	OFF / 15 seconds / <u>30 seconds</u> / 60 seconds / 90 seconds
No. 40: Bookmark function	<u>ON (It is cancel every JOB)</u> / ON (It is not cancel every JOB) / OFF
No. 41: Delete of overlay image	Permission (Delete/Overwrite) / <u>Prohibition (Delete/Overwrite)</u>
No. 42: Orig. direction/binding mode	<u>It is cancel every job</u> / It is not cancel
No. 43: Image stored cont. (SRV)	OFF / ON
No. 44: Image recalled cont. (SRV)	OFF / ON
No. 45: Exit direction	<u>Face down</u> / Face up

Key Operator Mode Screen



Memory Switch Setting Screen



Procedure

- 1 Touch **[13] Memory switch setting** on the Key Operator Mode Screen to display the Memory Switch Setting Screen.
- 2 Use the procedure below to select the desired item and change the setting.
 - (1) Touch the arrow keys ▲ and ▼ at the right on the Memory Switch Setting Screen to select the desired item.
 - (2) Touch the arrow keys ⬆ and ⬇ at the lower left to scroll the screen.
 - (3) Touch **Change Setting Contents** to change the setting of the highlighted item.
 - (4) Repeat above steps (1) to (3) to make several changes in succession.
- 3 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 4 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

The following functions can be provided by the Memory switch settings.

[1] Auto reset timer

Set the reset interval starting from the completion of a copying job until the machine returns to the initial condition.

[2] AUTO RESET key function

Set the condition of the following modes when [**AUTO RESET**] is pressed: Copy mode, Copy density, Magnification, Tray selection.

[13] Memory Switch Setting (continued)

[3] RADF-Original effect

Set the machine condition when original is set on RADF in non-RADF mode with RADF unit closed.

[4] Job memory auto recall (30)

Job memory No. 30 is automatically recalled when power is turned on or when Auto Reset is restored.

This job recall function works only when Job No. 30 is registered.

[5] Finisher mode by AUTO RESET

Set the Finisher mode to be recalled when [**AUTO RESET**] is pressed.

[6] Initial by Key counter insert

Set the machine to return to the initial state when Key counter is inserted.

[7] Erasure outside area of original

Set the machine to delete the outside area of original.

[8] RADF frame erasure selection

Set Frame erasure to function anytime in RADF mode.

[9] 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.

[10] Platen APS

The mfp automatically selects the same size copy paper as the original placed on the platen glass. (In reduction or enlargement mode, an appropriate paper size is selected according to the ratio selected.)

[11] RADF APS

The mfp automatically selects the same size copy paper as the original placed on the RADF. (In reduction/enlargement mode, an appropriate paper size is selected according to the ratio.)

[12] Platen AMS

The mfp detects the size of the platen original and selects the appropriate magnification ratio to correspond to the selected paper size.

[13] RADF AMS

After detecting the original size placed on the RADF the mfp automatically selects an appropriate ratio for the copy when paper size is selected manually.

[14] Select tray when APS cancel

Select the tray to be automatically selected when APS is released.

[15] Platen original size detect

Select the series of the original paper size detected from the platen glass.

Key Operator
Mode

System Initial
Setting

mfp Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Centre

Side 2 Lens
Adjustment

Finisher
Adjustment

HDD
Management

Scan
Transmission

Non-Image
Area Erase

Timing
Adjustment

Centering
Adjustment

13
Key Operator
Mode

[13] Memory Switch Setting (continued)

[16] RADF original size detect

Select the series of the original paper size detected from the RADF.

[17] Platen orig. size detect (SMALL)

Select the minimum original paper size detected from the platen glass.

[18] Rotation

Select to activate, activate the Rotation only when the APS/AMS functions, or activate the Rotation only when the APS/AMS/reduce functions.

[19] Staple mode reset-function

Staple mode is automatically canceled after a job is completed with Staple sort mode ON. (Sort mode is selected.)

[20] JOB offset operating

Set the mfp to offset the copies of different jobs.

[21] Continuation print

Set the mfp to output multiple reserve jobs in succession.

[22] SDF Auto start

Select to feed the SDF original automatically when placed on the RADF, press [**START**] to feed the SDF original.

[23] Key click sound

Activate or deactivate the sound each time a key is pressed on the touch panel.

[24] 1 SHOT indication time

Select the SHOT indication time function.

[25] Power save screen

Select the screen to display when pressing the [**SLEEP ON/OFF**] key.

[26] START key latch function

Activate or deactivate the latch function.

[27] STOP key function

Select to display or not to display the confirmation message when [**STOP**] key is pressed.

[28] Auto select of Booklet copy

Set the mfp with Q3220A mounted to automatically select the Booklet mode when Stitch&Fold or Fold output mode is selected.

[29] E.C.M. password

Select the acceptable number of digits for the ECM master key code.

[30] Arrow key change (Image Shift)

Select the 1 step unit of the touch key to specify the shift amount in Image shift.

[13] Memory Switch Setting (continued)

[31] Exit direction of 1 sheet

Select to exit face up or face down when making only 1 sheet of copy.

[32] An interruption suspended way

Select the timing to stop the job in progress when [**INTERRUPT**] is pressed.

[33] E.C.M. password input timing

Set the input timing for the ECM password.

[34] Sound (No paper/JAM)

Select the duration of the buzzer for alerting that the machine has stopped being out of paper or due to paper misfeed.

[35] Reserve copy function

Set the selection for the reserve job setting.

[36] Scan stop by a pull out tray

Select to stop or continue the scanning job when a tray is pulled out.

[37] Change page no. pos. (booklet)

Set the machine to position the page numbers automatically on the outside edges of the copy when using Booklet with Page Numbering in Stamp.

[38] Trimmer (STD/ Non STD size) (Function invalid)

Set the machine to allow trimming the folded or stapled & folded sheets in non-standard size (or wide size).

[39] Timer which prohibits Print

Set the timer to allow the printing job after operating the copying job.

[40] Bookmark function

Select to set the Bookmark function only for the current job, set for all the following jobs, or deactivate the function.

[41] Delete of overlay image

In Overlay Memory setting, select to permit or prohibit deleting the selected image data previously stored in HDD, and also overwriting the data of the same name when storing new data in HDD.

[42] Orig. direction/binding mode

Select to reset or save the original direction and bind position settings made on the Special Original popup menu and Output Mode popup menu after completion of each copying job.

[43] Image stored cont. (SRV)

When storing the image data in HDD/PC in scan/server mode, select to release or continue the scan/server mode after completion of each image data storing job.

Key Operator
Mode

System Initial
Setting

mfp Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Centre

Side 2 Lens
Adjustment

Finisher
Adjustment

HDD
Management

Scan
Transmission

Non-Image
Area Erase

Timing
Adjustment

Centering
Adjustment

13
Key Operator
Mode

[13] Memory Switch Setting (continued)

[44] Image recalled cont. (SRV)

When recalling the image data stored in HDD/PC in scan/server mode, select to recall only one job or to continue recalling jobs.

[45] Exit direction

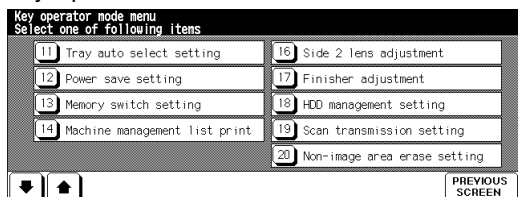
Select to exit face up or face down when making single-sided copies in non-sort or sort mode using finisher primary (main) tray.

[14] Machine Management List Print

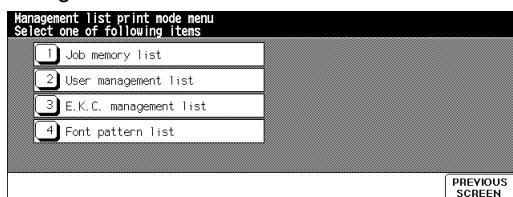
Use this function to print out the list selected from the following items.

- Job memory list: Programmed contents of Job memory
- User management list: Home position settings selected by user
- E.C.M. management list: Machine informations managed by ECM
- Font pattern list: Font patterns used in the machine

Key Operator Mode Screen



Management List Print Menu Screen



Procedure

- 1 Touch **[14] Machine management list print** on the Key Operator Mode Screen to display the Management List Print Menu Screen.
- 2 Touch the desired item on the screen. The Basic Screen will resume automatically.
- 3 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.
- 4 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 5 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

Centering Adjustment

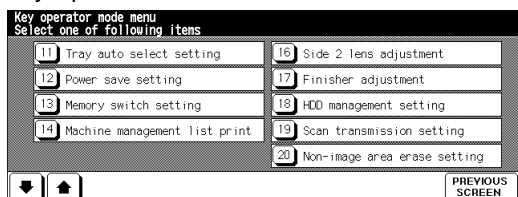
13
Key Operator Mode

[15] Call Remote Centre

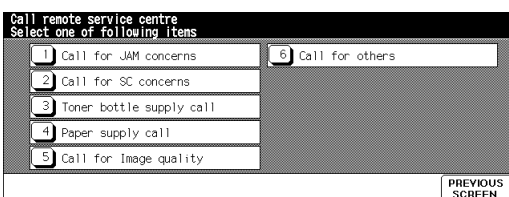
When activated, the Remote Diagnostics option is automatically monitored by a hp service representative. In case of machine trouble, select the Call Remote Centre option. Your service representative will contact you to determine the appropriate means for resolving the problem.

- ❑ Setting options: Call for JAM concerns, Call for SC concerns, Toner bottle supply call, Paper supply call, Call for image quality, Call for others

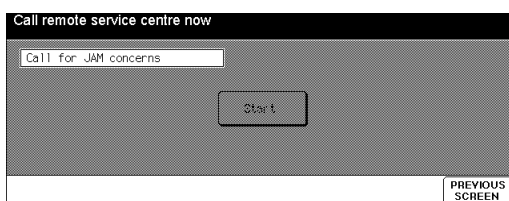
Key Operator Mode Screen



Call Remote Service Centre Screen



Start Call Screen



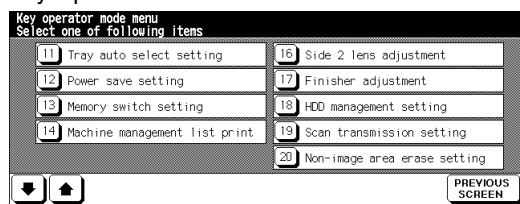
Procedure

- 1 Touch **[15] Call remote centre** on the Key Operator Mode Screen to display the Call Remote Service Centre Screen.
- 2 Touch **[1] Call for JAM concerns; [2] Call for SC concerns; [3] Toner bottle supply call; [4] Paper supply call; [5] Call for Image quality; or [6] Call for others**.
The Start Call Screen will be displayed.
- 3 Touch **Start** to call.
- 4 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 5 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

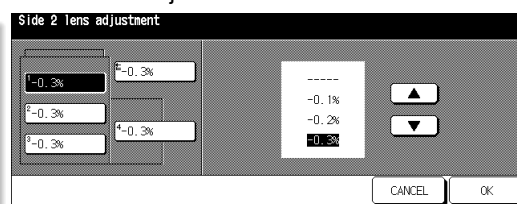
[16] Side 2 Lens Adjustment

Use this function to set the adjustment data of the magnification ratio for each tray as Side 2.

Key Operator Mode Screen



Side 2 Lens Adjustment Screen



Procedure

- 1 Touch **[16] Side 2 lens adjustment** on the Key Operator Mode Screen to display the Side 2 Lens Adjustment Screen.
- 2 Touch to highlight the desired tray key, then touch arrow keys to select an adjustment data.
The selected data will be displayed on the highlighted tray key.
- 3 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
- 4 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

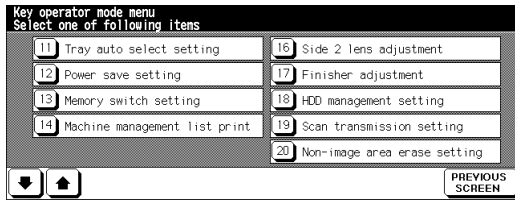
Centering Adjustment

13
Key Operator Mode

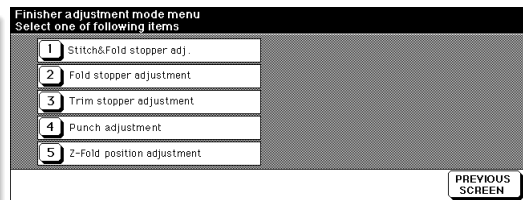
[17] Finisher Adjustment

Use this mode to make fine adjustments to each function of the finisher.

Key Operator Mode Screen



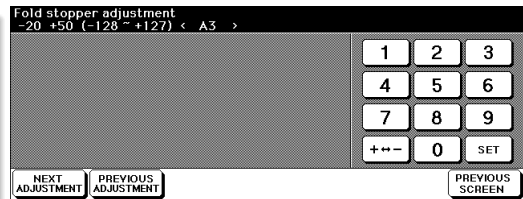
Finisher Adjustment Menu Screen



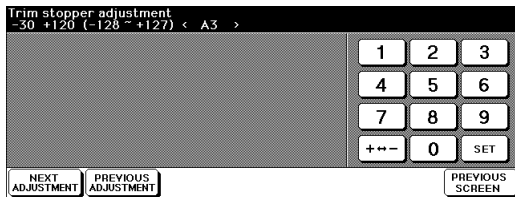
Stitch&Fold Stopper Position Adjustment Screen



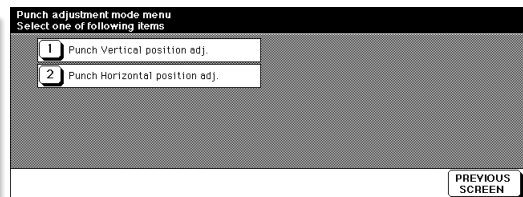
Fold Stopper Position Adjustment Screen



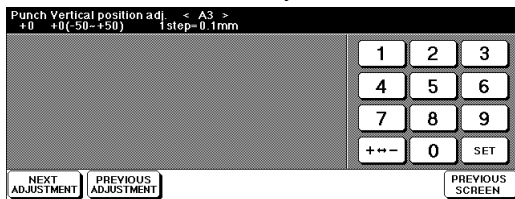
Trim Stopper Adjustment Screen



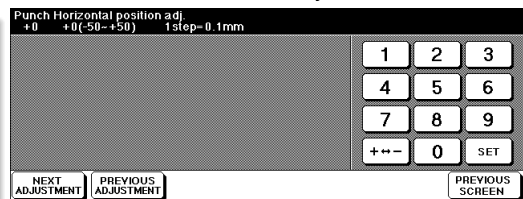
Punch Adjustment Menu Screen



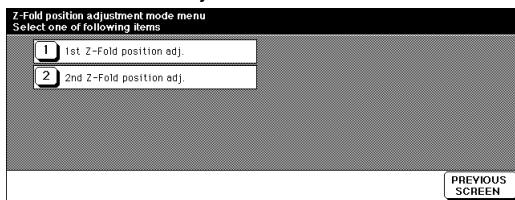
Punch Vertical Position Adjustment Screen



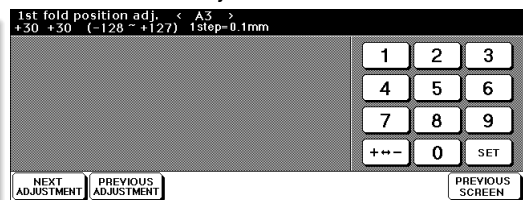
Punch Horizontal Position Adjustment Screen



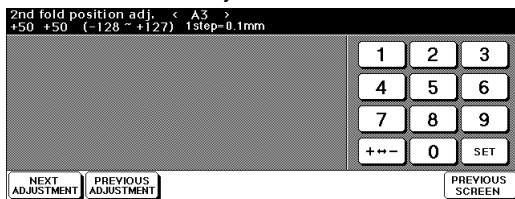
Z-Fold Position Adjustment Menu Screen



1st Fold Position Adjustment Screen



2nd Fold Position Adjustment Screen



[17] Finisher Adjustment (continued)

Procedure

- 1 Touch **[17] Finisher adjustment** on the Key Operator Mode Screen to display the Finisher Adjustment Menu Screen.
- 2 Touch the desired menu key to display the adjustment screen for each function.
- 3 Make fine adjustment on the screen. To go on or back to another adjustment screen, touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT**. Touching **PREVIOUS SCREEN** restores the Finisher Adjustment Menu Screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 5 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

Centering Adjustment

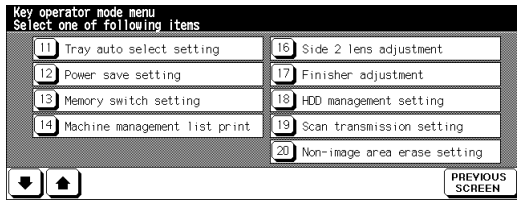
13
Key Operator Mode

[18] HDD Management Setting

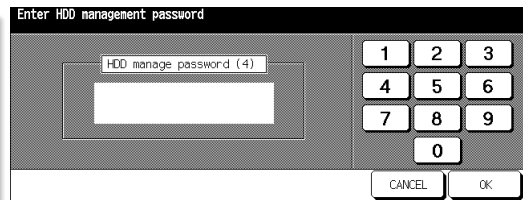
Use this function to manage the image data stored in the HDD and to check the space available for new data.

- 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 data so that it will be deleted automatically when specified period has passed.
- State of HDD capacity: Check the space in percentage.

Key Operator Mode Screen



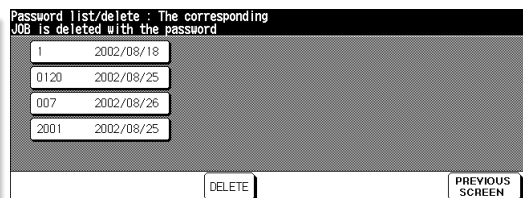
HDD Management Password Entry Screen



HDD Management Setting Menu Screen



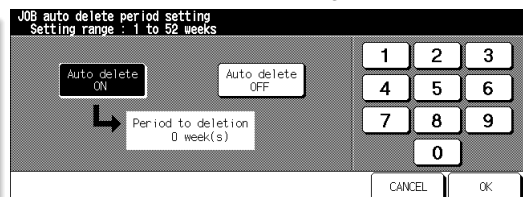
Password List/Delete Screen



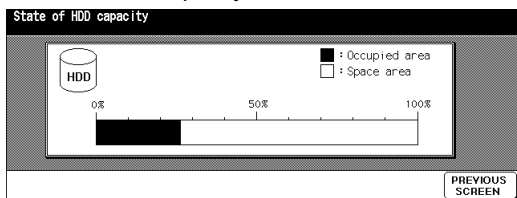
Password List/Delete Screen



JOB Auto Delete Period Setting Screen



State of HDD Capacity Screen



[18] HDD Management Setting (continued)

Procedure

- 1 Touch **[18] HDD management setting** on the Key Operator Mode Screen.
The HDD Management Password Entry Screen will be displayed when the 4-digit HDD management password is set by service representative.

Otherwise, the HDD Management Setting Menu Screen displays without the password requirement.

If the HDD Management Password Entry Screen is displayed, use the keypad on the touch screen to enter your 4-digit HDD management password; then touch **OK** to display the HDD Management Setting Menu Screen.

NOTE:

The HDD management password is not initially set. Contact your service representative, if desired.

- 2 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:

- (1) Touch **[1] Password list/delete** to display the Password List/Delete Screen.
- (2) Touch to highlight the password key to be deleted, then touch **DELETE**. The popup menu will appear for confirmation.
- (3) Touch **YES** to delete the selected password and all the data corresponding to it or touch **NO** to cancel.
- (4) Touch **PREVIOUS SCREEN** to return to the HDD Management Setting Menu Screen.

To delete the password and data automatically:

- (1) Touch **[2] JOB auto delete period setting** to display the Job Auto Delete Period Setting Screen.
- (2) Touch **Auto delete ON** to highlight it, then enter the number of weeks to keep each data, using the touch screen keypad. The maximum period of time is 52 weeks.
- (3) Touch **OK** to complete the setting.

To check the current state of HDD capacity:

- (1) Touch **[3] State of HDD capacity** to display the State of HDD Capacity Screen. The bar chart on the screen shows the current state of HDD capacity.
- (2) Touch **PREVIOUS SCREEN** to return to the HDD Management Setting Menu Screen.

- 3 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 4 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial
Setting

mfp Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Centre

Side 2 Lens
Adjustment

Finisher
Adjustment

**HDD
Management**

Scan
Transmission

Non-Image
Area Erase

Timing
Adjustment

Centering
Adjustment

13
Key Operator
Mode

[19] Scan Transmission Setting

Use this function to change or delete the address registered for transmitting the image data scanned on the machine.

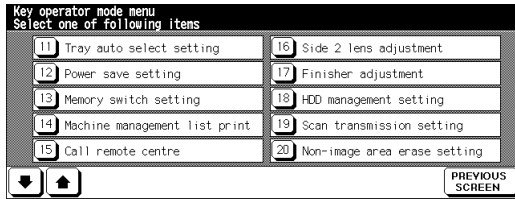
The following three address types can be registered.

- E-mail
- HDD (box No.)
- FTP (FTP server address)

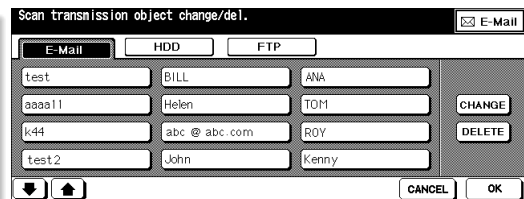
NOTE:

The [19] Scan Transmission Setting key will function only when IP-602 Printer Controller is installed in the machine.

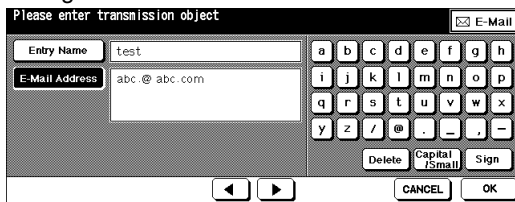
Key Operator Mode Screen



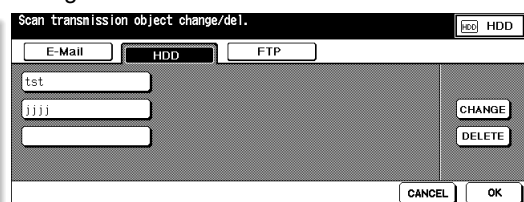
Scan Transmission Setting Screen



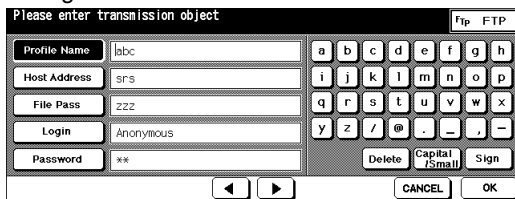
Change E-Mail Address Screen



Change Box No. Screen



Change FTP Address Screen



Procedure

- 1 Touch **[19] Scan transmission setting** on the Key Operator Mode Screen to display the Scan Transmission Setting Screen.
- 2 Select the desired address type.
Touch **E-Mail**, **HDD**, or **FTP** to display the registered name keys on each page.
- 3 Select the name key to be changed or deleted.
Touch the **↓** Lower arrow key to scroll, or **↑** Upper arrow key to return.

To delete the address:

Touch to highlight the desired name key, then touch **DELETE**.

The selected key will be deleted from the screen.

[19] Scan Transmission Setting (continued)

To change the address:

- (1) Touch to highlight the desired name key, then touch **CHANGE**.
The subsequent screen according to the address type will be displayed. (See previous page.)
 - (2) Touch to highlight the registered item key on the left, then change the information under that key using the alphabet keys on the screen.
 - (3) Touch **OK** on each screen to complete the setting and restore the Scan Transmission Setting Screen.
- 4 Touch **OK** to restore the Key Operator Mode Screen.
 - 5 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator
Mode

System Initial
Setting

mfp Initial
Setting

User Setting
Mode

E.C.M.

Lock/Delete
Job Memory

Paper Type/
Special Size

Panel Contrast/
Key Sound

Key Operator
Data Setting

Weekly
Timer

Control Panel
Adjustment

Tray Auto
Select Setting

Power Save
Setting

Memory
Switch

Machine
Management
List Print

Call Remote
Centre

Side 2 Lens
Adjustment

Finisher
Adjustment

HDD
Management

**Scan
Transmission**

Non-Image
Area Erase

Timing
Adjustment

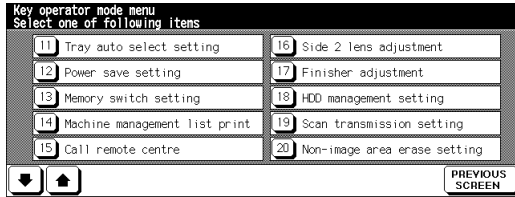
Centering
Adjustment

13
Key Operator
Mode

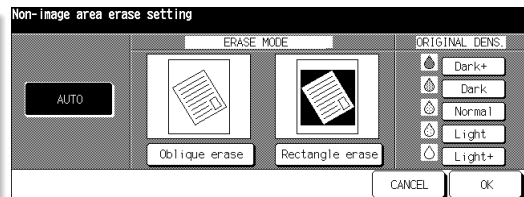
[20] Non-Image Area Erase Setting

Select the mode of Non-Image Area Erase function to be in effect when this feature is selected on the Application Selection Screen after power is turned on or after Auto Reset occurs.

Key Operator Mode Screen



Non-Image Area Erase Setting Screen



Procedure

- 1 Touch **[20] Non-image area erase setting** on the Key Operator Mode Screen to display the Non-Image Area Erase Setting Screen.
- 2 Select the desired erase mode and original density level.
Touch **AUTO** to let the machine 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. Five exposure levels are provided.

NOTE:

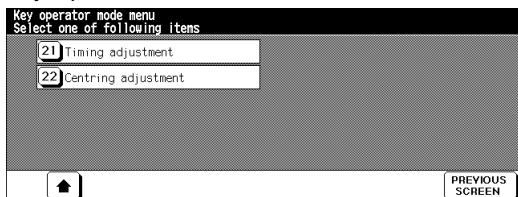
Select AUTO mode if the specified Oblique or Rectangle Erase mode does not function properly due to the type of set original.

- 3 Touch **OK** to complete the setting and restore the Key Operator Mode Screen.
- 4 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

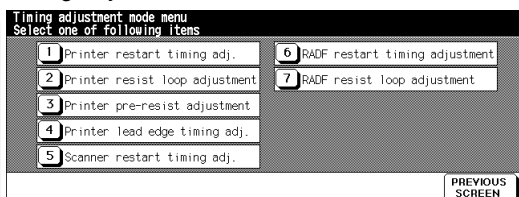
[21] Timing Adjustment

Use this mode to make fine adjustments of the timing for printing or scanning function.

Key Operator Mode Screen



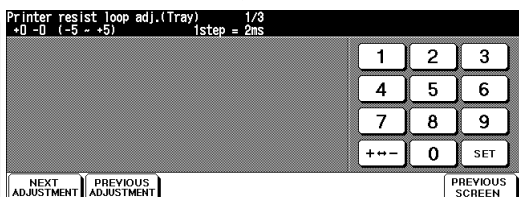
Timing Adjustment Menu Screen



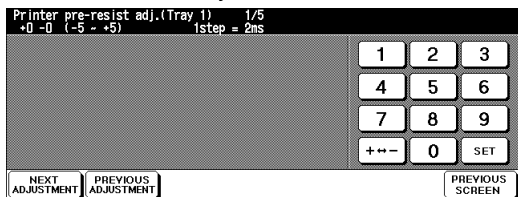
Printer Restart Timing Adjustment Screen



Printer Resist Loop Adjustment Screen



Printer Pre-resist Adjustment Screen



Printer Lead Edge Timing Adjustment Screen



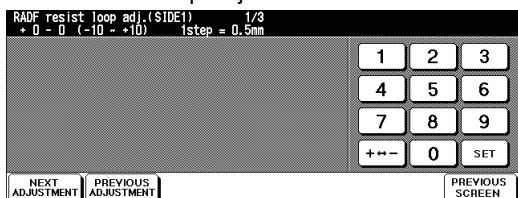
Scanner (Platen) Restart Timing Adjustment Screen



RADF Restart Timing Adjustment Screen



RADF Resist Loop Adjustment Screen



Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

Centering Adjustment

13
Key Operator Mode

[21] Timing Adjustment (continued)

Procedure

- 1 Touch **[21] Timing adjustment** on the Key Operator Mode Screen to display the Timing Adjustment Menu Screen.
- 2 Touch the desired menu key to display the adjustment screen for each function.
- 3 Make fine adjustment on the screen. To go on or back to another adjustment screen, touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT**. Touching **PREVIOUS SCREEN** restores the Timing Adjustment Menu Screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 5 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

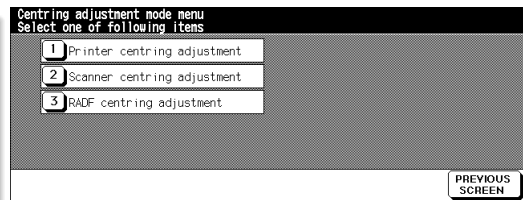
[22] Centering Adjustment

Use this mode to make fine adjustments of the image centering function.

Key Operator Mode Screen



Centering Adjustment Menu Screen



Printer Centering Adjustment Screen



Scanner (Platen) Centering Adjustment Screen



RADF Centering Adjustment Screen



Procedure

- 1 Touch **[22] Centering adjustment** on the Key Operator Mode Screen to display the Centering Adjustment Menu Screen.
- 2 Touch the desired menu key to display the adjustment screen for each function.
- 3 Make fine adjustment on the screen. To go on or back to another adjustment screen, touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT**. Touching **PREVIOUS SCREEN** restores the Centering Adjustment Menu Screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
- 5 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial Setting

mfp Initial Setting

User Setting Mode

E.C.M.

Lock/Delete Job Memory

Paper Type/Special Size

Panel Contrast/Key Sound

Key Operator Data Setting

Weekly Timer

Control Panel Adjustment

Tray Auto Select Setting

Power Save Setting

Memory Switch

Machine Management List Print

Call Remote Centre

Side 2 Lens Adjustment

Finisher Adjustment

HDD Management

Scan Transmission

Non-Image Area Erase

Timing Adjustment

Centering Adjustment

13
Key Operator Mode

blank page

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