KONICA MINOLTA

The essentials of imaging

bizhub PRO 1200/1051

User's Guide

Copier



Introduction
1 Precautions for Installation and Use
2 Preparation for Use
3 Paper and Original Information
4 Supplies & Handling
5 Troubleshooting
6 Maintenance
7 Specifications
8 Before Making Copies
9 Basic Job Settings
10 Application Functions
11 Output Setting
12 Job Management
13 Advanced Information
14 Appendix
15 Index

bizhub PRO 1200/1051

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User's Guide

Introduction

Thank you for choosing this machine.

This manual contains details on the operation of the various functions of the machine, precautions on its use, and basic troubleshooting procedures. In order to ensure that this machine is used correctly and efficiently, carefully read this manual before using the machine. After reading the manual, store it in the designated holder so that it can easily be referred to when questions or problems arise during operation.

The illustrations used in this manual may appear slightly different from views of the actual equipment.

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Contents

Introduction
Contents
Energy Star®
Composition of User's Guide
Conventions of User's Guide
Legal Restrictions on Copying
Available Features

1 Precautions for Installation and Use

1.1 Safety Information 1-2
1.2 Regulation Notices 1-11
1.2.1 Electromagnetic Interference 1-11
1.3 Caution Labels and Indicators 1-13
1.4 Installation Space 1-18
1.5 Operation Precautions 1-40

2 Preparation for Use

2.1 Machine Configuration 2-2
2.1.1 External Machine Items 2-2
2.1.2 Internal Machine Items 2-4
2.1.3 Control panel layout 2-6
2.1.4 Copy Screen 2-8
2.1.5 Machine Status Screen 2-11
2.1.6 Standard/Optional Equipment 2-13
2.1.7 Paper Feeding Unit PF-702 2-26
2.1.8 Paper Feeding Unit with Suction Feeding System PF-703 2-28
2.1.9 Paper Feeding Unit with Suction Feeding System PI-PFU 2-30
2.1.10 Relay Unit RU-506 2-32
2.1.11 Staple Finisher FS-521 2-34
2.1.12 Folding Unit FD-503 2-36
2.1.13 Removable HDD Kit RH-101 2-39
2.1.14 Saddle Stitch Unit SD-506 2-40
2.1.15 Perfect Binder PB-502 2-42
2.1.16 Perfect Binder PB-503 2-45

2.1.17 Large Capacity Stacker LS-505 2-50
2.1.18 Multi Punch GP-501 2-52
2.2 Turning On/Off the Power Switch 2-54
2.3 Automatically Resetting the Copy Conditions: Auto Reset Setting 2-62
2.4 To Use Machine When Power Save LED Lights 2-63
2.4.1 Automatically Conserving Energy: Auto Low Power 2-65
2.4.2 Automatically Conserving Energy: Auto Shut Off 2-66
2.4.3 Manually Conserving Energy 2-67
2.4.4 Limiting Machine Usage: Weekly Timer 2-69
2.5 Making User Authentication 2-71

3 Paper and Original Information

3.1 Paper Information 3-2
3.1.1 Paper Weight 3-2
3.1.2 Paper Tray/ Exit Tray Capacity 3-4
3.1.3 Paper Size 3-9
3.1.4 Auto Tray Switch Function 3-14
3.1.5 To Store Copy Paper 3-14
3.2 Original Information 3-15
3.2.1 Using Original Glass 3-15
3.2.2 ADF Originals 3-16

4 Supplies & Handling

4.1 Loading Paper 4-2
4.1.1 Checking Paper to Be Loaded 4-3
4.1.2 Loading Paper in Main Body Trays (Trays 1 and 2) 4-6
4.1.3 Loading Paper in Paper Feeding Unit PF-702 (Trays 3 to 8) 4-8
4.1.4 Loading Paper in Paper Feeding Unit with Suction Feeding System PF-703 (Trays 3 to 8) 4-12
4.1.5 Making Fine Adjustment on Side Guides in Paper Feeding Unit with Suction Feeding System PF-703 4-16
4.1.6 Loading Small Size Paper in Paper Feeding Unit PF-702 and Paper Feeding Unit with Suction Feeding System PF-703 4-21
4.1.7 Loading Paper in Paper Feeding Unit with Suction Feeding System PI-PFU 4-26

4.1.8 Loading Paper in Post Inserter of Folding Unit 4-30
4.2 Loading Cover Paper for Perfect Binding 4-31
4.2.1 Loading Cover Paper in Cover Tray of Perfect Binder PB-502/PB-503 4-31
4.3 Loading Tabbed Sheets 4-34
4.3.1 Loading Tabbed Sheets in Main Body Trays (Trays 1 and 2) 4-34
4.3.2 Loading Tabbed Sheets in Paper Feeding Unit PF-702 or Paper Feeding Unit with Suction Feeding System PF-703 (Trays 3 to 8) 4-36
4.4 Adding Toner 4-39
4.5 Exchanging Toner Recovery Box 4-43
4.6 Replenishing Staple Supply 4-47
4.6.1 Replenishing Staple Supply in Staple Finisher FS-521 4-47
4.6.2 Replenishing Staple Supply in Saddle Stitch Unit SD-506 4-51
4.7 Adding Paste Pellet to Perfect Binder PB-502/PB-503 4-53
4.8 Disposing Punch Waste 4-58
4.8.1 Emptying Scrap Box of Folding Unit FD-503 4-58
4.8.2 Emptying Scrap Box of Multi Punch GP-501 4-60
4.9 Disposing Trimmings 4-62
4.9.1 Emptying Scrap Box of Saddle Stitch Unit SD-506 4-62
4.9.2 Emptying Scrap Box of Perfect Binder PB-502/PB-503 4-64
4.10 Removing Finished Sets from Large Capacity Stacker LS-505 4-68
4.11 Taking Out the Sheets Delivered to the Primary (Main) Tray of the Staple Finisher FS-521 4-73

5 Troubleshooting

5.1 If “Please Call Service” Message Is Displayed 5-2
5.2 Clearing Mishandled Paper 5-5
5.3 If Paste Pellets Stick Inside Paste Hopper: Perfect Binder PB-502/PB-503 5-11
5.4 If Paper Jam Indicator Lights: Perfect Binder PB-503 5-14
5.5 If Burrs Remain in Punch Holes: Multi Punch GP-501 5-16
5.6 If [MACHINE] Tab Flashes in Orange 5-18
5.6.1 Paper Misfeed 5-18
5.6.2 Tray Empty 5-19
5.6.3 Inconformity in Paper Presetting 5-20

5.7 If “Memory Full” Message Is Displayed: Memory Overflow 5-22
5.8 If Power Off/On Screen Is Displayed 5-23
5.9 If No Response Screen Is Displayed 5-25
5.10 Troubleshooting Tips 5-27

6 Maintenance

6.1 Cleaning Image Scanning Section 6-2
6.2 Checking Copy Count 6-4
6.3 Cleaning Conveyance Belt of Saddle Stitch Unit Tray 6-6
6.4 Preventive Maintenance 6-9
6.5 If “Trim Receiver Exchange” Message Is Displayed 6-10
6.6 Precautions for Paste Pellets and the Perfect Binder 6-11

7 Specifications

7.1 Main Body Specifications 7-2
7.2 Option Specifications 7-5

8 Before Making Copies

8.1 How to Make a Basic Copy 8-2
8.2 Positioning the Original 8-7
8.2.1 Positioning the Original in ADF 8-7
8.2.2 Positioning the Original on Original Glass 8-11
8.3 Setting Print Quantity 8-12
8.4 Setting Job During Warmup 8-14
8.5 To Stop Scanning/Printing 8-17

9 Basic Job Settings

9.1 Original Setting 9-2
9.1.1 Specifying Orientation of the Original: Direction 9-2
9.1.2 Selecting Binding Direction of the Original: Bind Direction 9-4
9.1.3 Copying Mixed Size Originals: Mixed 9-6
9.1.4 Copying Z-Folded Original: Z-Folded Original 9-8
9.1.5 Feeding Single Original from ADF: Single Feed 9-10
9.1.6 Copying Non-Standard Size Original: Custom Size 9-14
9.1.7 Copying Tabbed Originals: Tab Paper Size 9-18
9.2 Separate Scan Mode 9-20

9.3 Quality Adjustment 9-24
9.3.1 Selecting Exposure Level: Density Setting 9-24
9.3.2 Adjusting Background Whiteness: Background Removal 9-26
9.3.3 Making Copy Quality Closer to the Original: Original Type 9-27
9.3.4 Adjusting Outline of Image: Sharpness 9-29
9.3.5 Adjusting Image Distinction Level: Text/Photo 9-31
9.4 Zoom 9-33
9.4.1 Copying in 1.000 Magnification Mode 9-33
9.4.2 Changing Magnification Ratio 9-34
9.4.3 Changing Magnification Ratio Using [+]/[–] on the Copy Screen 9-37
9.4.4 Setting Magnification Ratio Automatically: Auto Zoom 9-37
9.5 Simplex/Duplex Setting 9-39
9.5.1 Making Double-Sided Copies Using ADF 9-39
9.5.2 Making Double-Sided Copies Using Original Glass 9-42
9.5.3 Making Single-Sided Copies from Double-Sided Originals 9-45
9.6 Paper Setting 9-47
9.6.1 Using Paper Not Specified to Any Tray: Paper Presetting 9-47
9.6.2 Selecting Paper Size Automatically: Auto Paper 9-59
9.6.3 Turning On/Off the Image Rotation 9-61
9.7 Setting Reserve Job 9-63
9.8 Copy Conditions Incompatible with Basic Job Settings 9-66

10 Application Functions

10.1 To Use Application Function 10-2
10.2 Inserting Sheets and Covers: Insert Sheet 10-6
10.3 Locating Title Pages on the Right Side: Chapters 10-16
10.4 Lay Out Several Pages onto One Sheet: Combine Originals 10-20
10.5 Making a Multiple Page Signature Booklet: Booklet 10-24
10.6 Inserting Different Original Images into Printed Sets: Insert Image 10-30
10.7 Dividing Spread Image into Right and Left Pages: Book Copy 10-34
10.8 Programing Different Settings for an Output Job: Program Job 10-39
10.9 Erasing Outside Area of Original: No Image Area Erase 10-43
10.10 Reversing Color in Image: Neg. Pos. Reverse 10-45

10.11 Repeating Original Image on One Sheet: Image Repeat 10-47
10.11.1 Setting Repeat Times Automatically 10-47
10.11.2 Specifying Repeat Times: Repeat 10-51
10.12 Eliminating Copy Marks Along Borders: Frame Center Erase 10-54
10.13 Copying Image in the Center of Copy Paper: Image Centering 10-58
10.14 Printing Images Fully to the Edges: All-Image Area 10-60
10.15 Adjusting Position of Copy Image: Page Margin - Shift 10-62
10.16 Reducing Images to Create Binding Margin: Page Margin - Reduce & Shift 10-68
10.17 Printing Additional Information: Stamp/Overlay 10-72
10.17.1 Printing Stamp onto Copies: Preset Stamp 10-74
10.17.2 Printing Distribution Number: Set Numbering 10-77
10.17.3 Printing Page Number: Page No. 10-79
10.17.4 Printing Date/Time: Date/Time 10-81
10.17.5 Printing Watermark onto Copies: Watermark 10-83
10.17.6 Printing Distribution Number as Watermark: Set Numbering 10-85
10.17.7 Printing Watermark and Background Pattern: Copy Protect 10-87
10.17.8 Detailed Setting in Stamp/Watermark 10-89
10.18 Print Words, Date/Time, Annotation Number onto Copies: Annotation 10-94
10.19 Overlaying Image onto Printed Pages: Overlay 10-99
10.20 Storing Overlay Image in HDD/ Overlaying Image Stored in HDD: Registered Overlay 10-101
10.21 Copy Conditions Incompatible with Application Settings 10-107

11 Output Setting

11.1 Setting Binding Direction for Duplex Copies 11-2
11.2 Selecting an Output Tray 11-4
11.3 Sorting/Grouping/Stapling Copies: Staple Finisher FS-521 11-8
11.3.1 Sort/Group/Offset Sort/Offset Group Output to the Primary (Main) Tray 11-10
11.3.2 Stapling Output to the Primary (Main) Tray 11-12
11.3.3 Sort/Group Output to the Secondary (Sub) Tray 11-14
11.4 Output Modes Using Saddle Stitch Unit SD-506 11-17

11.4.1 Making Folded Booklet 11-17
11.4.2 Folding Copies 11-20
11.5 Output Modes Using Folding Unit FD-503 11-23
11.5.1 Folding Copies 11-24
11.5.2 Punching File Holes in Copies 11-26
11.6 Attaching Cover Sheet: Folding Unit FD-503 11-28
11.7 Using Folder/Finisher/Stitcher Functions Manually 11-31
11.8 Using Perfect Binder PB-502/PB-503 11-35
11.8.1 Turning On/Off the Heater of the Perfect Binder 11-38
11.8.2 Making Perfect-Bound Booklets 11-43
11.8.3 Taking Out Perfect-Bound Books from Perfect Binder PB-502 Tray 11-57
11.8.4 Taking Out Perfect-Bound Books from Perfect Binder PB-503 Tray 11-59
11.9 Loading/Sorting a Volume of Copies: Large Capacity Stacker LS-505 11-62
11.10 Using Multi Punch GP-501 11-65
11.10.1 Punching File Holes in Copies 11-66
11.10.2 Exchanging the Die Set 11-68
11.11 Copy Conditions Incompatible with Output Settings 11-71

12 Job Management

12.1 Overview of the Job List Screen 12-2
12.2 Job (Active/Suspended) Screen 12-4
12.2.1 Checking/Operating Active/Suspended Jobs 12-4
12.3 Schedule Screen 12-6
12.3.1 Outline of Schedule Screen 12-6
12.3.2 Displaying the Schedule Screen 12-9
12.3.3 Using [Unit Change], [-], and [+] 12-9
12.3.4 Working on the Operation Dialog 12-11
12.3.5 Changing Output Order of Reserved Jobs 12-12
12.3.6 Changing the Tray Setting 12-13
12.3.7 Printing a Job with No Appropriate Paper 12-15
12.3.8 Printing Jobs with Mismatched Paper Size 12-19
12.3.9 Changing a Reserved Job to a Suspended Job 12-20

12.3.10 Deleting a reserved job 12-21
12.4 Checking Output/Send/Incomplete History 12-24
12.4.1 Displaying Output History 12-24
12.4.2 Displaying Send History 12-24
12.4.3 Checking Incomplete Jobs 12-25
12.5 Operation on Spool Jobs 12-27
12.5.1 Checking/Operating Spool Jobs 12-27

13 Advanced Information

13.1 Making Sample Set for Checking Results: Proof Copy 13-2
13.2 Checking Feature Selections Before Copying: Check Mode 13-6
13.3 Making Sample Set during Output: Sample Print 13-12
13.4 Interrupting Job in Progress: Interrupt Mode 13-14
13.5 Storing and Recalling Job Conditions: Mode Memory 13-16
13.5.1 Storing Job Conditions 13-16
13.5.2 Recalling Stored Job Settings 13-19
13.6 Function Key 13-21
13.7 Recalling Previous Job Settings 13-23
13.8 Displaying Screen for Operation Guide: Help Mode 13-25
13.9 Adjusting Response Time of Touch Keys: Accessibility 13-27
13.10 Controlling/Monitoring Copier from Browser 13-28
13.10.1 Controlling Copier from Browser: Remote Panel 13-29
13.10.2 Monitoring Copier from Browser: Remote Monitor 13-31
13.10.3 Monitoring Copier from Browser: Multi Monitor 13-32

14 Appendix

14.1 How to Input Characters 14-2

15 Index

Energy Star®



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, we have determined that this product meets the ENERGY STAR guidelines for energy efficiency, based 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 (bizhub PRO 1200)/ 5 minutes (bizhub PRO 1051) have elapsed after completion of the last copy, with the copier 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.

Auto Shut Off

This function achieves further energy conservation by partially turning the power supply OFF. In the standard setting, Auto Shut Off follows Auto Low Power, operating automatically when 90 minutes have elapsed after completion of the last copy, with the copier remaining in the ready to copy state during that time. The time period for the Auto Shut Off function can be set for 30 minutes, 60 minutes, 90 minutes, 120 minutes or 240 minutes.

Automatic Duplex Copying

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

Combine Originals

To reduce paper consumption, use this function to copy a fixed number (2, 4, or 8) of original pages onto one sheet of copy paper.

We recommend that you utilize the Auto Low Power, Auto Shut Off, Automatic Duplex Copying, and Combine Originals functions.

Composition of User's Guide

This machine is provided with the following user's guides.

User's Guide - Copier <This book> (Printed matters), (User's Guide CD)

This guide describes an outline of the machine and copy operations.

Please refer to this guide for safety information, turning on/off the machine, paper supply, dealing with machine trouble such as paper jam, and copy operation available on the machine.

User's Guide - POD Administrator's Reference (Printed matters), (User's Guide CD)

This guide provides you with detailed information about the machine management and how to customize the machine according to your daily use.

Please refer to this guide for a setup and management of the machine including registration of copy paper, tray setting, and a network setup.

User's Guide - Security (Printed matters), (User's Guide CD)

This guide describes the security functions.

Please refer to this guide for how to use the Enhanced Security mode, and for detailed machine operation in Enhanced Security mode.

User's Guide - Network Scanner (Printed matters), (User's Guide CD)

This guide describes the operation of the network scanner function equipped for the machine as standard.

Please refer to this guide for full information on reading data or storing data (Scan to HDD, Scan to E-mail, Scan to FTP, Scan to SMB).

Trademarks/Copyrights (User's Guide CD)

This guide describes trademarks, licenses, and copyrights concerning this machine.

Be sure to read this guide before using the machine.

User's Guide - Printer (User's Guide CD)

This guide describes the operation of the printer function equipped for the machine.

Please refer to this guide for how to use PCL driver, Adobe PS driver, and PageScope Web Connection in user mode.

User's Guide - Printer (PostScript3 Plug-in Driver) (User's Guide CD)

This guide describes the operation of the printer function equipped for the machine as standard.

Please refer to this guide for how to use Plug-in driver in user mode.

Operation Quick Guide (Printed matters)

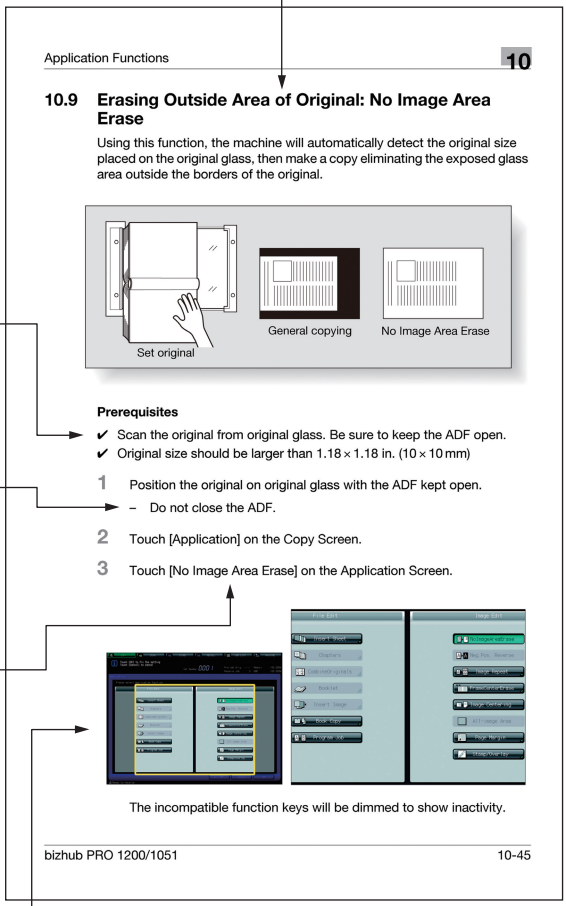
The descriptions given in this guide are excerpts from the operation section of frequently used functions.

Please refer to this guide for quick comprehension of various features available on the machine.

To operate safely, be sure to read "Section 1: Precautions for Installation and Use" in User's Guide - Copier before using the machine.

Conventions of User's Guide

Title indicate the contents of the section.



Text that appears in this manner describes the function limitations and options required to use certain functions.

Text that appears in this manner describes supplemental information, such as precautions, references and actions, relating to steps.

[ ]
Names highlighted as shown above indicate keys on the control panel and buttons in the touch panel.

Touch panel screens are shown to check the actual display.

(The page shown above is an example only.)

⚠ WARNING, CAUTION

Text highlighted in this manner indicates precautions to ensure safe use of this machine.
"Warning" indicates instructions that, when not observed, may result in fatal or critical injuries.
"Caution" indicates instructions that, when not observed, may result in serious injuries or property damage.

Reminder

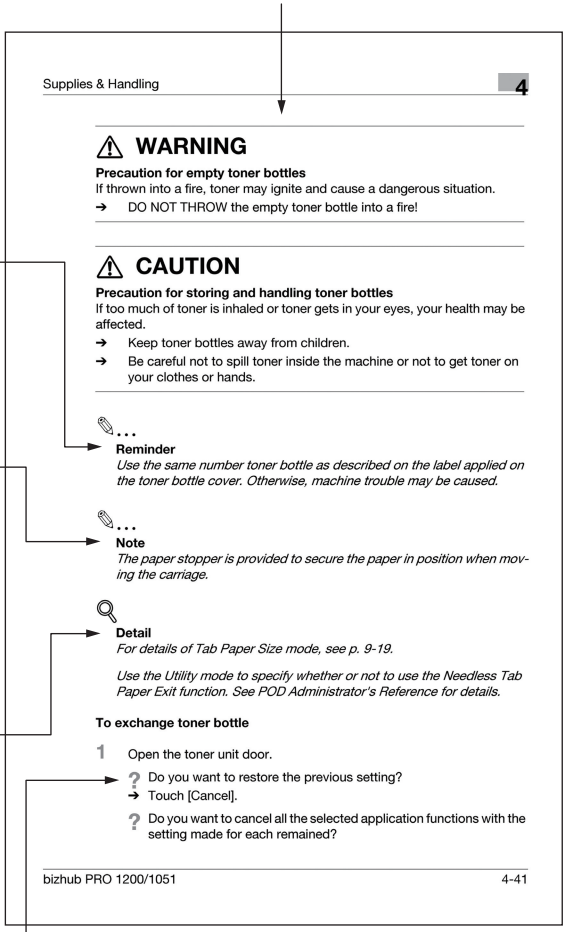
Text highlighted in this manner indicates operation precautions. Carefully read and observe this type of information.

Note

Text highlighted in this manner contains references and supplemental information concerning operating procedures and other descriptions. We recommend that this information be read carefully.

Detail

Text highlighted in this manner provides more detailed information concerning operating procedures or references to sections containing additional information. If necessary, refer to the indicated sections.



Supplies & Handling 4

⚠ WARNING

Precaution for empty toner bottles
If thrown into a fire, toner may ignite and cause a dangerous situation.
➔ DO NOT THROW the empty toner bottle into a fire!

⚠ CAUTION

Precaution for storing and handling toner bottles
If too much of toner is inhaled or toner gets in your eyes, your health may be affected.
➔ Keep toner bottles away from children.
➔ Be careful not to spill toner inside the machine or not to get toner on your clothes or hands.

Reminder
Use the same number toner bottle as described on the label applied on the toner bottle cover. Otherwise, machine trouble may be caused.

Note
The paper stopper is provided to secure the paper in position when moving the carriage.

Detail
For details of Tab Paper Size mode, see p. 9-19.

Use the Utility mode to specify whether or not to use the Needless Tab Paper Exit function. See POD Administrator's Reference for details.

To exchange toner bottle

1 Open the toner unit door.

? Do you want to restore the previous setting?
➔ Touch [Cancel].

? Do you want to cancel all the selected application functions with the setting made for each remained?

bizhub PRO 1200/1051 4-41

Text that appears in this manner provides answers to problems and questions that may occur during operation.

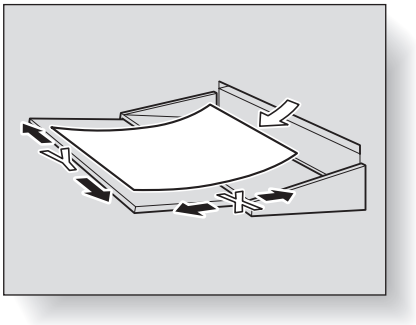
(The page shown above is an example only.)

Descriptions of Originals and Paper

This section provides descriptions of originals and copy paper to be used in this user's guide.

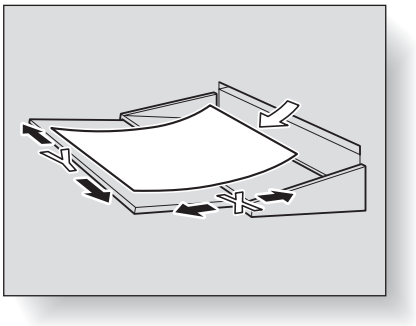
Width and length

Whenever original and paper dimensions are mentioned in this user's guide, the value shown as Y in the illustration refers to the width, and the value shown as X refers to the length.

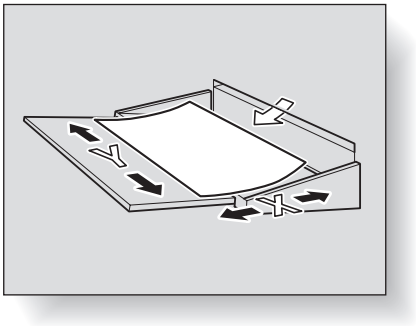


Lengthwise and crosswise

If the width (Y) of the paper is shorter than the length (X), the paper has a vertical or portrait orientation, indicated by ▭.



If the width (Y) of the paper is longer than the length (X), the paper has a horizontal or landscape orientation, indicated by ▯.



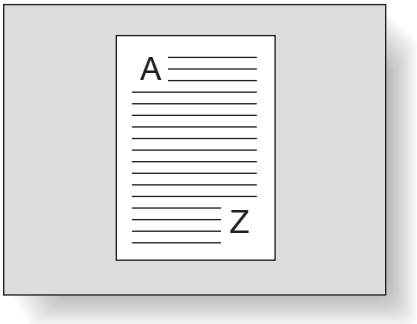
Tabbed paper

The marks for tabbed paper are " ▭ " and " ▯ " for both original and paper on the touch panel, while indicated by T▯ and T▭ in this user's guide.

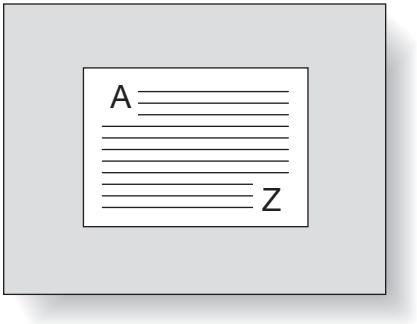
Example: A4" ▭ " ➔ A4T▭, A4 " ▯ " ➔ A4T▯

Portrait Original and Landscape Original

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



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



Legal Restrictions on Copying

Certain types of original must never be copied with the purpose or intent to pass copies of such documents off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

<Financial Instruments>
- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Documents>
- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles.
- House and property titles and deeds

<General>
- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.

This machine provides the section management function to forbid the user operating the machine without entering a pre-established password, in order to prevent any misapplication of the machine.

Also, this section management function can limit the machine operation depending on the section, using the setting to permit/prohibit copying, printing, or scanning.

This machine also provides the forgery prevention function in order to prevent financial instruments from being copied illegally.

We appreciate your understanding that the copied image may have some noise due to this forgery prevention function.

Available Features

Accessibility

Sets response time of the touch keys.

AES (Automatic Exposure Selection)

Automatically adjusts exposure to compensate for quality of the original.

All-Image Area

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

Annotation

Allows you to register words, current date/time, and annotation number as a set and to print it onto output copies at the location designated on the screen

Auto Low Power

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

Auto Paper

Automatically selects paper size to match the original documents.

Auto Reset

Automatically resets to the default settings after a specified period of copier inactivity.

Auto Shut Off

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

Auto Zoom

Automatically selects an appropriate magnification ratio when paper size is selected manually. Automatically selected when [Auto Zoom] is touched.

Background Removal

Manually selects a background exposure level using [Lighter], [Standard], and [Darker] keys provided on the Quality Adjustment Screen.

Bind Direction in Original Setting

Makes normal copies from double-sided originals being upside-down on the reverse side.

Bind Direction in Output Setting

Makes double-sided copies upside-down on the reverse side from normal originals.

Book Copy

Copies both pages of an open book or book-size sheet separately onto two letter sheets in 1-1 mode or separately onto each side of one letter sheet in 1-2 mode. You can use the Book Copy mode with the Front With Cover or Front/Back With Cover mode. The cover page(s) will be scanned and copied normally before image division is performed on the other pages.

Booklet

Creates a multiple page signature booklet copied on both sides of paper in 1-2 or 2-2 (duplex) copy mode.

Chapters

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

Combine Originals

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 Protect

Prints both watermark and background pattern onto copies in order to prevent illegal copy or leakage of secret information.

Cover Sheet Feeding (Post Inserter of Folding Unit FD-503)

Attaches thick covers or insertions to printed sheets.

Custom Size in Original Setting

Identifies a special original size which cannot be detected normally, in order to select the optimal paper size for copying or printing.

Density by Original Type

Shifts each of nine density levels in four enhance modes (Text/Photo, Dot Matrix, Photo, Text) to three levels lighter or three levels darker.

Density Setting

Using [Lighter], [Standard], and [Darker] keys, manually selects a desired exposure level from 9 levels.

Frame Center Erase

Erases border and/or fold image area using Frame Erase (1–300 mm in 4 Sides Erase/ Separate Erase), Center Erase (1–99 mm), or both in combination.

Function Key

Recalls the job setting previously registered using Mod Memory at a single touch.

Help

Provides you with the information about machine functions, job setting procedures, and various machine operations on the Help Screen.

Image Centering

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

Image Repeat

Repeats an original image area (specified manually or detected automatically) down the page.

Image Rotation

Rotates the image before copying when the portrait/landscape orientation of the original is different from the orientation of the copy paper. To deactivate this function, touch [Image Rotation Off] on the Copy Screen.

Insert Image

Inserts the pages scanned from the original glass into a document scanned from the document feeder in order to output them together as a set.

Insert Sheet

Inserts blank or copied sheets from any tray, and/or inserts blank or copied front and back covers from any tray to enhance the presentation of multipage documents.

Interrupt Copying

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

Job List

Displays the Job List Screen to view the output/send history of jobs, to check incomplete/suspended jobs, and to manage spool/reserved jobs.

Manual Shut-Off

Shuts off the machine power when [Power Save] on the control panel is pressed.

Mixed in Original Setting

Copies mixed size originals from the document feeder using Auto Paper or Auto Zoom function. Auto Paper automatically selects the same paper size as each original, while Auto Zoom allows you to select one paper size for all originals.

Mode Check

To check the job settings before running multiple copies, press [Mode Check] on the control panel to display Mode Check Screen.

Mode Memory

Programs up to 30 jobs and recalls each job by job number, as needed. The Mode Memory Screen also allows you to recall the last-completed output job settings by touching [Pre-Job Recall].

Neg. Pos. Reverse

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

No Image Area Erase

Automatically detects the original size placed on the original glass to copy only the image area, eliminating the exposed area of the original glass.

Original Type in Quality Adjustment

Enhances photo image in Photo mode, regular image in Text/Photo mode, text image in Text mode, lighter image in Dot Matrix mode.

Output for Staple Finisher FS-521 with Folding Unit FD-503 Installed:

Hole-Punch
Fold (Z-fold, Tri-Fold-in, Tri-Fold-out, Double Parallel, Gate, Half Fold)
Cover sheet feeding

For details, see Section 11: Output Setting.

Output for Machine with Staple Finisher FS-521 Installed:

Sort, Offset Sort, Group, and Offset Group modes using the primary (main) tray
Sort and Group modes using the secondary (sub) tray

Selects an output tray and output mode on the Output Setting Screen.

Output for Machine with Large Capacity Stacker LS-505 Installed:

Sort, Offset Sort, Offset Group, and Group modes using the stacker
Offset Sort and Group modes using the stacker secondary (sub) tray

Selects an output tray and output mode on the Output Setting Screen.

Output for Machine with Perfect Binder PB-502/PB-503 Installed:

Perfect Binding, Trimming

For details, see Section 11: Output Setting.

Output for Machine with Saddle Stitch Unit SD-506 Installed:

Fold & Staple, Trimming
Folding (Multi Half Fold, Multi Tri-Fold)

For details, see Section 11: Output Setting.

Overlay

Scans an original image and overlays it on all pages of another document subsequently scanned or previously stored.

Page Margin

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

Paper Presetting

Temporarily changes the setting of the tray to be used, in order to use another paper than loaded in the tray.

Power Save

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

Program Job

Scans documents into memory while specifying 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.

Registered Overlay

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

Reserve

Scans in subsequent copy jobs while the machine is busy printing or copying.

Sample Print

Periodically delivers a sample image to another tray without interrupting the print job in process, so that you can check the quality of printed images throughout the output.

Screen Customize Setting

Displays the keys registered with the desired job settings such as Applications and Output Settings, so that the registered job settings can be displayed on the screen with the touch of a single key.
The key arrangement on the Copy Screen can be altered as desired.
The font weight for all screens can also be selected from Standard/Bold.

Separate Scan Mode

Scans documents into memory from the original 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.

Shortcut Key

Recalls the job setting previously registered using Mode Memory at a single touch.

Sharpness

Makes the outline of copy image sharper or smoother.

Simplex/Duplex

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

Single Feed

Sets the document feeder to accept thick originals or paste-ups to be fed one sheet at a time.

Stamp

Imprints a stamp (Preset Stamp, Set Numbering, Page No., Date/Time) and watermark (Watermark, Set Numbering) onto output copies to enhance the presentation and usefulness of the copies.

Staple

Selects a stapling position and number of staples.

Storing Box Data onto External HDD

Stores box data onto the external HDD option and manage the HDD for security. For details, see POD Administrator's Reference.

Tab Paper Size

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.

Text/Photo in Quality Adjustment

Selects whether to sharpen the text or to enhance the photo image when copying the original including both text and photo.

Weekly Timer

Can be set according to the needs of each work environment. Turns main body 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.

Z-Fold in Output Setting

Makes zigzag-folded copies.

Z-Folded Original in Original Setting

This feature sets the document feeder to accept z-folded originals.

Zoom

Selects fixed ratios, four reduction, four enlargement, and three user-set ratios. Zoom ratios can be selected from 25% to 400% in 0.1% increments. Vertical and horizontal dimensions can be reduced or enlarged independently.

1 Precautions for Installation and Use

1 Precautions for Installation and Use

1.1 Safety Information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.

Note

Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

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

⚠WARNING	Ignoring this warning could cause serious injury or even death.
⚠CAUTION	Ignoring this caution could cause injury or damage to property.

Meaning of symbols



A triangle indicates a danger against which you should take precaution.



This symbol warns against cause burns.



A diagonal line indicates a prohibited course of action.



This symbol warns against dismantling the device.



A solid circle indicates an imperative course of action.



This symbol indicates you must unplug the device.

Disassemble and modification

⚠WARNING

- Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.



- Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.



Power cord

⚠WARNING

- Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown.
  Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



Power source

⚠WARNING

- Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.



- Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation.



- Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock.
  Contact your authorized service representative if an extension cord is required.
  Before connecting the power cord, check that the electrical outlet is equipped with a grounding terminal.



- Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire.



⚠CAUTION

- The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.



Power plug

⚠WARNING

- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.



- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.



⚠CAUTION

- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.



- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.



Grounding

⚠WARNING

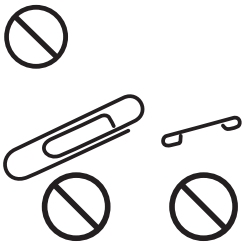
- Connect the power cord to an electrical outlet that is equipped with a grounding terminal.



Installation

⚠WARNING

- Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown.
  Should a piece of metal, water, or any other similar foreign matters get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



⚠CAUTION

- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.



- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.



- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.



- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.



- Do not use flammable sprays, liquids, or gases near this product, as a fire could result.



Ventilation

⚠CAUTION

- Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time, you may feel uncomfortable due to the exhaust air. Ventilate the room at regular intervals.



Actions in response to troubles

⚠WARNING

- Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odour or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.



- Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.



⚠CAUTION

- The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a “Caution HOT” caution label.



Consumables

⚠WARNING

- Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.



⚠CAUTION

- Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.



- Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.



When moving the machine

⚠CAUTION

- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.



- When moving this product, always hold it by the locations specified in the User's Guide or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.
  Special care is required to move the main body equipped with options. Be sure to contact your service representative before moving this product.



Before successive holidays

⚠CAUTION

- Unplug the product when you will not use the product for long periods of time.



Paste pellet

⚠CAUTION

- Do not put paste pellets close to fire. Paste pellets are flammable and easy to catch on fire.



- Do not swallow paste pellets. Should you swallow any, drink large amount of water or milk to vomit, and immediately consult a doctor.



- Keep out of reach of children in order to avoid unexpected accidents.



Perfect binder

⚠CAUTION

- Do not use the perfect binder without ventilation for an extended period of time. Ensure to ventilate the room on a regular basis. It is recommended that the perfect binder should be installed in a place with a local exhaust system. Using the perfect binder in a room without appropriate ventilation could pose health hazard.



- Handle melted hot paste carefully. If it gets in the eye, do not rub nor tray to open the eye, but cool it with cold water immediately and consult a doctor.



Perfect binder	
• Do not touch melted hot paste as it may cause burn injury. If it sticks on your skin, cool that part of the skin with cold water immediately and consult a doctor.	
• Do not touch the paste tank unit immediately after you turned off the machine to avoid burn injury. Wait until the unit is no longer hot when you handle it directly with your hands.	
• Do not put the paste hopper and the paste tank unit close to fire. Paste is flammable and easy to catch on fire.	
• Do not get close to the vapor emitted from melted hot paste. If you have irritation in or around your eyes, nose or throat, move to an area where you can get fresh air.	
• Do not block up the vent for the fan on the back of the perfect binder. This will prevent the discharge of heat, and may cause fire or breakdown.	
• Do not change the temperature setting for the paste tank unit. This may cause fire or breakdown.	

1.2 Regulation Notices

1.2.1 Electromagnetic Interference

This product must be used with a shielded network cable and shielded USB interface cable.
The use of non-shield cables is likely to result in interference with radio communications and is prohibited under CISPR 22 and local rules.

For European Users

This product complies with the following EU directives:
2006/95/EC and 2004/108/EC
This declaration is valid for the areas of the European Union (EU) or EFTA only.
This device must be used with a shielded network cable and shielded USB interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under 2004/108/EC rules.
This product complies with IEC 61000-3-12.

For German Users

Maschinenlärminformations -Verordnung 3. GPSGV, 06.01.2004:

Der höchste Schalldrudkpegel beträgt 85 dB(A) gemäß EN ISO 7779.

Notification for US only

Contains Mercury in the LCD control panel backlighting lamp, and/or in the scanning unit lamp. Dispose According to Local, State or Federal Laws.

Notification for California Customers

This product uses a CR Lithium Battery which contains per material.
This perchlorate warning applies to perchlorate-containing lithium batteries sold or distributed in California, USA.

“Perchlorate Material - Special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate.”

CE Marking (Declaration of Conformity) for Users of the European Union (EU)

This product complies with the following EU directives:
2006/95/EC and 2004/108/EC directives.
This declaration is valid for the area of the European Union.
This device must be used with a shielded network cable and a shielded USB cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (For U.S.A. Users)

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules.
These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING: The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

This device must be used with a shielded network cable and a shielded USB cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 5) (For Canada Users)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

For Users in countries not subject to Class B regulations

WARNING
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This device must be used with a shielded network cable and a shielded USB cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

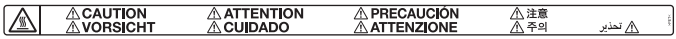
LED radiation safety

This product is a machine which operates by means of a LED (light emitting diodes) exposure system. There is no possibility of danger from the LED optical radiation, because the LED optical radiation level does not exceed the accessible radiation limit of class 1 under all conditions of operation, maintenance, service and failure.

1.3 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.

(Entrance of the reversal output unit)



(Right side of the fixing unit)



(Top surface of the fixing unit)



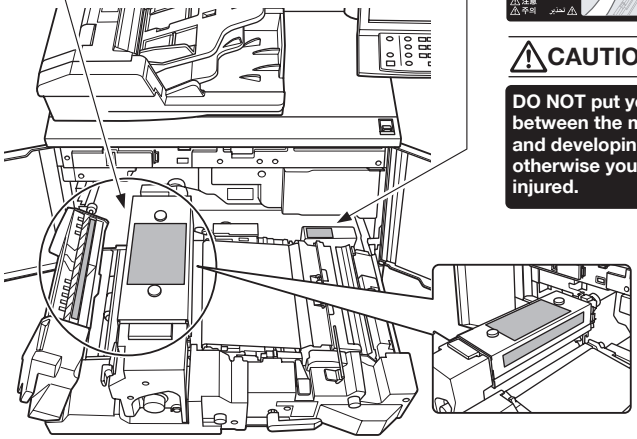
⚠CAUTION

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

⚠CAUTION

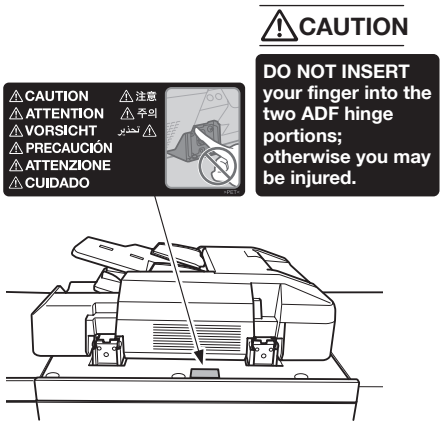
The fixing unit is very hot.
To avoid getting burned DO NOT TOUCH.

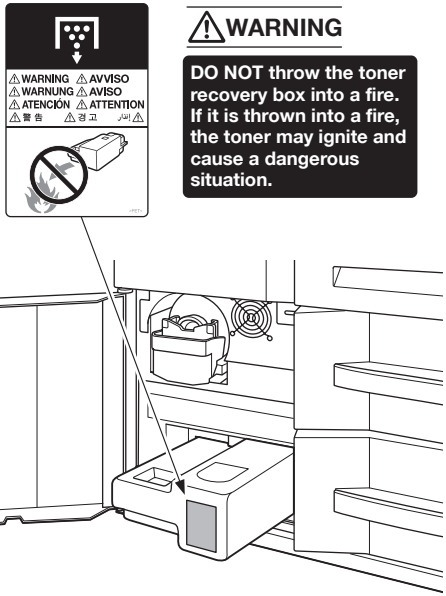


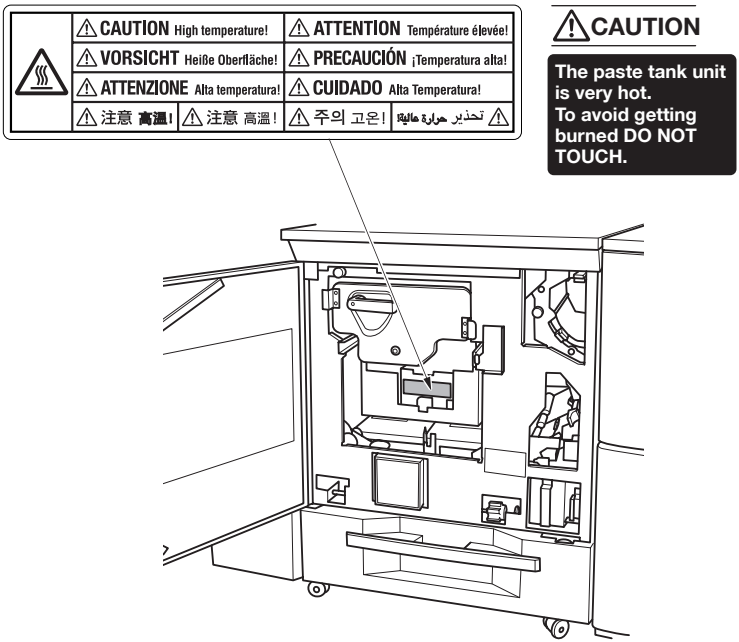


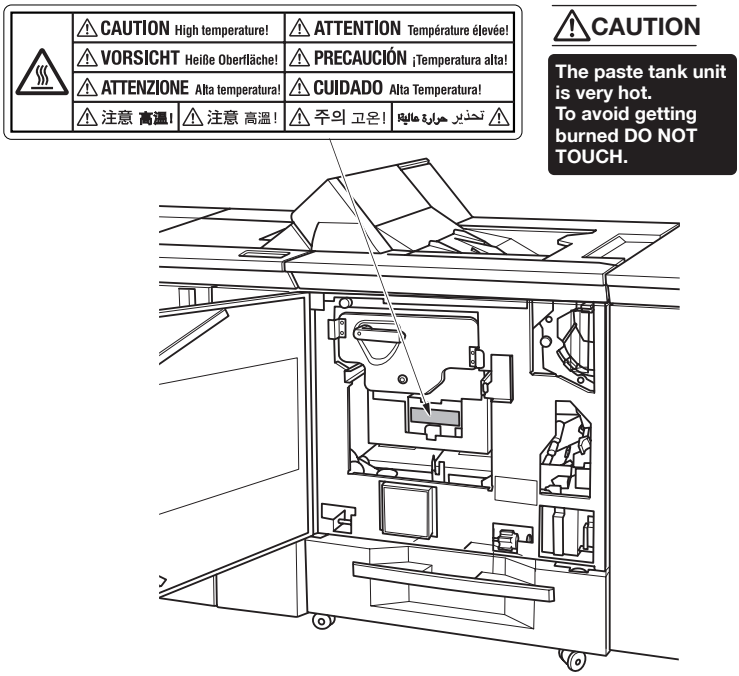
⚠CAUTION

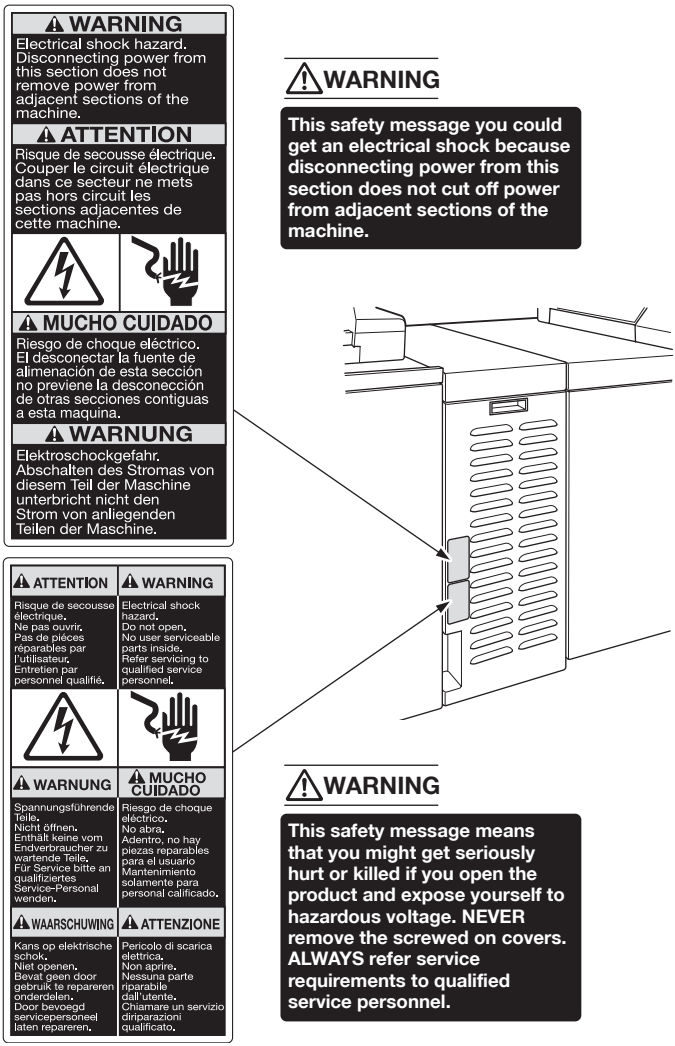
DO NOT put your hand between the main body and developing fixing unit; otherwise you may be injured.


CAUTION
DO NOT INSERT your finger into the two ADF hinge portions; otherwise you may be injured.
CAUTION
ATTENTION
VORSICHT
PRECAUCIÓN
ATTENZIONE
CUIDADO
注意
주의
تحذير


WARNING
DO NOT throw the toner recovery box into a fire. If it is thrown into a fire, the toner may ignite and cause a dangerous situation.
WARNING
WARNUNG
ATENCIÓN
AVVISO
AVISO
ATTENTION
警告
경고
إنذار


CAUTION High temperature!
ATTENTION Température élevée!
VORSICHT Heiße Oberfläche!
PRECAUCIÓN ¡Temperatura alta!
ATTENZIONE Alta temperatura!
CUIDADO Alta Temperatura!
注意 高温!
注意 高溫!
주의 고온!
تحذير حرارة عالية
CAUTION
The paste tank unit is very hot.
To avoid getting burned DO NOT TOUCH.


CAUTION High temperature!
ATTENTION Température élevée!
VORSICHT Heiße Oberfläche!
PRECAUCIÓN ¡Temperatura alta!
ATTENZIONE Alta temperatura!
CUIDADO Alta Temperatura!
注意 高温!
注意 高溫!
주의 고온!
تحذير حرارة عالية
CAUTION
The paste tank unit is very hot.
To avoid getting burned DO NOT TOUCH.



⚠ CAUTION

Precaution for caution labels

If you touch the part applied with a caution label, you may get burned.

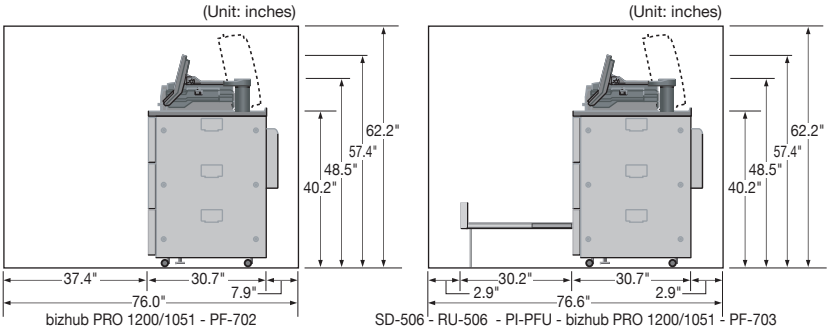
➔ Do not remove caution labels. Should any caution label be illegible due to soilage, clean the label. If any caution label is removed or cleaning does not render the label legible, please contact your service representative.

1.4 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.

The whole machine may weigh approx. 3,875.7 lb (1,758 kg) at maximum, depending on the combination of options. Be sure to choose a level and solid floor for the installation place.

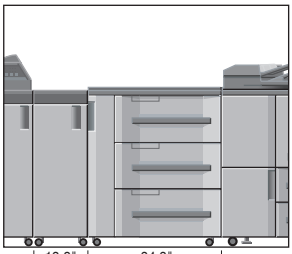
The measure and machine form may be changed.
For a joint part in each option, an actual establishment space may differ a little from entry measure.



bizhub PRO 1200/1051 - PF-702

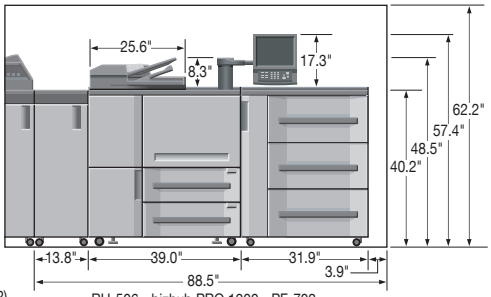
SD-506 - RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703

(Unit: inches)



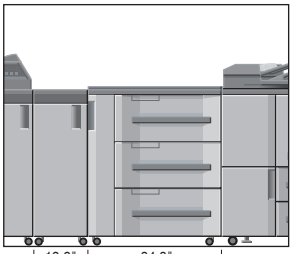
RU-506 - PI-PFU - (bizhub PRO 1200 - PF-702)

(Unit: inches)



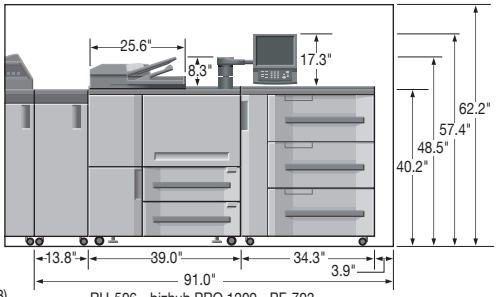
RU-506 - bizhub PRO 1200 - PF-702

(Unit: inches)



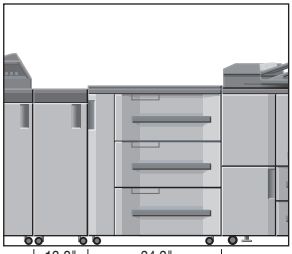
RU-506 - PI-PFU - (bizhub PRO 1200 - PF-703)

(Unit: inches)



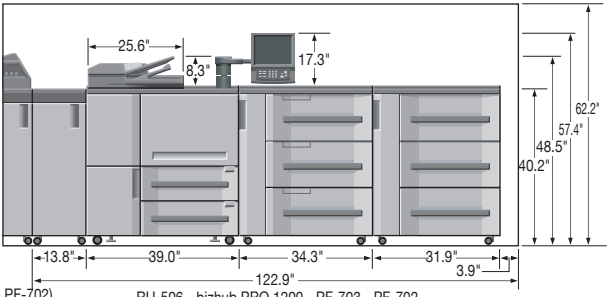
RU-506 - bizhub PRO 1200 - PF-703

(Unit: inches)



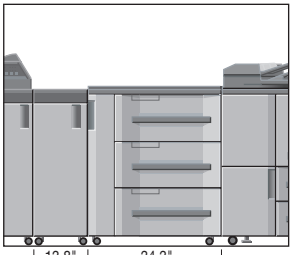
RU-506 - PI-PFU - (bizhub PRO 1200 - PF-703- PF-702)

(Unit: inches)



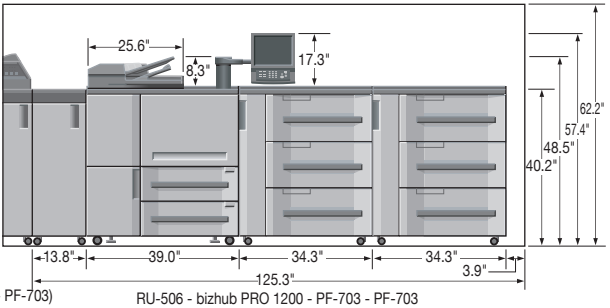
RU-506 - bizhub PRO 1200 - PF-703 - PF-702

(Unit: inches)



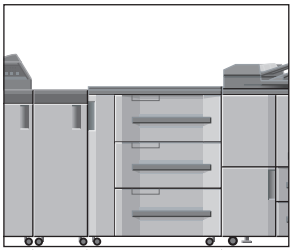
RU-506 - PI-PFU - (bizhub PRO 1200 - PF-703- PF-703)

(Unit: inches)



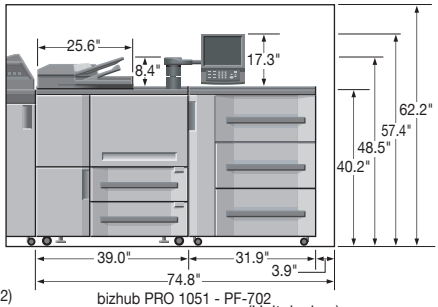
RU-506 - bizhub PRO 1200 - PF-703 - PF-703

(Unit: inches)



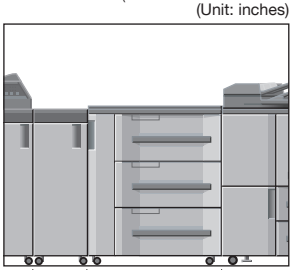
RU-506 - PI-PFU - (bizhub PRO 1051 - PF-702)

(Unit: inches)



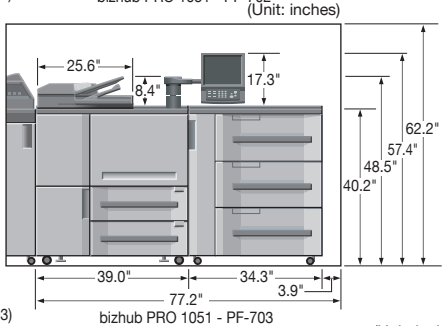
bizhub PRO 1051 - PF-702

(Unit: inches)



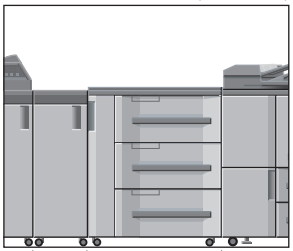
RU-506 - PI-PFU - (bizhub PRO 1051 - PF-703)

(Unit: inches)



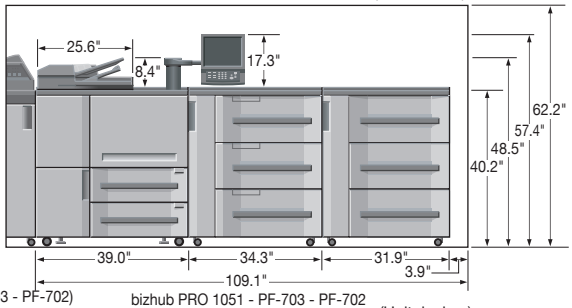
bizhub PRO 1051 - PF-703

(Unit: inches)



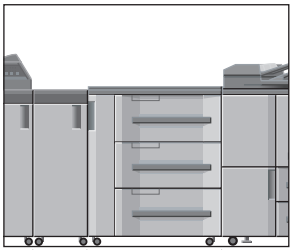
RU-506 - PI-PFU - (bizhub PRO 1051 - PF-703 - PF-702)

(Unit: inches)



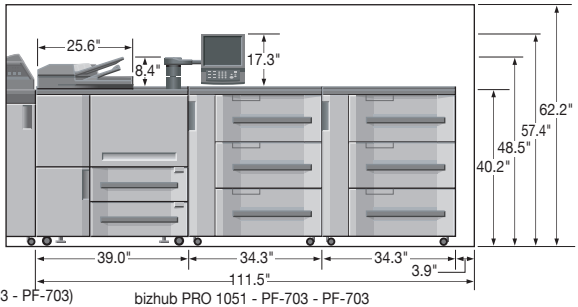
bizhub PRO 1051 - PF-703 - PF-702

(Unit: inches)

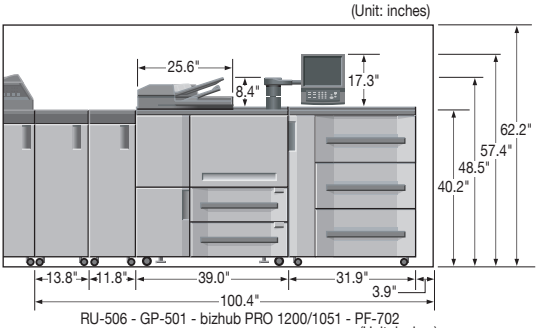


RU-506 - PI-PFU - (bizhub PRO 1051 - PF-703 - PF-703)

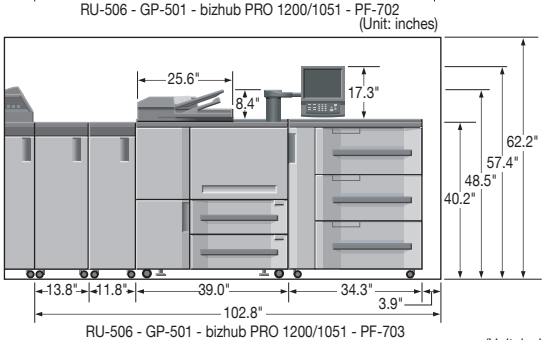
(Unit: inches)



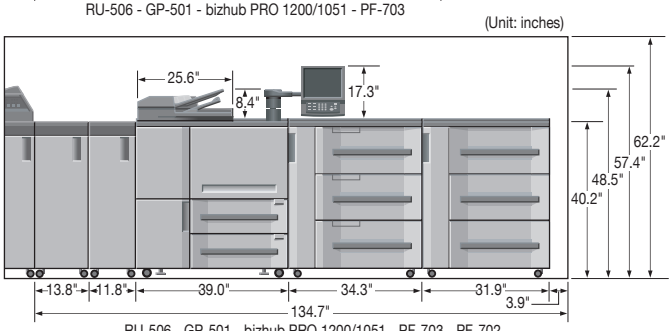
bizhub PRO 1051 - PF-703 - PF-703



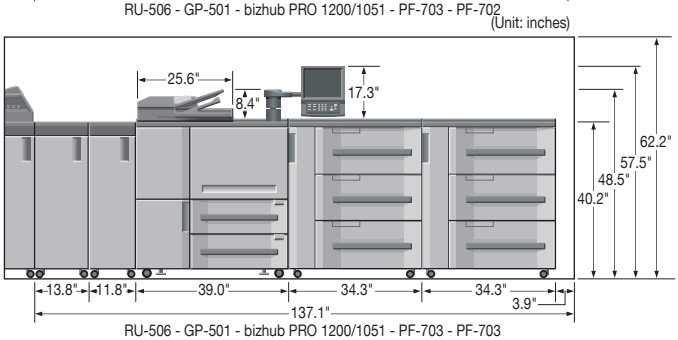
RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702



RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703

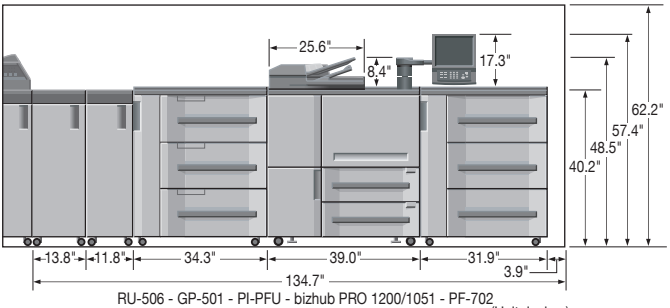


RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703 - PF-702



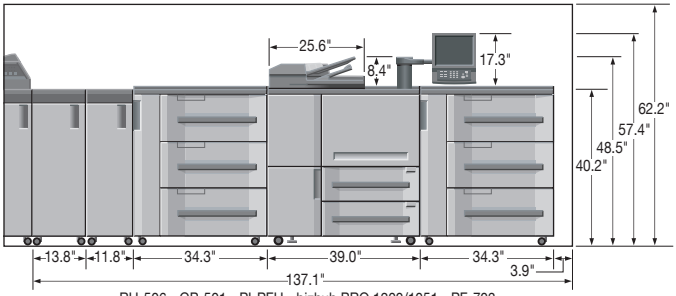
RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703 - PF-703

(Unit: inches)



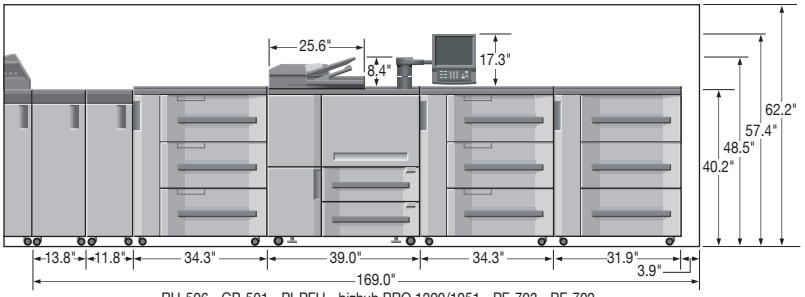
RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702

(Unit: inches)



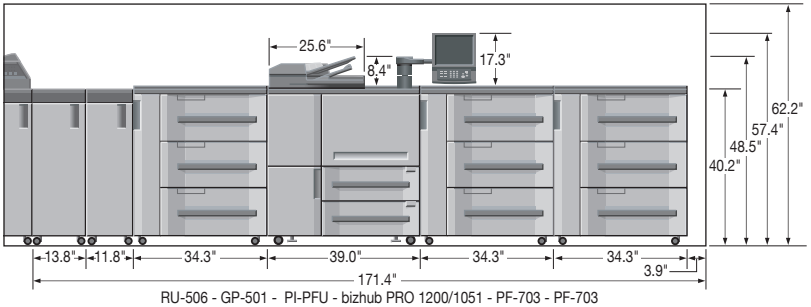
RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703

(Unit: inches)

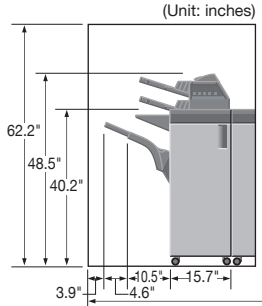


RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-702

(Unit: inches)

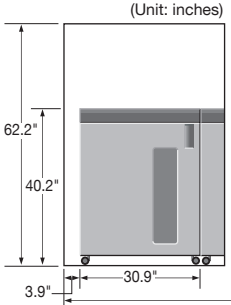


RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703



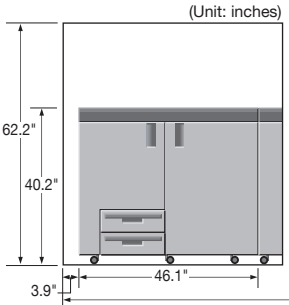
Total width

123.3" : FD-503 - (RU-506 - bizhub PRO 1200 - PF-702)
125.8" : FD-503 - (RU-506 - bizhub PRO 1200 - PF-703)
157.7" : FD-503 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
160.1" : FD-503 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
135.2" : FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702)
137.6" : FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703)
169.5" : FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702 - PF-703)
171.9" : FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703 - PF-703)
157.7" : FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
160.1" : FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
192.0" : FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
194.4" : FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
169.5" : FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
171.9" : FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
203.8" : FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
206.2" : FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
109.6" : FD-503 - (bizhub PRO 1051 - PF-702)
112.0" : FD-503 - (bizhub PRO 1051 - PF-703)
143.9" : FD-503 - (bizhub PRO 1051 - PF-702 - PF-703)
146.3" : FD-503 - (bizhub PRO 1051 - PF-703 - PF-703)



Total width

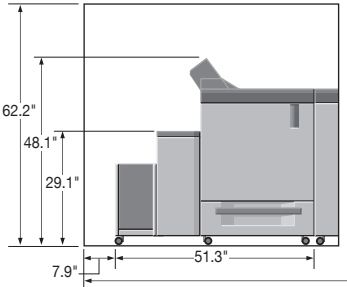
123.4" : LS-505 - (RU-506 - bizhub PRO 1200 - PF-702)
125.8" : LS-505 - (RU-506 - bizhub PRO 1200 - PF-703)
157.7" : LS-505 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
160.2" : LS-505 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
135.2" : LS-505 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702)
137.7" : LS-505 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703)
169.5" : LS-505 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702 - PF-703)
172.0" : LS-505 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703 - PF-703)
157.7": LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
160.2" : LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
192.0" : LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
194.5" : LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
169.5" : LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
172.0" : LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
203.8" : LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
206.3" : LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
109.6" : LS-505 - (bizhub PRO 1051 - PF-702)
112.1" : LS-505 - (bizhub PRO 1051 - PF-703)
143.9" : LS-505 - (bizhub PRO 1051 - PF-702 - PF-703)
146.4" : LS-505 - (bizhub PRO 1051 - PF-703 - PF-703)



Total width

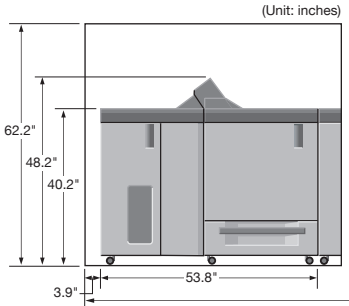
138.5" : SD-506 - (RU-506 - bizhub PRO 1200 - PF-702)
141.0" : SD-506 - (RU-506 - bizhub PRO 1200 - PF-703)
172.9" : SD-506 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
175.3" : SD-506 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
150.4" : SD-506 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702)
152.8" : SD-506 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703)
184.7" : SD-506 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702 - PF-703)
187.1" : SD-506 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703 - PF-703)
172.9": SD-506 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
175.3" : SD-506 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
207.2" : SD-506 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
209.6" : SD-506 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
184.7" : SD-506 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
187.1" : SD-506 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
219.0" : SD-506 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
221.4" : SD-506 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
125.8" : SD-506 - (bizhub PRO 1051 - PF-702)
127.2" : SD-506 - (bizhub PRO 1051 - PF-703)
159.1" : SD-506 - (bizhub PRO 1051 - PF-702 - PF-703)
161.5" : SD-506 - (bizhub PRO 1051 - PF-703 - PF-703)

(Unit: inches)



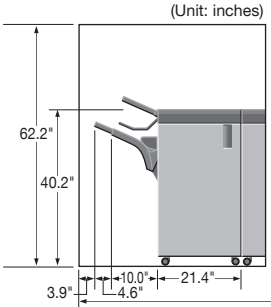
Total width

147.7" : PB-502 - (RU-506 - bizhub PRO 1200 - PF-702)
150.2" : PB-502 - (RU-506 - bizhub PRO 1200 - PF-703)
182.0" : PB-502 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
184.5" : PB-502 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
159.5" : PB-502 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-702)
162.0" : PB-502 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-703)
193.8" : PB-502 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-702 - PF-703)
196.3" : PB-502 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-703 - PF-703)
182.0": PB-502 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
184.5" : PB-502 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
216.3" : PB-502 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
218.8" : PB-502 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
193.8" : PB-502 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200 - PF-702)
196.3" : PB-502 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200 - PF-703)
228.1" : PB-502 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200 - PF-702 - PF-703)
230.6" : PB-502 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200 - PF-703 - PF-703)
133.9" : PB-502 - (bizhub PRO 1051 - PF-702)
136.4" : PB-502 - (bizhub PRO 1051 - PF-703)
166.8" : PB-502 - (bizhub PRO 1051 - PF-702 - PF-703)
170.7" : PB-502 - (bizhub PRO 1051 - PF-703 - PF-703)



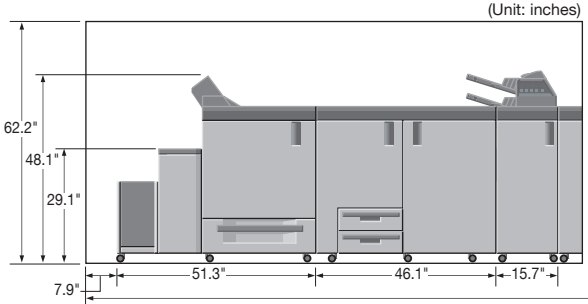
Total Width

146.0" : PB-503 - (RU-506 - bizhub PRO 1200 - PF-702)
148.5" : PB-503 - (RU-506 - bizhub PRO 1200 - PF-703)
180.3" : PB-503 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
182.8" : PB-503 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
156.0" : PB-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702)
160.5" : PB-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703)
192.3" : PB-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702 - PF-703)
194.8" : PB-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703 - PF-703)
132.2" : PB-503 - (bizhub PRO 1051 - PF-702)
134.7" : PB-503 - (bizhub PRO 1051 - PF-703)
166.6" : PB-503 - (bizhub PRO 1051 - PF-702 - PF-703)
169.0" : PB-503 - (bizhub PRO 1051 - PF-703 - PF-703)
192.3" : PB-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
194.8" : PB-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
226.7" : PB-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
229.1" : PB-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
180.3" : PB-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
182.8" : PB-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
214.6" : PB-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
217.1" : PB-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)



Total width

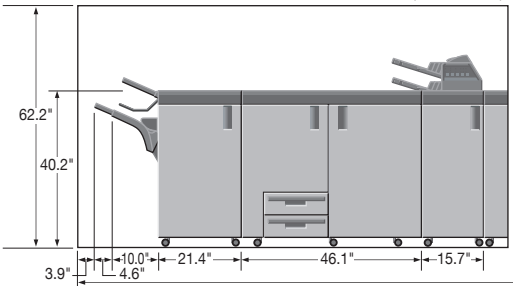
128.5" : FS-521 - (RU-506 - bizhub PRO 1200 - PF-702)
132.4" : FS-521 - (RU-506 - bizhub PRO 1200 - PF-703)
162.8" : FS-521 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
165.3" : FS-521 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
140.3" : FS-521 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702)
142.8" : FS-521 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703)
174.6" : FS-521 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702 - PF-703)
177.1" : FS-521 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703 - PF-703)
162.8": FS-521 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
165.3" : FS-521 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
197.1" : FS-521 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
199.6" : FS-521 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
174.6" : FS-521 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
177.1" : FS-521 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
208.9" : FS-521 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
211.4" : FS-521 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
114.7" : FS-521 - (bizhub PRO 1051 - PF-702)
117.2" : FS-521 - (bizhub PRO 1051 - PF-703)
149.0" : FS-521 - (bizhub PRO 1051 - PF-702 - PF-703)
151.5" : FS-521 - (bizhub PRO 1051 - PF-703 - PF-703)



Total width

217.8" : PB-502 - SD-506 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-702)
212.0" : PB-502 - SD-506 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-703)
243.8" : PB-502 - SD-506 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
246.3" : PB-502 - SD-506 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
221.3" : PB-502 - SD-506 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702)
223.8" : PB-502 - SD-506 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703)
255.6" : PB-502 - SD-506 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702 - PF-703)
258.1" : PB-502 - SD-506 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703 - PF-703)
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246.3" : PB-502 - SD-506 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
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280.6" : PB-502 - SD-506 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
255.6" : PB-502 - SD-506 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
258.1" : PB-502 - SD-506 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
290.0" : PB-502 - SD-506 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
292.4" : PB-502 - SD-506 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
195.7" : PB-502 - SD-506 - FD-503 - (bizhub PRO 1051 - PF-702)
198.2" : PB-502 - SD-506 - FD-503 - (bizhub PRO 1051 - PF-703)
230.0" : PB-502 - SD-506 - FD-503 - (bizhub PRO 1051 - PF-702 - PF-703)
232.5" : PB-502 - SD-506 - FD-503 - (bizhub PRO 1051 - PF-703 - PF-703)

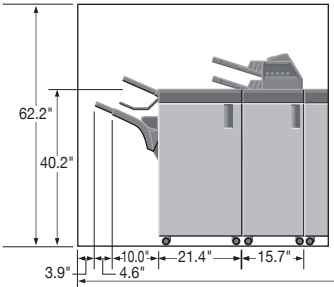
(Unit: inches)



Total width

190.3" : FS-521 - SD-506 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-702)
192.8" : FS-521 - SD-506 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-703)
224.6" : FS-521 - SD-506 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
227.1" : FS-521 - SD-506 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
202.1" : FS-521 - SD-506 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702)
204.6" : FS-521 - SD-506 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703)
236.4" : FS-521 - SD-506 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702 - PF-703)
238.9" : FS-521 - SD-506 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703 - PF-703)
224.6" : FS-521 - SD-506 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
227.1" : FS-521 - SD-506 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
258.9" : FS-521 - SD-506 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
261.4" : FS-521 - SD-506 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
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238.9" : FS-521 - SD-506 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
270.7" : FS-521 - SD-506 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
273.2" : FS-521 - SD-506 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
133.9" : FS-521 - SD-506 - FD-503 - (bizhub PRO 1051 - PF-702)
179.0" : FS-521 - SD-506 - FD-503 - (bizhub PRO 1051 - PF-703)
210.8" : FS-521 - SD-506 - FD-503 - (bizhub PRO 1051 - PF-702 - PF-703)
213.3" : FS-521 - SD-506 - FD-503 - (bizhub PRO 1051 - PF-703 - PF-703)

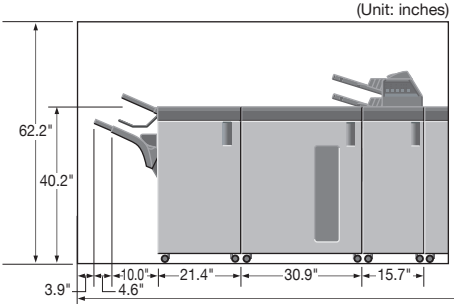
(Unit: inches)



Total width

144.3" : FS-521 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-702)
146.7" : FS-521 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-703)
178.6" : FS-521 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
181.0" : FS-521 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
156.1" : FS-521 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702)
158.5" : FS-521 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703)
190.4" : FS-521 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702 - PF-703)
192.8" : FS-521 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703 - PF-703)
178.6": FS-521 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
181.0" : FS-521 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
212.9" : FS-521 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
215.3" : FS-521 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
190.4" : FS-521 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
192.8" : FS-521 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
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227.1" : FS-521 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
130.5" : FS-521 - FD-503 - (bizhub PRO 1051 - PF-702)
132.9" : FS-521 - FD-503 - (bizhub PRO 1051 - PF-703)
164.8" : FS-521 - FD-503 - (bizhub PRO 1051 - PF-702 - PF-703)
167.2" : FS-521 - FD-503 - (bizhub PRO 1051 - PF-703 - PF-703)

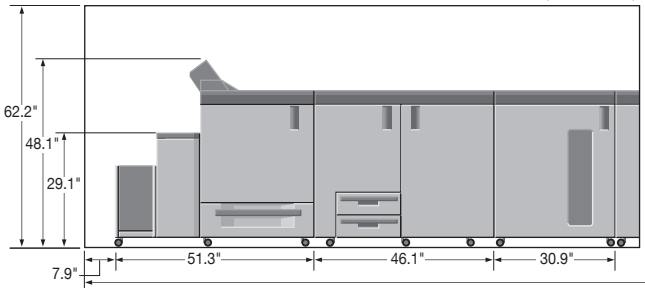
(Unit: inches)



Total width

175.2" : FS-521 - LS-505 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-702)
177.6" : FS-521 - LS-505 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-703)
209.5" : FS-521 - LS-505 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
211.9" : FS-521 - LS-505 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
187.0" : FS-521 - LS-505 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702)
189.4" : FS-521 - LS-505 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703)
221.3" : FS-521 - LS-505 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702 - PF-703)
223.7" : FS-521 - LS-505 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703 - PF-703)
209.4": FS-521 - LS-505 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
211.9" : FS-521 - LS-505 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
243.8" : FS-521 - LS-505 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
246.2" : FS-521 - LS-505 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
221.3" : FS-521 - LS-505 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
223.7" : FS-521 - LS-505 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
255.6" : FS-521 - LS-505 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
258.1" : FS-521 - LS-505 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
161.4" : FS-521 - LS-505 - FD-503 - (bizhub PRO 1051 - PF-702)
163.8" : FS-521 - LS-505 - FD-503 - (bizhub PRO 1051 - PF-703)
195.7" : FS-521 - LS-505 - FD-503 - (bizhub PRO 1051 - PF-702 - PF-703)
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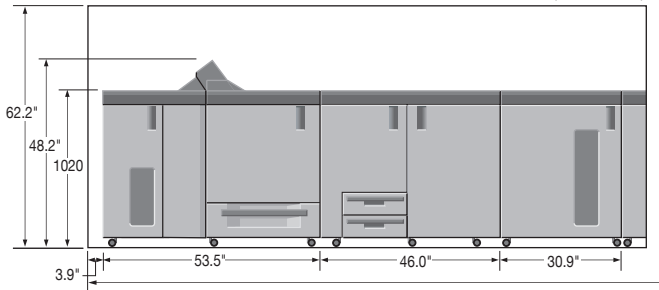
(Unit: inches)



Total width

224.7" : PB-502 - SD-506 - LS-505 - (RU-506 - bizhub PRO 1200 - PF-702)
227.1" : PB-502 - SD-506 - LS-505 - (RU-506 - bizhub PRO 1200 - PF-703)
259.0" : PB-502 - SD-506 - LS-505 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
261.5" : PB-502 - SD-506 - LS-505 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
236.5" : PB-502 - SD-506 - LS-505 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702)
239.0" : PB-502 - SD-506 - LS-505 - (RU-506 - GP-501 - bizhub PRO 1200/150 - PF-703)
270.8" : PB-502 - SD-506 - LS-505 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702 - PF-703)
273.3" : PB-502 - SD-506 - LS-505 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703 - PF-703)
259.0": PB-502 - SD-506 - LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
261.5" : PB-502 - SD-506 - LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
293.3" : PB-502 - SD-506 - LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
295.8" : PB-502 - SD-506 - LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
270.8" : PB-502 - SD-506 - LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
273.3" : PB-502 - SD-506 - LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
305.1" : PB-502 - SD-506 - LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
307.6" : PB-502 - SD-506 - LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
133.9" : PB-502 - SD-506 - LS-505 - (bizhub PRO 1051 - PF-702)
179.0" : PB-502 - SD-506 - LS-505 - (bizhub PRO 1051 - PF-703)
210.8" : PB-502 - SD-506 - LS-505 - (bizhub PRO 1051 - PF-702 - PF-703)
213.3" : PB-502 - SD-506 - LS-505 - (bizhub PRO 1051 - PF-703 - PF-703)

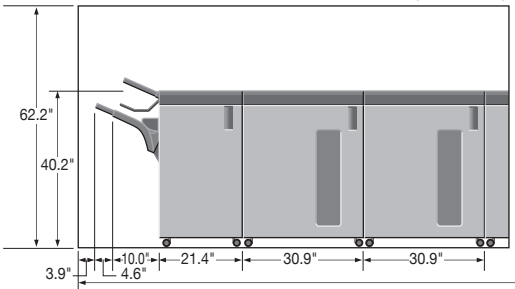
(Unit: inches)



Total Width

223.0" : PB-503 - SD-506 - LS-505 - (RU-506 - bizhub PRO 1200 - PF-702)
225.5" : PB-503 - SD-506 - LS-505 - (RU-506 - bizhub PRO 1200 - PF-703)
257.3" : PB-503 - SD-506 - LS-505 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
259.8" : PB-503 - SD-506 - LS-505 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
235.0" : PB-503 - SD-506 - LS-505 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-702)
237.5" : PB-503 - SD-506 - LS-505 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-703)
269.3" : PB-503 - SD-506 - LS-505 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-702 - PF-703)
271.8" : PB-503 - SD-506 - LS-505 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-703 - PF-703)
132.2" : PB-503 - SD-506 - LS-505 - (bizhub PRO 1051 - PF-702)
177.3" : PB-503 - SD-506 - LS-505 - (bizhub PRO 1051 - PF-703)
209.2" : PB-503 - SD-506 - LS-505 - (bizhub PRO 1051 - PF-702 - PF-703)
211.6" : PB-503 - SD-506 - LS-505 - (bizhub PRO 1051 - PF-703 - PF-703)
269.3" : PB-503 - SD-506 - LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
271.8" : PB-503 - SD-506 - LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
303.6" : PB-503 - SD-506 - LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
306.1" : PB-503 - SD-506 - LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
257.3" : PB-503 - SD-506 - LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
259.8" : PB-503 - SD-506 - LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
291.6" : PB-503 - SD-506 - LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
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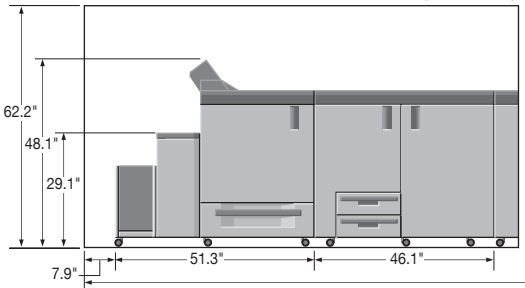
(Unit: inches)



total width

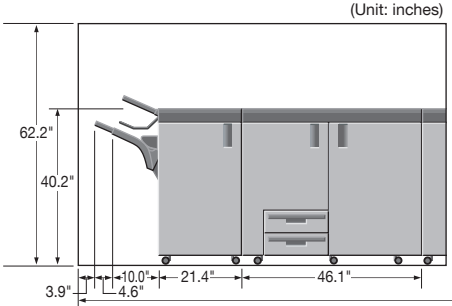
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192.8" : FS-521 - LS-505 - LS-505 - (RU-506 - bizhub PRO 1200 - PF-703)
224.6" : FS-521 - LS-505 - LS-505 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
227.1" : FS-521 - LS-505 - LS-505 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
202.1" : FS-521 - LS-505 - LS-505 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702)
204.6" : FS-521 - LS-505 - LS-505 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703)
236.4" : FS-521 - LS-505 - LS-505 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702 - PF-703)
239.0" : FS-521 - LS-505 - LS-505 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703 - PF-703)
224.6": FS-521 - LS-505 - LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
227.1" : FS-521 - LS-505 - LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
259.0" : FS-521 - LS-505 - LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
261.4" : FS-521 - LS-505 - LS-505 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
202.1" : FS-521 - LS-505 - LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
204.6" : FS-521 - LS-505 - LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
236.4" : FS-521 - LS-505 - LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
239.0" : FS-521 - LS-505 - LS-505 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
176.5" : FS-521 - LS-505 - LS-505 - (bizhub PRO 1051 - PF-702)
179.0" : FS-521 - LS-505 - LS-505- (bizhub PRO 1051 - PF-703)
210.8" : FS-521 - LS-505 - LS-505 - (bizhub PRO 1051 - PF-702 - PF-703)
213.3" : FS-521 - LS-505 - LS-505 - (bizhub PRO 1051 - PF-703 - PF-703)

(Unit: inches)



Total width

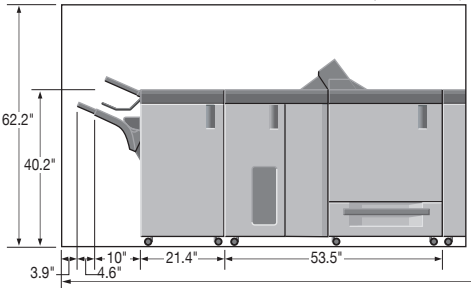
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196.2" : PB-502 - SD-506 - (RU-506 - bizhub PRO 1200 - PF-703)
228.1" : PB-502 - SD-506 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
230.6" : PB-502 - SD-506 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
205.6" : PB-502 - SD-506 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-702)
208.1" : PB-502 - SD-506 - (RU-506 - GP-501 - bizhub PRO 1200/1051 - PF-703)
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262.4" : PB-502 - SD-506 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
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240.0" : PB-502 - SD-506 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
242.4" : PB-502 - SD-506 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
274.2" : PB-502 - SD-506 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
276.6" : PB-502 - SD-506 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
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182.5" : PB-502 - SD-506 - (bizhub PRO 1051 - PF-703)
214.3" : PB-502 - SD-506 - (bizhub PRO 1051 - PF-702 - PF-703)
216.8" : PB-502 - SD-506 - (bizhub PRO 1051 - PF-703 - PF-703)



Total width

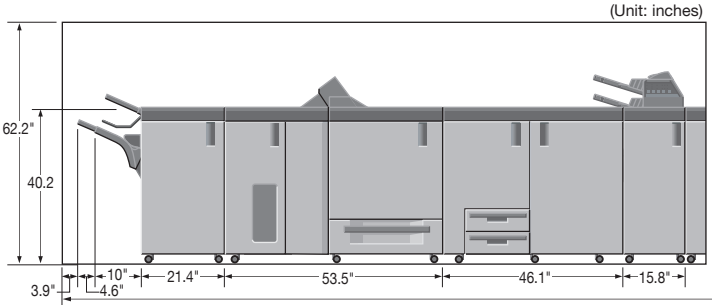
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243.2" : FS-521 - SD-506 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
245.6" : FS-521 - SD-506 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
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223.1" : FS-521 - SD-506 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
255.0" : FS-521 - SD-506 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
257.5" : FS-521 - SD-506 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
160.8" : FS-521 - SD-506 - (bizhub PRO 1051 - PF-702)
163.2" : FS-521 - SD-506- (bizhub PRO 1051 - PF-703)
195.1" : FS-521 - SD-506 - (bizhub PRO 1051 - PF-702 - PF-703)
197.6" : FS-521 - SD-506 - (bizhub PRO 1051 - PF-703 - PF-703)

(Unit: inches)



Total Width

182.0" : FS-521 - PB-503 - (RU-506 - bizhub PRO 1200 - PF-702)
184.5" : FS-521 - PB-503 - (RU-506 - bizhub PRO 1200 - PF-703)
216.4" : FS-521 - PB-503 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
218.8" : FS-521 - PB-503 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
194.1" : FS-521 - PB-503 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-702)
196.5" : FS-521 - PB-503 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-703)
228.5" : FS-521 - PB-503 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-702 - PF-703)
230.8" : FS-521 - PB-503 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-703 - PF-703)
168.3" : FS-521 - PB-503 - (bizhub PRO 1051 - PF-702)
170.7" : FS-521 - PB-503 - (bizhub PRO 1051 - PF-703)
202.6" : FS-521 - PB-503 - (bizhub PRO 1051 - PF-702 - PF-703)
205.0" : FS-521 - PB-503 - (bizhub PRO 1051 - PF-703 - PF-703)
228.4" : FS-521 - PB-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
230.8" : FS-521 - PB-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
262.7" : FS-521 - PB-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
265.1" : FS-521 - PB-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
216.4" : FS-521 - PB-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
218.8" : FS-521 - PB-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
250.7" : FS-521 - PB-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
253.1" : FS-521 - PB-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)



Total Width

243.9" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-702)
246.3" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-703)
278.2" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-702 - PF-703)
280.6" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - bizhub PRO 1200 - PF-703 - PF-703)
255.9" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-702)
258.3" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-703)
290.2" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-702 - PF-703)
292.6" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - GP-501 - bizhub PRO 1200 - PF-703 - PF-703)
230.1" : FS-521 - PB-503 - SD-506 - FD-503 - (bizhub PRO 1051 - PF-702)
232.5" : FS-521 - PB-503 - SD-506 - FD-503 - (bizhub PRO 1051 - PF-703)
264.4" : FS-521 - PB-503 - SD-506 - FD-503 - (bizhub PRO 1051 - PF-702 - PF-703)
266.9" : FS-521 - PB-503 - SD-506 - FD-503 - (bizhub PRO 1051 - PF-703 - PF-703)
290.2" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
292.6" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
324.5" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
327.0" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - GP-501 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)
278.2" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702)
280.6" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703)
312.5" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-702 - PF-703)
314.9" : FS-521 - PB-503 - SD-506 - FD-503 - (RU-506 - PI-PFU - bizhub PRO 1200/1051 - PF-703 - PF-703)

1.5 Operation Precautions

To ensure the optimum performance of this machine, observe the precautions described below.

Power source

The power source requirements are as follows.

- Voltage: 208V to 240V AC
- Frequency: 60Hz

– Use a power source with as little voltage or frequency fluctuations as possible.

Operating environment

The environmental requirements for correct operation of the machine are as follows.

- Operating temperature: 10°C (50°F) to 30°C (86°F)
- Humidity: 10% to 80%

Storage of copies

To store copies, follow the recommendation listed below.

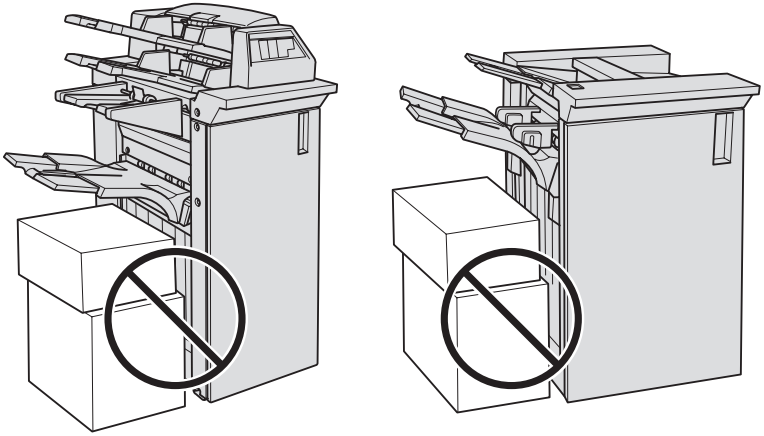
- Copies that are to be kept for a long time should be stored where they are not exposed to light or high temperature in order to prevent them from fading or sticking together.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.

Ozone release

During print operation, a small quantity of ozone is released. This amount is not large enough to harm anyone adversely. However, be sure the room where the machine is being used has adequate ventilation, especially if you are printing a high volume of materials, or if the machine is being used continuously over a long period.

Precaution for use of Folding Unit FD-503/ Staple Finisher FS-521

The primary (main) tray of Folding Unit FD-503 or of Staple Finisher FS-521 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 staple finisher, as any interference may cause damage to the staple finisher.



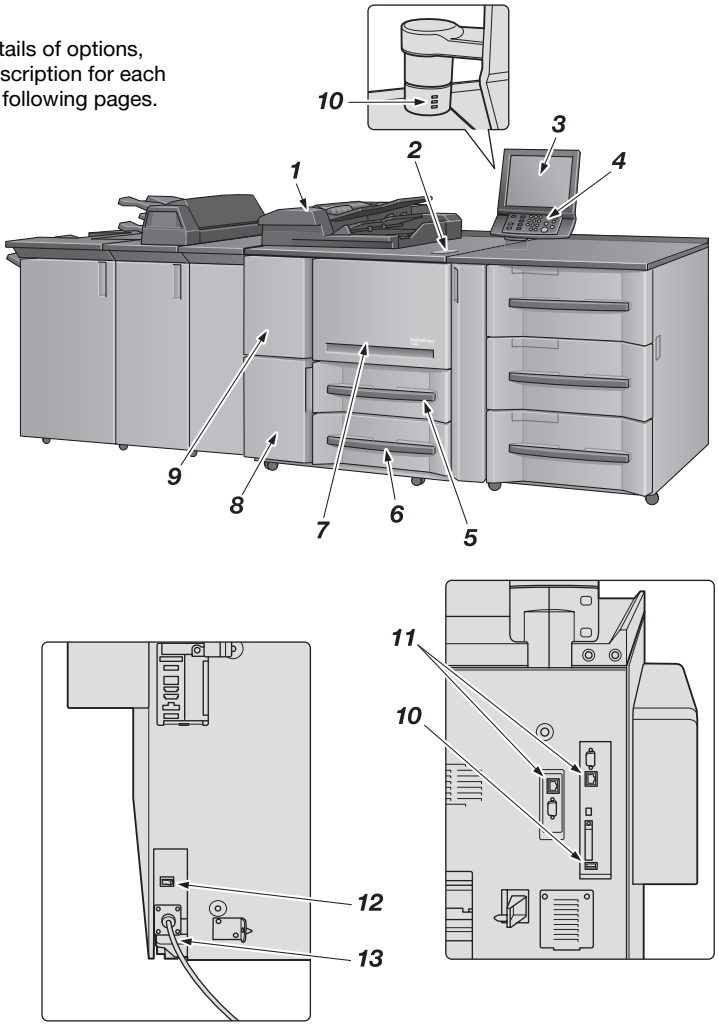
2 Preparation for Use

2 Preparation for Use

2.1 Machine Configuration

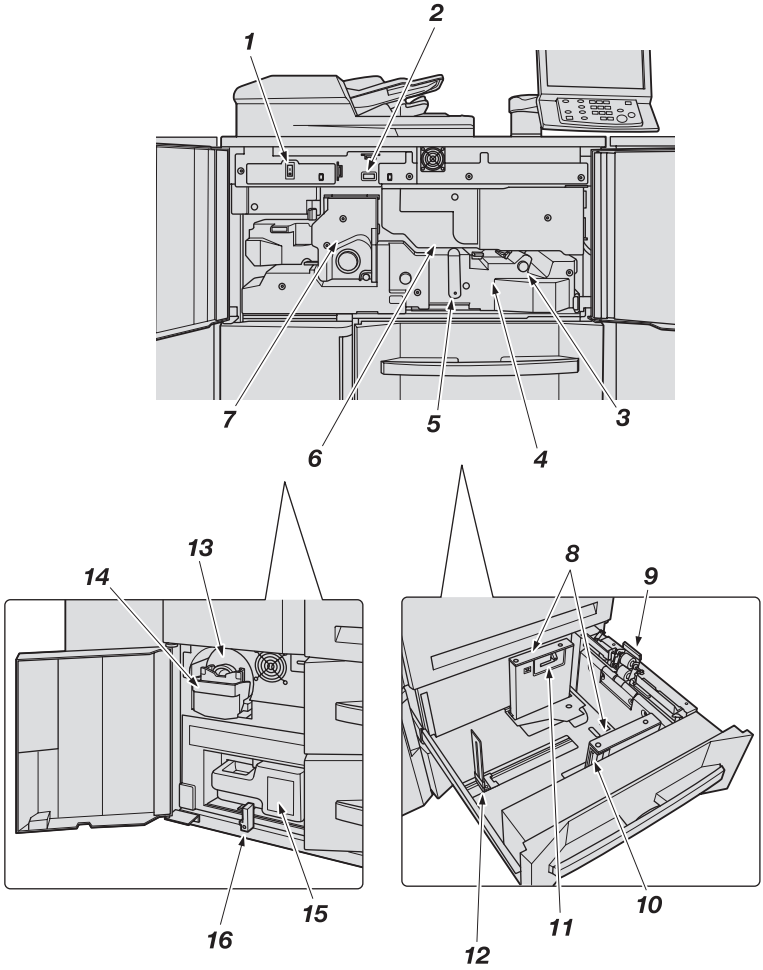
2.1.1 External Machine Items

For details of options, see description for each on the following pages.



No.	Item	Description
1	ADF (Automatic Document Feeder)	Automatically feeds multiple originals one sheet at a time to the original glass for copying.
2	Sub power switch	Turns machine power on/off when pressed.
3	Touch panel	Displays interactive operation screens. For details, see page 2-8 and page 2-11.
4	Control panel	Used for various settings and machine operations. See page 2-6 for details.
5	Tray 1 (universal tray)	Holds 1,500 sheets (21 lb Bond) from 12" × 18" to 5.5" × 8.5".
6	Tray 2 (universal tray)	Holds 1,500 sheets (21 lb Bond) from 12" × 18" to 5.5" × 8.5".
7	Front door	Opens to allow removal of mishandled paper.
8	Toner unit door	Opens to allow toner supply or replacement of toner recovery box.
9	Left side door	Opens together with the front door to allow removal of mishandled paper or when turning on/off the main power switch.
10	Connection port (type A) USB2.0/1.1 on equal	Used to connect devices such as backup driver, operating keyboard, and mouse.
11	Network port (10 Base-T/ 100 Base-T/ 1000 Base-T)	Connected with an Ethernet cable to operate the machine, or to use the machine as a network printer/scanner.
12	Heater switch	Turns on/off the heater of the main body.
13	Power cord of the main body	Supplies the main body with electric power.

2.1.2 Internal Machine Items



No.	Item	Description
1	Main power switch	Used only by service representative to turn the machine power on/off. Be sure not to turn it off in usual operation.
2	Total counter	Indicates the total number of copies and prints made.
3	Knob M2	Turned counterclockwise for removal of mishandled paper.
4	Conveyance fixing unit	Pulled out for removal of mishandled paper. For handling levers and knobs of this unit, follow the instruction on the screen to be displayed when paper misfeed occurs.
5	Lever M4	Can be opened rightward to withdraw the conveyance fixing unit for removal of mishandled paper.
6	Drum unit	Forms the copy image.
7	Fixing unit	Fuses the toner onto paper.
8	Side guides	Aligned to the edges of loaded paper.
9	Feed roller	Feeds copy paper sheet by sheet to the printing unit.
10	Lock release lever	Pushed backward to release the lock when moving side guides.
11	Air nozzle	Blows air to avoid feeding multiple sheets at a time.
12	Rear guide	Aligned to the rear edge of loaded paper.
13	Toner bottle	Supplies the main body with toner.
14	Toner unit lever	Pulled frontward when withdrawing the toner unit to replace an empty toner bottle.
15	Toner recovery box	Collects waste toner.
16	Lock lever	While pushing the toner recovery box, pulled down leftward to release the lock when replacing the toner recovery box.

⚠ CAUTION

The internal fixing unit is very hot.

➔ To avoid getting burned, DO NOT TOUCH.

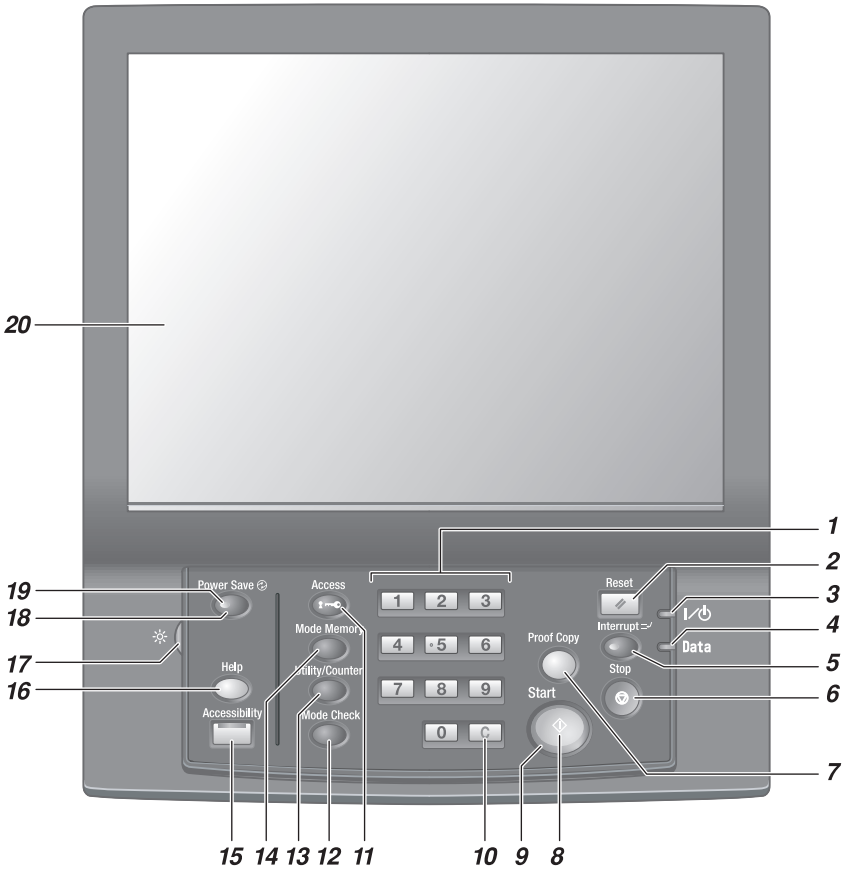
⚠ WARNING

Precaution for the toner recovery box

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

➔ DO NOT THROW the toner recovery box into a fire!

2.1.3 Control panel layout



No.	Name	Description
1	Keypad	Enters values for various settings, including print quantity and password.
2	[Reset] key	Restores machine to the initial settings.
3	Power LED	Lights up in red when the main power switch is turned on, then turns green when the sub power switch is turned on.
4	Data LED	Flashes while receiving print data.
5	[Interrupt] key	Stops copying/printing/scanning in progress to allow a simple copying job.
6	[Stop] key	Ceases the copying sequence; deletes the stored memory.
7	[Proof Copy] key	Prints a single set or the first sheet of sample copy to check whether the current settings are specified properly.

No.	Name	Description
8	[Start] key	Activates various machine operations.
9	[Start] LED	Lights in blue when machine operation is available, and turns orange if any operation cannot be started.
10	[C] (Clear) key	Allows resetting of print quantity.
11	[Access] key	Sets the machine to allow the operation only when a user/account name and password are entered, if user authentication or account track function is activated.
12	[Mode Check] key	Displays the Mode Check Screen to view the copy settings currently made.
13	[Utility/Counter] key	Displays the Utility Menu Screen and various counters.
14	[Mode Memory] key	Registers/Recalls the desired copy settings, and also recalls previous job settings.
15	[Accessibility] key	Adjusts the response time in touch panel/ control panel key operation.
16	[Help] key	Displays the Help Screen that provides information on the currently selected function.
17	Brightness adjustment dial	Turned to adjust the brightness of the touch panel.
18	[Power Save] key	Enables temporary use of the machine when the [Power Save] LED is lit, or activates power-saving mode for times when the machine is inactive.
19	[Power Save] LED	Lights when any power-saving mode is activated, or machine power is off due to the timer function, or user password is required for use.
20	Touch panel	Displays various screens and messages to allow the function setting.

⚠ CAUTION

The touch panel is covered with glass.

➔ Do not drop heavy objects on the glass, or put excess weight or pressure on it; otherwise the glass may break or scratched and you may be injured.

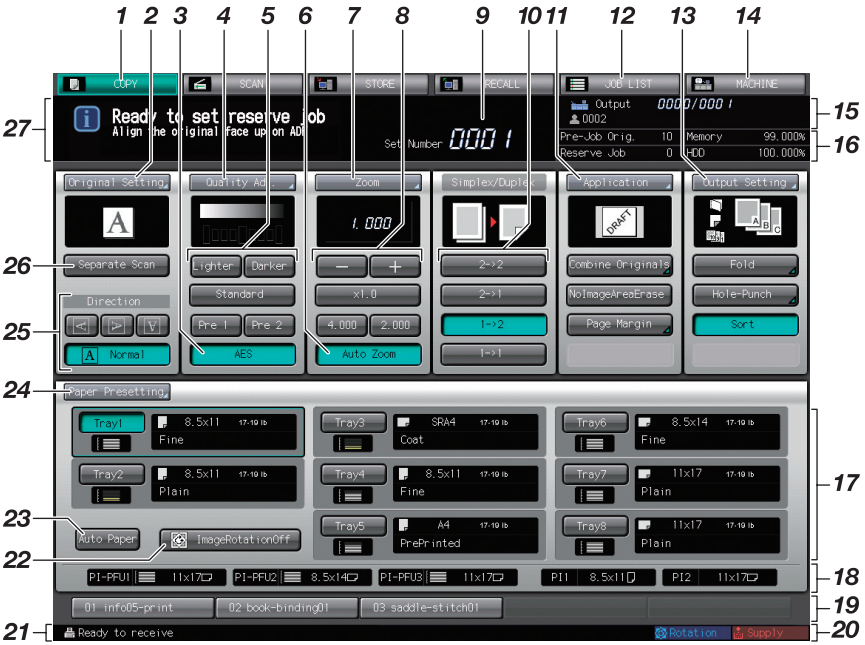
⚠ CAUTION

The Service Call Screen is displayed and machine operations cannot be continued any more.

➔ 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 machine and disconnect from the power socket. Contact your service representative and inform them of the report code.

2.1.4 Copy Screen

The Copy Screen is used to select the desired copy conditions when setting a new copy job and also reserve jobs.
(For descriptions of [SCAN], [STORE], and [RECALL] tabs, see page 2-11.)



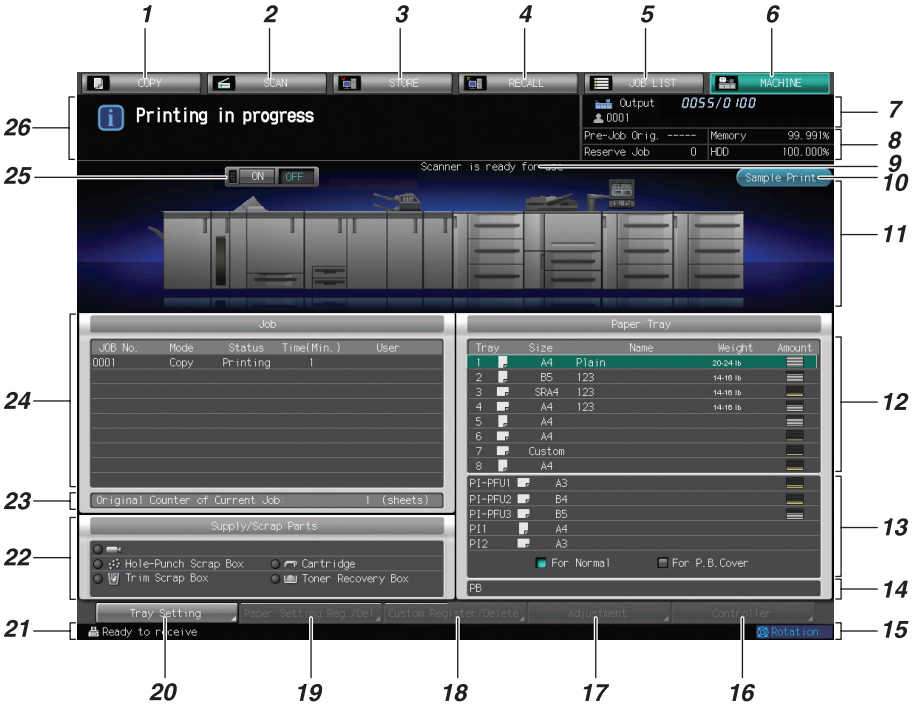
No.	Name	Description
1	[COPY] tab	Touched to display the Copy Screen.
2	[Original Setting] key	Touched to display the Original Setting Screen which allows you to specify conditions of the original to be scanned. The keys provided under [Original Setting] can also be used to specify the direction of the original.
3	[AES] key	Touched to activate AES (Automatic Exposure Selection).
4	[Quality Adj.] key	Touched to display the Quality Adjustment Screen which allows you to specify the image quality of the original. The keys provided under [Quality Adj.] can also be used to make the density setting.
5	Density setting keys	Touch [Darker] to darken, or [Lighter] to lighten the copy image. Use [Standard] for the middle density level. Touch [Pre 1] or [Pre 2] to recall the desired preset density.
6	[Auto Zoom] key	Highlighted when Auto Zoom is on. Touch this key to highlight it to activate the Auto Zoom mode.

No.	Name	Description
7	[Zoom] key	Touched to display the Zoom Screen which allows you to specify the desired magnification ratio using preset ratios, user preset ratios, vertical/horizontal zoom, vertical zoom, or horizontal zoom mode. The keys provided under [Zoom] can also be used to specify the vertical/horizontal zoom or to select one of the two preset ratios and 1.000 magnification ratio.
8	Zoom setting keys	Touch [+]/[–] to specify the vertical/horizontal zoom ratio. Touch [×1.0] to copy in 1.000 magnification ratio. To copy in a preset ratio, touch the key with the desired ratio displayed.
9	Set Number indicator	Indicates the print quantity entered from the control panel keypad.
10	Simplex/Duplex setting area	Used to select the simplex/duplex copy mode (1-1, 1-2, 2-1, or 2-2).
11	[Application] key	Touched to display the Application Screen which allows you to select various application functions. The keys under [Application] are provided to display up to four functions, allowing you to directly jump to the setting screen for each.
12	[JOB LIST] tab	Touched to display the Job List Screen which allows you the job management.
13	[Output Setting] key	Touched to display the Output Setting Screen which allows you to specify the desired output mode. The keys under [Output Setting] are provided to display up to four modes, allowing you to directly jump to the setting screen for each.
14	[MACHINE] tab	Touched to display the Machine Status Screen.
15	Output information indicator	Indicates the print count, set count, and job number of the current job while printing.
16	Machine management information indicator	Indicates the original count of the previous job, number of reserved jobs, remaining amount of memory, and remaining HDD capacity.
17	Tray information indicator/ Tray keys	Tray information indicator: Displays specified paper size, set direction, weight, paper type, and amount remaining in each tray (Tray Setting). If any setting change is made using Paper Presetting function, the changed information will be displayed. The tray setting information will be restored when the reset function is activated. Tray keys: The key of the tray automatically selected by Auto Paper appears highlighted. To copy on paper loaded in the desired tray, touch the tray key to highlight it.
18	Paper size indicator of the post inserter	Indicates the paper size, set direction, and amount remaining in PI-PFU. Also indicates the size and set direction of the paper loaded in post inserter of the folding unit.
19	Shortcut keys	Touched to recall the job setting previously registered using Mode Memory. Up to five settings can be recalled.
20	Machine status indicator/right	Displays “Supply”, “PM Call”, “Collect”, “Modem Err”, “Drum/Deve”, fusing web exchange icon, dark tone icon, and “Rotation”. Up to 5 indicators can be displayed in normal size; when 6 or more indicators are required, small icons will substitute for these indicators.
21	Machine status indicator/left	Indicates the shutoff time when using Weekly timer, or the status of IP controller. The shutoff time indication has priority.

No.	Name	Description
22	[Image Rotation Off] key	Touched to activate/deactivate the Image Rotation function.
23	[Auto Paper] key	Highlighted when Auto Paper is on. Touch this key to highlight it to activate the Auto Paper mode.
24	[Paper Presetting] key	Touched to use different paper type from that indicated on the tray key.
25	Original direction keys	Touch an appropriate key to specify the direction of the original.
26	[Separate Scan] key	Touched to store scanned images into memory.
27	Message area	Displays the machine status and procedure required at that time.

2.1.5 Machine Status Screen

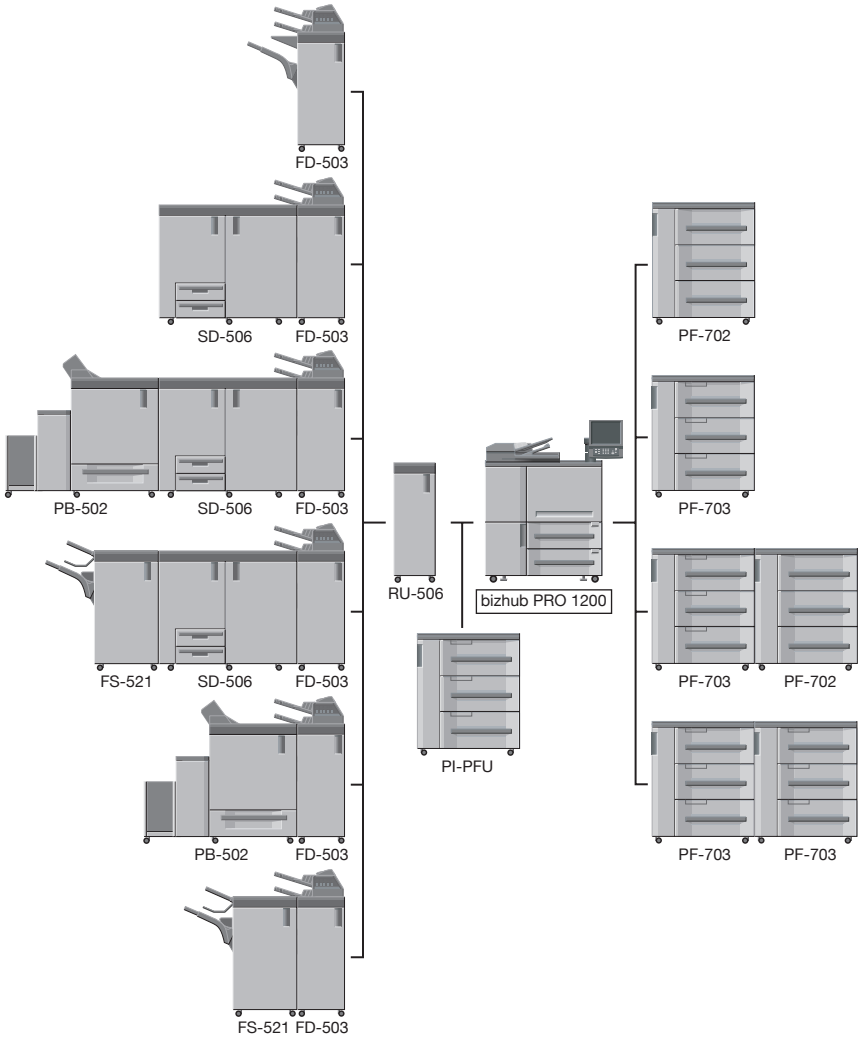
The Machine Status Screen displays when the machine power is turned on.

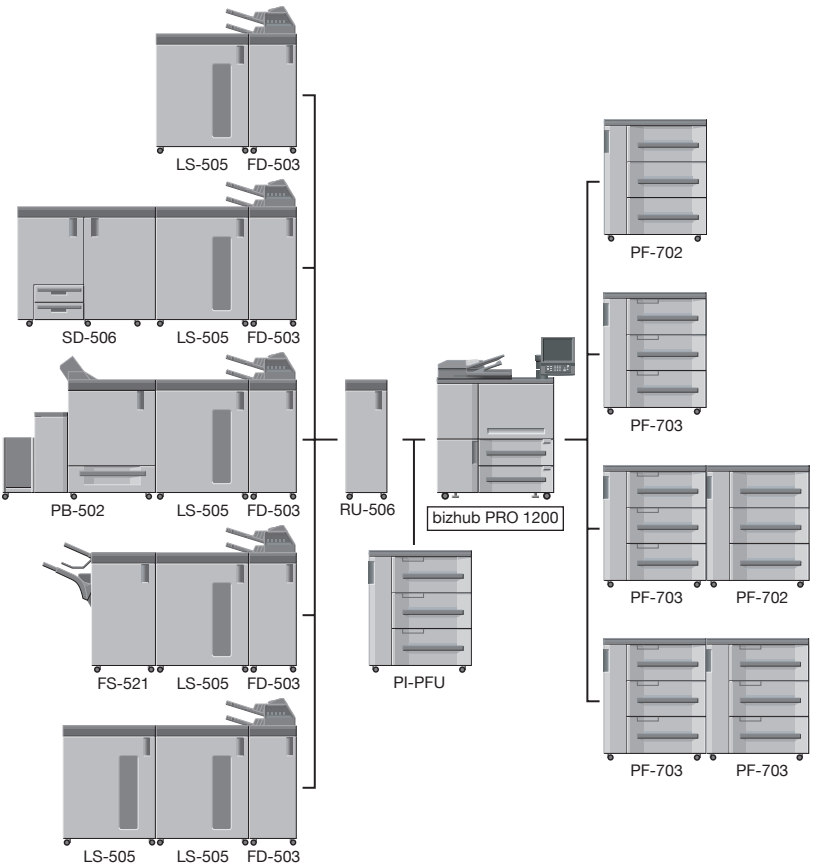


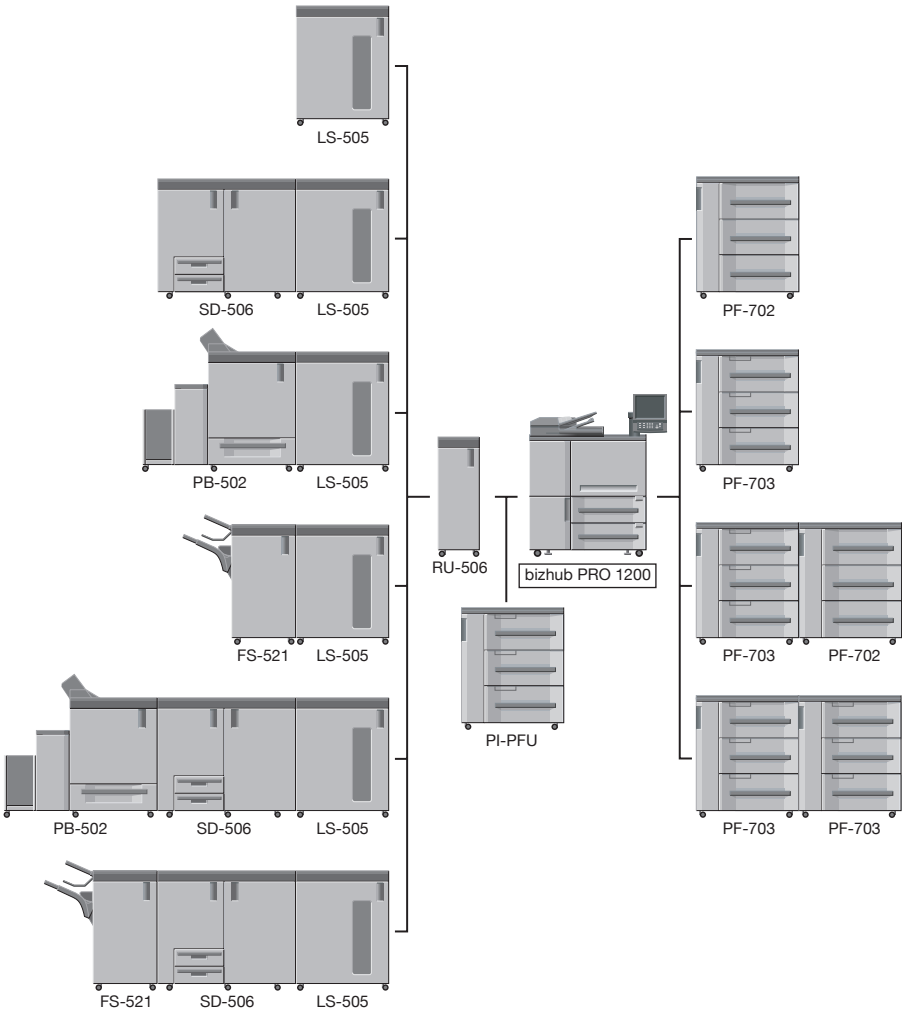
No.	Name	Description
1	[COPY] tab	Touched to display the Copy Screen.
2	[SCAN] tab	Touched to display the Scan Screen. For details, refer to the User's Guide Network Scanner.
3	[STORE] tab	Touched to specify the destination of scanned data. For details, refer to the User's Guide - Network Scanner.
4	[RECALL] tab	Touched to recall the scanned data. For details, refer to the User's Guide - Network Scanner.
5	[JOB LIST] tab	Touched to display the Job List Screen which allows you the job management.
6	[MACHINE] tab	Touched to display the Machine Status Screen.
7	Output information indicator	Indicates the print count, set count, and job number of the current job while printing.
8	Machine management information indicator	Indicates the original count of the previous job, number of reserved jobs, remaining amount of memory, and remaining HDD capacity.

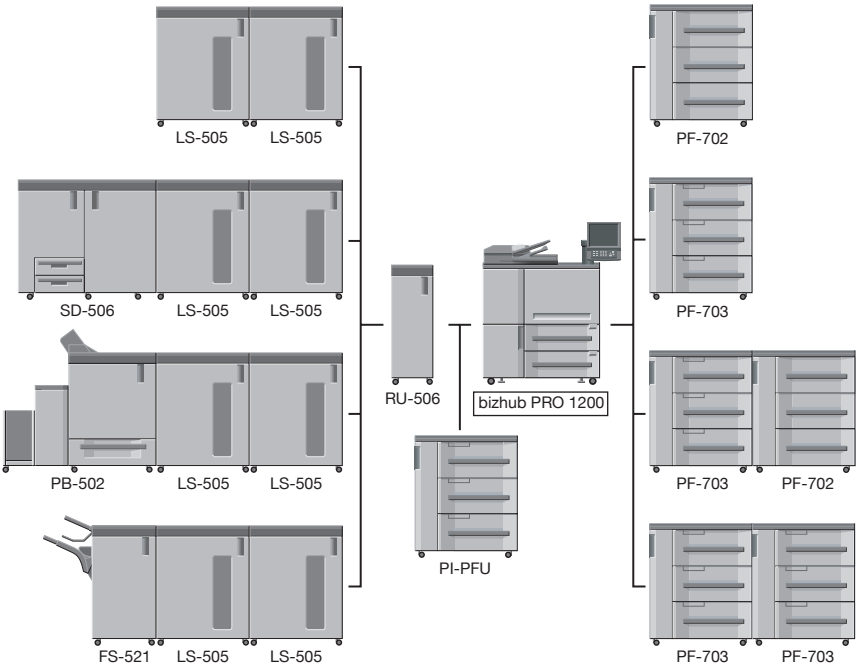
No.	Name	Description
9	Scanner message	Indicates the scanning status of the ADF/original glass.
10	[Sample Print] key	Touched to make a sample print during on output job.
11	Machine configuration display	Displays the configuration of main body and options.
12	Tray setting list	Displays specified paper size, set direction, weight, paper type, and amount remaining in each tray (Tray Setting). Setting change made in Paper Presetting will not be displayed.
13	Paper size indicator of the post inserter	Indicates the paper size, set direction, and amount remaining in PI-PFU. Also indicates the size and set direction of the paper loaded in post inserter of the folding unit. With Perfect Binder PB-502/PB-503 mounted, the indication can be switched from normal tray setting to the setting for perfect binding covers.
14	Perfect binder cover tray information indicator	Indicates the paper size, type, and weight of cover paper loaded in the cover tray of perfect binder, when mounted.
15	Machine status indicator/right	Displays “Supply”, “PM Call”, “Collect”, “Modem Err”, “Drum/Deve”, fusing web exchange icon, dark tone icon, and “Rotation”. Up to 5 indicators can be displayed in normal size; when 6 or more indicators are required, small icons will substitute for these indicators.
16	[Controller] key	Touched to make settings for the controller.
17	[Adjustment] key	Touched to make adjustments for the machine and optional equipment.
18	[Custom Register/Delete] key	Touched to register/delete custom paper sizes.
19	[Paper Setting Reg./Del.] key	Touched to register/delete paper settings.
20	[Tray Setting] key	Touched to apply the paper setting to each of main body, PFU, and PI-PFU trays.
21	Machine status indicator/left	Indicates the shutoff time when using Weekly timer, or the status of IP controller. The shutoff time indication has priority.
22	Supply/Scrap parts indicator	Indicates the current status of toner supply. Also lights in red when staple supply for mounted options is required or when toner recovery box/ hole-punch scrap box is full.
23	Original counter of current job	Indicates the original count of the current copying.
24	Job list	Displays the current status of the jobs to be operated on the machine.
25	Perfect binder status indicator	Displays on/off switch of the heater (PB heater) and warmup status of the perfect binder, when mounted.
26	Message area	Displays messages concerning the current status of the machine or operation currently required.

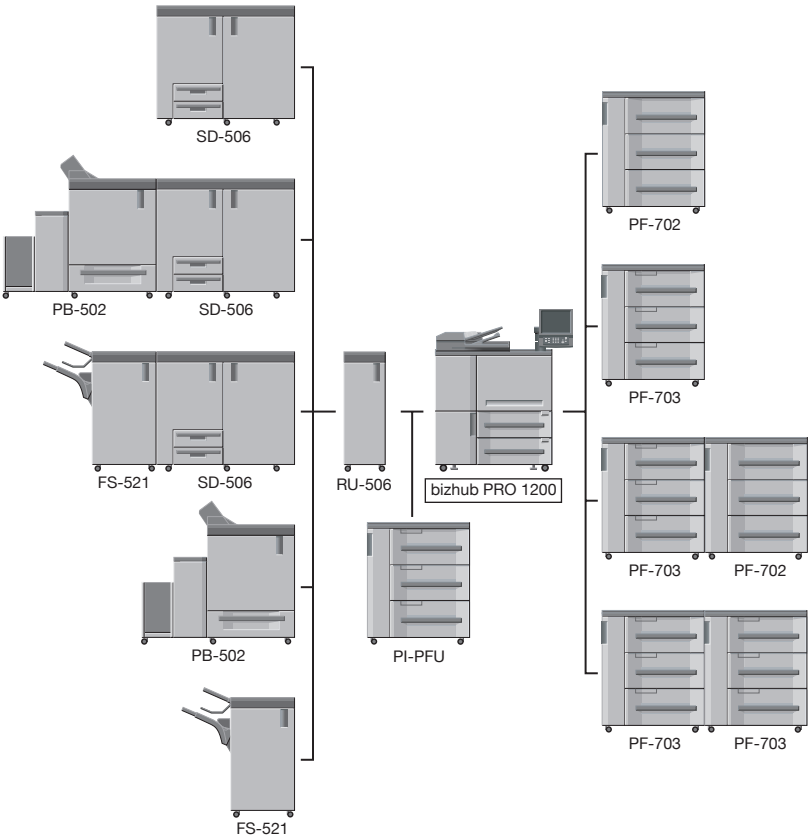
2.1.6 Standard/Optional Equipment

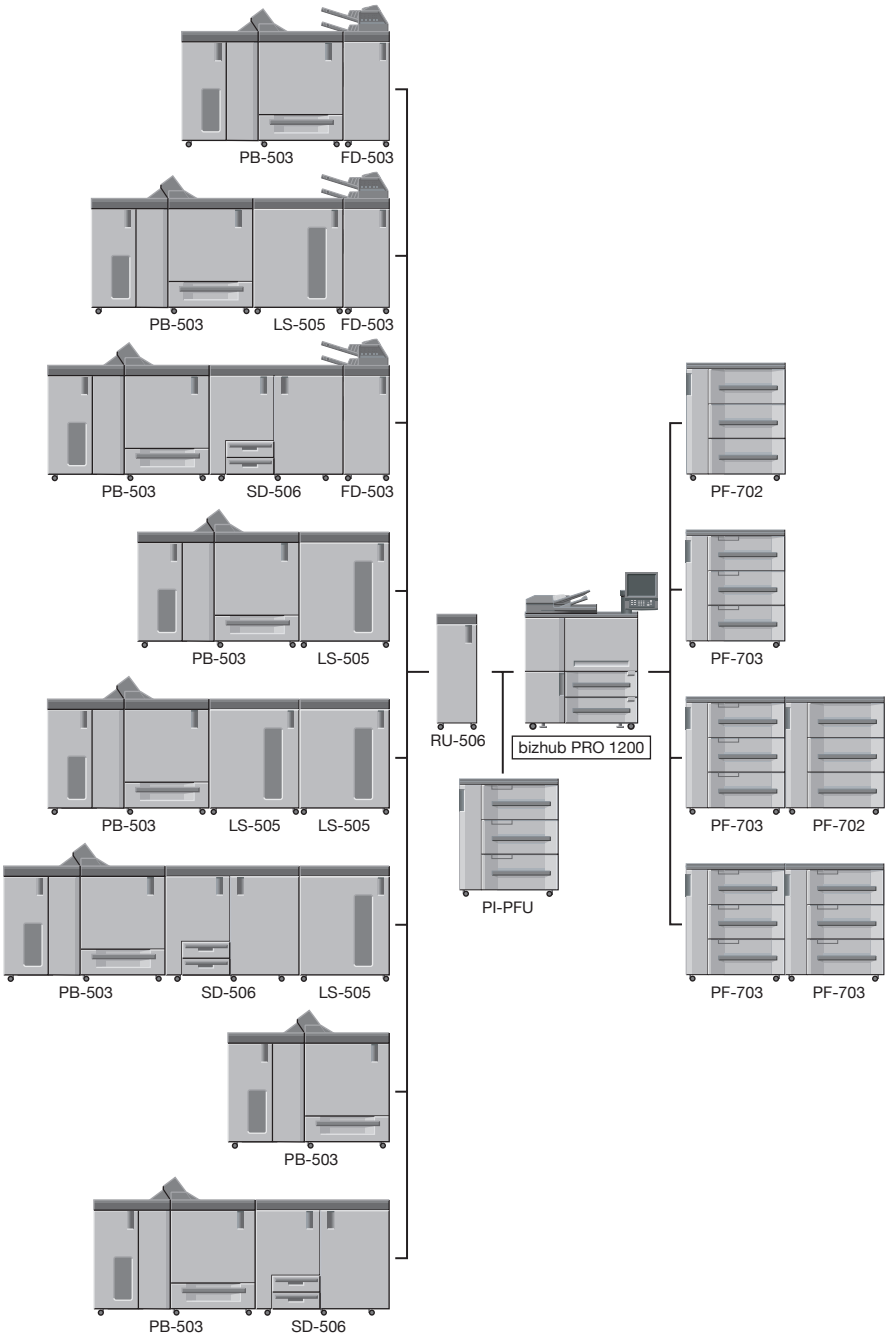


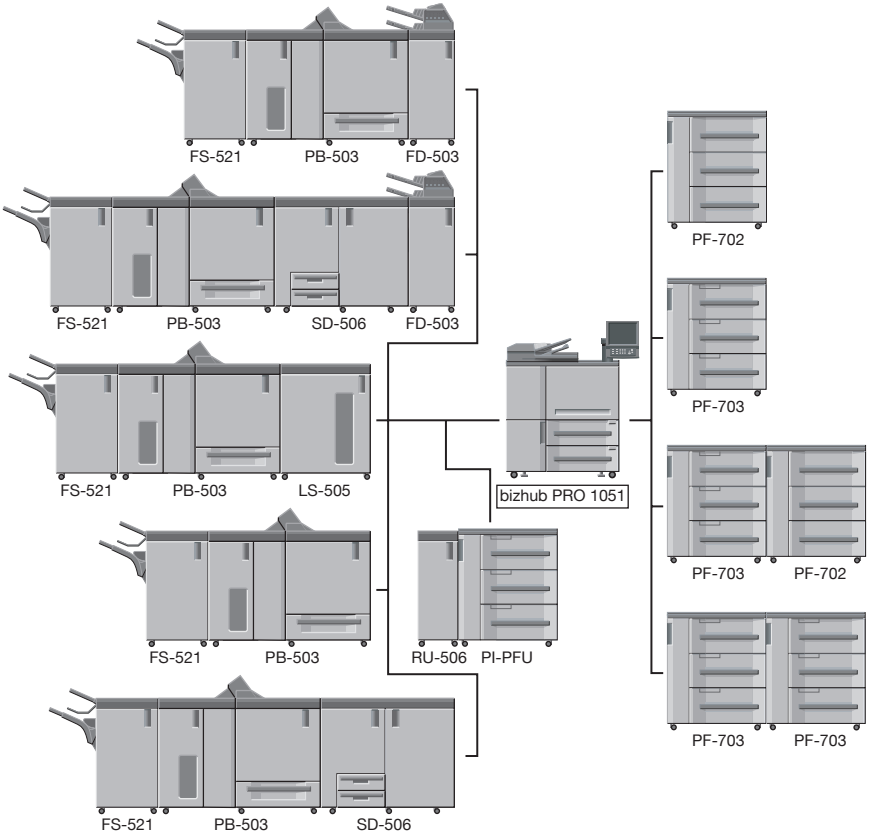

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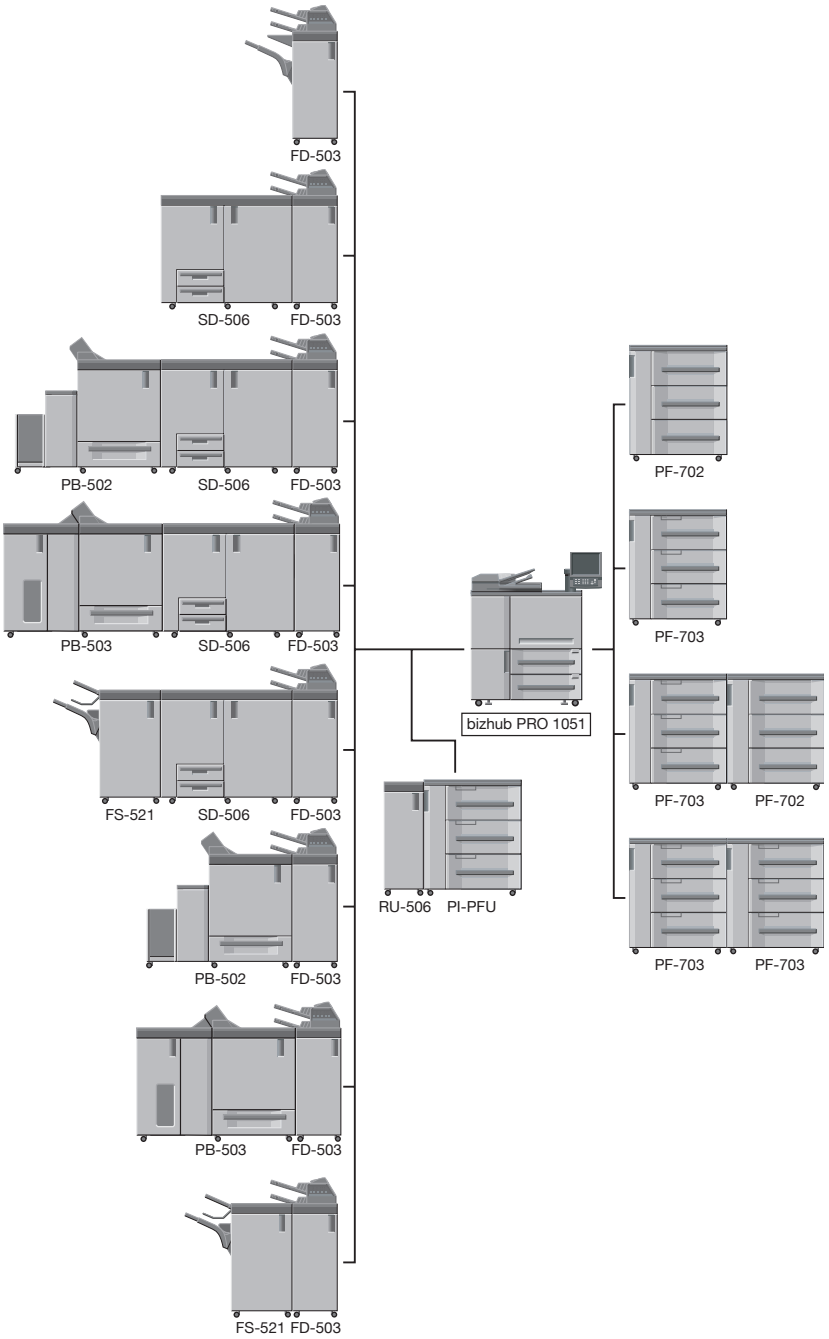

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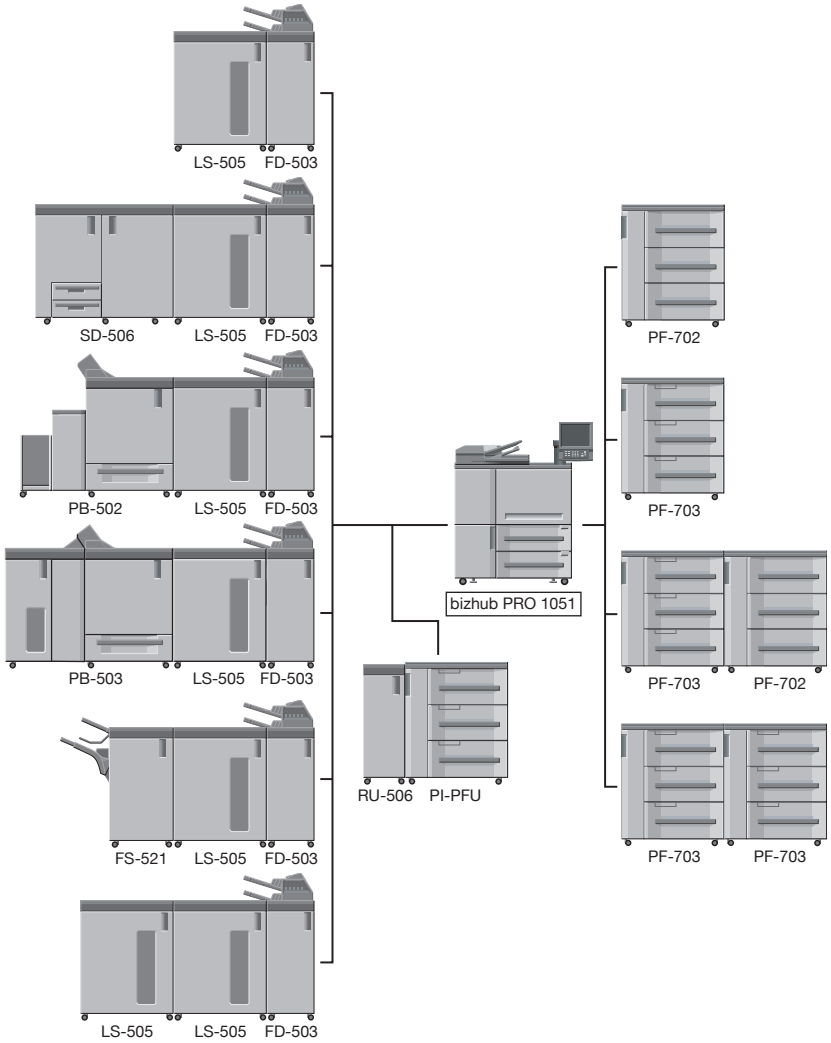

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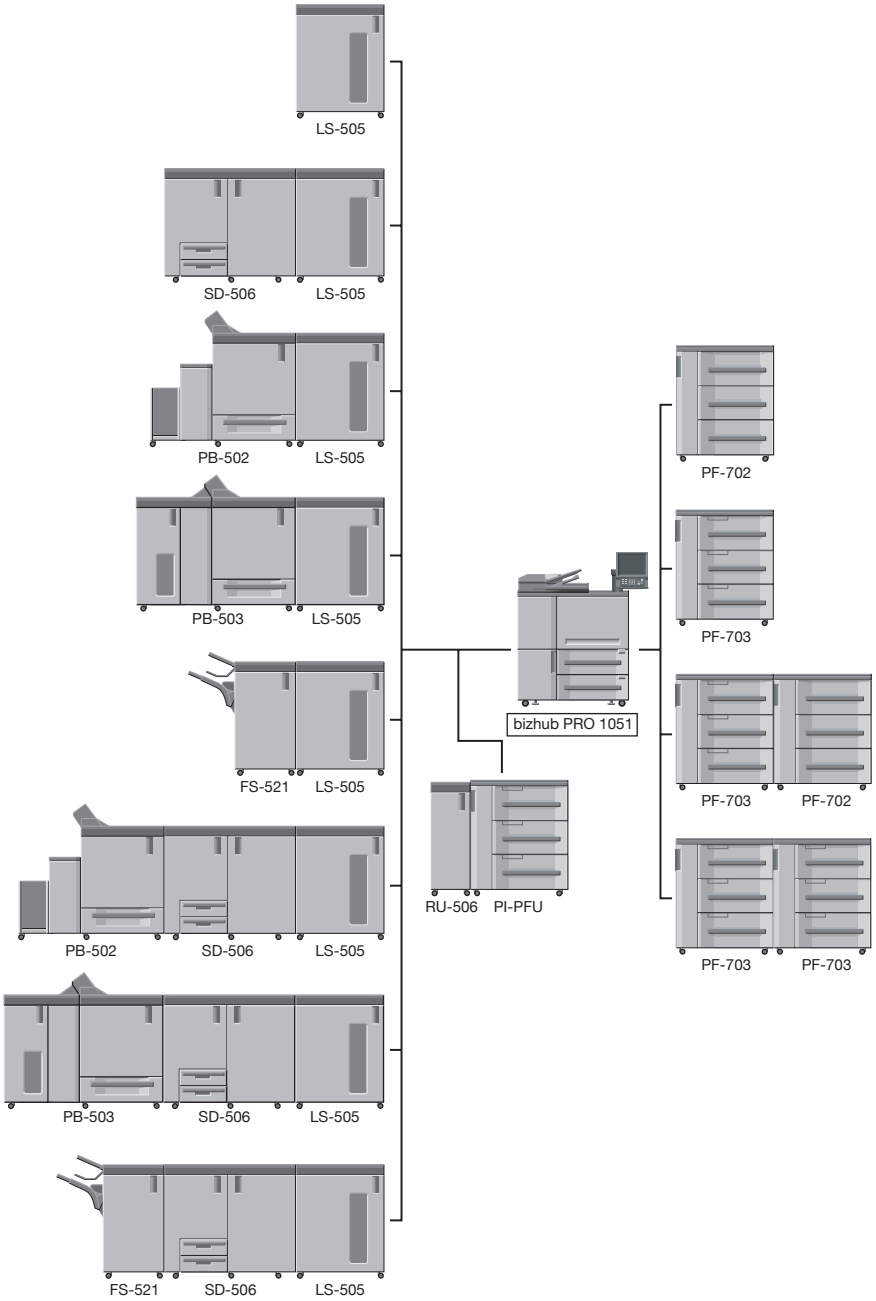

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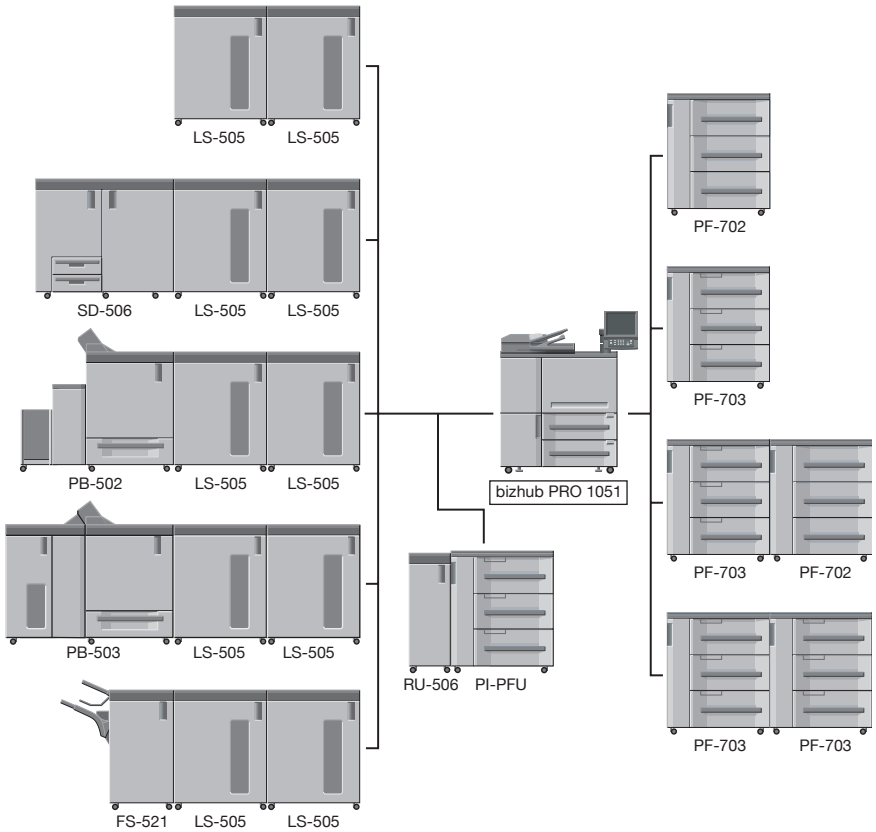

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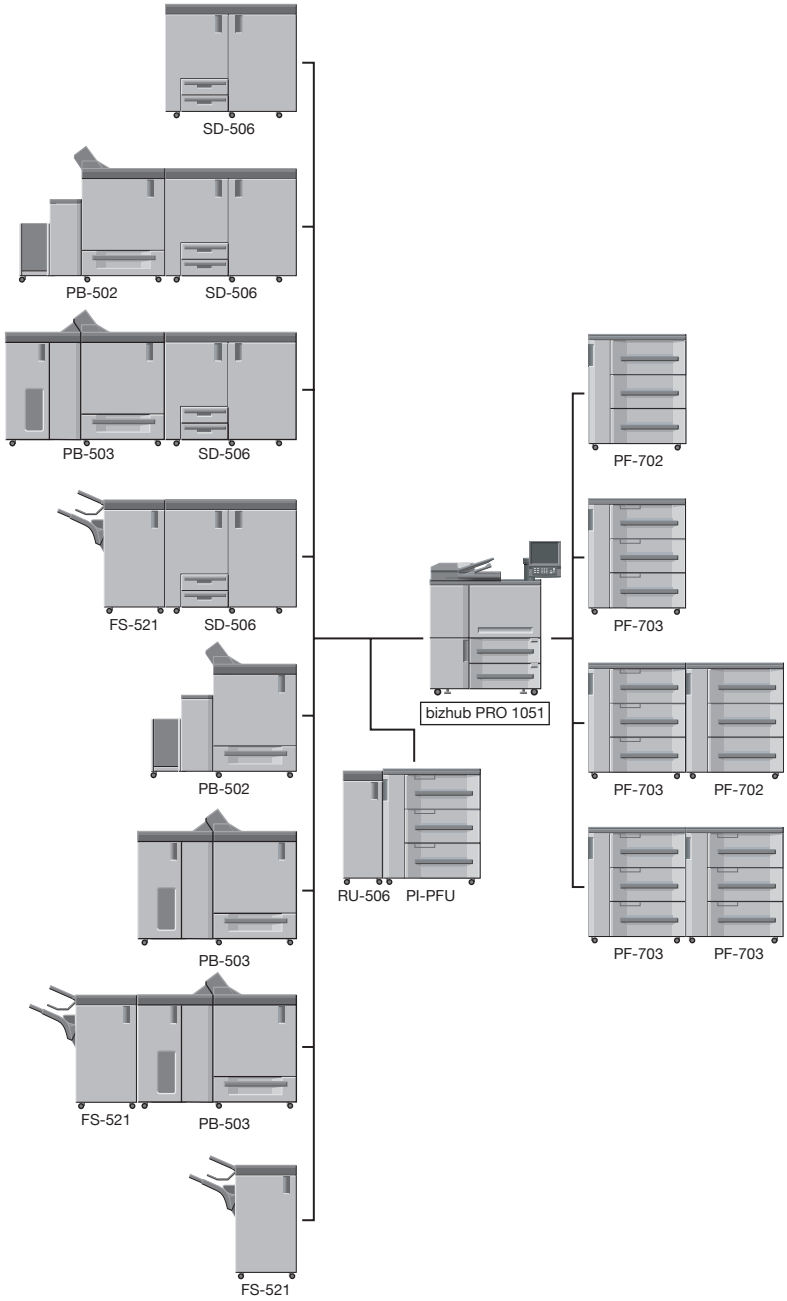

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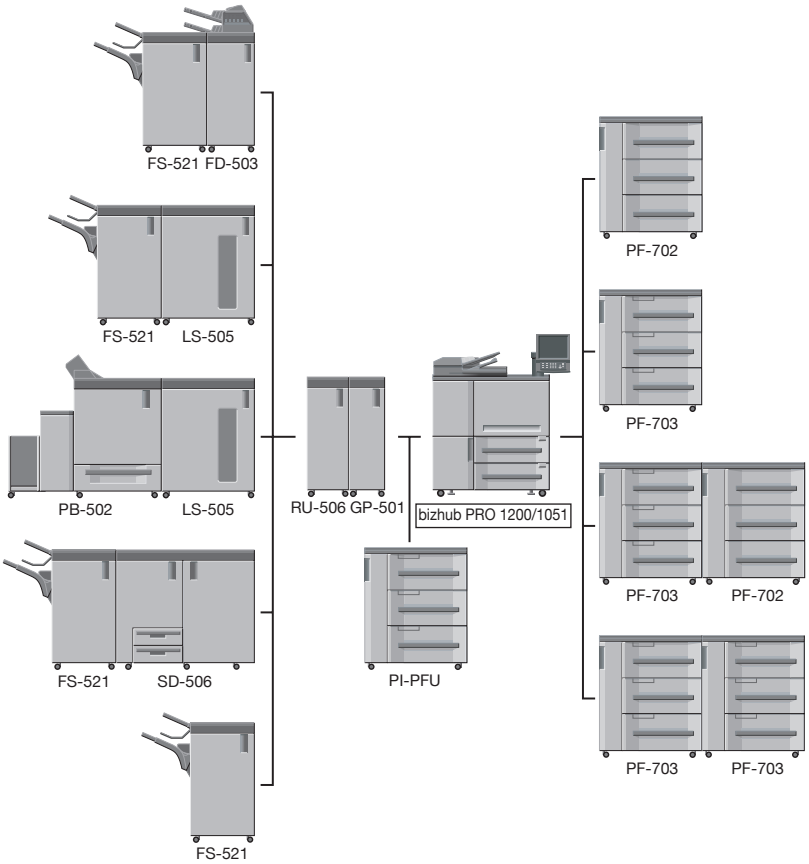

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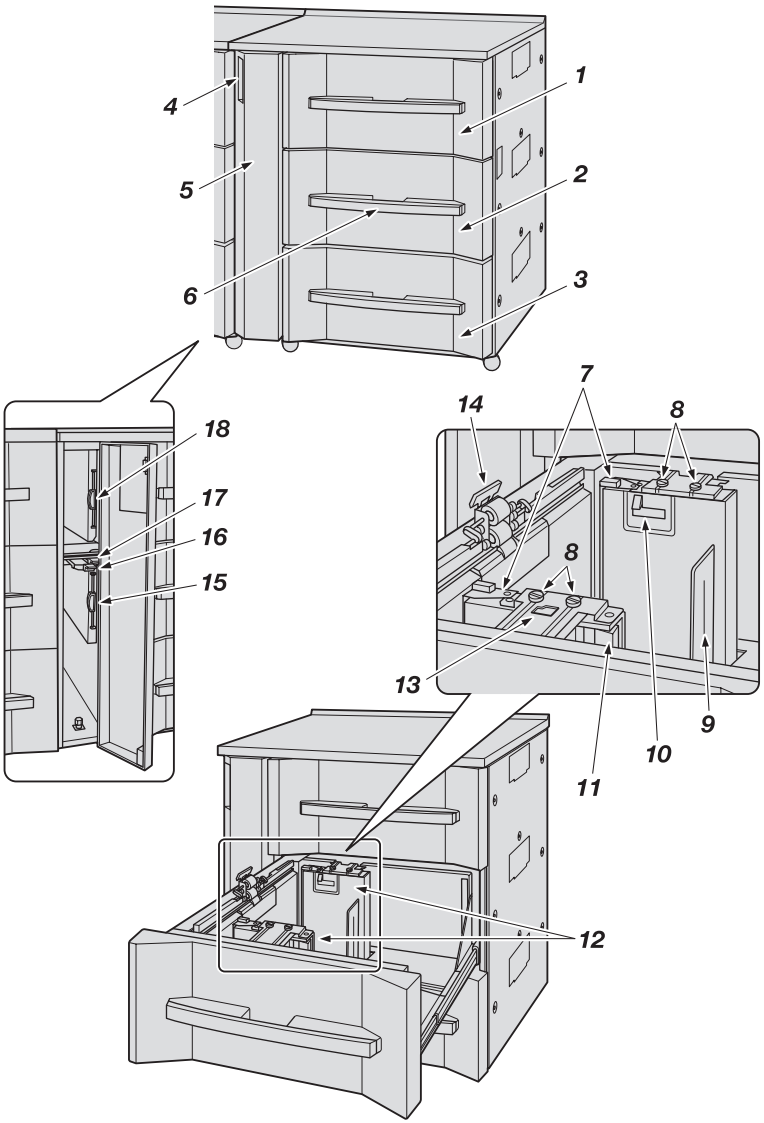

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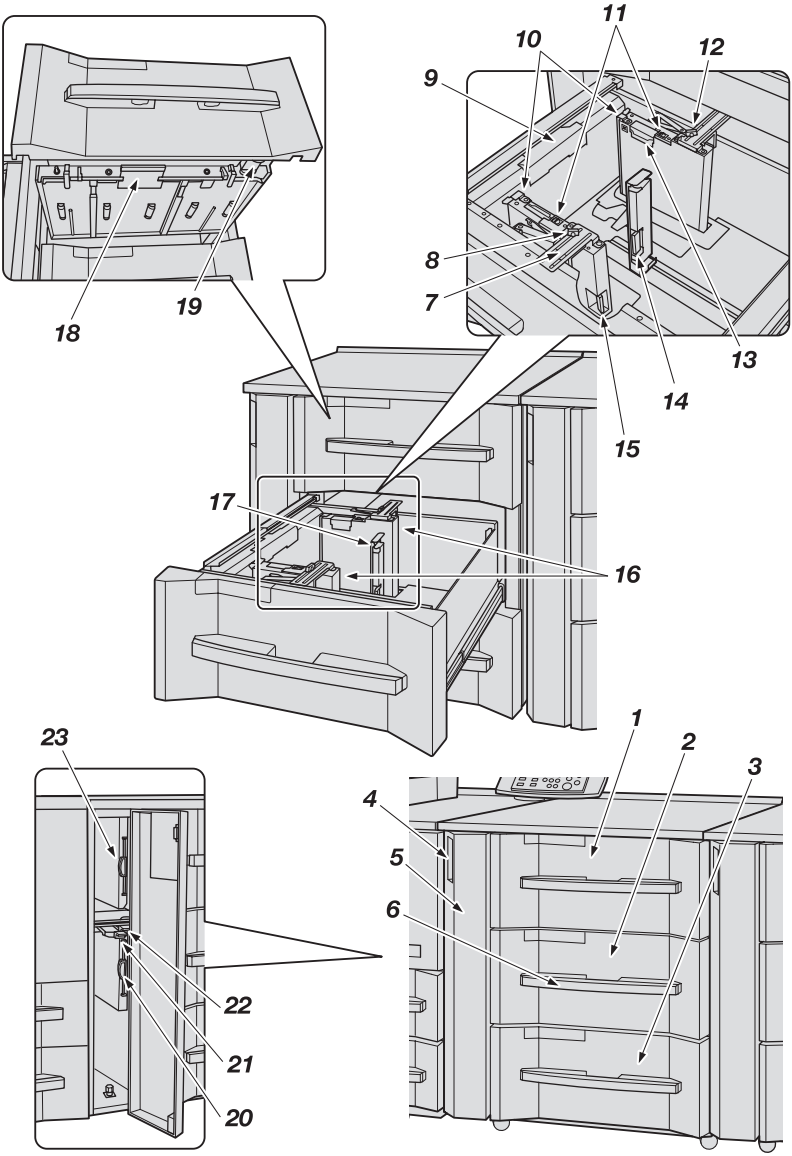

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2.1.7 Paper Feeding Unit PF-702



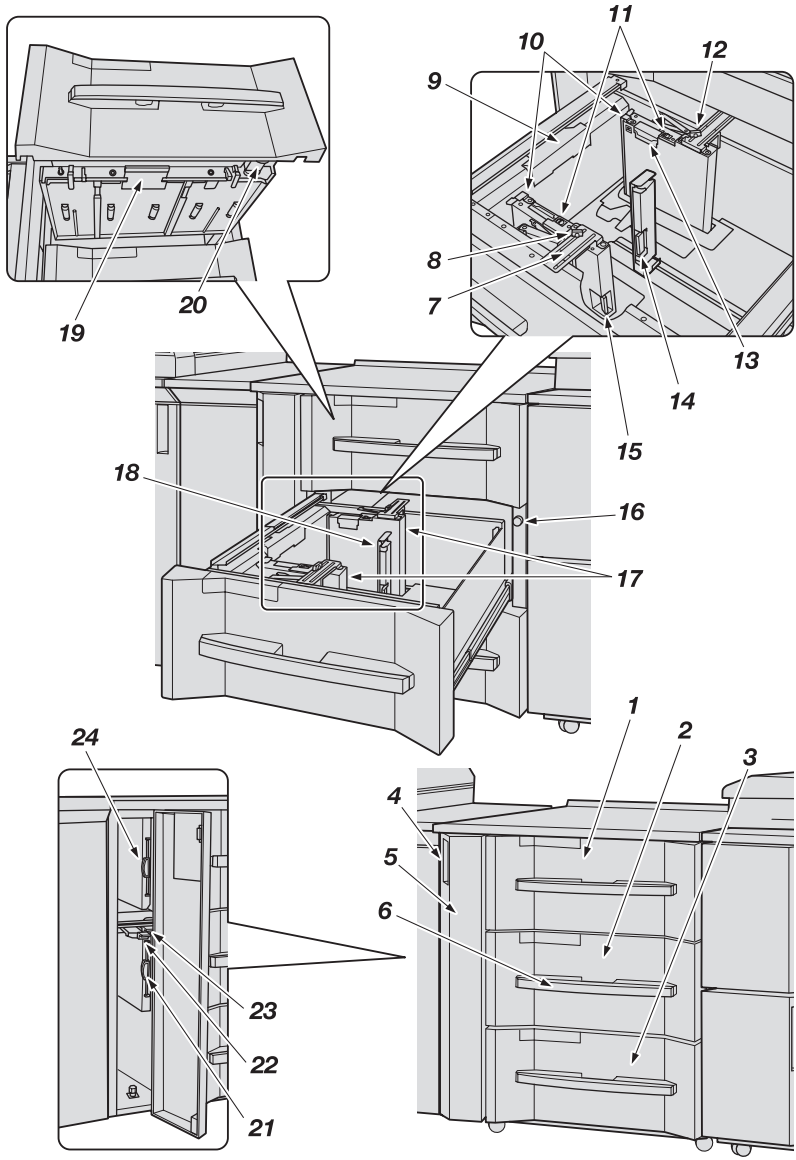
No.	Name	Description
1	Upper tray (tray 3; or tray 6 in the second unit)	Holds 2,000 sheets (21 lb Bond) of standard, custom, wide paper, and tab paper sizes. Load the paper of 11 to 65 lb Bond. All paper types except PrePrinted are available.
2	Middle tray (tray 4; or tray 7 in the second unit)	Holds 2,000 sheets (21 lb Bond) of standard, custom, wide paper, and tab paper sizes. Load the paper of 11 to 93 lb Bond. All paper types except PrePrinted are available.
3	Lower tray (tray 5; or tray 8 in the second unit)	Holds 2,000 sheets (21 lb Bond) of standard, custom, wide paper, and tab paper sizes. Load the paper of 11 to 65 lb Bond. All paper types except PrePrinted are available.
4	Tray left side door knob	Held to open the tray left side door.
5	Tray left side door	Opens when removing mishandled paper from the left side door of the main body or from the paper feeding unit trays.
6	Tray handle	Held to withdraw the tray.
7	Small size guides (2 pieces)	Opened inward when loading paper of the width less than 182 mm.
8	Guide fixing knobs (4 pieces)	Can be turned to move or fix the side guides.
9	Rear guide	Aligned to the rear edge of loaded paper.
10	Air nozzle	Blows air to avoid feeding multiple sheets at a time.
11	Lock release lever	Pushed backward to release the lock when moving side guides.
12	Side guides (2 pieces)	Aligned to the edges of loaded paper.
13	Paper size indicator	Indicates appropriate size for the paper to be loaded.
14	Feed roller	Feeds copy paper sheet by sheet to the printing unit of the main body.
15	Vertical conveyance door of lower tray	Opens leftward to allow removal of mishandled paper.
16	Lever PF1	Opens downward to allow removal of mishandled paper.
17	Lever PF2	Opens downward to allow removal of mishandled paper.
18	Vertical conveyance door of upper tray	Opens leftward to allow removal of mishandled paper.

2.1.8 Paper Feeding Unit with Suction Feeding System PF-703



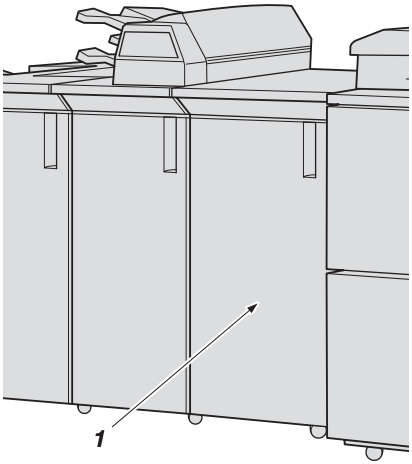
No.	Name	Description
1	Upper tray (tray 3; or tray 3/6 in the second unit)	Holds 1,300 sheets (21 lb Bond) of standard, custom, wide paper, and tab paper sizes. Load the paper of 11 to 65 lb Bond. All paper types including PrePrinted are available.
2	Middle tray (tray 4; or tray 4/7 in the second unit)	Holds 1,850 sheets (21 lb Bond) of standard, custom, wide paper, and tab paper sizes. Load the paper of 11 to 93 lb Bond. All paper types including PrePrinted are available.
3	Lower tray (tray 5; or tray 4/8 in the second unit)	Holds 1,850 sheets (21 lb Bond) of standard, custom, wide paper, and tab paper sizes. Load the paper of 11 to 65 lb Bond. All paper types including PrePrinted are available.
4	Tray left side door knob	Held to open the tray left side door.
5	Tray left side door	Opens when removing mishandled paper from the left side door of the main body or from the paper feeding unit trays.
6	Tray handle	Held to withdraw the tray.
7	Paper size indicator	Indicates appropriate size for the paper to be loaded.
8	Guide fixing knobs (2 pieces)	Turned to move or fix the side guides.
9	Top air nozzle	Blows air to separate the paper.
10	Small size guides (2 pieces)	Opened inward when loading paper of the width less than 150 mm.
11	Paper control plate fixing levers (2 pieces)	Slid leftward to lock the paper control plate when using small size guides.
12	Guide fixing knob	Turned to move or fix the side guides.
13	Side air nozzle	Blows air to slightly float the paper.
14	Lock release lever of rear guide	Pushed leftward to release the lock when moving rear guide.
15	Lock release lever of side guides	Pushed backward to release the lock when moving side guides.
16	Side guides (2 pieces)	Aligned to the edges of loaded paper.
17	Rear guide	Aligned to the rear edge of loaded paper.
18	Horizontal conveyance cover lever	Opens downward to allow removal of mishandled paper.
19	Horizontal conveyance knob	Turned to feed mishandled paper to the horizontal conveyance side.
20	Vertical conveyance door of lower tray	Opens leftward to allow removal of mishandled paper.
21	Lever PF1	Opens downward to allow removal of mishandled paper.
22	Lever PF2	Opens downward to allow removal of mishandled paper.
23	Vertical conveyance door of upper tray	Opens leftward to allow removal of mishandled paper.

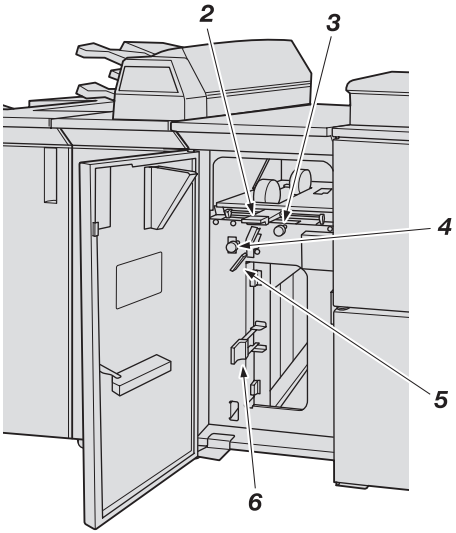
2.1.9 Paper Feeding Unit with Suction Feeding System PI-PFU



No.	Name	Description
1	Upper tray (PI-PFU1)	Holds 1,300 sheets (21 lb Bond) of standard, custom, wide paper, and tab paper sizes. Load the paper of 11 to 65 lb Bond. All paper types including PrePrinted are available.
2	Middle tray (PI-PFU2)	Holds 1,850 sheets (21 lb Bond) of standard, custom, wide paper, and tab paper sizes. Load the paper of 11 to 93 lb Bond. All paper types including PrePrinted are available.
3	Lower tray (PI-PFU3)	Holds 1,850 sheets (21 lb Bond) of standard, custom, wide paper, and tab paper sizes. Load the paper of 11 to 65 lb Bond. All paper types including PrePrinted are available.
4	Tray left side door knob	Held to open the tray left side door.
5	Tray left side door	Opens when removing mishandled paper from the left side door of the main body or from the paper feeding unit trays.
6	Tray handle	Held to withdraw the tray.
7	Paper size indicator	Indicates appropriate size for the paper to be loaded.
8	Guide fixing knobs (2 pieces)	Turned to move or fix the side guides.
9	Top air nozzle	Blows air to separate the paper.
10	Small size guides (2 pieces)	Opened inward when loading paper of the width less than 150 mm.
11	Paper control plate fixing levers (2 pieces)	Slid leftward to lock the paper control plate when using small size guides.
12	Guide fixing knob	Turned to move or fix the side guides.
13	Side air nozzle	Blows air to slightly float the paper.
14	Lock release lever of rear guide	Pushed leftward to release the lock when moving rear guide.
15	Lock release lever of side guides	Pushed backward to release the lock when moving side guides.
16	Feeding knob	Turned to feed mishandled paper to the horizontal conveyance side.
17	Side guides (2 pieces)	Aligned to the edges of loaded paper.
18	Rear guide	Aligned to the rear edge of loaded paper.
19	Horizontal conveyance cover lever	Opens downward to allow removal of mishandled paper.
20	Horizontal conveyance knob	Turned to feed mishandled paper to the horizontal conveyance side.
21	Vertical conveyance door of lower tray	Opens leftward to allow removal of mishandled paper.
22	Lever PF1	Opens downward to allow removal of mishandled paper.
23	Lever PF2	Opens downward to allow removal of mishandled paper.
24	Vertical conveyance door of upper tray	Opens leftward to allow removal of mishandled paper.

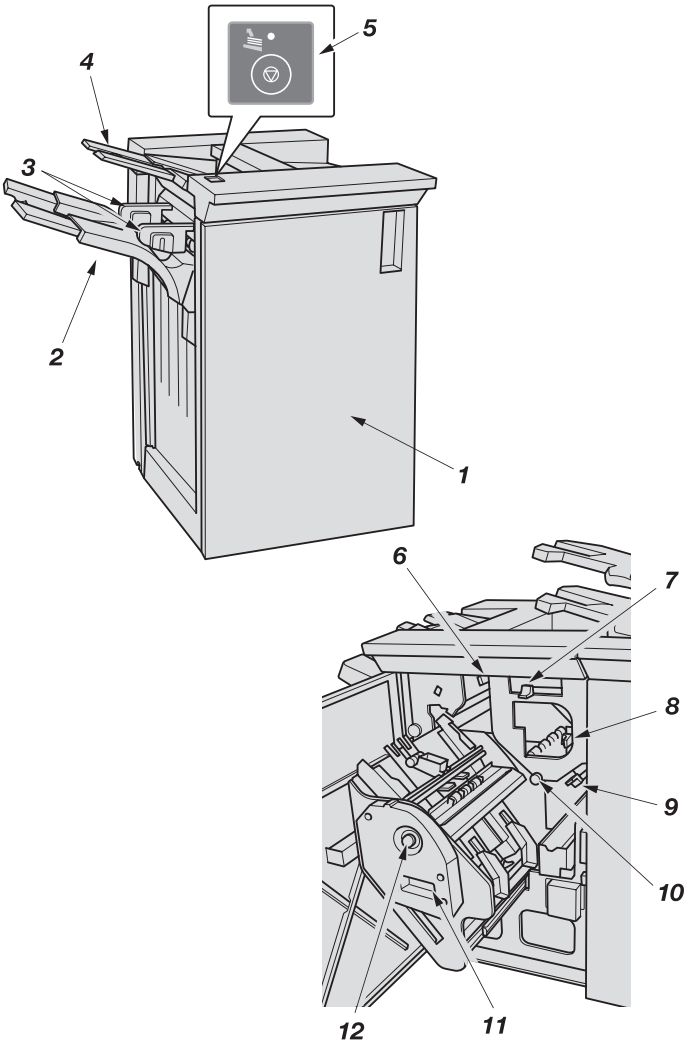
2.1.10 Relay Unit RU-506





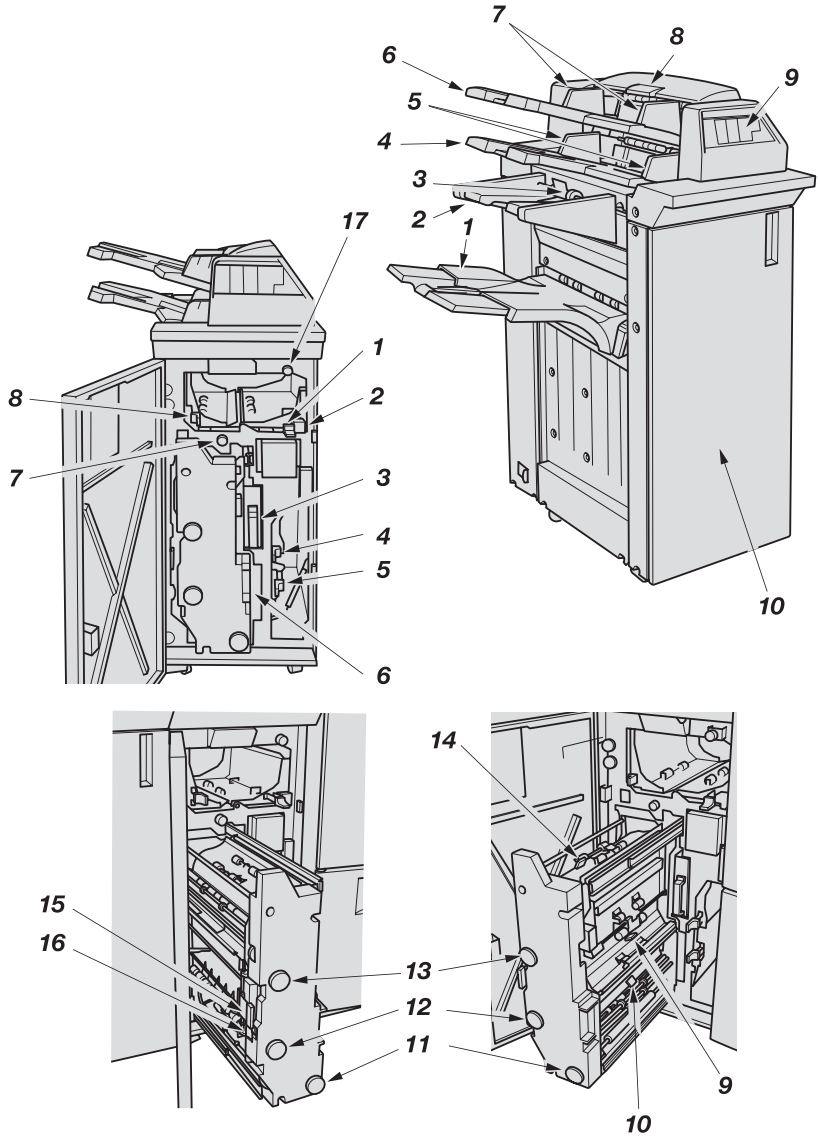
No.	Name	Description
1	Relay conveyance unit door	Opens to allow removal of mishandled paper.
2	Lever RU1	Opens upward to allow removal of mishandled paper.
3	Lever RU2	Turned to allow removal of mishandled paper.
4	Lever RU3	Turned clockwise to allow removal of mishandled paper.
5	Lever RU4	Turned clockwise to allow removal of mishandled paper.
6	Lever RU5	Opens rightward to allow removal of mishandled paper.

2.1.11 Staple Finisher FS-521



No.	Name	Description
1	Staple finisher door	Opens to the internal staple finisher to allow clearing mishandled paper and replenishing staples.
2	Primary (main) tray	Holds sets output in Sort, Offset Sort, or Staple mode.
3	Exit guides	Neatly aligns punched/folded sets delivered to the tray using offset function or functions supported by Folding Unit FD-503.
4	Secondary (sub) tray	Holds sets output in Sort mode.
5	Suspension button	Pressed to suspend the current output job in order to take out printed sheets from the tray. To restart the output job, press [Start] on the control panel.
6	Lever FS1	Opens leftward for removal of mishandled paper.
7	Lever FS2	Opens upward for removal of mishandled paper.
8	Lever FS4	Opens leftward for removal of mishandled paper.
9	Lever FS5	Opens downward for removal of mishandled paper.
10	Knob FS6	Turned clockwise to feed mishandled paper to the stapler unit.
11	Handle FS8	Withdraws the unit to allow removal of mishandled paper.
12	Knob FS7	Turned counterclockwise to ease removal of mishandled paper.

2.1.12 Folding Unit FD-503



External view

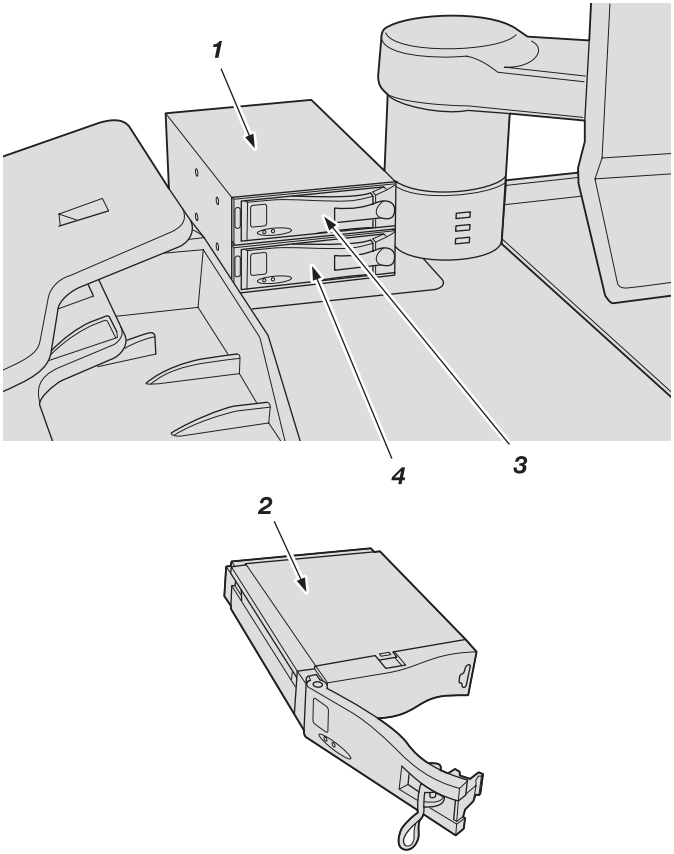
No.	Name	Description
1	Primary (main) tray	Holds sets output in Fold mode or Hole-Punch mode.
2	Fold mode tray	Holds sets output in Tri-Fold-in, Tri-Fold-out, Double Parallel, or Gate mode.
3	Coordinating stopper	Holds double-parallel or gate-folded sets in order to prevent them from collapsing.
4	Lower tray	Holds cover sheets.
5	Lower tray guides	Hold cover sheets to fix the position.
6	Upper tray	Holds cover sheets.
7	Upper tray guides	Hold cover sheets to fix the position.
8	Upper cover handle	Opens to allow removal of mishandled paper.
9	Folding unit control panel	Manually operates the folding unit, staple finisher, and saddle stitch unit.
10	Folding unit door	Opens to allow removal of mishandled paper or waste paper.

Internal view

No.	Name	Description
1	Lever FD1	Opens leftward to allow removal of mishandled paper.
2	Lever FD2	Opens leftward to allow removal of mishandled paper.
3	Scrap box	Holds waste paper punched out.
4	Lever FD6	Opens rightward to allow removal of mishandled paper.
5	Lever FD7	Opens rightward to allow removal of mishandled paper.
6	Handle FD11	Held to withdraw the unit when removing mishandled paper inside the folding unit.
7	Knob FD3	Turned counterclockwise to ease removal of mishandled paper inside the folding unit.
8	Lever FD4	Opens rightward to allow removal of mishandled paper.
9	Lever FD13	Opens upward to allow removal of mishandled paper inside the folding unit.
10	Lever FD14	Opens upward to allow removal of mishandled paper inside the folding unit.
11	Knob FD8	Turned clockwise to ease removal of mishandled paper inside the folding unit.

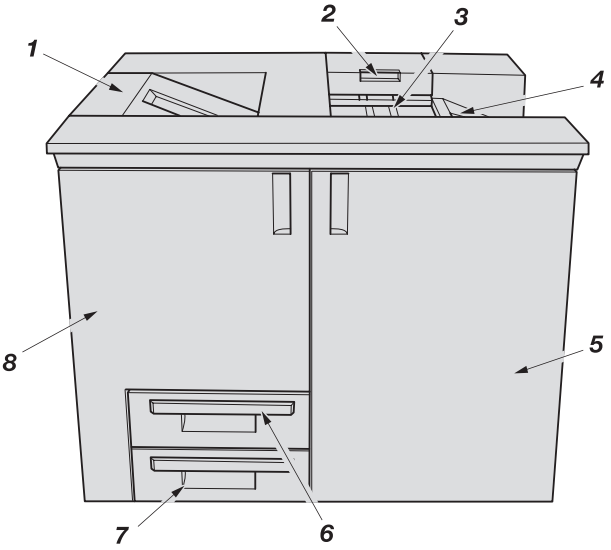
No.	Name	Description
12	Knob FD9	Turned clockwise to ease removal of mishandled paper inside the folding unit.
13	Knob FD10	Turned clockwise to ease removal of mishandled paper inside the folding unit.
14	Lever FD12	Opens upward to allow removal of mishandled paper in the folding unit.
15	Lever FD15	Opens leftward to allow removal of mishandled paper inside the folding unit.
16	Lever FD16	Opens leftward to allow removal of mishandled paper inside the folding unit.
17	Knob FD5	Turned clockwise to ease removal of mishandled cover paper.

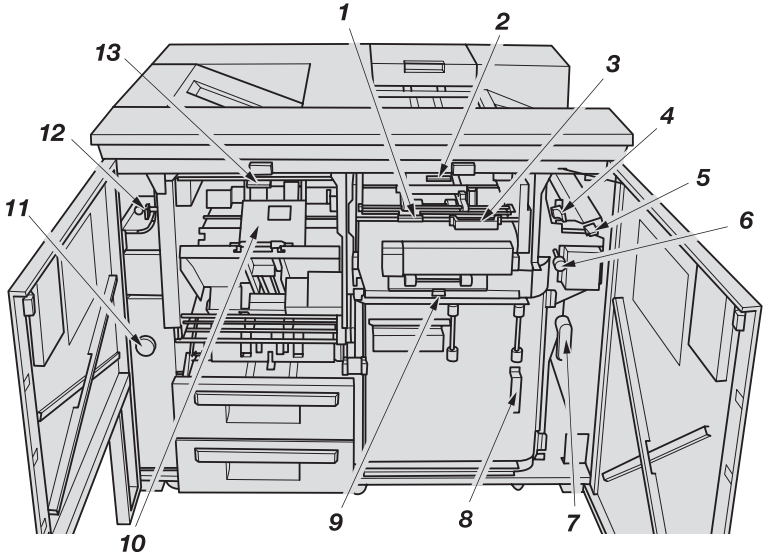
2.1.13 Removable HDD Kit RH-101



No.	Name	Description
1	Removable HDD kit	Used to install two removable HDD inner-case kits for the main body HD-511 mounted with HDD.
2	Removable HDD inner-case kit for the main body HD-511	Used to externally install the HDD for main body and for printer driver.
3	HDD for printer driver	Hard disk to be externally mounted.
4	HDD for main body	Hard disk to be externally mounted for the main body.

2.1.14 Saddle Stitch Unit SD-506





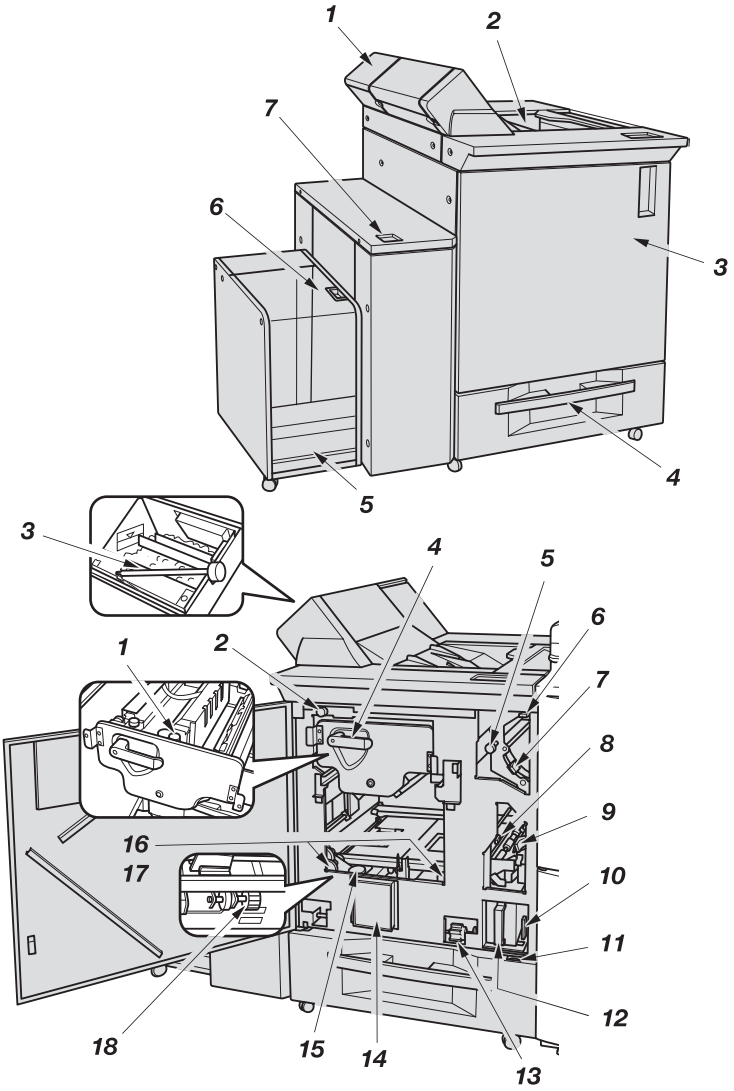
External view

No.	Name	Description
1	Secondary (sub) tray of saddle stitch unit	Holds sets output from the saddle stitch unit.
2	Multi tri-fold mode outlet cover handle	Opens upward to allow removal of mishandled paper.
3	Multi tri-fold mode tray	Holds sets output in multi tri-fold mode.
4	Secondary (sub) tray	Holds sorted sets output from the machine on the right side of the saddle stitch unit.
5	Right side door of saddle stitch unit	Opens to allow removal of mishandled paper.
6	Saddle stitch unit tray	Withdrawn when using Fold & Staple and Multi Half Fold modes.
7	Trim crap box	Withdrawn for removal of waste paper.
8	Left side door of saddle stitch unit	Opens for staple supply or to allow removal of mishandled paper.

Internal view

No.	Name	Description
1	Lever SD11	Opens the upper cover to allow removal of mishandled paper inside the folding unit.
2	Lever SD3	Opens downward for removal of mishandled paper.
3	Handle SD10	Opens the drawer to allow removal of mishandled paper inside the folding unit.
4	Lever SD2	Opens upward for removal of mishandled paper.
5	Lever SD1	Opens leftward for removal of mishandled paper.
6	Knob SD6	Turned clockwise to feed mishandled paper to the folding unit.
7	Lever SD7	Opens rightward for removal of mishandled paper.
8	Handle SD8	Opens the cover to allow removal of mishandled paper.
9	Lever SD9	Opens upward for removal of mishandled paper.
10	Stapling unit	Staples folded sets.
11	Knob SD15	Turned clockwise to feed mishandled paper.
12	Lever SD5	Opens leftward for removal of mishandled paper.
13	Lever SD4	Opens downward for removal of mishandled paper.

2.1.15 Perfect Binder PB-502



External view

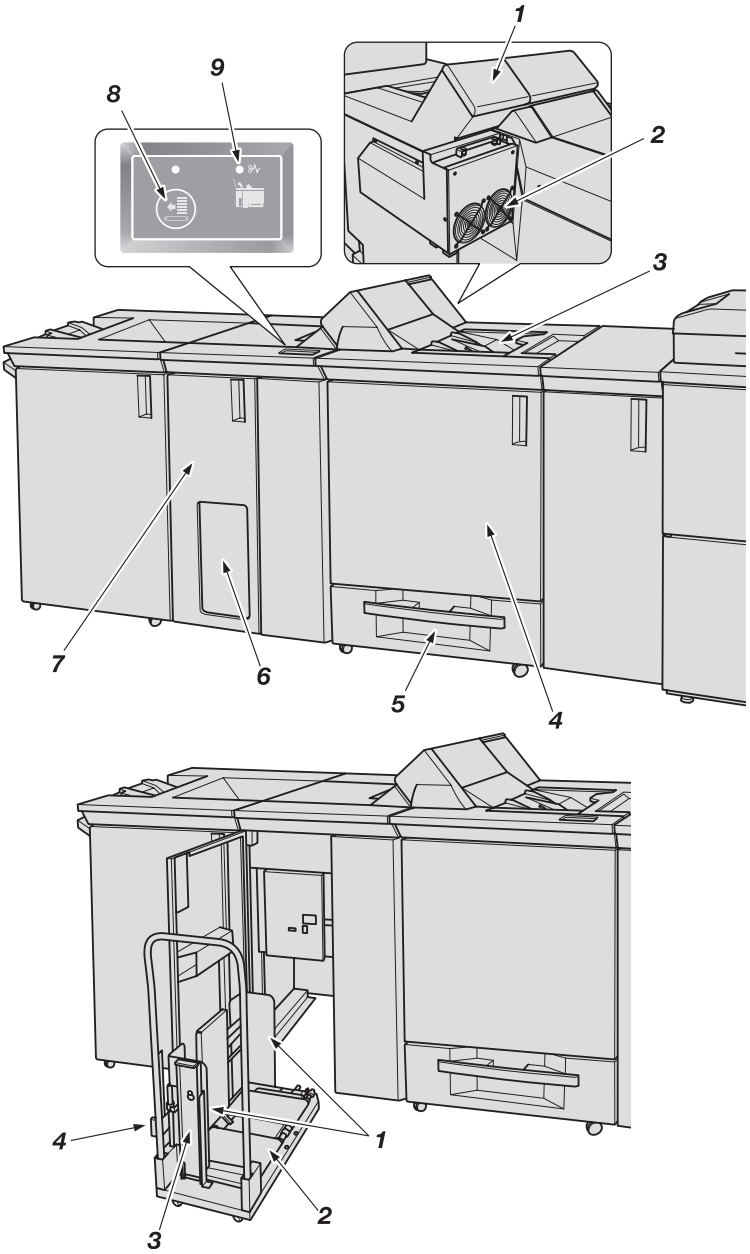
No.	Name	Description
1	Paste hopper cover	Opens for supply of paste pellets or for removal of paste pellets stuck inside the paste hopper.
2	Secondary (sub) tray	Holds sets output without being processed by the perfect binder.
3	Front door of Perfect Binder PB-502	Opens to allow removal of mishandled paper and waste trimmings.
4	Cover tray	Holds cover paper.
5	Perfect binder tray	Holds sets output in Perfect Binding mode.
6	Perfect binder tray cover	Opens to take out the bound sets from the tray.
7	Feeding button	Pressed to feed the bound set leftward.

Internal view

No.	Name	Description
1	Body set releasing knob in clamp unit	Turned clockwise to take out the body set fixed in the clamp unit.
2	Knob PB6	Turned clockwise to feed the body set for removal of mishandled paper.
3	Pellet stacking correction lever	Pushed downward for removal of paste pellets stuck inside the paste hopper.
4	Lever PB7	Turned clockwise to withdraw the clamp unit for removal of body set mishandled in the clamp unit.
5	Knob PB2	Turned counterclockwise to feed the mishandled paper into the secondary (sub) tray.
6	Lever PB3	Opens downward for removal of mishandled body set.
7	Lever PB1	Opens upward for removal of mishandled body set.
8	Cover conveyance lever (left)	Opens upward for removal of mishandled cover sheet.
9	Lever PB4	Opens leftward to allow removal of mishandled cover sheet.
10	Lever PB5	Opens leftward with the trim scrap box drawn out for removal of mishandled cover sheet.
11	Cover conveyance knob	Turned clockwise for removal of mishandled cover sheet.
12	Trim scrap box	Withdrawn for removal of waste paper.
13	Knob PB11	Turned downward to let the binding unit down for removal of mishandled paper.
14	Jam position display	Indicates the position of mishandled paper by LED lamps.

No.	Name	Description
15	Knob PB8	Turned clockwise for removal of cover sheet from the binding unit.
16	Knob PB9	Turned counterclockwise to release the cover fixing plate for removal of mishandled paper.
17	Knob PB10	Turned clockwise to release the cover fixing plate for removal of mishandled paper.
18	Binding unit releasing knob	Turned downward for removal of cover sheet from the binding unit in the top position.

2.1.16 Perfect Binder PB-503

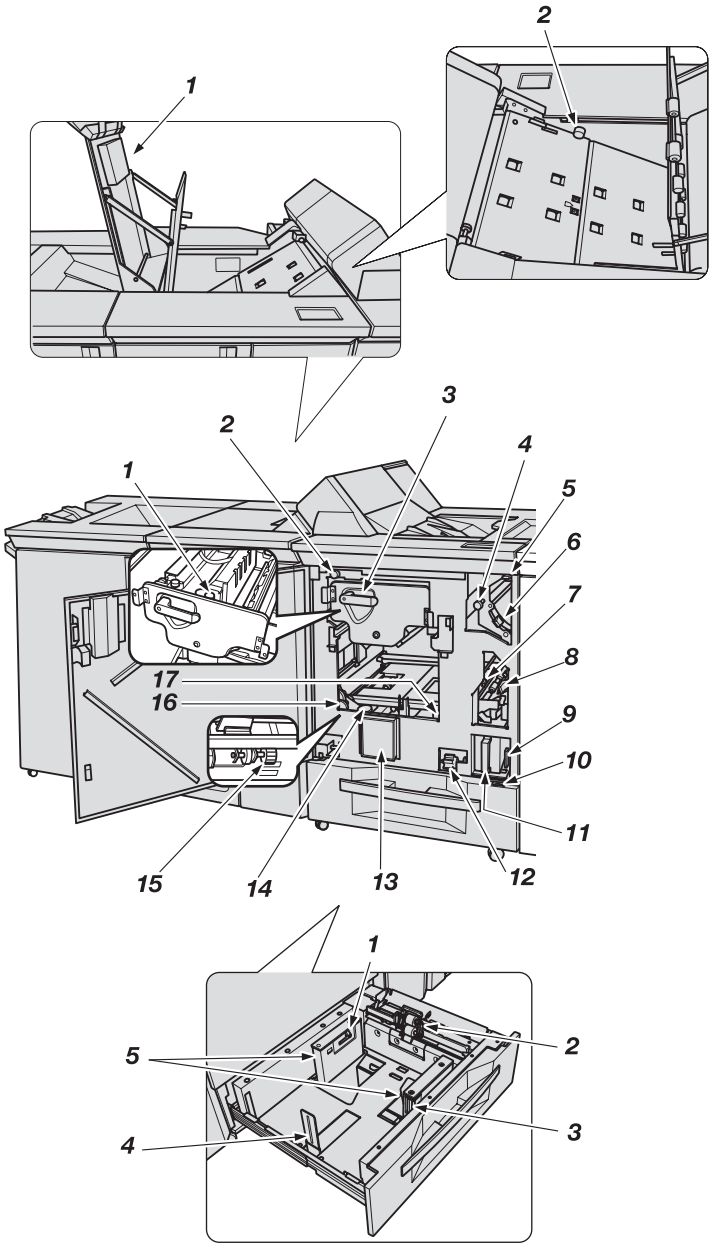


External view

No.	Name	Description
1	Paste hopper cover	Opens for supply of paste pellets.
2	Exhaust fan	Exhausts air from the perfect binder.
3	Secondary (sub) tray	Holds sets output without being processed by the perfect binder.
4	Front door of Perfect Binder PB-503	Opens to allow removal of mishandled paper and waste trimmings.
5	Cover tray	Holds cover paper.
6	Perfect binder tray window	Allows you to check the sets output to the perfect binder tray. When the output sets are piled on the right side of the perfect binder tray, press the feeding button to feed them to the carriage.
7	Perfect binder tray front door	Opens to take out the bound sets from the tray.
8	Feeding button	Pressed to feed bound sets to the carriage.
9	Paper jam indicator	Lights when a paper jam occurs in conveying output sheets to the finishing section.

Internal view of perfect binder tray front door

No.	Name	Description
1	Book holding plate	Aligned to the output books to prevent them from collapsing during the portage.
2	Carriage	Carries perfect-bound books out from the perfect binder.
3	Book stopper	Inserted to the desired stopper positioning hole to prevent the output books from collapsing during the portage.
4	Book holding plate lever	Moved when aligning the book holding plate to output books.


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Conveyance section

No.	Name	Description
1	Conveyance section cover	Opens to allow removal of mishandled paper when paper jam indicator lights.
2	Knob PB14	Turned counterclockwise to feed the mishandled paper.

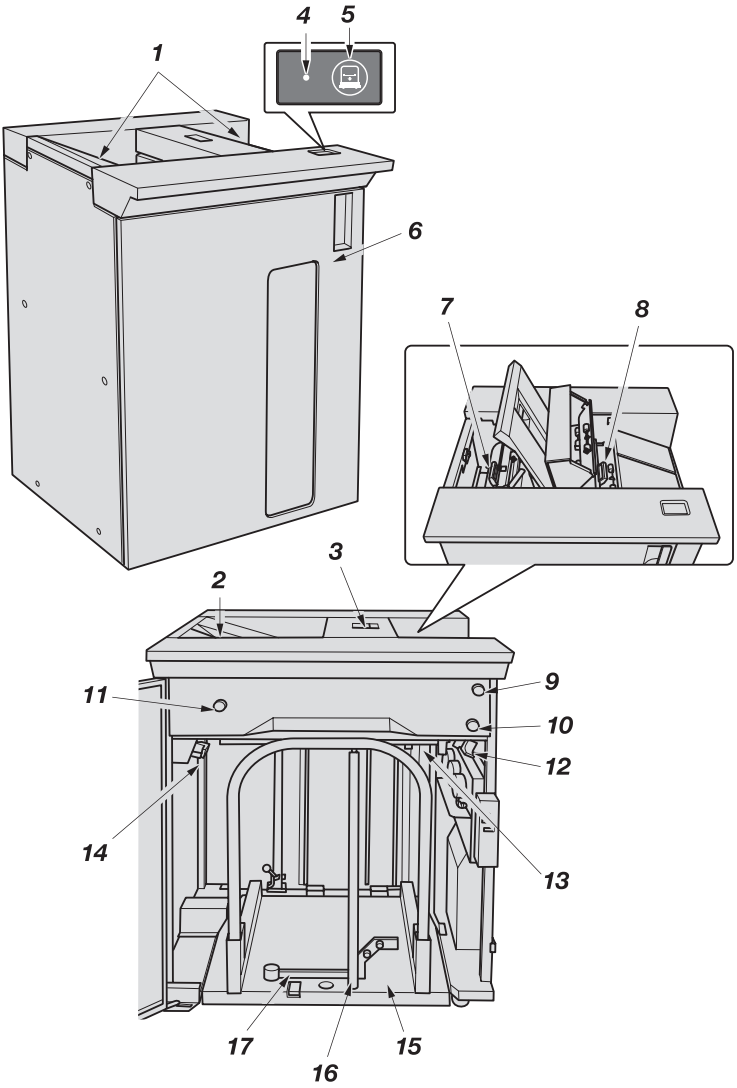
Internal view of perfect binder front door

No.	Name	Description
1	Body set releasing knob in clamp unit	Turned clockwise to take out the body set fixed in the clamp unit.
2	Knob PB6	Turned clockwise to feed the body set for removal of mishandled paper.
3	Lever PB7	Turned clockwise to withdraw the clamp unit for removal of body set mishandled in the clamp unit.
4	Knob PB2	Turned counterclockwise to feed the mishandled paper into the secondary (sub) tray.
5	Lever PB3	Opens downward for removal of mishandled body set.
6	Lever PB1	Opens upward for removal of mishandled body set.
7	Lever PB12	Opens upward for removal of mishandled cover sheet.
8	Lever PB4	Opens leftward to allow removal of mishandled cover sheet.
9	Lever PB5	Opens leftward with the trim scrap box drawn out for removal of mishandled cover sheet.
10	Knob PB13	Turned clockwise for removal of mishandled cover sheet.
11	Trim scrap box	Withdrawn for removal of waste paper.
12	Knob PB11	Turned downward to let the binding unit down for removal of mishandled paper.
13	Jam position display	Indicates the position of mishandled paper by LED lamps.
14	Knob PB8	Turned clockwise for removal of cover sheet from the binding unit.
15	Binding unit releasing knob	Turned downward for removal of cover sheet from the binding unit in the top position.
16	Knob PB9	Turned counterclockwise to release the cover fixing plate for removal of mishandled paper.
17	Knob PB10	Turned clockwise to release the cover fixing plate for removal of mishandled paper.

Internal view of cover tray

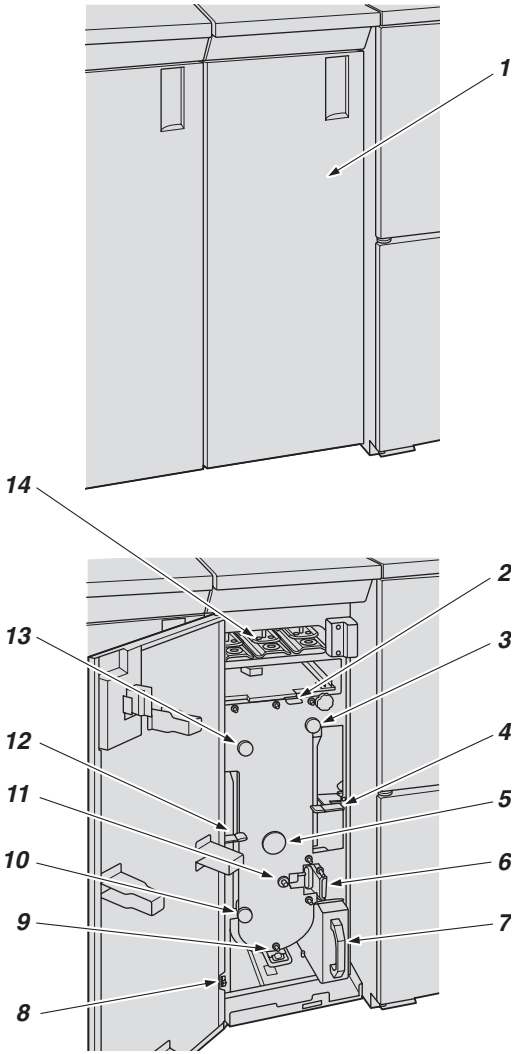
No.	Name	Description
1	Air nozzle	Blows air to avoid feeding multiple sheets at a time.
2	Feed roller	Feeds cover paper sheet by sheet to the perfect binder.
3	Lock release lever	Pushed backward to release the lock when moving side guides.
4	Rear guide	Aligned to the rear edge of loaded cover paper.
5	Side guides	Aligned to the edges of loaded cover paper.

2.1.17 Large Capacity Stacker LS-505



No.	Name	Description
1	Secondary (sub) tray	Holds sets output in Non-sort mode.
2	Top cover handle (left)	Opens to allow removal of mishandled paper.
3	Top cover handle (right)	Opens to allow removal of mishandled paper.
4	Paper removal indicator	Lights while the stacker goes down in order to allow takeout of printed sheets.
5	Paper removal button	Pressed to take out printed sheets from the stacker.
6	Large capacity stacker door	Opens to take out printed sheets from the stacker.
7	Lever LS7	Opens to allow removal of mishandled paper.
8	Handle LS6	Opens to allow removal of mishandled paper.
9	Knob LS3	Turned clockwise to feed mishandled paper to the stacker.
10	Knob LS2	Turned clockwise to feed mishandled paper to the secondary (sub) tray.
11	Knob LS4	Turned clockwise to feed mishandled paper to the outlet.
12	Lever LS1	Opens downward for removal of mishandled paper.
13	Stacker	Holds sets output in Sort mode or Offset Sort mode.
14	Lever LS5	Opens downward for removal of mishandled paper.
15	Carriage	Carries paper together with the stacker.
16	Paper holder	Mounts paper stopper for holding output paper.
17	Paper stopper	Holds output paper.

2.1.18 Multi Punch GP-501



No.	Name	Description
1	Multi punch front door	Opens to allow replacement of die set or removal of punch waste and mishandled paper.
2	Lever GP1	Opens downward for removal of mishandled paper.
3	Knob GP3	Turned for removal of mishandled paper.
4	Lever GP2	Opens to the upper-right for removal of mishandled paper.
5	Knob GP4	Turned clockwise to move the punch blade for removal of mishandled paper or replacement of die set.
6	Mounting of die set	Mounts the die set.
7	Punch scrap box	Withdrawn for removal of waste paper.
8	Power switch	Turned on when using the Multi punch.
9	Lever GP5	Opens downward for removal of mishandled paper.
10	Knob GP7	Turned for removal of mishandled paper.
11	Die set punch blade position indicator	Used to check the position of die set punch blade when clearing mishandled paper, replacing the die set, or turning the knob GP4.
12	Lever GP6	Opens to the upper-left for removal of mishandled paper.
13	Knob GP8	Turned for removal of mishandled paper.
14	Die set	Punches various types of file holes.

2.2 Turning On/Off the Power Switch

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

...

Reminder

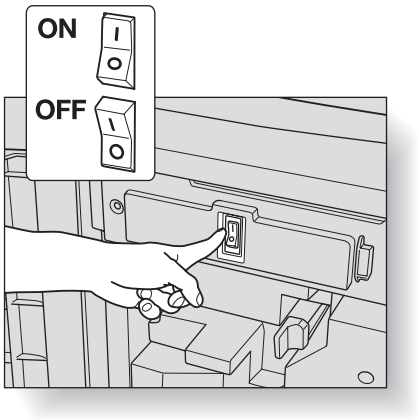
The main power switch should normally be kept turned on. Be sure not to use it in usual operation.

To turn on the power

1 Turn ON the main power switch.

– The main power switch is located inside the machine.
Open the front door and left side door to reach it.

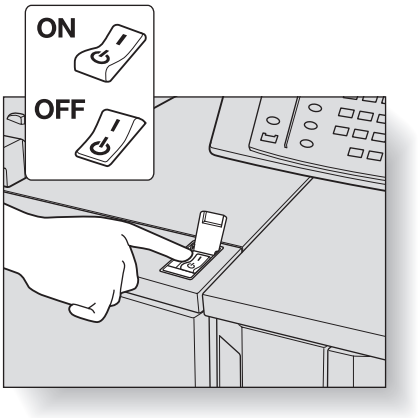
When the main power switch is turned on, the Power LED on the control panel will light in red.



2 Turn ON the sub power switch.

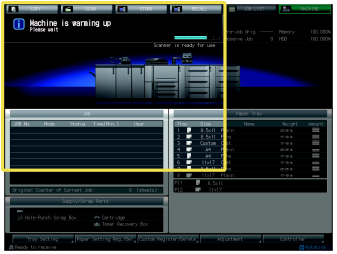
– The sub power switch is located on the right side of the control panel.

When the sub power switch is turned on, the Power LED on the control panel will turn green.



3 The Wake-up Screen followed by the Machine Status Screen with warmup image will be displayed.

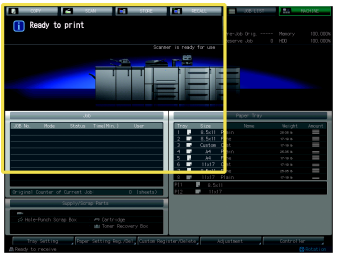






A few seconds after the Wake-up Screen appears in the touch panel, the Machine Status Screen with warm-up image will be displayed in succession for approx. 8.0 minutes.

4 The message “Ready to print” appears on the Machine Status Screen to inform you that copying job is now available.





Note

You can set reserve jobs while the machine is warming up. Touch the [COPY] tab to change the Machine Status Screen with warm-up image to the Copy Screen, then check that the message “Ready to set reserve job” is displayed in the message area.

Detail

Administrator may have changed the screen to be displayed after the machine power is on, so that a user should enter the user/account name and password to operate the machine. See page 2-71 for details.

To turn off the power

- ✔ Be sure not to turn off the main power switch in usual operation.
- ✔ Be sure not to turn off the main power switch before turning off the sub power switch.
- ✔ Be sure not to turn off the main power switch while the following messages display after turning off the sub power switch:

  Cooling in progress
  After cooling, Power off automatically

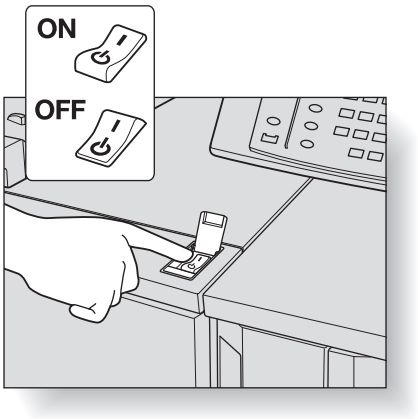
  Power off in progress
  Please do not turn the main power switch off

  Turning off the main power switch with these messages displayed may cause serious machine trouble such as toner fixation.
- ✔ When the machine is under control of the Weekly Timer function, do not turn off the power. Turning off the power will deactivate the function.

1 Turn OFF the sub power switch.

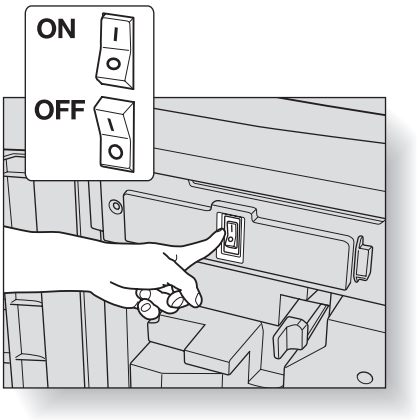
– The sub power switch is located on the right side of the control panel.

The touch panel and all the LEDs on the control panel other than the Power LED will go out, and the Power LED will turn red from green.



2 Turn OFF the main power switch.

– The main power switch is located inside the machine.
Open the front door and left side door to reach it.



...

Reminder

When turning the main power switch off then on, be sure to wait 10 seconds or longer before turning it on again; otherwise the machine may not operate properly.

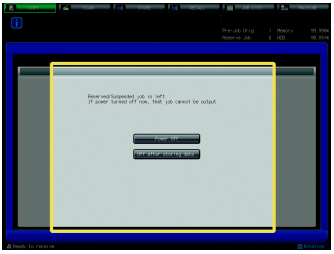
When a message is displayed after turning off the sub power switch

Available to be continued next day

If the following message displays with the sub power switch turned off, the machine has reserved/suspended job data to be saved and continued next day.

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

To save the reserved/suspended job on the HDD of the main body, touch [Off after storing data].

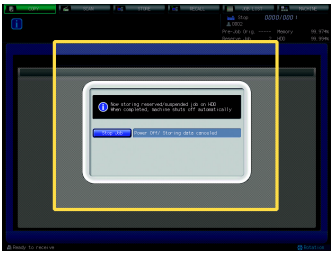




With [Off after storing data] touched, the message will change as follows.

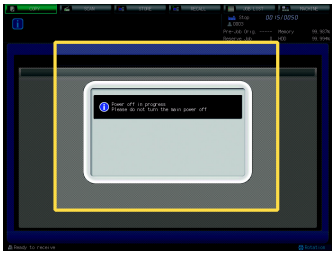
Now storing reserved/suspended job on HDD
When completed, machine shuts off automatically

After storing the data is completed, the sub power will be turned off automatically.
To stop storing data and turn off the sub power immediately, touch [Stop Job].





To turn off the sub power without storing the data, touch [Power Off].

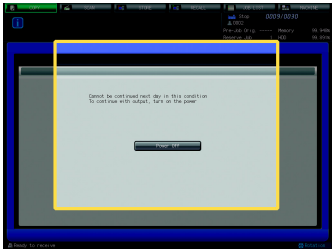




Unavailable to be continued next day

If the machine has a job which cannot be saved and continued next day with the sub power switch turned off at that time, the following message will be displayed.

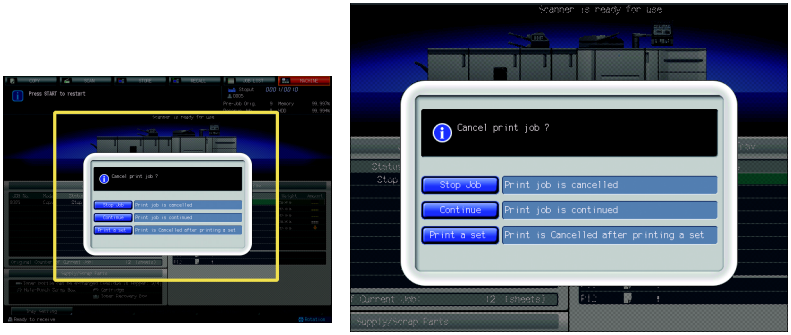
Cannot be continued next day in this condition
To continue with output, turn on the power



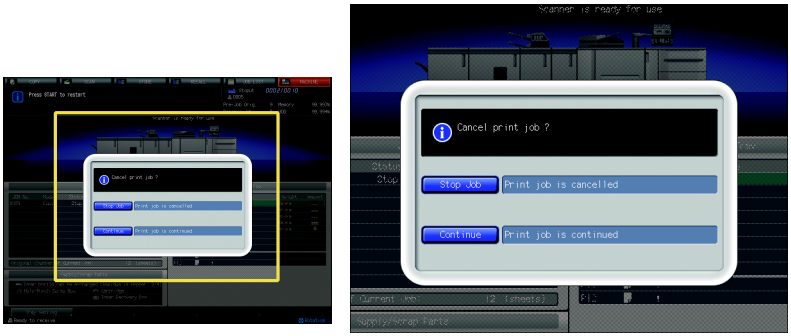


In this case, turn on the sub power switch, and turn it off again after the job is completed.

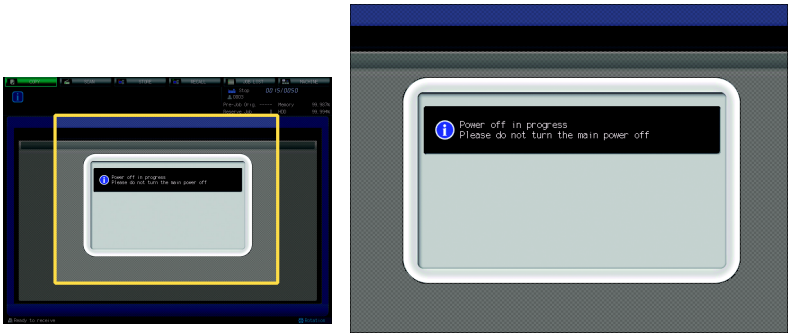
Or, if the popup screen with [Print a set] displays when turning on the sub power switch, that job, suspended by pressing [Stop] on the control panel during output, can be saved and continued next day even though the message above is displayed.



Touch [Print a set] to output the current set to the last page and stop the machine.
The popup screen will change to the one from which [Print a set] disappears.



Now the sub power switch can be turned off again. For the procedure to follow, see “Available to be continued next day” on page 2-59.
If you allow the machine to cease the job, touch [Power Off].



2.3 Automatically Resetting the Copy Conditions: Auto Reset Setting

With the [Reset] key pressed on the control panel, or even without [Reset] pressed, the machine clears all the copy conditions specified so far and restores the default settings after a certain period of inactivity.

This function is called Auto Reset Setting.

As a factory default, Auto Reset Setting is programed to function after 1 minute of machine inactivity. The timespan for this operation can be changed in the Utility mode.

Either Full Auto or Initial Setting can be selected as copy conditions to be resumed. Make this selection in the Utility mode; Initial Setting is initially selected.

Copy conditions specified as Full Auto are as follows. These settings cannot be change except Output Setting.

- Original Setting: Normal
- Quality Adjustment: Standard
- Zoom: ×1.0
- Simplex/Duplex: 1->1
- Application: None
- Output Setting: Selection available in the Utility mode
- Paper Setting: Auto Paper
- Image Rotation: On



Detail

For selecting the timespan to activate Auto Reset Setting, see POD Administrator's Reference.

For selecting either Full Auto or Initial Setting, see POD Administrator's Reference.

For changing Output Setting of Full Auto, see POD Administrator's Reference.

2.4 To Use Machine When Power Save LED Lights

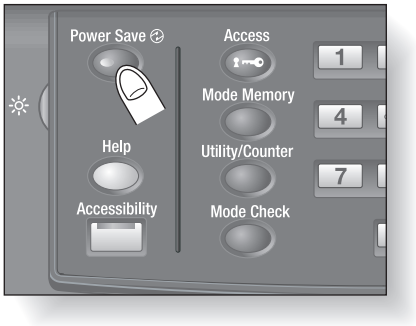
If you find the Power Save LED lit on the control panel, the machine cannot be operated due to the Power Save or Weekly Timer function.



To activate the machine

➔ Press any key on the control panel.

– If the machine makes no response, press [Power Save].



If Power Save has been activated, the machine will become available for operations.

If Weekly Timer has been activated, the Machine Status Screen will appear with the message “Timer interrupt mode/ Enter password” displayed in the message area, and the machine operation will be available temporarily by the Timer Interrupt function. See page 2-69 for details.



Detail

The Power Save function has two modes: Auto Low Power and Auto Shut Off. See the following description for details.
This function can also be activated manually. For details, see page 2-67.

2.4.1 Automatically Conserving Energy: Auto Low Power

This function conserves energy by lowering the power consumption.

Auto Low Power activates automatically after a specified period (initially 15 minutes for bizhub PRO 1200, 5 minutes for bizhub PRO 1051) of copier inactivity with the Power Save LED lit, touch panel gone off, and all other LEDs except Start LED on the control panel turned off. The Start LED will turn red, while the Power LED keeps green.



Note

If the Auto Shut Off function activates at the same time, the power will be turned off.

The touch panel will not go off during a duplex copying job or when the Jam Position Screen is displayed.



Detail

The Auto Low Power function can be set for 5 minutes/ 10 minutes/ 15 minutes/ 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes, or can be deactivated in 06 Administrator Setting of Utility Menu. See POD Administrator's Reference for details.

To exit Auto Low Power

➔ Press or touch any key on the control panel or touch panel.

2.4.2 Automatically Conserving Energy: Auto Shut Off

This function achieves further energy conservation by reducing power consumption.

In the initial setting, Auto Shut Off follows Auto Low Power after a specified period (initially 120 minutes) of copier inactivity, with the Power Save LED lit and all other LEDs on the control panel and touch panel turned off. The Power LED keeps green.

Detail

The Auto Shut Off can be set for 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes, or can be deactivated in 06 Administrator Setting of Utility Menu. For details, see POD Administrator's Reference.

To exit Auto Shut Off

➔ Press [Power Save]. The copying operation will become available.

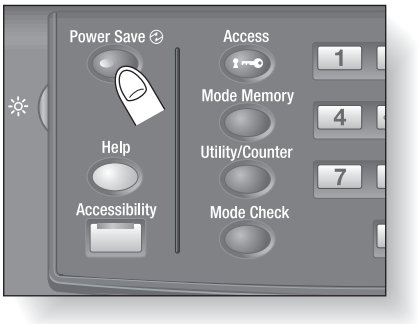


2.4.3 Manually Conserving Energy

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

To conserve energy manually

1 Press [Power Save] for one second or longer, then release it.



The following message will be displayed.

Using Auto Shut Off:
Enters Shut Off in 10 seconds
Press key/ screen to cancel

Using Auto Low Power:
Enters Low Power in 10 seconds
Press key/ screen to cancel

2 Power Save will be activated.

The Power Save LED will be lit and the LCD screen will be turned off.



Reminder

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

Press POWER SAVER more than one second, then release it for Shut off mode

Keep POWER SAVER pressed more than one second to enter Low power mode



Detail

The machine is initially set to activate the Shut Off function manually. This setting can be changed in 06 Administrator Setting of Utility Menu to activate Low Power instead. For details, see POD Administrator's Reference.

2.4.4 Limiting Machine Usage: Weekly Timer

The Weekly Timer function turns a copier on and off at the time specified by the administrator.

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

Detail
Weekly Timer settings are available in 06 Administrator Setting of Utility Menu. For details, see POD Administrator's Reference.

To use the machine temporarily

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

✔ The Timer Interrupt password is to be specified in 06 Administrator Setting of Utility Menu. Ask your administrator for the password.

✔ You cannot specify the copy time shorter than 5 minutes; entering 0 for hour and a number smaller than 5 for minute will set the minute at 5. Also, a number larger than 60 is unavailable for minute.

1 Press [Power Save] on the control panel.

The Machine Status Screen will be displayed along with the message shown below.

Timer interrupt mode
Please enter password

The machine power will be turned off automatically after 5 minutes from this state if a password is not entered.
Or, if the following message is displayed, proceed to step 3.

Please specify desired copy time
hour(s) minute(s)

2 Enter the Timer Interrupt password, then press [Start].

– Enter a 4-digit Timer Interrupt password using the control panel keypad, then press [Start].

? Do you want to correct an invalid password?

→ Continue by entering the valid 4-digit password.

3 Set the hour for the interrupt use, then press [Start].

– Enter a 1-digit hour (ex. 3 for 3 hours) using the control panel keypad (0 to 9 hours), then press [Start].

Please specify desired copy time
3 hour(s) minute(s)

4 Set the minute for the interrupt use, then press [Start].

– Enter a 2-digit minute (ex. 07 for 7 minutes) using the control panel keypad (00 to 59 minutes), then press [Start].

Please specify desired copy time
3 hour(s) 07 minute(s)

Copying is available until the set time is up.

5 When the machine operation is finished, press [Power Save] for one second or longer, then release it.

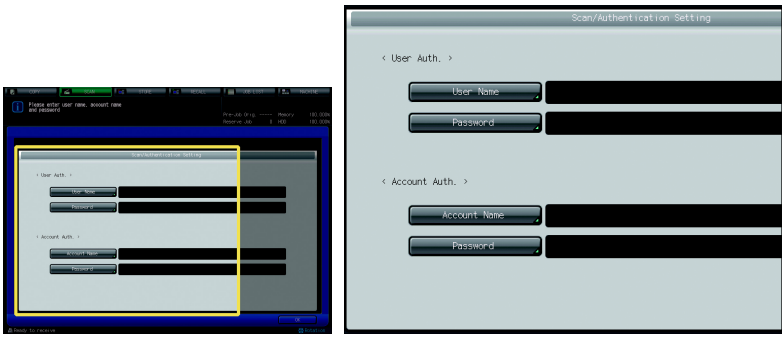
The machine returns to OFF condition.

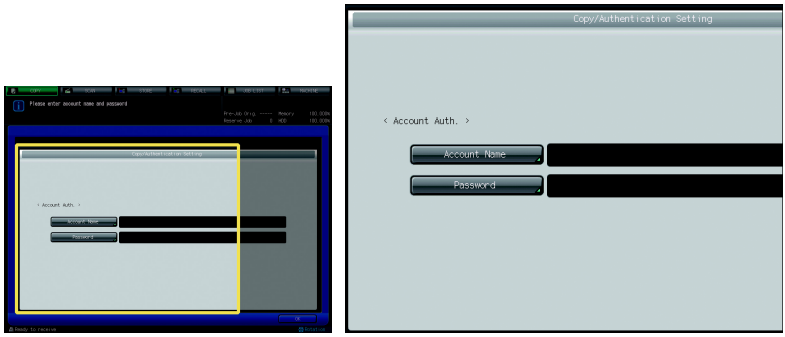
2.5 Making User Authentication

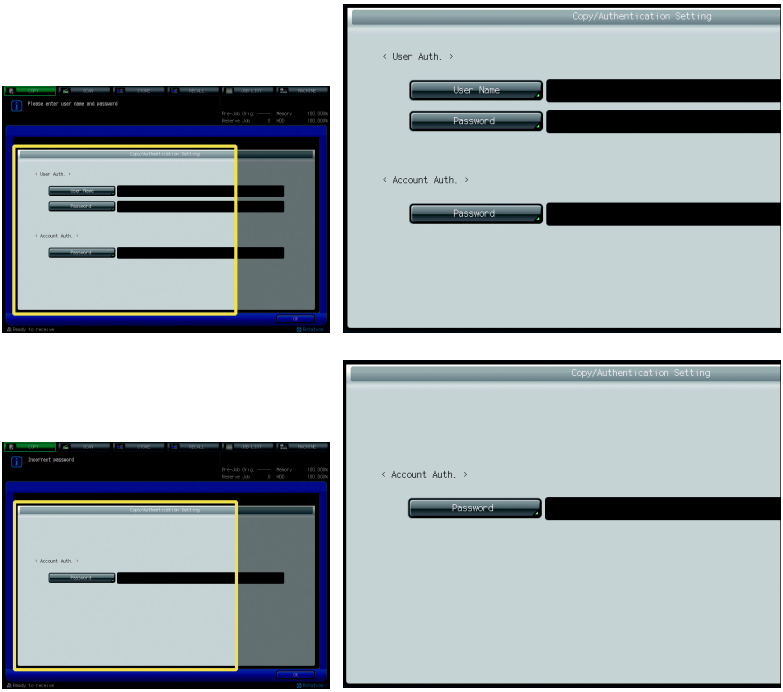
This machine can prohibit its operation until the user name, user password, account name, and/or account password specified by the administrator are verified. Copy quantity limit for each account can also be set.

When the [COPY] tab is touched to display the Copy Screen, one of the following User Authentication Screens will be displayed according to the authentication setting.









Copying will be available by the following procedure.

To enter user name and password

1 Enter the user name, user password, account name, and/or account password, as required.

– Touch the desired item key to display the keypad screen. Enter your user name (max. 64 characters), user password (max. 64 characters), account name (max. 8 characters) and/or 8-digit account password.

2 Touch [OK].

Check that the screen message changes to “Ready to copy.”

3 Start machine operation.

Normal copying job is available on the machine.

4 When machine operation is completed, press [Access].

The initial state will be restored, with the User Authentication Screen displayed on the touch panel.

Note

If the message "Copy limit reached" is displayed and machine operation becomes unavailable, contact your administrator.

3 Paper and Original Information

3 Paper and Original Information

3.1 Paper Information

This machine is equipped with the following trays for loading copy paper.
- Main body trays (trays 1 and 2)
- Paper Feeding Unit PF-702 (trays 3 to 8)
- Paper Feeding Unit with Suction Feeding System PF-703 (trays 3 to 8)
- Paper Feeding Unit with Suction Feeding System PF-703 (PI-PFU1 to 3)
- Cover tray of Perfect Binder PB-502
- Cover tray of Perfect Binder PB-503
- Post inserter (equipped in Folding Unit FD-503)

Also, the following equipment is provided for conveying/delivering copies.
- ADU (Automatic Duplex Unit) (equipped in the main body)
- Staple Finisher FS-521
- Folding Unit FD-503
- Large Capacity Stacker LS-505
- Saddle Stitch Unit SD-506
- Perfect Binder PB-502 (perfect binder tray/ secondary (sub) tray)
- Perfect Binder PB-503 (perfect binder tray/ secondary (sub) tray)

Refer to the following information on paper capacity for each.

3.1.1 Paper Weight

...

Reminder

Be sure to use paper only of the weight specified for the tray; otherwise copy quality may be deteriorated or machine trouble may occur.

Detail

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

If you want to use another paper than any loaded in the trays, temporarily change the setting of the tray in paper presetting from the Copy Screen. For details, see page 9-47.

Paper weight for cover sheets to be used in perfect binding can be specified in the Output Setting. See page 11-52 for details.

Paper trays	Weight
Main body trays (trays 1 and 2)	11 to 65 lb Bond
Paper Feeding Unit PF-702 (trays 3 to 8)	Trays 3, 5, 6, 8: 11 to 65 lb Bond Trays 4,7: 11 to 93 lb Bond
Paper Feeding Unit with Suction Feeding System PF-703 (trays 3 to 8)	Trays 3, 5, 6, 8: 11 to 65 lb Bond Trays 4,7: 11 to 93 lb Bond
Paper Feeding Unit with Suction Feeding System PF-703 (PI-PFU1 to 3)	PI-PFU1, PI-PFU3: 11 to 65 lb Bond PI-PFU2: 11 to 93 lb Bond
Cover tray of Perfect Binder PB-502	23 to 42 lb Bond
Cover tray of Perfect Binder PB-503	23 to 57 lb Bond
Post inserter (equipped in Folding Unit FD-503)	13 to 80 lb Bond

Equipment		Paper Weight
ADU		11 to 65 lb Bond
Staple Finisher FS-521	Secondary (sub) tray	13 to 93 lb Bond
	Primary (main) tray	11 to 93 lb Bond Staple: 13 to 65 lb Bond
Folding Unit FD-503	Fold mode tray	Tri-Fold-in, Tri-Fold-out: 13 to 34 lb Bond Double Parallel, Gate: 13 to 24 lb Bond
	Primary (main) tray	11 to 93 lb Bond Punch: 13 to 57 lb Bond (13 to 24 lb Bond for double) Half Fold, Tri-Fold-in, Tri-Fold-out, Z-Fold: 13 to 34 lb Bond Double Parallel, Gate: 13 to 24 lb Bond
Large Capacity Stacker LS-505	Secondary (sub) tray	13 to 93 lb Bond
	Primary (main) tray	13 to 65 lb Bond
Saddle Stitch Unit SD-506	Secondary (sub) tray	13 to 93 lb Bond
	Saddle stitch unit tray	Fold & Staple, Trimming: 13 to 65 lb Bond 5 sheets folded in Multi Half Fold: 13 to 22 lb Bond 3 sheets folded in Multi Half Fold: 23 to 34 lb Bond 2 sheets folded in Multi Half Fold: 35 to 65 lb Bond
	Multi tri-fold mode tray	5 sheets folded in Multi Tri-Fold: 13 to 22 lb Bond 3 sheets folded in Multi Tri-Fold: 23 to 24 lb Bond
Perfect Binder PB-502	Secondary (sub) tray	13 to 80 lb Bond
	Perfect binder tray	Body: 18 to 24 lb Bond Cover: 23 to 41 lb Bond

Equipment		Paper Weight
Perfect Binder PB-503	Secondary (sub) tray	11 to 93 lb Bond
	Perfect binder tray	Body: 18 to 24 lb Bond Cover: 23 to 57 lb Bond
	Conveyance section	11 to 93 lb Bond

Note

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

3.1.2 Paper Tray/ Exit Tray Capacity

Paper trays	Capacity
Main body trays (trays 1 and 2)	1,500 sheets (21 lb Bond paper)
Paper Feeding Unit PF-702 (trays 3 to 8)	2,000 sheets (21 lb Bond paper, height 217 mm)
Paper Feeding Unit with Suction Feeding System PF-703 (trays 3 to 8)	Trays 3, 6: 1,300 sheets (21 lb Bond paper, height 150 mm) Trays 4, 5, 7, 8: 1,850 sheets (21 lb Bond paper, height 203.5 mm)
Paper Feeding Unit with Suction Feeding System PF-703 (PI-PFU1 to 3)	PI-PFU1: 1,300 sheets (21 lb Bond paper, height 150 mm) PI-PFU2, PI-PFU3: 1,850 sheets (21 lb Bond paper, height 203.5 mm)
Cover tray of Perfect Binder PB-502	1,000 sheets (23 lb Bond) 500 sheets (42 lb Bond)
Cover tray of Perfect Binder PB-503	1,000 sheets (23 lb Bond) 500 sheets (57 lb Bond)
Post inserter (equipped in Folding Unit FD-503)	Upper/Lower tray: 500 sheets (21 lb Bond paper)

Equipment		Capacity
ADU		Unlimited
Staple Finisher FS-521	Secondary (sub) tray	200 sheets (21 lb Bond paper) Z-Fold: 20 sheets (21 lb Bond paper) Half Fold: 40 sheets (21 lb Bond paper)
	Primary (main) tray (Not stapled)	Depends on paper weight/size. See the table on page 3-7.
	Primary (main) tray (Staple)	Max. 1,000 sheets (21 lb Bond) (max. 100 sheets per set) 2-9 sheets stapled: 75 sets (150 sets for 182–364 mm width paper) 10-20 sheets stapled: 50 sets 21-30 sheets stapled: 30 sets 31-40 sheets stapled: 25 sets 41-50 sheets stapled: 20 sets 51-60 sheets stapled: 15 sets 61-100 sheets stapled: 10 sets See the table on page 3-8 for the maximum number of stapled sheets per set.
Folding Unit FD-503	Primary (main) tray	2500 sheets: 8.5" × 11"□/▯, 9" × 11"▯, A4□/▯, B5□/▯, Executive(7.25" × 10.5")□/▯ 1500 sheets: 12" × 18"□, 11" × 17"□, 8.5" × 14"□, A3□, B4□, Foolscap, SRA3□, SRA4□/▯, 13" × 19"□ 500 sheets: 5.5" × 8.5"□/▯, A5□/▯, B6□ If ISOB5 and ISOB4 sizes are desired, contact your service representative.
Large capacity stacker LS-505	Secondary (sub) tray	200 sheets (21 lb Bond) Z-Fold: 20 sheets (21 lb Bond) Half Fold: 40 sheets (21 lb Bond)
	Stacker	5,000 sheets (21 lb Bond): 13" × 19"□, 12" × 18"□, 11" × 17"□, 8.5" × 14"□, 8.5" × 11"□/▯, 9" × 11"▯, A3□, B4□, A4□/▯, Foolscap, SRA3□, SRA4□/▯ 2,000 sheets (21 lb Bond): B5▯, A5▯, Executive(7.25" × 10.5")▯ 3,000 sheets (21 lb Bond): Coated paper of length 380 mm or longer

Equipment		Capacity
Saddle Stitch Unit SD-506	Secondary (sub) tray	200 sheets (21 lb Bond) Z-Fold: 20 sheets (21 lb Bond) Multi Half Fold: 40 sheets (21 lb Bond)
	Fold & Staple (Fine paper)	13 to 22 lb Bond: 50 sheets or 49 sheets + 1 (53 lb Bond) 23 to 24 lb Bond: 30 sheets or 29 sheets + 1 (53 lb Bond) 25 to 34 lb Bond: 20 sheets or 19 sheets + 1 (53 lb Bond) 35 to 42 lb Bond: 15 sheets or 14 sheets + 1 (53 lb Bond) 43 to 55 lb Bond: 10 sheets 56 to 65 lb Bond: 5 sheets The maximum number of sheets per set using fine paper in Fold & Staple mode depends on its type. For details, contact your service representative.
	Fold & Staple (Coated/ Colored paper)	13 to 22 lb Bond: 30 sheets or 29 sheets + 1 (53 lb Bond) 23 to 24 lb Bond: 15 sheets or 15 sheets + 1 (53 lb Bond) 25 to 34 lb Bond: 10 sheets or 9 sheets + 1 (53 lb Bond) 35 to 42 lb Bond: 5 sheets or 4 sheets + 1 (53 lb Bond)
	Fold & Staple (Long grain paper)	13 to 22 lb Bond: 30 sheets or 29 sheets + 1 (53 lb Bond) 23 to 24 lb Bond: 30 sheets or 29 sheets + 1 (53 lb Bond) 25 to 34 lb Bond: 10 sheets or 9 sheets + 1 (53 lb Bond) 35 to 42 lb Bond: 5 sheets or 4 sheets + 1 (53 lb Bond)
	Trimming	Max. 50 sheets (21 lb Bond) × 2, or {49 sheets (21 lb Bond) + 1 (53 lb Bond)} × 2
	Multi Half Fold	Max. folded sheets: 5 sheets (13 to 22 lb Bond) Tray capacity: 30 sets (with full load detection function activated)
	Multi Tri-Fold	200 sheets (21 lb Bond) Z-Fold: 20 sheets (21 lb Bond) Multi Half Fold: 40 sheets (21 lb Bond) (with full-load detection function activated)
Perfect Binder PB-502	Secondary (sub) tray	200 sheets (21 lb Bond) (with full-load detection function activated)
	Perfect binder tray	1 set of maximum thickness (approx. 1.18"/30 mm) × 11 × 2 columns* (approx. 6,600 sheets, 21 lb Bond) *Automatically shifts to the second column when the first column is detected as full load.
Perfect Binder PB-503	Secondary (sub) tray	200 sheets (21 lb Bond) (with full-load detection function activated)
	Perfect binder tray	1 set of maximum thickness (approx. 1.18”/30 mm) × 11 × 2 columns* (approx. 6,600 sheets, 21 lb Bond) *: Automatically shifts to the second column when the first column is detected as full load.
	Conveyance section	Unlimited

Note

The following table shows the standard height of folded and stapled booklet according to the number of sheets and paper size.

Number of sheets (1 set)	Paper size			
	12" × 18" ◪, 11" × 17" ◪, A3 (401 mm or more)	8.5" × 14" ◪, B4 ◪ (301 to 400 mm)	8.5" × 11" ◪, A4 ◪ (261 to 81 mm)	B5 ◪ (260 mm or less)
2 to 5	35 mm	40 mm	45 mm	Not specified
6 to 15	45 mm	50 mm	Not specified	Not specified
16 to 30	50 mm	55 mm	Not specified	Not specified
31 to 50	60 mm	65 mm	Not specified	Not specified

Primary (main) tray capacity (not stapled) of Staple Finisher FS-521:

Paper Weight	Large sizes	Small sizes (offset)	Extra-small sizes
11 to 19 lb Bond	500	750	100
20 to 22 lb Bond	1500	3000 (1500)	750
23 to 24 lb Bond	1000	2000 (1500)	500
25 to 34 lb Bond	750	1500	400
35 to 42 lb Bond	750	1500	350
43 to 57 lb Bond	500	1000	250
58 to 65 lb Bond	375	750	200
66 to 80 lb Bond	375	750	200
81 to 93 lb Bond	250	500	100

* Large sizes:
12" × 18" ◪, 11" × 17" ◪, 8.5" × 14" ◪, 13" × 19" ◪, A3 ◪, B4 ◪, Foolscap, SRA3 ◪, SRA4 ◪/▯,
Wide paper (Max. 12.76" × 18.11" (324 mm × 460 mm))
Small sizes:
8.5" × 11" ◪/▯, 9" × 11" ▯, A4 ◪/▯, B5 ◪/▯, Executive(7.25" × 10.5") ◪/▯
Extra-small sizes:
5.5" × 8.5" ◪/▯, A5 ◪/▯, B6 ◪

Detail

B4 and B5 are JIS standard sizes. If ISO standard sizes are desired, please contact your service representative.

Stapling capacity of Staple Finisher FS-521:

Paper Weight	Number of sheets per set including a thick cover (53 lb Bond)						
	Not coated (except Fine paper)		Fine paper			Coated/Colored paper	
	Length less than 400 mm	Length 400 mm or more	Length less than 320 mm	321 mm to 399 mm	Length 400 mm or more	Length less than 400 mm	Length 400 mm or more
11 to 13 lb Bond	×	×	×	×	×	×	×
14 to 19 lb Bond	100	50	50	20	×	35	35
20 to 22 lb Bond	100	50	30	30	30	35	35
23 to 24 lb Bond	60	50	30	30	30	35	35
25 to 35 lb Bond	50	50	30	30	30	30	30
36 to 43 lb Bond	40	40	30	30	30	25	25
44 to 57 lb Bond	25	25	25	25	25	20	20
58 to 65 lb Bond	25	25	25	25	25	15	15
66 to 80 lb Bond	×	×	×	×	×	×	×
81 to 93 lb Bond	×	×	×	×	×	×	×

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Reminder

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

23 mm thick for paper of the length 219 mm or less

20 mm thick for paper of the length 220 mm or more

3.1.3 Paper Size

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Note

The machine automatically detects the paper size loaded in the main body/ paper feeding unit trays with [Standard] selected in the tray setting.

To use another paper size than loaded in the main body/ paper feeding unit tray currently used in printing, use the paper presetting to specify the desired size from the Copy Screen.

Detail

B4 and B5 are JIS standard sizes. If ISO standard sizes are desired, please contact your service representative.

Paper Trays	Available Size
Main body trays (trays 1 and 2)	Standard: 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 9" × 11" ▯, SRA3 ▭, A3 ▭, B4 ▭, A4 ▭/▯, SRA4 ▭, B5 ▭/▯, A5 ▯ Available to detect A5 ▯ instead of 5.5" × 8.5" ▯. Available to detect SRA3 ▭ instead of 12" × 18" ▭. Available to detect 8" × 13" ▭, 8.12" × 13.2" ▭, 8.25" × 13" ▭, 8.5" × 13" ▭ instead of 8.5" × 14" ▭. Custom: Max. 12.76" × 18.23" (324 mm × 463 mm) to min. 7.17" × 5.472" (182 mm × 139 mm) Wide Paper*: 12" × 18"W ▭, 11" × 17"W ▭, 8.5" × 11"W ▭/▯, 5.5" × 8.5"W ▯, A3W ▭, B4W ▭, A4W ▭/▯, B5W ▭/▯, A5W ▯ Max. 12.76" × 18.23" (324 mm × 463 mm) * Wide paper varies in dimensions even though having the same size name. Be sure to check and enter actual dimensions of the wide paper to be used. For details, see page 9-47. Tab Paper: 11" × 17"T ▭, 8.5" × 11"T ▭/▯, 5.5" × 8.5"T ▯, A3T ▭, B4T ▭, A4T ▭/▯, B5T ▭/▯
Paper Feeding Unit PF-702 (trays 3 to 8)	Standard: 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 9" × 11" ▯, SRA3 ▭, A3 ▭, B4 ▭, A4 ▭/▯, SRA4 ▭, B5 ▭/▯, A5 ▯ Available to detect A5 ▯ instead of 5.5" × 8.5" ▯. Available to detect SRA3 ▭ instead of 12" × 18" ▭. Available to detect 8" × 13" ▭, 8.12" × 13.2" ▭, 8.25" × 13" ▭, 8.5" × 13" ▭ instead of 8.5" × 14" ▭. Custom: Max. 12.76" × 18.23" (324 mm × 463 mm) to min. 7.17" × 5.472" (182 mm × 139 mm)/ max. 12.76" × 18.23" (324 mm × 463 mm) to min. 3.74" × 5.472" (95 mm × 139 mm) when using small size guides Wide Paper*: 12" × 18"W ▭, 11" × 17"W ▭, 8.5" × 11"W ▭/▯, 5.5" × 8.5"W ▯, A3W ▭, B4W ▭, A4W ▭/▯, B5W ▭/▯, A5W ▯ * Wide paper varies in dimensions even though having the same size name. Be sure to check and enter actual dimensions of the wide paper to be used. For details, see page 9-47. Tab Paper: 11" × 17"T ▭, 8.5" × 11"T ▭/▯, 5.5" × 8.5"T ▯, A3T ▭, B4T ▭, A4T ▭/▯, B5T ▭/▯

Paper Trays	Available Size
Paper Feeding Unit with Suction Feeding System PF-703 (trays 3 to 8)	Standard: 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 9" × 11" ▯, SRA3 ▭, A3 ▭, B4 ▭, A4 ▭/▯, SRA4 ▭, B5 ▭/▯, A5 ▯ Available to detect A5 ▯ instead of 5.5" × 8.5" ▯. Available to detect SRA3 ▭ instead of 12" × 18" ▭. Available to detect 8" × 13" ▭, 8.12" × 13.2" ▭, 8.25" × 13" ▭, 8.5" × 13" ▭ instead of 8.5" × 14" ▭. Custom: Max. 12.76" × 18.23" (324 mm × 463 mm) to min. 5.906" × 5.236" (150 mm × 133 mm)/ max. 12.76" × 18.23" (324 mm × 463 mm) to min. 3.74" × 5.236" (95 mm × 133 mm) when using small size guides Wide Paper*: 12" × 18"W ▭, 11" × 17"W ▭, 8.5" × 11"W ▭/▯, 5.5" × 8.5"W ▯, A3W ▭, B4W ▭, A4W ▭/▯, B5W ▭/▯, A5W ▯ * Wide paper varies in dimensions even though having the same size name. Be sure to check and enter actual dimensions of the wide paper to be used. For details, see page 9-47. Tab Paper: 11" × 17"T ▭, 8.5" × 11"T ▭/▯, 5.5" × 8.5"T ▯, A3T ▭, B4T ▭, A4T ▭/▯, B5T ▭/▯
Paper Feeding Unit with Suction Feeding System PF-703 (PI-PFU1 to 3)	Available sizes in PF-703 used as PI-PFU vary depending on whether to be used as normal post inserter or to be used as cover tray in perfect binding. Standard (detectable sizes)*: 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 9" × 11" ▯, SRA3 ▭, A3 ▭, B4 ▭, A4 ▭/▯, SRA4 ▭, B5 ▭/▯, A5 ▯ Available to detect A5 ▯ instead of 5.5" × 8.5" ▯. Available to detect SRA3 ▭ instead of 12" × 18" ▭. Available to detect 8" × 13" ▭, 8.12" × 13.2" ▭, 8.25" × 13" ▭, 8.5" × 13" ▭ instead of 8.5" × 14" ▭. * Load standard sizes detectable in PFU. Custom, wide paper, tab paper sizes are unavailable. Perfect binding covers*: Max. 12.76" × 18.23" (324 mm × 463 mm) to Min. 5.472" × 10.98" (139 mm × 279 mm)/ Max. 12.76" × 18.23" (324 mm × 463 mm) to min. 3.74" × 5.236" (95 mm × 133 mm) when using small size guides * Loading perfect binding cover requires the same setting as made for custom sizes loaded in PFU. Standard, wide paper, tab paper sizes are unavailable.
Cover tray of Perfect Binder PB-502	The length (head and foot) should be the same as that of body set, while the width should be twice the book width + body set's thickness + 5 mm or more of trimming width if trimming mode is specified. Max. 12.10" × 18.58" (307 mm × 472 mm)
Cover tray of Perfect Binder PB-503	The length (head and foot) should be the same as that of body set, while the width should be twice the book width + body set's thickness + 5 mm or more of trimming width if trimming mode is specified. Max. 12.10" × 18.58" (307 mm × 472 mm)

Paper Trays	Available Size
Post inserter (equipped in Folding Unit FD-503)	Standard (detectable sizes): 13" × 19" ▭, 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭, SRA3 ▭, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯ Available to detect A5 ▯ instead of 5.5" × 8.5" ▯. Available to detect SRA4 ▭ instead of A4 ▭. (In this case, 8.5" × 14" ▭ also becomes unavailable.) Available to detect A4 ▭ instead of 8.5" × 11" ▭. Available to detect 8" × 13" ▭, 8.12" × 13.2" ▭, 8.25" × 13" ▭, 8.5" × 13" ▭ instead of 8.5" × 14" ▭. Available to detect 9" × 11" ▯ instead of 8.5" × 11" ▯. Perfect binding covers*: Max. 12.10" × 19.02" (307 mm × 483 mm) to min. 7.17" × 10.98" (182 mm × 279 mm) * Loading perfect binding cover requires the same setting as made for custom sizes loaded in PFU. Standard, wide paper, tab paper sizes are unavailable.

Equipment		Available Size
ADU		Unlimited
Staple Finisher FS-521	Secondary (sub) tray	13" × 19" ▭, 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 5.5" × 8.5" ▭/▯, 9" × 11" ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▭/▯, B6 ▭, Foolscap, SRA3 ▭, SRA4 ▭/▯, A6 ▭, Executive (7.25" × 10.5") ▭/▯ Wide paper, Custom, Tab Paper: Max. 3.74" × 15.236"* (95 mm × 133* mm) to min. 13.03" × 19.21" (331 mm × 488 mm) * Only when FS-521 is installed as the sole option. It will be 5.472" (139 mm) when any other options are installed.
	Primary (main) tray (Not stapled)	Large sizes: 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, A3 ▭, B4 ▭, Foolscap, SRA3 ▭, SRA4 ▭/▯, 13" × 19" ▭, Wide paper (Max. 12.76" × 18.11" (324 mm × 460 mm)) Small sizes: 8.5" × 11" ▭/▯, Executive (7.25" × 10.5") ▭/▯, 9" × 11" ▯, A4 ▭/▯, B5 ▭/▯ Extra-small sizes: 5.5" × 8.5" ▭/▯, A5 ▭/▯, B6 ▭ Others: Custom (Max. 12.76" × 18.23" (324 mm × 463 mm) to min. 5.827" × 5.472"(148 mm × 139 mm)), Tab Paper Straight delivery only: 13" × 19" ▭, 5.5" × 8.5" ▭, B6 ▭, Custom (Max. 13.03" × 19.02" (324 mm × 463 mm) to min. 5.039" × 5.472" (128 mm × 139 mm))
	Primary (main) tray (Staple)	12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 5.5" × 8.5" ▯, 9" × 11" ▯, Executive (7.25" × 10.5") ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▯, A5 ▯, Foolscap, SRA3 ▭, SRA4 ▭/▯, Wide paper, Custom, Tab Paper Max. 12.76" × 18.23" (324 mm × 463 mm) to min. 7.992" × 5.472" (203 mm × 139 mm)

Equipment		Available Size
Folding unit FD-503	Fold mode tray/ Fold	11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭, SRA4 ▭, A3 ▭, B4 ▭, A4 ▭, Custom Max. 12.01" × 18.03" (305 mm × 458 mm) to min. 8.27" × 10.98" (210 mm × 279 mm)
	Primary (main) tray	13" × 19" ▭, 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 5.5" × 8.5" ▭/▯, 9" × 11" ▯, Executive (7.25" × 10.5") ▭/▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▭/▯, B6 ▭, Foolscap, SRA3 ▭, SRA4 ▭/▯, Wide paper, Custom, Tab Paper Max. 13.03" × 19.02" (331 mm × 483 mm) to min. 3.74" × 5.472" (95 mm × 139 mm)
	Punch (2 holes)	12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭✓▯, 5.5" × 8.5" ▯, 9" × 11" ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▭/▯, Foolscap, SRA4 ▭, Executive (7.25" × 10.5") ▭/▯, Tab paper
	Punch (3 holes)	12" × 18" ▭, 11" × 17" ▭, 8.5" × 11" ▯, 9" × 11" ▯, A3 ▭, B4 ▭, A4 ▯, B5 ▯, Executive (7.25" × 10.5") ▯, Tab paper
Large capacity stacker LS-505	Primary (main) tray	13" × 19" ▭, 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 9" × 11" ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▯, A5 ▯, Foolscap, SRA3 ▭, SRA4 ▭/▯, Executive (7.25" × 10.5") ▯, Wide paper, Custom (Max. 13.03" × 19.02" (324 mm × 463 mm) to min. 8.268" × 5.827" (210 mm × 148 mm)) Tab paper (1 to 15 tabs; however, output sets cannot be offset when including tabbed sheets.)
	Secondary (sub) tray	13" × 19" ▭, 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 5.5" × 8.5" ▭/▯, 9" × 11" ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▭/▯, B6 ▭, Foolscap, SRA3 ▭, SRA4 ▭/▯, A6 ▭, Executive (7.25" × 10.5") ▭/▯, Wide paper, Custom, Tab paper Max. 13.03" × 19.21" (331 mm × 488 mm) to Min. 3.74" × 5.472" (95 mm × 139 mm)
Saddle stitch unit SD-506	Secondary (sub) tray	13" × 19" ▭, 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 5.5" × 8.5" ▭/▯, 9" × 11" ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▭/▯, B6 ▭, Foolscap, SRA3 ▭, SRA4 ▭/▯, A6 ▭, Executive (7.25" × 10.5") ▭/▯, Wide paper, Custom, Tab paper Max. 13.03" × 19.21" (324 mm × 468 mm) to min. 3.74" × 5.472" (95 mm × 139 mm)
	Fold & Staple/ Trimming function	12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭, SRA3 ▭, SRA4 ▭/▯, A3 ▭, B4 ▭, A4 ▭, B5 ▭, Wide paper, Custom Max. 12.76" × 18.11" (324 mm × 460 mm) to min. 7.17" × 10.12" (182 mm × 257 mm)
	Multi folding function	Multi Half Fold: 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭, Executive (7.25" × 10.5") ▭, A3 ▭, B4 ▭, A4 ▭, B5 ▭, Foolscap, SRA3 ▭, SRA4 ▭, 8Wide paper, Custom Max. 12.76" × 18.23" (324 mm × 463 mm) to min. 7.165" × 10.12" (182 mm × 257 mm) Multi Tri-Fold: 8.5" × 11" ▭, A4 ▭

Equipment		Available Size
Perfect Binder PB-502	Secondary (sub) tray	13" × 19" ▭, 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 5.5" × 8.5" ▭/▯, 9" × 11" ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▭/▯, B6 ▭, Foolscap, SRA3 ▭, SRA4 ▭/▯, A6 ▭, Executive (7.25" × 10.5") ▭/▯, Wide paper, Custom, Tab paper Max. 13.03" × 19.21" (324 mm × 468 mm) to min. 3.937" × 5.472" (100 mm × 139 mm)
	Perfect binder tray	Body: 8.5" × 11" ▭, 5.5" × 8.5" ▭/▯, 12.09" × 8.701" (307 mm × 221 mm) max. Cover: 12.09" × 18.58" (307 mm × 472 mm) max. For details of available sizes in Perfect Binding mode, see page 11-43.
Perfect Binder PB-503	Secondary (sub) tray	12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 5.5" × 8.5" ▯, 9" × 11" ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯, SRA3 ▭, SRA4 ▭/▯, Wide paper, Custom, Tab paper Max. 13.03" × 18.23" (324 mm × 463 mm) to min. 3.740" × 5.472" (95 mm × 139 mm)
	Perfect binder tray	Body: 8.5" × 11" ▯, 5.5" × 8.5" ▯, A4▯, B5▯, A5▯, 12.09" × 8.701" (307 mm × 221 mm) max. Cover: 12.09" × 18.58" (307 mm × 472 mm) max. For details of available sizes in Perfect Binding mode, see page 11-43.

3.1.4 Auto Tray Switch Function

If the selected paper tray runs out of paper while a job is being printed and a different paper tray is loaded with paper meeting the following conditions, the other paper tray is automatically selected so printing can continue. If two units of the optional PF-703 are installed, a maximum of 13,200 copies can be made continuously. (The paper tray is automatically switched only if the "ATS Permit" in Utility mode is set to "On".)

See POD Administrator's Reference for details.

Load the following paper into the paper trays.

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

3.1.5 To Store Copy Paper

Observe the following precautions when storing the paper.

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

3.2 Original Information

When making copies, position the original into the ADF or on the original glass. To copy original that cannot be positioned into the ADF, position them on the original glass.

3.2.1 Using Original Glass

Use the original 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.

Unsuitable ADF originals

The following types of original should not be positioned into the ADF, otherwise paper misfeeds, damage to the original or the machine trouble may occur.

- Wrinkled, folded, curled, or torn original
- Highly translucent or transparent original, such as overhead transparencies or trace paper
- Coated original such as carbon-backed paper
- Original printed on paper thicker 53 lb Bond (200 g/m^2)
- Original printed on paper thinner than 14 lb Bond (50 g/m^2)
- Original that are bound, for example, with staples or paper clips
- Original that are bound in a book or booklet
- Original that are bound together with glue
- Original pages that have been cut or contain cutouts
- Label sheets
- Offset printing masters
- Original with binder holes
- Original that have just been printed with this machine

Specifications for originals using original glass

Item	Description
Original size	Max. 8.23" × 16.54" (209 mm × 420 mm)
Detectable original size	11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 5.5" × 8.5" ▭/▯
Original weight	15 lb (6.8 kg) or less
Original thickness	1.2" (30 mm) or less

Detail

Detectable original size can be changed from Inch series to AB series, only A series, or AB series and Inch series mixed by the administrator. See POD Administrator's Reference.



Detail

One of the small sizes A5, B5, 5.5" × 8.5", A4, and 8.5" × 11" can be specified as a detectable size. See POD Administrator's Reference.

⚠ CAUTION

The original glass is fragile.

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

3.2.2 ADF Originals

Following three modes are provided when using the ADF to scan originals.

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

Specifications for each mode are described as follows.



Detail

Detectable original size can be selected from AB series, Inch series, only A series, and AB series and Inch series mixed by the administrator. See POD Administrator's Reference.

Normal mode:

Item	Description
Detectable original size	11" × 17", 8.5" × 14", 8.5" × 11"/, 5.5" × 8.5"/, A3, B4, A4/, B5/, A5/, B6, Foolscap
Original weight	16 to 35 lb Bond (50 g/m^2 to 130 g/m^2)
Original size	5.0" × 5.5" to 11.7" × 17.0" (128 mm × 139.7 mm to 297 mm × 431.8 mm)
Feeder capacity	100 sheets (21 lb Bond)
Curling tolerance	10 mm or less
Original placement	Face up

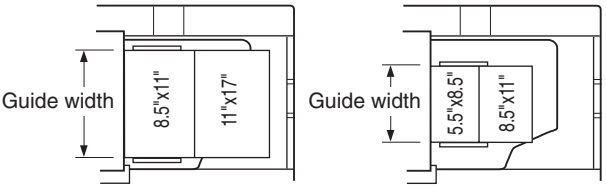
Mixed mode:

Use Mixed mode to copy mixed size originals. See page 9-6 for details.

Item	Description
Detectable original size	Two types of size combination are determined by the ADF guide width. 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▯, and 5.5" × 8.5" ▯ mixed, 8.5" × 14" ▭, 8.5" × 11" ▭/▯ and 5.5" × 8.5" ▯ mixed.
Original weight	14 to 35 lb Bond (50 g/m^2 to 130 g/m^2)
Feeder capacity	100 sheets (21 lb Bond)
Curling tolerance	10 mm or less
Original placement	Face up (see page 8-8 for details.)

Note

See below for the guide width of each combination.



Z-Folded Original mode:

Use Z-Folded Original mode to scan folded originals without using the size detection sensor of the ADF. See page 9-8 for details.

Item	Description
Detectable original size	11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 5.5" × 8.5" ▭/▯, Foolscap, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▭/▯
Original weight	14 to 35 lb Bond (50 g/m^2 to 130 g/m^2)
Original size	5.0" × 5.5" to 11.7" × 17.0" (128 mm × 139.7 mm to 297 mm × 431.8 mm)
Feeder capacity	100 sheets (21 lb Bond)
Curling tolerance	10 mm or less
Original placement	Face up; orientation same as copy paper

Single Feed mode:

Use Single Feed mode to copy thick originals to be fed one sheet at a time in the ADF. See page 9-10 for details.

Item	Description
Detectable original size	11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 5.5" × 8.5" ▭/▯, Foolscap, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▭/▯
Original weight	14 to 53 lb Bond (50 g/m^2 to 200 g/m^2)
Original size	5.0" × 5.5" to 11.7" × 17.0" (128 mm × 139.7 mm to 297 mm × 431.8 mm)
Feeder capacity	1 sheet at a time
Curling tolerance	10 mm or less
Original placement	Face up

4 Supplies & Handling

4 Supplies & Handling

4.1 Loading Paper

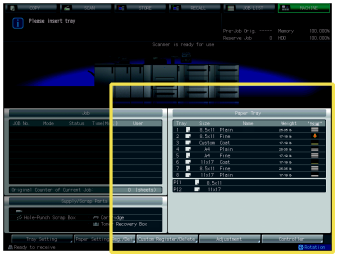
A paper indicator is shown on the Machine Status Screen and Copy Screen to indicate the paper level of each tray. The following icons (six levels) are provided each for the Machine Status Screen and Copy Screen.

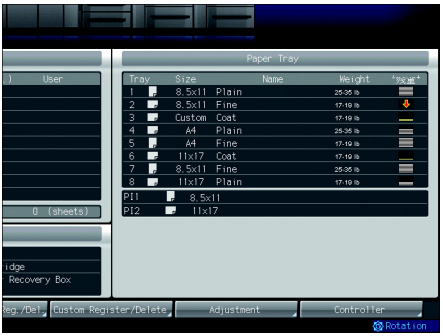


When paper in a tray becomes empty, the indicator "  " flashes on the screen.









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

...

Reminder

Tray setting for each tray can be made from the Machine Status Screen using the [Tray Setting] key.
If you want to use other paper than any loaded in the trays, use the [Paper Presetting] key on the Copy Screen to temporarily change the setting.
In either case, be sure to load the paper specified for the tray; otherwise mishandled paper may occur.

4.1.1 Checking Paper to Be Loaded

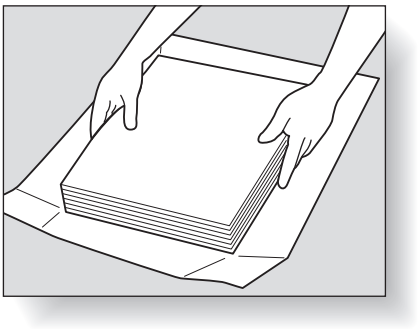
This machine achieves high-speed processing of large amounts of paper. Consequently, a considerable amount of paper may be wasted once feeding trouble occurs.

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

To check paper to be used

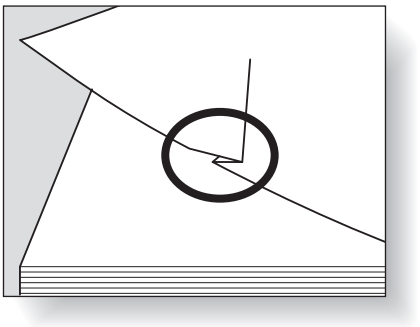
✔ Be careful not to fold or damage the paper while checking it.

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

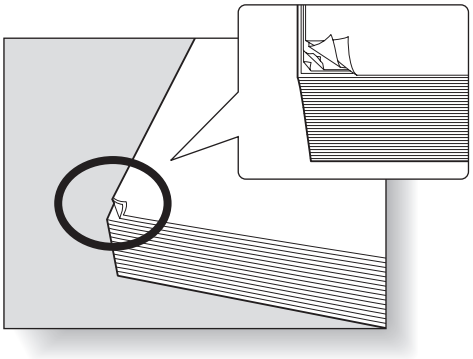


2 Check the stack for folds and damages, and remove the sheet that shows any trouble as illustrated below.

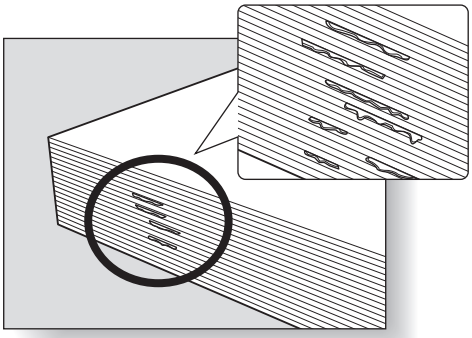
Folded



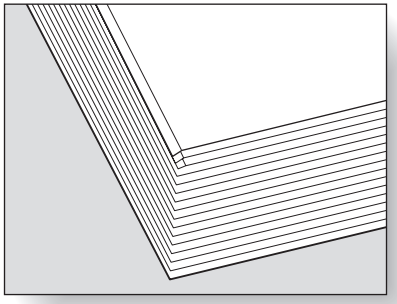
Folded in the corner



Pasted

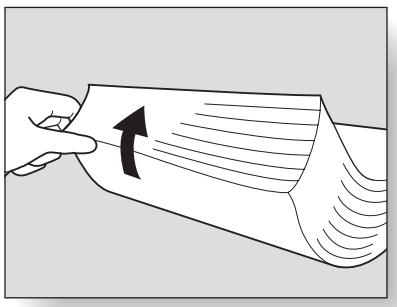


Folded along the edge



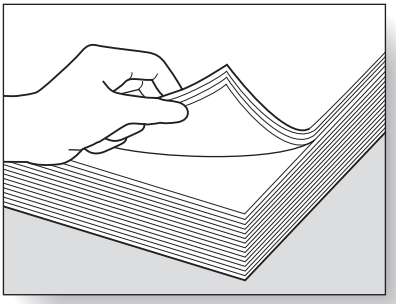
3 Also check the other side of the stack.

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



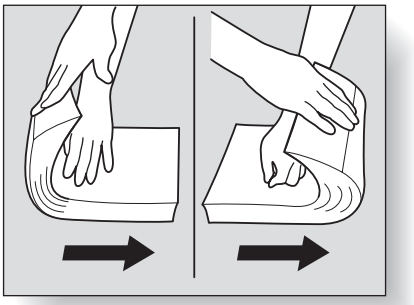
4 Check if the sheets are stuck together by static electricity.

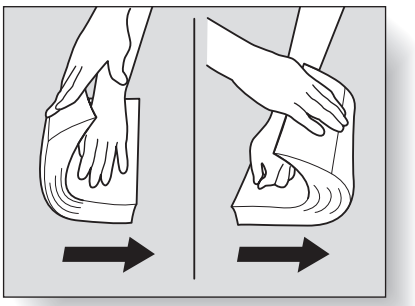
- Fan the stack by half an inch or so from the top to check for crackling sounds.
- If any sounds can be heard, the stack carries a static charge. It is advisable not to use it.



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

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





...

Reminder

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

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

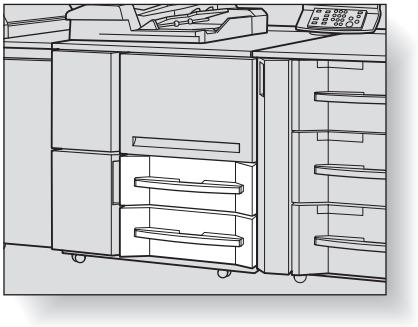
4.1.2 Loading Paper in Main Body Trays (Trays 1 and 2)

To use paper other than loaded in a tray, change the tray setting of that tray from the Machine Status Screen, or temporarily change the setting in paper presetting from the Copy Screen.

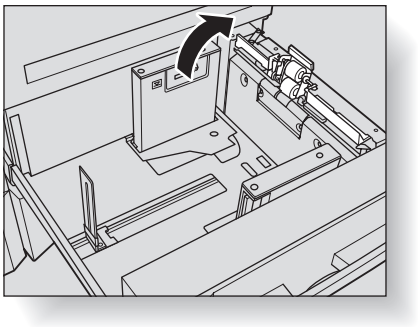
To load paper in trays 1 and 2

✔ Be sure that the machine is powered ON before withdrawing the tray.
✔ Only one tray can be withdrawn at a time.

1 Withdraw the tray to be supplied with paper.

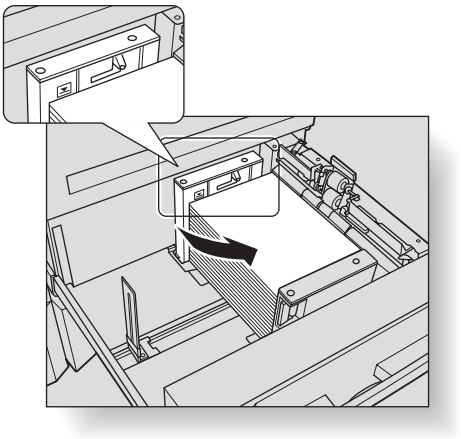


2 Open the feed roller.



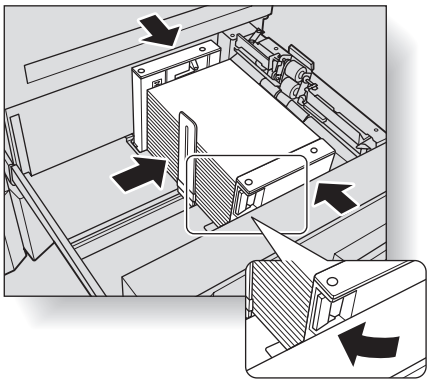
3 Load paper into the tray with print side face down.

– Do not load above the limit level, and carefully load paper to be seated under the paper control lever at the air nozzle.



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

– Load paper aligning it to the feed roller side of the tray.
Press the lock release lever of the front side guide to move the side guides, and also move the rear guide to the edge of the paper.



5 Push in the tray until it locks into place.

The paper indicator of the tray "  " will change to "  ".

...

Reminder

Be sure that the side guides and rear guide are securely aligned to the paper; otherwise the machine cannot detect the correct paper size, or machine trouble may occur.

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

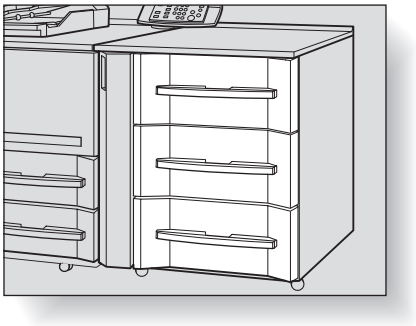
4.1.3 Loading Paper in Paper Feeding Unit PF-702 (Trays 3 to 8)

To use paper other than loaded in a tray, change the tray setting of that tray from the Machine Status Screen, or temporarily change the setting in paper presetting from the Copy Screen.

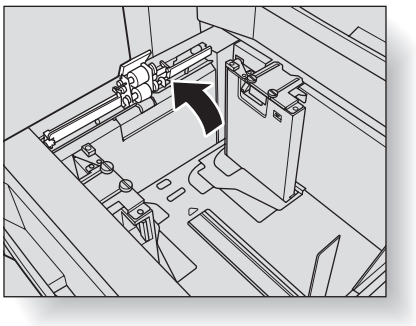
To load paper in trays 3 to 8

- ✔ Be sure that the machine is powered ON before withdrawing the tray.
- ✔ Only one tray can be withdrawn at a time.
- ✔ Tray 4 is available for 66 to 93 lb Bond paper.

1 Withdraw the tray to be supplied with paper.



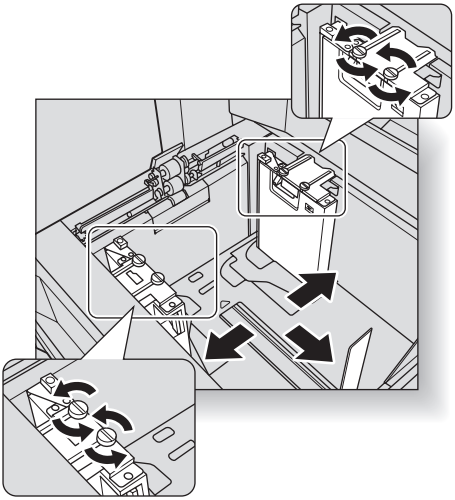
2 Open the feed roller.



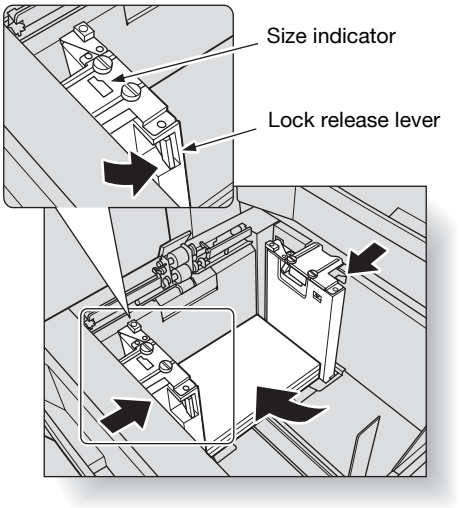
– To load a different size of paper, proceed to step 3.
To load the same size as loaded before, proceed to step 4.

3 Adjust the position of the side guides.

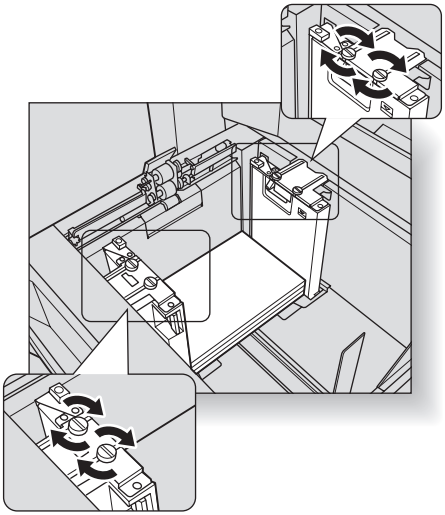
– Turn the four guide fixing knobs counterclockwise to loosen them. Fully widen the side guides and rear guide.



– Load about 100 sheets of copy paper. While pushing the lock release lever of the front side guide, align both side guides to the paper and position them according to the paper size indicator provided on the guide holding plate.



– Turn the four guide fixing knobs clockwise to fix the side guides.

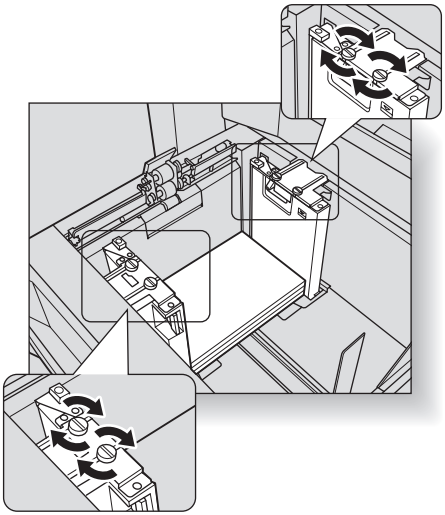


4 Load paper into the tray with print side face up.

– Load the stack of paper aligning it to the feed roller side of the tray.
– Do not load above the limit level, and carefully load paper to be seated under the paper control lever at the air nozzle.

5 Align the rear guide to the paper.

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



6 Push in the tray until it locks into place.

The paper indicator of the tray "  " will change to "  ".

...

Reminder

Be sure that the rear guide is securely aligned to the paper; otherwise the machine cannot detect the correct paper size, or machine trouble may occur.

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

The side guides are provided with small size guides. Be sure to open them only when loading paper of the width less than 182 mm. Also be sure to use the small size guides as a pair; do not open only a half of them to load paper.

Detail

For usage of small size guides, see page 4-21.

4.1.4 Loading Paper in Paper Feeding Unit with Suction Feeding System PF-703 (Trays 3 to 8)

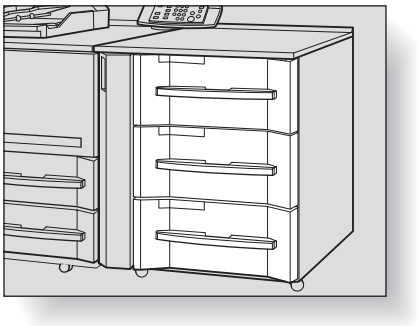
To use paper other than loaded in a tray, change the tray setting of that tray from the Machine Status Screen, or temporarily change the setting in paper presetting from the Copy Screen.

If any trouble occurs in feeding after the following procedure is performed, follow the procedure on page 4-16 to supply the tray with paper.

To load paper in trays 3 to 8

✔ Be sure that the machine is powered ON before withdrawing the tray.
✔ Only one tray can be withdrawn at a time.
✔ Tray 4 is available for 66 to 93 lb Bond paper.

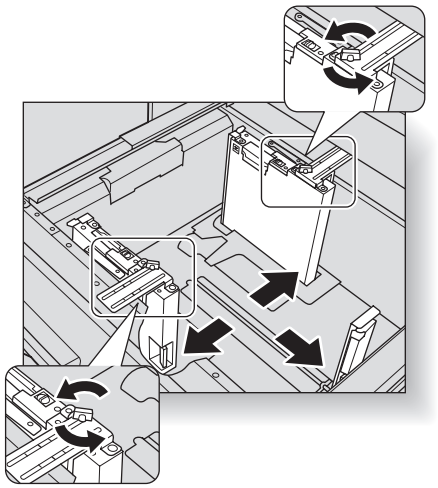
1 Withdraw the tray to be supplied with paper.



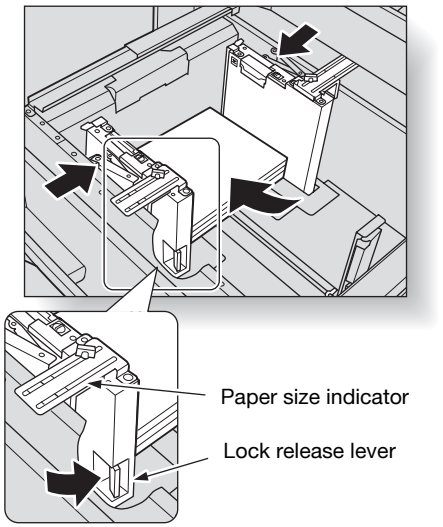
– To load a different size of paper, proceed to step 2.
To load the same size as loaded before, proceed to step 3.

2 Adjust the position of side guides.

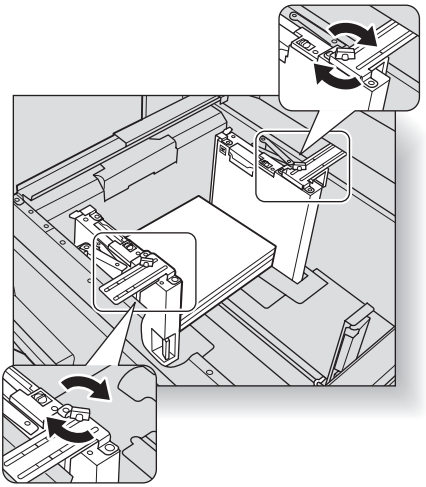
– Turn the two guide fixing knobs of the side guides counterclockwise to loosen them. Fully widen the side guides and rear guide.



– Load about 100 sheets of copy paper. While pushing the lock release lever of the front side guide, align both side guides to the paper and position them according to the paper size indicator provided on the guide holding plate.

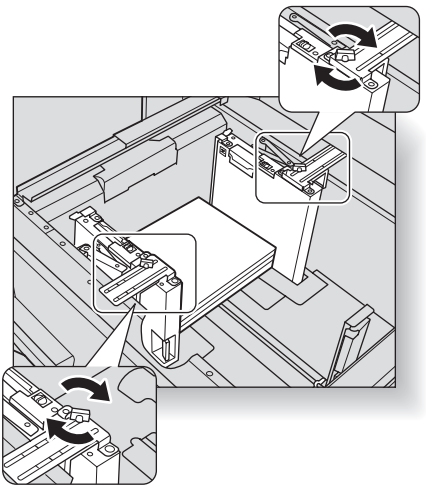


– Turn the two guide fixing knobs of the side guides clockwise to fix the side guides.



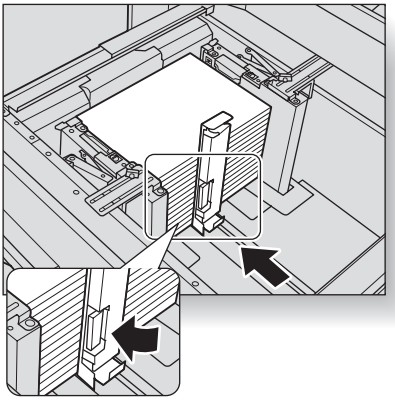
3 Load paper into the tray with print side face up.

– Load the stack of paper aligning it to the left side of the tray.
– Do not load above the limit level, and carefully load paper to be seated under the paper control plate at the air nozzle.
Normally, keep the two paper control plate fixing levers positioned at the right side.



4 Align the rear guide to the paper.

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



5 Push in the tray until it locks into place.

The paper indicator of the tray "  " will change to "  ".

...

Reminder

Be sure that the rear guide is securely aligned to the paper; otherwise the machine cannot detect the correct paper size, or machine trouble may occur.

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

The two side guides are provided with small size guides. Be sure to open them only when loading paper of the width less than 150 mm. Also be sure to use the small size guides as a pair; do not open only a half of them to load paper.

Detail

For usage of small size guides, see page 4-21.

4.1.5 Making Fine Adjustment on Side Guides in Paper Feeding Unit with Suction Feeding System PF-703

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

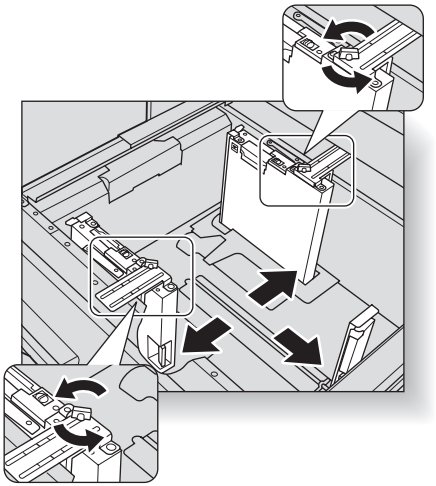
In this case, follow the adjustment procedure below to properly fix the top and bottom edges of the side guides.

To make fine adjustment on side guides

1 Withdraw the tray to be adjusted.

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

– Fully widen the side guides and rear guide.

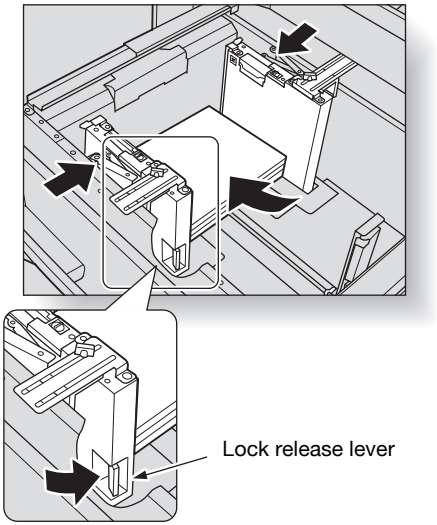


3 Load paper of the size to be adjusted.

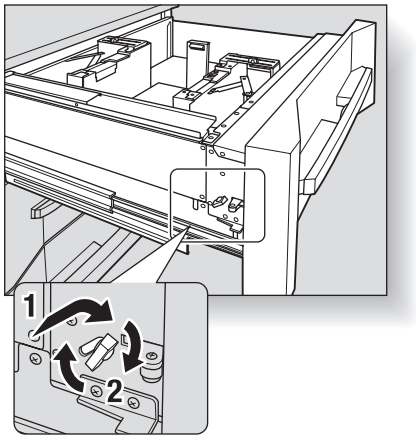
– Load about 100 sheets of paper into the tray.

4 Fix the position of bottom edges of both side guides.

- Pushing the lock release lever of the front side guide, move both side guides to align them to the paper.
- Avoid making the space between the side guides too wide or too narrow for the paper to be seated straight.



5 Turn the bottom plate fixing knob counterclockwise to loosen it, slide it to the front side, then turn it clockwise to fix it in that position.

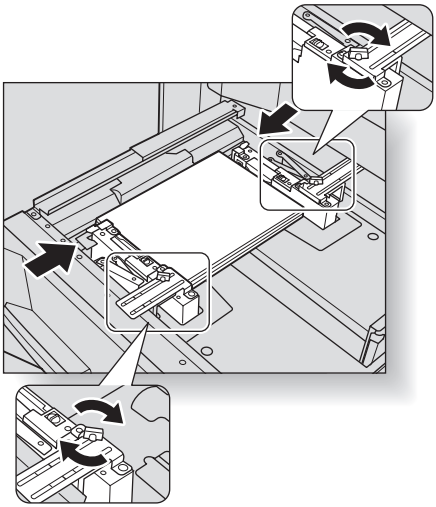


6 Return the tray to its original position, then withdraw it again after the bottom plate of the tray goes up completely.

- The sound of motor elevating the bottom plate can be heard when the tray is returned in position. After that automation is completed, again withdraw the tray to find that the bottom plate has been elevated to the top position.
- Be sure not to withdraw the tray till the motor sound is stopped; otherwise, the later operation may be affected because the bottom plate is not elevated completely to the top.

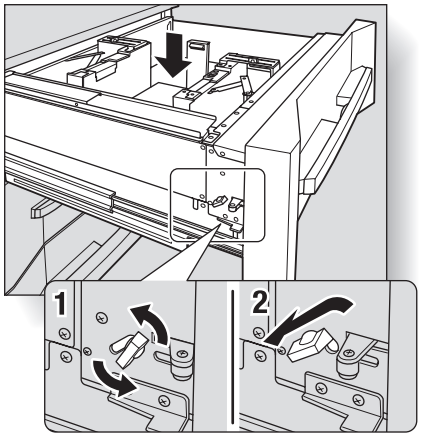
7 Fix the position of top edges of both side guides.

- Move top edges of the side guides to align them to the paper, then turn the two guide fixing knobs clockwise to fix the guides.
- Avoid making the space between the side guides too wide or too narrow for the paper to be seated straight.



8 Lower the bottom plate of the tray.

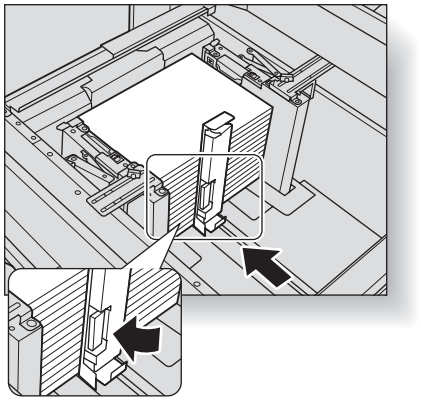
– Turn the bottom plate fixing knob counterclockwise to loosen it, slide it to the rear side, then turn it clockwise to fix it in that position.



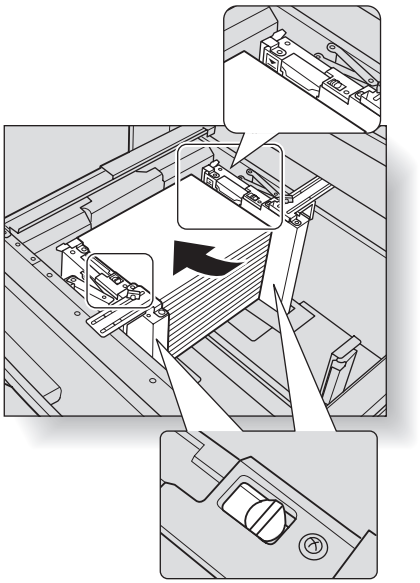
– The bottom plate automatically goes down.

9 Load paper into the tray.

– Load paper aligning it to the left side of the tray.



– Pressing the lock release lever, move the rear guide to align it to the edge of the paper.



– Do not load above the limit level, and carefully load paper to be seated under the paper control plate at the air nozzle.
Normally, keep the two paper control plate fixing levers positioned at the right side.

10 Push in the tray until it locks into place.

The paper indicator of the tray "  " will change to "  ".

...

Reminder

Be sure that the rear guide is securely aligned to the paper; otherwise the machine cannot detect the correct paper size, or machine trouble may occur.

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

4.1.6 Loading Small Size Paper in Paper Feeding Unit PF-702 and Paper Feeding Unit with Suction Feeding System PF-703

The minimum width of the side guides of Paper Feeding Unit PF-702 is 182 mm, while that of Paper Feeding Unit with Suction Feeding System PF-703 is 150 mm. Both trays are provided small size guides to accept small size paper of 95 mm width at minimum.

Reminder

When loading a paper size larger than the minimum width of the side guides, do not open the small size guides.

Be sure to use the small size guides as a pair; do not open only a half of them to load paper.

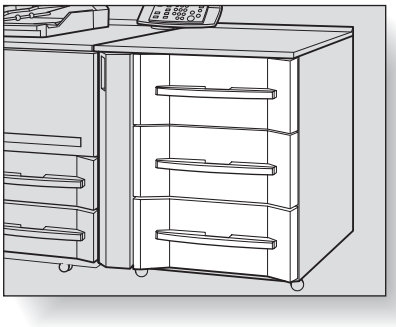
To load small size paper

✔ Be sure that the machine is powered ON before withdrawing the tray.

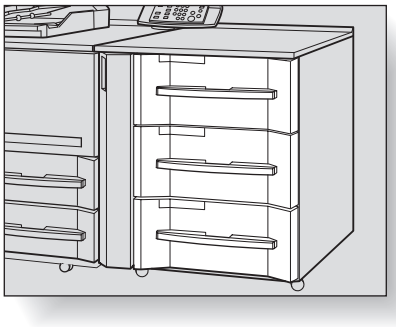
✔ Only one tray can be withdrawn at a time.

1 Withdraw the tray to be supplied with paper.

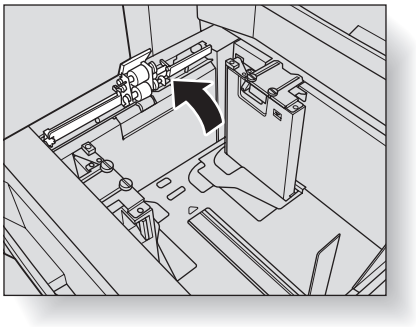
PF-702



PF-703

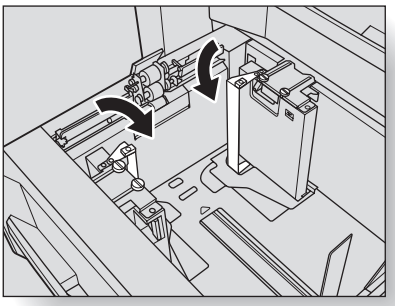


– When loading paper in Paper Feeding Unit PF-702, open the feed roller.

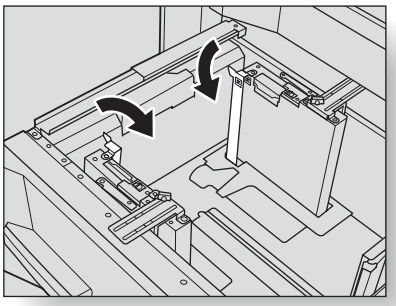


2 Open the small size guides provided for each of front and rear side guides.

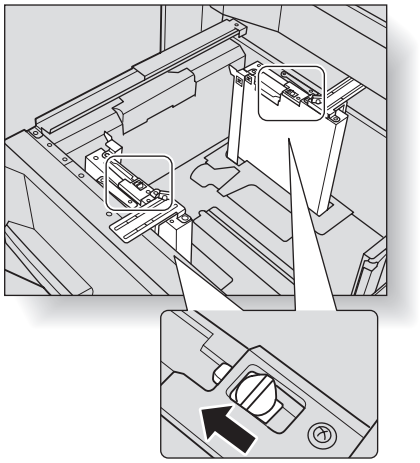
PF-702



PF-703



3 For Paper Feeding Unit with Suction Feeding System PF-703, slide the two paper control plate fixing levers leftward to lock the plate.

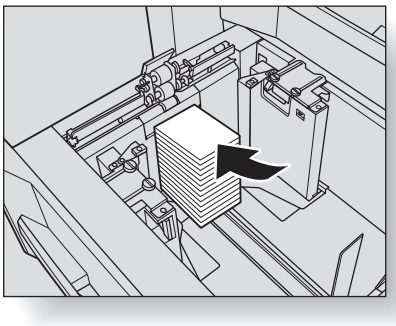


– Be sure to slide both fixing levers provided each for front and rear side guides to the left side.

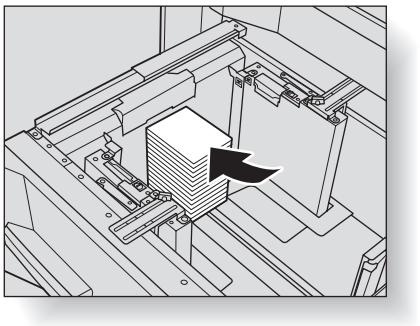
4 Load paper into the tray with print side face up.

– Load paper with print side face up, aligning it to the left side of the tray.
– Do not load above the limit level on the small size guides.

PF-702



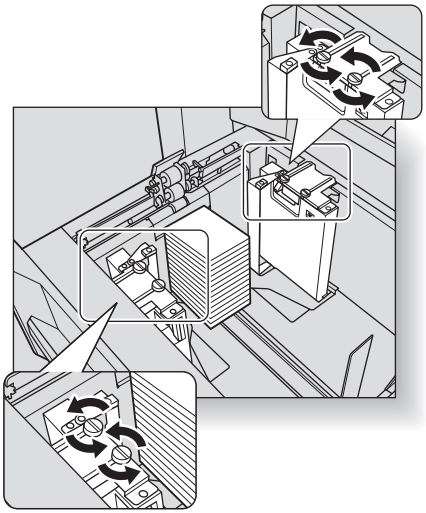
PF-703



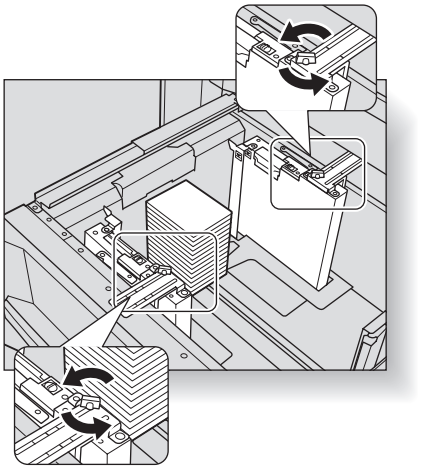
5 Move the side guides to align the small size guides to the paper.

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

PF-702

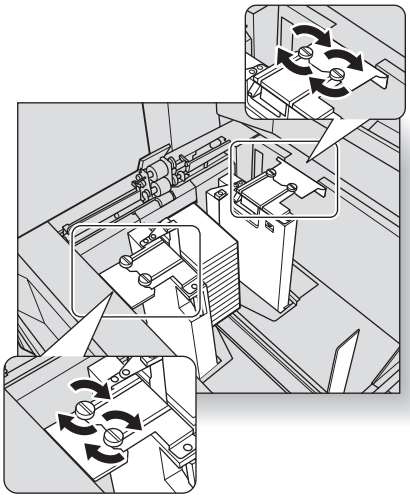


PF-703

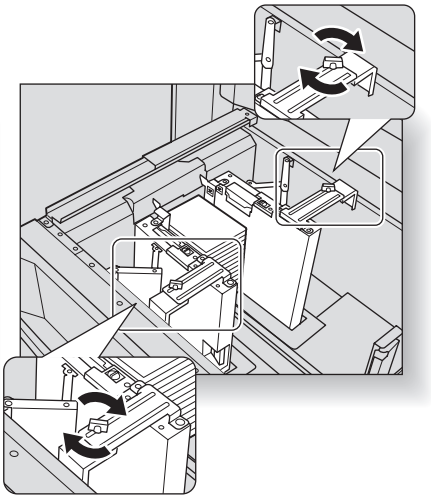


– Pushing the lock release lever of the front side guide, move both side guides to align the small size guides to the paper.
– Turn the two guide fixing knobs of the side guides clockwise to fix the guides.

PF-702



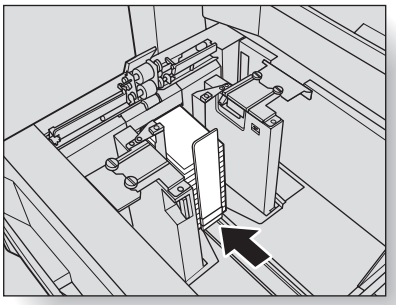
PF-703



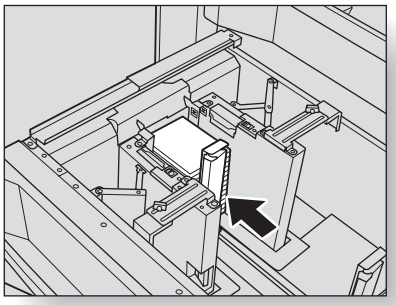
6 Align the rear guide to the paper.

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

PF-702



PF-703



7 Push in the tray until it locks into place.

The paper indicator of the tray "  " will change to "  ".

...

Reminder

Be sure that the rear guide is securely aligned to the paper; otherwise the machine cannot detect the correct paper size, or machine trouble may occur.

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

4.1.7 Loading Paper in Paper Feeding Unit with Suction Feeding System PI-PFU

To use paper other than loaded in a tray, change the tray setting of that tray from the Machine Status Screen.

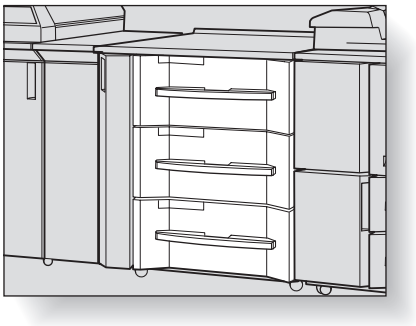
If any trouble occurs in feeding after the following procedure is performed, follow the procedure on page 4-16 to supply the tray with paper.

Note
[Paper Presetting] accessed from the Copy Screen cannot change the tray setting of PI-PFU trays.

To load paper in PI-PFU tray

- ✔ Be sure that the machine is powered ON before withdrawing the tray.
- ✔ Only one tray can be withdrawn at a time.
- ✔ PI-PFU2 is available for 66 to 93 lb Bond paper.

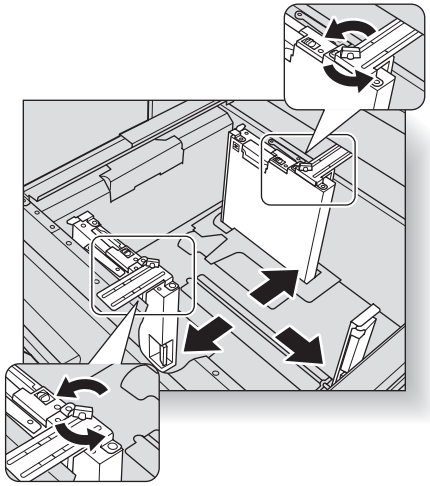
1 Withdraw the tray to be supplied with paper.



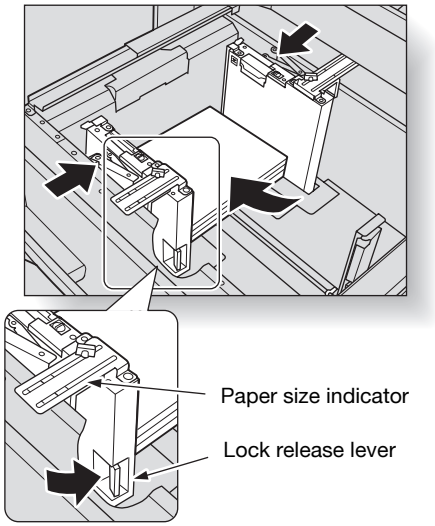
– To load a different size of paper, proceed to step 2.
To load the same size as loaded before, proceed to step 3.

2 Adjust the position of the side guides.

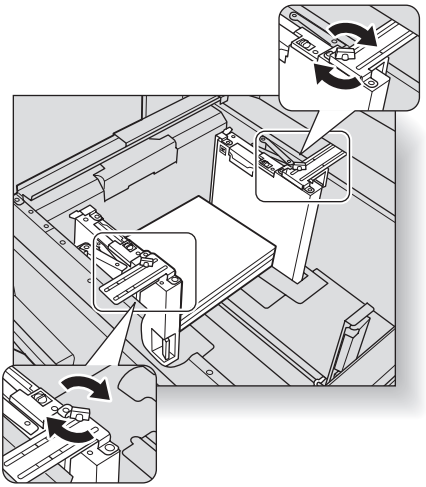
– Turn the two guide fixing knobs of the side guides counterclockwise to loosen them. Fully widen the side guides and rear guide.



– Load about 100 sheets of copy paper. While pushing the lock release lever of the front side guide, align both side guides to the paper and position them according to the paper size indicator provided on the guide holding plate.



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

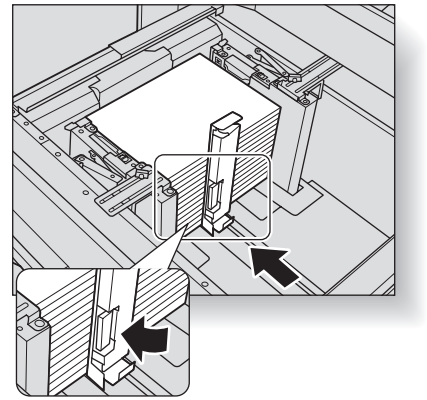


3 Load paper into the tray with print side face up.

– Load the stack of paper aligning it to the left side of the tray.

4 Align the rear guide to the paper.

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



– Do not load above the limit level, and carefully load paper to be seated under the paper control plate at the air nozzle.
Normally, keep the two paper control plate fixing levers positioned at the right side.

5 Push in the tray until it locks into place.

The paper indicator of the tray "  " will change to "  ".

...

Reminder

Be sure that the rear guide is securely aligned to the paper; otherwise the machine cannot detect the correct paper size, or machine trouble may occur.

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

The two side guides are provided with small size guides. Be sure to open them only when loading paper of the width less than 150 mm. Also be sure to use the small size guides as a pair; do not open only a half of them to load paper.

Detail

For usage of small size guides, see page 4-21.

4.1.8 Loading Paper in Post Inserter of Folding Unit

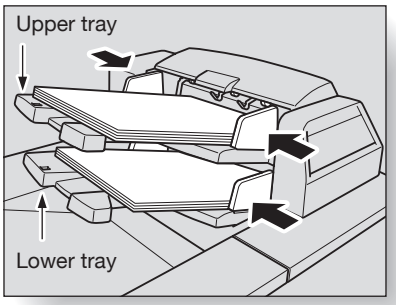
To use paper loaded in the post inserter of folding unit, make the tray setting from the Machine Status Screen.

Note

[Paper presetting] accessed from the Copy Screen cannot change the tray setting of post inserter.

To load paper in post inserter

➔ Load paper in the upper/lower tray of the post inserter.
– Align the side guides to the paper.



Reminder

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

4.2 Loading Cover Paper for Perfect Binding

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

- Cover tray of Perfect Binder PB-502/PB-503
- Main body trays (trays 1 and 2)
- Paper Feeding Unit PF-702 (trays 3 to 8)
- Paper Feeding Unit with Suction Feeding System PF-703 (trays 3 to 8)
- Paper Feeding Unit with Suction Feeding System PI-PFU
- Post inserter of Folding Unit FD-503

This section describes how to load cover paper into the cover tray of Perfect Binder PB-502/PB-503, and also the face/orientation of cover paper loaded in each tray.

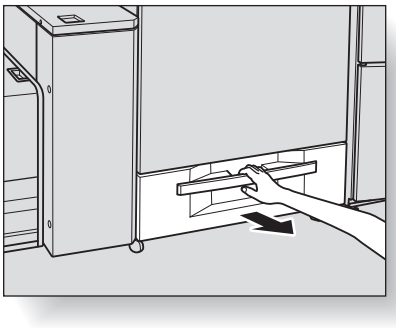
4.2.1 Loading Cover Paper in Cover Tray of Perfect Binder PB-502/PB-503

Tray setting for cover tray can be made from the Machine Status Screen using the [Tray Setting] key, or from the Copy Screen using the [Output Setting] key. [Paper presetting] accessed from the Copy Screen cannot change the tray setting of cover tray.

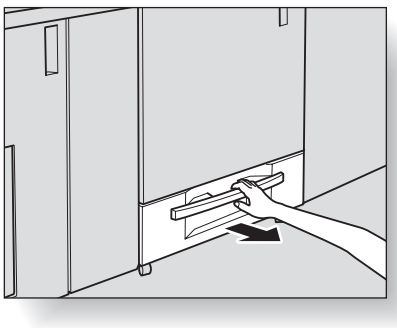
To load cover paper in cover tray of the perfect binder

1 Withdraw the cover tray.

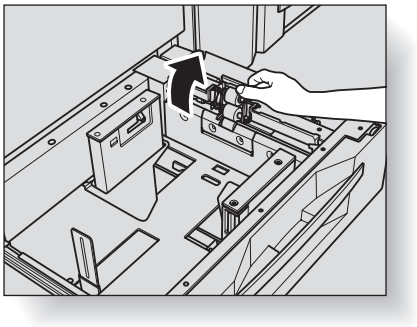
PB-502



PB-503

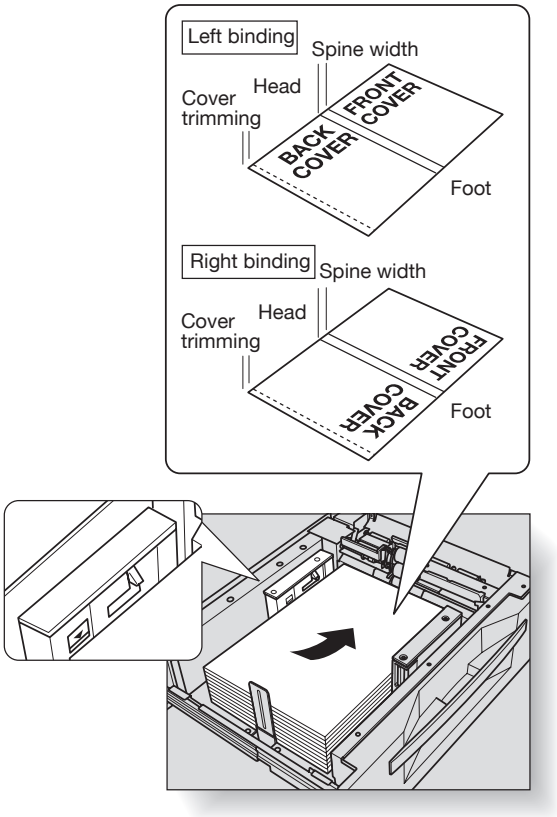


2 Open the feed roller.



3 Load cover paper face up in the tray.

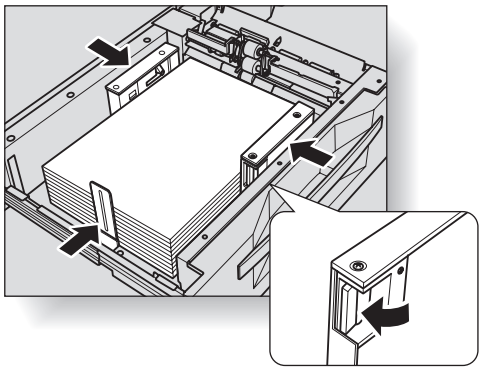
– Place cover paper face up, with the top to be rear in the tray. When making the book bound on the right side, the front side in the tray will be the top.



– Align it to the feed roller side.
– Do not load above the limit level, and carefully load the paper to be seated under the paper control plate at the air nozzle.

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

– Press the lock release lever of the front side guide to move the side guides, and also move the rear guide to the edge of cover paper.



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

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

...

Reminder

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

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

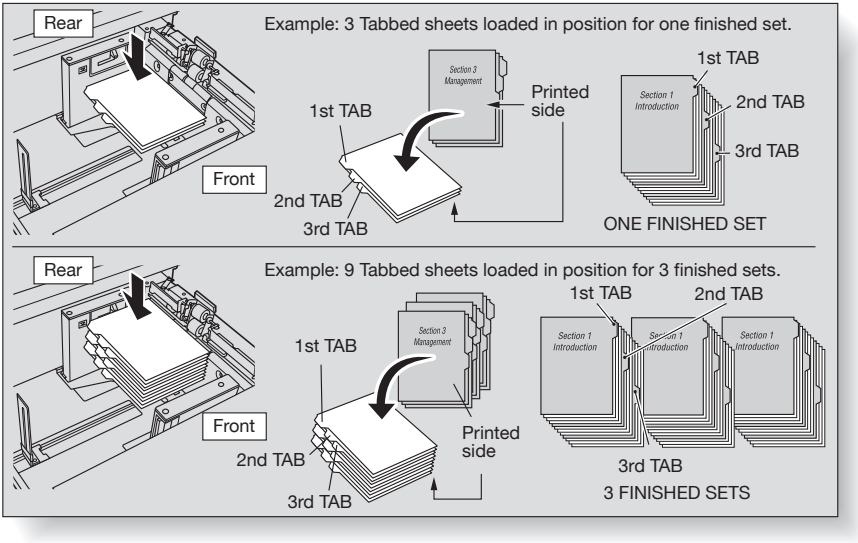
4.3 Loading Tabbed Sheets

Tabbed sheets are available for copying when loaded in the following trays.

- Main body trays (trays 1 and 2)
- Paper Feeding Unit PF-702 (trays 3 to 8)
- Paper Feeding Unit with Suction Feeding System PF-703 (trays 3 to 8)

When loading a tray with tabbed sheets, be sure to make the size setting of the tray to specify a tab paper size to be used. For details, see page 9-47.

4.3.1 Loading Tabbed Sheets in Main Body Trays (Trays 1 and 2)



To load tabbed sheets in main body trays

1 Withdraw the tray to be loaded with tabbed sheets.

– Withdraw the tray specified for a tab paper size.

2 Open the feed roller.

3 Place tabbed sheets on the tray.

– Place paper referring to the illustration shown above.

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

- Set paper aligning it to the feed roller side of the tray.
- Press the lock release lever of the front side guide to move the side guides, and also move the rear guide to the edge of paper.

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

6 Push in the tray until it locks into place.

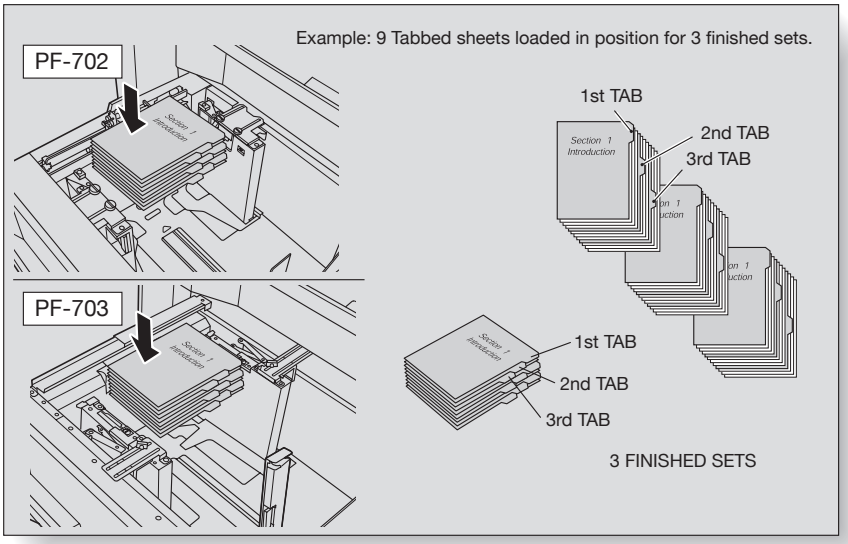
...

Reminder

Do not load above the limit level on the side guide.

Be sure that the side guides and rear guide are securely aligned to the paper; otherwise the machine cannot detect the correct paper size, or machine trouble may occur.

4.3.2 Loading Tabbed Sheets in Paper Feeding Unit PF-702 or Paper Feeding Unit with Suction Feeding System PF-703 (Trays 3 to 8)



To load tabbed sheets in trays 3 to 8

1 Withdraw the tray to be loaded with tabbed sheets.

– Withdraw the tray specified for a tab paper size.

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

– Open the feed roller for Paper Feeding Unit PF-702.

3 Place tabbed sheets on the tray.

– Place paper referring to the illustration shown above.

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

– Press the lock release lever of the front side guide to move the side guides.

5 Align the rear guide to the paper.

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

6 Push in the tray until it locks into place.

...

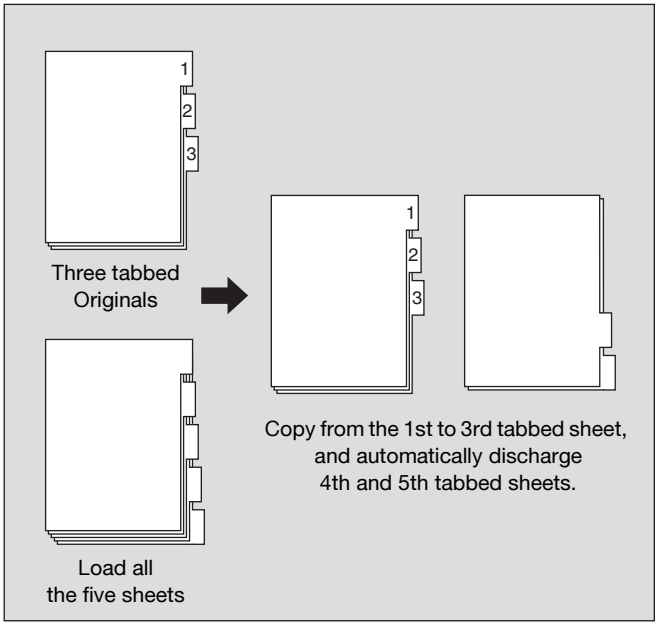
Reminder

Do not load above the limit level on the side guide.

Be sure that the side guides and rear guide are securely aligned to the paper. If 1 mm or more of the gap is found or tabbed sheets skew in the tray, feeding trouble may be caused.

Needless Tab Paper Exit

This function sets the machine to discharge the oddments of a set of tabbed sheets automatically if the tabbed original count is less than the number of tabbed sheets in a set, so that the next copy job can be started afresh with the 1st tabbed sheet.





Detail

For details of Tab Paper Size mode, see page 9-18.

Use the Utility mode to specify whether or not to use the Needless Tab Paper Exit function. See POD Administrator's Reference for details.



Note

If the machine with this function enabled stops the current job due to a trouble such as paper misfeed, a message will appear on the touch panel to prompt you to check that the tabbed sheet tray source is prepared for the next copy job to start with the 1st tabbed sheet.

Needless Tab Paper Exit may not be allowed depending on the staple finisher type mounted on the machine.

4.4 Adding Toner

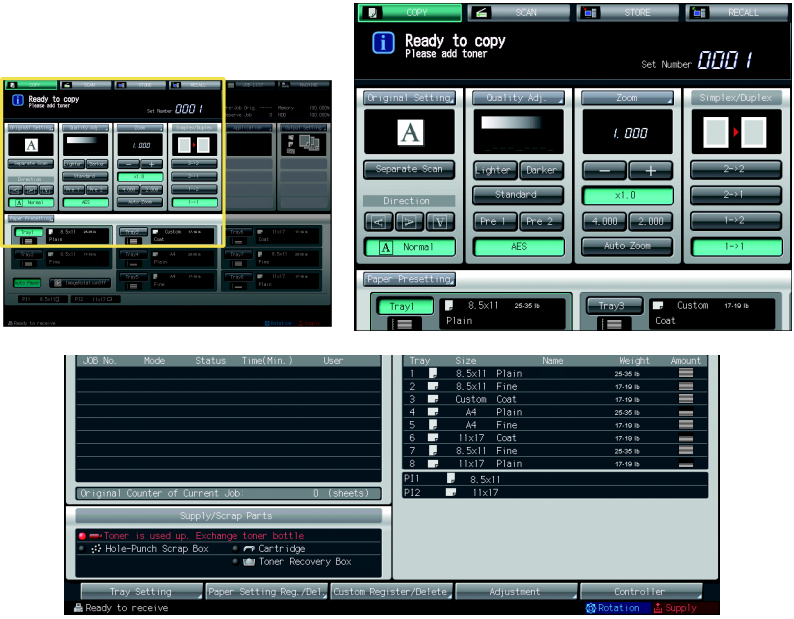
This machine is equipped with a toner hopper for keeping a bottle stock of toner, so that the machine can keep printing for a while even if the toner bottle is used up.

Message area of the Machine Status Screen/ Copy Screen

When the toner bottle is used up and toner supply from the toner hopper becomes low, the message “Please add toner” will be displayed.
When toner supply runs out from the toner hopper, the message “Toner is used up/ Exchange toner bottle” will appear.

Supply/Scrap Parts indicator of the Machine Status Screen

When the toner bottle is used up, the messages “Toner bottle can be exchanged (Residue in Hopper: 3/4)”, “Exchange toner bottle (Residue in Hopper: 1/4)”, and “Toner is used up/ Exchange toner bottle” will be displayed in sequence according to the amount of toner remaining in the toner hopper.



Add toner by following the procedure below to exchange the toner bottle.

...

Reminder

Use the same number toner bottle as described on the label applied on the toner bottle cover. Otherwise, machine trouble may be caused.

⚠ WARNING

Precaution for empty toner bottles

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

➔ DO NOT THROW the empty toner bottle into a fire!

⚠ CAUTION

Precaution for storing and handling toner bottles

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

➔ Keep toner bottles away from children.

➔ Be careful not to spill toner inside the machine or not to get toner on your clothes or hands.

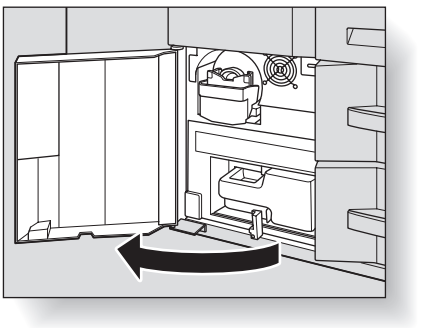
➔ If your hands become soiled with toner, wash them with soap and water.

➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

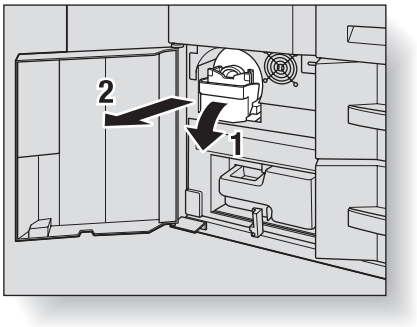
Add toner according to the procedure as follows.

To exchange toner bottle

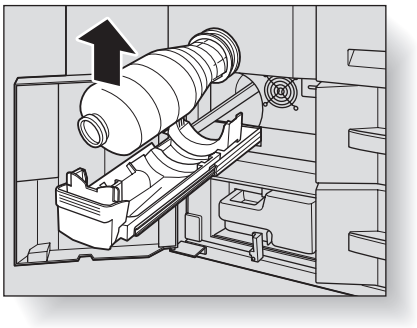
1 Open the toner unit door.



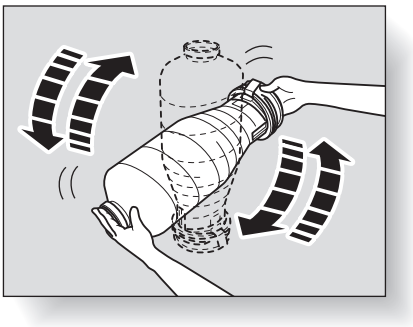
2 Pull the toner unit lever forward to withdraw the bottle holder until it stops.



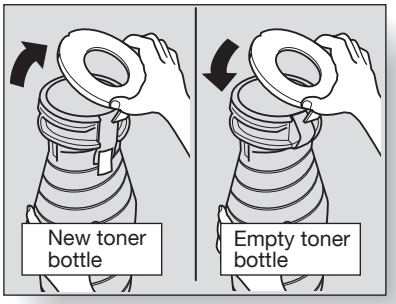
3 Remove the empty toner bottle.



4 Shake the new toner bottle several times to loosen toner.

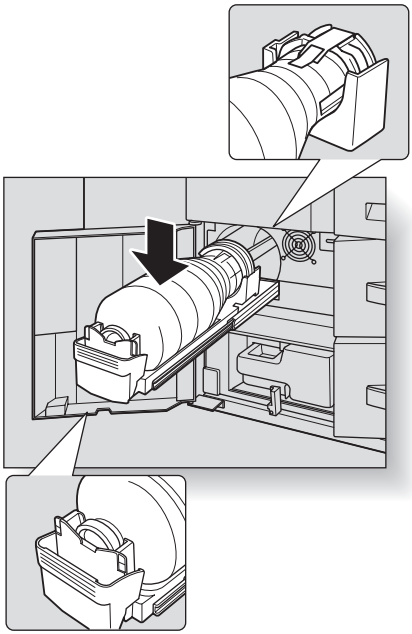


5 Remove the cap from the new toner bottle, then put it to the used one.

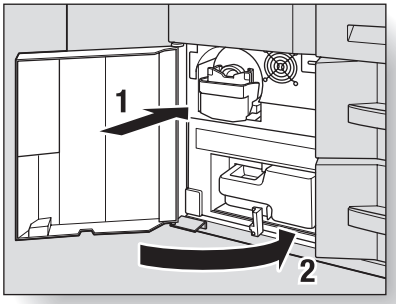


6 Set the new toner bottle into the bottle holder.

– Be sure to set the label of the toner bottle upward, then fit its bottom to the hollow part of the bottle holder; otherwise toner leakage may occur or the bottle holder may not be returned to its original position.



7 Return the bottle holder to its original position, then close the machine front door securely.



4.5 Exchanging Toner Recovery Box

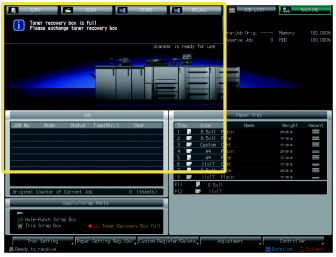
When the toner recovery box becomes full with the used toner, the following message/indicator will be displayed on the touch screen.

Message area of the Machine Status Screen/ Copy Screen

When the toner recovery box collects considerable amount of used toner and becomes due to be exchanged, the message “Exchange of toner recovery box is due” will be displayed.
When the toner recovery box becomes full with the used toner, the message “Toner recovery box is full” will appear.
Finally, when the machine becomes unavailable for copying due to the toner recovery box full of the used toner, “Toner recovery box is full/ Please exchange toner recovery box” will be displayed.

Supply/Scrap Parts indicator of the Machine Status Screen

The messages “Toner Recover near-full” and “Toner Recovery Box full” will be displayed in sequence according to the amount of used toner in the toner recovery box.





Follow the procedure below to exchange the toner recovery box.

Reminder

Do not withdraw the toner recovery box during printing; otherwise the machine may stop and a paper jam may be caused.

⚠ WARNING

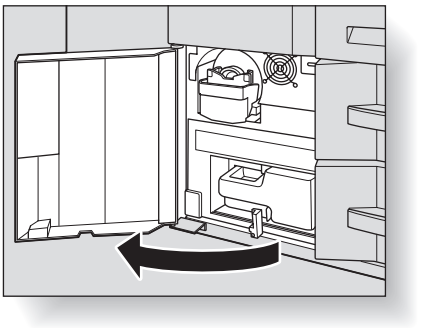
Precaution for the toner recovery box

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

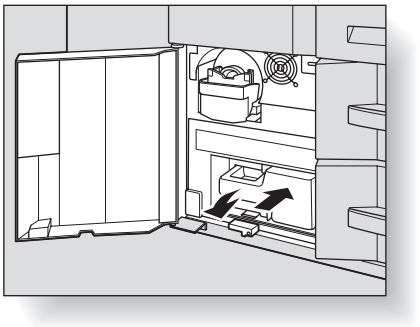
➔ DO NOT THROW the toner recovery box into a fire!

To exchange toner recovery box

1 Open the toner unit door.

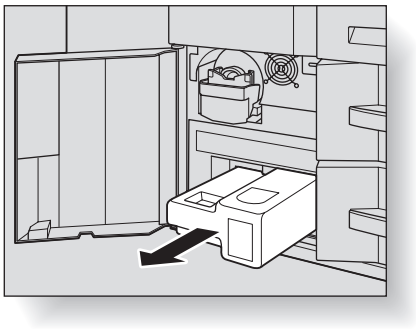


2 Pushing the toner recovery box, turn down the lock lever leftward.



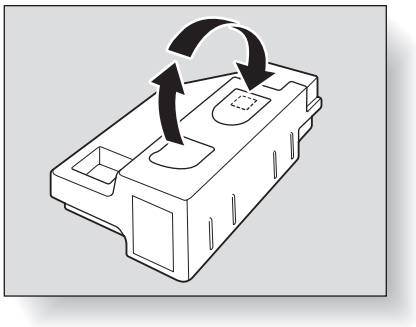
3 Withdraw the toner recovery box.

– Slowly withdraw the toner recovery box. Withdrawing forcibly or tilting the toner recovery box may spill the used toner to soil the machine.

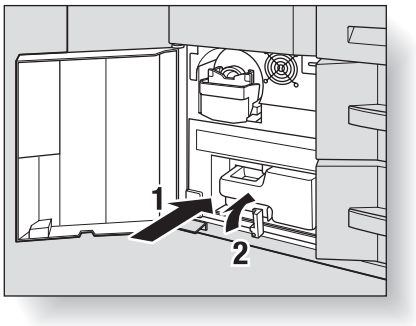


4 Cover the used toner inlet of toner recovery box with a sticker.

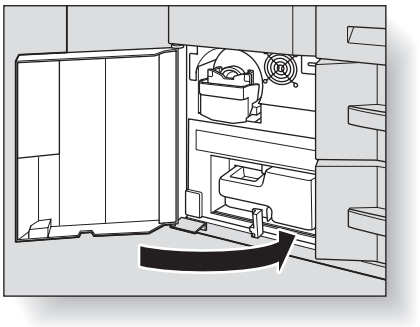
– Remove the sticker from the toner recovery box, then put it on the used toner inlet.



5 Pushing the toner recovery box into its original position, turn up the lock lever rightward.



6 Close the toner unit door.



...

Reminder

Be sure to completely cover the used toner inlet with the sticker, otherwise the used toner may leak out to soil the machine.

4.6 Replenishing Staple Supply

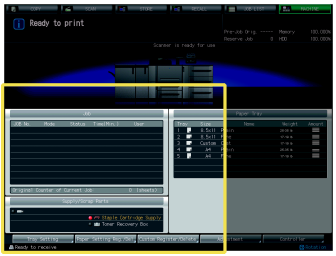
The following options have staplers installed.

- Staple Finisher FS-521
- Saddle Stitch Unit SD-506

Follow the procedure for each option to replenish staple supply.

4.6.1 Replenishing Staple Supply in Staple Finisher FS-521

When the staple cartridge of Staple Finisher FS-521 becomes empty, the Cartridge indicator lights in red in the Supply/Scrap Parts area of the Machine Status Screen.

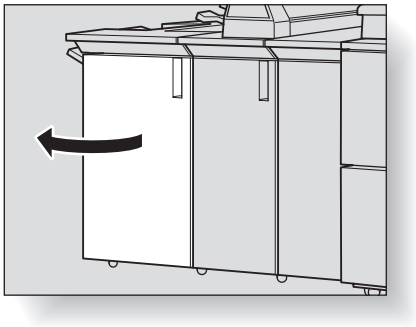




Follow the procedure below to set the staple roll into the staple cartridge.

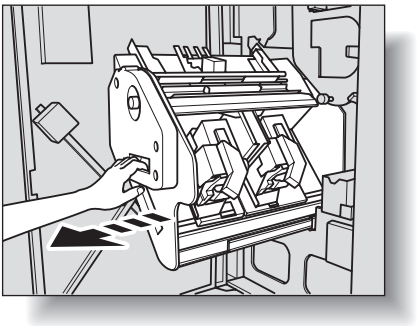
To add staples

1 Open the staple finisher door.



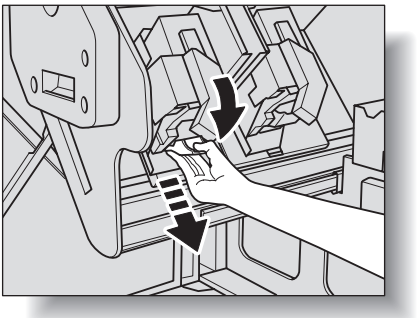
2 Pull out the stapler unit.

– Pull out the stapler unit slowly by holding the stapler unit handle until it stops.



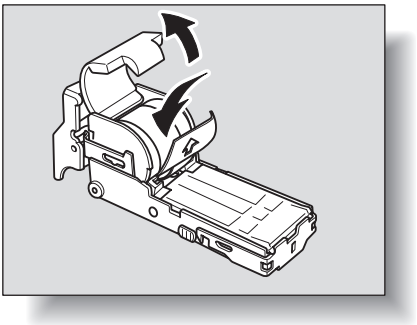
3 Remove the staple cartridge.

– Pull down the handle of the staple cartridge to draw it downward.

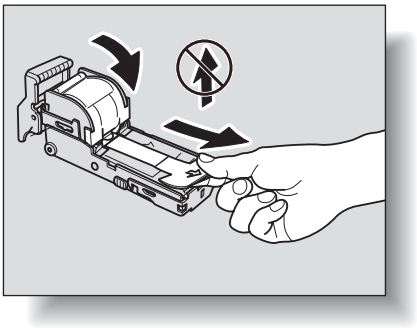


4 Set the staple roll into the staple cartridge.

– Open the staple cartridge cover, then set the staple roll into the cartridge.

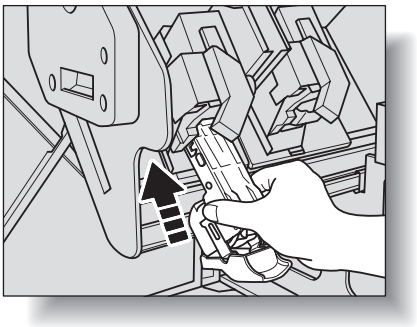


– Close the cover, then remove the lock tape pulling it in horizontal direction.

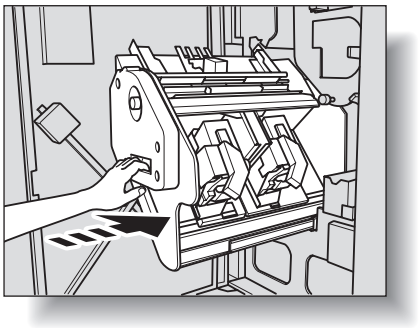


5 Set the staple cartridge.

– Return the staple cartridge to its original position as shown below, then push it up and in to secure it in place.



6 Return the stapler unit to its original position.



7 Close the staple finisher door.

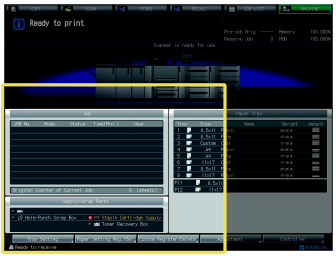
...

Reminder

When removing the lock tape from the staple roll, DO NOT pull it upward; otherwise the tape may rip and remain inside the cartridge, so that the staples cannot be used.

4.6.2 Replenishing Staple Supply in Saddle Stitch Unit SD-506

When the staple cartridge of Saddle Stitch Unit SD-506 becomes empty, the Cartridge indicator lights in red in the Supply/Scrap Parts area of the Machine Status Screen. If printing job is in progress, a message will be displayed on the Copy Screen.





Follow the procedure below to replace the staple cartridge.

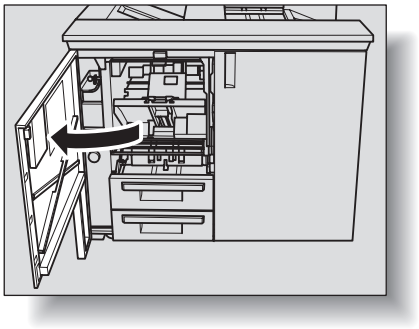
...

Reminder

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

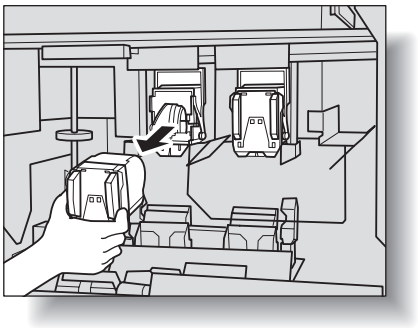
To add staples

1 Open the left side door of the saddle stitch unit.



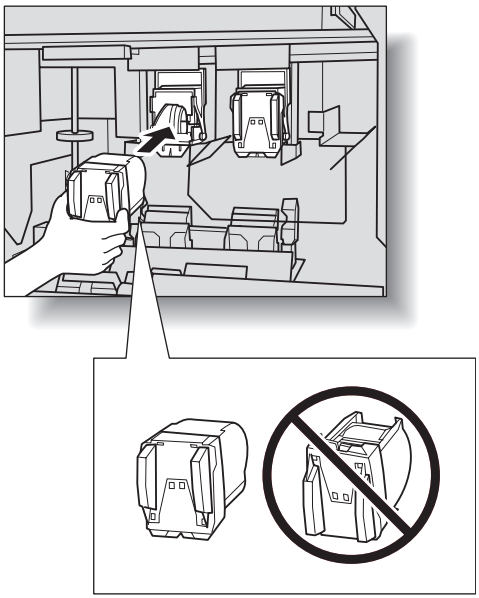
2 Remove the empty cartridge.

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



3 Set the new cartridge.

– Check that the top side of the staple cartridge is up, otherwise it cannot be inserted.



4 Close the left side door of the saddle stitch unit.

4.7 Adding Paste Pellet to Perfect Binder PB-502/PB-503

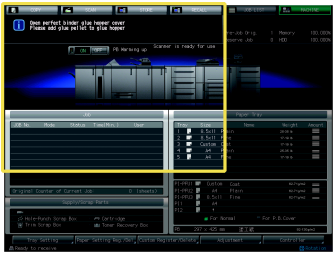
If the Perfect Binder PB-502/PB-503 is out of paste pellets, the machine warmup cannot be completed with the following message displayed on the Machine Status Screen, and consequently the binding operation is unavailable.
When the paste pellets run out during the binding operation, the machine stops the job immediately and the binding operation also becomes unavailable.

PB-502





PB-503





...

Reminder

Be sure to use the paste GC-501 exclusively provided for Perfect Binder PB-502/PB-503.

Handle melted hot paste with great care. To ensure safety and product reliability, observe the precautions for using paste pellets. Read page 1-9 as well.

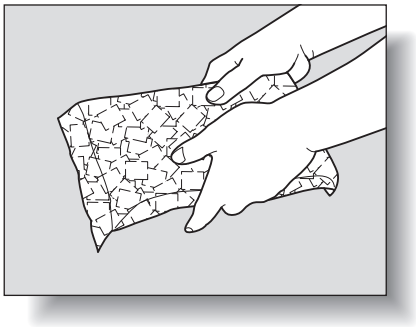
Do not overload the paste hopper with paste pellets.

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

Be sure to loosen the paste pellets inside the bag before adding them. If paste pellets stick inside the paste hopper, see page 5-11 for details.

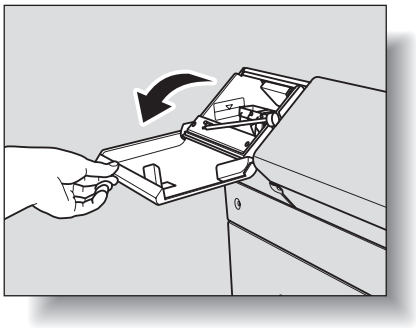
To add paste pellet

1 Loosen the paste pellets inside the bag.

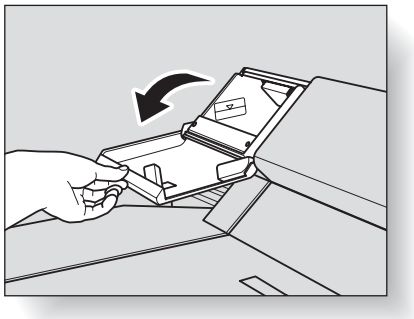


2 Open the paste hopper cover.

PB-502

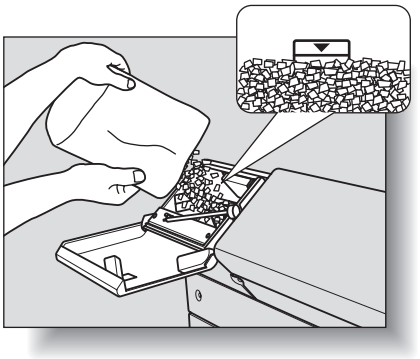


PB-503

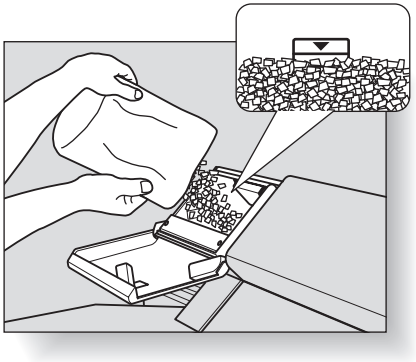


3 Supply the paste hopper with paste pellet.

PB-502

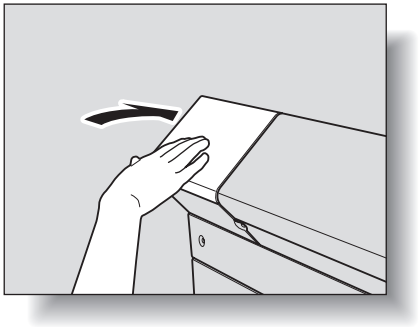


PB-503

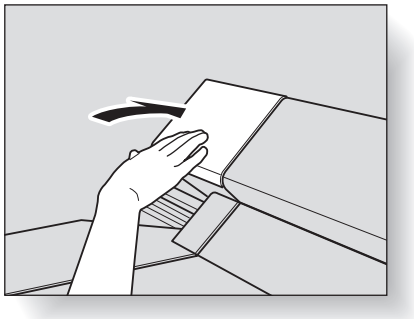


4 Close the paste hopper cover.

PB-502



PB-503



...

Reminder

Do not add the paste pellet above the limit level indicated inside the paste hopper.

Be sure to close the paste hopper cover firmly, otherwise an error message will be displayed.

4.8 Disposing Punch Waste

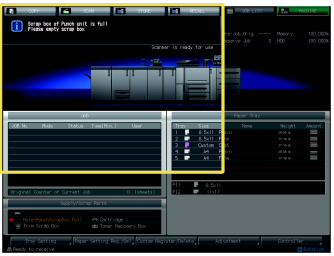
The following options have a puncher installed.

- Folding Unit FD-503
- Multi Punch GP-501

Follow the procedure for each option to dispose punch waste.

4.8.1 Emptying Scrap Box of Folding Unit FD-503

When the scrap box becomes full, the Hole-Punch Scrap Box indicator lights in red in the Supply/Scrap Parts area of the Machine Status Screen.

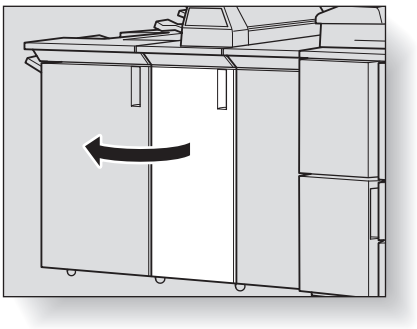


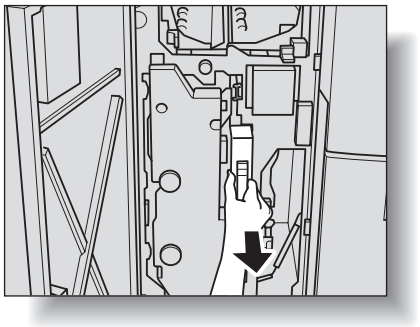


Follow the procedure below to empty the scrap box.

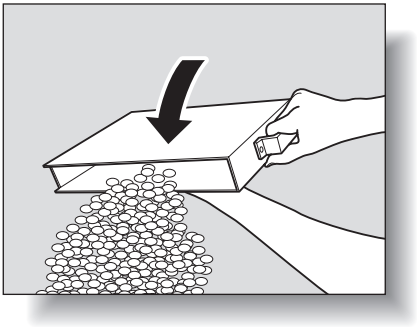
To empty the scrap box

1 Open the folding unit door, then withdraw the scrap box.

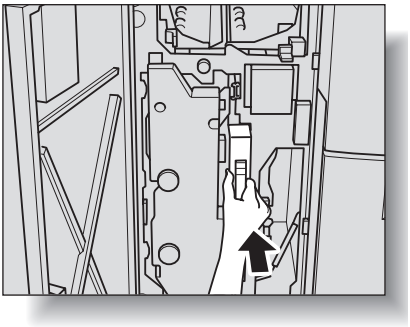


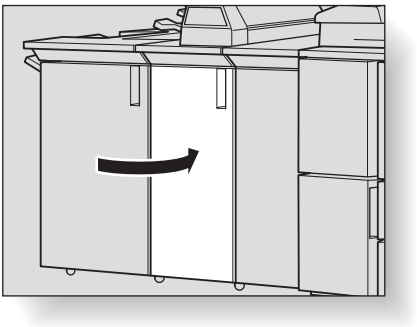


2 Empty the scrap box.



3 Return the scrap box to its original position, then close the folding unit door securely.





4.8.2 Emptying Scrap Box of Multi Punch GP-501

When the scrap box of the Multi Punch GP-501 becomes full, the Hole-Punch Scrap Box indicator lights in red in the Supply/Scrap Parts area of the Machine Status Screen.



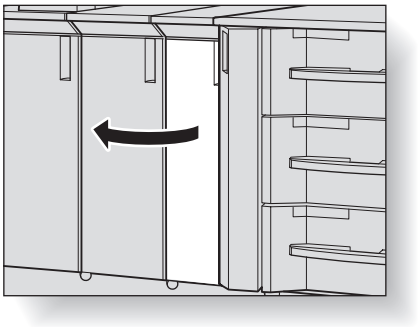
Follow the procedure below to empty the scrap box.

Reminder

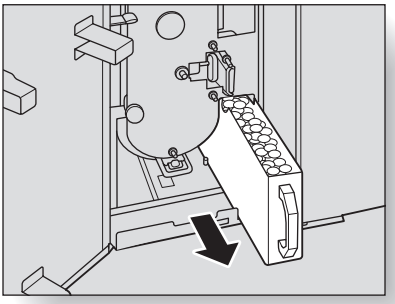
Once withdrawing the scrap box, be sure to empty it even if a small amount of punch scraps collects in the box. Otherwise, punch scraps may overflow due to the delay in indicating the emptying operation.

To empty the scrap box

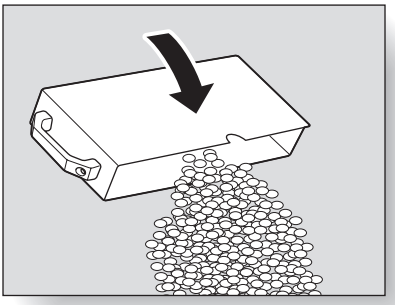
1 Open the multi punch door.



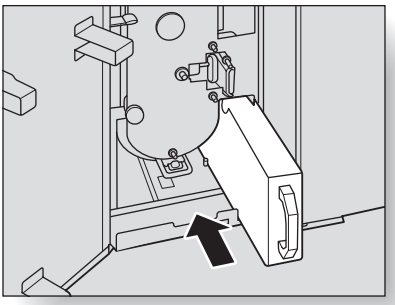
2 Withdraw the scrap box.

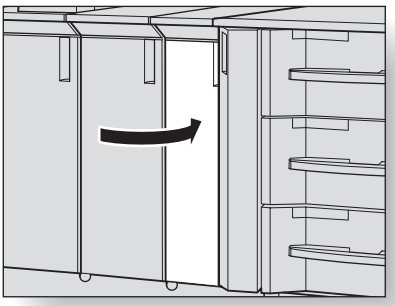


3 Empty the scrap box.



4 Return the scrap box to its original position, then close the multi punch door securely.





4.9 Disposing Trimmings

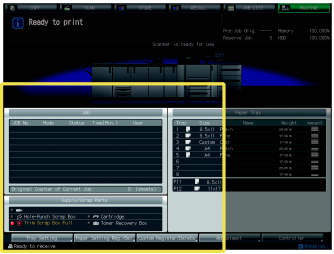
The following options have a trimmer installed.

- Saddle Stitch Unit SD-506
- Perfect Binder PB-502/PB-503

Follow the procedure for each option to dispose trimmings.

4.9.1 Emptying Scrap Box of Saddle Stitch Unit SD-506

When the scrap box of the Saddle Stitch Unit SD-506 becomes full, the Trim Scrap Box indicator lights in red in the Supply/Scrap Parts area of the Machine Status Screen.
If printing job is in progress, a message will be displayed on the Copy Screen.



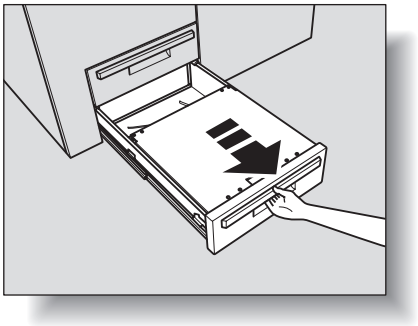


Follow the procedure below to empty the scrap box.

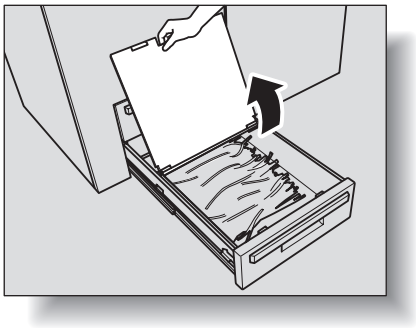
To empty the scrap box of saddle stitch unit

1 Withdraw the scrap box.

– The scrap box cannot be withdrawn while machine operation is in progress. Be sure to confirm that the machine has stopped its operation before withdrawing the scrap box.



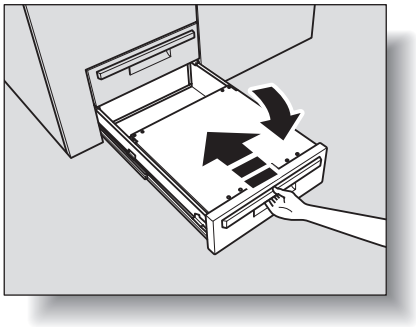
2 Open the top cover of the scrap box.



3 Take trimmings out of the scrap box.



4 Close the top cover of the scrap box, then return it to its original position.



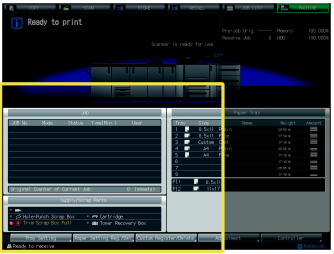
...

Reminder

Be sure to return the scrap box to its original position, otherwise the trimming function cannot be performed.

4.9.2 Emptying Scrap Box of Perfect Binder PB-502/PB-503

When the scrap box of the Perfect Binder PB-502/PB-503 becomes full, the Trim Scrap Box indicator lights in red in the Supply/Scrap Parts area of the Machine Status Screen.
If printing job is in progress, a message will be displayed on the Copy Screen.



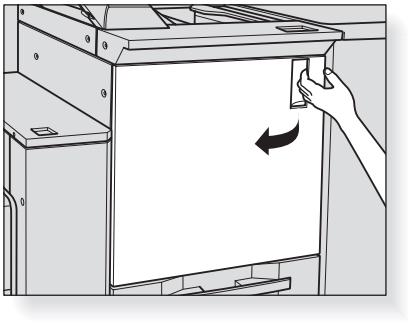


Follow the procedure below to empty the scrap box.

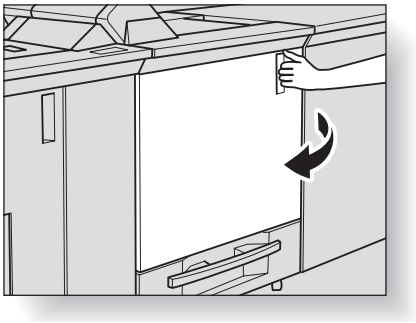
To empty the scrap box of perfect binder

1 Open the front door of the perfect binder.

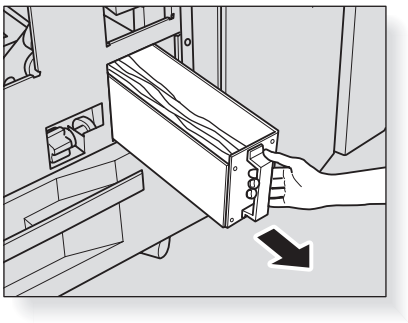
PB-502



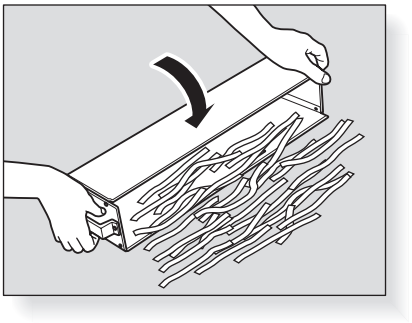
PB-503



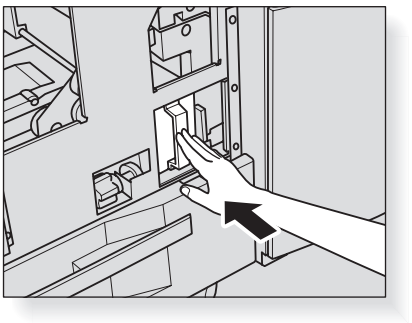
2 Withdraw the scrap box.



3 Take trimmings out of the scrap box.

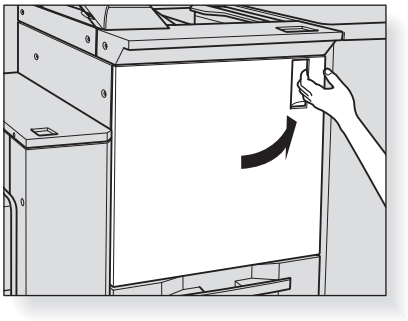


4 Return the scrap box to its original position.

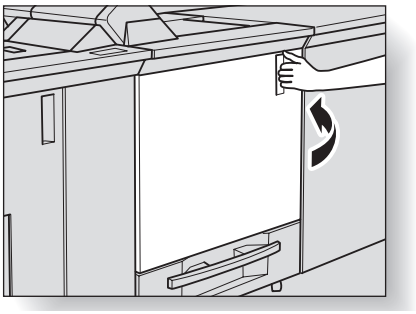


5 Close the front door of the perfect binder.

PB-502



PB-503



...

Reminder

Do not open the front door while machine operation is in progress, otherwise a paper jam may be caused. Be sure to confirm that the machine has stopped its operation before opening the front door.

4.10 Removing Finished Sets from Large Capacity Stacker LS-505

The Large Capacity Stacker LS-505 can hold 5,000 output sheets at maximum (3,000 sheets for coated paper of max. 331 mm × 483 mm to min. 210 mm × 380 mm/ 2,000 sheets for B5 and A5).

Follow the procedure below to take out paper from the stacker.

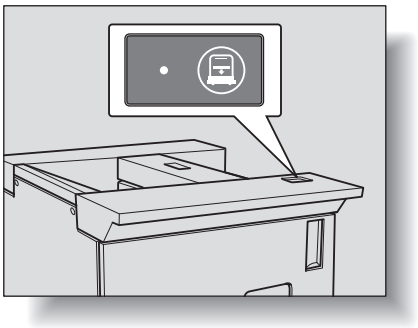
Note

The paper stopper is provided to secure the paper in position when moving the carriage.

To remove finished sets

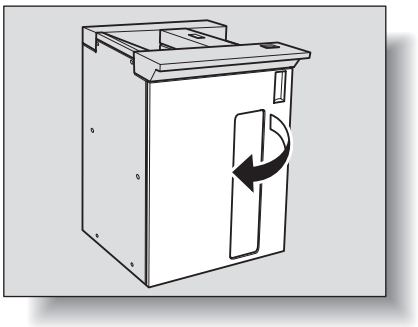
1 Press the paper removal button.

The stacker unit will move down to the carriage.



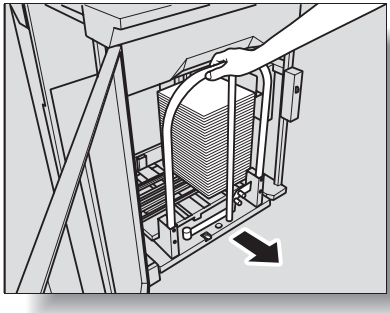
2 Open the large capacity stacker door.

– Once the stacker holds a sheet of output paper, the large capacity stacker door will be locked and cannot open till the stacker unit goes down fully to the carriage.



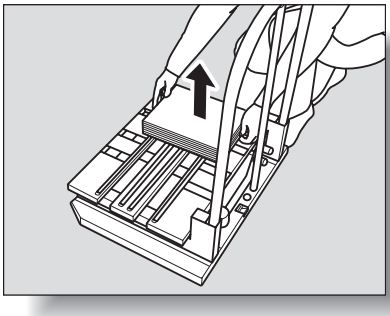
3 Withdraw the carriage by holding its handle.

– Be sure to withdraw the carriage straightforward, and do not change the direction forcibly while driving it.

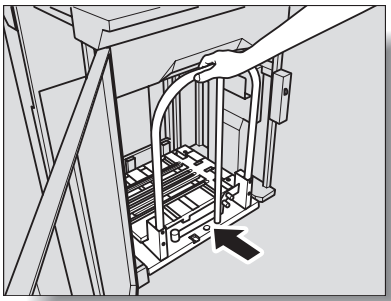


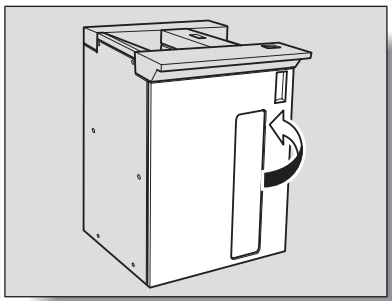
4 Remove the sheets from the carriage.

The stacker unit can be removed from the carriage.



5 Return the carriage to its original position, then close the large capacity stacker door.





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Reminder

The carriage is for the exclusive use of carrying paper. Do not drive it in any other use.

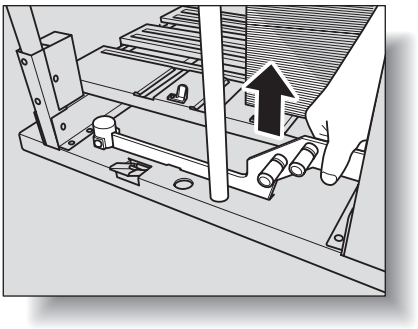
Never put yourself in the large capacity stacker.

Once lowering the stacker unit for the purpose of removing mishandled paper or checking output sheets, be sure to remove all the sheets from the carriage. If the carriage is returned with any sheets left on the stacker unit, machine trouble may be caused.

When returning the stacker unit to its original position, fit the two projections of the carriage to the two holes of the stacker unit, otherwise the carriage cannot be returned properly.

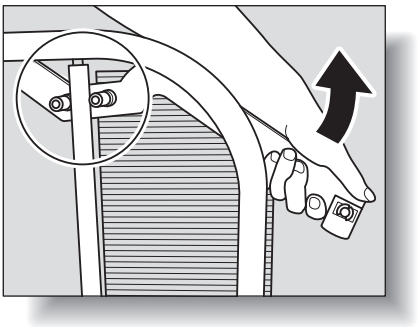
To secure paper on the carriage

1 Remove the paper stopper from the carriage.



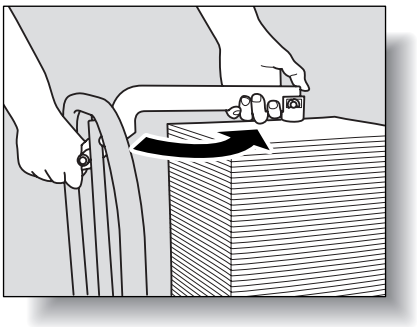
2 Mount the paper stopper on the paper holder.

– Pull the two projections of paper stopper to the holder, then raise the other side as illustrated.

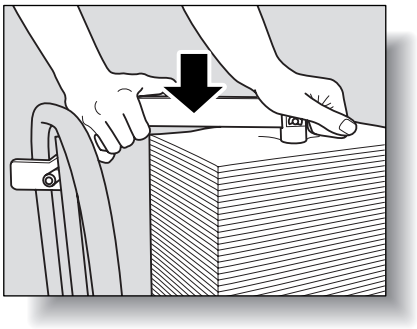


3 Hold the paper using the paper stopper.

– Turn the paper stopper to the paper.

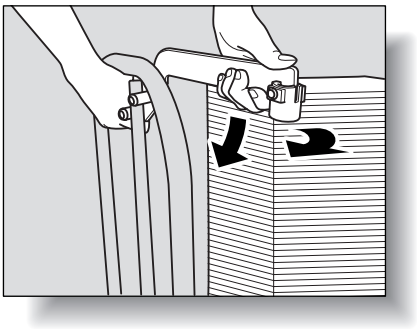


4 Push down the paper stopper.



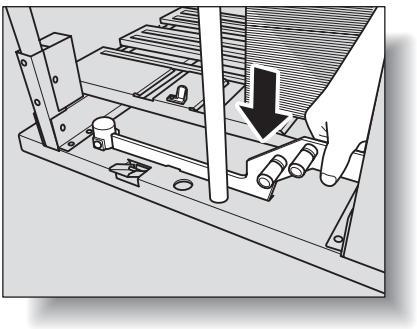
5 Remove the paper stopper from the paper holder.

– Pull up and turn the paper stopper as illustrated, then remove the stopper from the paper holder.



6 Return the paper stopper to its original position.

– Return the paper stopper properly; otherwise the stacker door may not be closed.



4.11 Taking Out the Sheets Delivered to the Primary (Main) Tray of the Staple Finisher FS-521

Staple Finisher FS-521 can hold 3,000 output sheets (1,500 sheets for sizes larger than 8.5" × 11"/ 500 sheets for smaller than 5.5" × 8.5") at maximum on the primary (main) tray.

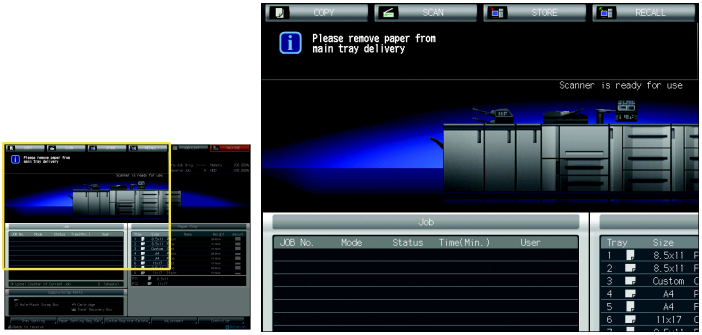
When it exceeds the tray capacity, it automatically stops printing.

This section describes how to take out sheets that were suspended automatically and how to suspend printing of the sheets delivered to the primary (main) tray and then resume printing.

Taking out the printed sheets that were suspended automatically

If it exceeds the capacity of the primary (main) tray, the machine automatically stops printing.

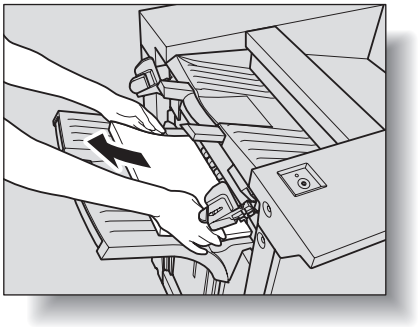
✔ At this time, the message [Please remove paper from main tray delivery] is displayed in the message area of the screen, the LED of the [Start] button turns orange, and you cannot start printing even if you press the [Start] button.



✔ You can configure the machine so that it automatically resumes printing after you take out the printed sheets and the primary (main) tray goes up completely. Contact your service representative, if desired.

1 Take out all printed sheets delivered to the primary (main) tray.

– You can leave the sheets printed into the tray during suspension and resume printing without any problems.
– In this case, the LED of the suspension button will remain lit.



The primary (main) tray automatically goes up. When the primary (main) tray goes up completely, the message [Press START to restart] is displayed.



2 Press [Start] on the control panel.

The machine will resume printing.



...

Note

To cancel the output job without resuming it, press [Stop] on the control panel. See page 4-77 for details.

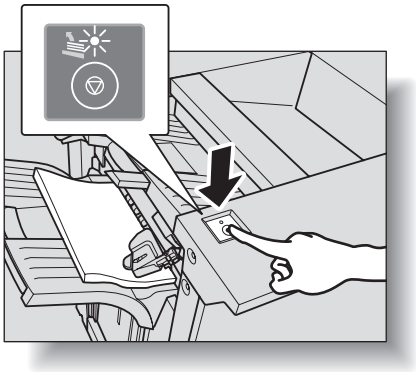
To suspend the output job

The suspension button will not function in Staple mode, or when printed sheets are delivered to another tray than the primary (main) tray.

1 Keep the suspension button pressed till the LED starts flashing.

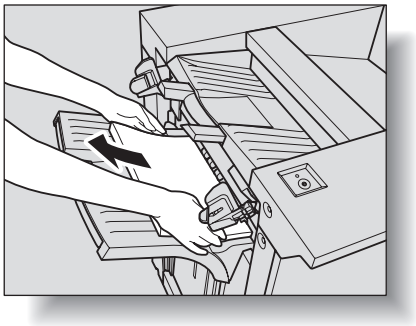
– To let the LED flash, keep the suspension button pressed for approximately one second.

The machine temporarily stops printing, and then the LED of the suspension button turns steady.



2 Take out the printed sheets delivered to the primary (main) tray.

The LED of the suspension button will go out when all sheets are removed from the primary (main) tray.



3 Press [Start] on the control panel to restart the output job.

The machine will resume printing.



Note

There will be no trouble in restarting the output job with printed sheets left in the tray. In this case, the LED of the suspension button will remain lit.

Detail

To cancel the output job without restarting it, press [Stop]. See the following subsection "To cancel the suspended job" for details.

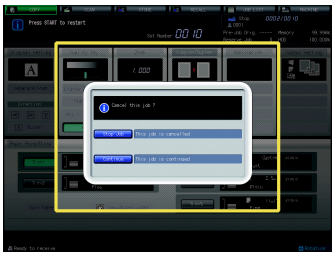
To cancel the suspended job

1 Press [Stop] on the control panel.

A popup screen will be displayed for selecting whether or not to cancel the suspended job.



2 Touch [Stop Job].





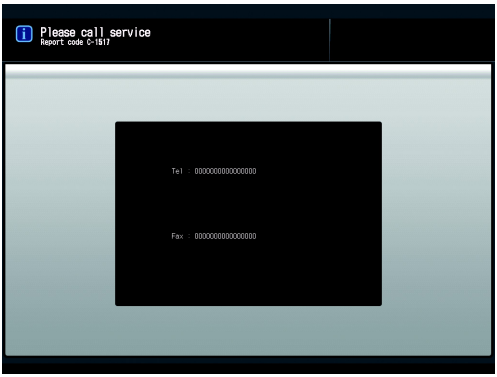
5 Troubleshooting

5 Troubleshooting

5.1 If “Please Call Service” Message Is Displayed

A “Please call service” message indicates a machine condition that requires the attention of your service representative.

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



Be sure to contact your service representative immediately by following the procedure below.

Detail

If paste pellets stick inside the paste hopper, report code “C-1517” will be displayed with the “Please call service” message. In this case, use pellet stacking correction lever inside the paste hopper for recovery. See page 5-11 for details.

Service can set the machine to display the settings of last completed jobs on the Call for Service Screen. For details, please contact your service representative.

To contact service representative

1 Make note of the report code number indicated in the second line of the message area.

2 Turn OFF the sub power switch and main power switch.

- Be sure not to turn off the main power switch before turning off the sub power switch.
- Be sure to turn off the main power switch after turning off the sub power switch, and also after the message “Power off in progress/ Please do not turn the main power off” disappears. Otherwise, serious machine trouble may be caused such as toner fixation.

3 Unplug the machine.

4 Contact your service representative and report the condition and report code number.



Detail

The administrator can call for service from the Utility Menu Screen. For details, see POD Administrator’s Reference.
In this case, you don’t have to make a call for the report code, because your machine has been monitored automatically by your service representative.

Limited use of the machine in trouble

If the message shown below is displayed on the Call for Service Screen, you may continue operating the machine 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 machine, 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 machine is available, the following message is displayed in the message area instead of the report code.

ex. **-- Tray 2 failure --**
Press HELP to disengage this tray

2 Press [Help]. The message will change as follows.

Please turn OFF then ON the power
C-0202

3 Turn OFF then ON the sub power switch.

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

⚠ CAUTION

Precaution for the limited use

The machine should not keep operating by limited use for long time.

➔ Be sure to contact your service representative immediately when the Call for Service Screen is displayed.

5.2 Clearing Mishandled Paper

When a paper misfeed occurs, the machine stops making copies and the Jam Position Screen displays to indicate misfeed area(s).
The [Start] LED turns orange on the control panel, and machine operation cannot be continued until all the locations are cleared.

Jam Position Screen



Message area
Provides measures for removal of mishandled paper.

Paper jam position display
Displays jammed positions.

[Illustration]
Touch to display the subsequent screen for the disposal action of high priority.

Jam Processing Screen



Message area
Describes disposal action in the illustration.

Illustration area
Illustrates disposal action according to priority.

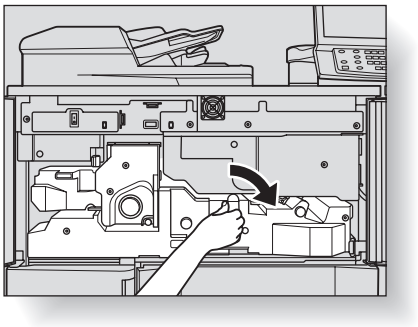
[Next] [Previous]
Appear when multiple subsequent screens are provided.
Touch these keys to scroll.

[Jam Position]
Touch to return to the Jam Position Screen.

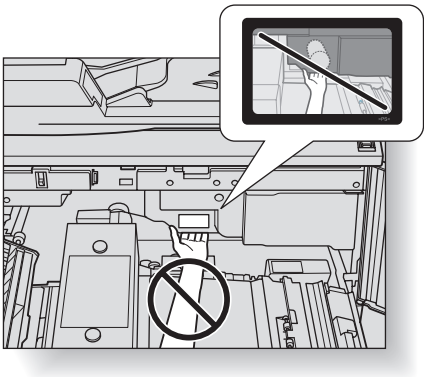
All the misfeed locations will be indicated by flashing/lighting numbers and arrows on this screen. Flashing number and arrow indicate the jammed position of the highest priority.
Action to remove mishandled paper is displayed in the message area, and touching Illustration will display subsequent screens for the disposal action.

When clearing mishandled paper, heed the following precautions.

- Do not turn off the main power switch while removing mishandled paper, otherwise the trays or fixing conveyance unit cannot be withdrawn.
- If paper misfeed occurs in the feeding inlet/outlet of the main body, the lever M4 cannot be turned down rightward to draw out the fixing conveyance unit. Never turn it down forcibly.



- When removing mishandled paper, be sure to leave no torn paper inside the machine.
- Do not touch or damage the drum surface.



- Paper Feeding Unit with Suction Feeding System PF-703/PI-PFU trays may not be withdrawn immediately when mishandled paper occurs, because of its paper suction system. Make a pause before withdrawing the tray.

Follow the procedure below to remove mishandled paper.

Detail

A jam code can be displayed in the message area of the Jam Position Screen. Contact your service representative, if desired.

Before performing the clearing procedure, see page 1-13 for the caution label locations inside the machine.

To remove mishandled paper

1 Touch [Illustration] on the screen.

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

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

- Touch [Next] to go to the next page of a series of illustrations, if provided.
- Touch [Jam Position] to return to the Jam Position Screen.

3 When completed, the Machine Status Screen will be restored.

- If any misfeed location is left, the Jam Position Screen will be restored with the next disposal procedure in the message area and the location number in the jam position display. Repeat steps 1 to 2 until all the locations are cleared.

4 After warming up is complete, press [Start] on the control panel to resume printing.

- You can configure the machine to resume printing right after warming up is complete if you press [Start] button on the control panel during warming up. Contact your service representative, if desired.

⚠ CAUTION

Precaution for high temperature

The internal fixing unit is very hot.

➔ To avoid getting burned, DO NOT TOUCH.

➔ Be especially careful not to put your hand into the fixing unit area when withdrawing the fixing conveyance unit to remove mishandled paper.

⚠ CAUTION

Precaution for getting injured

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

⚠ CAUTION

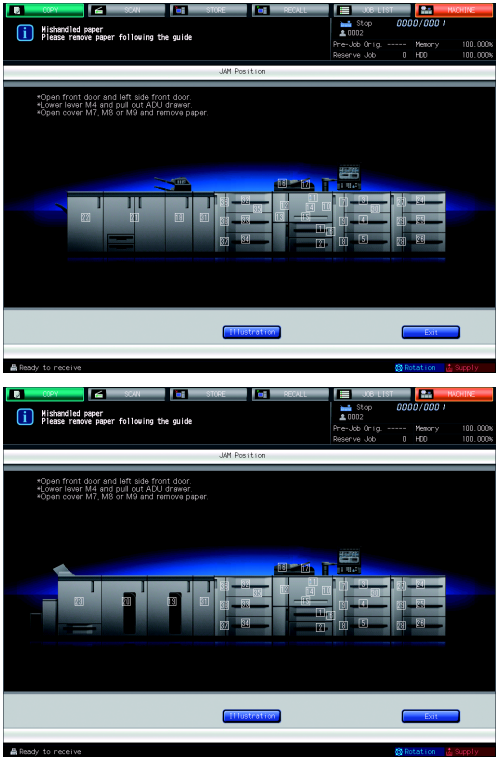
Precaution for high temperature

The internal paste tank unit is very hot.

➔ To avoid getting burned, DO NOT TOUCH.

➔ Be especially careful when pushing back in the paste tank unit which has moved and halted in the front side due to the machine trouble. Do not hold the front side but the far right side in order to return the paste tank unit to its original position. For details, see the label applied on the machine.

Jam number and position display



No.	Location
1	Tray 1 (main body tray)
2	Tray 2 (main body tray)
3	Tray 3 (Paper Feeding Unit PF-702/ Paper Feeding Unit with Suction Feeding System PF-703)
4	Tray 4 (Paper Feeding Unit PF-702/ Paper Feeding Unit with Suction Feeding System PF-703)
5	Tray 5 (Paper Feeding Unit PF-702/ Paper Feeding Unit with Suction Feeding System PF-703)
6	Vertical conveyance section on the right side of main body
7	Horizontal conveyance section of tray 3 (Paper Feeding Unit PF-702/ Paper Feeding Unit with Suction Feeding System PF-703)
8	Horizontal conveyance section of tray 5 (Paper Feeding Unit PF-702/ Paper Feeding Unit with Suction Feeding System PF-703)

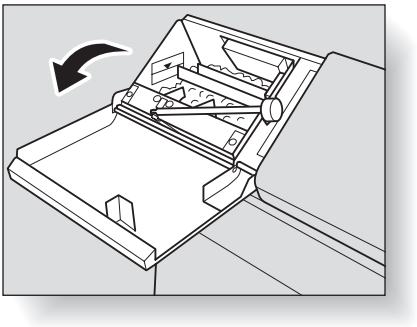
No.	Location
9	Horizontal conveyance section of tray 4 (Paper Feeding Unit PF-702/ Paper Feeding Unit with Suction Feeding System PF-703)
10	Feeding inlet of main body
11	Drum unit
12	Fixing unit
13	Fixing unit/ ADU
14	ADU
15	ADU
16	ADF (feeding/delivering section)
17	ADF (reversing section)
18	Folding Unit FD-503
19	Large Capacity Stacker LS-505
20	Large Capacity Stacker LS-505 (2nd unit)
21	Saddle Stitch Unit SD-506
22	Staple Finisher FS-521
23	Perfect Binder PB-502/PB-503
24	Tray 6 (Paper Feeding Unit PF-702/ Paper Feeding Unit with Suction Feeding System PF-703)
25	Tray 7 (Paper Feeding Unit PF-702/ Paper Feeding Unit with Suction Feeding System PF-703)
26	Tray 8 (Paper Feeding Unit PF-702/ Paper Feeding Unit with Suction Feeding System PF-703)
27	Horizontal conveyance section of tray 6 (Paper Feeding Unit PF-702/ Paper Feeding Unit with Suction Feeding System PF-703)
28	Horizontal conveyance section of tray 7 (Paper Feeding Unit PF-702/ Paper Feeding Unit with Suction Feeding System PF-703)
29	Horizontal conveyance section of tray 8 (Paper Feeding Unit PF-702/ Paper Feeding Unit with Suction Feeding System PF-703)
30	Relay conveyance section of tray 3 (Paper Feeding Unit with Suction Feeding System PF-703)
31	Relay Unit RU-506
32	PI-PFU Tray 1
33	PI-PFU Tray 2
34	PI-PFU Tray 3
35	Relay conveyance section of PI-PFU Tray 1
36	Horizontal conveyance section of PI-PFU Tray 1
37	Horizontal conveyance section of PI-PFU Tray 3
38	Horizontal conveyance section of PI-PFU Tray 2
39	Multi Punch GP-501

5.3 If Paste Pellets Stick Inside Paste Hopper: Perfect Binder PB-502/PB-503

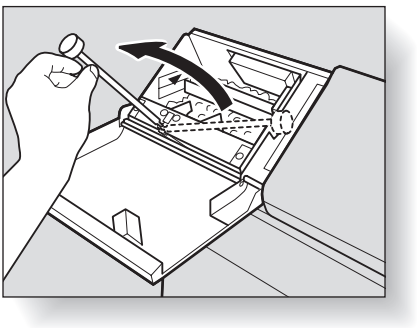
If paste pellets stick inside the paste hopper, report code “C-1517” will be displayed with “Please call service” message.
For recovery of Perfect Binder PB-502, follow the procedure below. For Perfect Binder PB-503, please contact your service representative.

To clear the stuck paste pellets

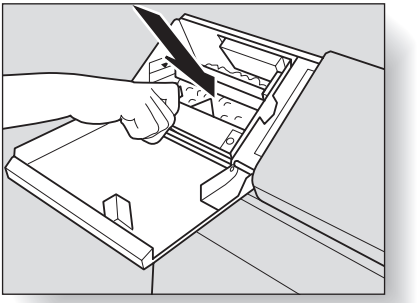
1 Open the paste hopper cover.



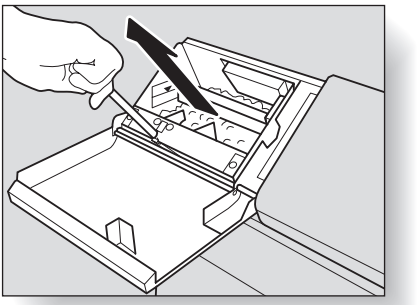
2 Raise the pellet stacking correction lever.



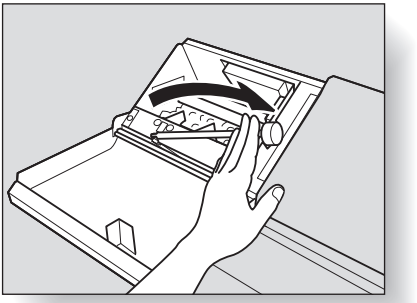
3 Push in the pellet stacking correction lever and then draw it out just one time.



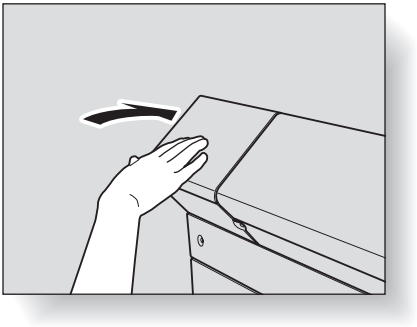
– Do not repeat this action, otherwise machine trouble may be caused due to a heavy supply of paste pellets.



4 Return the pellet stacking correction lever to its original position.

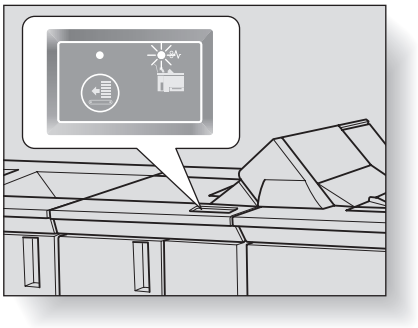


5 Close the paste hopper cover.



5.4 If Paper Jam Indicator Lights: Perfect Binder PB-503

With the Staple Finisher FS-521 installed on the left side of the Perfect Binder PB-503, the paper jam indicator will light when paper misfeed occurs in the conveyance section of the perfect binder while delivering output sheets to the staple finisher.



Follow the procedure below to remove the mishandled paper.

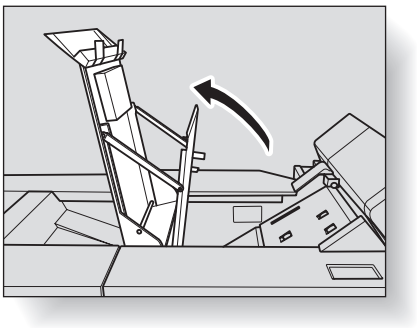
...

Reminder

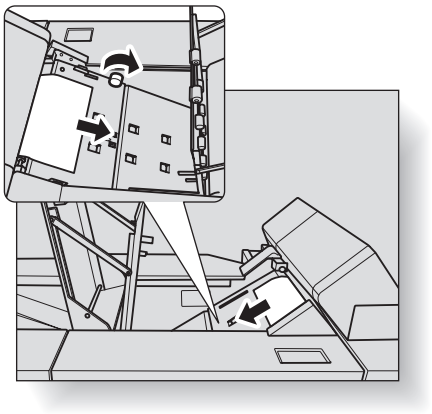
When paper misfeed occurs on the machine, be sure to check if the paper jam indicator is on.

Procedure

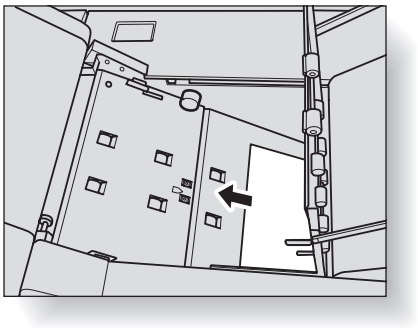
1 Open the conveyance section cover of the perfect binder.



2 Turn the knob PB14 counterclockwise to remove the paper mishandled in the intake of the conveyance section.

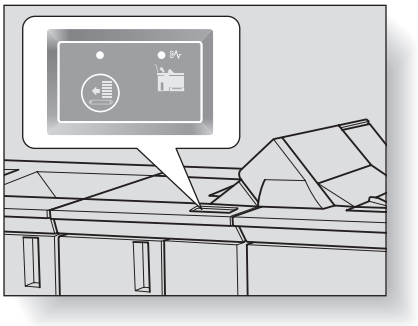


3 Remove the paper mishandled in the outlet of the conveyance section, if any.



4 Check the Staple Finisher FS-521 for mishandled paper.

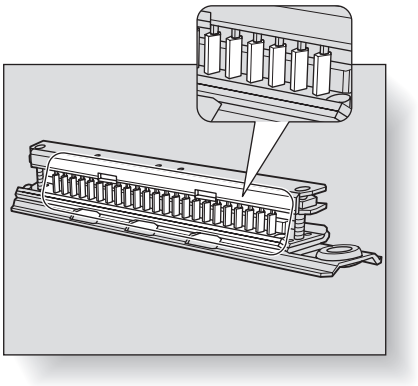
5 Check that the paper jam indicator is off.



5.5 If Burrs Remain in Punch Holes: Multi Punch GP-501

If you find burrs remaining in punch holes when using the Multi Punch GP-501, lubrication is required for the die set currently used.

Lubricate it at the position illustrated below.

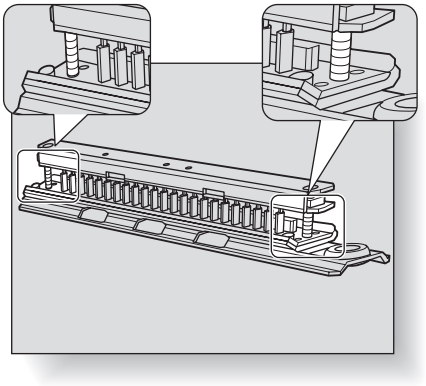


...

Reminder

Never use the oil on the general market. For the oil to be used in this procedure, please contact your service representative.

If burrs still remain in punch holes after the lubrication, apply grease to the positions illustrated below.





Reminder

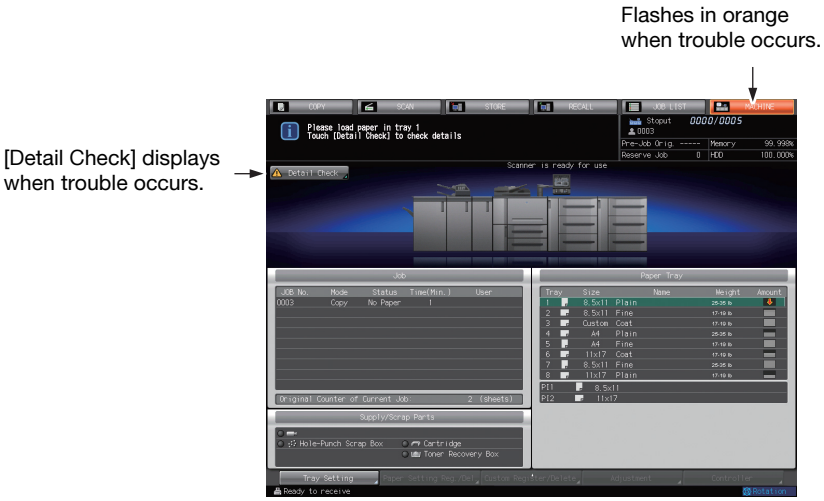
Never use the grease on the general market. For the grease to be used in this procedure, please contact your service representative.

5.6 If [MACHINE] Tab Flashes in Orange

If any trouble occurs in the machine, one of the following messages appears in the message area, and the [MACHINE] tab flashes in orange.

- Paper misfeed: “Mishandled paper”
- Tray empty: “Please load designated ## paper”
- Inconformity in paper presetting: “Please load paper size selected in reserve job”, “Please load designated paper in tray”

With the above message, the [Detail Check] key will be displayed on the Machine Status Screen.



Touch [Detail Check], and follow the instruction on the screen.

5.6.1 Paper Misfeed

If a paper misfeed has occurred with the print/scan job in progress while you are setting a reserve job, the machine stops its operation and the [MACHINE] tab may flash in orange.

If touching [Detail Check] displays the Jam Position Screen, follow the procedure on page 5-5 to remove mishandled paper.

5.6.2 Tray Empty

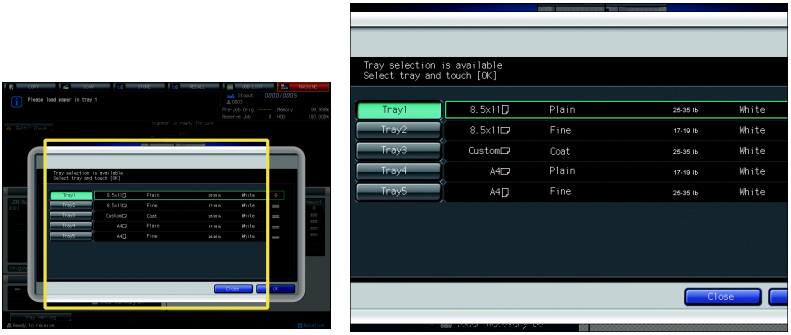
If the popup screen shown below is displayed after touching [Detail Check], the selected tray has become empty.



Follow the procedure below to change the tray selection for the current job, or supply the empty tray with paper.

To change the tray selection

1 Touch the desired tray key.



2 Touch [OK] to restore the Machine Status Screen.

3 Press [Start] on the control panel.

Paper will be delivered from newly selected tray to continue the printing operation.

To supply the empty tray with paper

1 Load paper in the empty tray.

2 Touch [Close] to restore the Machine Status Screen.

3 Press [Start] on the control panel.

Printing operation will resume using the tray supplied with paper.

Detail

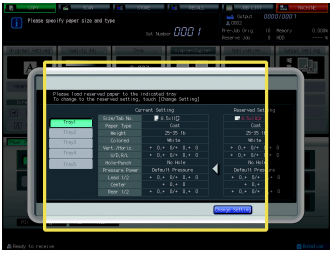
For details of loading paper, see page 4-2.

5.6.3 Inconformity in Paper Presetting

The machine automatically stops when paper in the selected tray should be replaced according to the paper presetting specified in reserve setting, and displays either of the following popup screens.

Follow the procedure for each to continue the machine operation.

Using paper in different condition or another size of custom size/ wide size/ tabbed standard size:





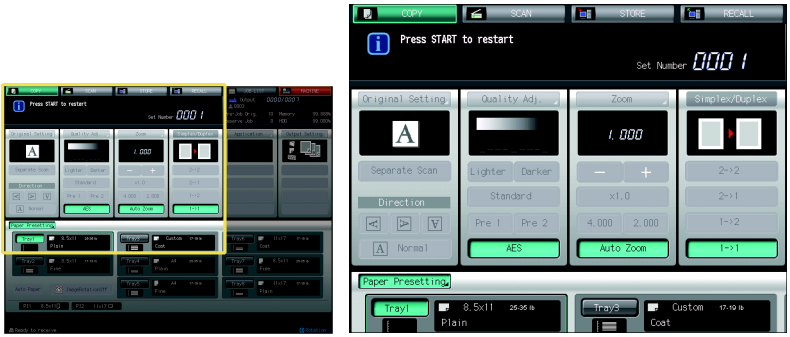
Replace paper in the tray with that specified in paper presetting, then touch [Change].

Press [Start] to restart the printing operation.

...

Note

If wrong size is loaded in the tray, the following popup screen will be displayed.
Replace with the correct size, then touch [Close].



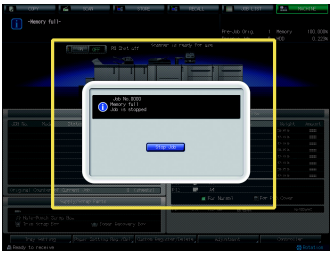
5.7 If “Memory Full” Message Is Displayed: Memory Overflow

In certain modes, this machine uses memory to make operations convenient and smooth flowing.

Occasional memory overflow may occur if the installed memory is inadequate for the job conditions selected, and the machine will stop its operation with a popup screen displayed.

Memory overflow in current job

When memory overflow occurs while scanning the first job, the machine immediately stops and displays the following popup screen.





➔ Touch [Stop Job].
All the scanned data will be cleared.

5.8 If Power Off/On Screen Is Displayed

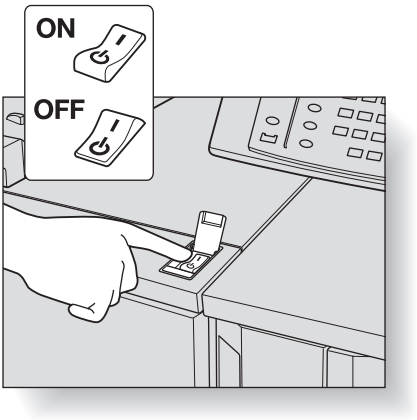
When any trouble affects the electrical signal of the copier, the message “Please switch Off/On” will be displayed in the message area.



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

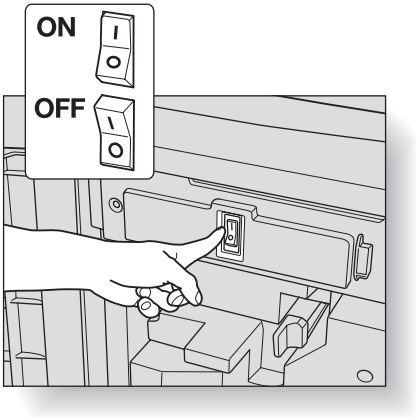
To turn off/on the power

1 Turn OFF the sub power switch.



2 Turn OFF the main power switch.

– Be sure to wait until the message “Power off in progress/ Do not turn the main power off” disappears.

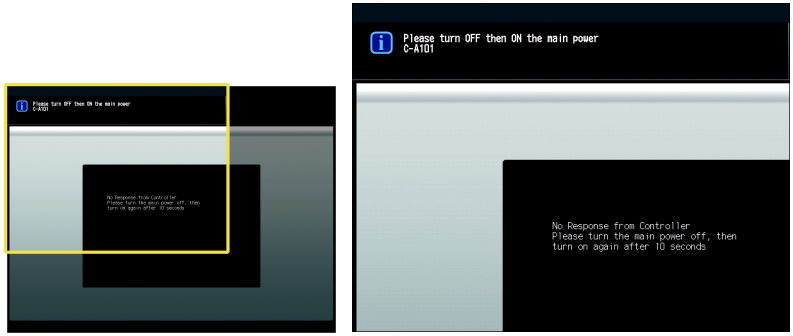


3 Wait about 10 seconds.

4 Turn ON the main power switch and sub power switch.

5.9 If No Response Screen Is Displayed

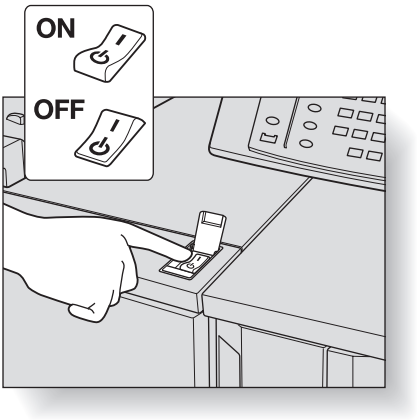
When any trouble occurs on the printer board, the message “No Response from Controller” will be displayed on the touch panel.



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

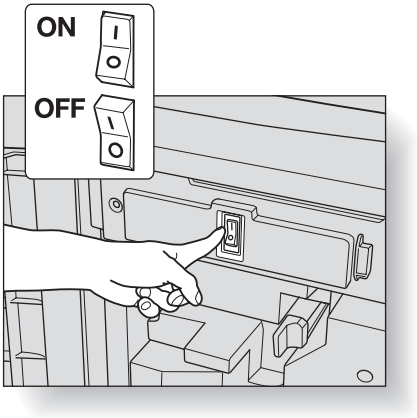
To turn off/on the power

1 Turn OFF the sub power switch.



2 Turn OFF the main power switch.

– Be sure to wait until the message “Power off in progress/ Do not turn the main power off” disappears.



3 Wait about 10 seconds or longer.

4 Turn ON the main power switch and sub power switch.

5.10 Troubleshooting Tips

Main Body

Case	Checkpoint	Remedy
The machine does not operate even if the main power switch and sub power switch are on.	Is the power plug firmly inserted in wall socket?	Firmly insert the power plug in wall socket.
	Is the Power Save LED on?	The machine cannot be turned on due to the Weekly Timer function. See page 2-69 to operate Timer Interrupt, or consult your administrator.
	Is the screen for user/account authentication displayed?	Enter required information for authentication. See page 2-71 for details.
Copying does not begin after pressing [Start].	Is front door or left side door of the machine open?	Securely close the front door and left side door of the machine.
	Is there appropriate paper size in a tray?	Load the paper size selected for the original.
	Is the print quantity entered properly?	Enter an appropriate number for print quantity.
	Is the staple finisher door open?	Securely close the staple finisher door.
	Is the folding unit door or large capacity stacker door open?	Securely close the folding unit door and large capacity stacker door.
Copy image is not clean or shows spots.	Is the original glass clean?	Wipe the glass, if necessary.
	Is the original document clean?	Erase spots on the original, if any.
	Is the copy density adjusted properly?	Manually specify copy density to select the appropriate exposure level. If further adjustment is required, see POD Administrator's Reference.
Copy image is too light.	Is the copy density adjusted properly?	Manually specify copy density to select the appropriate exposure level. If further adjustment is required, see POD Administrator's Reference.
	Is the message "Please add toner" displayed on the Machine Status Screen?	Add toner.
Copy quality is poor.	Is copy paper damp?	Replace the paper, if necessary. Consult your service representative.
Magnification cannot be changed.	Is Reduce & Shift function selected?	Release Reduce & Shift mode.
Copying does not resume after mishandled paper is removed.	Is any mishandled paper left?	Check copier diagram on touch panel for additional indications of mishandled paper.
Duplex modes cannot be selected.	Is ADF open?	Fully close ADF.

Case	Checkpoint	Remedy
Using user authentication, copies cannot be made after password is entered.	Is the message “Copy limit reached” displayed?	Contact your administrator.

ADF

Case	Checkpoint	Remedy
ADF cannot be used after [Reset] is pressed.	Is ADF slightly open?	Fully close ADF.
	Is ADF selected in the initial setting?	Set to use ADF in the initial setting. See POD Administrator’s Reference for details.
Original paper cannot be fed.	Is ADF slightly open?	Fully close ADF.
	Does the original type conform to the specifications?	Change the original paper to any of the recommended size and weight.
	Are originals correctly loaded?	Position originals properly in the ADF.

Staple Finisher

Case	Checkpoint	Remedy
Staple finisher does not operate.	Is any mishandled paper left inside the staple finisher?	Check for paper misfeed and remove it, as required.
	Is staple finisher door slightly open?	Securely close the staple finisher door.
Staples are incorrectly positioned (rotated by 90 degrees) in copies.	Is Image Rotation function activated?	Reload copy paper in appropriate direction. (See page 9-61.)
Copies skew in the output sets and cannot be stapled in position.	Is copy paper excessively curled?	Reload the paper upside down into the tray.
	Is there any gap found between side guides (or paper guides when using bypass tray) and paper in the selected tray?	Make sure the side guides (or paper guides) are securely aligned to paper in the tray to be used.
Copies cannot be stapled in position.	Is copy paper excessively curled?	Reload the paper upside down into the tray.
Copies cannot be delivered neatly to the secondary (sub) tray.	Do output sheets reach to the edge of the secondary (sub) tray?	Temporarily release the lock of the secondary (sub) tray to be raised slightly.

Folding Unit

Case	Checkpoint	Remedy
Folding unit does not operate.	Is any mishandled paper left inside the folding unit?	Check for a paper misfeed and remove it, as required.
	Is folding unit door slightly open?	Securely close the folding unit door.
Copies skew in the output sets and cannot be punched in position.	Is copy paper excessively curled?	Reload the paper upside down into the tray.
	Is there any gap found between side guides (or paper guides when using bypass tray) and paper in the selected tray?	Make sure the side guides (or paper guides) are securely aligned to paper in the tray to be used.
Using Hole-Punch mode, copies cannot be punched.	Does the Hole-Punch Scrap Box indicator light on the Machine Status Screen?	Empty the scrap box.

Perfect Binder

Case	Checkpoint	Remedy
Using Perfect Binding mode, copies cannot be bound.	Does the front door of the perfect binder, perfect binder tray cover, or paste hopper cover open?	Securely close the front door/ perfect binder tray cover/ paste hopper cover.

Saddle Stitch Unit

Case	Checkpoint	Remedy
Using trimming function, copies cannot be trimmed.	Does the Trim Scrap Box indicator light on the Machine Status Screen?	Empty the scrap box, or contact your service representative.

...

Reminder

If remedies mentioned above do not work, contact your service representative.

6 Maintenance

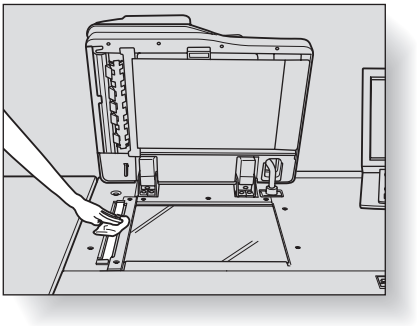
6 Maintenance

6.1 Cleaning Image Scanning Section

In order to maintain optimum copy quality, always keep the following areas clean.

Cleaning the ADF scanning glass

Keep the ADF scanning glass clean; otherwise soil marks may be copied, resulting in dark lines on the copies.
Raise the document feeder, then clean the glass with a clean soft cloth.



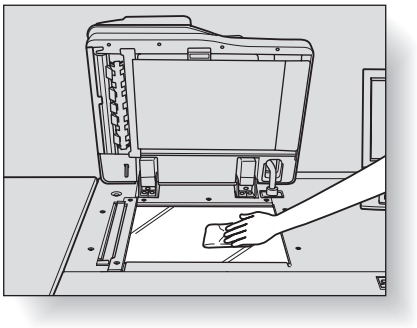
...

Reminder

Never use paint solvents, such as benzine or thinners, to clean the ADF scanning glass.

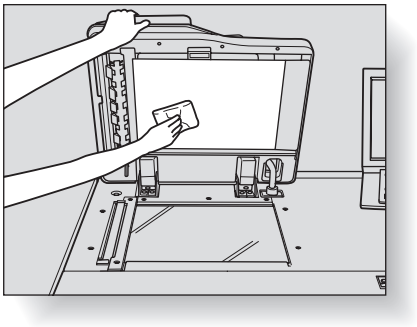
Cleaning the original glass

Raise the document feeder, then clean the original glass with a clean soft cloth.
The glass may also clean with a soft cloth dampened slightly with water, if it is difficult to clean.



Cleaning the ADF guide cover

The ADF guide cover should be kept clean; otherwise soil marks may be copied or the original size cannot be detected correctly.
Raise the document feeder, then clean the ADF guide cover with a clean soft cloth.



...

Reminder

Never use paint solvents, such as benzine or thinners, to clean the original glass and ADF guide cover.

6.2 Checking Copy Count

The Utility Menu Screen allows you to view the current indication of the following items as a list.

List items:
- Total counter
- Feed paper counter
- Output paper counter
- Printer total counter
- Copy total counter
- Scan total counter
- PM counter
- Developer counter
- OPC drum counter

Check the list, then print it from the Copy Screen, if desired.

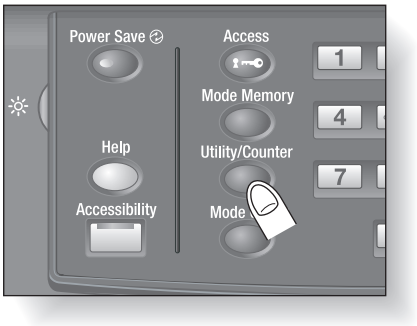
Detail

Machine can be set to display the Utility Menu Screen available for displaying and editing the CMS part count list (part name, P/N, limit), and also resetting the count. For details, please contact your service representative.

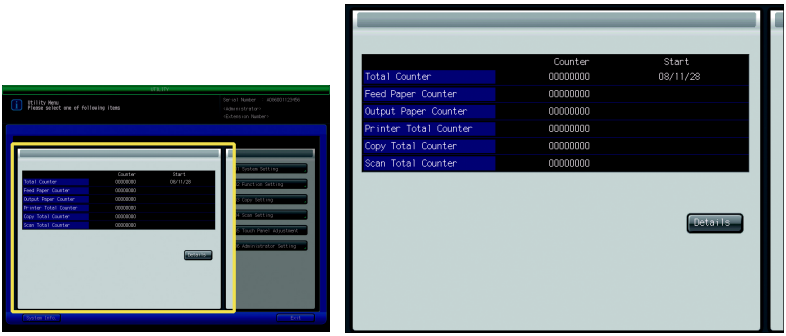
The developer count and drum count can be selected to indicate either the cycle count or runtime count. Contact your service representative, if desired.

To check and print the counter list

1 Press [Utility/Counter] on the control panel.



The Utility Menu Screen will be displayed.

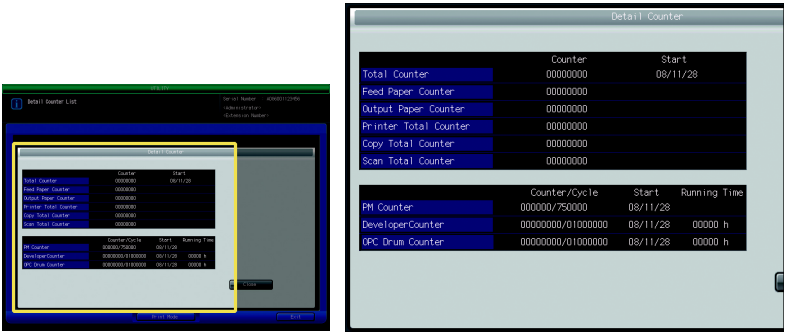


The counter information will be displayed on the left side of the screen. If the machine is mounted with the Perfect Binder PB-502/PB-503, the [Perfect Bind Counter] key is displayed on the Utility Menu Screen to provide the information on the perfect binding count (total book volumes, total bodies, and total thickness.)

? Do you want to exit Utility mode and return to the previous screen?

➔ Touch [Exit].

2 Touch [Details].



The PM counter, developer counter, and OPC drum counter and their counter/cycle, start date and running time will be displayed.
Touch [Close] to return to the previous screen.

3 Print the counter list, if desired.

– Touch [Print Mode] to display the Print Mode Screen.
Select the desired paper size, then press [Start].

4 Touch [Exit].

6.3 Cleaning Conveyance Belt of Saddle Stitch Unit Tray

The conveyance belt of saddle stitch unit tray should be kept clean, otherwise soil marks may be copied. Follow the procedure below to clean the conveyance belt. In order to maintain optimum copy quality, we recommend to clean it every time before using the saddle stitch unit tray.

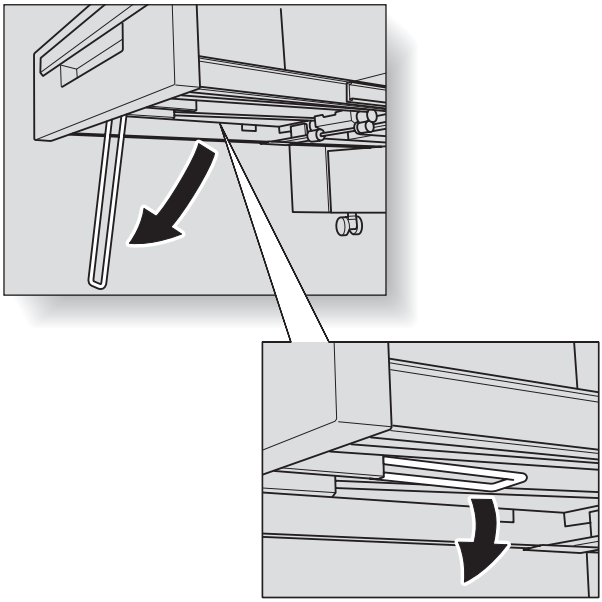
...

Reminder

If any soil marks are found while printing, perform this cleaning procedure immediately.

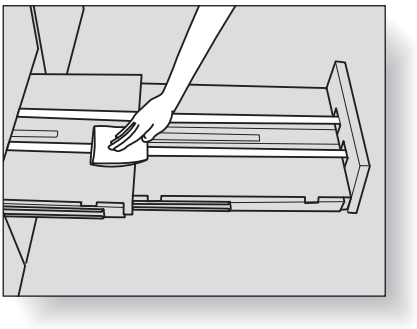
To clean the conveyance belt

1 Fully withdraw the saddle stitch unit tray, then open the tray stand.

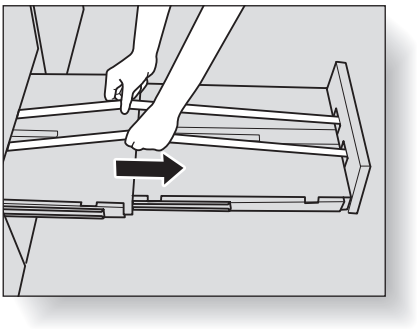


– Never fail to open the tray stand, otherwise the machine may be damaged.

2 Clean the surface of the two conveyance belts with a soft cloth dampened slightly with alcohol (cleaner).



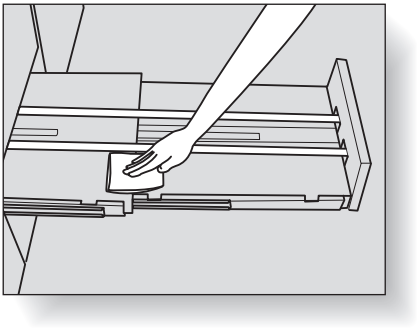
3 Move the conveyance belt to clean the whole length.



- Raise the two belts lightly, then pull them both forward at the same time in order to show the hidden parts.
- Do not raise the belt higher than need be, or never fail to pull the two belts at the same time; otherwise machine trouble may be caused.
- Clean the belts in the same way as above, using a soft cloth dampened with alcohol.
- Repeat steps 2 and 3 (about three times) to clean the whole round of the belt.

4 Clean the bottom plate of the saddle stitch unit tray.

- Wipe the whole surface of the bottom plate with a soft cloth slightly dampened with alcohol (cleaner).



5 Return the tray stand to its original position, then return the saddle stitch unit tray.

...

Reminder

Be sure to clean the whole round of the conveyance belt.

Never return the saddle stitch unit tray to its original position with the tray stand opened.

6.4 Preventive Maintenance

After a set number of copies (750,000 copies) have been made on your machine, Preventive Maintenance (PM) will be required for maintaining optimal performance.

When preventive maintenance is due, a message and the PM Call icon will prompt you to contact your service representative for maintenance.



Detail

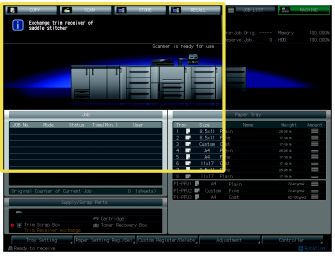
The administrator can call for service using the Utility setting. See POD Administrator's Reference.

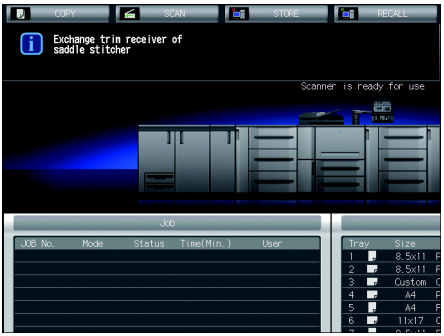
In this case, you don't have to make a call for preventive maintenance, because your machine has been monitored automatically by your service representative.

6.5 If “Trim Receiver Exchange” Message Is Displayed

This machine trims the printed sets using a cutting blade and its receiver, which may require replacement in a long period of use.

When replacement is due, the “Exchange Trim Receiver” message appears under the Trim Scrap Box indicator in the Supply/Scrap Parts area of Machine Status Screen.





If the above message is displayed, please contact your service representative.

Detail

The administrator can call for service using the Utility setting. See POD Administrator’s Reference for details.
In this case, you don’t have to make a call for preventive maintenance, because your machine has been monitored automatically by your service representative.

6.6 Precautions for Paste Pellets and the Perfect Binder

To ensure safety and product reliability, observe the precautions for using paste pellets and the Perfect Binder. Read page 1-9 as well.

Precautions for Paste Pellets

- Paste pellets are not edible; do not put them in your mouth nor swallow them.
- Keep paste pellets out of reach of children.
- Store paste pellets in dark, cool indoors at temperature between 5 and 35 degrees Celsius, avoiding direct sunlight or exposure to water.
- Paste pellets may become degraded by such products as common oils, organic solvents, solvents used in ink formulations, or volatile fragrances. Such degradation may cause deterioration in adhesiveness, resulting in poor binding performance.

Precautions for Perfect Binder

- Use only the paste GC-501 for this binder.
- Handle melted hot paste only with great care.
- If you need to clean or replace melted hot paste, contact your service representative.
- In order to prevent degradation of paste owing to heating, ensure that the machine is turned off when it is not in use. It is recommended that you adjust the time settings for the low power mode and shut-off mode of the main body to suit the usage of the perfect binder, since then apply to the binder as well.
- Do not overload the paste hopper with paste pellets.
- Do not touch the lever in the paste hopper with your hand to avoid break-down.

7 Specifications

7 Specifications

7.1 Main Body Specifications

Main Body

Item	Description
Name	bizhub PRO 1200/1051
Type	Console
Printing process	Electrostatographic process using LED
Original glass	Fixed
Photoconductor	OPC
Luminous source	Rare gas fluorescent lamp
Developing system	Dry, dual-component reverse magnetic brush developing
Transfer method	Belt
Fusing method	Heat roller
Density Setting	Fixed: 9 levels (manual), 2 preset levels AES: Automatically detects the original image/background exposure level to adjust copy density. Background Removal: 9 levels (manual)
Quality Adjustment	Original Type: 4 types (Text/Photo, Dot Matrix, Photo, Text) Sharpness: 9 levels (manual) Text/Photo: 9 levels (Photo+ <-> Character+)
Magnification ratio	1:1 (100%) Enlargement: 1:1.214 (121.4%), 1:1.294 (129.4%), 1:1.545 (154.5%), 1:2.000 (200%) Reduction: 1:0.785 (78.5%), 1:0.772 (77.2%), 1:0.647 (64.7%), 1:0.500 (50%) Zoom/Special ratio magnification ratio: 25% to 400% in 0.1% increments User preset zoom ratio: 3
Scanning resolution	600 dpi × 600 dpi
Printing resolution	1200 dpi × 1200 dpi
Gradation	256

Item	Description
Copy paper	Fine or Plain: 11 to 93 lb Bond Coat or PrePrinted: 11 to 93 lb Bond Book/News or Embossed: 11 to 57 lb Bond Blank Insert: 11 to 93 lb Bond • 66 to 93 lb Bond paper is available only from the middle trays (trays 4 and 7) of PF-702/PF-703. • PrePrinted paper is available only from PF-703 or from PF-702 with PrePrinted Paper Feeding Kit PP-701. • In addition to standard sizes, custom, wide paper, tab paper sizes are available. • OHP transparencies and tracing paper are unavailable.
Copying speed	bizhub PRO 1200: 120 sheets/min. (8.5" × 11" ▯, A4 ▯), 94 sheets/min. (A4 ▭), 120 sheet/min. (B5 ▯), 105 sheets/min. (B5 ▭), 70 sheets/min. (A3 ▭), 68 sheets/min. (11" × 17" ▭), 79 sheets/min. (B4 ▭) bizhub PRO 1051: 105 sheets/min. (8.5" × 11" ▯, A4 ▯), 82 sheets/min. (A4 ▭), 105 sheets/min. (B5 ▯), 92 sheets/min. (B5 ▭), 61 sheets/min. (A3 ▭), 59 sheets/min. (11" × 17" ▭), 69 sheets/min. (B4 ▭)
Continuous copying	1 to 9,999 copies
Memory	768 MB (DRAM) + 160 GB (HDD) or more
Original type	Sheets, books (spread), three-dimensional objects Thickness: 30 mm or less
Original size	Standard sizes: Max. 11" × 17" ▭ (A3 ▭)
Original weight	Approx. 15 lb at maximum
Paper size	Standard: 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 9" × 11" ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯ Available to detect A5 ▯ instead of 5.5" × 8.5" ▯, SRA3 ▭ instead of 12" × 18" ▭, 8" × 13" ▭, 8.12" × 13.2" ▭, 8.25" × 13" ▭, 8.5" × 13" ▭ instead of 8.5" × 14" ▭. Custom: Max. 12.76" × 18.23" (324 mm × 463 mm) to min. 7.17" × 5.472" (182 mm × 139 mm) Wide paper: 12" × 18"W ▭, 11" × 17"W ▭, 8.5" × 11"W ▭/▯, 5.5" × 8.5"W ▯, A3W ▭, B4W ▭, A4W ▭/▯, B5W ▭/▯, A5W ▯ Max. 12.76" × 18.23" (324 mm × 463 mm) Tab paper: 11" × 17"T ▭, 8.5" × 11"T ▭/▯, 5.5" × 8.5"T ▯, A3T ▭, B4T ▭, A4T ▭/▯, B5T ▭/▯ See page 3-10 for details.
Image loss	Leading, trailing, front, and rear edges: 2 mm or less
Paper supply method	Trays 1, 2; 1,500 sheets (21 lb Bond)
Warm-up time	Approx. 8 minutes or less
First-page copy time	bizhub PRO 1200: 2.8 seconds or less (8.5" × 11" ▯, A4 ▯) bizhub PRO 1051: 3.0 seconds or less (8.5" × 11" ▯, A4 ▯)

Item	Description
Noise	bizhub PRO 1200: 8.5 B or less bizhub PRO 1051: 8.1 B or less
Power requirements	AC 208–240 V (±10%) /24 A; 60 Hz (±2.5 Hz)
Power consumption	5.0 KW or less (Main body + PF-703/PF-703 + RU-506 + PI-PFU + FD-503 + SD-506 + FS-521)
Weight	Approx. 825 lbs. (375 kg)
Dimensions	Main body + PF-702 + RU-506 + FD-503 + FS-521): 121.7 (W) × 30.7 (D) × 48.5 (H) inches (3,091 (W) × 780 (D) × 1,233 (H) mm) Main body + PF-703 + RU-506 + FD-503 + SD-506 + FS-521): 170.3 (W) × 30.7 (D) × 48.5 (H) inches (4,326 (W) × 780 (D) × 1,233 (H) mm) Main body + PF-702 + RU-506 + LS-505 + LS-505): 146.3 (W) × 30.7 (D) × 48.5 (H) inches (3,717 (W) × 780 (D) × 1,233 (H) mm) * 58.4 (H) inches to the top of the control panel unit.
Space requirements (Space required for the safe operation)	7.9 inches or more from the back; 3.9 inches or more from both right and left sides
Operating temperature	10°C (50°F) to 30°C (86°F)
Humidity	10% to 80%

Document Feeding Unit DF-615

Item	Description
Name	DF-615
Original weight	13 to 34 lb Bond 13 to 53 lb Bond (single-sided original using Single Feed)
Original size	11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▯, A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯
Original capacity	Max. 100 sheets (21 lb Bond)
Original insertion	Automatic feed
Weight	Approx. 66.1 lbs. (30 kg)
Dimensions	25.6 (W) × 22.4 (D) × 6.7 (H) inches (650 (W) × 570 (D) × 170 (H) mm)
Power source	Supply from main body

7.2 Option Specifications

Paper Feeding Unit PF-702 (Preprinted Paper Feeding Kit PP-701)

Item	Description
Name	PF-702
Function	Feed paper into main body
Configuration	3 paper trays
Paper size	Standard: 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 9" × 11" ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯ Available to detect A5 ▯ instead of 5.5" × 8.5" ▯, SRA3 ▭ instead of 12" × 18" ▭, 8" × 13" ▭, 8.12" × 13.2" ▭, 8.25" × 13" ▭, 8.5" × 13" ▭ instead of 8.5" × 14" ▭. Custom: Max. 12.76" × 18.23" (324 mm × 463 mm) to min. 7.17" × 5.472" (182 mm × 139 mm) Using small size guides: Max. 12.76" × 18.23" (324 mm × 463 mm) to min. 3.74" × 5.472" (95 mm × 139 mm) Wide paper: 12" × 18"W ▭, 11" × 17"W ▭, 8.5" × 11"W ▭/▯, 5.5" × 8.5"W ▯, A3W ▭, B4W ▭, A4W ▭/▯, B5W ▭/▯, A5W Tab paper: 11" × 17"T ▭, 8.5" × 11"T ▭/▯, 5.5" × 8.5"T ▯, A3T ▭, B4T ▭, A4T ▭/▯, B5T ▭/▯ See page 3-10 for details.
Paper type	Plain, Fine, Coat, Blank Insert, Book/News, Embossed • PrePrinted paper is available only when mounted with PrePrinted Paper Feeding Kit PP-701. • OHP transparencies and tracing paper are unavailable.
Paper weight	11 to 65 lb Bond (upper/lower trays) 11 to 93 lb Bond (middle tray)
Paper tray capacity	2,000 sheets (21 lb) for each tray
Dimensions	31.9 (W) × 30.7 (D) × 40.9 (H) inches (809 (W) × 780 (D) × 1,038 (H) mm)
Weight	Approx. 330.7 lbs. (150 kg)
Power source	Supply from main body or PF-703

Paper Feeding Unit with Suction Feeding System PF-703 (Heater Fan Unit HT-505)

Item	Description
Name	PF-703
Function	Feed paper into main body
Configuration	3 paper trays
Paper size	Standard: 12" × 18" ▭, 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 9" × 11" ▯, SRA3 ▭, A3 ▭, B4 ▭, SRA4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▯ Available to detect A5 ▯ instead of 5.5" × 8.5" ▯, SRA3 ▭ instead of 12" × 18" ▭, 8" × 13" ▭, 8.12" × 13.2" ▭, 8.25" × 13" ▭, 8.5" × 13" ▭ instead of 8.5" × 14" ▭. Custom: Max. 12.76" × 18.23" (324 mm × 463 mm) to min. 5.906" × 5.236" (150 mm × 133 mm) Using small size guides: Max. 12.76" × 18.23" (324 mm × 463 mm) to min. 3.74" × 5.236" (95 mm × 133 mm) Wide paper: 12" × 18"W ▭, 11" × 17"W ▭, 8.5" × 11"W ▭/▯, 5.5" × 8.5"W ▯, A3W ▭, B4W ▭, A4W ▭/▯, B5W ▭/▯, A5W Tab paper: 11" × 17"T ▭, 8.5" × 11"T ▭/▯, 5.5" × 8.5"T ▯, A3T ▭, B4T ▭, A4T ▭/▯, B5T ▭/▯ See page 3-11 for details.
Paper type	Plain, Fine, Coat, PrePrinted, Blank Insert, Book/News, Embossed • OHP transparencies and tracing paper are unavailable.
Paper weight	11 to 65 lb Bond (upper/lower trays) 11 to 93 lb Bond (middle tray)
Paper tray capacity	Upper tray: 1,300 sheets (21 lb; 150 mm high) Middle/Lower tray: 1,850 sheets (21 lb; 203.5 mm high)
Dimensions	34.31 (W) × 40.87 (D) × 30.71 (H) inches (871.5 (W) × 780 (D) × 1,038 (H) mm)
Weight	Approx. 410.1 lbs. (186 kg)
Power source	Supply from main body

Paper Feeding Unit with Suction Feeding System PI-PFU (PF-703 + PI-PFU Kit FA-501)

Item	Description
Name	PI-PFU
Function	Feed paper for covers/insertions without printing
Paper size	Standard: 12" × 18", 11" × 17", 8.5" × 14", 8.5" × 11"/, 9" × 11", SRA3, A3, B4, SRA4, A4/, B5/, A5 Available to detect A5 instead of 5.5" × 8.5", SRA3 instead of 12" × 18", 8" × 13", 8.12" × 13.2", 8.25" × 13", 8.5" × 13" instead of 8.5" × 14". Custom: Max. 12.76" × 18.23" (324 mm × 463 mm) to min. 5.906" × 5.236" (150 mm × 133 mm) Using small size guides: Max. 12.76" × 18.23" (324 mm × 463 mm) to min. 3.74" × 5.236" (95 mm × 133 mm)
Paper type	Plain, Fine, Coat, PrePrinted, Blank Insert, Book/News, Embossed • OHP transparencies and tracing paper are unavailable.
Paper weight	11 to 65 lb Bond (upper/lower trays) 11 to 93 lb Bond (middle tray)
Dimensions	31.9 (W) × 30.7 (D) × 40.9 (H) inches (871.5 (W) × 780 (D) × 1,038 (H) mm)
Weight	Approx. 429.9 lbs. (195 kg)
Power source	Supply from main body

Relay Unit RU-506

Item	Description
Name	RU-506
Function	Layering conveyance function: Layers two copied/printed sheets, then reverses and conveys them to the finishing options in simplex copying/printing. Reversing conveyance function: Reverses copied/printed sheets and conveys them to the finishing options in simplex copying/printing. Conveyance function: Provides straight delivery in duplex copying/printing.
Conveyance speed	bizhub PRO 1200: 120 sheets/min. (8.5" × 11" /A4) bizhub PRO 1051: 105 sheets/min. (8.5" × 11" /A4)
Paper type	Plain, Fine, Coat, Blank Insert, Book/News, Embossed • OHP transparencies and tracing paper are unavailable.
Paper weight	11 to 93 lb Bond
Dimensions	13.8 (W) × 30.5 (D) × 40.2 (H) inches (350 (W) × 775 (D) × 1,020 (H) mm)
Weight	Approx. 99.2 lbs. (45 kg)

Staple Finisher FS-521

Item	Description
Name	FS-521
Function	Staple, straight delivery, offset delivery, secondary (sub) tray delivery, subset staple delivery
Tray type	Offset catch tray, straight delivery tray
Available sizes in primary (main) tray (straight/offset delivery)	See page 3-12 for details.
Available weight in primary (main) tray (straight/offset delivery)	11 to 93 lb Bond
Available sizes in primary (main) tray (Staple)	See page 3-12 for details.
Available weight in primary (main) tray (Staple)	13 to 65 lb Bond
Available sizes in secondary (sub) tray	See page 3-12 for details.
Available weight in secondary (sub) tray	11 to 93 lb Bond
Dimensions	21.42 (W)* × 28.46 (D) × 40.16 (H) inches (544 (W)* × 723 (D) × 1,020 (H) mm) * Width including primary (main) tray: 31.42 inches/ 36.02 inches (with the edge pulled out)
Weight	Approx. 176.4 lbs. (80 kg)
Power source	Supply from main body

Folding Unit FD-503

Item	Description
Name	FD-503
Function	Punch, multi-folding, post inserting (PI), straight delivery
Number of punch holes	2 or 3
Hole diameter	2 holes: 0.256" ± 0.020" (6.5 mm ± 0.5 mm) 3 holes: 0.315" ± 0.020" (8.0 mm ± 0.5 mm)
Hole pitch	2 holes: 2.756" ± 0.020" (70 mm ± 0.5 mm) 3 holes: 4.252" ± 0.020" (108 mm ± 0.5 mm)
Hole vertical position	2 holes: 0.413" ± 0.157" (10.5 mm ± 4 mm) 3 holes: 0.374" ± 0.157" (9.5 mm ± 4 mm)
Paper weight in Hole-Punch mode	14 to 57 lb Bond (14 to 24 lb Bond for double-layered sheets)
Available sizes in Hole-Punch mode	See page 3-13 for details.
Fold types	Z-Fold, Tri-Fold-in, Tri-Fold-out, Half Fold, Double Parallel, Gate
Paper weight in Fold mode	Z-Fold, Tri-Fold-in, Tri-Fold-out, Half Fold: 14 to 35 lb Bond Double Parallel, Gate: 14 to 24 lb Bond
Available sizes in Fold mode	See page 3-13 for details.
Paper weight in straight delivery	11 to 93 lb Bond
Available sizes in straight delivery	See page 3-13 for details.
Paper types in post inserter	Plain, recycled, fine, special
Paper weight in post inserter	13 to 80 lb Bond
Available sizes in post inserter	See page 3-13 for details.
Stack capacity of PI upper/lower tray	500 sheets (21 lb Bond) for each tray
Dimensions	15.75 *(W) × 28.46 (D) × 48.46 (H) inches (400* (W) × 723 (D) × 1,231 (H) mm) * Width including primary (main) tray: 26.26 inches/ 30.87 inches (with the edge pulled out)
Weight	Approx. 286.6 lbs. (130 kg)
Power source	AC inlet (internal battery), except 5V supplied from the main body

Saddle Stitch Unit SD-506

Item	Description
Name	SD-506
Function	Multi folding, folding and stapling, trimming, straight delivery
Multi folding	Folding type: Half fold, tri-fold Paper sizes: See page 3-13 for details. Paper weight: • 13 to 65 lb Bond for half fold • 13 to 24 lb Bond for tri-fold Number of sheets per folded set: • 5 sheets (13 to 22 lb Bond) in half fold/ tri-fold • 3 sheets (23 to 24 lb Bond) in tri-fold • 3 sheets (23 to 34 lb Bond), 2 sheets (35 to 80 lb Bond) in half fold Stack capacity (with full-load detection function): • 30 sets for half fold • 20 sets for tri-fold
Folding and stapling	Paper sizes: See page 3-13 for details. Paper weight: 13 to 65 lb Bond Binding pitch: Variable (3.54" to 6.50" (90 to 165 mm))
Trimming	Paper sizes: See page 3-13 for details. Paper weight: 13 to 65 lb Bond Trimming capacity: 50 sheets (21 lb Bond) or 49 sheets (21 lb Bond) + 1 (53 lb Bond) folded booklet
Straight delivery	Paper sizes: See page 3-13 for details. Paper weight: 11 to 93 lb Bond
Dimensions	46.1 (W) × 30.5 (D) × 40.2 (H) inches (1,170 (W) × 775 (D) × 1,020 (H) mm) 56.8 (D) inches with saddle stitch unit tray fully withdrawn
Weight	Approx. 617.2 lbs. (280 kg)
Power source	Internal battery, except 5V supplied from the main body

Perfect Binder PB-502

Item	Description
Name	PB-502
Function	Perfect binder tray: Hot-melt type binding, trimming Secondary (sub) tray: straight delivery
Number of sheets per set	10 to 300 sheets, or within 30 mm thick For details of z-folded insertions, see page 11-43.
Paper sizes	Perfect binder tray: For details of available sizes in Perfect Binding mode, see page 11-43. Secondary (sub) tray: See page 3-14 for details.
Paper weight	Perfect binder tray: • 18 to 24 lb Bond for body • 23 to 42 lb Bond for cover Secondary (sub) tray: 13 to 80 lb Bond
Paper types	Perfect binder tray: • Plain, Fine for body • Fine, Coat for cover Secondary (sub) tray: All types available in main body
Stack capacity	Cover Tray: 1,000 sheets (22 lb Bond)/ 500 sheets (42 lb Bond) Perfect binder tray: 1 set of maximum thickness (approx. 1.18"/30 mm) × 2 columns (approx. 6,600 sheets) The full-load detection function activated on perfect binder limits the capacity as follows in order to prevent the piled sets from collapsing. 10 to 30-sheet-bound set: 50 sets 31 to 150-sheet-bound set: 35 sets or until detected as full load 151 to 300-sheet-bound set: Until detected as full load Secondary (sub) tray: 200 sheets (21 lb Bond) (with full-load detection function activated)
Warm-up time	Approx. 20 minutes
Dimensions	51.3 (W) × 48.15 (D) × 30.51 (H) inches (1,303 (W) × 775 (D) × 1,223 (H) mm)
Weight	Approx. 463 lbs. (210 kg)
Power source	AC120 V 60 Hz (supplied from internal battery)
Power consumption	1,000 W max.

Perfect Binder PB-503

Item	Description
Name	PB-503
Function	Perfect binder tray: Hot-melt type binding, trimming Secondary (sub) tray: straight delivery Delivery to the finishing option (Staple Finisher FS-521)
Number of sheets per set	10 to 300 sheets, or within 30 mm thick For details of z-folded insertions, see page 11-44.
Paper sizes	Perfect binder tray: For details of available sizes in Perfect Binding mode, see page 11-43. Secondary (sub) tray: See page 3-14 for details.
Paper weight	Perfect binder tray: • 18 to 24 lb Bond for body • 23 to 57 lb Bond for cover Secondary (sub) tray: 13 to 80 lb Bond
Paper types	Perfect binder tray: • Plain, Fine for body • Fine, Coat for cover Secondary (sub) tray: All types available in main body
Stack capacity	Cover Tray: 1,000 sheets (22 lb Bond)/ 500 sheets (57 lb Bond) Perfect binder tray: 1 set of maximum thickness (approx. 1.18"/30 mm) × 2 columns (approx. 6,600 sheets) The full-load detection function activated on perfect binder limits the capacity as follows in order to prevent the piled sets from collapsing. 10 to 30-sheet-bound set: 50 sets 31 to 150-sheet-bound set: 35 sets or until detected as full load 151 to 300-sheet-bound set: Until detected as full load Secondary (sub) tray: 200 sheets (21 lb Bond) (with full-load detection function activated)
Warm-up time	Approx. 20 minutes
Dimensions	53.5 (W) × 30.51 (D) × 48.15 (H) inches (1,360 (W) × 775 (D) × 1,223 (H) mm)
Weight	Approx. 594 lbs. (270 kg)
Power source	AC120 V 60 Hz (supplied from internal battery)
Power consumption	1,000 W max.

Large Capacity Stacker LS-505 (Carriage LC-501)

Item	Description
Name	LS-505
Function	Stack printed paper
Stack capacity	See page 3-5 for details.
Available sizes in primary (main) tray (straight/offset delivery)	See page 3-13 for details.
Available weight in primary (main) tray (straight/offset delivery)	14 to 65 lb Bond
Available sizes in secondary (sub) tray	See page 3-13 for details.
Available weight in secondary (sub) tray	11 to 93 lb Bond
Dimensions	30.91 (W) × 28.46 (D) × 40.16 (H) inches (785 (W) × 723 (D) × 1,020 (H) mm)
Weight	Approx. 242.5 lbs. (110 kg)
Power source	Internal battery, except 5 V supplied from the main body

Multi Punch GP-501 (Die Set DS-501, DS-502, DS-503, DS-504, DS-505, and DS-506)

Item	Description
Name	GP-501
Speed	Up to 120 sheets per minute
Punch Sheet Size	8.5" × 11"
Punch Edge	11"
Paper Stock	20# bond to 80# cover
Paper Bypass Mode Sheet Size	Paper sizes and stocks same as printer
Punch Capacity	Single Sheet
Power Supply	115V, 60Hz, Single Phase
Electrical	BTUs/Hour 1100BTU/HR Watts 322W Amps 2.8A
Safety	TUV/GS, CE
Dimensions	12 (W) × 30.5 (D) × 40 (H) inches (305 (W) × 775 (D) × 1,020 (H) mm)
Weight	Approx. 170 lbs. (80 kg)
Shipping Weight	Approx. 270 lbs. (123 kg)

Removable HDD Kit RH-101 (Removable HDD Inner-Case Kit for the Main Body HD-511)

Item	Description
Name	HD-511
Function	Management of removable HDD: Install the HDD for main body and for printer driver to the inner case kit (HD-511), then insert it to the removable HDD kit (RH-101). The HDD for main body can be switched for each user, and also be stored separately from the main body in order to improve security.
Dimensions	Removable HDD Kit RH-101: 10.24 (W) × 5.91 (D) × 4.33 (H) inches (260 (W) × 150 (D) × 110 (H) mm) Removable HDD Inner-Case Kit HD-511: 7.56 (W) × 4.92 (D) × 1.65 (H) inches (192 (W) × 125 (D) × 42 (H) mm)
Weight	Removable HDD Kit RH-101: 5.33 lb (2.4 kg) Removable HDD Inner-Case Kit HD-511: 1.89 lbs. (0.85 kg)
Power source	Supply from main body (DC12 V, 5 V)

8 Before Making Copies

8 Before Making Copies

8.1 How to Make a Basic Copy

Follow the procedure below to make a basic copy.

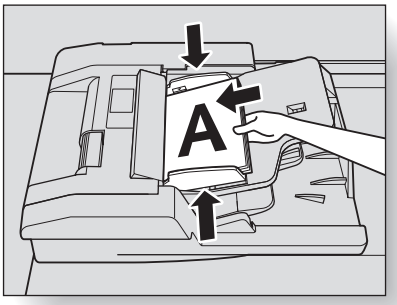
Note

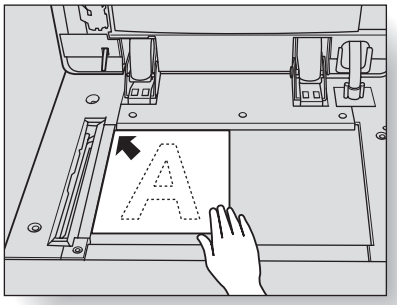
The following procedure is basic and not always applicable to the operation of selected copy conditions. When using a specific function, be sure to follow the procedure described in each section.

To make a basic copy

1 Position the original.

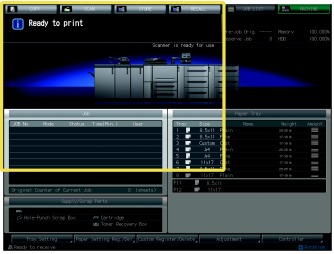
– For detailed information on positioning the original, see page 8-7.





2 Display the Copy Screen.

– Touch [COPY] tab on the Machine Status Screen to display the Copy Screen.







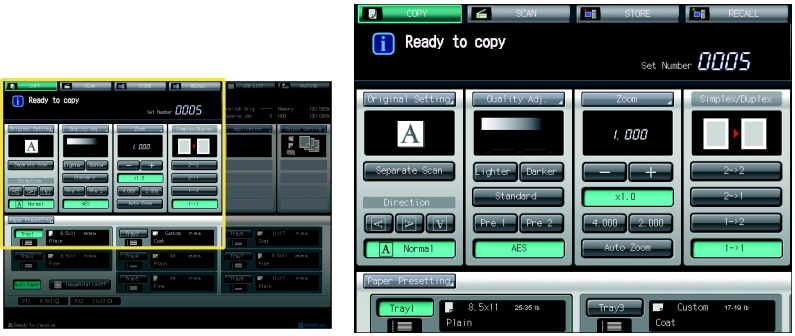


3 Set copy conditions as desired.

– The following settings are available from the Copy Screen.
[Original Setting]: See page 9-2.
[Separate Scan]: See page 9-20.
[Quality Adj.]: See page 9-24.
[Zoom]: See page 9-33.
[Simplex/Duplex]: See page 9-39.
[Application]: See Section 10.
[Output Setting]: See Section 11.
[Paper Presetting]: See page 9-47.
[Image Rotation Off]: See page 9-61.

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

– For detailed information on setting print quantity, see page 8-12.





Entered quantity will be displayed on the touch panel.

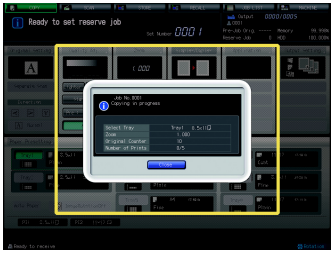
5 Press [Start] on the control panel.



– When the machine starts scanning the original, a popup screen will appear to inform you of the current job status.



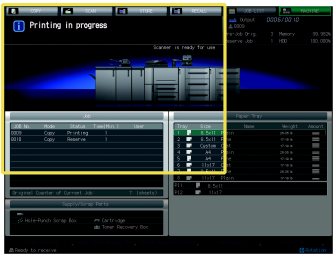


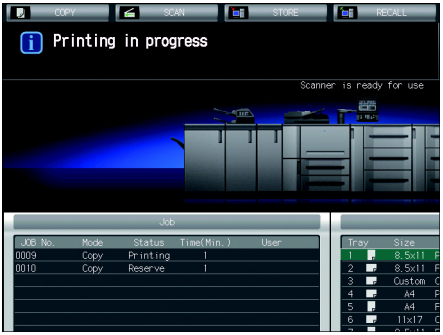


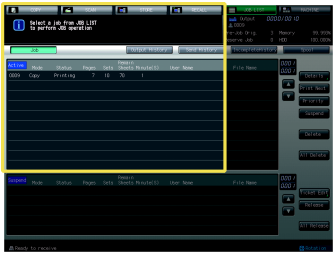


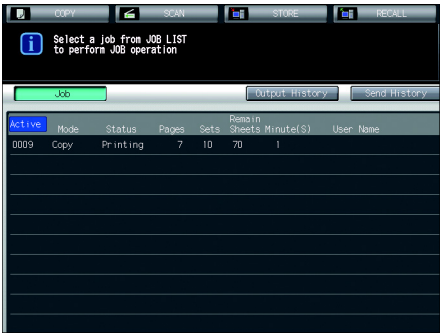
A reserve job setting is available from this popup screen. Touch [Yes] or [Close] to return to the Copy Screen. See page 9-63 for details.

– If [No] is touched, the Machine Status Screen or the Job List Screen will be restored.









The current job will be displayed in the job list, with the count/set quantity indicated at the upper right corner of the screen.

Detail

The screen to be displayed after machine power is turned on can be selected from the Machine Status Screen (factory default), Copy Screen or Job List Screen. The popup screen varies depending on this selection. For details, see POD Administrator's Reference.

The Job List Screen is provided to change the operation order of reserve jobs, or to cancel unused reserve jobs. See page 12-2 for details.

Machine can be set to slow down the copying speed automatically in order to maintain the copy quality, which may deteriorate while making 20–30 copies of a dark original. For details, see POD Administrator's Reference.

8.2 Positioning the Original

Use the ADF or original glass to scan the original.

8.2.1 Positioning the Original in ADF

The ADF (Automatic Document Feeder) automatically feeds up to 100 sheets of the original directly to the original glass area, starting with the top sheet. The ADF should only be used for unstapled, smooth, flat originals.

Detail

For original sizes available in the ADF, see page 3-16.
Be sure not to use unsuitable ADF originals. See page 3-15 for details.

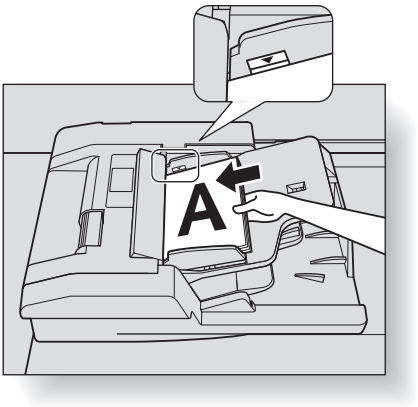
To position the original in Normal mode

✔ Before placing the original, be sure the ADF is closed fully.

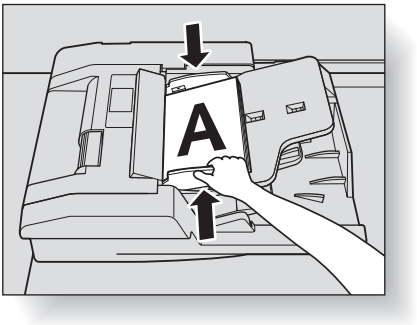
1 Arrange the original in order.

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

- Set the original in the same direction as that of the original direction icon displayed on the Copy Screen.
- Up to 100 sheets of the original can be set at a time.



3 Adjust paper guides.



Reminder

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

Once closed, do not open the ADF; otherwise the selected copy conditions may be altered automatically.

Set originals in the same direction as that of the original set direction icon on the screen; otherwise the copy result may not be satisfactory, especially when using duplex mode, Staple, Fold & Staple, Multi Half or Booklet. See page 9-2 for details.

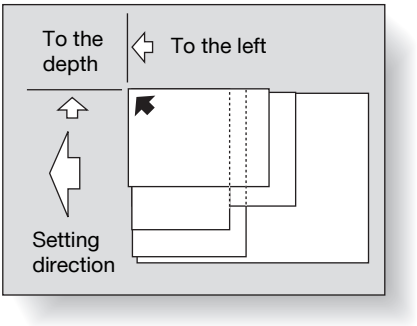
To position the original in Mixed mode

Mixed size originals can be copied together from the ADF.

✔ Before placing the original, be sure the ADF is closed fully.

1 Arrange the original in order.

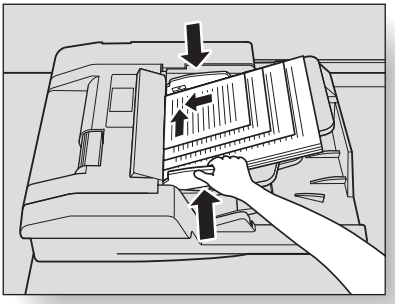
– Arrange mixed size originals aligning them to the left and depth as shown in the illustration.



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

- Place mixed size originals aligned with the left rear side of the document feeder tray.
- Set the original in the same direction as that of the original direction icon displayed on the Copy Screen.
- Up to 100 sheets of the original can be set at a time.

3 Adjust paper guides.



...

Reminder

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

Once closed, do not open the ADF; otherwise the selected copy conditions may be altered automatically.

Detail

To use the Mixed mode, see procedure on page 9-6.
For available combinations of mixed original sizes, see page 3-17.
Be sure not to use unsuitable ADF originals. See page 3-15 for details.

To position the original in Z-Folded Original mode

The Z-Folded Original mode detects the folded original size without using the size detection sensor of the ADF.

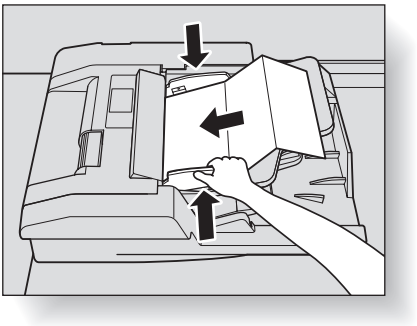
✔ Before placing the original, be sure the ADF is closed fully.

1 Arrange the original in order.

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

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

3 Adjust paper guides.



Reminder

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

Once closed, do not open the ADF; otherwise the selected copy conditions may be altered automatically.

Detail

To use the Z-Folded Original mode, see procedure on page 9-8.
For available original sizes in Z-Folded Original mode, see page 3-17.
Be sure not to use unsuitable ADF originals. See page 3-15 for details.

8.2.2 Positioning the Original on Original Glass

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

Detail

For details of the original unavailable in the ADF, see page 3-15.

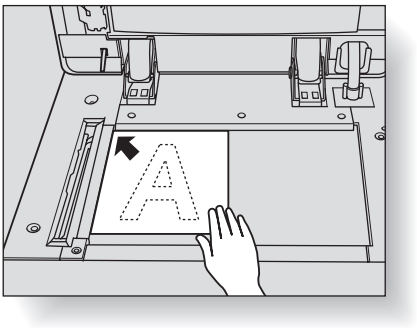
To position the original on original glass

✔ When Book Copy, Auto mode in Image Repeat, or Image Centering is selected, the ADF should be kept open while scanning the original.

1 Raise the ADF.

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

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



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

Reminder

Set originals in the same direction as that of the original set direction icon on the screen; otherwise the copy result may not be satisfactory, especially when using duplex mode, Staple, Fold & Staple, Multi Half or Booklet. See page 9-2 for details.

8.3 Setting Print Quantity

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

To set print quantity

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

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



Entered quantity will be displayed on the touch panel.

Note

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

To change print quantity

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

1 Press [C] (clear quantity).

The quantity displayed on the touch panel will return to 0001.



2 Enter the correct quantity from the control panel keypad.

Entered quantity will be displayed on the touch panel.

8.4 Setting Job During Warmup

While the machine is warming up after power is turned on, you can select copy conditions and start scanning so that the machine may start printing immediately the machine engine is ready.
Service can set the machine to disable this function. Contact your service representative, if desired.

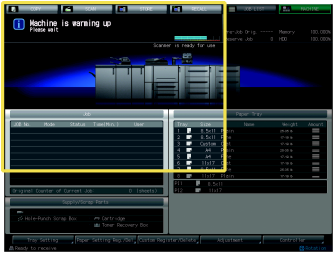
To scan the original during warmup

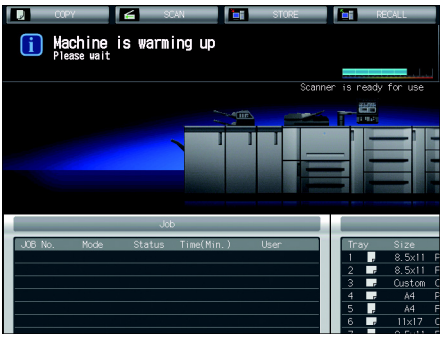
1 Turn on the main power switch and sub power switch of the machine.

– For details on turning on the power, see page 2-54.

2 Display the Copy Screen to check that the message “Ready to set reserve job” is displayed in the message area.

– A few seconds after the Wake-up Screen appears on the touch panel, the Machine Status Screen with warmup image will be displayed.
Touch [COPY] tab to change the Machine Status Screen to display the Copy Screen, then check that the message “Ready to set reserve job” is displayed in the message area.









3 Position the original FACE UP in the ADF or FACE DOWN on the original glass.

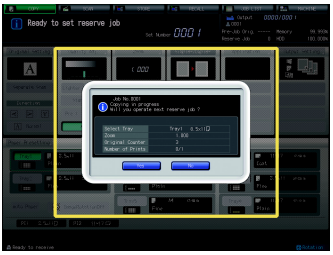
– For details on positioning the original, see page 8-7.

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

– For details on setting print quantity, see page 8-12.

5 Press [Start].

– When scanning the original for the job is started, a popup screen will appear on the Copy Screen.



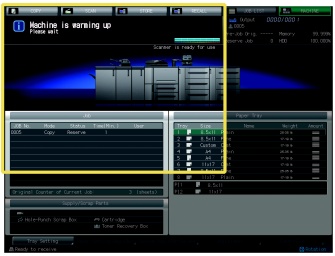


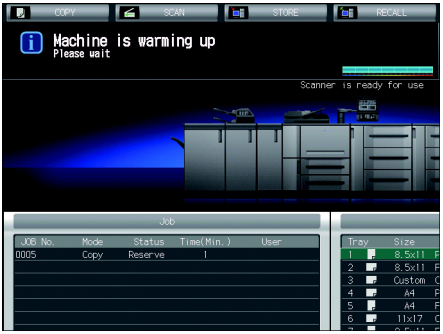


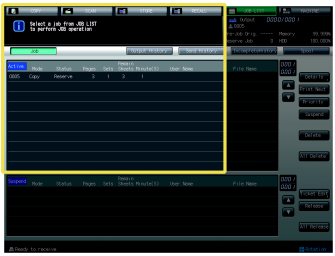


Touch [Yes] or [Close] to return to the Copy Screen to make another reserve job setting. See page 9-63 for details.

If [No] is touched, the Machine Status Screen or the Job List Screen will be restored.









The current job will be displayed in the job list, with the count/set quantity indicated at the upper right corner of the screen.

Detail

The screen to be displayed after machine power is turned on can be selected from the Machine Status Screen (factory default), Copy Screen, and Job List Screen. The popup screen varies depending on this selection.

To suspend the job in progress, press [Stop].
For details, see "To Stop Scanning/Printing" on page 8-17.

8.5 To Stop Scanning/Printing

Follow the procedure below to stop the job currently in process (scanning, printing, or both scanning and printing).

To stop scanning/printing

✔ This procedure is effective only for the job in progress. To stop reserved jobs on standby, operate on the Job List Screen. See page 12-4 for details.

1 Press [Stop] on the control panel while the current job is in progress.



– With the popup screen displayed right after pressing [Start] for scanning the original of reserve job, the current job cannot be canceled even though [Stop] is pressed. According to the procedure on page 8-20, touch an appropriate key on the popup screen to clear it.

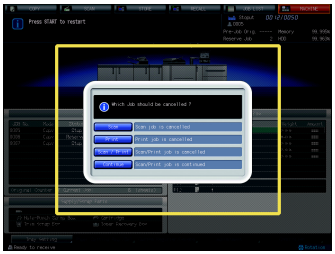
The current machine operation of the selected job will be suspended, and the popup screen will be displayed on the Copy Screen.

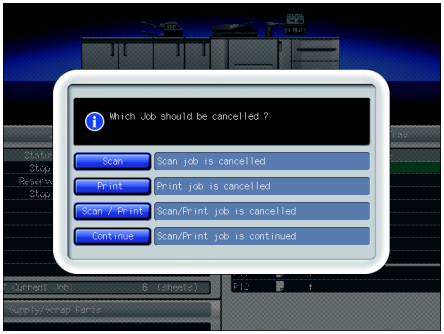
2 Touch the desired key on the popup screen.

– The popup screen will vary according to the job in progress.

Scanning the next job while printing the current job:

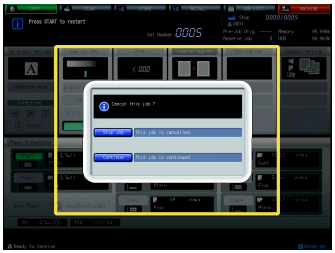
➔ Touch [Scan] to stop scanning and continue printing.
Touch [Print] to stop printing and continue scanning.
Touch [Scan/Print] to cancel both scanning and printing.
Touch [Continue] to restart both scanning and printing.





Scanning a job in Separate Scan mode:

➔ Touch [Stop Job] to cancel the job, or touch [Continue] to complete the job.





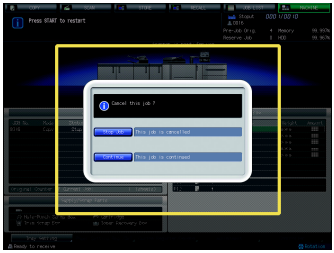
...

Reminder

Touching [Stop Job] will delete all the scanned data.

Both scanning and printing for the current job are in progress:

➔ Touch [Stop Job] to cancel the job, or touch [Continue] to complete the job.





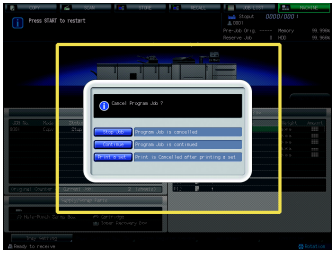
...

Reminder

Touching [Stop Job] will delete all the scanned data.

Printing the job using Program Job:

➔ Touch [Stop Job] to cancel the job, or touch [Continue] to complete the job. Touch [Print a set] to cancel the job after finishing the set currently output.





...

Reminder

Touching [Stop Job] will delete all the scanned data.

Scanning a reserve job while printing the current job:

Select to stop scanning a reserve job, to stop current printing job, or to stop both operations.

1 Start scanning the reserve job while printing.

The following popup screen will be displayed.



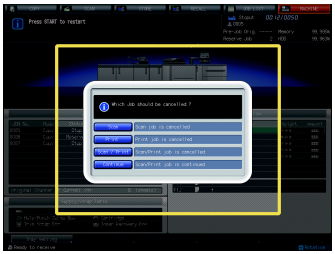


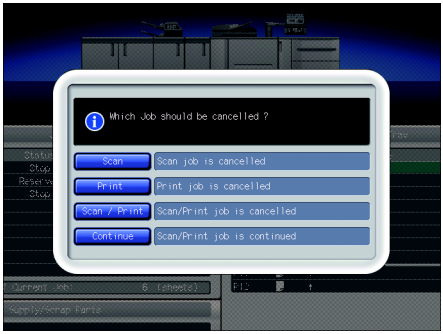
2 Touch [No] to restore the Machine Status Screen.

– If machine has been set to display the Copy Screen as the initial screen, touch [Close], then touch [MACHINE] tab to display the Machine Status Screen.

3 Press [Stop] on the control panel.

Machine operation will be ceased, and the following popup screen will be displayed.





4 Select the job to cancel.

– Touch [Scan] to stop scanning the reserve job and continue printing.
Touch [Print] to stop printing and continue the scanning job.
Touch [Scan/Print] to cancel both scanning and printing jobs.
Touch [Continue] to restart both jobs.

Reminder
All the data scanned for stopped job will be deleted.

9 Basic Job Settings

9 Basic Job Settings

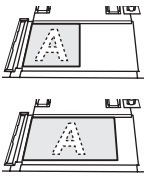
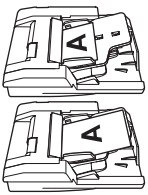
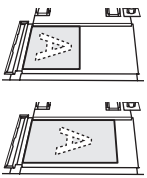
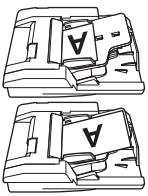
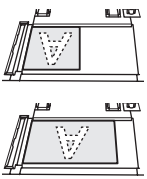
9.1 Original Setting

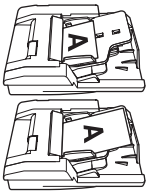
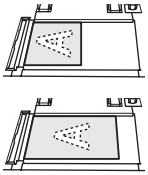
This section describes how to specify the original types and direction.

9.1.1 Specifying Orientation of the Original: Direction

Specify the orientation of the original placed in the ADF or on original glass. Without this setting, the copy results may not be obtained as expected, especially when making copies under following conditions.

- Copying from double-sided original
- Making double-sided copies
- Combine Originals
- Booklet
- Book Copy
- Staple, etc.

Using ADF	Using original glass	Key	Description
		Copy Screen  Original Setting Screen 	Select for the original positioned with the top toward the rear of the machine. Initially selected as factory default.
		Copy Screen  Original Setting Screen 	Select for the original positioned in the ADF with the top toward the left side of the machine. Or, select for the original positioned on the original glass with the top toward the right side of the machine.
		Copy Screen  Original Setting Screen 	Select for the original positioned with the top toward the front of the machine.

Using ADF	Using original glass	Key	Description
		Copy Screen  Original Setting Screen 	Select for the original positioned in the ADF with the top toward the right side of the machine. Or, select for the original positioned on the original glass with the top toward the left side of the machine.

Procedure

1 Position the original.

– For details on positioning the original, see page 8-7.

2 Touch [COPY] tab to display the Copy Screen, then touch the desired original direction key to highlight it.



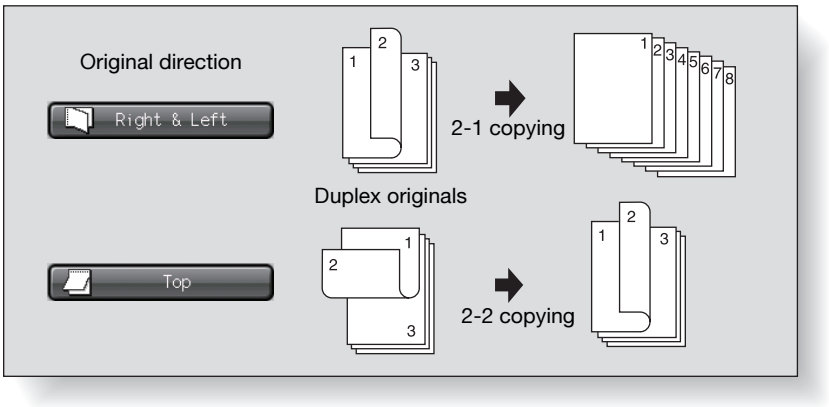


Note

This setting is also available from the Original Setting Screen displayed by touching [Original Setting] on the Copy Screen.

9.1.2 Selecting Binding Direction of the Original: Bind Direction

When copying double-sided originals in 2-1 or 2-2 mode, the copied sets will be exactly the same in page arrangement as the originals.
Use this function to obtain the single- or double-sided copies having the same edge as page top, from double-sided originals printed upside down on the reverse side.



Detail
See "Setting Binding Direction for Duplex Copies" on page 11-2 to make double-sided copies upside down on the reverse side, using the originals having the same edge as page top.

Prerequisites

- ✔ Top binding properly functions only in 2-1 or 2-2 copy mode.
- ✔ If the machine restores the initial setting, this function will be reset to Right & Left binding.
- ✔ The machine is set to match the binding direction of the original with the binding direction of copies in Output Setting automatically. For details, see POD Administrator's Reference.

1 Position the original.

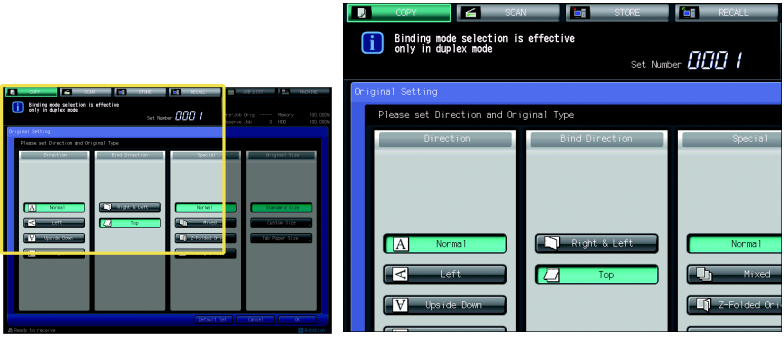
– For details on positioning the original, see page 8-7.

2 Touch [COPY] tab to display the Copy Screen, then touch [2->2] or [2->1] in the Simplex/Duplex area to highlight it

3 Touch [Original Setting].

The Original Setting Screen will be displayed.

4 Touch [Top] in the Bind Direction area to highlight it.



– Without duplex copy mode selected in step 2, the message “Binding mode selection is effective only in duplex mode” will be displayed and the Top binding will not function.

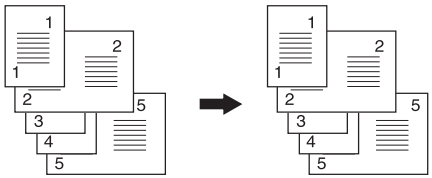
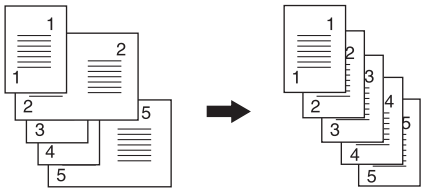
5 Touch [OK] to complete the setting and return to the Copy Screen.



– Touch [Default Set] to restore the initial setting, or touch [Cancel] to resume the previous setting.

9.1.3 Copying Mixed Size Originals: Mixed

Use the Mixed mode to copy the mixed size original set scanned from the ADF with Auto Paper or Auto Zoom activated.

Function	Description
Auto Paper	Makes a copy of the same size as the original set. 
Auto Zoom	Copies onto a single and desired paper size in appropriate zoom ratio automatically selected for each original page. 

Prerequisites

- ✔ Load the original in the ADF.
- ✔ Combination of the original sizes to be mixed depends on the widest original width (width of the ADF original guides). See page 3-17 for details.
- ✔ Do not load more than 100 sheets of the original, otherwise the original may be misfed or damaged, or machine trouble may be caused.
  If the number of original sheets exceeds 100, divide them into blocks to scan. For details, see "Separate Scan Mode" on page 9-20.
- ✔ To scan the original from the original glass, Separate Scan mode is required. For details, see "Separate Scan Mode" on page 9-20.
- ✔ With Mixed specified, Auto Paper will function automatically.
  To copy onto a single and desired paper size, manually specify Auto Zoom. For details, see page 9-37.

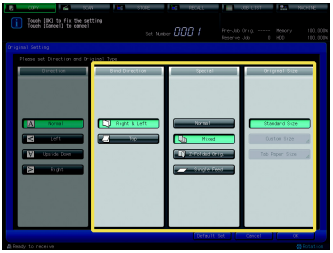
1 Position the original.

– Arrange mixed size originals aligning the left and rear sides. For details, see page 8-8.

2 Touch [COPY] tab to display the Copy Screen, then touch [Original Setting].

The Original Setting Screen will be displayed.

3 Touch [Mixed] to highlight it.





4 Touch [OK] to complete the setting and return to the Copy Screen.

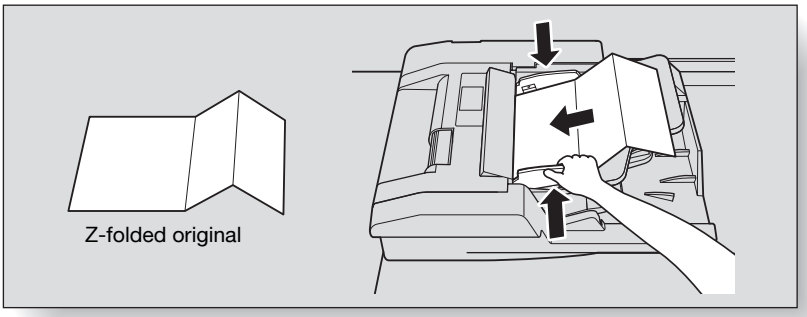




– Touch [Default Set] to restore the initial setting, or touch [Cancel] to resume the previous setting.

9.1.4 Copying Z-Folded Original: 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 ADF may function incorrectly.



Prerequisites

- ✔ Load the original in the ADF.
- ✔ This mode requires more scanning time to detect the original size.

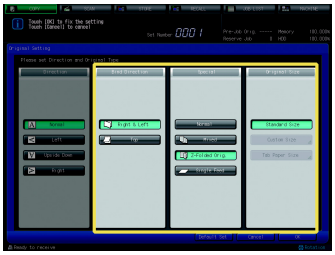
1 Position the original.

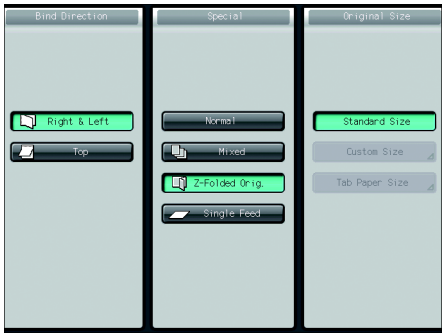
– Normal originals can be set together with the z-folded original. For details on positioning the original, see page 8-7.

2 Touch [COPY] tab to display the Copy Screen, then touch [Original Setting].

The Original Setting Screen will be displayed.

3 Touch [Z-Folded Orig.] to highlight it.





4 Touch [OK] to return to the Copy Screen.



– Touch [Default Set] to restore the initial setting, or touch [Cancel] to resume the previous setting.

9.1.5 Feeding Single Original from ADF: Single Feed

Use the Single Feed mode to copy thick originals or paste-ups to be fed one sheet at a time in the ADF.
Copying usually starts after the [Start] key is pressed, however, the administrator can set the machine to automatically feed the original one second after placing the original in the ADF. (Auto Start)

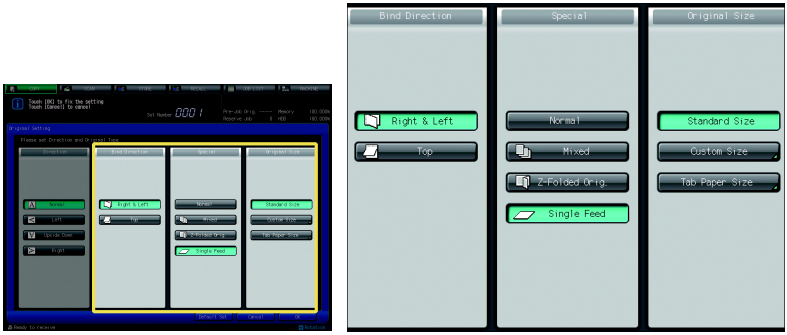
Procedure in normal Single Feed mode

- ✔ Load the original in the ADF. Set one sheet at a time.
- ✔ Auto Start mode is different from the normal Single Feed mode in procedure. Contact your administrator to check the current setting.

1 Touch [COPY] tab to display the Copy Screen, then touch [Original Setting].

The Original Setting Screen will be displayed.

2 Touch [Single Feed] to highlight it.



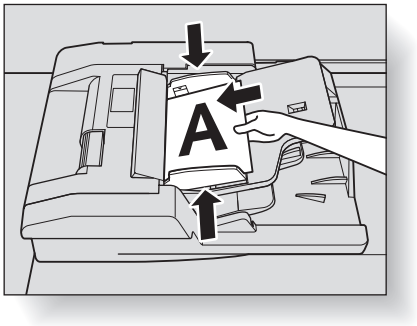
3 Touch [OK] to return to the Copy Screen.



– Touch [Default Set] to restore the initial setting, or touch [Cancel] to resume the previous setting.

4 Position the single feed original in the ADF.

– Position a sheet of the original in the ADF, then align the paper guides to the original.
– Never set more than one thick original or paste-up, otherwise machine trouble may be caused.



5 Select additional copy conditions, then press [Start].

The original will be fed and scanned, then printing job will start in succession when the machine becomes ready for output.

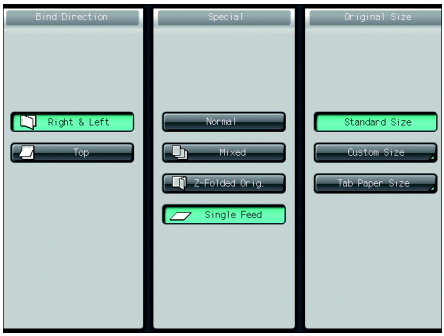
Procedure in Auto Start mode:

1 Touch [COPY] tab to display the Copy Screen, then touch [Original Setting].

The Original Setting Screen will be displayed.

2 Touch [Single Feed] to highlight it.





3 Touch [OK] to return to the Copy Screen.



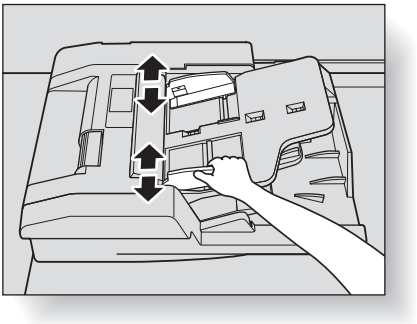
– Touch [Default Set] to restore the initial setting, or touch [Cancel] to resume the previous setting.

4 Touch [Separate Scan] to highlight it.

5 Select additional copy conditions, as desired.

6 Adjust the ADF paper guides.

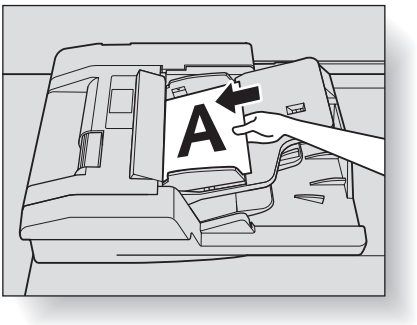
– Without loading the original, adjust the ADF paper guides according to the original size to be loaded.



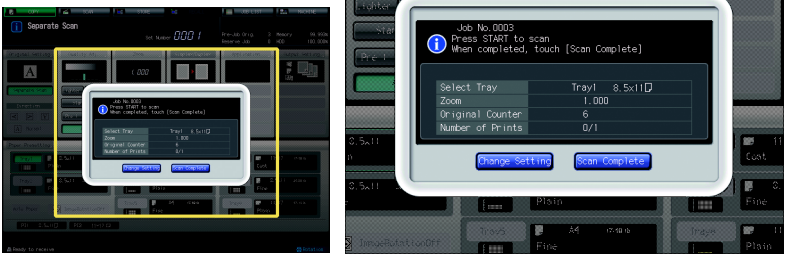
7 Position a sheet of the original in the ADF.

– Never set more than one original, otherwise machine trouble may be caused.

The set original will be automatically fed and scanned.



8 When scanning is completed, the following popup screen will be displayed.



– Repeat step 7 to continue scanning with the same copy conditions.
– To change copy conditions for the next original, touch [Change Setting].
The Copy Screen will be displayed with the keys functional only for available setting changes.
When completed, return to step 7.

9 Repeat step 7 to 8 for all original pages to be scanned.

10 When scanning is completed, touch [Scan Complete].

11 Enter the desired print quantity, then press [Start].

– For details on setting print quantity, see page 8-12.

All the data in memory will be output.



9.1.6 Copying Non-Standard Size Original: Custom Size

The machine usually detects the standard size of the original fed through the ADF or positioned on the original glass (Standard Size mode).
Use the Custom Size mode to specify the desired scanning area, irrespective of actual size of the original.

The scanning area can be selected from standard sizes, input size, and full area.

- Standard sizes: 11" × 17", 8.5" × 14", 8.5" × 11", 5.5" × 8.5", A3, B4, A4, B5, A5
- Input size: 3.74 × 5.24 to 12.76 × 18.23 in. (95 × 133 to 324 × 463 mm)
  Selection from registered custom sizes is also available.
- Full area: Use this function for small originals that cannot be detected in Standard Size mode.

Procedure

1 Position the original.

– For details on positioning the original, see page 8-7.

2 Touch [COPY] tab to display the Copy Screen, then touch [Original Setting].

The Original Setting Screen will be displayed.

3 Touch [Custom Size].



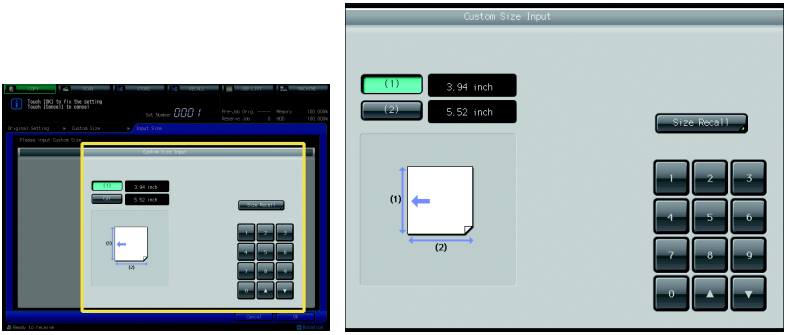
The Custom Size Screen will be displayed.

4 Specify the desired scanning size.

– Selecting from size keys:
Touch the desired size key to highlight it. The machine scans the specified standard size area, irrespective of the original size.



– Selecting [Input Size]:
(1) Touch [Input Size].
(2) Select the lengthwise/widthwise dimension key to highlight it, then use [▲], [▼], or screen keypad to enter the desired size within the available range from 3.74 to 12.76 inches in lengthwise dimension, from 5.24 to 18.23 inches in widthwise dimension.



(3) To recall a registered custom size, touch [Size Recall].
Touch the desired number key to highlight it, using [▲] and [▼] as needed, then touch [OK].



(4) Touch [OK] to return to the Custom Size Screen with specified size displayed on the right side of the [Input Size] key.



– Selecting [Full Area]:
Select [Full Area] for small original that cannot be detected.



5 Touch [OK].

The Original Setting Screen will be restored.

6 Touch [OK] to return to the Copy Screen.



– Touch [Default Set] to restore the initial setting, or touch [Cancel] to resume the previous setting.

9.1.7 Copying Tabbed Originals: Tab Paper Size

The machine usually detects the standard size of the original fed through the ADF or positioned on the original glass (Standard Size mode).
Using Tab Paper Size mode with the Auto Image Shift (Tab Print) function enabled in the Utility mode, the standard size original having tab part image printed on the right edge can be printed properly onto tabbed copy paper by being shifted 12.5 mm to the right side.

Detail

See page 4-34 for details on loading tabbed copy paper in a tray.

Use the Utility mode to specify whether or not to use the Auto Image Shift (Tab Print) function. See POD Administrator's Reference.

Prerequisites

- ✔ Tab extension width for tabbed original: 12.5 mm or less
  Tabbed copy paper size and tab extension width can be specified in Paper Presetting, however, available original sizes are standard sizes only.
- ✔ Using Tab Paper Size mode with tabbed copy paper loaded in a tray, Needless Tab Paper Exit will function if enabled in the Utility mode. For details, see page 4-37 and POD Administrator's Reference.

1 Position the original.

– For details on positioning the original, see page 8-7.

2 Touch [COPY] tab to display the Copy Screen, then touch [Original Setting].

The Original Setting Screen will be displayed.

3 Touch [Tab Paper Size].





The Tab Paper Size Screen will be displayed.

4 Touch the desired size key to highlight it, then touch [OK].



The Original Setting Screen will be restored.

5 Touch [OK] to return to the Copy Screen.



– Touch [Default Set] to restore the initial setting, or touch [Cancel] to resume the previous setting.

9.2 Separate Scan Mode

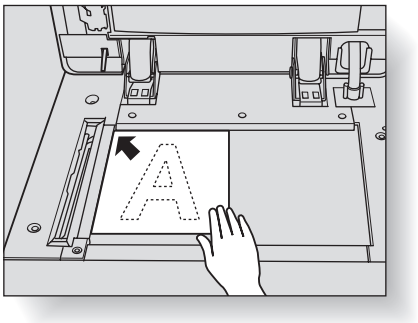
A large amount of the original can be divided and scanned into memory. The ADF accepts only 100 sheets at a time, however, the Separate Scan mode allows you to handle the original that exceeds 100 sheets as a single job.
The multiple original scanned from the original glass, or both from the ADF and original glass, can also be combined into a single job.

Prerequisites

- ✔ Note that the maximum number of the original available in the ADF does not change in this mode. Do not load more than 100 original sheets or above the limit mark (▼), otherwise paper misfeed or damage to the original may be caused.
- ✔ Separate Scan mode is necessarily used and operates automatically in the following functions:
  Making double-sided copies using original glass
  Insert Image
  Book Copy
  Program Job
  Storing image in Registered Overlay

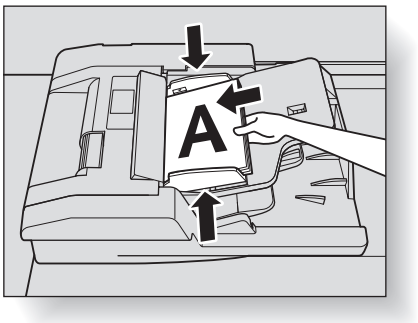
1 Position the original.

– Using the original glass, place the first page face down on the original glass.



– Using the ADF, load the original arranged in page order with page one on the top.

– For details on positioning the original, see page 8-7.



2 Touch [COPY] tab to display the Copy Screen, then make copying selections, as desired.

3 Touch [Separate Scan] to highlight it.



The Separate Scan mode will be activated. If this key is already highlighted, the Separate Scan mode has been activated automatically due to some copy selection.

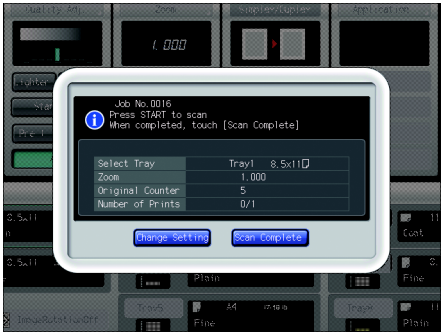
4 Press [Start] on the control panel.

– The machine starts scanning the original.



– When scanning the loaded original is completed, a popup screen will appear.
To continue scanning with the same job selections, proceed to step 5.
If any setting change for the next original is desired, touch [Change Setting].





The Copy Screen will be displayed with changeable setting keys only been functional.





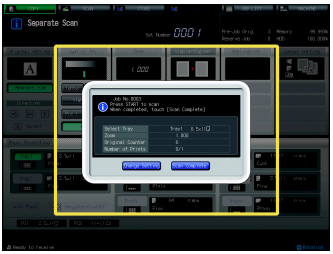
Change the setting as desired, then proceed to step 5.

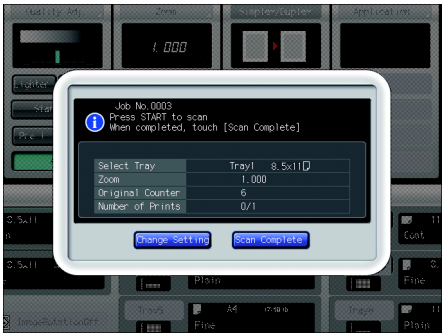
5 Replace the original, then press [Start].

- Memory indicator at the upper right corner of the Copy Screen allows you to check the remaining memory.
- Repeat steps 4 and 5 for all original pages to be scanned.



6 When scanning is completed, touch [Scan Complete].





7 Enter the desired print quantity, then press [Start].

- For details on setting print quantity, see page 8-12.

All the data in memory will be output.



Detail

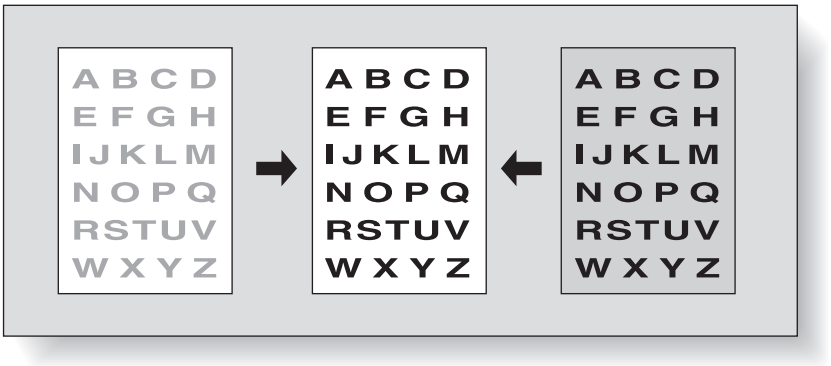
To delete the scanned data without printing or to suspend the printing job, press [Stop]. See "To Stop Scanning/Printing" on page 8-17 for details.

9.3 Quality Adjustment

Use this function to adjust the exposure level (density) of the copy image. Also, adjust the copy quality by specifying the original image type.

9.3.1 Selecting Exposure Level: Density Setting

Automatic Exposure Selection (AES) operates with the default settings. It detects the density of the original image and automatically selects the appropriate exposure for the copy.
Select manual copy density to adjust exposure (density) when originals are too light or too dark.



Detail

Setting of Preset Density and detailed density adjustment (Density by Original Type, Photo Mode Density Selection, Image Density Selection) can be made in the Utility mode. See POD Administrator's Reference.

***Preset Density** programs a combination of the desired mode selected from four Original Type modes, density level selected from 9 levels, and background removal level selected from 9 levels.*
This setting can be made for the two keys provided on the screen.

***Density by Original Type** can shift each of nine density levels described below to three levels lighter or three levels darker.*
This setting can be made in the Utility mode to use in combination with each of four Original Type modes. For details, see POD Administrator's Reference.

Photo Mode Density Selection *specifies the exposure level to be selected by AES in Photo mode.*

Image Density Selection *changes the range of the density level between the darkest and lightest, so that users can obtain the optimum print result according to the originals or print object without degrading image quality. This setting can be applied to Density by Original Type.*

To adjust exposure level

1 Position the original.

– For details on positioning the original, see page 8-7.

2 Touch [COPY] tab to display the Copy Screen, then touch [Darker] to darken, or [Lighter] to lighten the copy image.



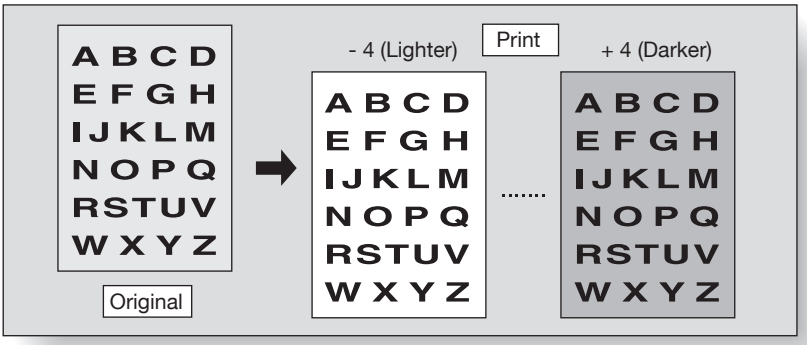
– Touch [Standard] to select the middle density level.
– When resuming AES, touch [AES].
– Touch [Pre 1] or [Pre 2] to recall the desired preset density.

Note

This setting is also available from the Original Setting Screen displayed by touching [Original Setting] on the Copy Screen.

9.3.2 Adjusting Background Whiteness: Background Removal

Adjust the background whiteness (Background Removal) when copying newspaper or recycled paper originals.



To adjust background whiteness

1 Position the original.

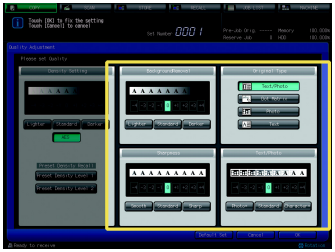
– For details on positioning the original, see page 8-7.

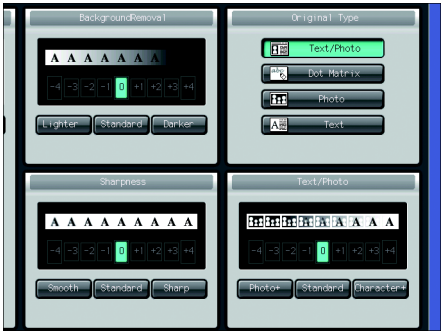
2 Touch [COPY] tab to display the Copy Screen, then touch [Quality Adj.].

The Quality Adjustment Screen will be displayed.

3 Select the desired background adjustment level.

– Touch [Darker] or [Lighter] in the Background Removal area to select the desired adjustment level from –4 to +4.
Or, touch [Standard] to resume the standard level.





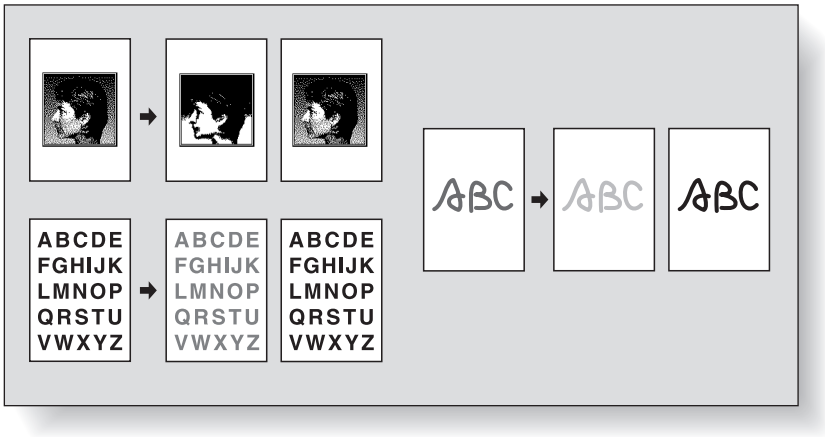
4 Touch [OK] to complete the setting and return to the Copy Screen.

– Touch [Default Set] to restore the initial setting, or touch [Cancel] to resume the previous setting.

9.3.3 Making Copy Quality Closer to the Original: Original Type

Select one of the following modes according to the original image type, so that the copy quality more closely matches to that of the original.

- Text/Photo: Used for an original including both text and photo image.
- Dot Matrix: Darkens lightly printed images (e.g., pencil) without changing background exposure.
- Photo: Reproduces a half-tone photo image. The copy will closely represent the half-tones of the original image.
- Text: Used when copying a text original. In this mode, the edges of copied text will be sharpened to provide higher legibility.



Detail

Density by Original Type *can shift each of nine density levels described below to three levels lighter or three levels darker.*

This setting can be made in the Utility mode to use in combination with each of four Original Type modes. For details, see POD Administrator's Reference.

Procedure

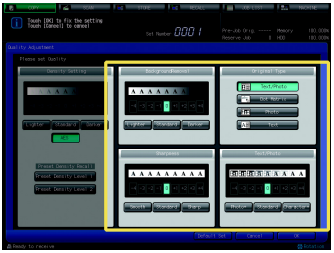
1 Position the original.

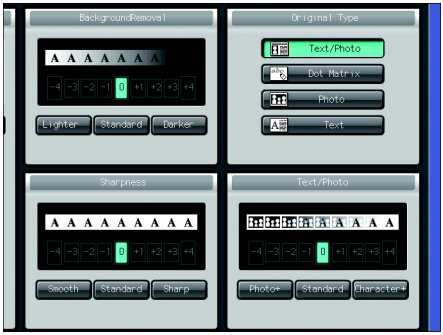
– For details on positioning the original, see page 8-7.

2 Touch [COPY] tab to display the Copy Screen, then touch [Quality Adj.].

The Quality Adjustment Screen will be displayed.

3 Touch the desired mode key in the Original Type area to highlight it.



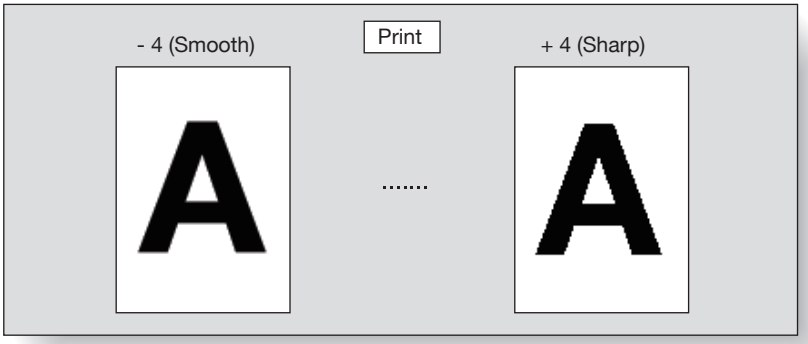


4 Touch [OK] to complete the setting and return to the Copy Screen.

– Touch [Default Set] to restore the initial setting, or touch [Cancel] to resume the previous setting.

9.3.4 Adjusting Outline of Image: Sharpness

Use this function to sharpen or smoothen the outline of copy image.



To adjust sharpness

1 Position the original.

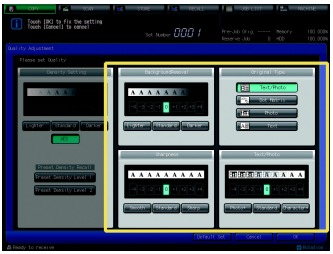
– For details on positioning the original, see page 8-7.

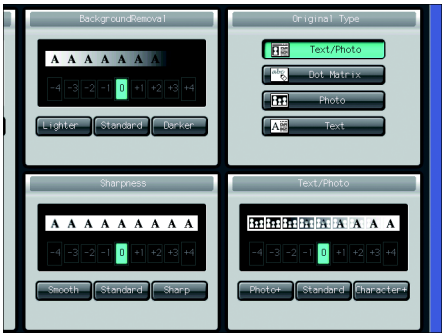
2 Touch [COPY] tab to display the Copy Screen, then touch [Quality Adj.].

The Quality Adjustment Screen will be displayed.

3 Select the desired sharpness level.

– Touch [Smooth] or [Sharp] in the Sharpness area to select the desired adjustment level from –4 to +4.
Or, touch [Standard] to resume the standard level.





4 Touch [OK] to complete the setting and return to the Copy Screen.

– Touch [Default Set] to restore the initial setting, or touch [Cancel] to resume the previous setting.

9.3.5 Adjusting Image Distinction Level: Text/Photo

This machine provides two methods for reproducing images.
The Dither (Error Diffusion) method uses small dots (600 dots per inch) to reproduce the image. This method is appropriate for text originals.
The Screen method also provides two methods, Line Screen and Dot Screen. The Line Screen uses many halftone lines, like scanning lines of a television, while Dot Screen uses small dots to reproduce the image.
The Screen methods provide fine quality in reproducing the gradation in scanned photographic images, however, text originals may not be reproduced clearly by using the same method as photo originals.

Text/Photo distinction function detects and determines the photo portion and text area of the original when scanned, allowing you to obtain the optimum print result for each original.
Use this adjustment for changing the ratio of detecting the text/photo area.

Procedure

1 Position the original.

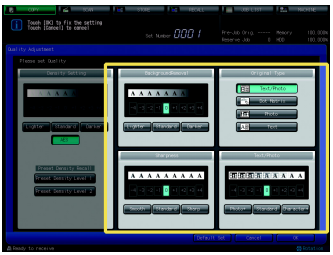
– For details on positioning the original, see page 8-7.

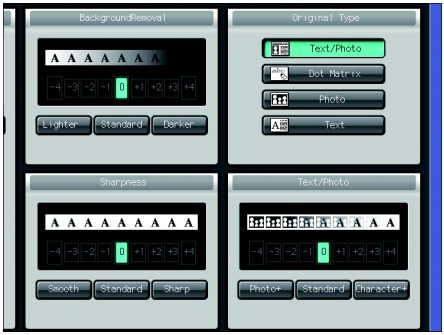
2 Touch [COPY] tab to display the Copy Screen, then touch [Quality Adj.]

The Quality Adjustment Screen will be displayed.

3 Adjust the text/photo distinction level.

– Touch [Photo+] in the Text/Photo area to increase the photo distinction level, or touch [Character+] to increase the text distinction level. Select the desired adjustment level from –4 to +4.
Or, touch [Standard] to resume the standard level.





4 Touch [OK] to complete the setting and return to the Copy Screen.

– Touch [Default Set] to restore the initial setting, or touch [Cancel] to resume the previous setting.

9.4 Zoom

In the initial settings on the Copy Screen, the magnification is automatically set at 1.000 (full size).

This section describes how to change the magnification ratio.

9.4.1 Copying in 1.000 Magnification Mode

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

Procedure

1 Close the ADF securely, and then press [Reset] on the control panel.

– The initial setting will be restored. Check that [×1.0] is highlighted to indicate that the 1.000 magnification is automatically selected.



2 Select additional copy conditions, as desired.

– Specifying paper size will release 1.000 magnification and set Auto Zoom automatically. In this case, touch [×1.0] to highlight it again.



Detail

The initial setting may be altered in the Utility mode. Details can be referred in POD Administrator's Reference.

9.4.2 Changing Magnification Ratio

The following four modes are provided.

- Vert./Horiz. Zoom (proportional): 0.250 to 4.000 in 0.001 (0.1%) increments
- Vertical Zoom/ Horizontal Zoom (individual): Vertical and horizontal zoom ratios can be specified individually within the range from 0.250 to 4.000 in 0.001 (0.1%) increments.
- Enlarge/Reduce: Select one from the eight ratios (0.500, 0.647, 0.772, 0.939, 1.214, 1.294, 1.545, 2.000) provided on the screen.
- User Preset Zoom: Select one from the three ratios previously programed.

Detail

The Enlarge/Reduce and User Preset Zoom ratio setting is described in POD Administrator's Reference.

Procedure

1 Touch [COPY] tab to display the Copy Screen, then touch [Zoom].

The Zoom Screen will be displayed.

2 Specify the desired magnification ratio.

– Vert./Horiz. Zoom (proportional):



Touch [Vert./Horiz. Zoom] to highlight it.

Then, use the screen keypad or arrow keys [▲] and [▼] to enter the desired magnification ratio. The entered ratio will be displayed on the screen.
If wrong number is entered, continue by entering the correct number.
Keep pressing arrow keys [▲] or [▼] to change the ratio in 0.001 (0.1%) steps at first, then in 0.010 (1%) steps.

– Vertical Zoom/ Horizontal Zoom (individual):





Touch [Vertical Zoom] to highlight it.
Then, use the screen keypad or arrow keys [▲] and [▼] to enter the desired lengthwise magnification ratio. The entered ratio will be displayed on the screen.
Similarly, touch [Horizontal Zoom] to enter the desired widthwise magnification ratio.
If wrong number is entered, continue by entering the correct number.
Keep pressing arrow keys [▲] or [▼] to change the ratio in 0.001 (0.1%) steps at first, then in 0.010 (1%) steps.

– Enlarge/Reduce:



Touch the desired zoom key in the Enlarge/Reduce area.

– User Preset Zoom:



Touch the desired zoom key in the User Preset Zoom area.

3 Touch [OK] to return to the Copy Screen.

– Touch [Cancel] to resume the previous setting.

9.4.3 Changing Magnification Ratio Using [+]/[–] on the Copy Screen

Vert./Horiz. Zoom (proportional) can also be changed using [+]/[–] keys provided on the Copy Screen.

Procedure

➔ Touch [COPY] tab to display the Copy Screen, then touch [+]/[–] in the Zoom area.
Keep pressing [+]/[–] to change the ratio in 0.001 (0.1%) steps at first, then in 0.010 (1%) steps.



9.4.4 Setting Magnification Ratio Automatically: Auto Zoom

Selecting a tray of the paper size specified as Standard or Tab Paper in Tray Setting, the machine will select an appropriate magnification ratio automatically according to the scanned original size.

Detail
For details of Tray Setting, see page 9-47.

Prerequisites

✔ Auto Zoom is incompatible with Auto Paper, while Image Rotation is available.
✔ Auto Zoom will not function for the tray of the size specified as Custom in Tray Setting.

1 Position the original.

– For details on positioning the original, see page 8-7.

The machine detects the original size automatically.



2 Touch a tray key on the Copy Screen to select the desired paper size.

The [Auto Zoom] key will be highlighted, and a proportional zoom ratio will be automatically determined and displayed on the screen.



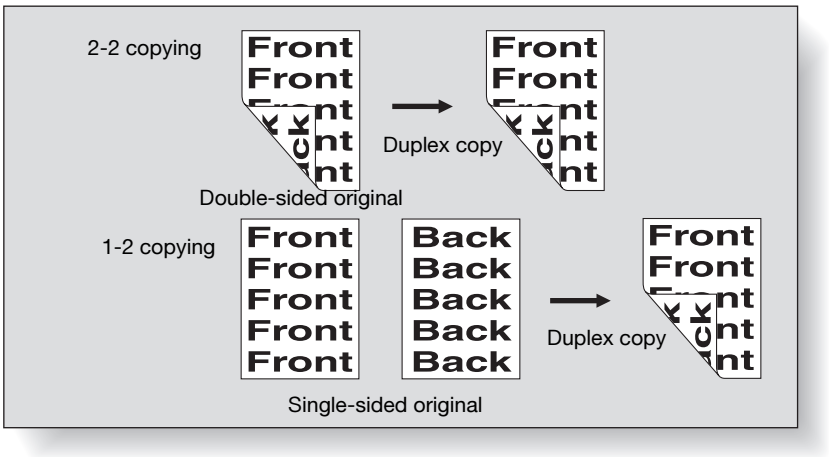
9.5 Simplex/Duplex Setting

The machine is initially set to simplex (1->1) copy mode to make single-sided copies from the single-sided original.

Follow the procedure below to make double-sided copies from the original scanned from the ADF or from the original glass (duplex copying), and also to make single-sided copies from the double-sided original.

9.5.1 Making Double-Sided Copies Using ADF

Follow the procedure below to make double-sided copies from the single-sided or double-sided original scanned from the ADF.

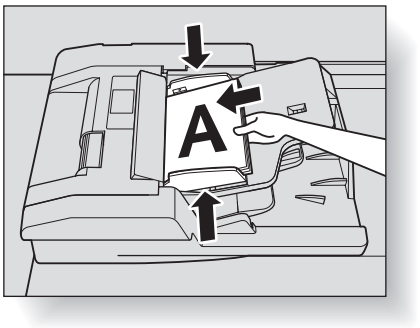


Prerequisites

- ✔ Specify the original direction on the Original Setting Screen according to that of the original loaded in the ADF.
- ✔ The double-sided copies can be arranged upside down on the back pages.
- ✔ The normal double-sided copies (having the same edge as page top) can be made from double-sided originals printed upside down on the back pages.
- ✔ The machine is set to match the binding direction of copies to that of the original automatically. For details, see POD Administrator's Reference.

1 Position the original in the ADF.

– For details on positioning the original, see page 8-7.



2 Touch [COPY] tab to display the Copy Screen, then, touch [1->2] or [2->2] on the Copy Screen to highlight it.





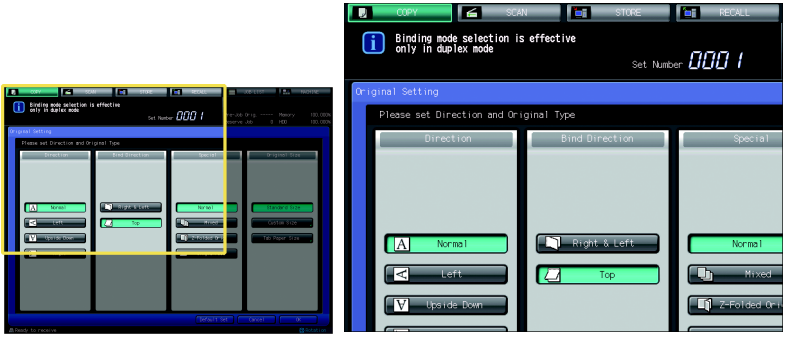
3 Specify other conditions for making double-sided copies.

– Selecting the original set direction:
Touch and highlight the original direction key in the Original Setting area according to the direction of the original loaded in the ADF.



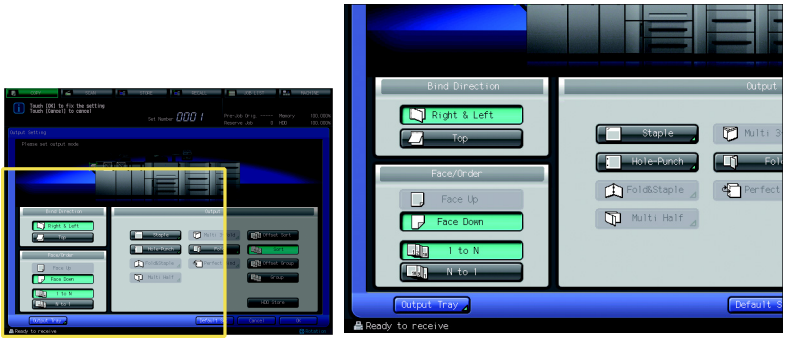


Selecting the original binding direction:
(1) Touch [Original Setting] to display the Original Setting Screen.
(2) To make normal double-sided copies (having the same edge as page top) from double-sided originals printed upside down on the back pages, touch [Top] in the Bind Direction area to highlight it.
(3) Touch [OK] to return to the Copy Screen.



For details of original direction setting, see page 9-2.
For details of original binding direction, see page 9-4.

– Selecting the binding direction of double-sided copies:
(1) Touch [Output Setting] on the Copy Screen to display the Output Setting Screen.
(2) Touch the desired binding direction key to highlight it. To make double-sided copies arranged upside down on the back pages, select [Top].
(3) Touch [OK] to return to the Copy Screen.



For details on specifying binding direction of double-sided copies, see page 11-2.

4 Select additional copy conditions, as desired.

5 Press [Start] on the control panel.

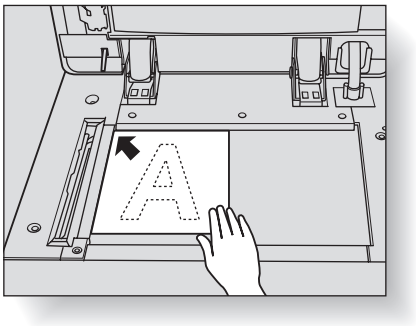
9.5.2 Making Double-Sided Copies Using Original Glass

Follow the procedure below to make double-sided copies from the original scanned from the original glass.

Prerequisites

- ✔ Use the Separate Scan mode.
- ✔ Specify the original direction according to that of the original placed on the original glass.
- ✔ Double-sided copies can be arranged upside down on the back pages.
- ✔ The machine is set to match the binding direction of copies to that of the original automatically. For details, see POD Administrator's Reference.

1 Position the original on the original glass.



- Open the ADF. Position the first page of the original face down, then close the ADF.
- For details on positioning the original, see page 8-7.
- If Book Copy, No Image Area Erase, Auto Detect mode of Image Repeat, or Image Centering is selected, keep the ADF open throughout the scanning procedure.

2 Touch [1->2] on the Copy Screen to highlight it.

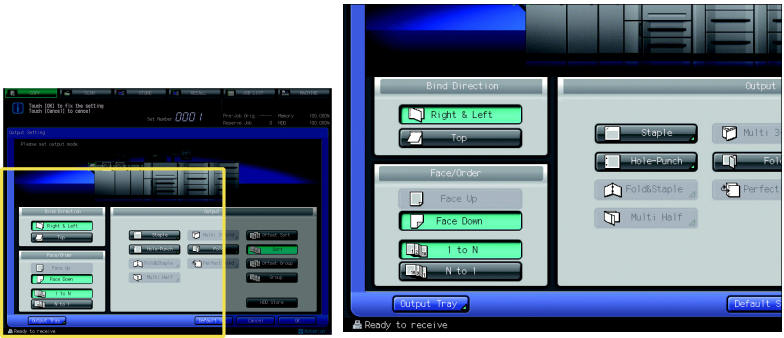


– The [Separate Scan] key will be automatically highlighted on the screen.
– DO NOT press [Reset] on the control panel at this point, otherwise the Separate Scan mode will be released to disable the machine from scanning the original placed on the original glass.

3 Specify other conditions for making double-sided copies.

– Selecting the original set direction:
Touch and highlight the original direction key in the Original Setting area according to the direction of the original loaded in the ADF.
For details on setting original direction, see page 9-2.

– Selecting the binding direction of double-sided copies:
(1) Touch [Output Setting] on the Copy Screen to display the Output Setting Screen.
(2) Touch the desired binding direction key to highlight it. To make double-sided copies arranged upside down on the back pages, select [Top].
(3) Touch [OK] to return to the Copy Screen.



For details on specifying binding direction of double-sided copies, see page 11-2.

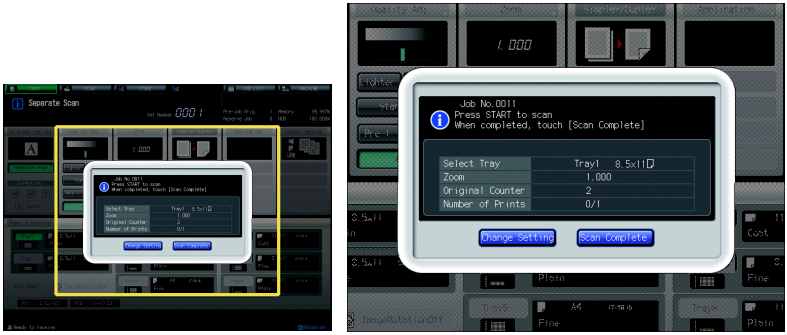
4 Select additional copy conditions, as desired.

5 Press [Start] to scan.

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

6 Replace the original on the original glass with the back side image original, then press [Start].

7 When all originals are scanned, touch [Scan Complete].



8 Press [Start] to print.

All the data in memory will be output.

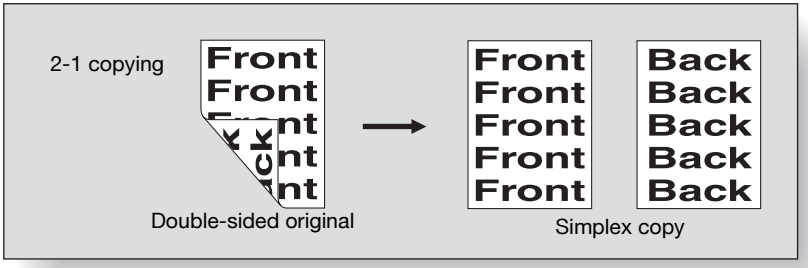


Detail

To delete the scanned data without printing, or to suspend the printing job, press [Stop]. For details, see page 8-17.

9.5.3 Making Single-Sided Copies from Double-Sided Originals

Use the ADF and select [2->1] mode to make single-sided copies from double-sided originals.

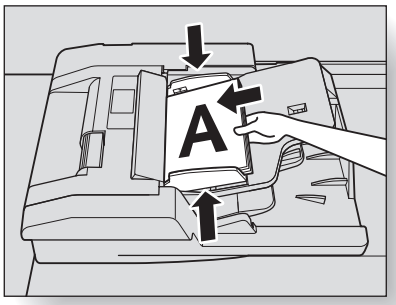


Prerequisites

- ✔ Specify the original direction according to that of the original loaded in the ADF.
- ✔ The normal single-sided copies (having the same edge as page top) can be made from double-sided originals printed upside down on the back pages.

1 Position the original in the ADF.

– For details on positioning the original, see page 8-7.



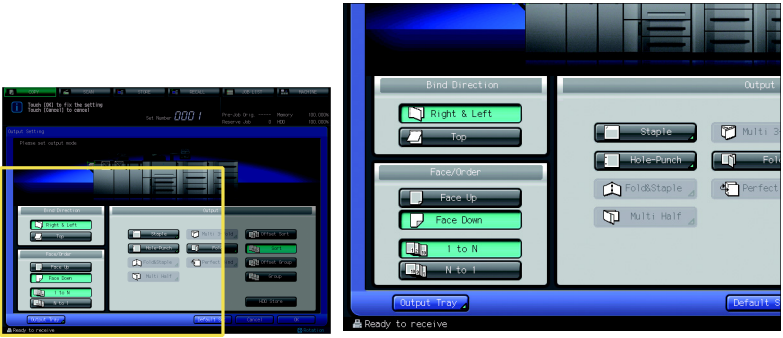
2 Touch [2->1] on the Copy Screen to highlight it.



3 Specify copy conditions for making copies from double-sided originals.

– Selecting the original set direction:
Touch and highlight the original direction key in the Original Setting area according to the direction of the original loaded in the ADF.

Selecting the original binding direction:
(1) Touch [Original Setting] to display the Original Setting Screen.
(2) To make normal double-sided copies (having the same edge as page top) from double-sided originals printed upside down on the back pages, touch [Top] in the Bind Direction area to highlight it.
(3) Touch [OK] to return to the Copy Screen.



For details of original direction setting, see page 9-2.
For details of original binding direction, see page 9-4.

4 Select additional copy conditions, as desired.

5 Press [Start] on the control panel.

9.6 Paper Setting

The following describes how to temporarily use another paper than any loaded in the trays, Auto Paper, and Image Rotation function.



Detail

The tray setting for each tray can be made from [Tray Setting] provided on the Machine Status Screen. For details, see POD Administrator's Reference.

9.6.1 Using Paper Not Specified to Any Tray: Paper Presetting

Each paper tray has been preset with paper size, paper specifications, and air assist auto/on/off. (Tray Setting)

Paper Size:

In the tray setting, each tray has been set for a standard size to be detected by the machine, or a specific (custom, wide paper, tab paper) size for some exclusive use.
The tray specified as standard sizes or tab paper size allows Auto Paper, Auto Zoom, and Image Rotation to function, and the tray specified as wide paper size allows Auto Zoom and Image Rotation.
The size selection for each tray can be changed temporarily in paper presetting.

Paper Specifications:

In the tray setting, various paper conditions (Name, Paper Type, Weight, Colored Paper, Hole-Punch, Both Sides Adjustment, Process Adjustment) are specified for each tray.
The selection for each can also be changed temporarily in paper presetting to make a copy using different type of paper.



Note

The Air Assist Auto/On/Off setting cannot be changed in paper presetting.



Detail

Paper size or specifications changed in Paper Presetting cannot be registered. To register the changed setting, make it from [Tray Setting] provided on the Machine Status Screen. For details, see POD Administrator's Reference.

To register a custom size, use [Custom Register/Delete] on the Machine Status Screen. For details, see POD Administrator's Reference.

For details of paper type specifications, see POD Administrator's Reference.

For details of Transfer Offset Adjustment and Pressure Power Setting of Process Adjustment, contact your service representative.

If you want to use another paper than any loaded in the trays, follow the procedure below to change the setting of the tray to be used.

Prerequisites

- ✔ With [Standard] selected in tray setting, the machine automatically detects the standard paper size loaded in the tray. In paper presetting, however, specify the standard size manually as you may set a size different from that currently loaded.
- ✔ Available range of custom size depends on the paper tray to be loaded. The minimum custom size can be changed. Contact your service representative, if desired.
- ✔ Wide paper varies in dimensions even though having the same size name. Be sure to check and enter actual dimensions of the wide paper to be used.
  Available range of wide size depends on the paper tray to be loaded.
- ✔ Two types of Tab Paper Setting Screen are provided; one for specifying a standard size and the other for custom size. Touch [Standard]/[Custom] provided on the screen to switch them.
- ✔ When changing the paper specifications, it is recommended that you first recall the desired setting by selecting it from registered items, then modify the specifications as desired.

1 Touch [COPY] tab to display the Copy Screen, then check the tray setting specified for each tray.

– Each key displays paper size, weight, type/name, and paper amount remaining in the tray.





2 Load copy paper into the tray with the setting to be changed.

– The changed setting will not be cleared when copying job is completed using that tray.

3 Touch [Paper Presetting].

The Paper Presetting Screen will be displayed.

4 Select the tray to change the setting.

– Touch the desired tray key to highlight it.





5 Change the paper size temporarily.

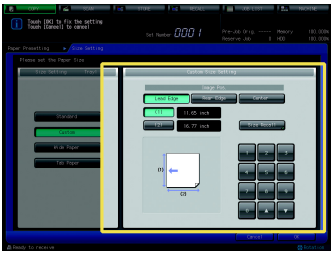
– Touch [Change Set] on the right side of Paper Size.
The Size Setting Screen will be displayed. Select one of the following four options:
Standard, Custom, Wide Paper, Tab Paper

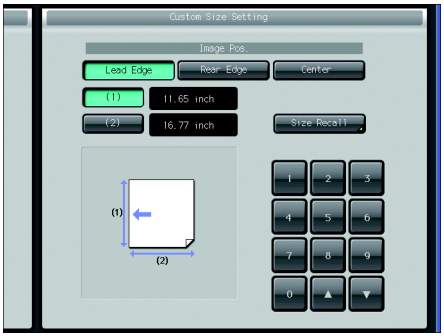
– To select Standard:
(1) Touch [Standard] to highlight it.
(2) Touch the desired size key to highlight it.
(3) Touch [OK] to complete the setting.



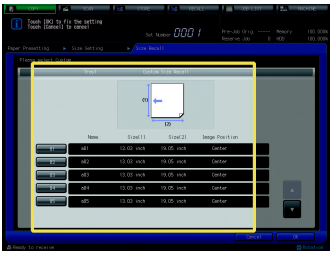


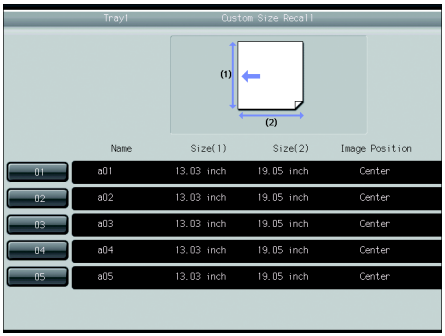
– To select Custom:
(1) Touch [Custom] to highlight it.
(2) Touch the lengthwise/widthwise dimension key to highlight it, then use [▲], [▼], or screen keypad to enter the desired special size.
(3) Touch [Lead Edge], [Rear Edge], or [Center] to specify the desired image position.





(4) To recall a custom size previously registered, touch [Size Recall]. Use [▲]/[▼] to scroll to the desired number key, touch the key to highlight it, then touch [OK].

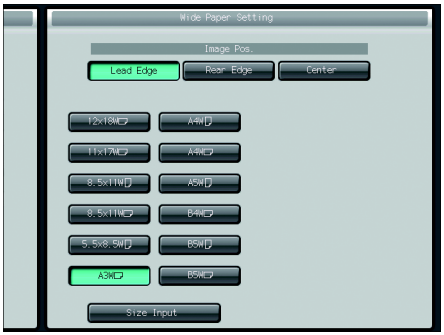




(5) Touch [OK] to complete the setting.

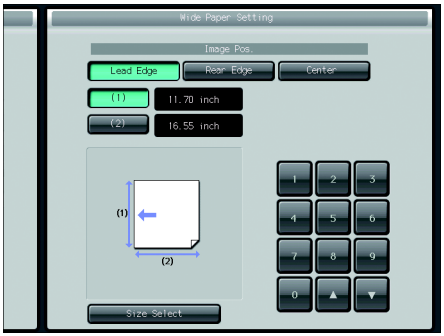
– To select Wide Paper:
(1) Touch [Wide Paper] to highlight it.
(2) Touch the desired wide size key to highlight it.
(3) Touch [Lead Edge], [Rear Edge], or [Center] to specify the desired image position.





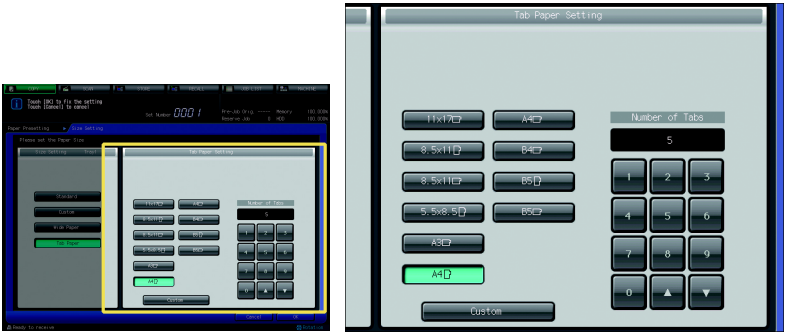
(4) To enter a specific wide size, touch [Size Input] to display the Size Input Screen.
(5) Select the lengthwise dimension key to highlight it, then use [▲], [▼], or screen keypad to enter the desired special size. Entered size should fall within the range from the lengthwise dimension of the standard size corresponding to the selected wide size, to a maximum of 12.76 inches.
(6) Similarly, select the widthwise dimension key and enter the desired special size. Entered size should fall within the range from the widthwise dimension of the standard size corresponding to the selected wide size, to a maximum of 18.23 inches.



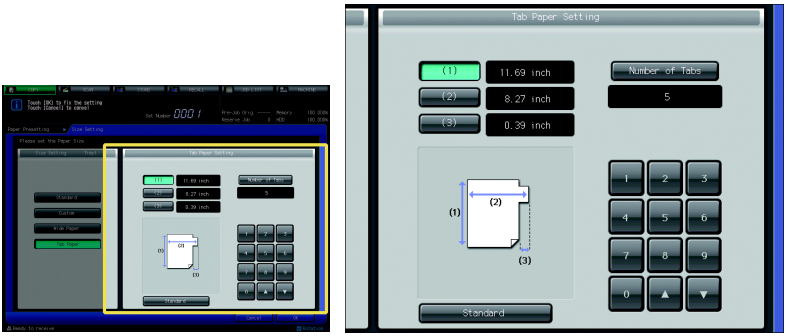


(7) Touch [Size Select] to restore the Size Setting Screen.
(8) Touch [OK] to complete the setting.

– To select Tab Paper:
(1) Touch [Tab Paper] to highlight it.
(2) Touch the desired tab paper size key to highlight it.



(3) Use [▲], [▼], or screen keypad to enter the number of tabs. Setting range is from 1 to 15.
(4) If a custom tab paper size is desired, touch [Custom] to display the screen for custom tab paper setting.
(5) Touch the lengthwise/widthwise/tab extension dimension key to highlight it, then use [▲], [▼], or screen keypad to enter the desired size.



To change the number of tabs from the screen for custom tab paper setting, touch [Number of Tabs] to highlight it before using the screen keypad.

(6) Touch [OK] to complete the setting.

6 Change the paper specifications.

– Change the paper specifications of the tray either by selecting the one previously registered or by programing a new setting.

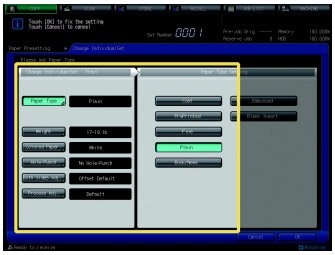
– To select a paper setting:
(1) Touch [Recall].
(2) Use [▲] or [▼] to scroll to the desired entry on the list, then touch the number key to highlight it.
(3) Touch [OK].





– To program a new setting:
(1) Touch [Change Set].

(2) Touch [Paper Type] to highlight it.
Touch the desired paper type key to select it.





[PrePrinted] is available only for Paper Feeding Unit with Suction Feeding System PF-703, and for Paper Feeding Unit PF-702 with PrePrinted Paper Feeding Kit PP-701 mounted. Be sure not to select it for any other tray.

(3) Touch [Weight] to highlight it.
Touch the desired paper weight key to select it.



Available paper weight depends on the tray to be specified.

(4) Touch [Colored Paper] to highlight it.
Touch the desired color key to select it.



(5) Touch [Hole-Punch] to highlight it.
Touch [Pre-Punched] when using paper with punch holes, or touch

[No Hole-Punch] for normal paper.

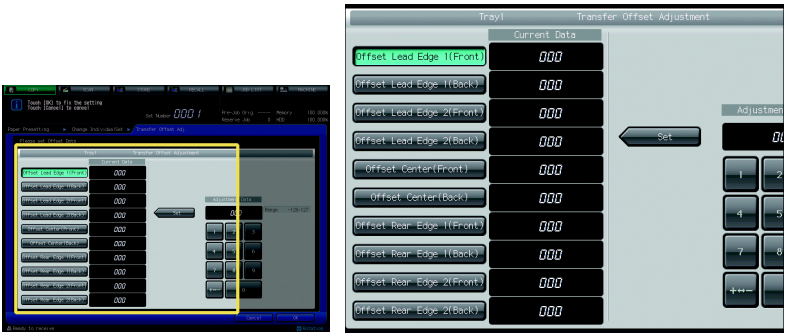


(6) Touch [Both Sides Adj.] to highlight it.
Touch [Front Side] or [Back Side] to select the printed side to be adjusted, touch [Vertical], [Horizontal], [Up/Down], or [Right/Left] to select the adjustment item.
Use [▲], [▼], or screen keypad to enter the desired adjustment value, and touch [+<->–] to select the value to be positive or negative.

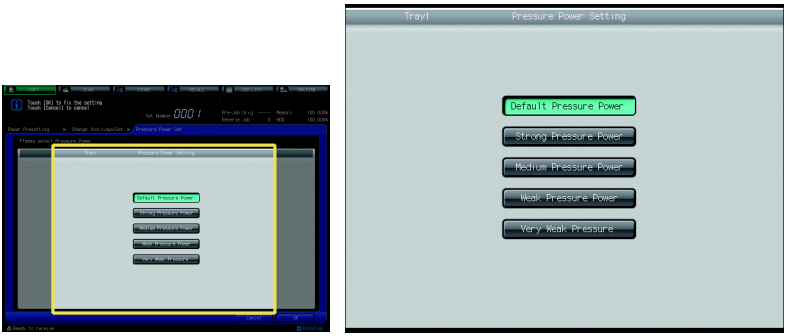


(7) Touch [Process Adj.], then touch [Transfer Offset Adj.].
Touch the desired adjustment item key to highlight it. Use the screen keypad to enter the adjustment value, and [+<->–] to select the value to be positive or negative. Touch [Set] to fix it.
Available range: –128 to +127

Touch [OK] to complete the setting.



(8) Touch [Process Adj.], then touch [Pressure Power Setting].
Touch the desired key to highlight it.
Touch [OK] to complete the setting.



7 Touch [OK].

Check the current settings displayed in the paper presetting list.

8 Touch [Close] on the Paper Presetting Screen.

The tray key with the paper setting changed will display the newly specified settings.



9.6.2 Selecting Paper Size Automatically: Auto Paper

Auto Paper detects the original size placed on the ADF or original glass and automatically selects and feeds copy paper of the same size (×1.0 magnification mode), or selects an appropriate size according to the magnification ratio selected (Zoom mode).

Detail

The original sizes to be detected from the ADF or original glass are previously determined. See page 3-15 for details.

The original sizes to be detected from the ADF or original glass can be changed. See POD Administrator's Reference.

The administrator can set a tray or paper condition to be incompatible with Auto Paper. See POD Administrator's Reference.

The machine can be set to deactivate Auto Paper when original is set in the ADF or on the original glass. See POD Administrator's Reference.

Prerequisites

- ✔ Auto Paper is incompatible with Auto Zoom, while Image Rotation is available.
- ✔ Auto Paper will not select the tray of the size specified as Custom.

1 Close the ADF securely, and then press [Reset] on the control panel.

– [Auto Paper] is initially selected on the Copy Screen.





2 Position the original.

– For details on positioning the original, see page 8-7.

The tray loaded with an appropriate paper size will be selected automatically.
Or, a message will prompt you that an appropriate size cannot be found in any tray. In this case, load paper of the size referred in the message.



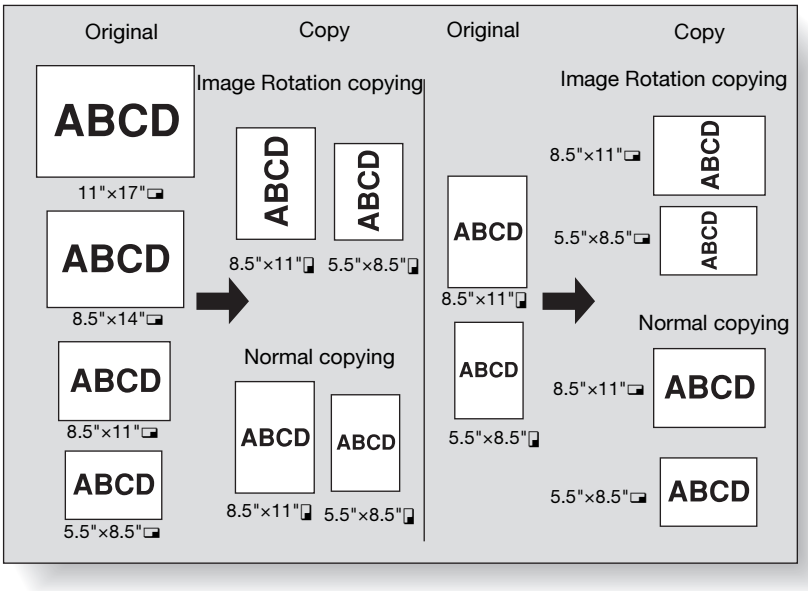
Reminder

Auto Paper may not function for the tray due to the paper specifications registered for that tray, even with the selected size loaded.

9.6.3 Turning On/Off the Image Rotation

This function allows you to utilize Auto Paper or Auto Zoom and copy the original documents onto size 8.5" × 11" or 5.5" × 8.5", irrespective of the copy paper feeding direction.
For example, when 8.5" × 11" ▭ copy paper is loaded in a tray and 8.5" × 11" ▯ original is detected, the machine automatically rotates the original image by 90 degrees and output the 8.5" × 11" copy to match the direction of the copy paper. Also, the original to be placed only in landscape (▭) orientation (e.g., 11" × 17", 8.5" × 14") can be copied onto paper loaded in a tray in portrait orientation (▯) with the appropriate magnification ratio.

Detail
The timing to operate this function can be specified in the Utility mode. See the POD Administrator's Reference.



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

Prerequisites

- ✔ Copy paper sizes: 8.5" × 11" ▭/▯, 5.5" × 8.5" ▭/▯
- ✔ Original sizes: 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, 5.5" × 8.5" ▭/▯

1 Touch [COPY] tab to display the Copy Screen, then touch [Image Rotation Off] to highlight it.

When Image Rotation is released, the Rotation icon on the Copy Screen will disappear to indicate that this function is canceled.



2 Touch to deselect [Image Rotation Off] to resume this function.

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



9.7 Setting Reserve Job

The Reserve function allows you to set up a new job while scanning a current job. Scanning the reserve job becomes available when the current job is completed with scanning and starts printing. When the current job is finished, the reserve job starts printing immediately.

The reserve job setting procedure varies depending on the default screen selection.

Note

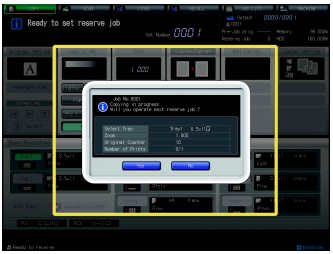
Service can set the machine to disable this function. Contact your service representative, if desired.

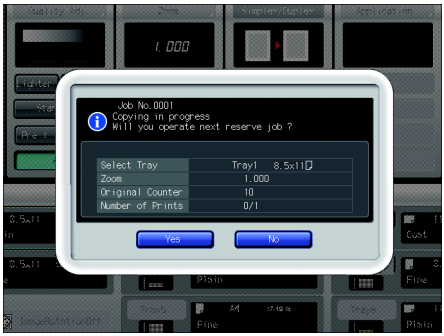
Prerequisites

- ✔ Job settings: Max. 100
- ✔ The default screen setting can be made in the Utility mode. For details, see POD Administrator's Reference.

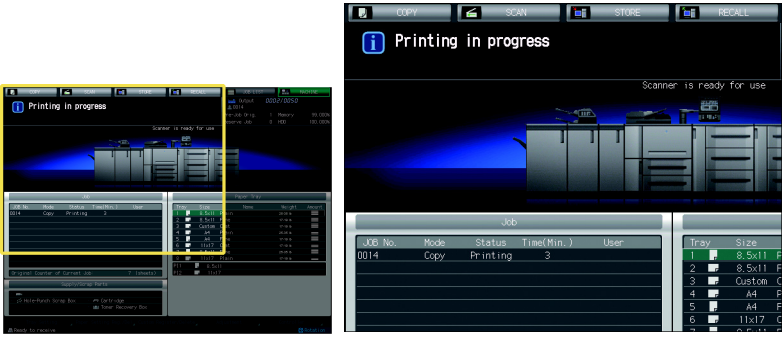
1 Display the Copy Screen.

- When the Machine Status Screen is selected as default:
  The following popup screen will be displayed after the machine starts to scan the current job.
  Touch [Yes] to make a reserve job setting.



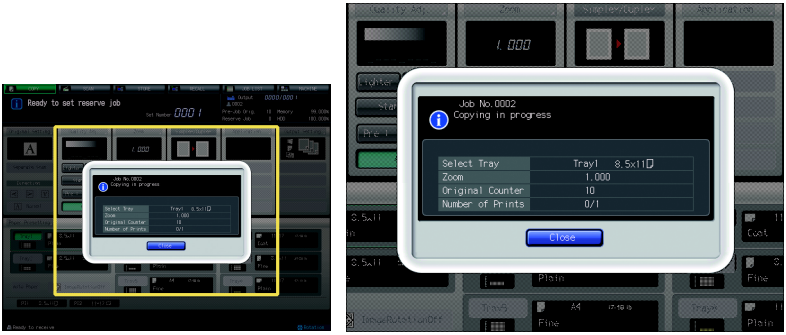


Touching [No] will return to the Machine Status Screen with the message "Printing in progress" displayed.
In this case, touching [COPY] tab will display the Copy Screen and allows you to make the reserve job setting.



– When the Job List Screen is selected as default:
The same popup screen as above will be displayed. Setting procedure is also the same as above.

– When the Copy Screen is selected as default:
The following popup screen will be displayed after the machine starts to scan the current job.
Touch [Close] to set reserve job.



2 Select copy conditions for the reserve job as desired, position original(s), then press [Start].

– Repeat steps 1 and 2. Up to 100 reserve jobs can be entered.
– To check and operate the reserve jobs, touch [JOB LIST] tab to display the Job List Screen. See page 12-2 for details.

3 Printing on the reserve job will start automatically after completing the current job.



Detail

The machine can be set to start scanning automatically on loading the original in the ADF while the message "Ready to set reserve job" is displayed on the Copy Screen. For details, see POD Administrator's Reference.

If any trouble occurs on a reserve job, see page 5-18 to page 5-22.

9.8 Copy Conditions Incompatible with Basic Job Settings

Copy Conditions Incompatible with Basic Settings			Basic																					Quality									
																	Original Setting													Original Type				Background Removal	
																				Custom Size												
			1>1	1>2	2>1	2>2	Using Original Glass	Using ADF	APS	AMS	x1.0	Zoom	Preset Magnification	Image Rotation Off *34	Mixed	Z-Folded Orig.	Single Feed	except Full Area	Full Area (Input Size)	Tab Paper Size	Manual Density	AES	Preset Density Level	Text/Photo	Dot Matrix	Photo	Text	Darker	Lighter
Basic	1>1			○	○	○																										
	1>2		○		○	○	*11																									
	2>1		○	○		○	○													▲											
	2>2		○	○	○		○													▲											
	Using Original Glass			*11	○	○										▲																
	Using ADF																															
	APS									○									○	○												
	AMS								○		○	○	○						○	○												
	x1.0									○		○	○																			
	ZOOM									○	○		○		*29																	
	Preset Magnification									○	○	○																				
	Image Rotation Off *34																															
	Original Setting	Mixed														○	○	○	×	×	×											
		Z-Folded Orig.					○									○		○	×	×	×											
		Single Feed														○	○															
		Custom Size: except Full Area														×	×			○	○											
		Custom Size: Full Area (Input Size)							×	×						×	×		○		○											
		Tab Paper Size			▲	▲			×	×						×	×		○	○												

Copy Conditions Incompatible with Quality Settings			Basic																					Quality									
																	Original Setting													Original Type				Background Removal	
																				Custom Size												
			1>1	1>2	2>1	2>2	Using Original Glass	Using ADF	APS	AMS	x1.0	Zoom	Preset Magnification	Image Rotation Off *34	Mixed	Z-Folded Orig.	Single Feed	except Full Area	Full Area (Input Size)	Tab Paper Size	Manual Density	AES	Preset Density Level	Text/Photo	Dot Matrix	Photo	Text	Darker	Lighter
Quality	Manual Density																					×	×									
	AES																				×		×									
	Preset Density Level																				×											
	Original Type	Text/Photo																														
		Dot Matrix																														*28
		Photo																														
		Text																														
	Background Removal	Darker																							*12							
		Lighter																														

Copy Conditions Incompatible with Basic Settings			Output: Sort	Offset Sort (Outout Position Switch) *19	Offset Sort (Partitio Paper Insertion, Print Stop) *19	Group	Offset Group (Output Position Switch) *19	Offset Group (Partitio Paper Insertion, Print Stop) *19	Sort (Rotation)	Group (Rotation)	Corner Staple (Left Corner)	Corner Staple (Right Corner)	2 point Staple (Upper)	2 point Staple (Left)	2 point Staple (Right)	Fold & Staple	Multi Half Fold	Multi 3-Fold (Inside Print)	Multi 3-Fold (Outside Print)	Z-Fold	Half Fold (Inside Print)	Half Fold (Outside Print)	Tri-Fold-in (Inside Print)	Tri-Fold-in (Outside Print)	Tri-Fold-out (Inside Print)	Tri-Fold-out (Outside Print)	Double Parallel (Inside Print)	Double Parallel (Outside Print)
Basic	1>1																											
	1>2																											
	2>1																											
	2>2																											
	Using Original Glass																											
	Using ADF																											
	APS																											
	AMS																											
	x1.0																											
	ZOOM																											
	Preset Magnification																											
	Image Rotation Off *34																											
	Original Setting	Mixed							×	×						×	×	×	×									
		Z-Folded Orig.							×	×																		
		Single Feed																										
		Custom Size except Full Area																										
		Custom Size Full Area (Input Size)							×	×																		
		Tab Paper Size							×	×																		

Copy Conditions Incompatible with Quality Settings			Output: Sort	Offset Sort (Output Position Switch) *19	Offset Sort (Partition Paper Insertion, Print Stop) *19	Group	Offset Group (Output Position Switch) *19	Offset Group (Partition Paper Insertion, Print Stop) *19	Sort (Rotation)	Group (Rotation)	Corner Staple (Left Corner)	Corner Staple (Right Corner)	2 point Staple (Upper)	2 point Staple (Left)	2 point Staple (Right)	Fold & Staple	Multi Half Fold	Multi 3-Fold (Inside Print)	Multi 3-Fold (Outside Print)	Z-Fold	Half Fold (Inside Print)	Half Fold (Outside Print)	Tri-Fold-in (Inside Print)	Tri-Fold-in (Outside Print)	Tri-Fold-out (Inside Print)	Tri-Fold-out (Outside Print)	Double Parallel (Inside Print)	Double Parallel (Outside Print)	Gate (Inside Print)	Gate (Outside Print)	2-Hole Punch (Right)	2-Hole Punch (Left)	2-Hole Punch (Top)
Quality	Manual Density																																
	AES																																
	Preset Density Level																																
	Original Type	Text/Photo																															
		Dot Matrix																															
		Photo																															
		Text																															
	Background Removal	Darker																															
		Lighter																															

Copy Conditions Incompatible with Basic Settings			Output: Gate (Inside Print)	Gate (Outside Print)	2-Hole Punch (Right)	2-Hole Punch (Left)	2-Hole Punch (Top)	3-Hole Punch (Right)	3-Hole Punch (Left)	3-Hole Punch (Top)	Face Up	Face Down	1 to N	N to 1	Right & Left	Top	HDD Store *3	Perfect Bind	Multi Punch	Application: File Edit: Program Job	Insert Sheet	Insertion using PI	Front Cover (Tray)	Back Cover (Tray)	Front PI (Upper/Lower)	Back PI (Upper/Lower)	Chapters	Chapter (Print Insertion)
Basic	1>1																										○	○
	1>2										×																	
	2>1																										○	○
	2>2										×																	
	Using Original Glass																										*30	*30
	Using ADF																											
	APS																			○		○	○					○
	AMS																											
	x1.0																											
	ZOOM																											
	Preset Magnification																											
	Image Rotation Off *34																											
	Original Setting	Mixed															*18	×	×	×	×	×				×	×
		Z-Folded Orig.																										
		Single Feed																									×	×
		Custom Size except Full Area																										
		Custom Size Full Area (Input Size)																	▲									
		Tab Paper Size																		×	×	×	×	×			×	×

Copy Conditions Incompatible with Quality Settings			Output: 3-Hole Punch (Right)	3-Hole Punch (Left)	3-Hole Punch (Top)	Face Up	Face Down	1 to N	N to 1	Right & Left	Top	HDD Store *3	Perfect Bind	Multi Punch	Application: File Edit: Program Job	Insert Sheet	Insertion using PI	Front Cover (Tray)	Back Cover (Tray)	Front PI (Upper/Lower)	Back PI (Upper/Lower)	Chapters	Chapter (Print Insertion)	Combine Originals	Booklet	Adhesive Binding	Insert Image	Book Copy
Quality	Manual Density																											
	AES																											
	Preset Density Level																											
	Original Type	Text/Photo																										
		Dot Matrix																										
		Photo																										
		Text																										
	Background Removal	Darker																										
		Lighter																										

| Copy Conditions Incompatible with Basic Settings | | | Application | | |

None: Compatible
× : Grayed out (including automatic release)
▲: Displays warning message.
○ : Originally incompatible but selectable (Function last selected or in the top row has priority.
– : Not specified

*1: Back cover is unavailable. A message displays when unavailable.
*2: 2 in 1, 4 in 1 in Page No. of Stamp, and 2 Repeat are available. Grayed out when unavailable.
*4: Overlay is unavailable in Program Job.
*6: Available only when Booklet is selected.
*8: Selecting Auto in Image Repeat, No Image Area Erase will also be selected automatically and cannot be released.
*9: Image Rotation without Auto Zoom is unavailable in Mixed mode. (Mixed mode or last selected function has priority.)
*10: Image Rotation is unavailable if staple or punch position is interfered when either function is selected.
*11: Separate Scan mode is selected automatically.
*12: If Dot Matrix is selected with minus level in Background Adjustment, the Background Adjustment will be restored to 0.
*13: Selecting Multi Tri-Fold automatically specifies Face/Order setting. (The last selection in Multi Tri-Fold has priority.)
With Outside Print selected: Selects 1 to N and Face Up (or Face Down in duplex printing) automatically.
With Inside Print selected: Selects N to 1 and Face Down automatically.
*14: Only 2 Repeat (including reverse order mode) is unavailable.
*15: Only 2 Repeat (including reverse order mode) is available.
*16: Unavailable when selecting a main body tray as cover source.
*17: Available only when selecting PB tray as cover source.
*18: Unavailable without Auto Paper and Z-Fold selected.
*19: Available when selecting the primary (main) tray of large capacity stacker or of staple finisher as output tray. (Grayed out if not.)
*20: Selects Sort. Offset Sort, Group, and Offset Group are grayed out.
*21: Selects Sort. Offset Sort and Offset Group are grayed out.
*22: Selects Group. Offset Sort and Offset Group are grayed out.
*23: Selects Sort. Group and Offset Group are grayed out.
*24: Selects Offset Sort. Group and Offset Group are grayed out.
*25: Selects Sort. Offset (Rotation) Sort, Group, and Offset (Rotation) Group are grayed out.
*26: Selects Sort. Offset (Rotation) Sort and Offset (Rotation) Group are grayed out.
*27: Selects Group. Offset (Rotation) Sort and Offset (Rotation) Group are grayed out.
*28: Minus level setting in Background Adjustment is unavailable.
*29: Selects ×1.0 magnification.
*30: Without Separate Scan mode, the message to close the ADF will be displayed.
*31: With Front/Back With Cover mode in Book Copy selected, Annotation will be grayed out, and vice versa.
*32: 2 in 1, 4 in 1 with Page No. of Stamp, and 2 Repeat modes are available. (Grayed out when unavailable.)

*33: With any mode other than 2 Repeat selected, Registered Overlay will be grayed out. With Registered Overlay selected, any mode except 2 Repeat will be grayed out.

*34: With Image Rotation icon displayed on the screen, Image Rotation functions even if Image Rotation Off is selected.

*35: Available only when service representative is specified.

10 Application Functions

10 Application Functions

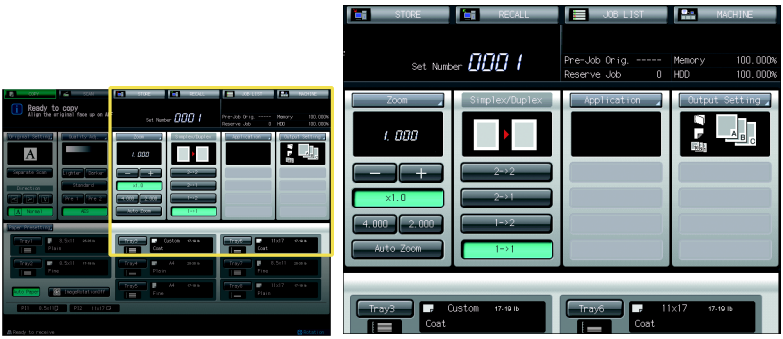
10.1 To Use Application Function

Follow the procedure below to display the Application Screen and select the desired copying features.

To display Application Screen

1 Touch [COPY] tab on the Machine Status Screen to display the Copy Screen.

2 Touch [Application] on the Copy Screen.



– The Application Screen will be displayed on the touch panel.



– If you touch a shortcut key, another screen or two will display to enable you to enter appropriate settings (except for Program Job, No Image Area Erase, Neg. Pos. Reverse, Image Centering and All-image Area).
– Various functions can be used in combination, however, if one function on the menu is incompatible with another, it will appear dimmed.

? Do you want to restore the previous setting?
➔ Touch [Cancel].

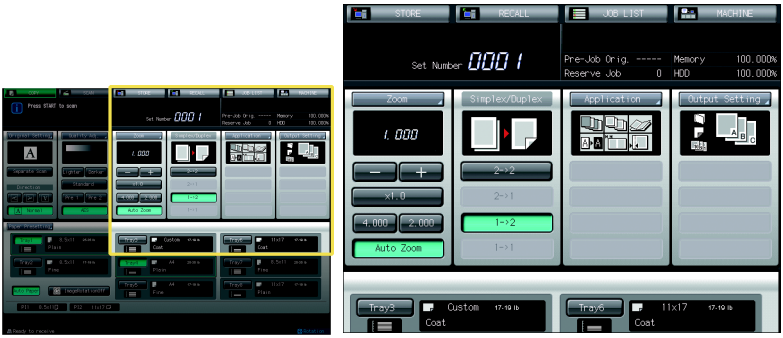
? Do you want to cancel all the selected application functions with the setting made for each remained?
➔ Touch [All Off] on the Application Screen.

? Do you want to resume the initial setting?
➔ Press [Reset] on the control panel.

3 Touch [OK] on the Application Screen to return to the Copy Screen.

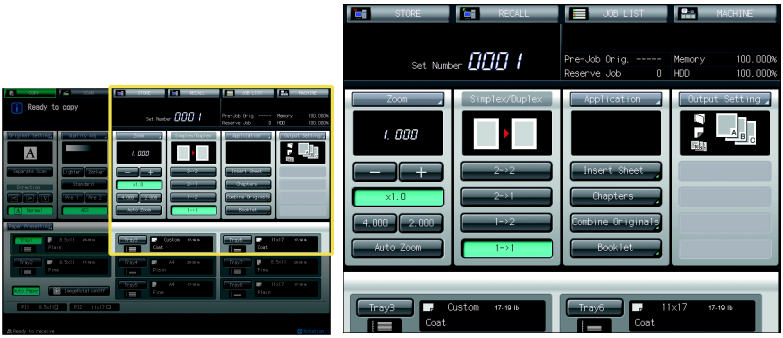
Icons under [Application] on the Copy Screen

When any setting is made on the Application Screen, the icon of selected function (up to six icons) will be displayed in the area under the [Application] key on the Copy Screen.
This function allows you to check the application functions currently selected at a glance from the Copy Screen.



Keys under [Application] on the Copy Screen

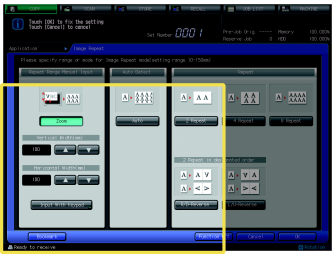
The keys under [Application] are provided to display up to four application functions, allowing you to ease the setting by a single touch, or to directly jump to the setting screen for each. For details, see Section 13 and POD Administrator's Reference.



Bookmark

You may find a [Bookmark] key on some subsequent screens, such as Front Cover Setting Screen of Insert Sheet. Touch this key to highlight it and perform one of the following operations, so that the screen can be directly accessed from the screen currently displayed.

- Touching the application function key of that subsequent screen on the Application Screen
- Touching the shortcut key under [Application] on the Copy Screen
- Changing the setting of application function from the Check Screen





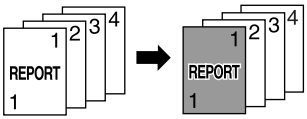
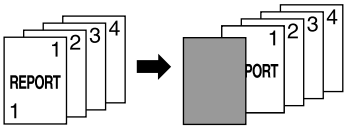
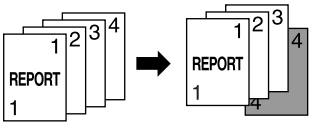
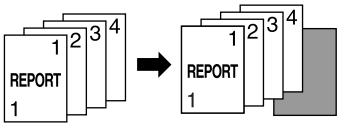
10.2 Inserting Sheets and Covers: Insert Sheet

Use Insert Sheet in print mode or blank mode to insert chapter sheets or separator sheets into the finished set, as well as front and back covers.

The covers and insertions can be fed from the tray source different from that of body sets, and also available from optional PI-PFU Tray and post inserter of Folding Unit FD-503, if mounted. In this section, these optional equipments are called as post inserters.

Front/Back Cover setting

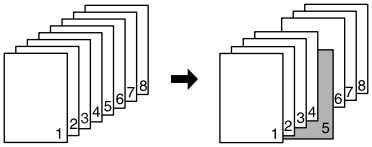
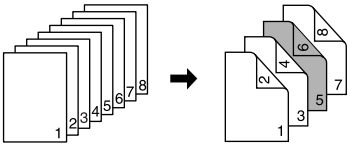
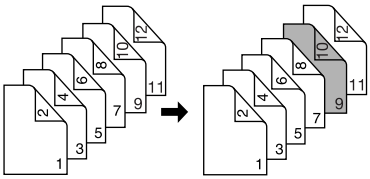
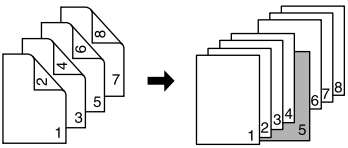
The following functions are provided in Front/Back Cover setting. Front Cover (Print or Blank) and Back Cover (Print or Blank) settings are compatible.

Function	Description
Front Cover + Print	The first page of the original will be printed onto the front cover. When making double-sided copies, the second page of the original will be printed onto the back side of front cover. 
Front Cover+ Blank	A blank sheet for front cover will be inserted as the first sheet of copied set. The same result will be obtained when making double-sided copies. 
Back Cover + Print	The last page of the original will be printed onto the back cover. When making double-sided copies, the last two pages of the original will be printed onto both sides of back cover. 
Back Cover + Blank	A blank sheet for back cover will be inserted as the last sheet of copied set. The same result will be obtained when making double-sided copies. 

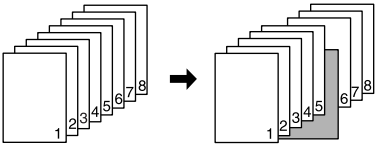
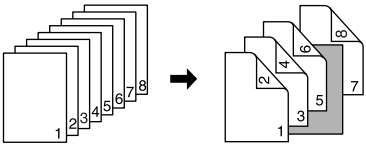
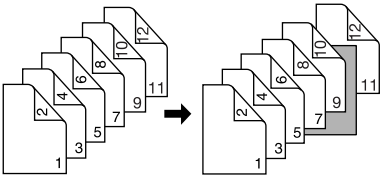
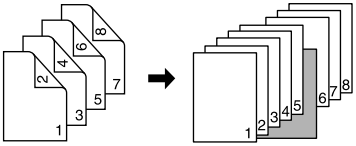
Insert Sheet setting

Insert Sheet setting provides the following output variations according to the original and copy type (simplex/duplex).

e.g. Selecting [Print] with page 5 specified as insertion location:

Simplex/Duplex	Description
1➔1	The 5th page of single-sided original is copied onto the insertion, which will be the 5th sheet of copied set. 
1➔2	The 5th and 6th pages of single-sided original are copied onto both sides of the insertion, which will be the 3rd sheet of copied set. With page 6 specified, the same result will be obtained. 
2➔2	The 9th and 10th pages of double-sided original are copied onto both sides of the insertion, which will be the 5th sheet of copied set. With page 6 specified, the 11th and 12th pages of the double-sided original are duplex-copied onto the insertion which will be the 6th sheet of copied set. 
2➔1	The 5th page of double-sided original is simplex-copied onto the insertion, which will be the 5th sheet of copied set. 

e.g. Selecting [Blank] with page 5 specified as insertion location:

Simplex/Duplex	Description
1➔1	A blank insertion will be added as the 6th sheet of copied set, after the 5th page of single-sided original is simplex-copied. 
1➔2	A blank insertion will be added as the 4th sheet of copied set, after the 5th and 6th pages of single-sided original are duplex-copied. With page 6 specified, the same result will be obtained. 
2➔2	A blank insertion will be added as the 6th sheet of copied set, after the 9th and 10th pages of double-sided original are duplex-copied. With page 6 specified, a blank insertion will be added as the 7th sheet of copied set, after the 11th and 12th pages of double-sided original are duplex-copied. 
2➔1	A blank insertion will be added as the 6th sheet of copied set, after the 5th page of double-sided original is simplex-copied. 

Prerequisites

- ✔ Use ADF. Use Separate Scan mode if original count exceeds 100 or if original glass is desired for scanning the original. See page 9-20 for details.
- ✔ Trays for copy paper, front and back covers, and insertions should have the same paper size loaded. (Auto Zoom is automatically selected.)
- ✔ Two (front and back) covers can be fed from tray 1–8, and up to 40 (20 each for front and back) covers from the post inserter. When attaching covers from both main body tray and post inserter, the post inserter will feed the first (front) cover and the last (back) cover.
- ✔ Insert Sheet setting: 100 locations at maximum, from page 1 to 999, excluding front and back covers. Up to 100 sheets of insertions are available to be inserted, excluding front and back covers.

1 Position the original.

2 Load paper into the tray.

- Load regular sheets, insertion sheets and covers into any tray. When using the post inserter, load covers or insertion sheets into the post inserter tray.
  Be sure that the trays for copy paper, front/back cover, and insertions have the same paper size loaded.
- Check the tray information on the Machine Status Screen or Copy Screen and use the specified paper; otherwise machine trouble may occur.
- To use another paper type/size than the specified paper, touch [Paper Presetting] on the Copy Screen to change the setting. See page 9-47 for details.

3 Touch [Application] on the Copy Screen.

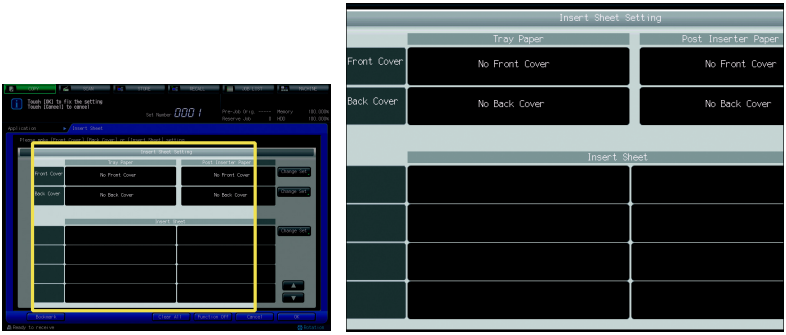
4 Touch [Insert Sheet] on the Application Screen.



The Insert Sheet Screen will be displayed.

5 Select the desired cover mode.

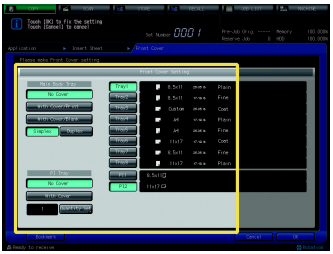
– To insert a front cover, touch [Change Set] on the right side of the Front Cover row to display the Front Cover Setting Screen.
To insert a back cover, touch [Change Set] on the right side of the Back Cover row to display the Back Cover Setting Screen.



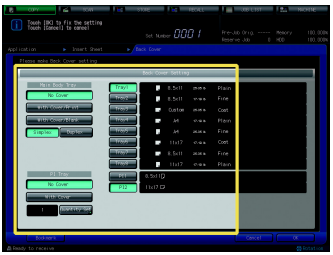
– Setting in Main Body Tray area:
Select the desired cover mode.
To copy on the cover, touch [With Cover/Print].
To attach a blank cover, touch [With Cover/Blank].

Select the original type of the cover.
Touch [Simplex] for single-sided original, or touch [Duplex] for double-sided original.

Touch a tray key to select the desired cover sheet tray source.





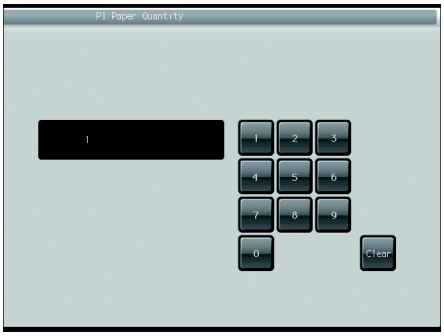




– Setting in PI Tray area:
Touch [With Cover] to use covers loaded in the post inserter, then select either of the PI tray keys provided on the screen.

From the post inserter, covers can be attached up to 20 sheets each for front and back.
Touch [Quantity Set] to specify the number of covers from the touch panel keypad, then touch [Fix].

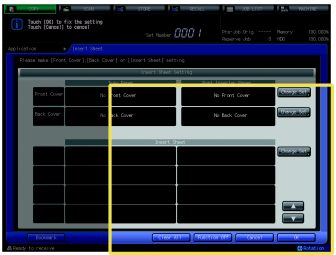




– Touch [OK] to complete the setting and return to the Insert Sheet Screen, or touch [Cancel] to restore the previous setting.

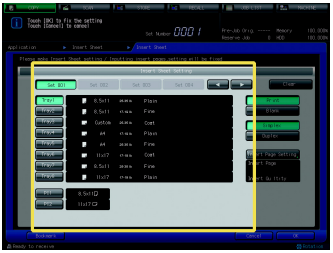
6 Select the desired insertion mode.

– Touch [Change Set] on the right side of the Insert Sheet area.





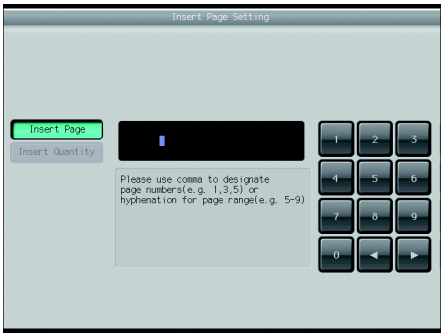
– The [Set 001] key in the left side area of the screen is active to ready for the first insertion type setting.
The setting as [Set 001] can specify only one combination of insertion type, original type, and tray source settings, while the page setting can be made for more than one location.
If another combination is desired, make those settings anew as [Set 002] and so on.
– Touch a tray key (including post inserter trays) to select the desired insertion tray source.
– Select the desired insertion mode.
To copy on the insertions, touch [Print].
To insert blank insertions, touch [Blank].
– Select the original type of the insertions.
With [Print] selected as insertion mode, touch [Simplex] for single-sided original, or touch [Duplex] for double-sided original.
With [Blank] selected, [Simplex] is automatically specified.





– Enter the page number.
Touch [Insert Page Setting] to display the Insert Page Setting Screen.
Use the keypad to enter the page number of insertion location.
Use “, (comma)” between pages, or “- (hyphen)” for consecutive pages.
Touch [Delete] to delete the last entered number, or touch [Clear] to clear all the pages entered.





– When all entries are made, touch [Fix]. The [Set 002] key appears highlighted on the screen. Make the next setting as [Set 002], if required.
– The settings made can be cleared by each setting number. Touch the desired setting number key to highlight it, then touch [Clear].
– Touch [OK] to complete the setting and return to the Insert Sheet Screen, or touch [Cancel] to restore the previous setting.

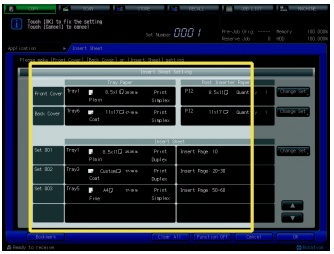
? Should the page number be entered from the smaller number?

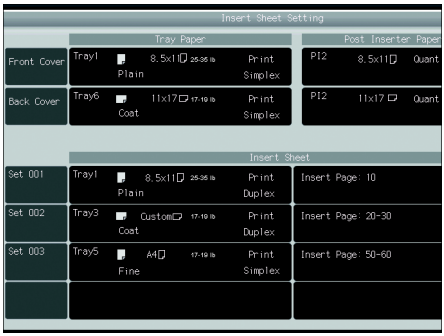
➔ Not necessary. The page number entered at random will be sorted automatically.

? What if the same page number is entered twice?

➔ The entry of the larger setting number takes priority. For example, when the same page number is entered both in [Set 002] and [Set 003], the insertion will be made as [Set 003].

7 Confirm the setting information on the screen.





– The Insert Sheet Screen provides the information of the setting made on each subsequent screen.
  If no setting change is desired, touch [OK] to return to the Application Screen.
– To clear the current setting and restore the previous setting, touch [Cancel].
– To release the Insert Sheet function with the current setting remained, touch [Function Off].
– To clear all the settings of Insert Sheet, touch [Clear All].

8 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Insert Sheet icon displayed under the [Application] key.

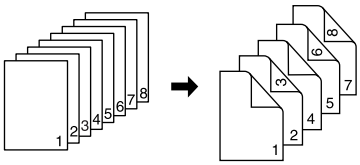
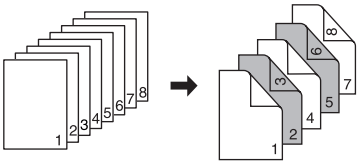
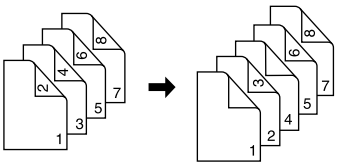
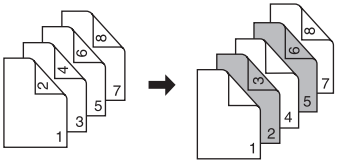
9 Enter the desired print quantity from the control panel keypad, then press [Start].

10.3 Locating Title Pages on the Right Side: Chapters

This function is used with ADF in 1-2 or 2-2 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.

e.g. Specifying pages 2 and 5 as title pages:

Simplex/Duplex	Description
1➔2	A blank page is automatically added before the 2nd and 5th pages of the original, so that they will be printed on the front side of double-sided copies. 
1➔2 + Print Insertion	The same page insertion is performed as above, and the chapter pages (2/3 and 5/6) will be printed on paper from another tray source. 
2➔2	Since one double-sided original sheet is counted as two pages, the copy result will be exactly the same as above in 1➔2 mode with None selected for Chapter paper. 
2➔2 + Print Insertion	The same page insertion is performed as above, and the chapter pages (2/3 and 5/6) will be printed on paper from another tray source. 

Prerequisites

- ✔ Use ADF. Use Separate Scan mode if original count exceeds 100 or if original glass is desired for scanning the original. See page 9-20 for details.
- ✔ Title page setting: 30 entries at maximum, from page 1 to 999
- ✔ The title page can be copied on the sheet from another tray source. (Print Insertion)
- ✔ Use Page No. of Stamp together with this function to print chapter number onto chapter page in addition to page number.

1 Position the original.

2 Touch [Application] on the Copy Screen.

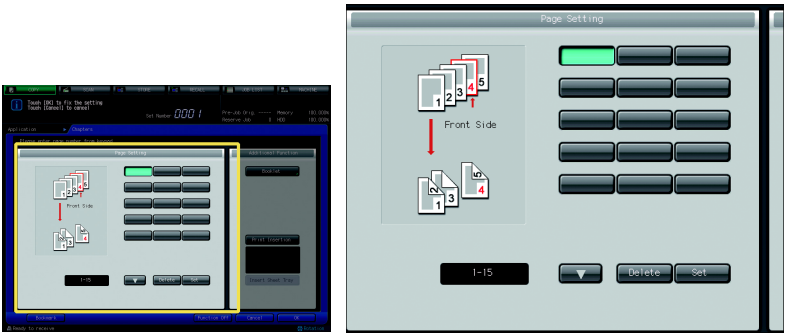
3 Touch [Chapters] on the Application Screen.



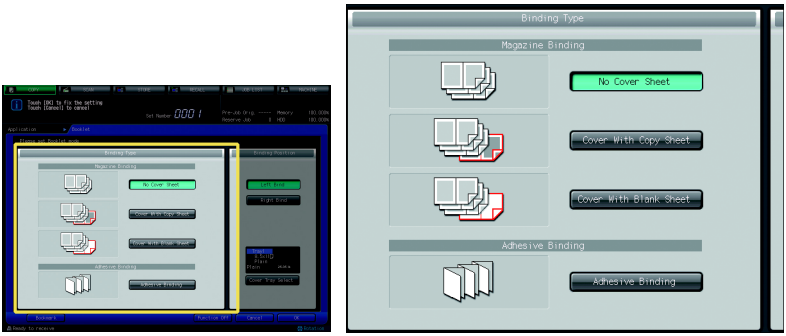
4 Enter the page number of each title page.

– 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.
To clear an incorrect entry, touch [Delete].
Repeat this procedure to make all the page entries.

– Up to 30 title pages can be specified.
To enter the 16th to 30th title page locations, touch [▼] to scroll to the next page.



– Touch [Booklet] on the Chapters Screen to use this function in combination. In this case, touching [OK] on the Booklet Screen will restore the Chapters Screen.



– To change the selection of paper tray for copying title pages, touch [Print Insertion] on the Chapters Screen to enable the [Insert Sheet Tray] key.
Use this key to change the currently selected paper tray displayed on the screen.





? What if an entered page number is larger than the total original page count?

➔ The entered page number will be ignored.

? Should the page number be entered from the smaller number?

➔ Not necessary. Chapter insertions occur in sequence even if original page numbers are entered out of sequence.

? What if the same page number is entered twice?

➔ The second entry will be ignored on the screen.

5 Touch [OK] to complete the setting.

– To restore the previous setting, touch [Cancel].
– To release the Chapters function with the current setting remained, touch [Function Off].

6 Touch [OK] on the Application Screen.

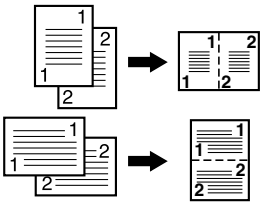
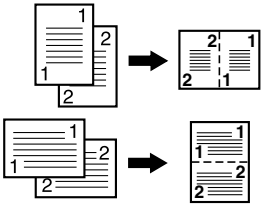
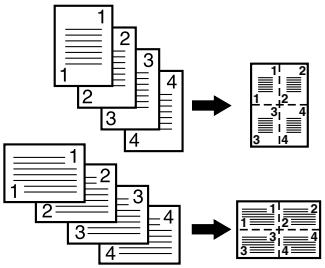
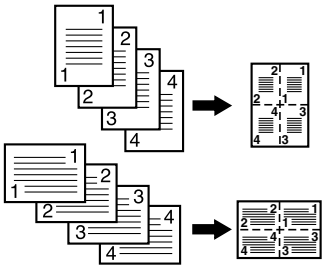
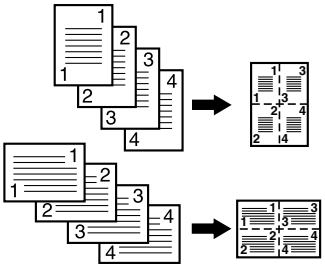
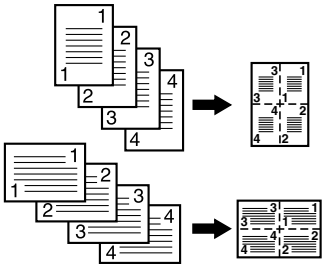
The Copy Screen will be restored, with the Chapters icon displayed under the [Application] key.

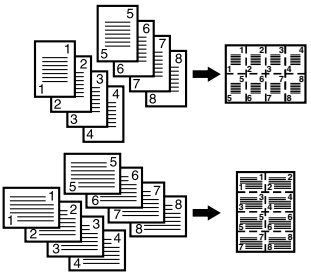
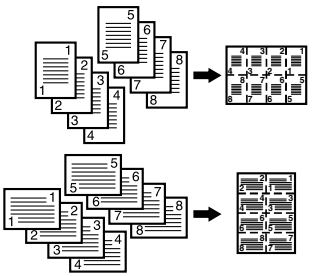
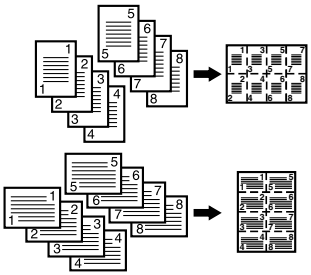
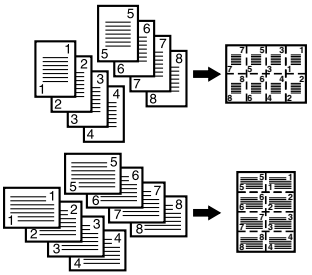
7 Enter the desired print quantity from the control panel keypad, then press [Start].

10.4 Lay Out Several Pages onto One Sheet: Combine Originals

Use this function to lay out and copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper, so that the paper use can be saved.

The following options are provided to Combine Originals. The direction of the page arrangement will vary according to the specified original binding margin.

Setting item	Description
2 in 1	Select this setting to print two original images onto one sheet. Left binding  Right binding 
4 in 1	Select this setting to print four original images onto one sheet. The page arrangement (numbering direction) can be specified. Horizontal order, left binding  Horizontal order, right binding  Vertical order, left binding  Vertical order, right binding 

Setting item	Description
8 in 1	Select this setting to print eight original images onto one page. The page arrangement (numbering direction) can be specified. Horizontal order, left binding  Horizontal order, right binding  Vertical order, left binding  Vertical order, right binding 

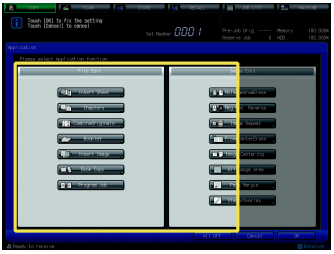
Prerequisites

- ✔ Use ADF.
- ✔ If the original is placed on the original glass, Separate Scan mode will function automatically.
- ✔ Auto Zoom is automatically selected. Normally the fixed size of tray 1 will be selected. (Available to be changed manually.)

1 Position the original.

2 Touch [Application] on the Copy Screen.

3 Touch [Combine Originals] on the Application Screen.

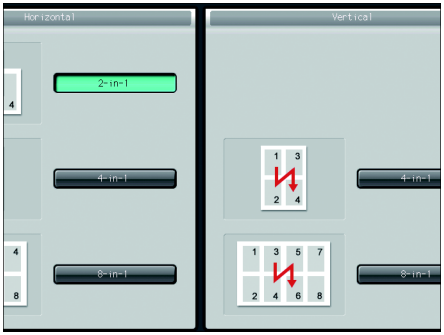




4 Select the desired Combine Originals mode.

– Touch [2-in-1], [4-in-1] or [8-in-1] in the desired order area, referring to the illustrations on previous pages.





5 Touch [OK] to complete the setting.

- To restore the previous setting, touch [Cancel].
- To release the Combine Originals function with the current setting remained, touch [Function Off].

6 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Combine Originals icon displayed under the [Application] key.

Auto Zoom is automatically selected. When selecting any tray other than the one that is set and displayed on the Copy Screen, touch the desired tray key.

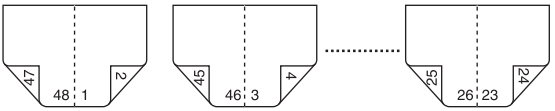
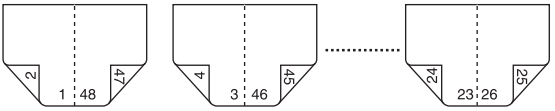
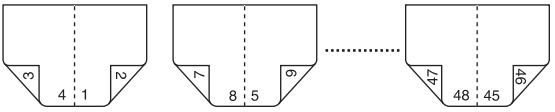
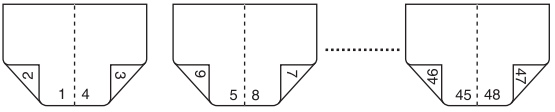
7 Enter the desired print quantity from the control panel keypad, then press [Start].

10.5 Making a Multiple Page Signature Booklet: Booklet

Use this function to make a multiple page signature booklet or adhesive binding booklet on both sides of paper. Original images are scanned into memory and automatically arranged in booklet format in correct order.

If the machine is equipped with Saddle Stitch Unit SD-506 option, booklets folded in the center or folded and saddle-stitched booklets can be made, and trimming function is also available in combination.
With Folding Unit FD-503 option equipped, adhesive binding booklets can be half-folded.

Select either Left Bind or Right Bind according to the desired booklet type.

Mode	Description
Magazine Binding - Left Bind	Copies will be made from the left page to the right page. 
Magazine Binding - Right Bind	Copies will be made from the right page to the left page. 
Adhesive Binding - Left Bind	
Adhesive Binding - Right Bind	

Prerequisites

- ✔ Use ADF. Use Separate Scan mode if original count exceeds 100 or if original glass is desired for scanning the original. See page 9-20 for details.
- ✔ Available original sizes are 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, and 5.5" × 8.5" ▭/▯.
- ✔ 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.
- ✔ When using cover paper different from paper for body sets, load the same size as body sets into another tray. Post inserter trays cannot be used for feeding covers and body sets.
- ✔ Auto Zoom is automatically selected. Select the desired paper size.

1 Position the original.

2 Load the desired copy paper size in a tray.

- Available paper sizes for body sets are 11" × 17" ▭, 8.5" × 14" ▭, 8.5" × 11" ▭/▯, and 5.5" × 8.5" ▭/▯.
- When selecting a cover mode (Cover With Copy Sheet or Cover With Blank Sheet), load the same size into the tray to be specified as cover tray.
- Post inserter trays cannot be used for feeding covers in Booklet. Use main body trays (trays 1 and 2), Paper Feeding Unit trays (tray 3 to 8), or Paper Feeding Unit with Suction Feeding System trays (tray 3 to 8).

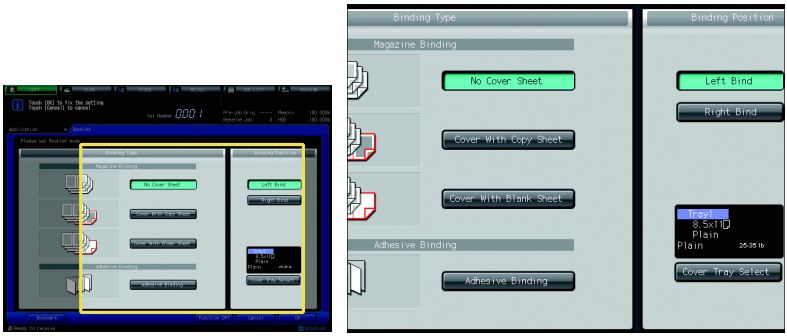
3 Touch [Application] on the Copy Screen.

4 Touch [Booklet] on the Application Screen.

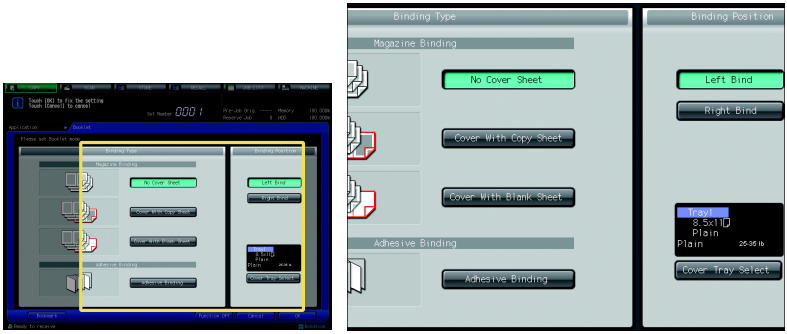




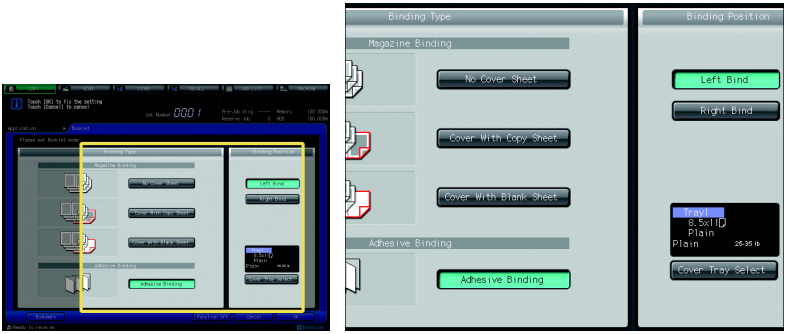
5 Touch the desired mode key to highlight it.



– To select a Magazine Binding mode:
Touch [No Cover Sheet], [Cover With Copy Sheet], or [Cover With Blank Sheet] to highlight it.
When selecting [Cover With Copy Sheet] or [Cover With Blank Sheet], touch [Cover Tray Select] to select the tray loaded with covers in step 2. Post inserter trays cannot be selected.
Touch [Left Bind] or [Right Bind] if you want to change the output order.



– To select the Adhesive Binding mode:
Touch [Adhesive Binding] to highlight it.
Cover tray setting will be ineffective.
Binding position setting is available. Touch the desired binding position key, as required.



6 Touch [OK] to complete the setting.

– To restore the previous setting, touch [Cancel].
– To release the Booklet function with the current setting remained, touch [Function Off].

7 If desired, select Reduce & Shift mode as follows.

– Touch [Page Margin] on the Application Screen.
– Select [Reduce & Shift] and [Double Sided], then specify the desired shift amount. For details, see page 10-68.
When Booklet is already selected, [Double Sided] is automatically highlighted in the Effective Face area of the Page Margin Screen.
– Touch [OK] to complete the setting and return to the Application Screen.

8 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Booklet icon displayed under the [Application] key.

9 Select the tray loaded with paper in step 2.

– Touch the tray key on the Copy Screen to highlight it.



– A tray key is automatically selected on the Copy Screen when restored. With [Cover With Copy Sheet] selected in step 5, two keys are highlighted on the screen. In this step, select the tray for body sets. To change the cover source, see step 5.

10 Select the Simplex/Duplex copy mode according to the original type.

– Touch [1->2] or [2->2] to highlight it according to the original type placed in the ADF in step 1.



11 Select additional copy conditions, as desired.

12 Enter the desired print quantity from the control panel keypad, then press [Start].



Detail

Page Space and Creep functions
When making half-folded or folded and stapled, and fore-edge-trimmed booklets, the space from the trimmed edge to the printed image may gradually widen from the inner pages to the outer pages. In this case, use the Page Space and Creep functions in combination. For details, see page 10-62.

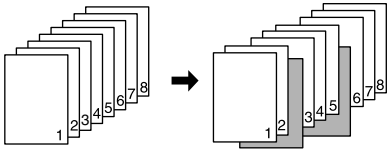
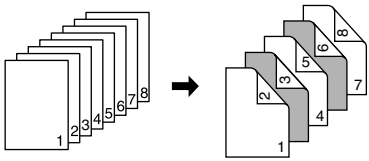
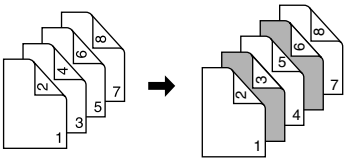
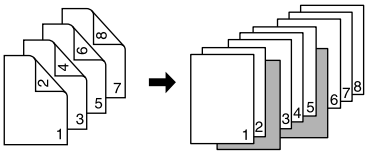
The machine can be set to position page numbers automatically on the outside edges of the copy when using Booklet with Set Numbering or Page No. of Stamp/Overlay. For details, see POD Administrator's Reference.

10.6 Inserting Different Original Images into Printed Sets: Insert Image

Use this function to insert images scanned from the original glass into a set of original document scanned from the ADF at specified locations, then output the combined images as a finished set.

The images scanned from original glass will be added as the next page of specified document pages.

e.g. Specifying pages 2 and 5 as insertion locations:

Simplex/Duplex	Description
1➔1	The first scanned image will be inserted after page 2 of the original, and the second scanned image will be inserted after page 5. 
1➔2	The first scanned image will be printed on the front side of the 2nd sheet after page 2 of the original is printed, and the second scanned image will be on the front side of the 4th sheet in the finished set. 
2➔2	One double-sided original sheet will be counted as two pages, so the copy result will be exactly the same as above in 1➔2 mode. 
2➔1	The first scanned image will be inserted after page 2 of the finished set, and the second scanned image will be inserted after page 5. 

Prerequisites

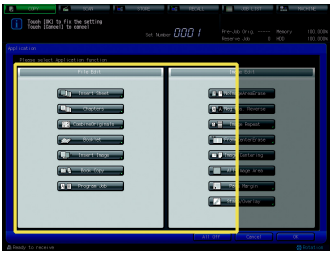
✔ Up to 30 locations can be specified for the original from 1 to 999 pages.
✔ Separate Scan mode is automatically selected.

1 Load the original in the ADF.

– Be sure to arrange the original in page order, and then place it with the first page face up. Up to 100 original sheets can be set.
If the original count exceeds 100, divide them into blocks not exceeding 100 sheets, and load them from the block with the first page.

2 Touch [Application] on the Copy Screen.

3 Touch [Insert Image] on the Application Screen.





4 Specify the image insertion location by entering page number.

– Use the control panel keypad to enter the page number.
Touch [Set] after each entry to move to the next key.
To clear an incorrect entry, touch [Delete].
Repeat this procedure to make all the page entries.
– Up to 30 image insertion locations can be specified.
To enter the 16th to 30th locations, touch [▼] to scroll to the next page.



? What if an entered page number is larger than the total original page count?

➔ The insertion images will be added at the end of the finished set.

? Should the page number be entered from the smaller number?

➔ Not necessary. Insertions occur in sequence even if original page numbers are entered out of sequence.

? What if the same page number is entered twice or more?

➔ The images will be inserted at specified location by the entered count.

5 If desired, select the Booklet function as follows.

– Touch [Booklet] on the Insert Image Screen, then select the desired mode. For details, see page 10-24.
– Touch [OK] to complete the setting and return to the Insert Image Screen.

6 Touch [OK] to complete the setting.

– To restore the previous setting, touch [Cancel].
– To release the Insert Image function with the current setting remained, touch [Function Off].

7 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Insert Image icon displayed under the [Application] key.
The [Separate Scan] key on the Copy Screen appears highlighted to show that the Separate Scan mode is automatically selected.

8 Select additional copy conditions, as desired.

9 Press [Start] on the control panel.

– The machine starts scanning the original loaded in the ADF.

10 Place the original of image insertion on the original glass.

– Open the ADF, position the insertion original face down on the original glass, then gently close the ADF.

11 Press [Start].

– When scanning multiple originals, be sure to start with the first page and repeat steps 9 and 10 for all the originals in page order.

12 Touch [Separate Scan] to exit the Separate Scan mode.

13 Enter the desired print quantity from the control panel keypad, then press [Start].

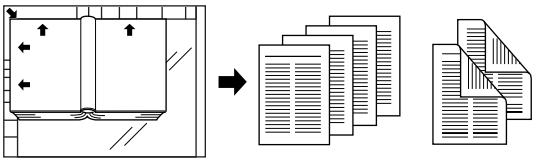
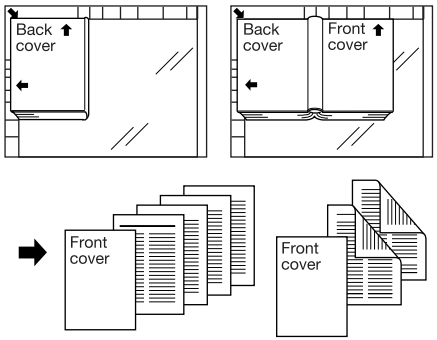
The machine will start printing when ready for output.

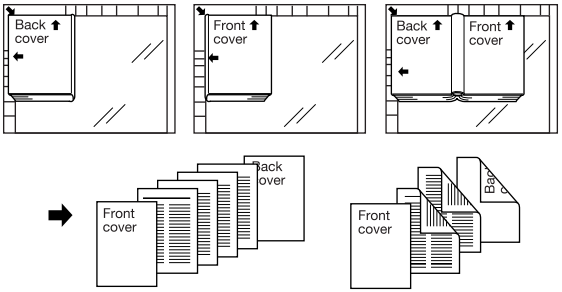
10.7 Dividing Spread Image into Right and Left Pages: Book Copy

Use this function to divide a page spread image, such as an open book or catalog, into two separate images of right and left pages. If front and back covers are desired, scan the cover pages first so that they will be printed without image division performed and all the original pages will be output in correct order.

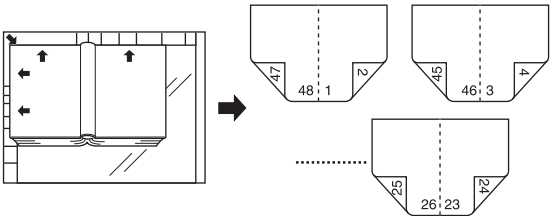
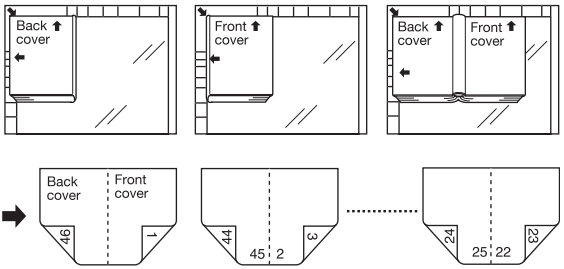
Using Booklet in combination, original images are automatically arranged in booklet format in correct order to make a multiple page signature booklet on both sides of paper.

e.g. Scanning a book original from the original glass:

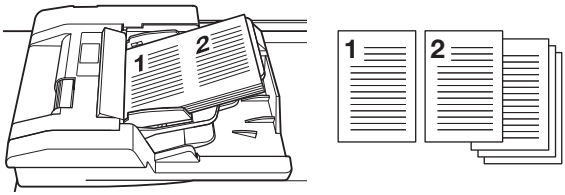
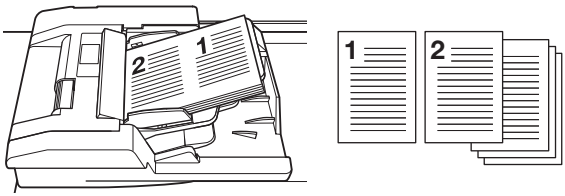
Mode key	Description
No Cover	
Front With Cover (Left Bind)	Printed sets will be output from the front cover page, then divided document pages according to pagination. The original should be scanned from the front cover, then page spread originals in page order. 

Mode key	Description
Front/Back With Cover (Left Bind)	Printed sets will be output from the front cover page, divided document pages according to pagination, then the back cover page. The original should be scanned from the front cover, back cover, then page spread originals in page order. 

e.g. Using Booklet in combination to make a booklet:

Mode key	Description
No Cover (Left Bind) + Booklet (Left Bind)	
Front/Back With Cover (Left Bind) + Booklet (Left Bind)	

e.g. Using ADF to scan page spread originals to copy right and left pages separately:

Mode key	Description
Left Bind	Page spread originals will be scanned from the left page to the right page, and will be output in page order. 
Right Bind	Page spread originals will be scanned from the right page to the left page, and will be output in page order. 

Prerequisites

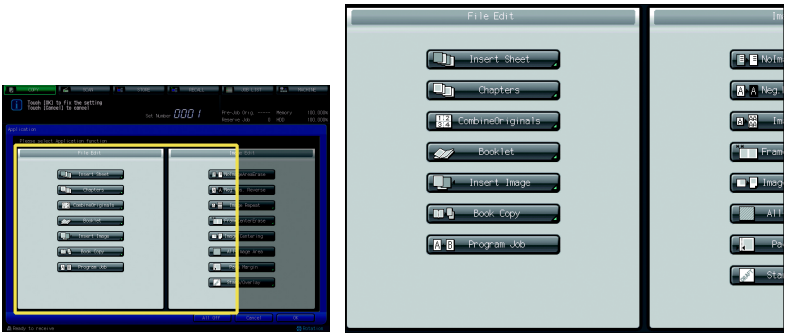
- ✔ Available paper sizes: 8.5" × 11" ▯, A4 ▯, B5 ▯
- ✔ Separate Scan mode is automatically selected.
- ✔ No Image Area Erase and Image Centering are automatically selected for scanning the original from original glass. Do not close the ADF throughout the scanning job.

1 Position the original.

- – Using the original glass to scan, position the first page face down with the ADF kept open.
  Using the ADF, arrange the original in page order, and then load it with the first page face up. Up to 100 original sheets can be set. If the original count exceeds 100, divide them into blocks not exceeding 100 sheets, and load them from the block with the first page.
- – When selecting the Front With Cover or Front/Back With Cover mode, follow the procedure on page 10-34 and page 10-35 to scan the front cover first.

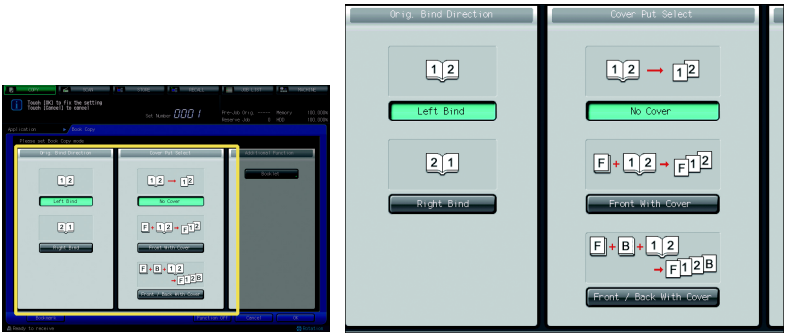
2 Touch [Application] on the Copy Screen.

3 Touch [Book Copy] on the Application Screen.



4 Select the desired Book Copy mode.

- Touch either [No Cover], [Front With Cover], or [Front/Back With Cover] to highlight it.
- Select the binding position of the original by touching [Left Bind] or [Right Bind].



5 To make a multiple page signature booklet using Booklet, follow the procedure below.

- Touch [Booklet] on the Book Copy Screen to display the Booklet Screen, then select the desired mode. For details, see page 10-24.
- Touch [OK] to complete the setting and return to the Book Copy Screen.
- For details of scanning order, see page 10-35.

6 Touch [OK] to complete the setting.

- To restore the previous setting, touch [Cancel].
- To release the Book Copy function with the current setting remained, touch [Function Off].

7 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Book Copy icon displayed under the [Application] key.
The [Separate Scan] key on the Copy Screen also appears highlighted to show that the Separate Scan mode is automatically selected.

8 Select additional copy conditions, as desired.

- Select the desired tray. Available paper sizes are 8.5" × 11" ▯, A4 ▯, and B5 ▯.
- Auto Zoom and Auto Paper are released and ×1.0 magnification is selected automatically.
- When scanning from the original glass in No Cover mode, select 1->1 or 1->2 copy mode.
- Be sure not to select [Top] as binding direction on the Output Setting Screen.

9 Press [Start] on the control panel.

- Scanned image will be stored into memory. Repeat this procedure to complete scanning all originals.
- When scanning from the original glass, No Image Area Erase and Image Centering are automatically selected.
  Be sure to keep the ADF open throughout the scanning job.

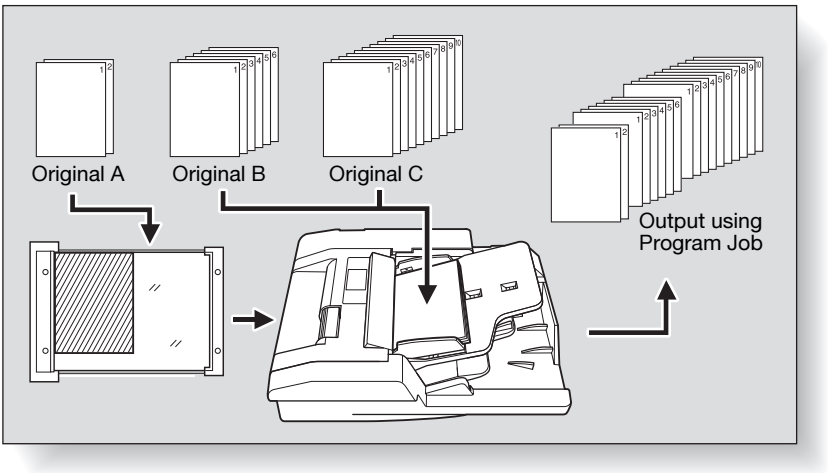
10 When all originals are scanned, touch [Separate Scan] to exit the Separate Scan mode.

11 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

10.8 Programing Different Settings for an Output Job: Program Job

In the ordinary Separate Scan mode, the combined features selected for the job are applied to all originals to be scanned. Using Program Job, 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.



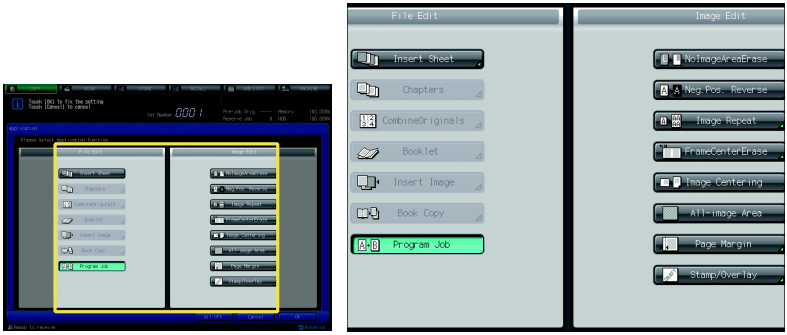
Prerequisites

- ✔ Separate Scan mode is automatically selected.
- ✔ Output mode and print quantity setting cannot be specified for each JOB. The last setting made will be applied to all JOBs.
- ✔ For standard paper, custom paper, wide paper, and standard tab paper, it is possible to continuously print for the folding functions of Folding Unit FD-503 (except Z-Fold) and Fold & Staple functions for Saddle Stitch Unit if the paper size and the set direction of the jobs merged by the program jobs are all the same. If there are combinations of other paper sizes, you cannot continuously print for the program jobs.
- ✔ Max. 100 JOBs can be programed for an output job.
- ✔ Program Job settings cannot be stored in Program Memory.
- ✔ You can modify the settings to use the start number setting for page/chapter in the [Stamp/Overlay] Screen for the second job or later. Contact your service representative, if desired.

1 Position the original.

2 Touch [Application] on the Copy Screen.

3 Touch [Program Job] on the Application Screen.



The incompatible function keys will be dimmed to show inactivity.

4 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Program Job icon displayed under the [Application] key.
The [Separate Scan] key on the Copy Screen appears highlighted to show that the Separate Scan mode is automatically selected.

5 Select additional copy conditions, as desired.

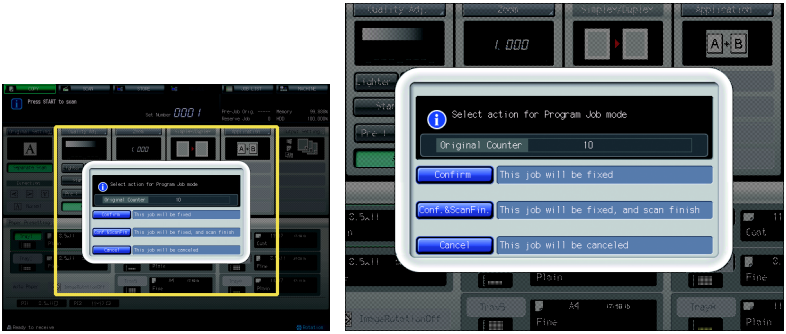
– The paper size determined at this time will be applied to all subsequent JOBs.

6 Press [Start] to start scanning.

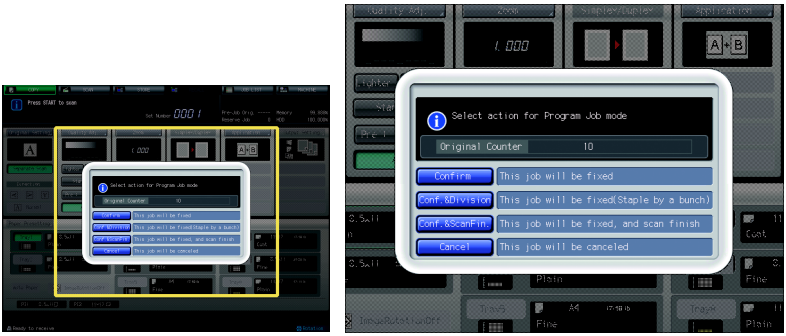
When scanning for the current JOB is completed, the popup screen will be displayed to ask you whether or not to store the scanned image data as a JOB for printing in specified copy conditions.

7 Touch [Confirm] to store the current JOB images.

– Touching [Conf.&ScanFin.] will not only store the scanned image data as a JOB but end the scanning procedure.
Do not use [Conf.&ScanFin.] until all JOB originals are scanned.



– If the Staple mode using Staple Finisher FS-521 has been selected in step 5, the [Conf. &Division] key can also be used to make a partial (stapled) set of JOBs stored by the time that the key is touched.



– To delete the scanned images, touch [Cancel].

8 Repeat above steps until all JOB originals are scanned.

9 When all originals are scanned, touch [Conf.&ScanFin.] to exit the Separate Scan mode.

10 Touch [Output Setting] to display the Output Setting Screen, then select the desired output mode.

– This output setting will be applied to all JOBs.



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

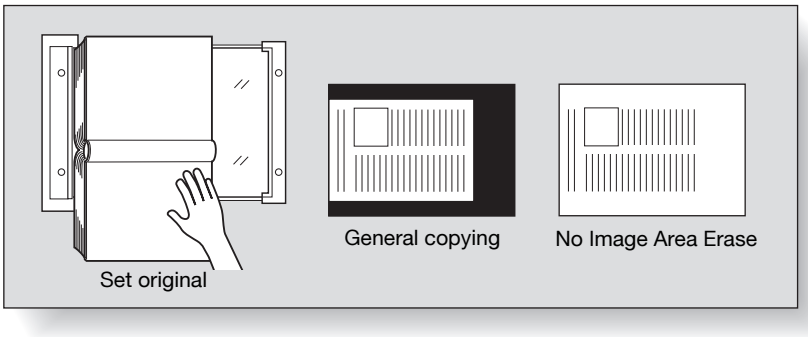
– Entered quantity will be the count of complete set.

12 Press [Start].

The machine will start printing in conditions specified for each JOB.

10.9 Erasing Outside Area of Original: No Image Area Erase

Using this function, the machine will automatically detect the original size placed on the original glass, then make a copy eliminating the exposed glass area outside the borders of the original.



Prerequisites

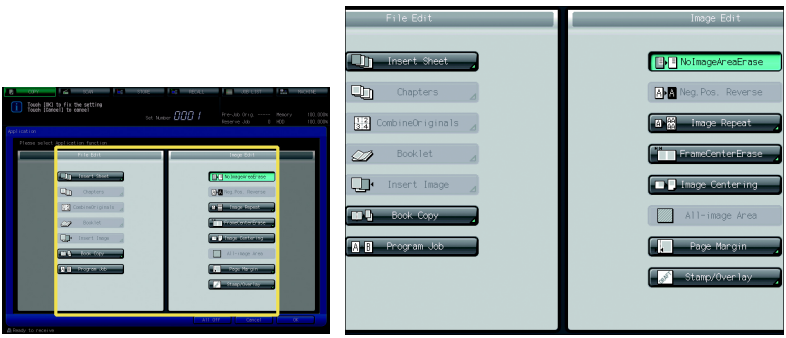
- ✔ Scan the original from original glass. Be sure to keep the ADF open.
- ✔ Original size should be larger than 1.18 × 1.18 in. (10 × 10 mm)

1 Position the original on original glass with the ADF kept open.

– Do not close the ADF.

2 Touch [Application] on the Copy Screen.

3 Touch [No Image Area Erase] on the Application Screen.



The incompatible function keys will be dimmed to show inactivity.

4 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the No Image Area Erase icon displayed under the [Application] key.
Auto Zoom and Auto Paper are released and ×1.0 magnification is selected automatically.
Available copy modes are 1->1 and 1->2. Selecting [1->2] will select [Separate Scan] automatically.

5 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

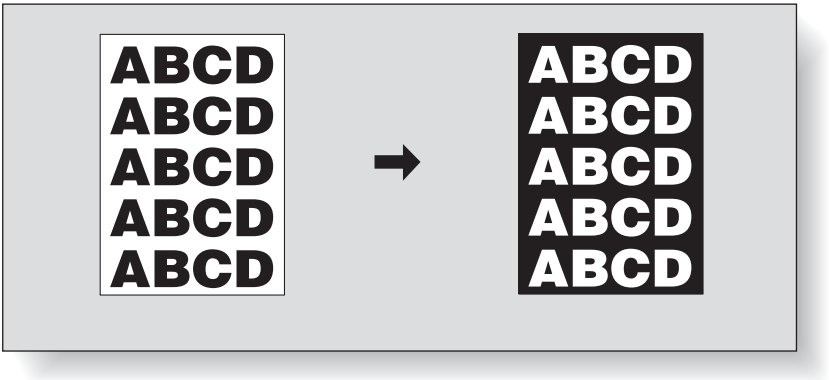
Detail

The administrator can set the machine to obtain the optimum copy result of No Image Area Erase by adjusting the density level of the original manually. See POD Administrator's Reference for details.

No Image Area Erase may perform incorrectly if the lighting in the work place is directly over the original glass. In this case, consult your service representative about an appropriate place for installation.

10.10 Reversing Color in Image: Neg. Pos. Reverse

Use this function to reverse the positive image to the negative image and vice versa in the selected color mode.

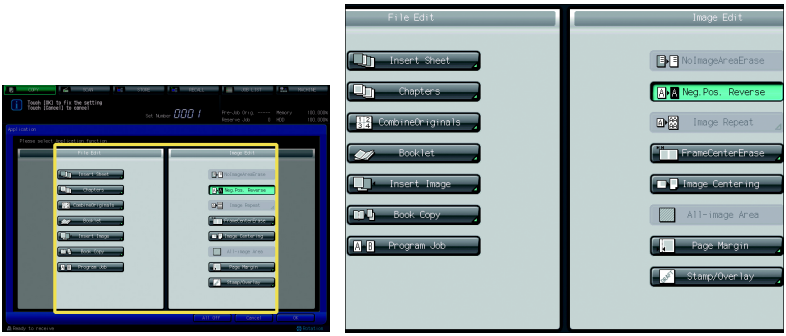


Procedure

1 Position the original.

2 Touch [Application] on the Copy Screen.

3 Touch [Neg. Pos. Reverse] on the Application Screen.



The incompatible function keys will be dimmed to show inactivity.

4 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Neg. Pos. Reverse icon displayed under the [Application] key.

5 Enter the desired print quantity from the control panel keypad, then press [Start].

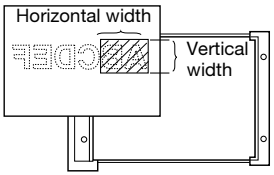
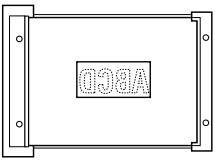
The machine will start printing when ready for output.

10.11 Repeating Original Image on One Sheet: Image Repeat

10.11.1 Setting Repeat Times Automatically

Use the Repeat Range Manual Input mode to manually specify the scanning area of the original glass, then let the machine to print the scanned image repeatedly on one sheet of copy paper.

Auto Detect mode will automatically detect the original size (image and surrounding blank area also), then let the machine determine the number of repeats.

Mode	Description
Repeat Range Manual Input	 Copy 
Auto Detect	  Copy

Prerequisites

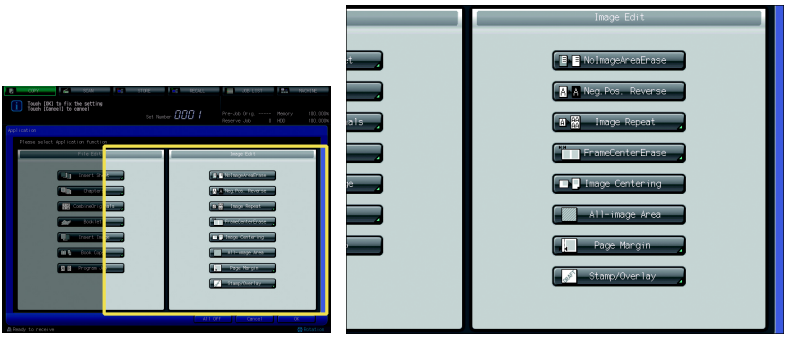
- ✔ Scan the original from original glass. The ADF cannot be used to scan the original.
- ✔ Use the Repeat Range Manual Input mode to repeat a part of the original, not the entire image, by specifying the scanning area.
- ✔ Auto Detect mode uses No Image Area Erase to automatically detect the original size with the ADF kept open.

1 Position the original on original glass.

– When selecting Repeat Range Manual Input, place the original face down on the original glass so that the original image should fit within the area measured by vertical/horizontal width from the rear-left corner. Close the ADF gently.
– When selecting Auto Detect, open the ADF, then place the original face down on the original glass.
In this case, No Image Area Erase is automatically selected. Be sure to keep the ADF open.

2 Touch [Application] on the Copy Screen.

3 Touch [Image Repeat] on the Application Screen.



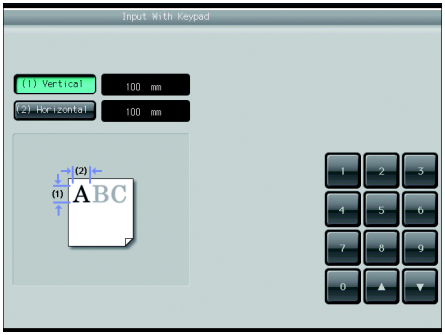
4 Make setting for Repeat Range Manual Input or Auto Detect, as desired.

– To select Repeat Range Manual Input:
Touch [Zoom] to highlight it, then use [▲]/[▼] to specify the desired horizontal/vertical width.

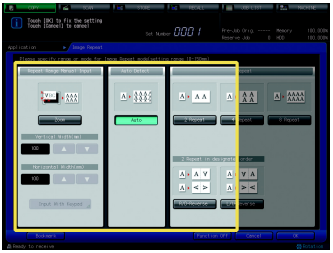


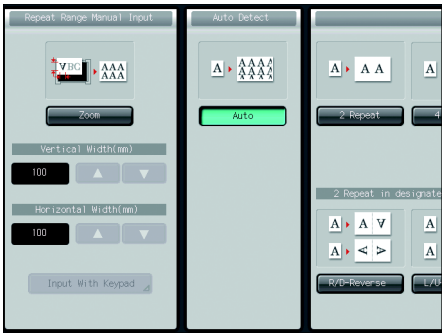
– If the touch panel keypad is desired, touch [Input With Keypad] to display the Image Size Input Screen.
Touch [Horizontal] or [Vertical] to highlight it, then enter the desired horizontal/vertical width.
Touch [OK] to complete the setting and return to the Image Repeat Screen.





– To select Auto Detect:
Touch [Auto] to highlight it.





5 Touch [OK] to complete the setting.

– To restore the previous setting, touch [Cancel].
– To release the Image Repeat function with the current setting remained, touch [Function Off].

6 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Image Repeat icon displayed under the [Application] key.
Auto Zoom and Auto Paper are released and ×1.0 magnification is selected automatically.
Available copy modes are 1->1 and 1->2. Selecting [1->2] will select [Separate Scan] automatically.

7 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

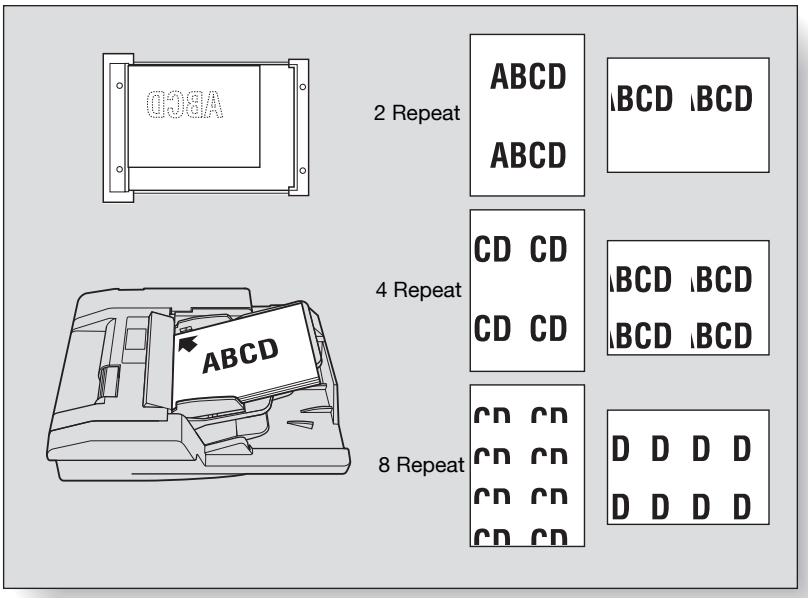
Note

Using Auto Detect mode, Image Repeat may perform incorrectly if the lighting in the work place is directly over the original glass. In this case, consult your service representative about an appropriate place for installation.

10.11.2Specifying Repeat Times: Repeat

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.

Use 2 Repeat in designated order mode to have the same cut side when cutting copied sheets in two.



Prerequisites

- ✔ Auto Zoom is automatically selected. Magnification can be changed manually, however, Image Rotation is unavailable.
- ✔ The scanning area will be a portion of the selected paper size equally divided according to the selected mode.
- ✔ With 2 Repeat selected, orientation of the repeated image can be specified.

1 Position the original.

- Both ADF and original glass are available. The scanning area varies according to the selected paper size, original direction, and selected repeat mode.
- For details of scanning area and orientation of copy paper, see page 10-53.

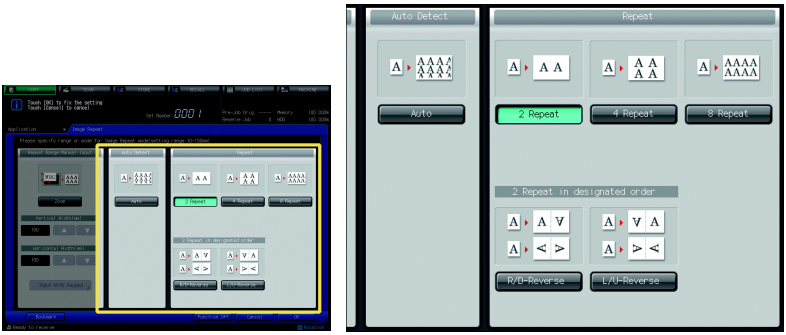
2 Touch [Application] on the Copy Screen.

3 Touch [Image Repeat] on the Application Screen.



4 Select the desired Repeat mode.

- Touch [2 Repeat], [4 Repeat], or [8 Repeat] to highlight it.
- If you want the image upside down on the other side in 2 Repeat mode, touch [R/D-Reverse] or [L/U-Reverse].



5 Touch [OK] to complete the setting.

- To restore the previous setting, touch [Cancel].
- To release the Image Repeat function with the current setting remained, touch [Function Off].

6 Touch [OK] on the Application Screen.

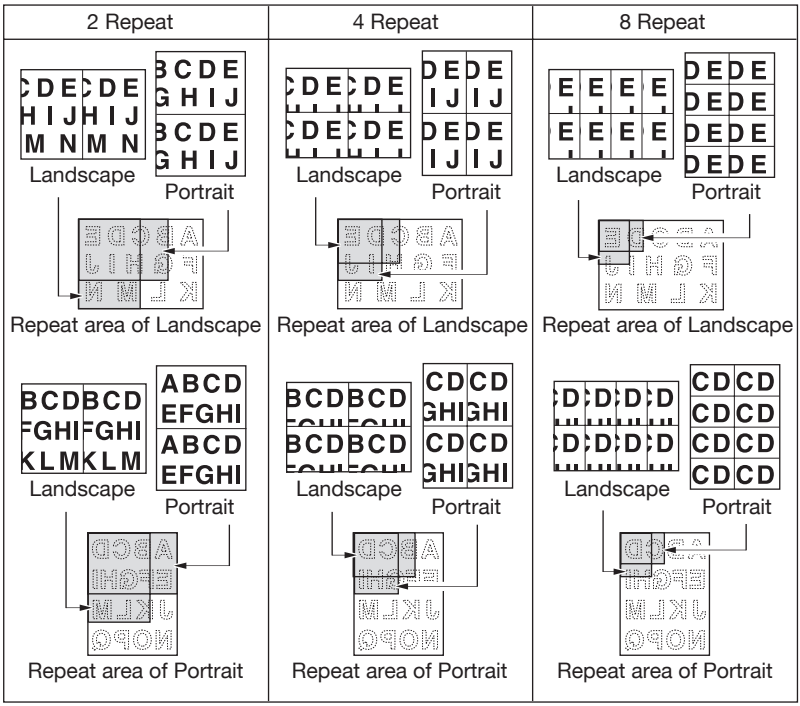
The Copy Screen will be restored, with the Image Repeat icon displayed under the [Application] key.
Auto Paper and Image Rotation are released and Auto Zoom is selected automatically.
Available copy modes are 1->1 and 1->2. Selecting [1->2] will select [Separate Scan] automatically.

7 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

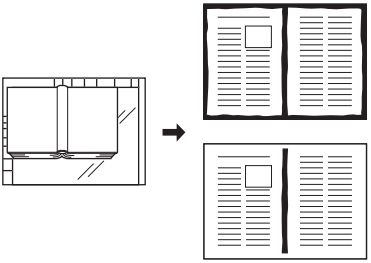
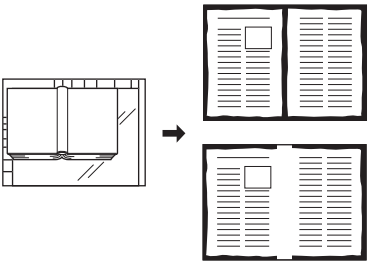
Note

Scanning area of the original and orientation of copy paper



10.12 Eliminating Copy Marks Along Borders: Frame Center Erase

When the original is scanned from the original glass, black copy marks may be produced along borders and center line, and also around punch holes. Use this function to eliminate them from the copies and lower the toner consumption at the same time.

Mode	Description
Frame Erase	Erases black copy marks along borders of the original image. 
Center Erase	Erases black copy marks along the center line of the original. 

Prerequisites

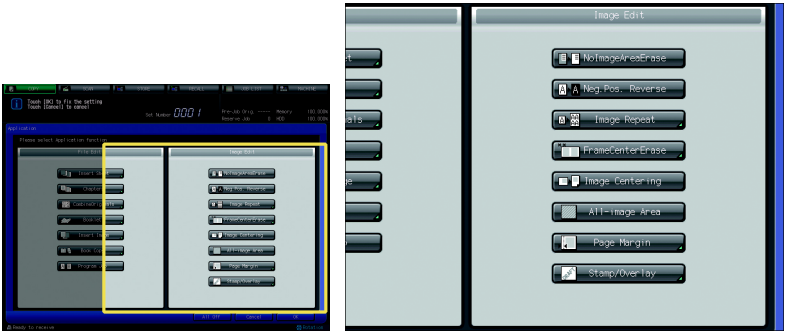
- ✔ Available range for the Frame Erase amount is 1 to 300 mm, for the Center Erase amount is 1 to 99 mm, in 1 mm increments.
- ✔ Frame Erase and Center Erase can be used in combination.
- ✔ The Frame Erase amount can be specified both collectively for all four sides and individually for each side.

1 Position the original.

– When lowering the ADF onto thick original (e.g. open book), do not press it down too hard. Keep the ADF open, if required.

2 Touch [Application] on the Copy Screen.

3 Touch [Frame Center Erase] on the Application Screen.



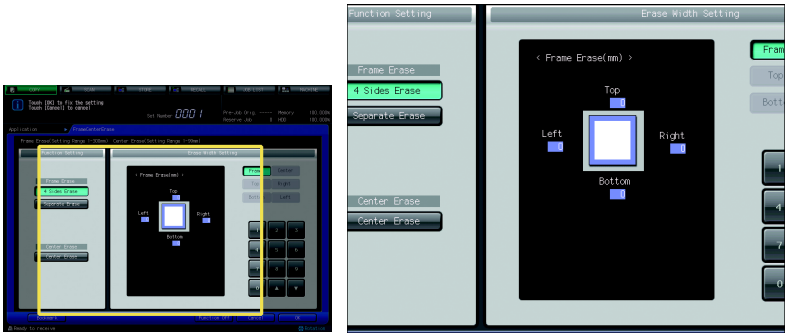
4 Touch [4 Sides Erase], [Separate Erase], or [Center Erase] to highlight it.

– Use Frame Erase and Center Erase in combination, if desired.

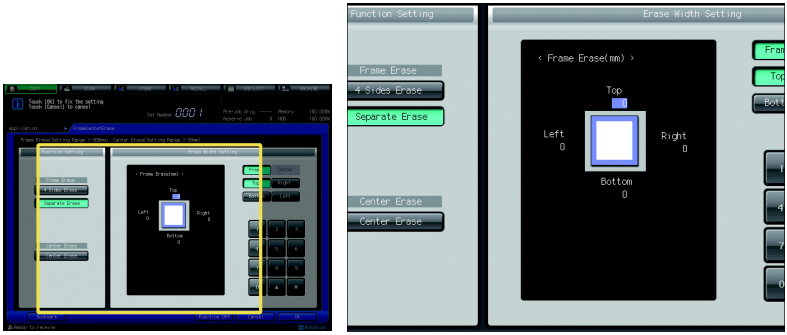


5 Specify the erasure amount for the selected mode.

– To specify the erase amount for 4 Sides Erase:
Confirm that all the frame erase amounts in the illustration are highlighted.
Use [▼] and [▲], or touch panel keypad to enter the desired erase amount.



– To specify the erase amount for Separate Erase:
Touch the desired side key on the right side of the screen to highlight the erase amount in the illustration, then use [▼] and [▲], or touch panel keypad to enter the desired erase amount.



– To specify the erase amount for Center Erase:
Confirm that the center erase amount in the illustration is highlighted. If not, touch [Center] on the right side of the screen to highlight it.
Use [▼] and [▲], or touch panel keypad to enter the desired erase amount.



6 Touch [OK] to complete the setting.

– To restore the previous setting, touch [Cancel].
– To release the Frame Center Erase function with the current setting remained, touch [Function Off].

7 Touch [OK] on the Application Screen.

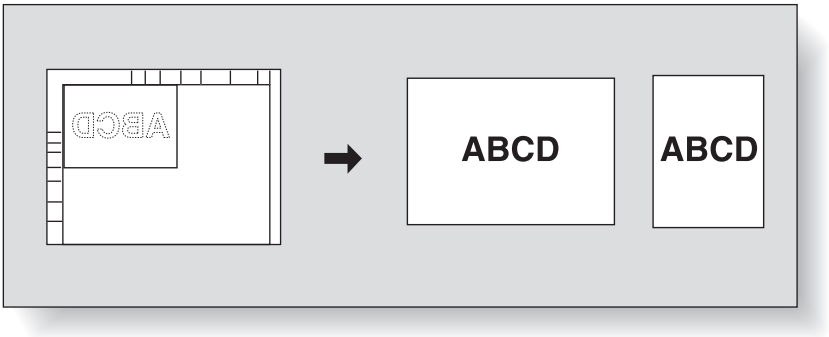
The Copy Screen will be restored, with the Frame Center Erase key displayed under the [Application] key.

8 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

10.13 Copying Image in the Center of Copy Paper: Image Centering

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



Procedure

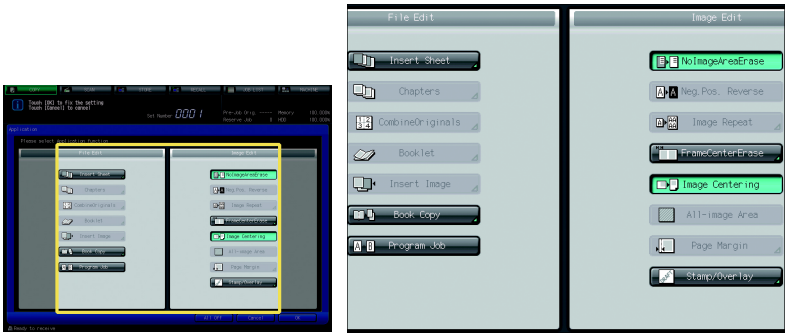
1 Position the original.

– Both ADF and original glass are available.

2 Touch [Application] on the Copy Screen.

3 Touch [Image Centering] on the Application Screen.

– The incompatible function keys will be dimmed to show inactivity.



– No Image Area Erase will be selected automatically. When using ADF to scan the original, touch it to deselect this function.

– When Book Copy is used in combination, the original smaller than the selected paper size will be printed in the center of the copy paper without image division performed.

4 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the No Image Area Erase and Image Centering icons displayed under the [Application] key.
Auto Zoom and Auto Paper are released and ×1.0 magnification is selected automatically.
Available copy modes are 1->1 and 1->2. Selecting [1->2] will select [Separate Scan] automatically.

5 Enter the desired print quantity from the control panel keypad, then press [Start].

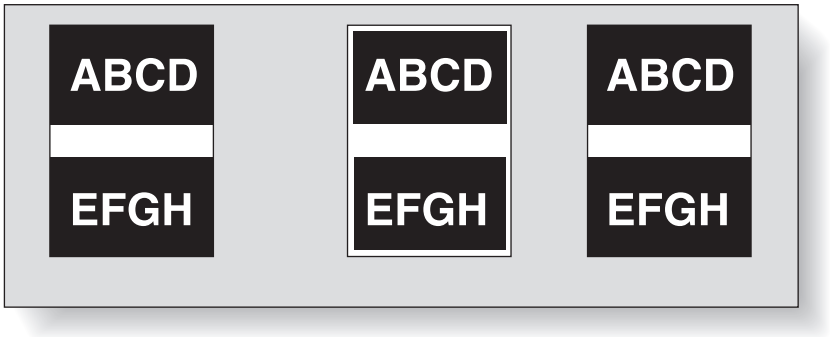
The machine will start printing when ready for output.

Note

Image Centering may perform incorrectly if the lighting in the work place is directly over the original glass. In this case, consult your service representative about an appropriate place for installation.

10.14 Printing Images Fully to the Edges: All-Image Area

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



Procedure

1 Position the original.

2 Touch [Application] on the Copy Screen.

3 Touch [All-image Area] on the Application Screen.

– The incompatible function keys will be dimmed to show inactivity.



4 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the All-image Area icon displayed under the [Application] key.
These keys can also be used to display the Application Screen for making setting change.

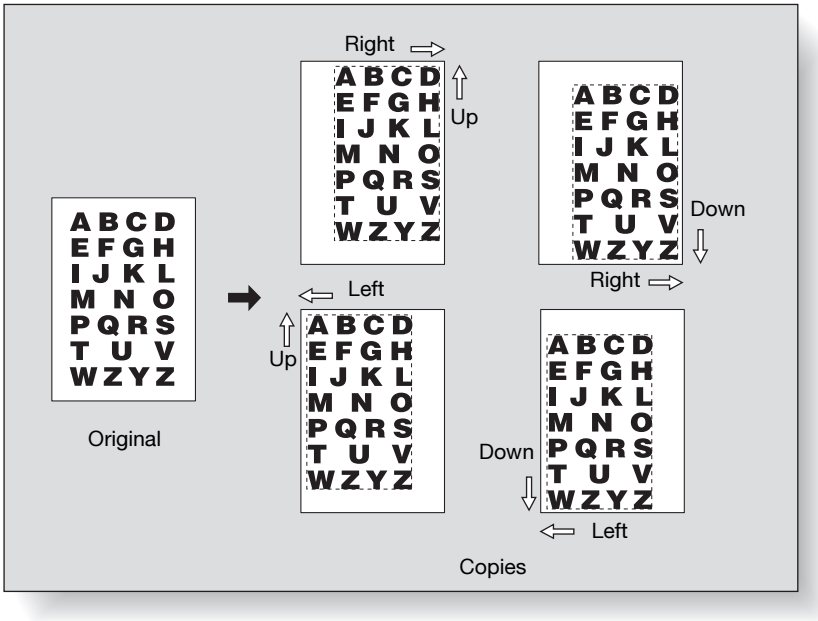
5 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

10.15 Adjusting Position of Copy Image: Page Margin - Shift

Use this function to create a binding margin on copies in order to make it easier for filing purposes, and also to adjust the position of copy image on both front and back sides when making double-sided copies, in order to correct the image dislocation.
Page Space function is available only when Booklet or 2 Repeat mode of Image Repeat has been already selected. Use this function to make the desired amount of blank space between the two images on a page.

If image loss is likely, see "Reducing Images to Create Binding Margin: Page Margin - Reduce & Shift" on page 10-68.



Prerequisites

- ✔ Available shift direction: Up, Down, Right, Left
- ✔ Shift amount: 0 to 250 mm in 1 mm increments
  Setting in 0.1 mm increments is also available. See POD Administrator's Reference for details.
- ✔ Creep Adjustment: 0 to 50 mm in 1 mm increments
- ✔ Page Space amount: –250 to +250 mm in 1 mm increments

1 Position the original.

2 Select simplex/duplex copy mode.

3 Touch [Application] on the Copy Screen.



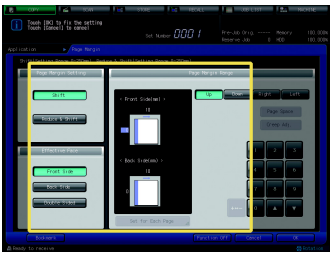


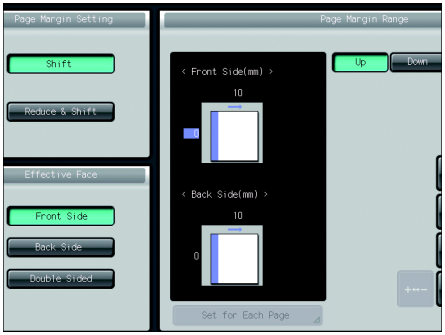
4 Touch [Page Margin] on the Application Screen.





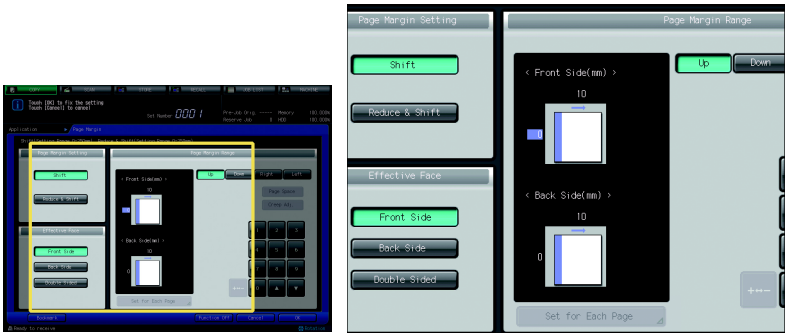
5 Touch [Shift].





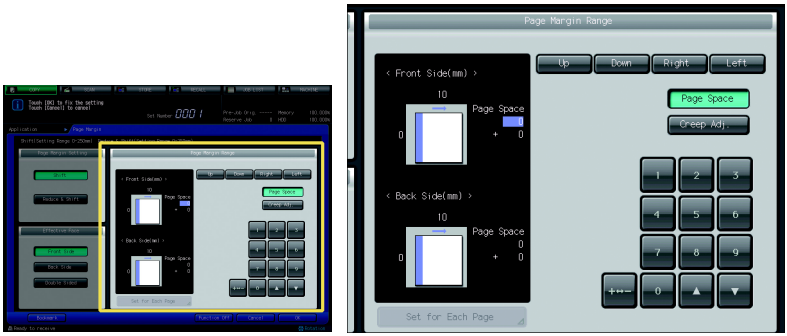
6 Select the side of copy paper to be adjusted with image position.

– Make a selection in the Effective Face area. Touch [Front Side], [Back Side], or [Double Sided] to highlight it.



– Making single-sided copies, only the front side setting will be effective.
– To have the same shift amount on both sides of double-sided copies, select [Double Sided].

– When Booklet or 2 Repeat mode of Image Repeat has already been selected, the [Page Space] key appears clear on the screen to show its availability.
To use this function, touch [Page Space] to highlight it, then enter the desired amount of the space between the two images using the touch panel keypad.
– Similarly, when Booklet (except Adhesive Binding mode) has been already selected, the [Creep Adj.] key also appears clear.
For details of these functions, see page 10-66 and page 10-67.



7 Specify the shift direction and amount.

- Use [Up] or [Down] to shift the image in lengthwise direction, and [Right] or [Left] in widthwise direction, basing it on the original direction to be specified on the Copy Screen. Touch the desired shift direction key to highlight it, then use [▼] and [▲], or touch panel keypad to enter the desired shift amount.
  For entering the page space amount, shift direction is not needed to be specified. Use [+<->–] to select the value to be positive or negative, when entered.
- Setting the shift amount in 0.1 mm increments is also available in the Utility mode. For details, see POD Administrator's Reference.

8 Repeat the steps 6 and 7, when setting the shift amount for front and back sides individually.

9 Touch [OK] to complete the setting.

- To restore the previous setting, touch [Cancel].
- To release the Page Margin function with the current setting remained, touch [Function Off].

10 Touch [OK] on the Application Screen.

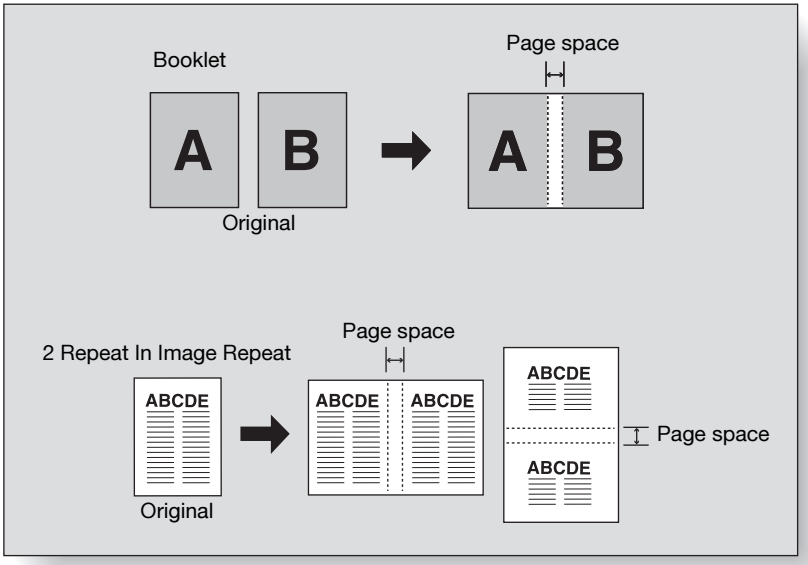
The Copy Screen will be restored, with the Page Margin icon displayed under the [Application] key.

11 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

Note

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



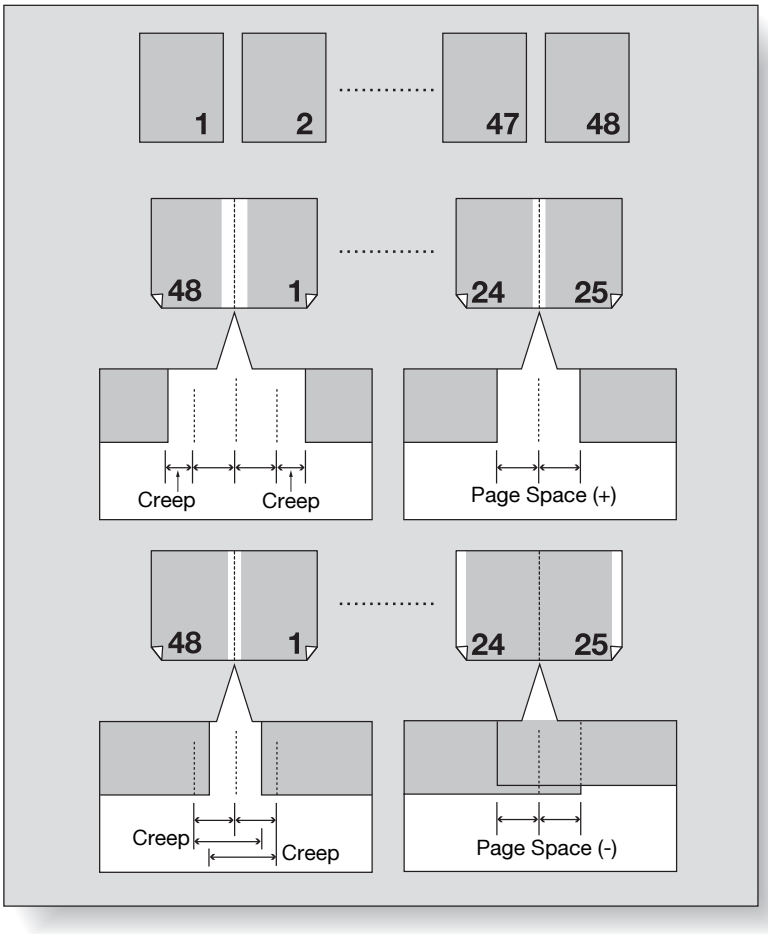
...

Note

Creep Adjustment function is available only when Booklet (except Adhesive Binding mode) has already been selected.

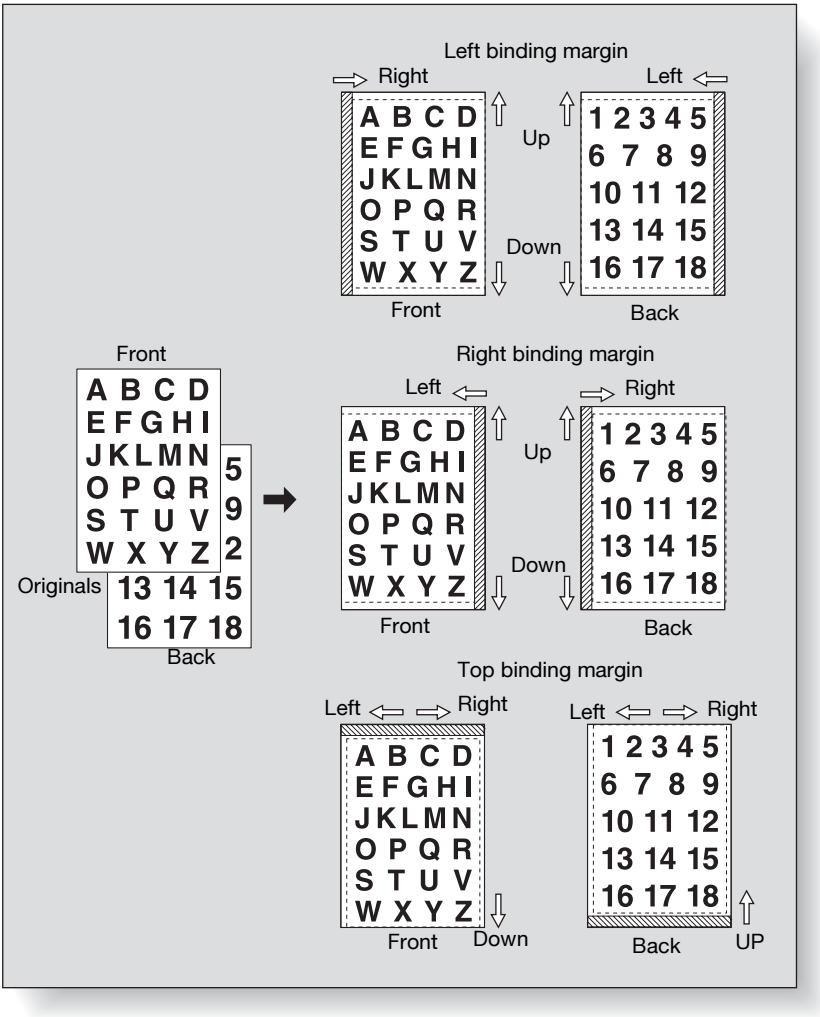
Use this function in combination with Page Space to make space between the two images widening gradually from the inner pages to the outer pages in a folded or folded, stapled and trimmed booklet, so that the outer margin should be uniform on all pages through.

Enter the creep amount of the images on the outermost page, while entering the page space amount of the images on the innermost page.



10.16 Reducing Images to Create Binding Margin: Page Margin - Reduce & Shift

Use this function instead of Shift to reduce the original image for preventing image loss when creating a binding margin. Reduction ratio will depend on the shift amount in the right direction specified for the front side.



Prerequisites

- ✔ In simplex copying, reduction ratio will depend on the shift amount in the right direction specified for the front side. The reduction ratio will not change with the shift amount specified for lengthwise direction. Setting for the back side (shift direction and amount) will not function even if specified.
- ✔ Also in duplex copying, reduction ratio will depend on the shift amount in the right direction specified for the front side. Though the binding margin (shift direction and amount) can be specified individually for the front and back sides, setting for the back side will not change the reduction ratio.
- ✔ Shift amount: 0 to 250 mm in 1 mm increments, irrespective of the shift direction

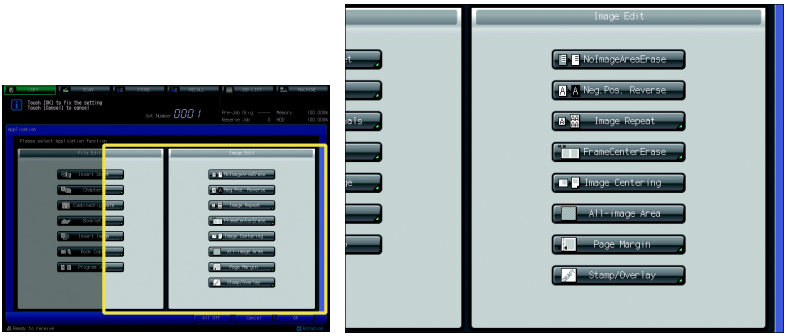
1 Position the original.

2 Select simplex/duplex copy mode.

3 Touch [Application] on the Copy Screen.

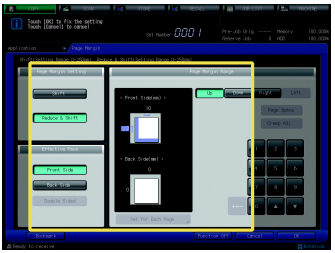


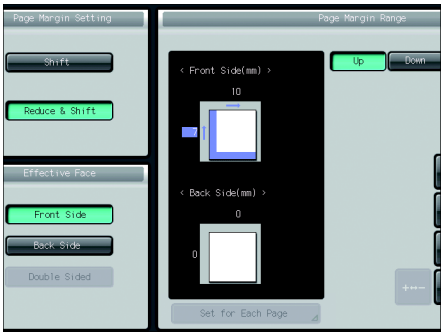
4 Touch [Page Margin] on the Application Screen.



5 Touch [Reduce & Shift] and [Front Side] to highlight them.

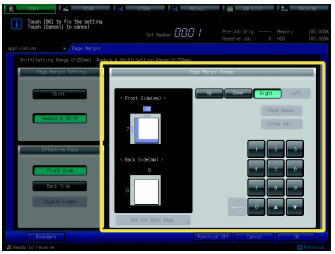
– Touch [Reduce & Shift] in the Page Margin Setting area, and [Front Side] in the Effective Face area.

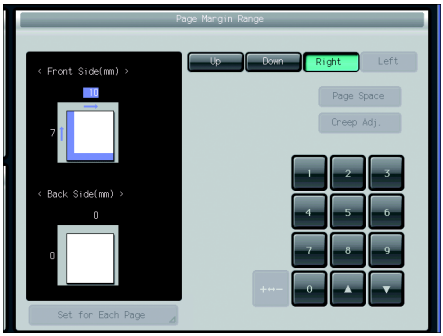




6 Specify the shift amount in the right direction for the front side.

– Touch [Right] in the Page Margin Range area to highlight it, then use [▼] and [▲], or touch panel keypad to enter the desired shift amount. The reduction ratio will be determined automatically.
– With the front side selected, shift amount in the left direction cannot be specified. If binding margin on the right side is desired, change the direction of the original on the Copy Screen.





7 Specify the shift amount in other directions for the front/back side.

- In simplex copying, touch [Up]/[Down] for the front side to highlight it, as required. Then, use [▼] and [▲], or touch panel keypad to enter the desired shift amount.
  Setting for the back side is not necessary; it will not function, even if specified.
- In duplex copying, similarly specify the shift amount in lengthwise direction for the front side, as required.
  Normally the binding margin on the front side should be applied to the back side, however, different setting is available.

8 Touch [OK] to complete the setting.

- To restore the previous setting, touch [Cancel].
- To release the Page Margin function with the current setting remained, touch [Function Off].

9 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Page Margin icon displayed under the [Application] key.

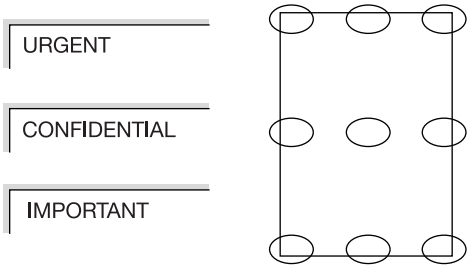
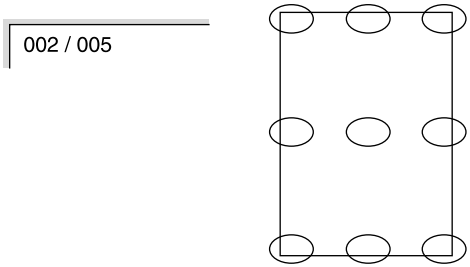
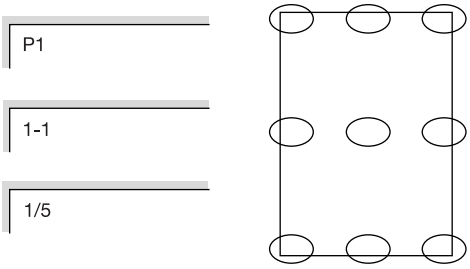
10 Enter the desired print quantity from the control panel keypad, then press [Start].

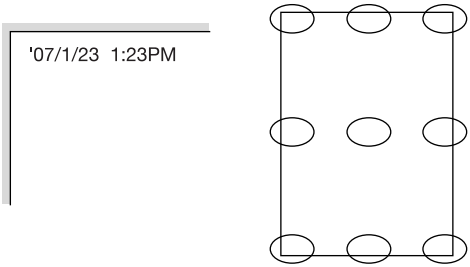
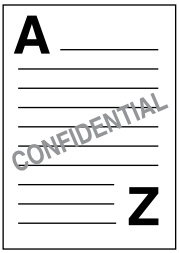
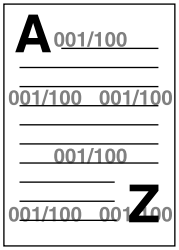
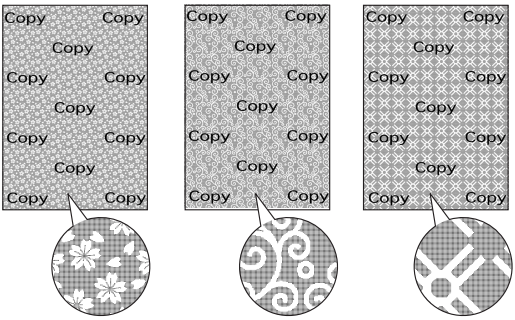
The machine will start printing when ready for output.

10.17 Printing Additional Information: Stamp/Overlay

This function allows you to print onto output copies the desired type of preset stamp, numbering for multiple sets, page number for multiple pages, date/time, watermark, and watermark numbering.

The following seven modes are provided for the Stamp function. For using these modes in combination, see page 10-107.

Mode	Description
Preset Stamp	
Set Numbering	
Page No.	

Mode	Description
Date/Time	
Watermark	
Set Numbering (Watermark)	
Copy Protect	

The above modes are provided with following detailed settings. For details, see page 10-89.

- Fine adjustment for printed position
- Start number setting for Set Numbering mode
- Start number setting for Page No. mode
- Character size/type setting for Page No. and Date/Time modes
- Cover/Insert print setting for Page No.
- Changing date/time

10.17.1 Printing Stamp onto Copies: Preset Stamp

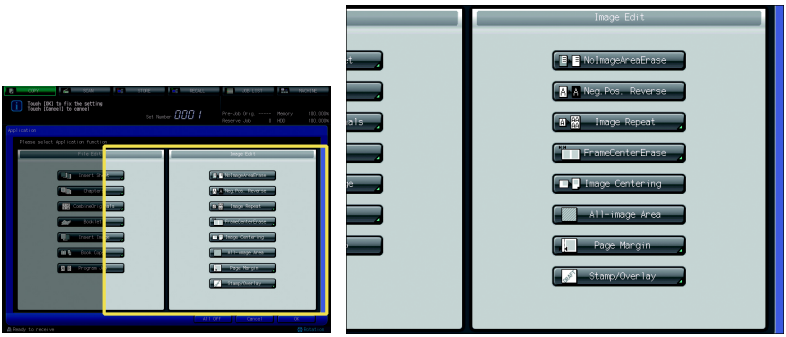
Print the desired letter type selected from preset stamps onto the specified position of copies.

Procedure

1 Position the original.

2 Touch [Application] on the Copy Screen.

3 Touch [Stamp/Overlay] on the Application Screen.



4 Touch [Preset Stamp].



5 Select the desired stamp type, printing position, character size and print page.

- Touch one of the eight stamp type keys to highlight it.
- Touch one of the nine printing position keys to highlight it. If fine adjustment is desired, touch [Fine Adjustment]. See page 10-89 for details.
- Touch [Character Size] to select Large or Smaller.
- Touch [Print Page] to select Cover Only or All Pages.
- You can modify the settings to use the start number setting for page/chapter for the second job or later in the program jobs. Contact your service representative, if desired.



6 Touch [OK] twice to complete the setting.

- To restore the previous setting, touch [Cancel].
- To release the Stamp/Overlay function with the current setting remained, touch [Function Off].

7 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Stamp/Overlay icon displayed under the [Application] key.

8 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

10.17.2 Printing Distribution Number: Set Numbering

Print a distribution number onto the specified position of copies.

Procedure

1 Position the original.

2 Touch [Application] on the Copy Screen.

3 Touch [Stamp/Overlay] on the Application Screen.



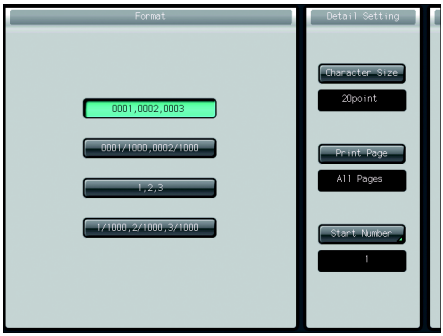
4 Touch [Set Numbering].



5 Select the desired numbering type, printing position, character size, print page and start number.

- Touch one of the four numbering type keys to highlight it.
- Touch one of the nine printing position keys to highlight it. If fine adjustment is desired, touch [Fine Adjustment]. See page 10-89 for details.
- Touch [Character Size] to select 20 point or 36 point.
- Touch [Print Page] to select Cover Only or All Pages.
- To specify the start number, touch [Start Number]. See page 10-90 for details.





6 Touch [OK] twice to complete the setting.

- To restore the previous setting, touch [Cancel].
- To release the Stamp/Overlay function with the current setting remained, touch [Function Off].

7 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Stamp/Overlay icon displayed under the [Application] key.

8 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

10.17.3 Printing Page Number: Page No.

Print a page number onto the specified position of copies.

Procedure

1 Position the original.

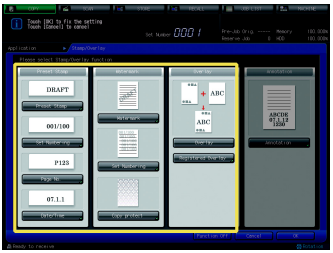
2 Touch [Application] on the Copy Screen.

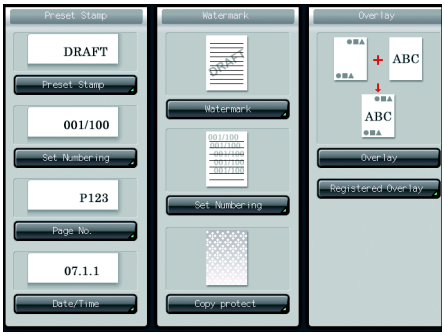
3 Touch [Stamp/Overlay] on the Application Screen.





4 Touch [Page No.].





5 Select the desired page numbering type, printing position, print page, character size, font, and start number.

- Touch one of the five page numbering type keys to highlight it.
- Touch one of the nine printing position keys to highlight it. If fine adjustment is desired, touch [Fine Adjustment]. See page 10-89 for details.
- Touch [Cover/Insert Print] to specify whether or not to print the page number on the front/back cover or insertions. See page 10-92 for details.
- Touch [Change Character] to select the character size and font type. See page 10-92 for details.
- Touch [Last Chapter Print] to specify whether or not to print the page number on the chapter cover pages.
- To specify the start number for all pages or for each chapter, touch [Start Number]. See page 10-90 for details.





6 Touch [OK] twice to complete the setting.

- To restore the previous setting, touch [Cancel].
- To release the Stamp/Overlay function with the current setting remained, touch [Function Off].

7 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Stamp/Overlay icon displayed under the [Application] key.

8 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

10.17.4 Printing Date/Time: Date/Time

Print date and time onto the specified position of copies.

Procedure

1 Position the original.

2 Touch [Application] on the Copy Screen.

3 Touch [Stamp/Overlay] on the Application Screen.

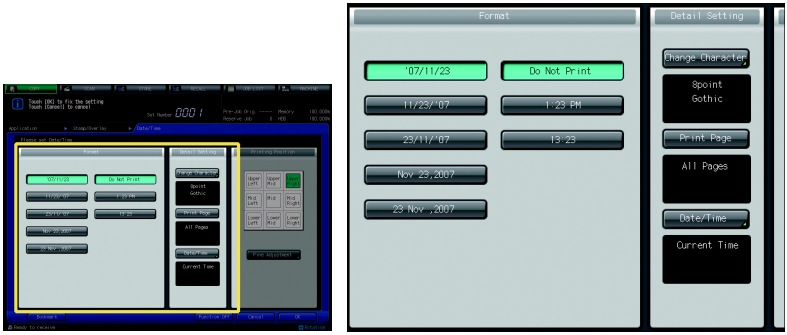


4 Touch [Date/Time].



5 Select the desired date/time type, printing position, character size, font and print page.

- Touch one of the five date type keys and one of the three time type keys in the Format area to highlight it.
- Touch one of the nine printing position keys to highlight it. If fine adjustment is desired, touch [Fine Adjustment]. See page 10-89 for details.
- Touch [Change Character] to select the character size and font. See page 10-92 for details.
- Touch [Print Page] to select Cover Only or All Pages.
- Touch [Date/Time] to select Current Time or Setting Time. If Setting Time is desired, use the touch panel keypad to enter the desired time. See page 10-93 for details.



6 Touch [OK] twice to complete the setting.

- To restore the previous setting, touch [Cancel].
- To release the Stamp/Overlay function with the current setting remained, touch [Function Off].

7 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Stamp/Overlay icon displayed under the [Application] key.

8 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

10.17.5 Printing Watermark onto Copies: Watermark

Print the desired letter type selected from preset watermarks in the center of printed page background.

Procedure

1 Position the original.

2 Touch [Application] on the Copy Screen.

3 Touch [Stamp/Overlay] on the Application Screen.



4 Touch [Watermark].



5 Select the desired watermark type and text density.

- Touch one of the eight watermark type keys to highlight it.
- Touch one of the four text density keys to highlight it.
- If fine adjustment of the centered watermark position is required, touch [Fine Adjustment]. See page 10-89 for details.



6 Touch [OK] twice to complete the setting.

- To restore the previous setting, touch [Cancel].
- To release the Stamp/Overlay function with the current setting remained, touch [Function Off].

7 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Stamp/Overlay icon displayed under the [Application] key.

8 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

10.17.6 Printing Distribution Number as Watermark: Set Numbering

Print a distribution number in the specified form repeatedly over the scanned image.

Procedure

1 Position the original.

2 Touch [Application] on the Copy Screen.

3 Touch [Stamp/Overlay] on the Application Screen.

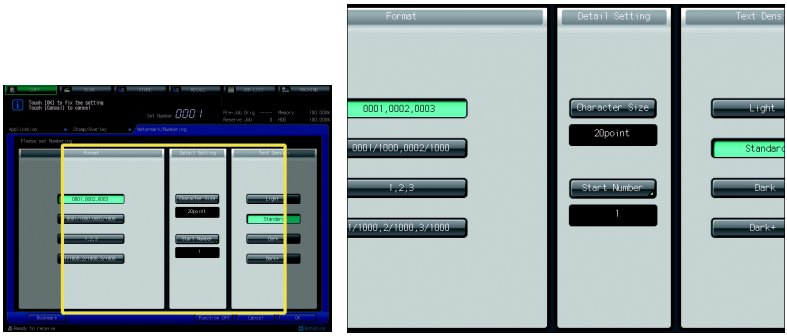


4 Touch [Set Numbering] in the Watermark area.



5 Select the desired watermark numbering type, character size, start number, and text density.

- Touch one of the four numbering type keys in the Format area to highlight it.
- Touch [Character Size] to select 20 point or 36 point.
- To specify the start number, touch [Start Number]. See page 10-90 for details.
- Touch one of the four text density keys to highlight it.



6 Touch [OK] twice to complete the setting.

- To restore the previous setting, touch [Cancel].
- To release the Stamp/Overlay function with the current setting remained, touch [Function Off].

7 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Stamp/Overlay icon displayed under the [Application] key.

8 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

10.17.7 Printing Watermark and Background Pattern: Copy Protect

Print both watermark and background pattern onto copies. Use this function for preparing the original with letters such as “Invalid” printed, in order to prevent illegal copy or leakage of secret information.

Procedure

- ✔ Select the desired type for both watermark and background pattern. Alternative printing of these two is unavailable.
- ✔ The watermark and background pattern always print in 100% magnification, while the original image is enlarged/reduced/combined.
- ✔ The character size of watermark is 44 points.
- ✔ Printed position of watermark is the same as of Set Numbering of Watermark.

1 Position the original.

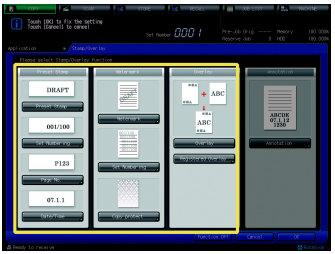
2 Touch [Application] on the Copy Screen.

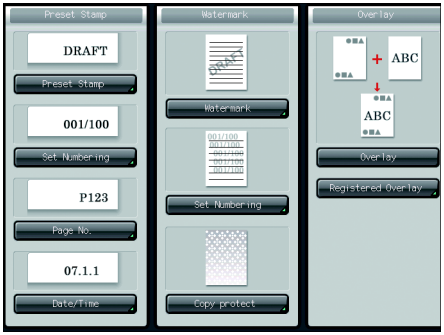
3 Touch [Stamp/Overlay] on the Application Screen.





4 Touch [Copy Protect] in the Watermark area.





5 Select the desired watermark type and background pattern.

- Touch one of the four watermark type keys in the Character area to highlight it.
- Touch one of the three background pattern keys to highlight it.





6 Touch [OK] twice to complete the setting.

- To restore the previous setting, touch [Cancel].
- To release the Stamp/Overlay function with the current setting remained, touch [Function Off].

7 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Stamp/Overlay icon displayed under the [Application] key.

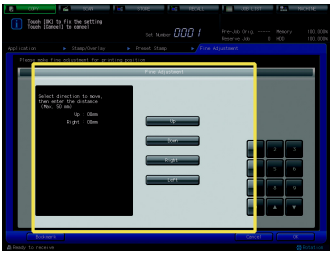
8 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

10.17.8Detailed Setting in Stamp/Watermark

Making fine adjustment on printing position

Use this function to make fine adjustment on printing position of Preset Stamp, Set Numbering, Page No., and Date/Time. The adjustment range is 0 to 50 mm, in lengthwise direction ([Up] or [Down]) and in widthwise direction ([Right] or [Left]).





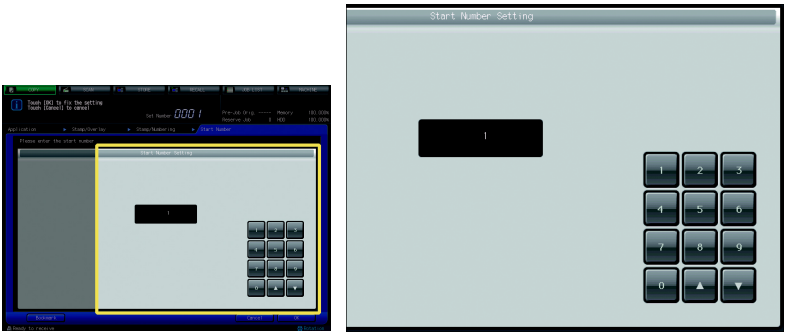
Procedure

1 Touch the desired direction key to highlight it, then use [▼] and [▲], or touch panel keypad to enter the desired amount.

2 Touch [OK] to complete the setting and return to the previous screen.

Setting start number in Set Numbering

Touching [Start Number] on the Set Numbering Screen will display the following screen to allow you to specify the start number.



Procedure

1 Use [▼] and [▲], or touch panel keypad to enter the desired start number. Up to four digits can be specified.

2 Touch [OK] to complete the setting and return to the previous screen.

Setting start number of page/chapter in Page No.

Touching [Page/Chapter Setting] on the Page No. Screen will display the following screen to allow you to specify the start number, page to be started, and the last page number in page numbering.
If Chapters is already selected, chapter start number, chapter to be started, and the last chapter number in chapter numbering can also be specified on this screen. Setting of the last page number and last chapter number is not required when numbering the pages/chapters to the last. Use this function only when stopping the numbering halfway.



Procedure

1 Touch [Start Number] under Page No. to highlight it, then enter the desired start number.

– Use [▼] and [▲], or touch panel keypad to enter the start number in the range from 1 to 99999.
Touching [Clear] resumes the initial number (1), and entering 0 automatically sets the start number to 1.

2 Touch [Start Page] under Page No. to highlight it, then enter the desired start page.

– Use [▼] and [▲], or touch panel keypad to enter the start number in the range from 1 to 99999.
Touching [Clear] resumes the initial number (1), and entering 0 automatically sets the start number to 1.

3 Touch [Last Page] under Page No. to highlight it, then enter the desired last page to be numbered.

– This setting is not necessary when numbering all pages.
To stop the numbering halfway in a set, enter the last page to be numbered.

4 Touch [Start Number] under Chapter to highlight it, then enter the desired start number.

– Use [▼] and [▲], or touch panel keypad to enter the start number in the range from 1 to 99.
Touching [Clear] resumes the initial number (1), and entering 0 automatically sets the start number to 1.

5 Touch [Start Chapter] under Chapter to highlight it, then enter the desired start chapter.

– Use [▼] and [▲], or touch panel keypad to enter the start chapter in the range from 1 to 99.
Touching [Clear] resumes the initial number (1), and entering 0 automatically sets the start chapter to 1.

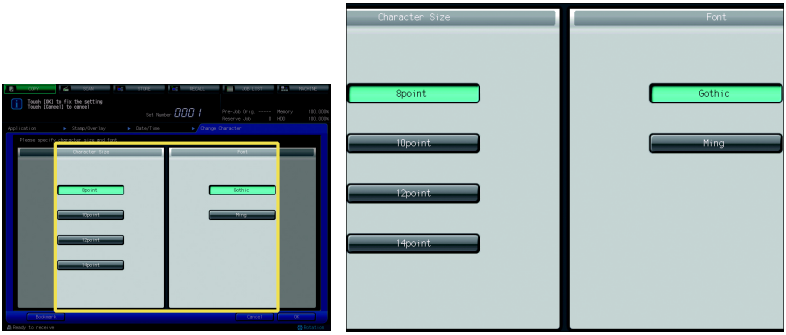
6 Touch [Last Chapters] under Chapter to highlight it, then enter the desired last chapter to be numbered.

– This setting is not necessary when numbering all chapters.
To stop the numbering halfway in a set, enter the last chapter to be numbered.

7 Touch [OK] to complete the setting and return to the previous screen.

Selecting character size and font

Use this function to specify the character size and font for Page No. and Date/Time.



Procedure

1 Touch one of the four keys under Character Size to highlight it.

2 Touch either [Gothic] or [Ming] under Font to highlight it.

3 Touch [OK] to complete the setting and return to the previous screen.

Setting page printing for covers/insertions in Page No.

This function allows you to print the page number on covers and insertions, when Insert Sheet setting has already been made.



Procedure

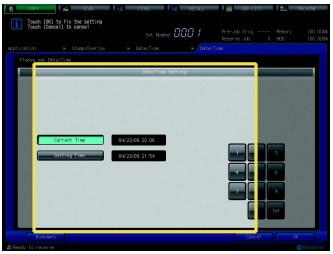
1 Touch one of the three keys under Cover to highlight it.

2 Select one of the keys under Print Insert if Print mode has been specified, or one of the two under Blank Insert for Blank mode.

3 Touch [OK] to complete the setting and return to the previous screen.

Changing date/time

This function allows you to print the date and time other than the current date.





Procedure

1 Touch [Setting Time] to highlight it.

2 Touch [Set] to highlight the year, month, day, or time to be changed.

3 Enter the desired number from the touch panel keypad.

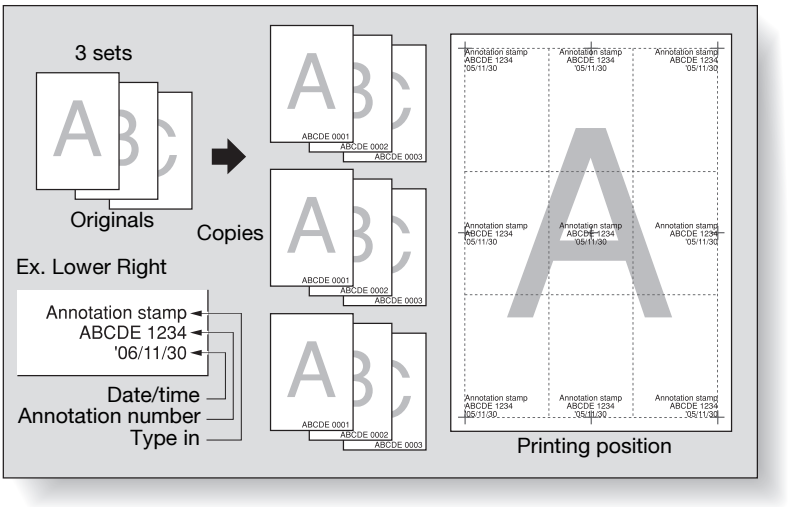
4 Touch [OK] to complete the setting and return to the previous screen.

10.18 Print Words, Date/Time, Annotation Number onto Copies: Annotation

This function allows you to register words, current date/time, and annotation number as a set and to print it onto output copies at the location designated on the screen.

The setting previously made for annotation number in the Utility setting can be changed temporarily on the Annotation Screen. (Temporary Number Setting)

Annotation can be used with the four stamp types and two watermark types provided on the Stamp/Overlay Selection Screen in multiple combinations.



Prerequisites

- ✔ Up to 40 combinations of words, date/time, and annotation number can be registered.
- ✔ The administrator can change the indicating order of words, date/time and annotation number and select whether to print for each in the Utility mode.
- ✔ The date/time is determined when the machine starts scanning originals, and will be printed according to the type specified on the machine.
- ✔ The annotation number is counted for each scanned original in scanning order, and will continue to the next job even if the machine power is turned off then on. However, the serial count will be suspended if this function is deselected or Temporary Number Setting is specified.
- ✔ Printing position can be selected from 9 positions, and fine adjustment is available within ±0 to 50 mm both in up/down and right/left directions.

1 Position the original.

2 Touch [Application] on the Copy Screen.

3 Touch [Stamp/Overlay] on the Application Screen.

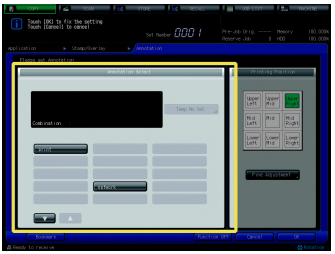


4 Touch [Annotation].



5 Select the desired Annotation type, then specify its printing position.

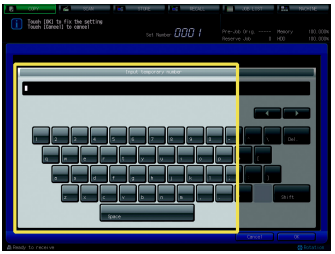
- Touch [▼] or [▲] to display the desired Annotation setting key on the screen, then touch the key to highlight it. Up to 40 setting keys are available on the screen. The setting registered on that key will be recalled and on the screen.
- Touch one of the nine printing position keys to highlight it. If fine adjustment is desired, touch [Fine Adjustment]. See page 10-89 for details.
- If [Temp. No. Set] key appears on the screen, the annotation number setting has been changed temporarily. See the next step.





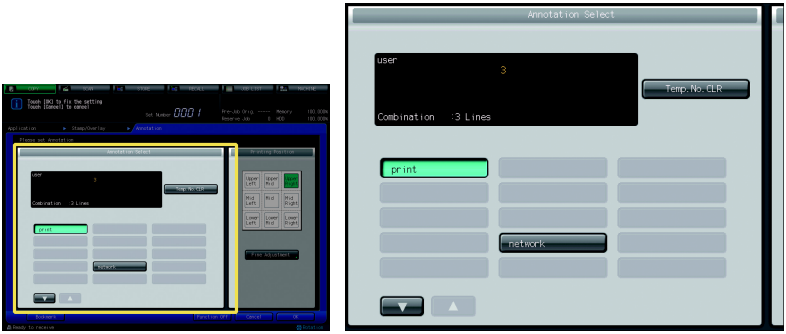
6 To change the annotation number setting temporarily, touch [Temp. No. Set].

- Touch the alphanumerical screen keys to enter the desired number or word. Up to 12 alphanumerical characters can be entered. With this setting specified, the entered number or word will be printed on all pages the annotation number will not be counted in the former setting.





– If the annotation number setting has not been made for the key selected in step 5, the [Temp. No. Set] key will be dimmed to show inactivity on the screen.
– Touch [OK] to complete the setting and return to the Annotation Screen.



7 Touch [OK] twice to complete the setting.

– To restore the previous setting, touch [Cancel].
– To release the Stamp/Overlay function with the current setting remained, touch [Function Off].

8 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Stamp/Overlay icon displayed under the [Application] key.

9 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

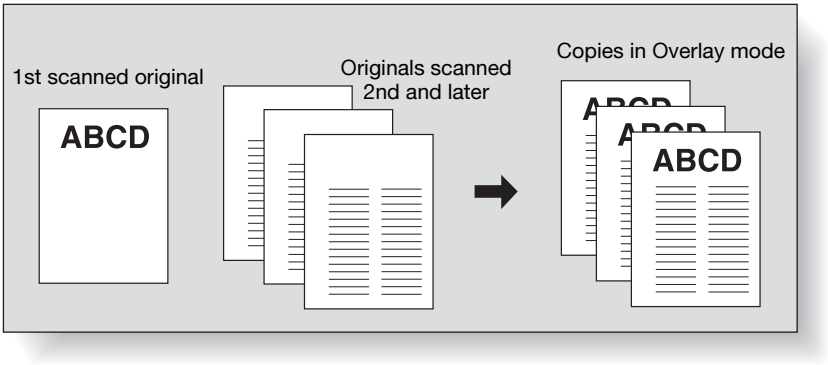
Detail

The following settings can be made in Administrator Setting of Utility mode. See POD Administrator's Reference for details.

Printing order of words, date/time, and annotation number, print contents, and print combination
Words to type in (up to 40 alphanumerical characters)
Date type (5 types provided)
Time type (3 types provided)
Words to type in before annotation number (up to 20 alphanumerical characters)
Start number of the annotation number
Printing form of the annotation number (2 types provided)
Temporary number (up to 12 alphanumerical characters)
Font type (Gothic/Ming)
Character size (8/10/12/14 point)

10.19 Overlaying Image onto Printed Pages: Overlay

Use this function to scan an image, then overlay the image onto each page copied in the job.



Procedure

1 Position the overlaying original.

– Position a sheet of original face up in the ADF or face down on the original glass.

2 Touch [Application] on the Copy Screen.

3 Touch [Stamp/Overlay] on the Application Screen.



4 Touch [Overlay] to highlight it.

5 Touch [OK] to complete the setting.

- To restore the previous setting, touch [Cancel].
- To release the Stamp/Overlay function with the current setting remained, touch [Function Off].

6 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Stamp/Overlay icon displayed under the [Application] key.
Auto Zoom and Auto Paper are released and ×1.0 magnification is selected automatically.
The [Separate Scan] key on the Copy Screen also appears highlighted to show that the Separate Scan mode is automatically selected.

7 Select any other copy conditions, as desired.

8 Press [Start] on the control panel.

The original image will be scanned into memory.

9 Position the original to be overlaid.

- Position the original either in the ADF or on the original glass.

10 Press [Start] to scan.

- Repeat steps 9 and 10 for all originals.

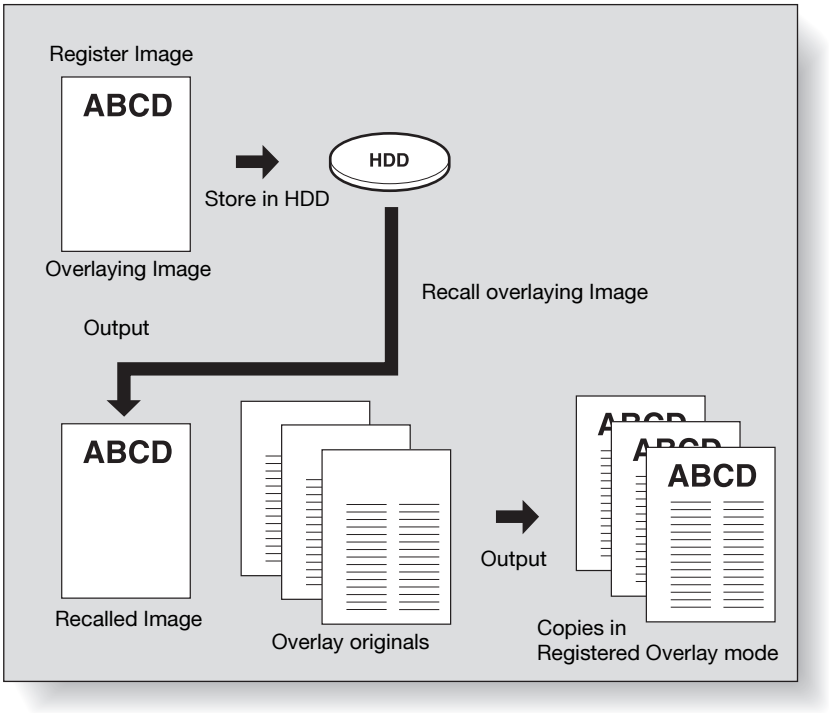
11 Touch [Separate Scan] on the Copy Screen to deselect it.

12 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

10.20 Storing Overlay Image in HDD/ Overlaying Image Stored in HDD: Registered Overlay

Use Registered Overlay 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.



To store image for overlay

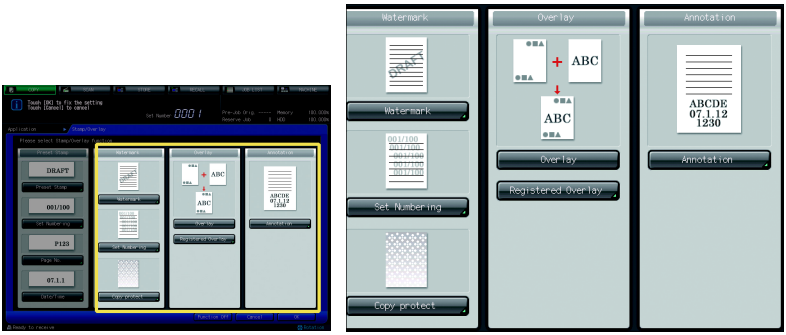
1 Position the overlaying original face down on the original glass.

2 Touch [Application] on the Copy Screen.

3 Touch [Stamp/Overlay] on the Application Screen.

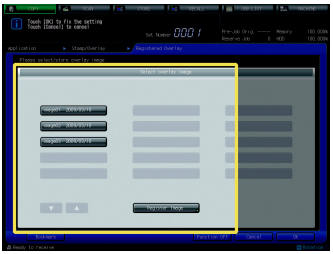


4 Touch [Registered Overlay].



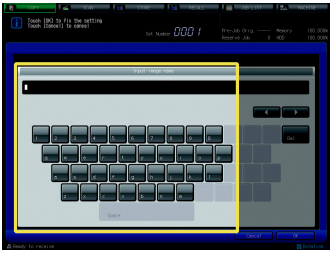
The Registered Overlay Screen will be displayed.

5 Touch [Register Image].





6 Enter the desired image name to be stored.





– Use the screen keypad to enter the desired name up to 8 characters. The date when making this entry will be stored automatically.

7 Touch [OK].

The Copy Screen to store the overlaying image will be displayed. Select copy conditions, as desired.
If a popup screen is displayed to prompt you that the entered image name has been already used, see page 10-106.

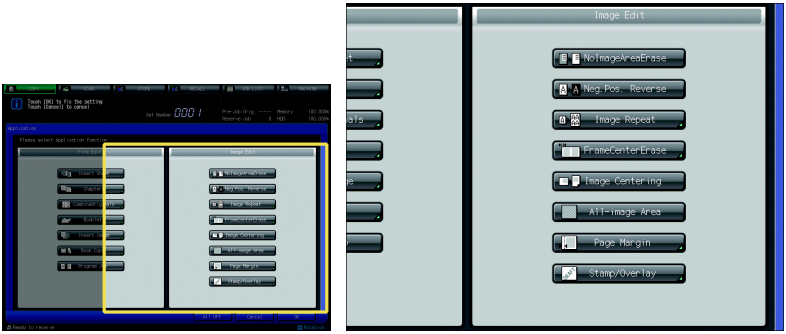
8 Press [Start] on the control panel.

The following screen will be displayed to indicate that the machine is now storing the image data in HDD.
When completed, the Registered Overlay Screen will be restored.

To overlay stored image onto each page

1 Touch [Application] on the Copy Screen.

2 Touch [Stamp/Overlay] on the Application Screen.



3 Touch [Registered Overlay].



The Registered Overlay Screen will be displayed.

4 Select the desired overlaying image data.





– Touch the desired image data key to highlight it, then touch [OK]. The Stamp/Overlay Screen will be restored.

5 Touch [OK] to complete the setting.

– To restore the previous setting, touch [Cancel].
– To release the Stamp/Overlay function with the current setting remained, touch [Function Off].

6 Touch [OK] on the Application Screen.

The Copy Screen will be restored, with the Stamp/Overlay icon displayed under the [Application] key.

7 Position the original to be overlaid.

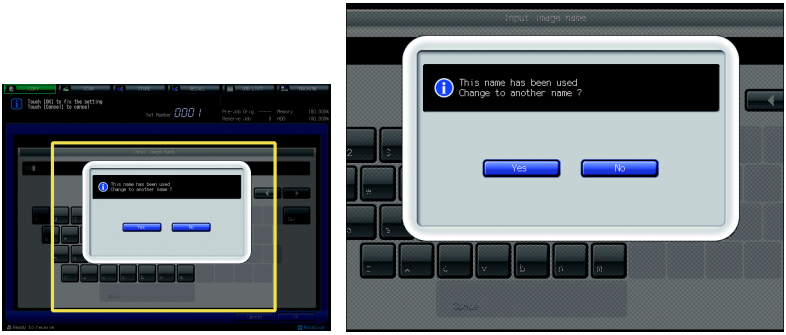
– Position the original either in the ADF or on the original glass.
– When a large amount of the document is scanned using the original glass or ADF, use the Separate Scan mode.

8 Enter the desired print quantity from the control panel keypad, then press [Start].

The machine will start printing when ready for output.

Screen for name duplication

If entered name is duplicated, the following confirmation screen will be displayed.



If [Yes] and [No] keys are displayed, the image with the entered name applied can be overwritten.
Touch [No] to overwrite the existing image data. To store the new data with a new name, touch [Yes].



If the screen shows [OK] only, the existing image data cannot be overwritten.
Touch [OK] to enter a new name.
Either of the above two can be specified in the administrator setting.

10.21 Copy Conditions Incompatible with Application Settings

Copy Conditions Incompatible with Application Settings			Basic																				Quality										
																		Original Setting											Original Type				Back ground Removal	
																					Custom Size											
			1>1	1>2	2>1	2>2	Using Original Glass	Using ADF	APS	AMS	x1.0	Zoom	Preset Magnification	Image Rotation Off *34	Mixed	Z-Folded Orig.	Single Feed	except Full Area	Full Area (Input Size)	Tab Paper Size	Manual Density	AES	Preset Density Level	Text/Photo	Dot Matrix	Photo	Text	Darker	Lighter
Application	File Edit	Program Job													×		○			▲											
		Insert Sheet							×						×					×											
		Insertion using PI																		×											
		Front Cover (Tray)													×					×											
		Back Cover (Tray)													×					×											
		Front PI (Upper/Lower)																													
		Back PI (Upper/Lower)																													
		Chapters	×		×										×		○			×											
		Chapter (Print Insertion)	×		×				×						×		○			×											
		Combine Originals							×						×		○		×	×											
		Booklet	×		×				×						×		○		×	×											
		Adhesive Binding	×		×				×						×		○		×	×											
		Insert Image					▲								×		○			×											
		Book Copy							×	×					×				×	×											
	Image Edit	Neg.Pos. Reverse																													
		Image Repeat			×	×		×	×	×					×	×															
		Auto Detect *8			×	×		×	×	×					×	×			×												
		Repeat							×						×	×															
		Frame Erase																													
		Center Erase																													
		Image Centering			×	×			×	×					×	×	○														
		Shift																	×												
		Reduce & Shift							×		×	×		×	×				×												
		No Image Area Erase			×	×		○	×	×					×	×	○		×												
		All-image Area																													
		Stamp (Preset Stamp)																													
		Stamp (Page No.)																													
		Stamp (Set Numbering)																													
		Stamp (Date/Time)																													
		Watermark																													
		Watermark (Set Numbering)																													
		Watermark (Copy protect)																													
		Annotation																													
		Registered Overlay																													
		Overlay *4													×																

| Copy Conditions Incompatible with Application Settings | | | Output | | |

Copy Conditions Incompatible with Application Settings			Output																		Application										
																					File Edit										
			2-Hole Punch (Right)	2-Hole Punch (Left)	2-Hole Punch (Top)	3-Hole Punch (Right)	3-Hole Punch (Left)	3-Hole Punch (Top)	Face Up	Face Down	1 to N	N to 1	Right & Left	Top	HDD Store *3	Perfect Bind	Multi Punch	Program Job	Insert Sheet	Insertion using PI	Front Cover (Tray)	Back Cover (Tray)	Front PI (Upper/Lower)	Back PI (Upper/Lower)	Chapters	Chapter (Print Insertion)	Combine Originals	Booklet	Adhesive Binding	Insert Image	Book Copy
Application	File Edit	Program Job														*16			×	×	×	×			×	×	×	×	×	×	×
		Insert Sheet																×									×	×	×	×	×
		Insertion using PI										×						×									×	×	×	×	×
		Front Cover (Tray)														*17		×									×	×	×	×	×
		Back Cover (Tray)														*17		×									×	×	×	×	×
		Front PI (Upper/Lower)										×				*17															
		Back PI (Upper/Lower)										×				*17															
		Chapters																×							○	×				×	
		Chapter (Print Insertion)																×							○		×	×	×	×	
		Combine Originals														×		×	×	×	×	×			×	×		×	×	×	×
		Booklet	×	×	×	×	×	×								×	×	×	×	×	×	×				×	×		○		
		Adhesive Binding	×	×	×	×	×	×								×	×	×	×	×	×	×					×	×	○			
		Insert Image														*16		×	×	×	×	×			×	×	×				×	
		Book Copy																×	×	×	×	×					×				×	
	Image Edit	Neg.Pos. Reverse																														
		Image Repeat	*14	*14	*14	*14	*14	*14								×			×	×	×	×			×	×	×	×	×	×	×
		Auto Detect *8														×			×	×	×	×			×	×	×	×	×	×	×
		Repeat														×		*15							×	×	×	×	×	×	×
		Frame Erase																														
		Center Erase																														
		Image Centering																	×	×	×	×								×	
		Shift																														
		Reduce & Shift																														×
		No Image Area Erase																	×	×	×	×			×	×	×	×	×	×		
		All-image Area																														
		Stamp (Preset Stamp)																										*2				
		Stamp (Page No.)																										*2				
		Stamp (Set Numbering)																										*2				
		Stamp (Date/Time)																										*2				
		Watermark																										*2				
		Watermark (Set Numbering)																										*2				
		Watermark (Copy protect)																										*2				
		Annotation																													×	*31
		Registered Overlay																										*32				
		Overlay *4																×	×	×	×	×					×				×	×

Copy Conditions Incompatible with Application Settings		Application																							
		Image Edit																							
		Neg.Pos. Reverse	Image Repeat	Auto Detect *8	Repeat	Frame Erase	Center Erase	Image Centering	Shift	Reduce & Shift	No Image Area Erase	All-image Area	Stamp (Preset Stamp)	Stamp (Page No.)	Stamp (Set Numbering)	Stamp (Date/Time)	Watermark	Watermark (Set Numbering)	Watermark (Copy protect)	Annotation	Registered Overlay	Overlay *4
Application	Program Job				*15																			×
File Edit	Insert Sheet		×	×				×			×													×
	Insertion using PI		×	×				×			×													×
	Front Cover (Tray)		×	×							×													×
	Back Cover (Tray)		×	×							×													×
	Front PI (Upper/Lower)																							
	Back PI (Upper/Lower)																							
	Chapters		×	×	×						×													
	Chapter (Print Insertion)		×	×	×						×													
	Combine Originals		×	×	×						×		*2	*2	*2	*2	*2	*2	*2	*2		*2	×
	Booklet		×	×	×						×													
	Adhesive Binding		×	×	×						×													
	Insert Image		×	×	×			×			×										×			×
	Book Copy		×	×	×					×											*31			×
Image Edit	Neg.Pos. Reverse		×	×	×						×	×	×	×	×	×	×	×	×			×		
	Image Repeat	×		○	○	×	×	×		×	×		×	×	×	×	×	×	×				×	×
	Auto Detect *8	×	○		○	×	×	×		×	*8	×	×	×	×	×	×	×	×				×	×
	Repeat	×	○	○		×	×	×		×	×		*2	*2	*2	*2	*2	*2	*2				*33	×
	Frame Erase		×	×	×							×												
	Center Erase		×	×	×							×												
	Image Centering		×	×	×				×	×	×													×
	Shift							×		○														
	Reduce & Shift		×	×	×			×	○		×													×
	No Image Area Erase	×	×		×					×		×												
	All-image Area	×		×		×	×				×													
	Stamp (Preset Stamp)	×	×	×	*2													○				○	○	
	Stamp (Page No.)	×	×	×	*2																			
	Stamp (Set Numbering)	×	×	×	*2													○	○			○	○	
	Stamp (Date/Time)	×	×	×	*2																			
	Watermark	×	×	×	*2								○						○	○		○	○	
	Watermark (Set Numbering)	×	×	×	*2									○				○		○		○	○	
	Watermark (Copy protect)	×	×	×	*2									○				○	○					
	Annotation																							
	Registered Overlay	×	×	×	*33								○		○			○	○					○
	Overlay *4		×	×	×			×		×			○		○			○	○			○		

None: Compatible
× : Grayed out (including automatic release)
○ : Condition last selected has priority. (Condition in the far left column will be released.)
▲: Displays warning message.
– : Not specified

*1: Back cover is unavailable. A message displays when unavailable.
*2: 2 in 1, 4 in 1 in Page No. of Stamp, and 2 Repeat are available. Grayed out when unavailable.
*4: Overlay is unavailable in Program Job.
*6: Available only when Booklet is selected.
*8: Selecting Auto in Image Repeat, No Image Area Erase will also be selected automatically and cannot be released.
*9: Image Rotation without Auto Zoom is unavailable in Mixed mode. (Mixed mode or last selected function has priority.)
*10: Image Rotation is unavailable if staple or punch position is interfered when either function is selected.
*11: Separate Scan mode is selected automatically.
*12: If Dot Matrix is selected with minus level in Background Adjustment, the Background Adjustment will be restored to 0.
*13: Selecting Multi Tri-Fold automatically specifies Face/Order setting. (The last selection in Multi Tri-Fold has priority.)
With Outside Print selected: Selects 1 to N and Face Up (or Face Down in duplex printing) automatically.
With Inside Print selected: Selects N to 1 and Face Down automatically.
*14: Only 2 Repeat (including reverse order mode) is unavailable.
*15: Only 2 Repeat (including reverse order mode) is available.
*16: Unavailable when selecting a main body tray as cover source.
*17: Available only when selecting PB tray as cover source.
*18: Unavailable without Auto Paper and Z-Fold selected.
*19: Available when selecting the primary (main) tray of large capacity stacker or of staple finisher as output tray. (Grayed out if not.)
*20: Selects Sort. Offset Sort, Group, and Offset Group are grayed out.
*21: Selects Sort. Offset Sort and Offset Group are grayed out.
*22: Selects Group. Offset Sort and Offset Group are grayed out.
*23: Selects Sort. Group and Offset Group are grayed out.
*24: Selects Offset Sort. Group and Offset Group are grayed out.
*25: Selects Sort. Offset (Rotation) Sort, Group, and Offset (Rotation) Group are grayed out.
*26: Selects Sort. Offset (Rotation) Sort and Offset (Rotation) Group are grayed out.
*27: Selects Group. Offset (Rotation) Sort and Offset (Rotation) Group are grayed out.
*28: Minus level setting in Background Adjustment is unavailable.
*29: Selects ×1.0 magnification.
*30: Without Separate Scan mode, the message to close the ADF will be displayed.
*31: With Front/Back With Cover mode in Book Copy selected, Annotation will be grayed out, and vice versa.
*32: 2 in 1, 4 in 1 with Page No. of Stamp, and 2 Repeat modes are available. (Grayed out when unavailable.)

*33: With any mode other than 2 Repeat selected, Registered Overlay will be grayed out. With Registered Overlay selected, any mode except 2 Repeat will be grayed out.

*34: With Image Rotation icon displayed on the screen, Image Rotation functions even if Image Rotation Off is selected.

*35: Available only when service representative is specified.

11 Output Setting

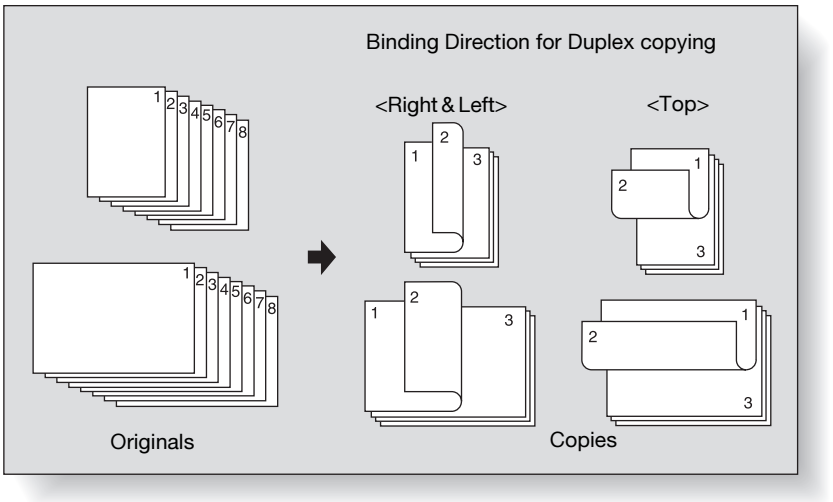
11 Output Setting

11.1 Setting Binding Direction for Duplex Copies

When setting duplex mode (1-2/2-2), a binding direction must be selected. It should be set when making top-bound duplex copies (front and back sides have the opposite side up) from simplex or right/left-bound duplex originals (front and back sides have the same side up).

Detail

If you want to make right/left-bound duplex copies (front and back sides have the same side up) from top-bound duplex originals (front and back sides have the opposite side up), binding direction setting for duplex originals is needed. See page 9-4 for details.



Prerequisites

- ✔ Top binding for duplex printing functions properly only when duplex mode is selected.
- ✔ If the machine is reset, the binding mode will resume the right/left binding.

1 Touch [COPY] tab to display the Copy Screen, then touch [Output Setting].



The Output Setting Screen will be displayed.

2 Touch [Top] in the Bind Direction area to highlight it.



3 Touch [OK].

11.2 Selecting an Output Tray

This section describes how to select an output tray.

Procedure

1 Position the original.

2 Touch [Output Setting] on the Copy Screen.



The Output Setting Screen will be displayed.

3 Touch [Output Tray].

– Output tray positions and the tray currently selected are indicated on the front image of the machine.
The tray currently selected appears with green square mark and red arrow pointing downward.
Touch [Output Tray] at the lower-left corner of the screen.

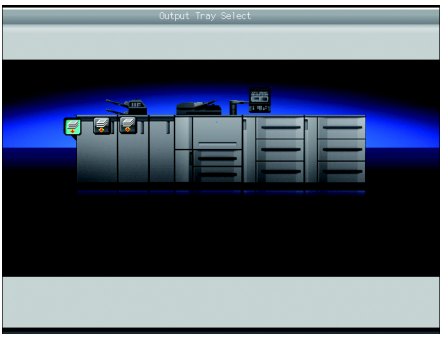


The Output Tray Select Screen reflecting the combination of optional devices will be displayed.

4 Select the desired output tray.

– Touch the desired tray position key "  " to highlight it.





– If the machine has Large Capacity Stacker LS-505 installed, the [Pile Setting] key will be displayed. With two units of Large Capacity Stacker LS-505 installed, the [Stacker Auto] key will also be displayed. For details, see page 11-6.
– Be careful not to exceed the optional exit tray capacity, otherwise unexpected trouble may be caused.

5 Touch [OK] on the Output Tray Select Screen.

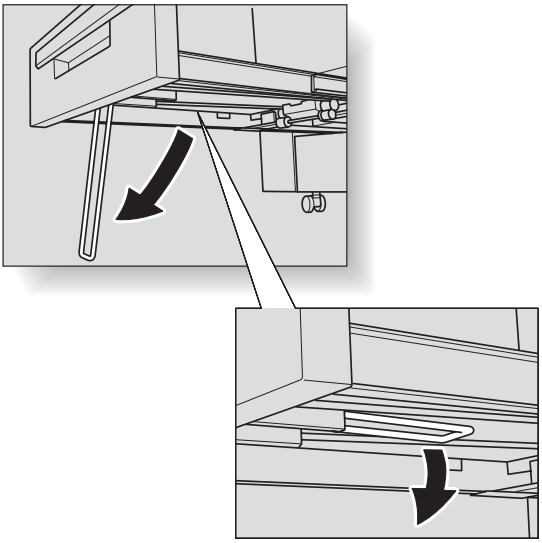
The Output Setting Screen will be restored, with the selected tray highlighted on the front image of the machine.

6 Touch [OK] on the Output Setting Screen.

The Copy Screen will be restored.

7 Withdraw the saddle stitch unit tray, if selected as an output tray.

– Open the tray stand when fully withdrawn.



...

Reminder

Never return the Saddle stitch unit tray to its original position with the tray stand opened.

[Pile Setting] key

If the machine has Large Capacity Stacker LS-505 installed, the [Pile Setting] key will be displayed on the Output Tray Select Screen.
Touch [Pile Setting] to display the Pile Setting Screen.
Touch [Permit] to highlight it if you allow paper from several jobs to pile up in the large capacity stacker, or touch [Prohibit] if you do not, then touch [OK].



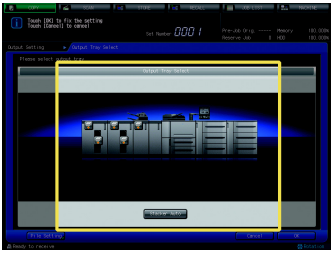


[Stacker Auto] key

If the machine has two units of Large Capacity Stacker LS-505 installed, the [Stacker Auto] key will be displayed on the Output Tray Select Screen.

With [Stacker Auto] highlighted, the machine delivers output sheets as follows. (Suppose the one on the right side as stacker 1, the other on the left side as stacker 2.)

- When the stacker 1 reaches the limit, the next job will be delivered to the stacker 2.
- After the machine is switched to deliver the sheets to stacker 2, when you take out the sheets from the full stacker 1, it is switched to deliver the sheets to stacker 1 again from the next job. You can configure the machine so that it will not switch to stacker 1 until stacker 2 becomes full Contact your service representative, if desired.
- If the stacker 1 becomes unavailable due to some trouble, the stacker 2 will take over.
- If the paper removal button is pressed while the stacker 1 is operating for the current delivery, the next job will be delivered to the stacker 2.





The Stacker Auto function operates as mentioned above only when both stackers 1 and 2 are free from trouble, when no paper remains in the stacker 2, and when [Permit] is selected on the Pile Setting Screen.

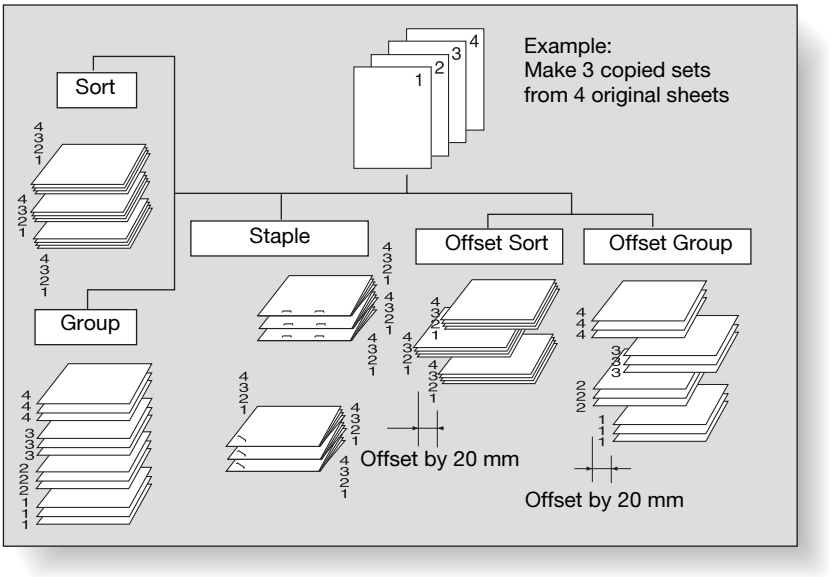
11.3 Sorting/Grouping/Stapling Copies: Staple Finisher FS-521

Staple Finisher FS-521 has a primary (main) tray and a secondary (sub) tray, each of which has the following output modes.

Output to the primary (main) tray:

- Sort: Outputs multiple copies of the original set.
- Group: Groups together multiple copies of each original.
- Offset Sort: Outputs each sorted set offset by approx. 20 mm upon exit.
- Offset Group: Outputs each grouped set offset by approx. 20 mm upon exit.
- Staple: Staples each sorted/grouped set with one staple at the corner or two staples along the edge.

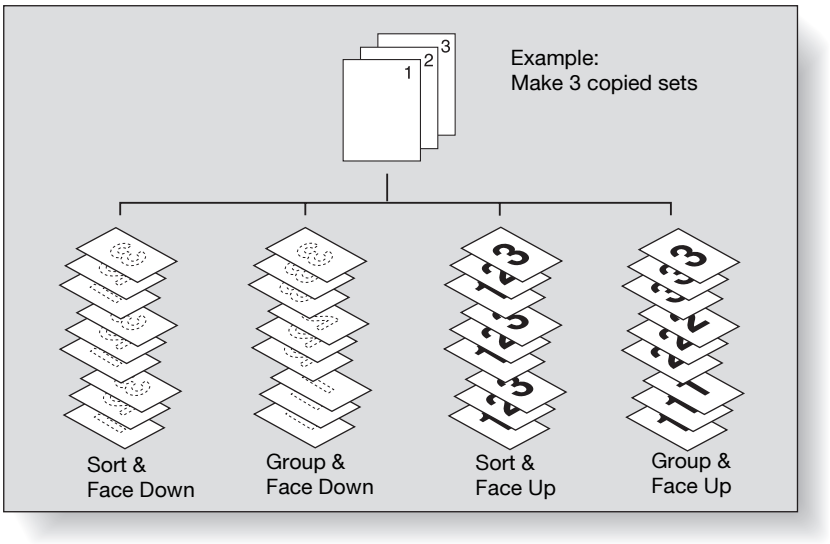
Combined with the output modes above except staple mode, you can also choose to output face up or face down, and output front to back or back to front.



Output to the secondary (sub) tray:

- Sort: Outputs multiple copies of the original set. Offset Sort is unavailable.
- Group: Groups together multiple copies of each original. Offset Group is unavailable.

Combined with the output modes above, you can also choose to output face up or face down, and output front to back or back to front.



This section describes the following output methods:

- Sort/ Group/ Offset Sort/ Offset Group output to the primary (main) tray
- Staple output to the primary (main) tray
- Sort/ Group output to the secondary (sub) tray

11.3.1 Sort/Group/Offset Sort/Offset Group Output to the Primary (Main) Tray

A machine with Staple Finisher FS-521 installed is set to output sorted sets to the primary (main) tray by default, regardless of whether or not to be equipped with other optional devices.
Please select an output mode by following the procedure below.

Detail

You can change the initial output mode in the Utility mode. For details, see POD Administrator's Reference.

For detailed specifications of Staple Finisher FS-521, see page 3-2 and page 7-9.

Procedure

1 Position the original.

2 Touch [COPY] tab to display the Copy Screen, then touch [Output Setting].

The Output Setting Screen will be displayed.
Output tray positions are indicated as square marks on the front image of the machine, and the tray currently selected appears highlighted.
If the primary (main) tray is not selected, touch [Output Tray] to select it. See page 11-4 for details.

3 Select the desired output mode.

– Touch the desired output mode key ([Sort], [Group], [Offset Sort], or [Offset Group]) to highlight it.
– Touch the desired output face key ([Face Up] or [Face Down]) and output order key ([1 to N] or [N to 1]), as needed.
Selecting [N to 1] automatically selects and limits the output face to [Face Up].



4 Touch [OK] on the Output Setting Screen.

The specified output mode icon will be displayed in the Output Setting area of the Copy Screen.

Reminder

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

Be careful not to exceed the staple finisher tray capacity when selecting the print quantity, otherwise unexpected trouble may be caused.

Detail

The suspension button allows you to temporarily stop printing in order to take out the printed sheets delivered to the primary (main) tray. See page 4-75 for details.

11.3.2 Stapling Output to the Primary (Main) Tray

Copies will be stapled in this mode. Select one of the following five stapling types.

- 1 staple at the top-left corner
- 1 staple at the top-right corner
- 2 staples along the left edge
- 2 staples along the top edge
- 2 staples along the right edge

Detail

For detailed specifications of Staple Finisher FS-521, see page 3-2 and page 7-9.

Procedure

1 Position the original.

2 Touch [COPY] tab to display the Copy Screen, then touch [Output Setting].

The Output Setting Screen will be displayed.
Output tray positions are indicated as square marks on the front image of the machine, and the tray currently selected appears highlighted.
If the primary (main) tray is not selected, touch [Output Tray] to select it. See page 11-4 for details.

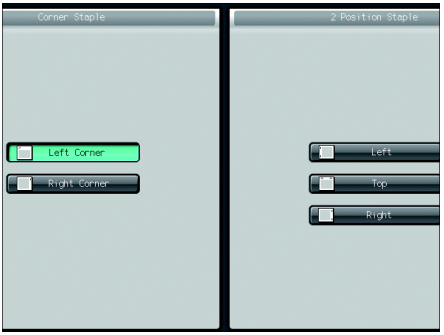
3 Touch [Staple].



The Staple Screen will be displayed.

4 Touch the desired stapling position key to select it.





5 Touch [OK].

- To restore the previous setting, touch [Cancel].
- To release the Staple function, touch [Function Off].

The Output Setting Screen will be restored.

6 Touch [OK] on the Output Setting Screen.

The specified output mode icon will be displayed in the Output Setting area of the Copy Screen.

Reminder

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

Be careful not to exceed the staple finisher tray capacity when selecting the print quantity, otherwise unexpected trouble may be caused.

Detail

The suspension button does not function to temporarily stop printing while the machine is in Staple mode.

11.3.3 Sort/Group Output to the Secondary (Sub) Tray

A machine with Staple Finisher FS-521 installed is set to output sorted sets to the primary (main) tray by default, regardless of whether or not to be equipped with other optional devices. Change the output tray and select the desired output mode by following the procedure below.

Detail

For detailed specifications of Staple Finisher FS-521, see page 3-2 and page 7-9.

Procedure

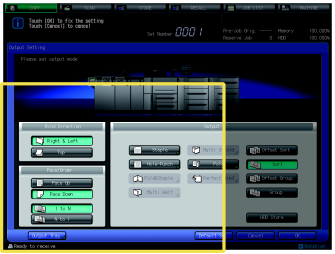
1 Position the original.

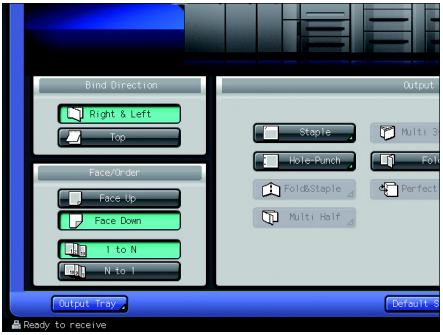
2 Touch [COPY] tab to display the Copy Screen, then touch [Output Setting].

The Output Setting Screen will be displayed.

3 Select the secondary (sub) tray as the output tray.

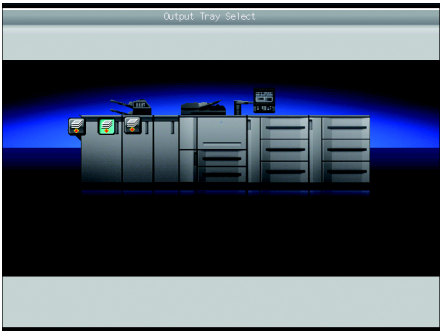
– Touch [Output Tray] to display the Output Tray Select Screen





– Touch the tray position key "  " of the secondary (sub) tray to highlight it. Touch [OK].





4 Select the desired output mode.

– For Sort output, touch [Sort] to highlight it. For Group output, touch [Group] to highlight it.
– Select output face ([Face Up] or [Face Down]), and output order ([1 to N] or [N to 1]), as needed.
Selecting [N to 1] automatically selects and limits the output face to [Face Up].





5 Touch [OK] on the Output Setting Screen.

The specified output mode icon will be displayed in the Output Setting area of the Copy Screen.

Reminder

Be careful not to exceed the staple finisher tray capacity when selecting the print quantity, otherwise unexpected trouble may be caused.

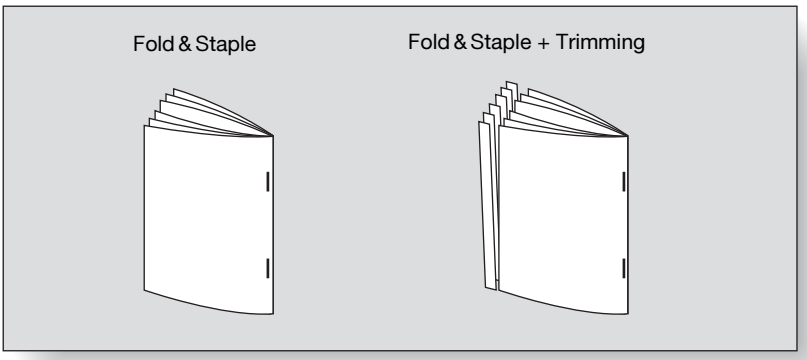
Note

The suspension button will not function when printed sheets are delivered to the secondary (sub) tray.

11.4 Output Modes Using Saddle Stitch Unit SD-506

11.4.1 Making Folded Booklet

Using Booklet in combination, the machine installed with Saddle Stitch Unit SD-506 can create a multiple page signature booklet, folded and stapled at two positions (saddle stitched) in the center.
Use Trimming mode to trim the edge that opens the booklet, if desired.



Detail
For detailed specifications of Saddle Stitch Unit SD-506, see page 3-2 and page 7-11.

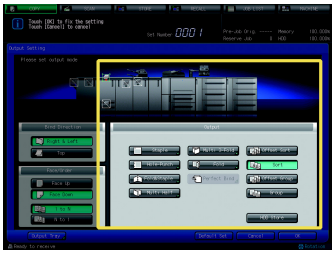
Procedure

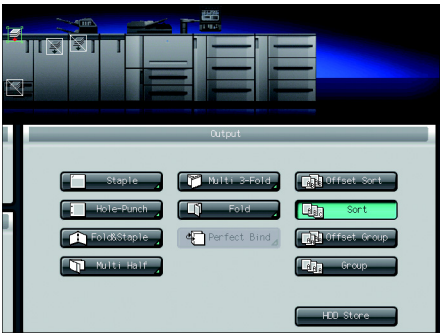
1 Position the original.

2 Touch [COPY] tab to display the Copy Screen, then touch [Output Setting].

The Output Setting Screen will be displayed.

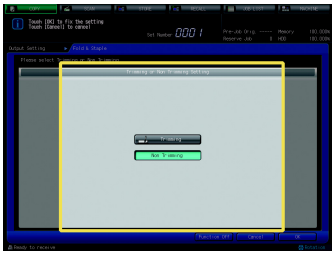
3 Touch [Fold & Staple].

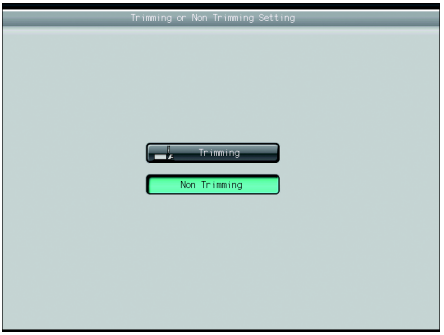




The screen to specify the Trimming mode will be displayed.

4 Touch [Trimming] or [Non Trimming] to select whether or not to use Trimming mode.





5 Touch [OK].

- To restore the previous setting, touch [Cancel].
- To release the Fold & Staple function with the current Trimming setting remained, touch [Function Off].

The Output Setting Screen will be restored.

6 Touch [OK] on the Output Setting Screen.

The specified output mode icon will be displayed in the Output Setting area of the Copy Screen.
Booklet in Application is selected automatically.

7 Withdraw the saddle stitch unit tray.

– Open the tray stand when fully withdrawn.

...

Note

The folded and stapled (and trimmed) sets will be delivered into the saddle stitch unit tray. If the tray is not fully withdrawn, the machine will detect that the tray is filled up, even with less number of finished sets than that specified in specifications.

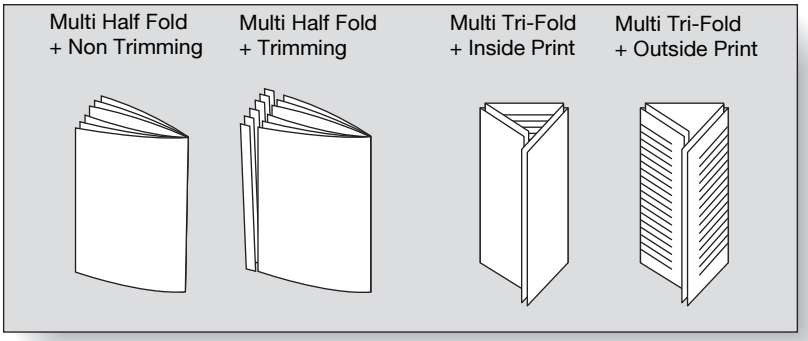
...

Reminder

Never return the saddle stitch unit tray to its original position with the tray stand opened.

11.4.2 Folding Copies

The machine installed with Saddle Stitch Unit SD-506 provides Multi Half Fold mode to double-fold up to 5 sheets of copied set, or Multi Tri-Fold mode to fold it inside in three.
Using Multi Tri-Fold, the print side can be specified on the screen.



Detail
For detailed specifications of Saddle Stitch Unit SD-506, see page 3-2 and page 7-11.

Prerequisites

- ✔ Using Multi Half Fold mode, the finished sets will be delivered to the saddle stitch unit tray.
- ✔ Using Multi Tri-Fold mode, the finished sets will be delivered to the multi tri-fold mode tray.

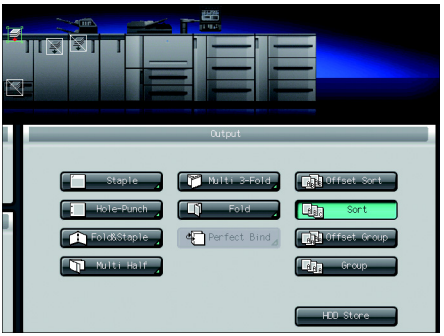
1 Position the original.

2 Touch [COPY] tab to display the Copy Screen, then touch [Output Setting].

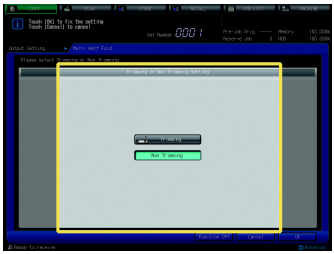
The Output Setting Screen will be displayed.

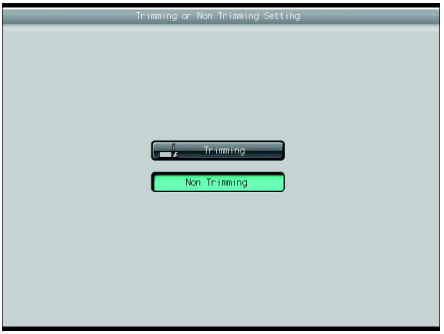
3 Touch [Multi Half] or [Multi 3-Fold] to select it.



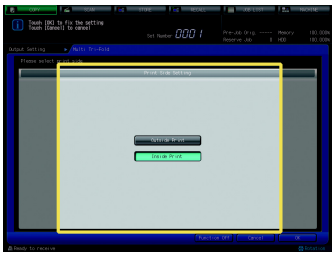


– If [Multi Half] is selected, the Multi Half Fold Screen will be displayed to specify whether or not to trim the edge of the folded sheets. Touch [Trimming] or [Non Trimming] to select it.





– If [Multi 3-Fold] is selected, the Multi Tri-Fold Screen will be displayed to specify the print side. Touch [Outside Print] or [Inside Print] to select it.





4 Touch [OK].

- To restore the previous setting, touch [Cancel].
- To release the function with current setting remained, touch [Function Off].

The Output Setting Screen will be restored.

5 Touch [OK] on the Output Setting Screen.

The specified output mode icon will be displayed in the Output Setting area of the Copy Screen.
With Multi Half Fold selected, Booklet in Application is also selected automatically.

6 When using Multi Half Fold, withdraw the saddle stitch unit tray.

- Open the tray stand when fully withdrawn.

Note
The double-folded sets will be delivered into the saddle stitch unit tray. If the tray is not fully withdrawn, the machine will detect that the tray is filled up, even with less number of finished sets than that specified in specifications.
The triple-folded sets will be delivered into the multi tri-fold mode tray.

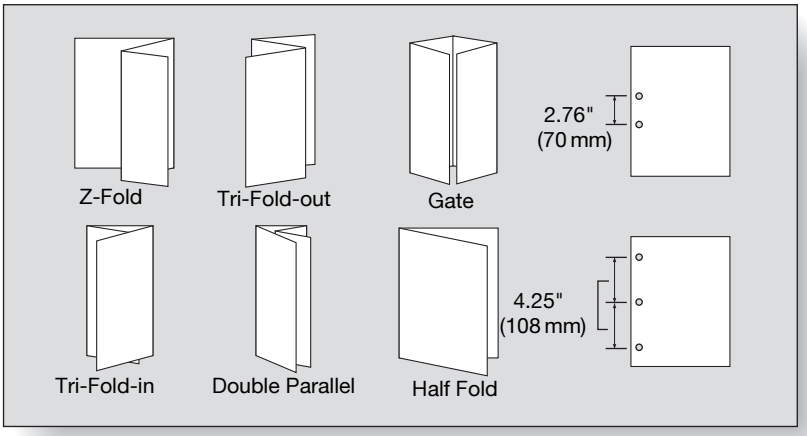
Reminder
Never return the saddle stitch unit tray to its original position with the tray stand opened.

11.5 Output Modes Using Folding Unit FD-503

Using Folding Unit FD-503, the following punch/folding patterns are available:

Fold: Six folding types are available; Z-Fold, Tri-Fold-in, Tri-Fold-out, Double Parallel, Gate, and Half Fold. Specify the print side (outside or inside) for each folding mode except Z-Fold.

Hole-Punch: Punches 2 or 3 holes in printed sheets for filing purposes. Specify the desired punch position (left/right/top) according to the original set direction.



With Folding Unit FD-503 installed on the machine as a single finishing option, the two output trays are available, to each of which is allotted with output modes as described below.
Primary (main) tray: Half Fold, Z-Fold, Hole-Punch, not processed (straight delivery)
Fold mode tray: Tri-Fold-in, Tri-Fold-out, Double Parallel, Gate

...

Note

A secondary (sub) tray is also available in place of the fold mode tray. Contact your service representative, if desired.

11.5.1 Folding Copies

Copies will be folded in this mode. Follow the procedure below to select the desired one from six folding types.

Detail

For detailed specifications of Folding Unit FD-503, see page 3-2 and page 7-10.

Prerequisites

- ✔ Folding types: Z-Fold, Tri-Fold-in, Tri-Fold-out, Double Parallel, Gate, Half Fold
- ✔ Sheets placed on the post inserter can also be folded.

1 Position the original.

2 Touch [COPY] tab to display the Copy Screen, then touch [Output Setting].

The Output Setting Screen will be displayed.

3 Touch [Fold].



The Fold Mode Screen will be displayed.

4 Touch the desired folding type key, and either [Outside Print] or [Inside Print] to select the printed side.





– The printed side selection is unavailable for Z-Fold mode.

5 Touch [OK].

– To restore the previous setting, touch [Cancel].
– To release the Fold function with the current folding type setting remained, touch [Function Off].

The Output Setting Screen will be restored.

6 Touch [OK] on the Output Setting Screen.

The specified output mode icon will be displayed in the Output Setting area of the Copy Screen.

Reminder

Be careful not to exceed the staple finisher tray capacity when selecting the print quantity, otherwise unexpected trouble may be caused.

11.5.2 Punching File Holes in Copies

Copies will be punched in this mode. Follow the procedure below to select 2- or 3-hole punch and punch position.

Detail

For detailed specifications of Folding Unit FD-503, see page 3-2 and page 7-10.

Procedure

1 Position the original.

2 Touch [COPY] tab to display the Copy Screen, then touch [Output Setting].

The Output Setting Screen will be displayed.

3 Touch [Hole-Punch].



The Hole-Punch Screen will be displayed.

4 Touch the desired key to select the punch type and position.





5 Touch [OK].

- To restore the previous setting, touch [Cancel].
- To release the Hole-Punch function with the current number of punch holes and punch position setting remained, touch [Function Off].

The Output Setting Screen will be restored.

6 Touch [OK] on the Output Setting Screen.

The specified output mode icon will be displayed in the Output Setting area of the Copy Screen.

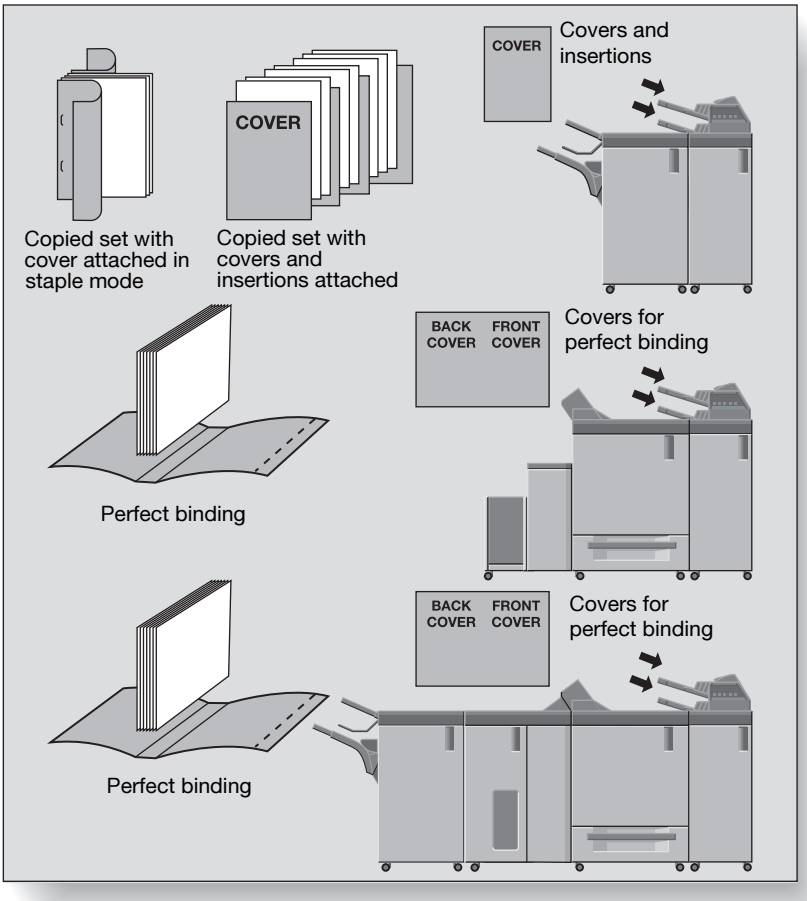
...

Reminder

Be careful not to exceed the staple finisher tray capacity when selecting the print quantity, otherwise unexpected trouble may be caused.

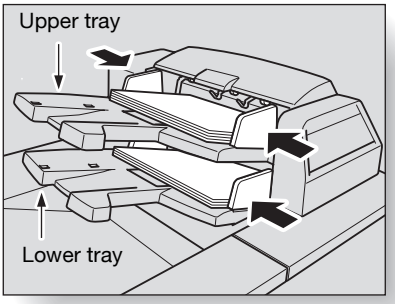
11.6 Attaching Cover Sheet: Folding Unit FD-503

This function is provided by Folding Unit FD-503 mounted with post inserter. Cover sheets loaded in the upper/lower tray of the post inserter will be attached to the output copies as a front cover, back cover, or insertion (chapter) sheets.
Use this function to create a staple-bound book with covers and title pages attached.
Paper setting for the covers to be loaded in the post inserter tray is required. See page 4-30 for details.
Used in combination with the Perfect Binder PB-502/PB-503, cover sheets loaded in the post inserter tray can be attached to the output copies to make perfect-bound books. See page 4-31 for details on loading covers, and see page 11-35 for details of perfect binding.



To load cover sheets

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



2 Use Insert Sheet and Booklet to attach a cover sheet.

...

Reminder

Do not load more than 500 sheets (21 lb Bond) for each of the upper and lower trays.
Do not load above the limit line indicated on the guide plate.

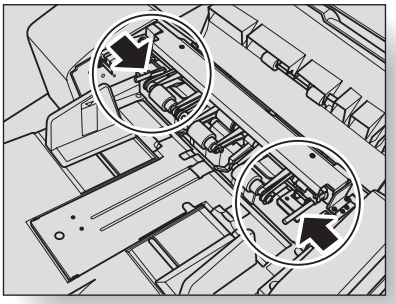
Be careful not to exceed the staple finisher tray capacity when selecting the print quantity, otherwise unexpected trouble may be caused.

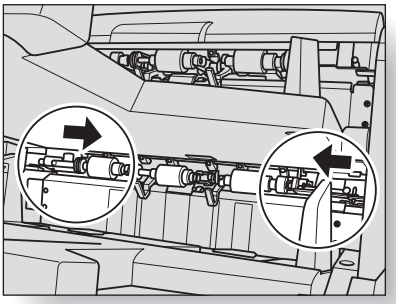
To prevent small cover sheets from skewing

Small cover sheets may skew when loaded it in the upper/lower tray of the post inserter.

Three paper rollers are attached to each of the upper and lower trays. Lock the rollers on both sides to prevent paper from skewing.

As shown below, push the both roller lock levers inside to lock them.





...

Reminder

Be sure to lock the rollers on both sides, when locking the paper rollers. Do not lock the paper rollers in usual operation.

11.7 Using Folder/Finisher/Stitcher Functions Manually

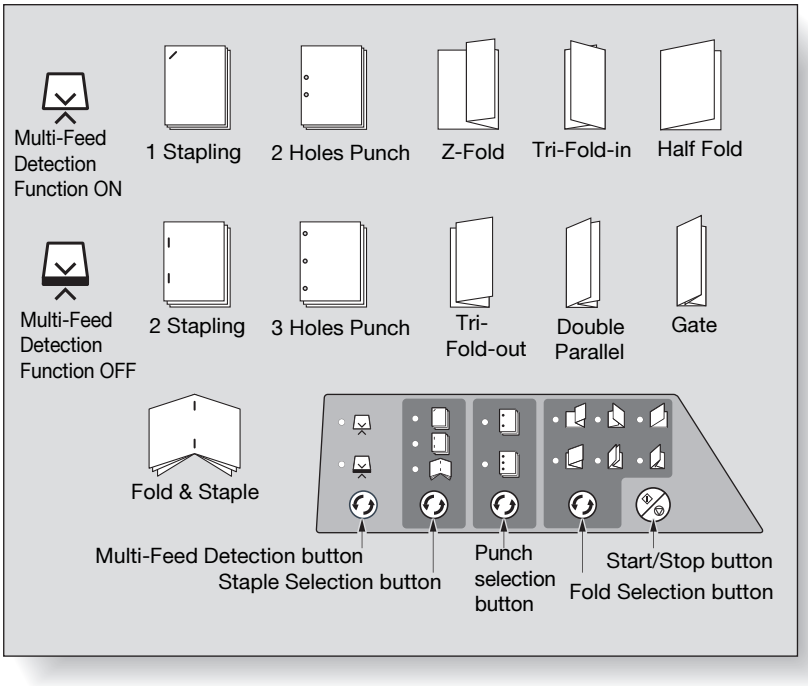
The following finishing functions are manually available with a set of paper loaded in the upper tray of the post inserter of Folding Unit FD-503.

Folding Unit FD-503 only:
Z-Fold, Tri-Fold-in, Tri-Fold-out, Double Parallel, Gate, Half Fold, 2 Holes Punch, 3 Holes Punch

Folding Unit FD-503 + Staple Finisher FS-521:
1 Stapling/ 2 Stapling in addition to the functions for folding unit only

Folding Unit FD-503 + Saddle Stitch Unit SD-506:
Fold & Staple in addition to the functions for folding unit only

Folding Unit FD-503 + Staple Finisher FS-521 + Saddle Stitch Unit SD-506:
All functions are available.



Detail

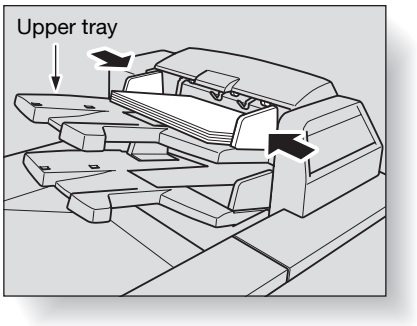
For detailed specifications, see page 7-9 to page 7-11.

Prerequisites

- ✔ When using folder/finisher/stitcher functions manually, paper should be placed only in the upper tray of the post inserter.
- ✔ Multi-feed detection is a feature that automatically stops the machine if more than one sheet is fed at a time. The post inserter is designed to detect multi-feeding. Coated paper and other kinds of smooth surface paper may activate this function even if a single sheet is fed, stopping the machine. Should this case occur frequently, press the Multi-Feed Detection button and light up the lower lamp, in order to turn the function OFF.

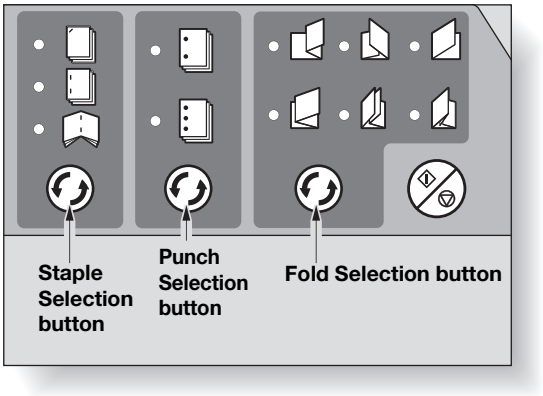
1 Place paper in the upper tray of the post inserter.

- 1 or 2 stapling: Place paper face up.
- Punching: Place paper face up.
- Folding: Place the surface to be inside the fold face up.
- Fold & Staple: Place the surface to be inside the fold face up.



Align the guide plate with the paper.

2 Select the desired mode.

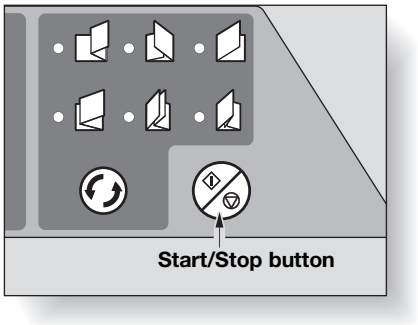


– When selecting 1 stapling, 2 stapling, or Fold & Staple, press the Staple selection button to turn on the desired mode lamp.
– When selecting 2- or 3-hole punching, press the Punch selection button to turn on the desired mode lamp.
– When selecting folding (from 6 styles), press the Fold selection button to turn on the desired mode lamp.

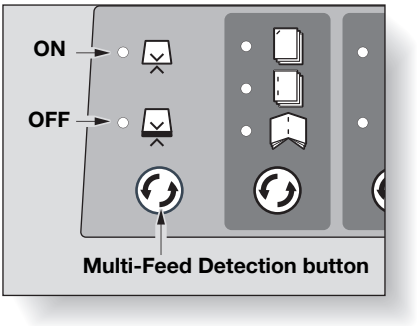
Punching and stapling can be combined. When combining them, turn on the lamps for both functions.

3 Press the Start/Stop button.

– To interrupt the operation, press the Start/Stop button again.



– If multi-feeding is detected and the machine stops even if single sheet is fed, press the Multi-Feed Detection button to turn on the lamp below.



...

Reminder

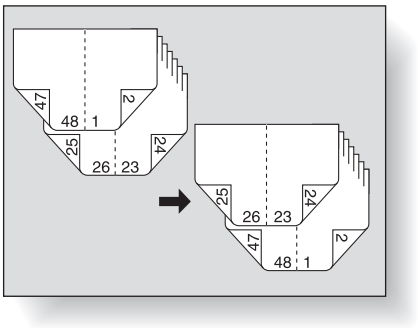
Be careful not to exceed the staple finisher tray capacity when selecting the print quantity, otherwise unexpected trouble may be caused.

Using Fold & Staple mode, the finished sets will be delivered to the saddle stitch unit tray. Be sure to withdraw the saddle stitch unit tray, and open the tray stand when fully withdrawn. See page 11-6 for details.

Detail

The suspension button of Staple Finisher FS-521 is unavailable for the job using a manual function.

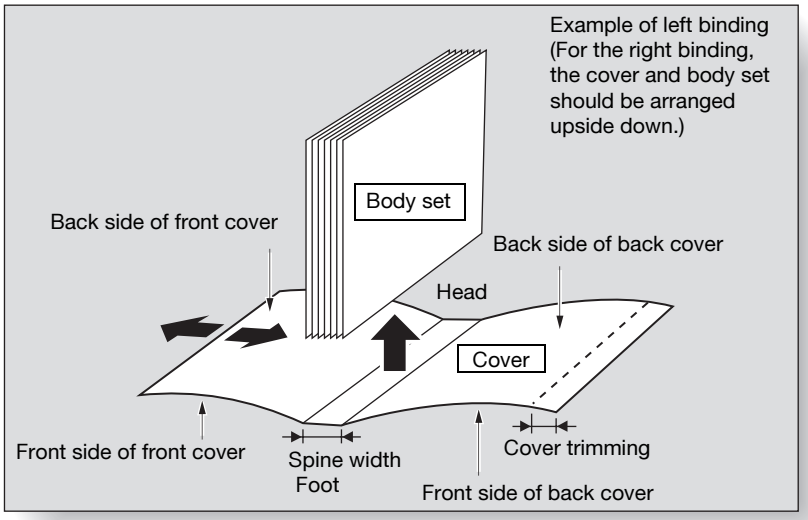
To fold or fold & staple booklet-styled prints manually, arrange the printed sheets as shown below before placing them into the post inserter.

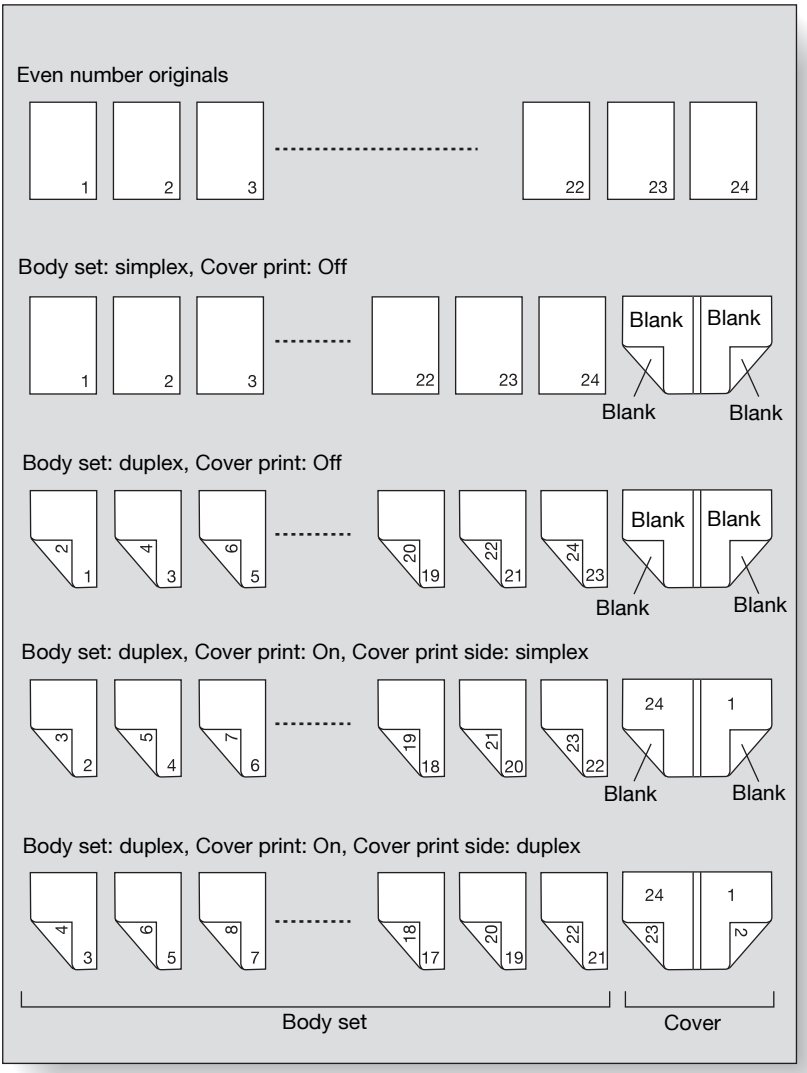


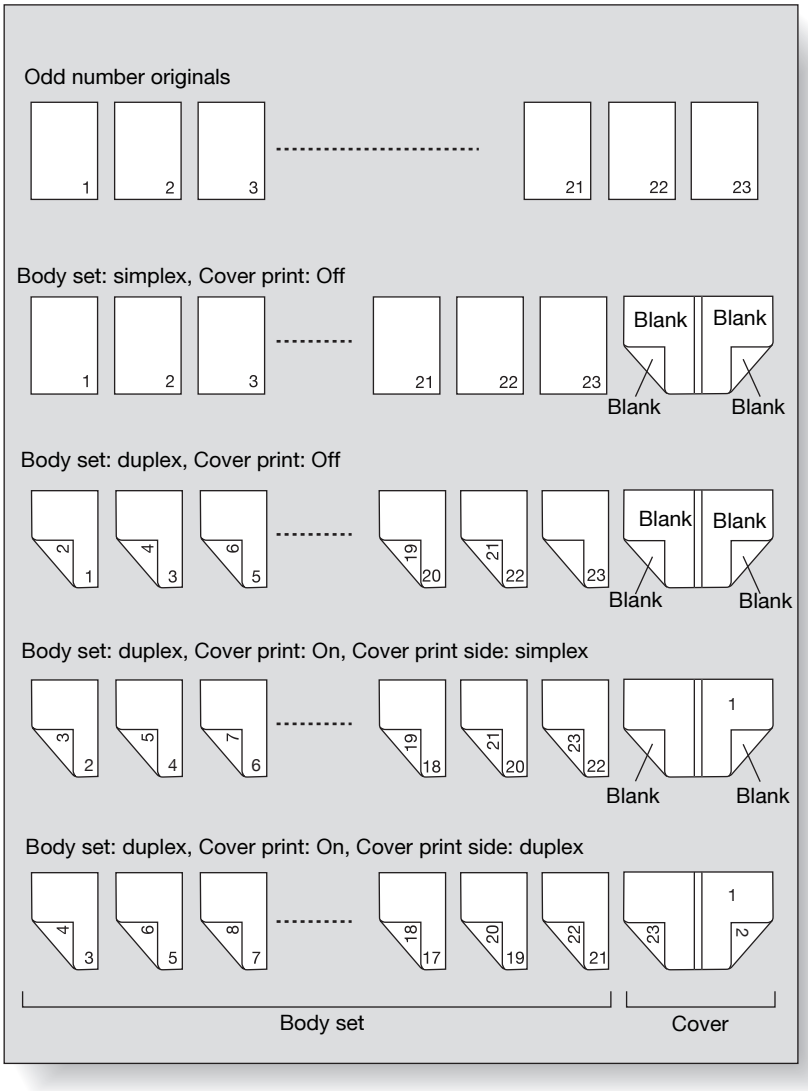
11.8 Using Perfect Binder PB-502/PB-503

The machine with the optional Perfect Binder PB-502/PB-503 installed automatically attaches a copied set with a cover sheet to make a perfect-bound book, applying a dab of glue in the centerline of the cover sheet to fix the spine.

In the Perfect Binding mode, both simplex and duplex copy modes are available for the body set, and also the cover sheet can be blank, simplex-printed or duplex-printed, and even trimmed to match with the thickness of the body set to cover. The binding direction can be either left or right.




Even number originals
1
2
3
22
23
24
Body set: simplex, Cover print: Off
Blank
Blank
Blank
Blank
Body set: duplex, Cover print: Off
Blank
Blank
Blank
Blank
Body set: duplex, Cover print: On, Cover print side: simplex
24
1
Blank
Blank
Body set: duplex, Cover print: On, Cover print side: duplex
24
1
Body set
Cover


Odd number originals
1
2
3
21
22
23
Body set: simplex, Cover print: Off
Blank
Blank
Blank
Blank
Body set: duplex, Cover print: Off
Blank
Blank
Blank
Blank
Body set: duplex, Cover print: On, Cover print side: simplex
1
Blank
Blank
Body set: duplex, Cover print: On, Cover print side: duplex
1
Body set
Cover

11.8.1 Turning On/Off the Heater of the Perfect Binder

The perfect binder has an inner heater to add heat to paste pellets for making perfect-bound books. It requires approximately 20 minutes of warmup time to melt the pellets to be ready for the operation. Adding heat continuously to paste pellets, however, may deteriorate them if the perfect binder is kept unoperated.

To prevent the deterioration of paste pellets, the heater of the perfect binder is designed to be turned off automatically in the following condition.

- One minute after a perfect binding job is completed
- One minute after completion of the warmup if any operation has not been made on the perfect binder

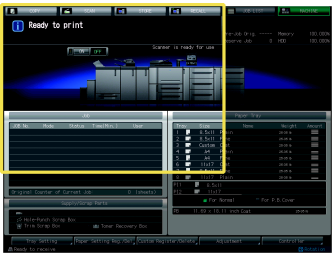
To turn on the heater of the perfect binder

Turning on the sub power switch of the main body does not turn on the heater of the perfect binder at the same time to start warming up automatically.

Detail

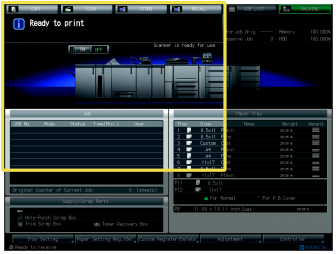
The heater of the perfect binder can be set to start warming up automatically with the sub power switch of the main body turned on. Please contact your service representative, if desired.

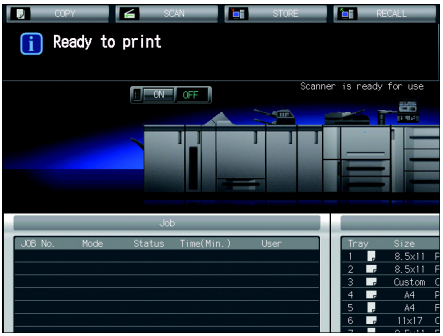
PB-502





PB-503





Touch the PB switch [ON] provided on the Machine Status Screen to start the heater of the perfect binder warming up.
The message “PB Warming up” will be displayed.

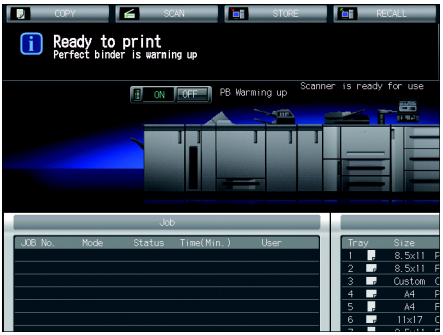
PB-502





PB-503





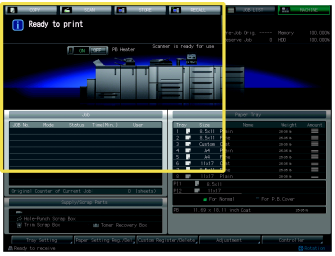
Note

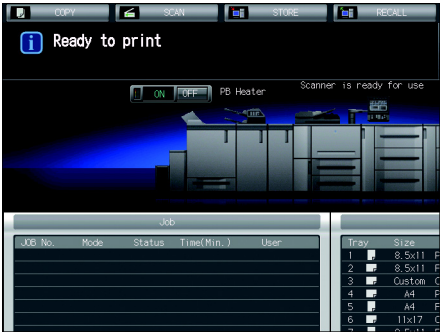
The heater of the perfect binder automatically starts warming up when [Perfect Bind] is touched on the Output Setting Screen, or when a print job using perfect binder is received.

If you previously know the time to use the perfect binder, calculate the timing to turn on the heater with required warmup time, then manually turn it on by touching the PB switch [ON] on the Machine Status Screen.

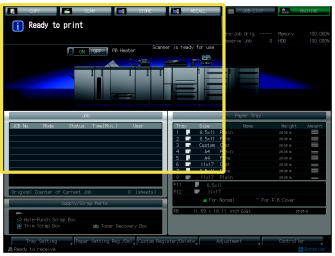
When warming up of the heater is completed and the perfect binder becomes ready for operation, the message “PB Warming up” beside the PB switch will disappear.

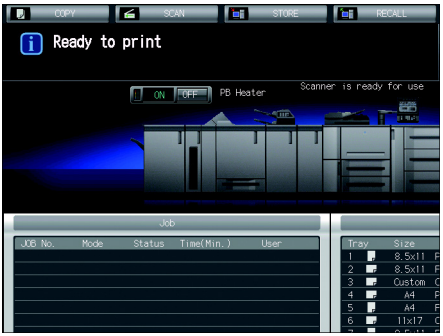
PB-502





PB-503





Note

Once started, the warmup of the heater will not be interrupted even when the Auto Low Power/ Auto Shut Off functions on the main body.

Reminder

Once [Perfect Bind] touched on the Output Setting Screen, the heater of the perfect binder will continue warming up even though the setting is released with [Function Off] touched on the Perfect Binding Screen or with [Reset] pressed on the control panel. If not using the perfect binder, be sure to turn off the heater by touching the PB switch [OFF] on the Machine Status Screen.

To turn off the heater of the perfect binder

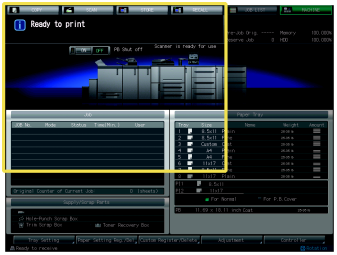
When the job using perfect binder is completed, the heater of the perfect binder will automatically be turned off in one minute. The heater will also be turned off automatically in one minute if any operation has not been made on the perfect binder after completion of the warmup.

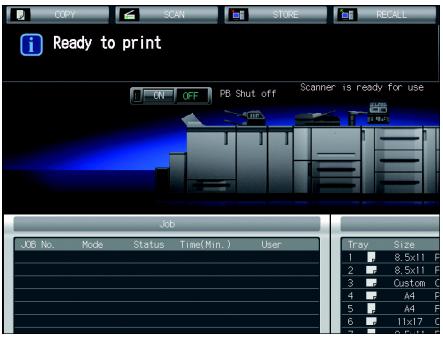
The heater can be turned off manually by touching the PB switch [OFF] on the Machine Status Screen while warming up or ready for operation,

Detail

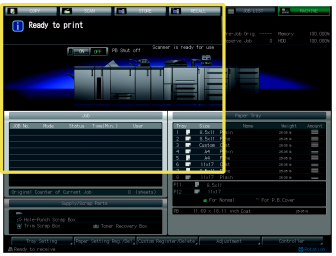
Service can set the heater not to be turned off automatically after one-minute interval. Please contact your service representative, if desired. In this case, the heater will not be turned off till the Auto Low Power/ Auto Shut Off functions on the main body. Please be careful not to allow the paste pellets to deteriorate.

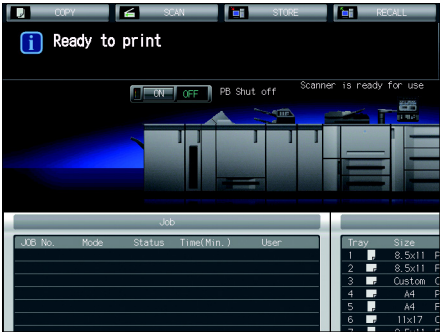
PB-502





PB-503





Note

Touching the PB switch [OFF] will not function if any perfect binding jobs are entered.

11.8.2 Making Perfect-Bound Booklets

Prerequisites

- ✔ Auto Low Power/ Auto Shut Off
  The low power/ shut off mode activates at the same time on the main body and perfect binder.
- ✔ Paper tray
  Body: Trays 1 to 8
  Cover: Trays 1 to 8 (available for Cover Print), cover tray of perfect binder (unavailable for Cover Print), PI-PFU trays (unavailable for Cover Print), upper/lower tray of the post inserter on folding unit (unavailable for Cover Print)
- ✔ Paper size
  Body: Standard sizes 8.5" × 11", 5.5" × 8.5", A4, B5, A5 (also 11" × 17", 8.5" × 11", A3, B4, and A4 are available using Z-Fold mode)
  Wide sizes 8.5" × 11"W, 5.5" × 8.5"W, A4W, B5W, A5W
  Custom size 5.47" × 8.27" min. to 12.09" × 8.70" max.
  Cover: Custom size*1
  Length (head to foot): Same as that of body set (within 5 mm)
  Width: Book width × 2 + body set's thickness (1 mm or more) + (3 mm or more of trimming width if Trimming mode is specified)
  The maximum size accommodable in each tray:
  Trays 1 to 2*2: 7.17" × 5.47" min. to 12.76" × 18.23" max.
  Trays 3 to 8*2: 3.74" × 5.24" min. to 12.76" × 18.23" max.
  Cover tray of perfect binder: 5.47" × 10.98" min. to 12.09" × 18.58" max.
  Upper/Lower tray of the post inserter on folding unit: 7.17" × 10.98" min. to 12.09" × 18.58" max.
- ✔ Paper weight
  Body: 18 to 24 lb Bond (Available weight can be specified*3 from 17 to 19 lb Bond and 20 to 24 lb Bond.)
  Cover (PB-502): 23 to 43 lb Bond (Available weight can be specified*3 from 20 to 24 lb, 25 to 35 lb Bond, and 36 to 43 lb Bond.)
  Cover (PB-503): 23 to 57 lb Bond (Available weight can be specified*3 from 20 to 24 lb, 25 to 35 lb Bond, 36 to 43 lb Bond, and 44 to 57 lb Bond.)
- ✔ Paper type
  Body: Fine, Plain
  Cover: Fine, Plain, Coat
- ✔ Number of sheets to be bound: 10 sheets min. to 300 sheets max., or within 30 mm thick*4
  Z-folded insertions: 4 sheets max. for Fine/Plain, or 2 sheets max. for simplex-printed

✔ Maximum number of Z-folded insertions and body sheets:

Z-folded insertions	Body sheets	Total at maximum
1 sheet	200 sheets	201 sheets
2 sheets	150 sheets	152 sheets
3 sheets	100 sheets	103 sheets
4 sheets	50 sheets	54 sheets

✔ Covers fed from trays 1 to 8 can be simplex- or duplex-printed, while those loaded in the cover tray of perfect binder or the upper/lower tray of post inserter on folding unit cannot be printed.

✔ When specified, Cover Trimming function trims the cover by the amount automatically estimated from the following formula, in the range from 3 mm to 40 mm in 0.1 mm increments.
(Cover width) – (Body width × 2) – (Spine width)
If the estimated amount exceeds 10 mm, perfect binder will automatically trim the cover whether this function is activated or not.

✔ Fine Adjustment
Cover Lead Edge Adjustment: Adjusts the position of front cover and body set in widthwise direction in the range from –20 mm to +5.0 mm in 0.1 mm increments.
Cover Trimming Adjustment: Adjusts the trimming width in the range from –5.0 mm to +5.0 mm in 0.1 mm increments.
Cover Image Shift Adjustment: Adjusts the position of image to be printed on the front cover when using Cover Print mode.

*1: Specify the custom cover size from the Perfect Binding Screen. See page 11-49 for details.
*2: For 8.5" × 11" ▯ body set to be bound with a cover sheet fed from trays 1 to 8, the maximum thickness will be less than 30 mm.
Cover Trimming Off: 460 – (216 × 2) = 28 mm
Cover Trimming On: 460 – (216 × 2) – (Trimming width 3 mm) = 25 mm
If thickness of 8.5" × 11" body set is more than that mentioned above, use the cover tray of perfect binder or the post inserter tray of folding unit to attach a cover.
*3: You can specify the paper weight available for body sets and covers in Perfect Binding mode. For details, see POD Administrator's reference.
*4: The minimum/maximum number of sheets to be bound in Perfect Binding can be changed according to the paper weight of body set. For details, see POD Administrator's reference.
Also, the machine can be set to detect the thickness of body set and to stop the binding operation temporarily if the width of the cover to be used is unsuitable for the body set. For details, see POD Administrator's reference.

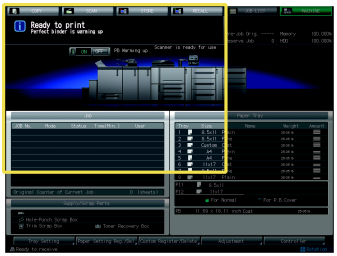
1 Position the original.

– For the original available in perfect binding, see illustrations on page 11-36 to page 11-37.

2 Load paper for body sets and covers in each tray to be used.

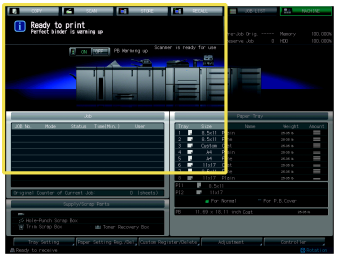
– Load paper for body sets in one of the trays 1 to 8.
When printing on covers, also load cover sheets in one of the trays 1 to 8.
– If cover print is not required, load cover sheets in the cover tray of perfect binder, PI-PFU trays, or upper/lower tray of post inserter on folding unit.
– Custom paper size is to be used as cover. Be sure to check the precise dimensions in order to specify them during this procedure.
If Cover Trimming is desired, be sure to use the size that secures 3 mm to 40 mm of trimming width.

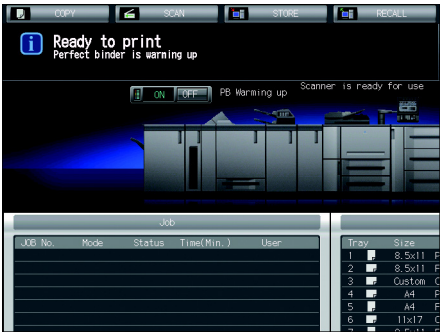
PB-502





PB-503





– While the perfect binder is warming up, the Machine Status Screen will prompt you the current warmup status of the machine.

3 Touch [COPY] tab to display the Copy Screen, select the tray loaded with paper for body sets, and change the paper setting as required.



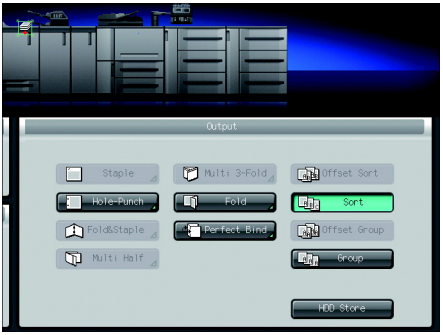


– The paper size will be detected automatically.
  If paper weight specified for the tray loaded with paper for body sets is inadequate, the binding operation cannot be performed. Select either [17-19 lb Bond] or [20-24 lb Bond].
– The binding operation may not be performed even if the paper weight mentioned above is specified. For details, see POD Administrator's reference.
  The number of body set may be limited depending on the selected paper weight. For details, see POD Administrator's reference.

4 Touch [Output Setting], then touch [Perfect Bind].

PB-502





PB-503





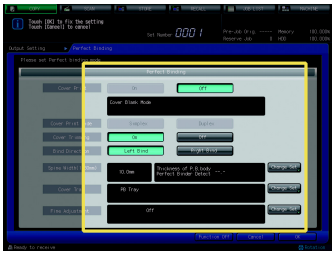
The Perfect Binding Screen will be displayed, and the heater of the perfect binder automatically starts warming up. The warmup takes approximately 20 minutes.
If you previously know the time to use the perfect binder, calculate the timing to turn on the heater with required warmup time, then manually turn it on by touching [ON] of PB switch on the Machine Status Screen.

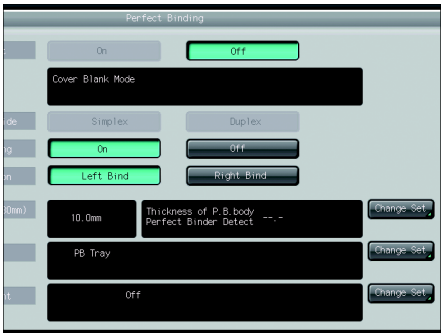
? Do you want to stop using the perfect binder?

➔ The perfect binder will not stop warming up even if [Function Off] is touched on the Perfect Binding Screen or [Reset] is pressed on the control panel. Return to the Machine Status Screen, then touch [PB heater] to turn off the heater so as to prevent degradation of paste pellets.

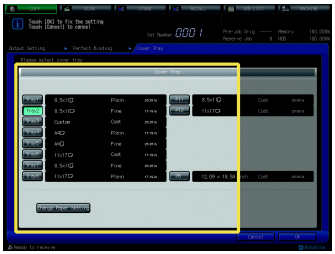
5 Select the tray loaded with covers, then specify the paper setting.

– Touch [Change Set] on the right side of the Cover Tray area to display the Cover Tray Screen.





– Touch the tray loaded with covers in step 2 to highlight it, then touch [Change Paper Setting].

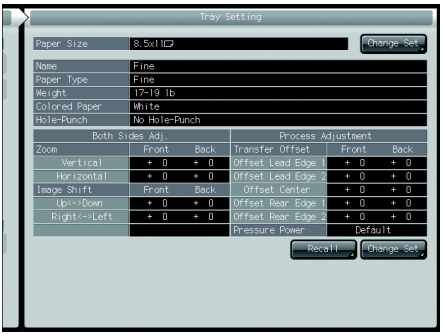




If any tray other than trays 1 to 8 is selected, the Cover Print setting in step 7 will be limited to Cover Print Off.

– Touch [Change Set] on the right side of Paper Size to display the Custom Size Setting Screen.

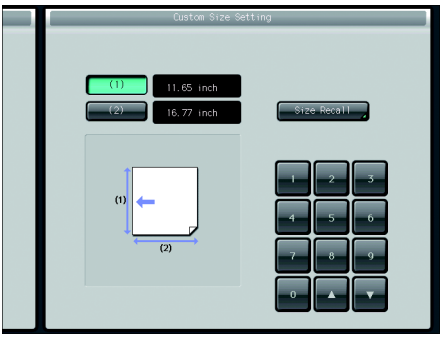




– Enter the dimensions of the covers loaded in step 2 using [▲], [▼], or screen keypad. Touch OK to proceed to step 6.
Be sure to enter the cover paper dimensions precisely; otherwise a message may be displayed to prompt you that the specified size is inadequate, or the trimming function may not be performed properly. Paper misfeed may also be caused.

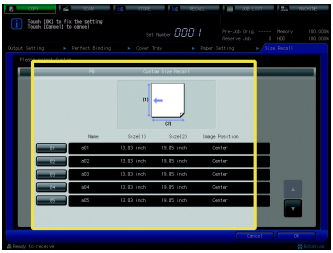
If the desired cover size is previously registered, touch [Size Recall].

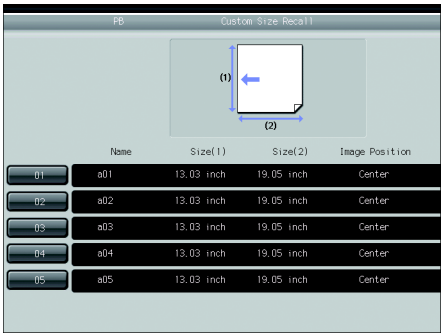




The Size Recall Screen will be displayed.

– Use [▲] and [▼] to scroll to the desired size, then touch the number key to highlight it. Touch [OK] twice.

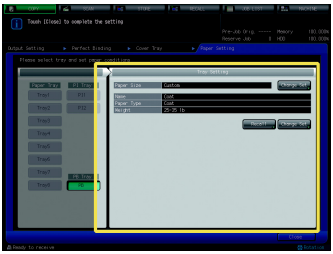


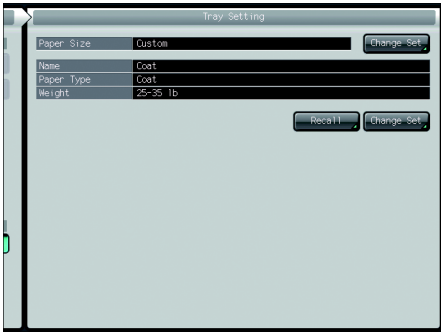


Custom sizes can be registered using [Custom Register/Delete] from the Machine Status Screen. For details, see POD Administrator's Reference.

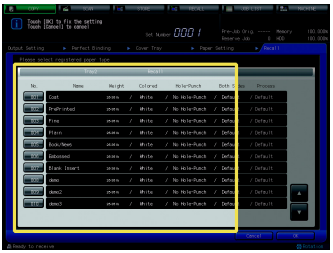
6 Change the tray setting of the tray loaded with covers.

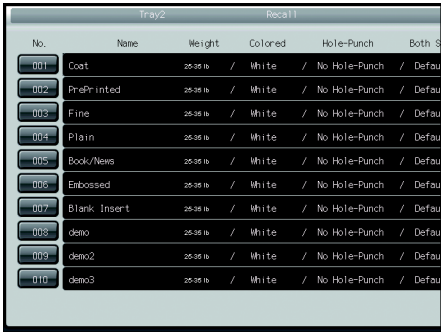
– Touch [Recall] on the Tray Setting Screen to display the Recall Screen.





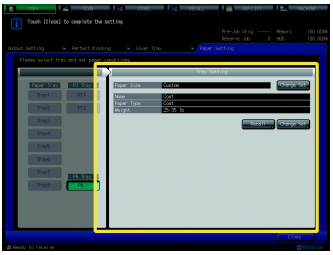
– Use [▲] and [▼] to scroll to the desired paper type, then touch the number key to highlight it. Touch [OK].

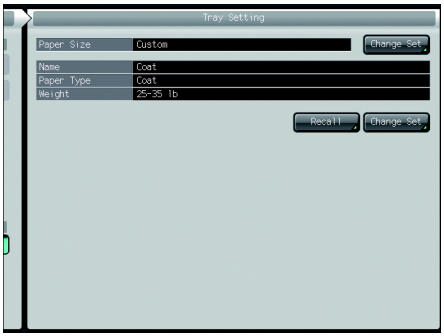




Paper setting can be registered using [Tray Setting] from the Machine Status Screen. For details, see POD Administrator's Reference.

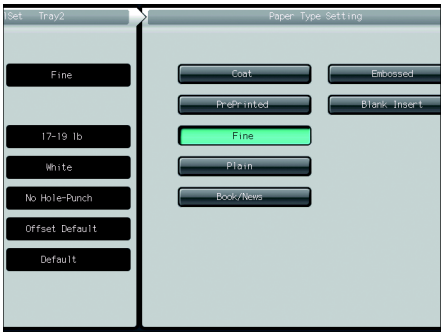
– To change the recalled setting, touch [Change Set].





– Touch Paper Type to select the desired paper type.

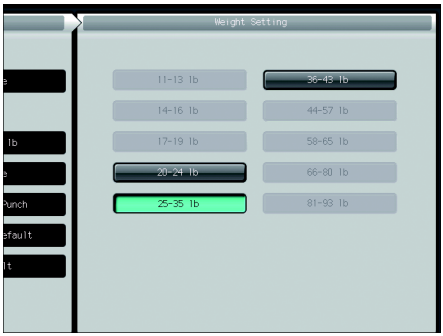




– Touch [Weight] to select the desired paper weight.
If unsuitable selection is made, the binding operation will not be performed. Select the desired one from [20-24 lb], [25-35 lb], and [36-43 lb] for Perfect Binder PB-502.

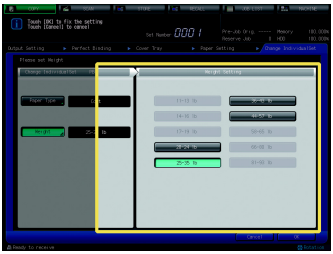
PB-502

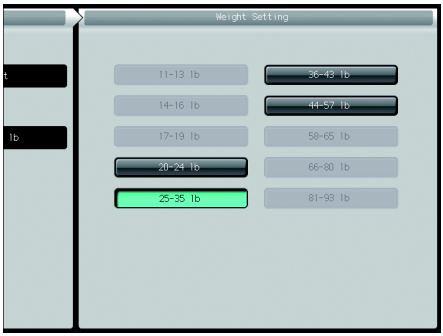




For Perfect Binder PB-503, select the desired one from [20-24 lb], [25-35 lb], [36-43 lb], and [44-57 lb].

PB-503



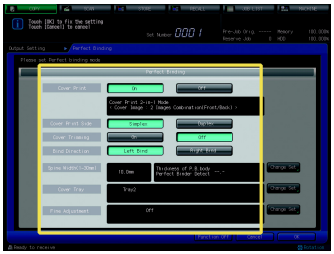


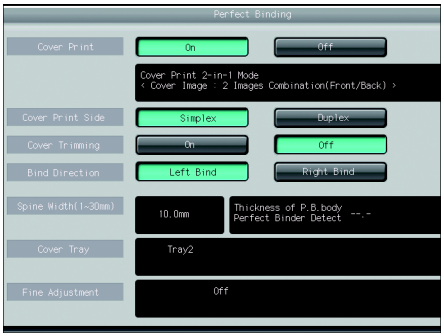
The binding operation may not be performed even if one of the paper weight mentioned above is specified. For details, see POD Administrator's reference.

– Touch [OK].
– Check the current tray setting of the cover tray.
If setting change other than paper size, type, and weight, use [Tray Setting] from the Machine Status Screen.
– Touch [Close], then touch [OK] to return to the Perfect Binding Screen.

7 Specify the cover print setting.

- This setting is available when one of the tray 1 to 8 is specified as the cover tray source.
- Select [On] to print on covers, or [Off] to attach blank covers.
- Also select [Simplex] to print only on the front side, or [Duplex] to have both front and back sides printed.

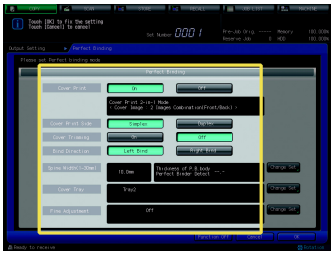


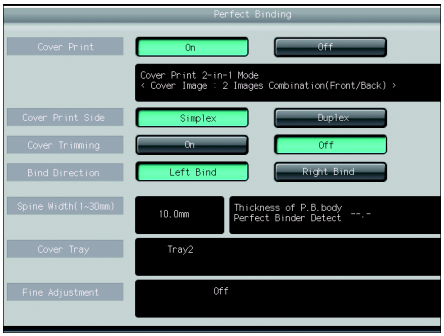


For details of finished result with each setting specified, see page 11-36 to page 11-37. The original image to be printed on cover varies depending on whether the original count is odd or even.

8 Specify the bind direction.

- Touch [Left Bind] or [Right Bind] to select the bind direction.

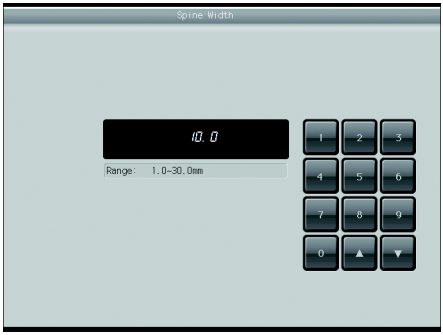




9 Specify the spine width.

– Touch [Change Set] on the right side of Spine Width (1-30 mm) to display the Spine Width Screen.



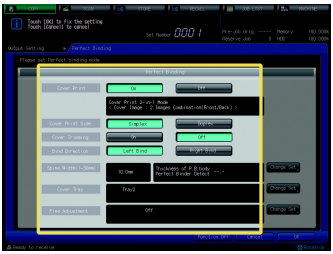


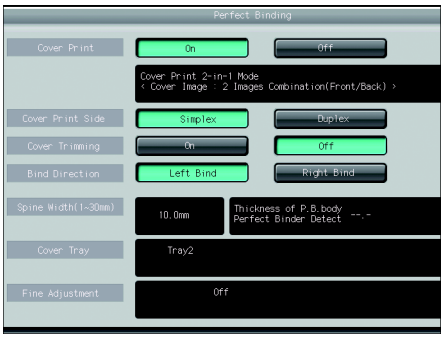
Use the screen keypad, [▲] and [▼], or the control panel keypad to enter the desired value, then touch [OK].

– This setting is effective with the Cover Print set to [On].

10 Specify the cover trimming setting.

– Touch [On] to trim the cover, or [Off] to deactivate this function.

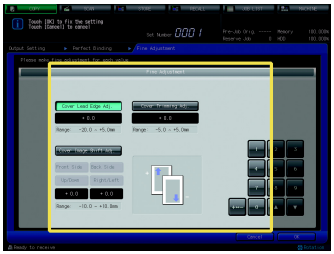




If the trimming width estimated by the machine does not fall within the range from 3 to 40 mm, a message will be displayed to inform you that the trimming mode is unavailable. In this case, adjust the cover or spine width to enable this setting.
If the estimated amount exceeds 10 mm, perfect binder will automatically trim the cover whether this function is activated or not.

11 Make fine adjustments on the lead edge, trimming width, and image position of the cover.

– Touch [Change Set] on the right side of Fine Adjustment to display the Fine Adjustment Screen.





– To adjust the lead edge of the cover, touch [Cover Lead Edge Adj.]. Use the screen keypad, [▲] and [▼], or the control panel keypad to enter the desired value, then touch [+<->–] to select positive or negative of the adjustment value.
– To adjust the trimming width, touch [Cover Trimming Adj.]. Use the screen keypad, [▲] and [▼], or the control panel keypad to enter the desired value, then touch [+<->–] to select positive or negative of the adjustment value.
– To adjust the image position of the cover, touch [Cover Image Shift Adj.].
Touch [Front] or [Back] to select the printed side, then [Up/Down] or [Right/Left] to select the direction to be adjusted.
Use the screen keypad, [▲] and [▼], or the control panel keypad to enter the desired value, then touch [+<->–] to select positive or negative of the adjustment value.
– Touch [OK] to complete the setting.

12 Touch [OK] twice to return to the Copy Screen.

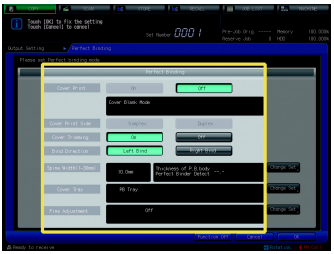
The Perfect Bind icon will be displayed in the Output Setting area of the Copy Screen.

13 Select additional copy conditions, as desired.

– When making double-sided copies, select [1-2] or [2-2].
– If the original count exceeds 100, use Separate Scan mode.

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

- Proof copy is recommended before making multiple sets.
- After proof copying, the thickness of body set will be displayed on the Perfect Binding Screen. Use this information if making any adjustment.





15 Press [Start] on the control panel.

- Copying does not start while the perfect binder is warming up. When warmup is completed, the machine operation starts automatically.
- If the cover width has been specified improperly, the machine temporarily stops its operation with a popup screen displayed to ask you whether or not to continue the operation.
  Administrator can set the machine to display or not to display this popup screen in the Utility mode. For details, see POD Administrator's reference.

...

Reminder

Never open the front door of the perfect binder while the machine operation is in process; otherwise the machine immediately stops the operation and paper jam may be caused.

11.8.3 Taking Out Perfect-Bound Books from Perfect Binder PB-502 Tray

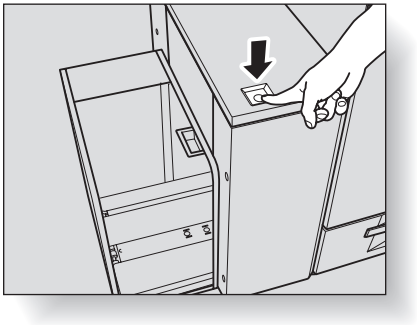
Note

The perfect binder tray cover will not open while the machine operation is in process, and also the feeding button will not function.

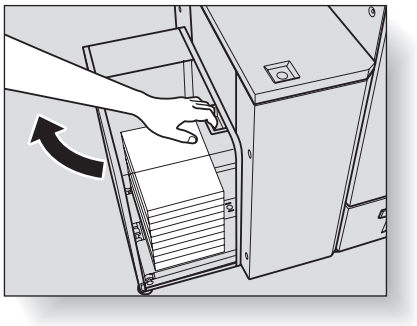
Procedure

1 Check the output sheets.

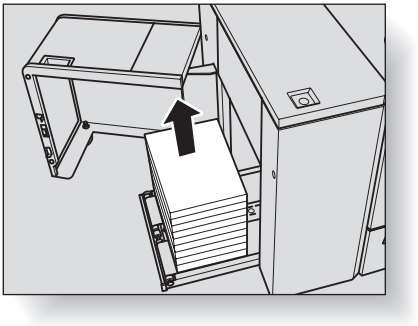
– To take out the books stacked in the rear side of the perfect binder tray, press the feeding button to move them forward.

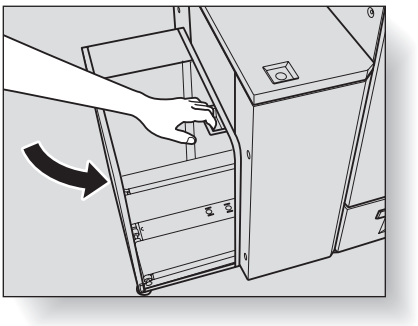


2 Open the perfect binder tray cover.



3 Take out the books, then close the perfect binder tray cover.





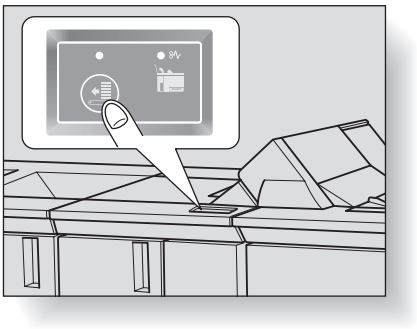
11.8.4 Taking Out Perfect-Bound Books from Perfect Binder PB-503 Tray

Procedure

1 Check the output sheets through the perfect binder tray window.

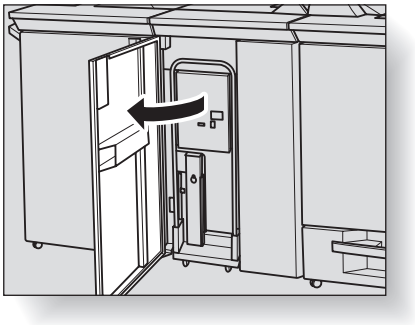
– If piled books show only on the right side of the tray, proceed to step 2.
If two columns of books show on the tray, proceed to step 3.

2 Press the feeding button to move the books to the carriage on the right side.



– Delivery to the perfect binder tray is available even if the carriage is not installed inside the perfect binder tray. In this case, tray capacity will be a half of that with the carriage installed. (1 set 30 mm thick × 11 × 1 column = approx. 3,300 sheets)
– The feeding button will not function while the perfect-bound books are delivered to the perfect binder tray.
– The feeding button will not function without the carriage installed.

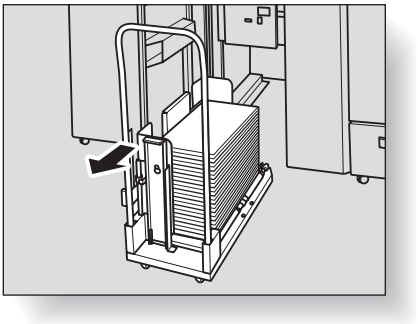
3 Open the perfect binder tray front door.



– The perfect binder tray front door will not open while delivering the perfect-bound books to the perfect binder tray, or moving them by pressing the feeding button.

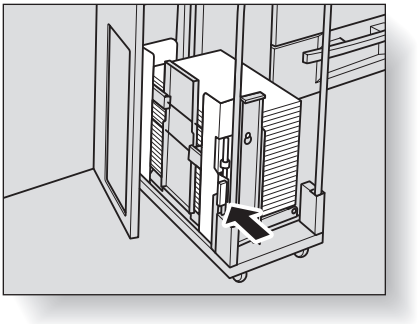
4 Slowly withdraw the carriage.

– Be sure to withdraw the carriage slowly, otherwise the piled books may collapse.

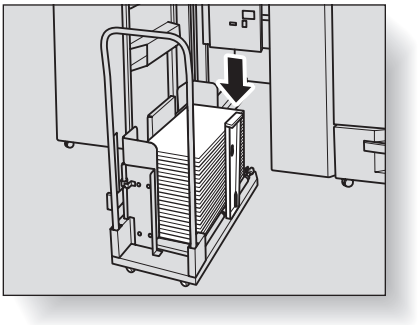


5 When moving the carriage with piled books on it, fix the books using the book holding plate and book stopper in order to prevent them from collapsing.

– Move the book holding plate lever to align the plate to the books.



– Insert the book stopper to the desired positioning hole on the carriage to align it to the books.



6 Take out the books from the carriage.

– Before taking out the books, be sure to remove the book holding plate and book stopper when used.

7 Return the carriage to its original position, then close the perfect binder tray front door.

8 If another column of books is left on the right side, repeat steps 2 to 7.

11.9 Loading/Sorting a Volume of Copies: Large Capacity Stacker LS-505

Large Capacity Stacker LS-505 has a stacker (on the carriage) and a secondary (sub) tray, each of which provides the following output modes.

Output to the stacker

Sort: Outputs multiple copies of the original set. Copies are stacked upon exit without being offset by sorted sets.

Group: Groups together multiple copies of each original. Copies are stacked without being offset.

Offset Sort: Outputs multiple copies of the original set, having each sorted set offset by 20 mm upon exit.

Offset Group: Groups together multiple copies of each original and offsets the sets upon exit.

Combined with the output modes above, you can also choose to output face up or face down, and output front to back or back to front.

Output to the secondary (sub) tray

Sort: Outputs multiple copies of the original set. Copies are stacked upon exit without being offset by sorted sets.

Group: Groups together multiple copies of each original. Copies are stacked without being offset.

Combined with the output modes above, you can also choose to output face up or face down, and output front to back or back to front.

Detail

For detailed specifications, see page 3-2 and page 7-14.

Procedure

1 Position the original.

2 Touch [COPY] tab to display the Copy Screen, then touch [Output Setting].

The Output Setting Screen will be displayed.
Output tray positions are indicated as square marks on the front image of the machine, and the tray mark currently selected appears highlighted.

If the stacker or secondary (sub) tray is not selected, touch [Output Tray] to select the desired one. See page 11-4 for details.
The [Pile Setting] key is displayed on the Output Tray Select Screen. If the machine has two units of large capacity stacker installed, the [Stacker Auto] key is also displayed. For details, see page 11-6.

3 Select the desired output mode.

- Select one from [Sort], [Group], [Offset Sort], and [Offset Group] when the primary (main) tray is selected in step 2.
- When the secondary (sub) tray is selected in step 2, select either [Sort] or [Group].
- Select output face (Face Down/ Face Up), and output order (1 to N/ N to 1) as needed.





4 Touch [OK] on the Output Setting Screen.

The specified output mode icon will be displayed in the Output Setting area of the Copy Screen.



Reminder

Be careful not to exceed the stacker or secondary (sub) tray capacity when selecting the print quantity, otherwise unexpected trouble may be caused.

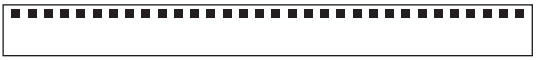
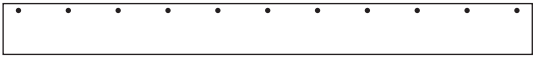


Detail

To remove the finished sets from the stacker, see page 4-68.

11.10 Using Multi Punch GP-501

Using Multi Punch GP-501, the following seven types of punch holes can be made in printed sheets.

Die set model	Hole type
DS-501	Ring Binder 3-Hole, 5/16 Diameter 
DS-502	Plastic Bind Cerlox Standard 19 Hole 
DS-503	WireBind - 3:1 Square 32 Hole 
DS-504	WireBind - 2:1 Rectangular 21 Hole 
DS-505	Color Coil - 4:1 Round 44 Hole 
DS-506	VeloBind - 1:1 Round 11 Hole 

11.10.1 Punching File Holes in Copies

Copies will be punched in this mode. Follow the procedure below to select the paper size 8.5" × 11" and punch position. To select the punch hole type, change the die set to the desired one.

Detail

For detailed specifications of Multi Punch GP-501, see page 7-14.

Prerequisites

- ✔ Available paper size is 8.5" × 11" only. Do not use 8.5" × 11".
- ✔ A power switch is provided on the multi punch. Be sure to turn it on before turning on the main and sub power switches of the main body.
- ✔ The die set model currently mounted on the multi punch cannot be checked from the control panel. If required, open the front door of the multi punch to check it before the operation.

1 Position the original.

2 Touch [COPY] tab to display the Copy Screen, then touch [Output Setting].

The Output Setting Screen will be displayed.

3 Touch [Hole-Punch].





The Hole-Punch Screen will be displayed.

4 Touch the desired key to select the punch position.





5 Touch [OK].

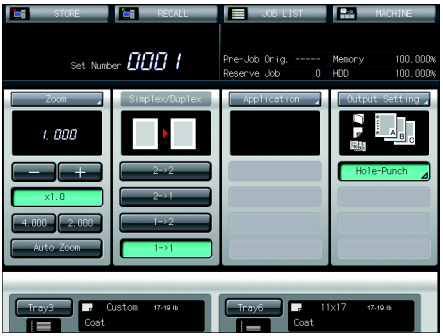
- To restore the previous setting, touch [Cancel].
- To release the Hole-Punch function with the current punch position setting remained, touch [Function Off].

The Output Setting Screen will be restored.

6 Touch [OK] on the Output Setting Screen.

The specified output mode icon will be displayed in the Output Setting area of the Copy Screen.

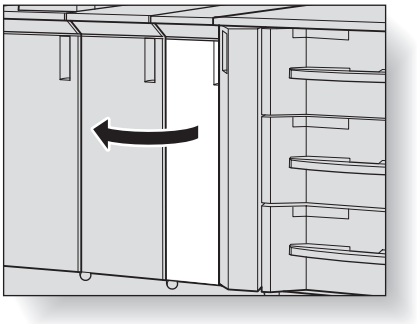




11.10.2Exchanging the Die Set

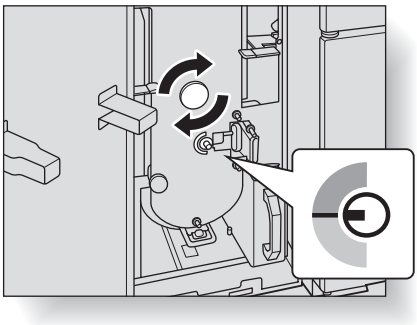
Procedure

1 Open the multi punch front door.

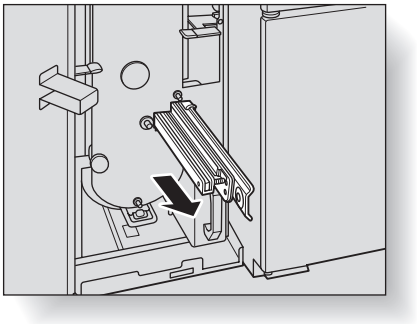


2 Turn the knob GP4 clockwise to set the die set punch blade position indicator to the horizontal position as shown in the illustration.

– Be sure to align the die set punch blade position indicator to the horizontal line, otherwise the die set cannot be withdrawn.

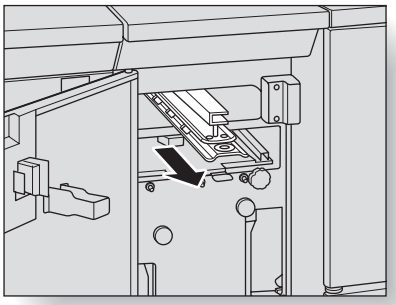


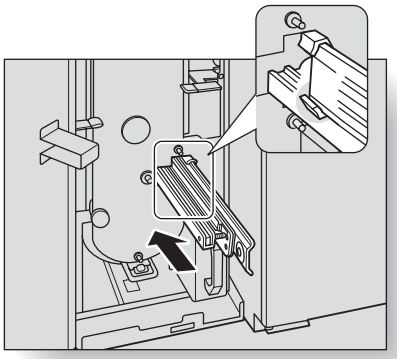
3 Slowly withdraw the die set.

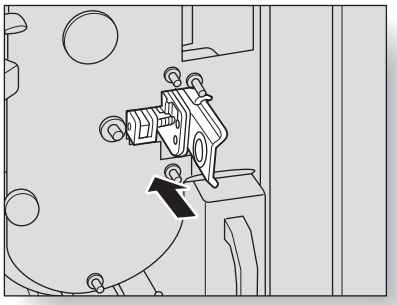


4 Take out the desired die set from the rack to replace it with the one currently set.

– Securely set the die set in position.

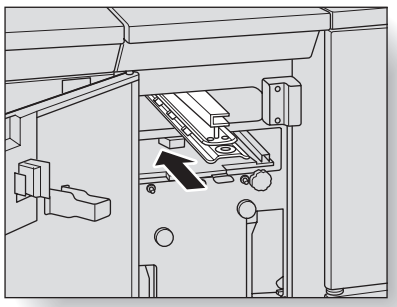




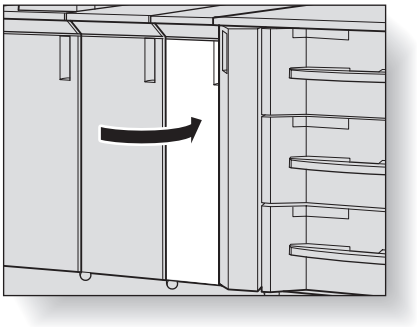


5 Put the replaced die set into the rack.

– The replaced die set is supposed to be stored in the rack.



6 Close the multi punch front door.



11.11 Copy Conditions Incompatible with Output Settings

Copy Conditions Incompatible with Output Settings		Basic													Original Setting					Quality			Original Type				Background Removal	
		1>1	1>2	2>1	2>2	Using Original Glass	Using ADF	APS	AMS	x1.0	Zoom	Preset Magnification	Image Rotation Off *34	Mixed	Z-Folded Orig.	Single Feed	Custom Size except Full Area	Custom Size Full Area (Input Size)	Tab Paper Size	Manual Density	AES	Preset Density Level	Text/Photo	Dot Matrix	Photo	Text	Darker	Lighter
Output	Sort																											
	Offset Sort (Output Position Switch) *19																											
	Offset Sort (Partition Paper Insertion, Print Stop) *19																											
	Group																											
	Offset Group (Output Position Switch) *19																											
	Offset Group (Partition Paper Insertion, Print Stop) *19																											
	Sort (Rotation)													○	○			○	○									
	Group (Rotation)													○	○			○	○									
	Corner Staple (Left Corner)																											
	Corner Staple (Right Corner)																											
	2 point Staple (Upper)																											
	2 point Staple (Left)																											
	2 point Staple (Right)																											
	Fold & Staple													○														
	Multi Half Fold													○														
	Multi 3-Fold (Inside Print)													○														
	Multi 3-Fold (Outside Print)													○														
	Z-Fold																											
	Half Fold (Inside Print)																											
	Half Fold (Outside Print)																											
	Tri-Fold-in (Inside Print)																											
	Tri-Fold-in (Outside Print)																											
	Tri-Fold-out (Inside Print)																											
	Tri-Fold-out (Outside Print)																											
	Double Parallel (Inside Print)																											
	Double Parallel (Outside Print)																											
	Gate (Inside Print)																											
	Gate (Outside Print)																											
	2-Hole Punch (Right)																											
	2-Hole Punch (Left)																											
	2-Hole Punch (Top)																											
	3-Hole Punch (Right)																											
	3-Hole Punch (Left)																											
	3-Hole Punch (Top)																											
	Face Up																											
	Face Down																											
	1 to N																											
	N to 1																											
	Right & Left																											
	Top																											
	HDD Store *3																											
	Perfect Bind													*18														
	Multi Punch													×														

Copy Conditions Incompatible with Output Settings		Output																																				
		Sort	Offset Sort (Output Positon Switch) *19	Offset Sort (Partition Paper Insertion, Print Stop) *19	Group	Offset Group (Output Positon Switch) *19	Offset Group (Partition Paper Insertion, Print Stop) *19	Sort (Rotation)	Group (Rotation)	Corner Staple (Left Corner)	Corner Staple (Right Corner)	2 point Staple (Upper)	2 point Staple (Left)	2 point Staple (Right)	Fold & Staple	Multi Half Fold	Multi 3-Fold (Inside Print)	Multi 3-Fold (Outside Print)	Z-Fold	Half Fold (Inside Print)	Half Fold (Outside Print)	Tri-Fold-in (Inside Print)	Tri-Fold-in (Outside Print)	Tri-Fold-out (Inside Print)	Tri-Fold-out (Outside Print)	Double Parallel (Inside Print)	Double Parallel (Outside Print)	Gate (Inside Print)	Gate (Outside Print)
Output	Sort		○		○																																	
	Offset Sort (Output Position Switch) *19	○			○	○				*21	*21	*21	*21	*21	*20	*20	*20	*20				*21	*21	*21	*21	*21	*21	*21	*21	*21
	Offset Sort (Partition Paper Insertion, Print Stop) *19									*21	*21	*21	*21	*21	*20	*20	*20	*20				*21	*21	*21	*21	*21	*21	*21	*21	*21
	Group	○	○			○		○	○						*20	*20	*20	*20												
	Offset Group (Output Position Switch) *19	○	○		○					*22	*22	*22	*22	*22	*20	*20	*20	*20				*22	*22	*22	*22	*22	*22	*22	*22	*22
	Offset Group (Partition Paper Insertion, Print Stop) *19									*22	*22	*22	*22	*22	*20	*20	*20	*20				*22	*22	*22	*22	*22	*22	*22	*22	*22
	Sort (Rotation)	○			○				○																					
	Group (Rotation)	○			○			○																						
	Corner Staple (Left Corner)		×			×					○	○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○	○
	Corner Staple (Right Corner)		×			×				○		○	○	○	○	○	○	○		○	○	○	○	○	○	○	○	○	○
	2 point Staple (Upper)		×			×				○	○		○	○	○	○	○	○		○	○	○	○	○	○	○	○	○	○
	2 point Staple (Left)		×			×				○	○	○		○	○	○	○	○		○	○	○	○	○	○	○	○	○	○
	2 point Staple (Right)		×			×				○	○	○	○		○	○	○	○		○	○	○	○	○	○	○	○	○	○
	Fold & Staple		×		×	×				×	×	×	×	×		○	×	×	○	○	○	○	○	○	○	○	○	○	○
	Multi Half Fold		×		×	×				×	×	×	×	×	○		×	×	○	○	○	○	○	○	○	○	○	○	○
	Multi 3-Fold (Inside Print)		×		×	×				×	×	×	×	×	○	○		○	○	○	○	○	○	○	○	○	○	○	○
	Multi 3-Fold (Outside Print)		×		×	×				×	×	×	×	×	○	○	○		○	○	○	○	○	○	○	○	○	○	○
	Z-Fold														○	○	○	○		○	○	○	○	○	○	○	○	○	○
	Half Fold (Inside Print)									×	×	×	×	×	○	○	○	○	○		○	○	○	○	○	○	○	○	○
	Half Fold (Outside Print)									×	×	×	×	×	○	○	○	○	○	○		○	○	○	○	○	○	○	○
	Tri-Fold-in (Inside Print)		×			×				×	×	×	×	×	○	○	○	○	○	○	○		○	○	○	○	○	○	○
	Tri-Fold-in (Outside Print)		×			×				×	×	×	×	×	○	○	○	○	○	○	○	○		○	○	○	○	○	○
	Tri-Fold-out (Inside Print)		×			×				×	×	×	×	×	○	○	○	○	○	○	○	○	○		○	○	○	○	○
	Tri-Fold-out (Outside Print)		×			×				×	×	×	×	×	○	○	○	○	○	○	○	○	○	○		○	○	○	○
	Double Parallel (Inside Print)		×			×				×	×	×	×	×	○	○	○	○	○	○	○	○	○	○	○		○	○	○
	Double Parallel (Outside Print)		×			×				×	×	×	×	×	○	○	○	○	○	○	○	○	○	○	○	○		○	○
	Gate (Inside Print)		×			×				×	×	×	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○		○
	Gate (Outside Print)		×			×				×	×	×	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	2-Hole Punch (Right)									▲		▲	▲		○	○	○	○		○	○	○	○	○	○	○	○	○	○
	2-Hole Punch (Left)										▲	▲		▲	○	○	○	○		○	○	○	○	○	○	○	○	○	○
	2-Hole Punch (Top)												▲	▲	○	○	○	○		○	○	○	○	○	○	○	○	○	○
	3-Hole Punch (Right)									▲		▲	▲		○	○	○	○		○	○	○	○	○	○	○	○	○	○
	3-Hole Punch (Left)										▲	▲		▲	○	○	○	○		○	○	○	○	○	○	○	○	○	○
	3-Hole Punch (Top)												▲	▲	○	○	○	○		○	○	○	○	○	○	○	○	○	○
	Face Up									×	×	×	×	×			*13	*13	×										
	Face Down																*13	*13											
	1 to N																*13	*13											
	N to 1									×	×	×	×	×	×	×	*13	*13	×	×	×	×	×	×	×	×	×	×	×
	Right & Left											▲																	
	Top												▲	▲															
	HDD Store *3																												
	Perfect Bind		×		×	×		×	×	×	×	×	×	×	×	×	×	×		×	×	×	×	×	×	×	×	×	×
	Multi Punch									*35	*35	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×

Copy Conditions Incompatible with Output Settings		Output																Application													
																		File Edit													
		2-Hole Punch (Right)	2-Hole Punch (Left)	2-Hole Punch (Top)	3-Hole Punch (Right)	3-Hole Punch (Left)	3-Hole Punch (Top)	Face Up	Face Down	1 to N	N to 1	Right & Left	Top	HDD Store *3	Perfect Bind	Multi Punch	Program Job	Insert Sheet	Insertion using PI	Front Cover (Tray)	Back Cover (Tray)	Front PI (Upper/Lower)	Back PI (Upper/Lower)	Chapters	Chapter (Print Insertion)	Combine Originals	Booklet	Adhesive Binding	Insert Image	Book Copy
Output	Sort																														
	Offset Sort (Output Position Switch) *19														×																
	Offset Sort (Partition Paper Insertion, Print Stop) *19																														
	Group														×		*23	○	*23					*23	*23			*23		
	Offset Group (Output Position Switch) *19														×		*23	○	*24					*24	*23			*23		
	Offset Group (Partition Paper Insertion, Print Stop) *19																*23	○	*24					*24	*23			*23		
	Sort (Rotation)																*25	*25						*26	*25	*25	*26	*26	*25	*26
	Group (Rotation)																*25	*25						*27	*25	*25	*27	*27	*25	*27
	Corner Staple (Left Corner)	▲			▲			×			×				×	*35											×	×		
	Corner Staple (Right Corner)		▲			▲		×			×				×	*35											×	×		
	2 point Staple (Upper)	▲	▲		▲	▲		×			×	▲			×	×											×	×		
	2 point Staple (Left)	▲		▲	▲		▲	×			×		▲		×	×											×	×		
	2 point Staple (Right)		▲	▲		▲	▲	×			×		▲		×	×											×	×		
	Fold & Staple	×	×	×	×	×	×	×			×				×	×	×				×		×					×		*6
	Multi Half Fold	×	×	×	×	×	×	×			×				×	×	×				×		×					×		*6
	Multi 3-Fold (Inside Print)	×	×	×	×	×	×	*13	*13	*13	*13				×	×	○				×		×			○	○	○		○
	Multi 3-Fold (Outside Print)	×	×	×	×	×	×	*13	*13	*13	*13				×	×	○				×		×			○	○	○		○
	Z-Fold							×			×					×														
	Half Fold (Inside Print)	×	×	×	×	×	×				×				×	×														
	Half Fold (Outside Print)	×	×	×	×	×	×				×				×	×														
	Tri-Fold-in (Inside Print)	×	×	×	×	×	×				×				×	×														
	Tri-Fold-in (Outside Print)	×	×	×	×	×	×				×				×	×														
	Tri-Fold-out (Inside Print)	×	×	×	×	×	×				×				×	×														
	Tri-Fold-out (Outside Print)	×	×	×	×	×	×				×				×	×														
	Double Parallel (Inside Print)	×	×	×	×	×	×				×				×	×														
	Double Parallel (Outside Print)	×	×	×	×	×	×				×				×	×														
	Gate (Inside Print)	×	×	×	×	×	×				×				×	×														
	Gate (Outside Print)	×	×	×	×	×	×				×				×	×														
	2-Hole Punch (Right)		○	○	○	○	○	×			×		▲		×	×											×	×		
	2-Hole Punch (Left)	○		○	○	○	○	×			×		▲		×	×											×	×		
	2-Hole Punch (Top)	○	○		○	○	○	×			×	▲			×	×											×	×		
	3-Hole Punch (Right)	○	○	○		○	○	×			×		▲		×	×											×	×		
	3-Hole Punch (Left)	○	○	○	○		○	×			×		▲		×	×											×	×		
	3-Hole Punch (Top)	○	○	○	○	○		×			×	▲			×	×											×	×		
	Face Up	×	×	×	×	×	×		○						×	×															
	Face Down							○			○																				
	1 to N																														
	N to 1	×	×	×	×	×	×		×						×	×			×			×	×								
	Right & Left			▲			▲																								
	Top	▲	▲		▲	▲																									
	HDD Store *3																														
	Perfect Bind	×	×	×	×	×	×	×			×					×	*16			*17	*17	*17	*17			×	×	×	*16		
	Multi Punch	×	×	×	×	×	×	×			×				×													×	×		

Copy Conditions Incompatible with Output Settings		Application																							
		Image Edit																							
		Neg.Pos. Reverse	Image Repeat	Auto Detect *8	Repeat	Frame Erase	Center Erase	Image Centering	Shift	Reduce & Shift	No Image Area Erase	All-image Area	Stamp (Preset Stamp)	Stamp (Page No.)	Stamp (Set Numbering)	Stamp (Date/Time)	Watermark	Watermark (Set Numbering)	Watermark (Copy protect)	Annotation	Registered Overlay	Overlay *4
Output	Sort																					
	Offset Sort (Output Position Switch) *19																					
	Offset Sort (Partition Paper Insertion, Print Stop) *19																					
	Group																					
	Offset Group (Output Position Switch) *19																					
	Offset Group (Partition Paper Insertion, Print Stop) *19																					
	Sort (Rotation)		*25	*25	*25			*26			*26	*26										*26
	Group (Rotation)		*25	*25	*25			*27			*27	*27										*27
	Corner Staple (Left Corner)																					
	Corner Staple (Right Corner)																					
	2 point Staple (Upper)																					
	2 point Staple (Left)																					
	2 point Staple (Right)																					
	Fold & Staple	○																				
	Multi Half Fold	○																				
	Multi 3-Fold (Inside Print)	×	○	○	○																	
	Multi 3-Fold (Outside Print)	×	○	○	○																	
	Z-Fold																					
	Half Fold (Inside Print)																					
	Half Fold (Outside Print)																					
	Tri-Fold-in (Inside Print)																					
	Tri-Fold-in (Outside Print)																					
	Tri-Fold-out (Inside Print)																					
	Tri-Fold-out (Outside Print)																					
	Double Parallel (Inside Print)																					
	Double Parallel (Outside Print)																					
	Gate (Inside Print)																					
	Gate (Outside Print)																					
	2-Hole Punch (Right)		*14																			
	2-Hole Punch (Left)		*14																			
	2-Hole Punch (Top)		*14																			
	3-Hole Punch (Right)		*14																			
	3-Hole Punch (Left)		*14																			
	3-Hole Punch (Top)		*14																			
	Face Up																					
	Face Down																					
	1 to N																					
	N to 1																					
	Right & Left																					
	Top																					
	HDD Store *3																					
	Perfect Bind		×	×	×																	
	Multi Punch																					

None: Compatible
× : Grayed out (including automatic release)
○ : Condition last selected has priority. (Condition in the far left column will be released.)
▲: Displays warning message.
– : Not specified

*1: Back cover is unavailable. A message displays when unavailable.
*2: 2 in 1, 4 in 1 in Page No. of Stamp, and 2 Repeat are available. Grayed out when unavailable.
*4: Overlay is unavailable in Program Job.
*6: Available only when Booklet is selected.
*8: Selecting Auto in Image Repeat, No Image Area Erase will also be selected automatically and cannot be released.
*9: Image Rotation without Auto Zoom is unavailable in Mixed mode. (Mixed mode or last selected function has priority.)
*10: Image Rotation is unavailable if staple or punch position is interfered when either function is selected.
*11: Separate Scan mode is selected automatically.
*12: If Dot Matrix is selected with minus level in Background Adjustment, the Background Adjustment will be restored to 0.
*13: Selecting Multi Tri-Fold automatically specifies Face/Order setting. (The last selection in Multi Tri-Fold has priority.)
With Outside Print selected: Selects 1 to N and Face Up (or Face Down in duplex printing) automatically.
With Inside Print selected: Selects N to 1 and Face Down automatically.
*14: Only 2 Repeat (including reverse order mode) is unavailable.
*15: Only 2 Repeat (including reverse order mode) is available.
*16: Unavailable when selecting a main body tray as cover source.
*17: Available only when selecting PB tray as cover source.
*18: Unavailable without Auto Paper and Z-Fold selected.
*19: Available when selecting the primary (main) tray of large capacity stacker or of staple finisher as output tray. (Grayed out if not.)
*20: Selects Sort. Offset Sort, Group, and Offset Group are grayed out.
*21: Selects Sort. Offset Sort and Offset Group are grayed out.
*22: Selects Group. Offset Sort and Offset Group are grayed out.
*23: Selects Sort. Group and Offset Group are grayed out.
*24: Selects Offset Sort. Group and Offset Group are grayed out.
*25: Selects Sort. Offset (Rotation) Sort, Group, and Offset (Rotation) Group are grayed out.
*26: Selects Sort. Offset (Rotation) Sort and Offset (Rotation) Group are grayed out.
*27: Selects Group. Offset (Rotation) Sort and Offset (Rotation) Group are grayed out.
*28: Minus level setting in Background Adjustment is unavailable.
*29: Selects ×1.0 magnification.
*30: Without Separate Scan mode, the message to close the ADF will be displayed.
*31: With Front/Back With Cover mode in Book Copy selected, Annotation will be grayed out, and vice versa.
*32: 2 in 1, 4 in 1 with Page No. of Stamp, and 2 Repeat modes are available. (Grayed out when unavailable.)

*33: With any mode other than 2 Repeat selected, Registered Overlay will be grayed out. With Registered Overlay selected, any mode except 2 Repeat will be grayed out.

*34: With Image Rotation icon displayed on the screen, Image Rotation functions even if Image Rotation Off is selected.

*35: Available only when service representative is specified.

12 Job Management

12 Job Management

12.1 Overview of the Job List Screen

The following types of the Job List Screen are provided:

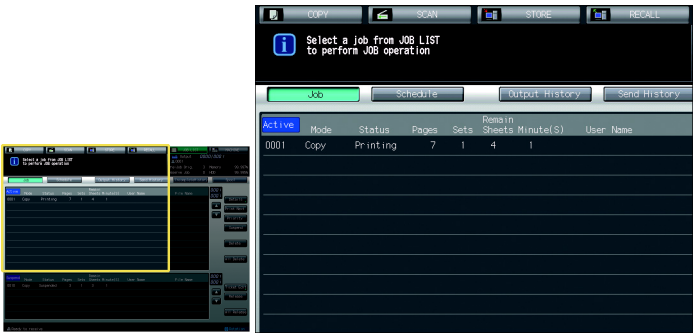
- Job (Active/Suspend) Screen
  - This screen allows you to check or operate the active or suspended jobs on the list.
- Schedule Screen
  - This screen shows the active jobs displayed on the Job (Active/Suspended) Screen using job bars. It also allows you to change the order of reserved jobs from the job bar display, or to change the paper tray to be used for a job.
- Output History Screen
  - This screen displays the output history as a list.
- Send History Screen
  - This screen displays the send history as a list.
- Incomplete History Screen
  - This screen displays incomplete jobs as a list.
- Spool Screen
  - This screen displays spool (Wait for RIP or Receiving) jobs as a list.

Follow the procedure below to display the Job List Screen.

To display the Job List Screen:

1 Touch [JOB LIST] tab on the screen.

The Job List Screen will be displayed.



2 Touch the desired list item key on the screen.

See the following pages for details of each subordinate screen.

3 Touch any tab key to exit the Job List Screen.

12.2 Job (Active/Suspended) Screen

This section describes how to check or operate the jobs in the Job (Active/Suspended) Screen.

12.2.1 Checking/Operating Active/Suspended Jobs

Use this function to display active/suspended jobs as a list.

The list includes the following information.

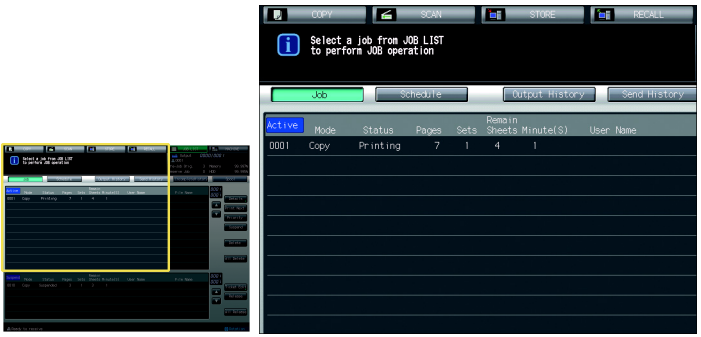
- Job No.: Consecutive numbers of both copy and print jobs
- Mode: Copy or Printer
- Status: Printing or Reserved (current status of the job)
- Pages: Max. 5-digit page count
- Sets: Max. 4-digit set count
- Remain Sheets: Max. 4-digit pages to be output (= sheets × sets)
- Minute(s): Time required for completing each job (minute)
- User Name: Displays the user name when registered
- File Name: Displays the file name when applied

For active jobs, available operations are: check the settings, change the output order, and suspend/delete/all delete the jobs
For suspended jobs, available operations are: check the settings, edit the ticket, and release/all release the suspended jobs

Follow the procedure below.

Operation for acrive/suspended jobs

1 Touch [JOB LIST] tab on the screen, then touch [Job] if not highlighted.



– Check the status of the active/suspended jobs.
– Use [▼] and [▲] to scroll, if 11 or more active jobs are entered. Also use [▼] and [▲] for 6 or more suspended jobs.

2 Select the desired active job to highlight it, then perform the job operation.

- To check the details of a job:
  Touch the desired job to highlight it, then touch [Details].
  The Check Screen for selected job will be displayed.
  Check the settings, then touch [Close].

- To specify the next job to be printed:
  Touch the desired job to highlight it, then touch [Print Next].
  The selected job will be moved just under the current print job.
  This will not function if printing operation has already been started for the selected job.

- To change the order of jobs:
  Touch the desired job to highlight it, then touch [Priority].
  The selected job will be advanced by one in printing order unless the job preceding the selected one is already in progress.
  If printing order cannot be changed for the selected job, a message will be displayed for information.

- To suspend a job:
  Touch the desired job to highlight it, then touch [Suspend].
  The selected job will be moved to the “Suspend” list without being printed.

- To clear a job:
  Touch the desired job to highlight it, then touch [Delete]. Touch [All Delete] to clear all jobs.
  Touch [Yes] on the confirmation screen to clear the selected job.
  All the data of the selected job will be cleared.

3 Select the desired suspended job to highlight it, then perform the job operation.

- To edit the ticket of a job:
  Touch the desired job to highlight it, then touch [Ticket Edit].
  Touch [Auto], [Wait], [Proof (1 Set)] or [Proof (1st Sheet)] to select the desired output condition. [Proof (1 Set)] and [Proof (1st Sheet)] require a specific setting in the Utility mode to be available for this selection.
  When completed, touch [Close].
- To output a suspended job:
  Touch the desired job to highlight it, then touch [Release].
- To output all suspended jobs:
  Touch [All Release].

12.3 Schedule Screen

12.3.1 Outline of Schedule Screen

The Schedule Screen shows the active jobs including the reserved jobs using job bars. It also visually displays the time frame, trays to use, amount of paper remaining, and operation stop timing for the job activity of each job so that you can know in advance the timing for paper supply and tray switching work.

You can confirm and modify the following settings:

- You can confirm the usage of multiple trays for the jobs (such as auto tray switch function, insert sheet of application, and perfect binding) that use multiple trays.
- You can confirm information of trays that are used for active or reserved jobs.
- You can modify the tray settings only for the trays that are not currently being used.
- You can confirm the timing by which the machine stops, as determined by the wait and proof job settings.
- You can change the output order of reserved jobs.
- You can change a reserved job to a suspended job.
- You can cancel a printing job or a reserved job.

...

Reminder

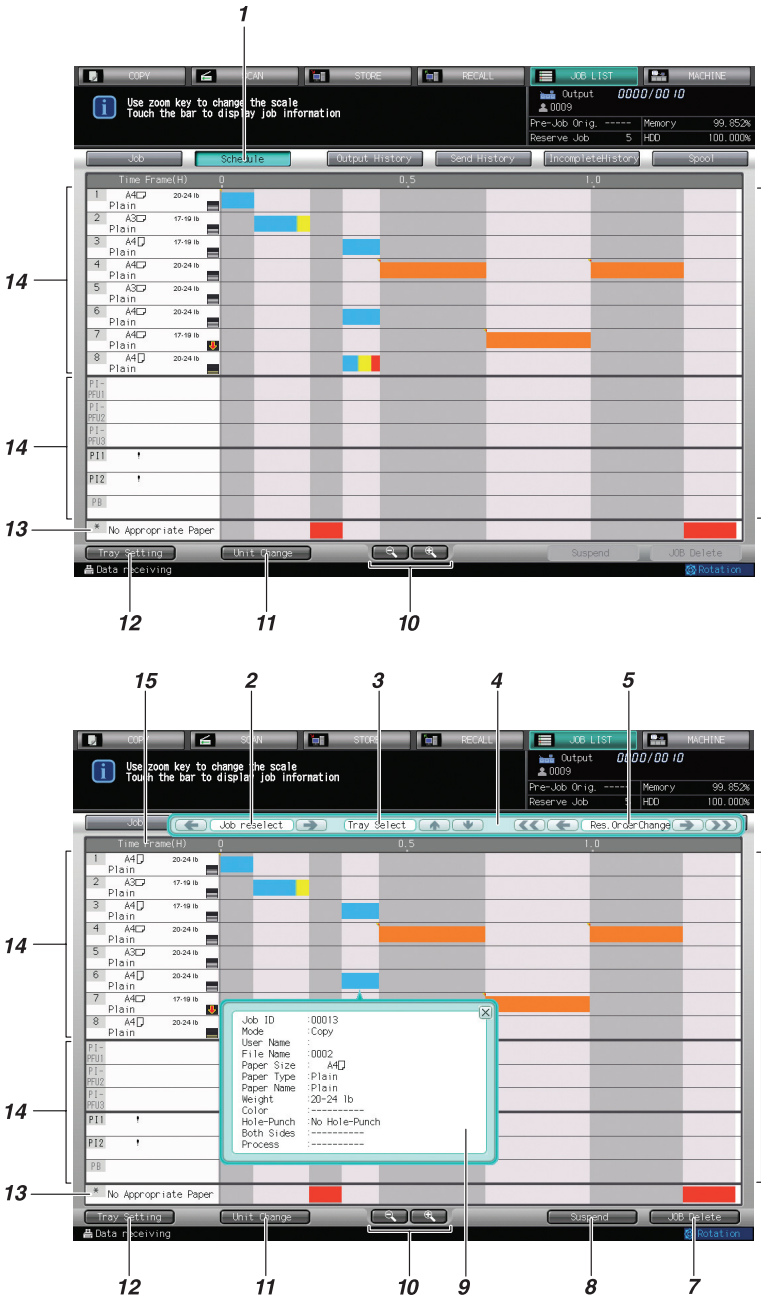
The job bar for the current output job indicates the remaining amount of that job, becoming shorter over time.

The job bar will be shown in the job bar display after scanning the original or transferring images from the image controller is complete.

The required time shorter than a minute will be indicated as a minute.

The Schedule Screen will be reloaded when the machine goes into the following conditions.

- When a paper tray is loaded, pulled out, or changed in paper amount
- When the tray setting has been changed
- When a job operation has started or restarted
- When a reserved job is added, changed in output order, or deleted
- When an output job is completed
- When the screen has not been reloaded for more than 30 seconds during output


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No.	Name	Description
1	[Schedule]	Touched to display the Schedule Screen of the Job List Screen.
2	[Job Reselect]	Switches the paper setting dialog between jobs when multiple job bars are displayed.
3	[Tray Select]	Switches the paper setting dialog from one tray to another, if the selected job uses more than one tray.
4	Operation dialog	Appears when a bar in the job bar display is touched. The dialog provides [Job Reselect], [Tray Select], and [Order Change] to make each operation for the job.
5	[Order Change]	Changes the output order of reserved jobs.
6	Job bar display	Separates the rows into reserved job areas with shading of gray, and indicates each job using blue, yellow, red, or orange bar according to the following rules. Blue: Available for output with plenty of paper Yellow: Indicates that paper is inadequate. When the paper is loaded into the cover feeding tray of Perfect Binder PB-502, the cover feeding tray of Perfect Binder PB-503, and the upper/lower trays of the post inserter of Folding Unit FD-503, it turns yellow instead of blue. Red: Indicates one of the following conditions: It is highly possible that the paper will run out in the middle of printing; There is no Appropriate paper; Cannot print because the tray settings do not match; No paper is available in the tray. Orange: Indicates that you need to replace the paper currently loaded in the tray, as the job has stopped due to a mismatch with the size/type of paper in the job bar. Jobs with a [▼] mark in the top of the job bar indicate that machine operations are temporarily suspended for wait and proof jobs. The [▼] mark will not disappear until the printout procedures for the wait and proof jobs are completed and the printing is started, even if the job is ready for output. Touching the job bar displays the setting dialog for that job.
7	[JOB Delete]	When deleting a job, select and touch the job bar of the job that you want to delete.
8	[Suspend]	When suspending a job, select and touch the job bar of the job that you want to suspend.
9	Paper setting dialog	This is displayed when you select the job bar on the job bar display. It displays the paper settings or job information of the job bar selected. If you want to display the paper settings for jobs that use multiple trays, select each job bar.
10	[-] [+]	Touch these buttons to change the scale of the time axis on the job bar display.
11	[Unit Change]	Touch it to toggle between the time frame and timetable. You can display the time frame by hour and minute.
12	[Tray Setting]	Touch it to change the tray settings for reserved jobs.
13	No Appropriate Paper	Displays the job bar of a copy job for which paper size and paper conditions to be used are not set.

No.	Name	Description
14	Paper tray items	Displays the paper size, amount of paper remaining, paper weight configured in the tray setting and paper type for the following paper feeding units: Main body trays (trays 1 and 2) Paper Feeding Unit PF-702 (trays 3 to 8) Paper Feeding Unit with Suction Feeding System PF-703 (trays 3 to 8) Paper Feeding Unit with Suction Feeding System PI-PFU (PI-PFU tray1 to PI-PFU tray3) Cover feeding tray of Perfect Binder PB-502 Cover feeding tray of Perfect Binder PB-503 The No Appropriate Paper Job bars for the upper/lower trays of the post inserter of Folding Unit FD-503 are displayed when there is no tray that corresponds to the tray settings for that job.
15	Timetable/Time Frame	Displays time required to output active jobs or reserved jobs using the time frame or the clock time.

12.3.2 Displaying the Schedule Screen

Procedure

1 Make settings to output a job.

– Use the reserve job or recall functions to output multiple jobs.

2 Touch [JOB LIST] tab to display the Job List Screen.



3 Touch [Schedule] on the Job List Screen.

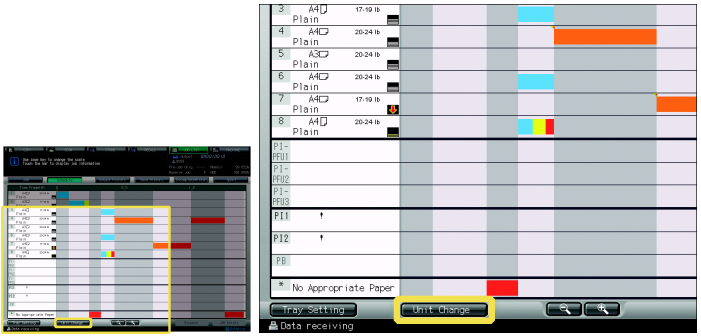
12.3.3 Using [Unit Change], [-], and [+]

This section describes how to use [Unit Change], [-], and [+] keys on the Schedule Screen.

Operating [Unit Change], [-] and [+]

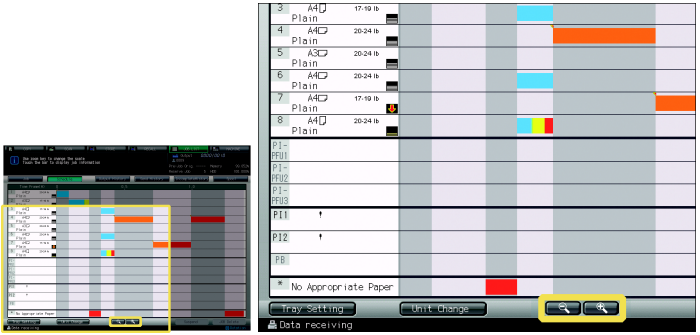
1 Follow the procedure on page 12-9 to display the Schedule Screen.

2 Touch [Unit Change] to switch the units used for the time frame.



Each time you touch [Unit Change], the unit of the items on the time axis is toggled between [Time Frame (H)] and [Timetable].

3 Touch [-] or [+] to change the scale of the time frame.



The display scale can be changed within the following range.

Time-line item	Available range using [-] and [+]
Time Frame (H)	30 minutes to 24 hours
Timetable	30 minutes later to 24 hours later

12.3.4 Working on the Operation Dialog

This section describes how to display and operate the operation dialog on the Schedule Screen.

To work on the operation dialog

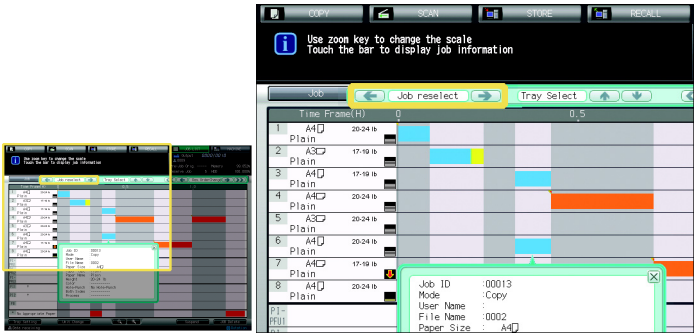
1 Follow the procedure on page 12-9 to display the Schedule Screen.

2 Select the desired job bar from the job bar display.

The operation dialog and paper setting dialog of the selected job bar will be displayed.

3 Use the right and left arrow keys of [Job Reselect] to display the paper setting dialog of the desired job.

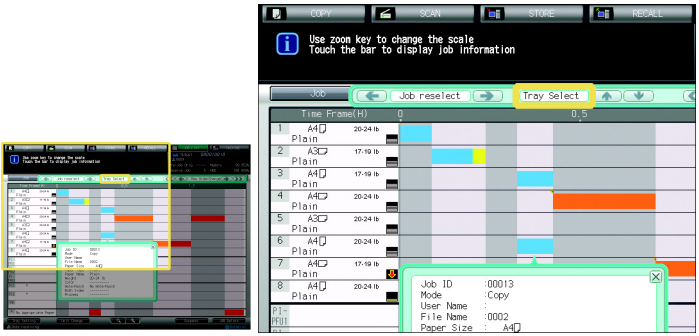
- Touching [->] changes the paper setting dialog to that of the next job. When it comes to the last job, [->] becomes grayed out to show inactivity.
- Touching [<-] changes the paper setting dialog to that of the previous job. When it comes to the first job, [<-] becomes grayed out to show inactivity.



4 If the selected job uses multiple trays, touch the up or down arrow next to [Tray Select] to switch the job tray to display.

- Each time you touch the down arrow, the paper setting dialog for the next tray is displayed. When the dialog for the last tray is displayed, the down arrow is grayed out and you cannot display the dialog for the next tray.
- Each time you touch the up arrow, the paper setting dialog of the previous tray is displayed. When the dialog for the first tray is displayed, the up arrow is grayed out and you cannot display the dia-

log for the previous tray.



12.3.5 Changing Output Order of Reserved Jobs

This section describes how to change the output order of reserved jobs.

To change output order of reserved jobs

1 Follow the procedure on page 12-9 to display the Schedule Screen.

2 Select the job bar from the job bar display to change its output order.

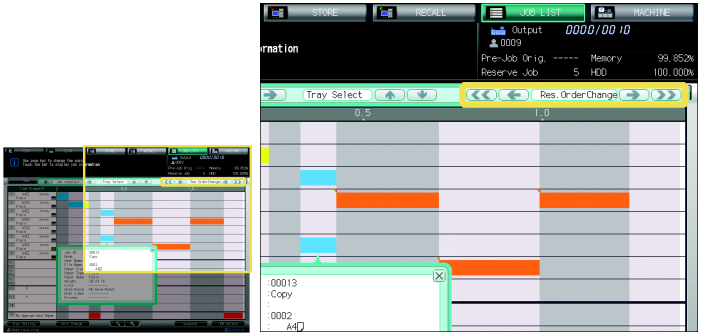
– If the job to be changed in output order uses more than one tray, select any one of them.



The operation dialog and paper setting dialog of the selected job bar will be displayed.

3 Use the keys on both sides of [Order Change] to change the output order of the selected job.

- Touch [<-] to move the job to the previous position in output order, or [<<] to output it next to the current printing job.
- Touch [->] to move the job to the next position in output order, or [>>] to output it last.
- The keys to change the output order are unavailable if they appear grayed out.



Detail

Changing output order of reserved jobs is also available on the Job (Active/Suspended) Screen. see page 12-4 for details.

12.3.6 Changing the Tray Setting

You can access the Tray Setting Screen of the Machine Screen via the Schedule Screen and modify the settings for the trays used for reserved jobs.

If active jobs or reserved jobs are not set, you can set them with the same conditions for the tray settings configured by touching [Tray Setting] on the Machine Screen.

For an active job or a job you are currently printing, there are some limitations on trays that you can modify the settings of.

The following conditions are required for the tray to be changed.

- Trays that you want to change the settings of are not currently used by active jobs.
- Trays that you want to change the settings of are not scheduled to be used before the reserved jobs that you modify the settings of.
- The machine is not working.
  When the job which has No Appropriate Paper is ready for printing, it is suspended. You can modify the tray settings at this time. For details, see page 12-15.
- Cannot print because the paper size set for the tray and the paper size specified for the reserved job that is ready to output do not match.

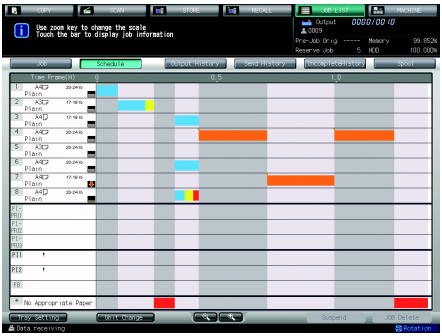
Printing is suspended on the printer controller when the paper size for the specified tray does not match the paper size specified for printing jobs. You can modify the tray settings at this time.

To change the paper setting

1 Follow the procedure on page 12-9 to display the Schedule Screen.

2 Select the job bar that you want to modify the tray settings.

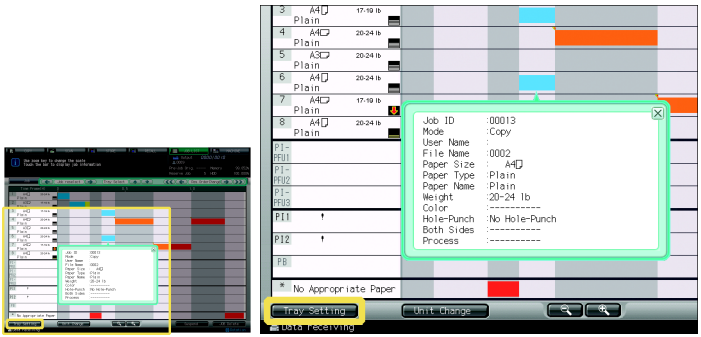
– You can modify the settings of trays available for change by touching [Tray Setting] without selecting the job bar.



The operation dialog and paper setting dialog are displayed.

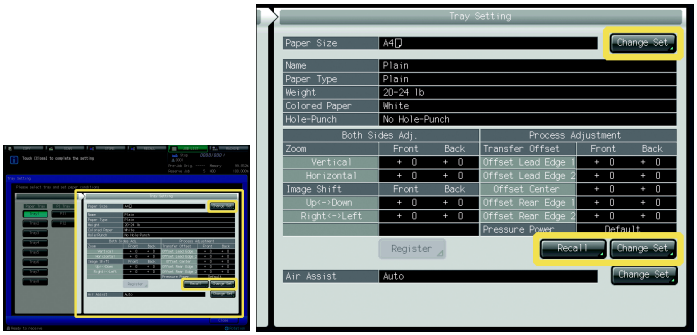
3 Touch [Tray Setting] on the Schedule Screen.

– When you select the No Appropriate Paper job bar, the Tray Setting Screen for [Tray1] is displayed. For details, see page 12-15.

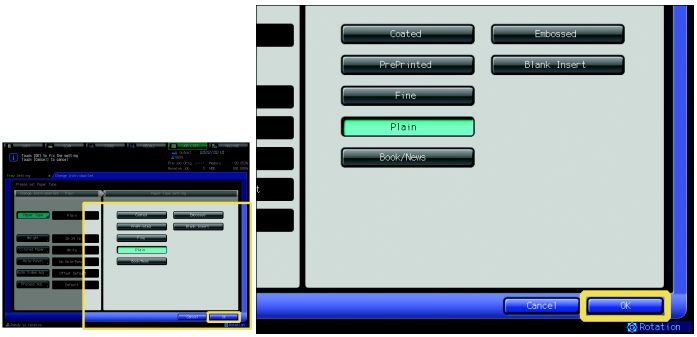


The Tray Setting Screen for the job you selected is displayed.

4 Touch [Change Setting] or [Recall].



5 Modify the tray settings and touch [OK].



The job you set in step 2 may be set to No Appropriate Paper depending on the settings.

6 Touch [Close] in the Tray Setting Screen.

The Schedule Screen will be restored.

12.3.7 Printing a Job with No Appropriate Paper

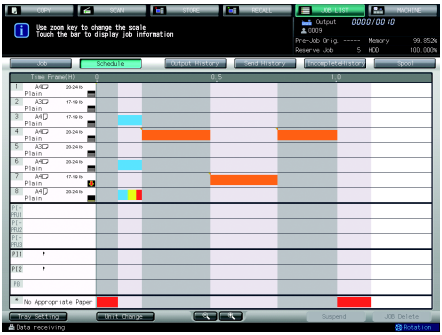
No Appropriate Paper Job bars is displayed when the paper size or paper conditions used for the copy job are not set for the tray. Then, when the job with No Appropriate Paper is ready for printing, it is suspended.

Resume printing according to the following procedure.

To print a job with No Appropriate Paper

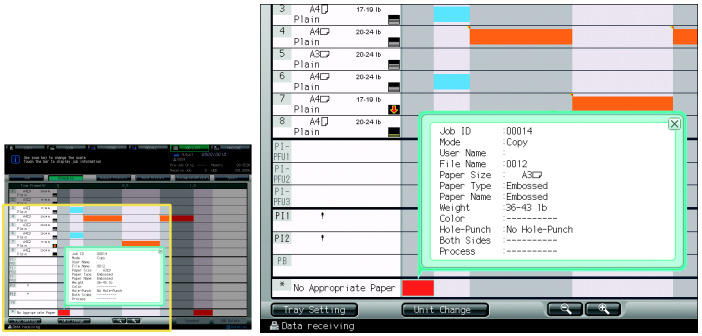
1 Follow the procedure on page 12-9 to display the Schedule Screen.

2 Select the No Appropriate Paper job bar for the suspended job.



The Paper Setting dialog for the job with No Appropriate Paper is displayed.

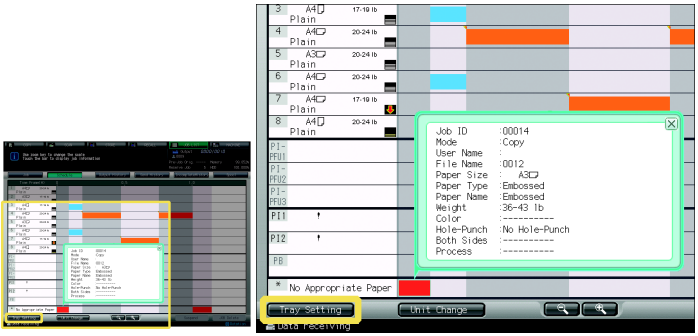
3 Confirm paper size and paper conditions.



– If you modify the tray settings, proceed to step 4.
– If you do not modify the tray settings, proceed to step 8.

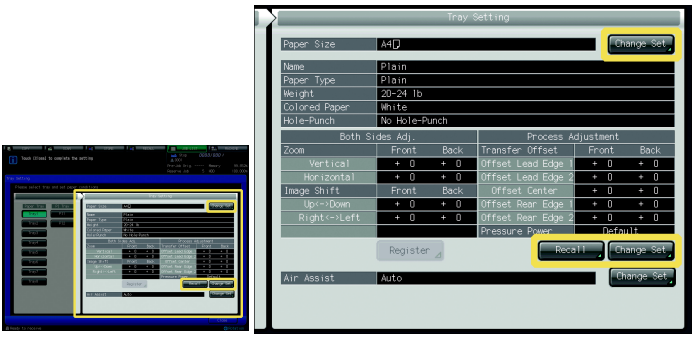
If you modify the tray settings and replace paper, modify the settings first. If you replace a different size of paper first. you cannot modify the tray settings.

4 Touch [Tray Setting] on the Schedule screen.

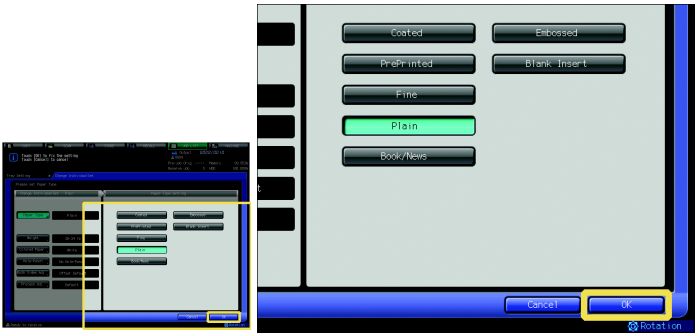


The Tray Setting Screen for [Tray1]. is displayed.

5 Select any tray buttons and touch [Change Setting] or [Recall].



6 Modify the tray settings and touch [OK].



7 Touch [Close] in the Tray Setting Screen.

The Schedule Screen will be restored.

8 Touch the [MACHINE] tab to display the Machine Screen.

9 Set the paper size displayed in the message area to any trays.



The new message [Press START to restart] is displayed.



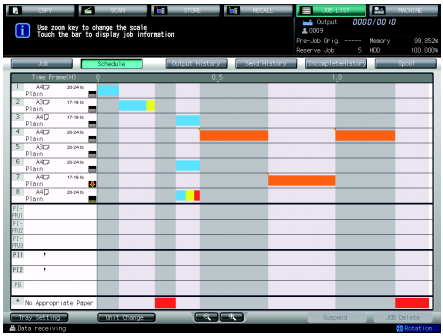
10 Press [Start] on the control panel.



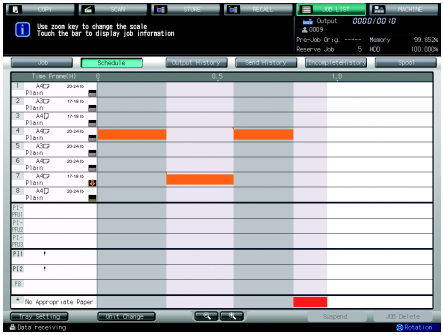
Start to print the job with No Appropriate Paper.

12.3.8 Printing Jobs with Mismatched Paper Size

If paper of the size for the printing job is not loaded to the tray specified in the printer job, the specified tray column is highlighted in orange in the job bar of the Schedule Screen.



Then, when the job is ready for printing, it is suspended.



For the procedure to resume the suspended printing job, see page 5-19.

12.3.9 Changing a Reserved Job to a Suspended Job

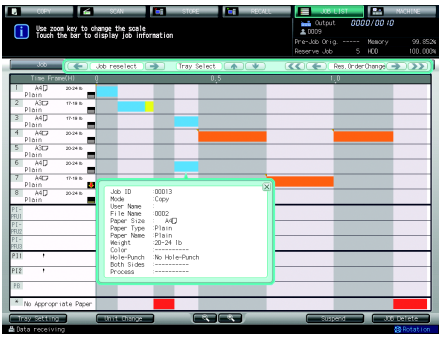
You can change a reserved job to a suspended job in the Job (Active/Suspended) Screen, or you can perform this task in the Schedule Screen.

Change a reserved job to a suspended job according to the following procedure.

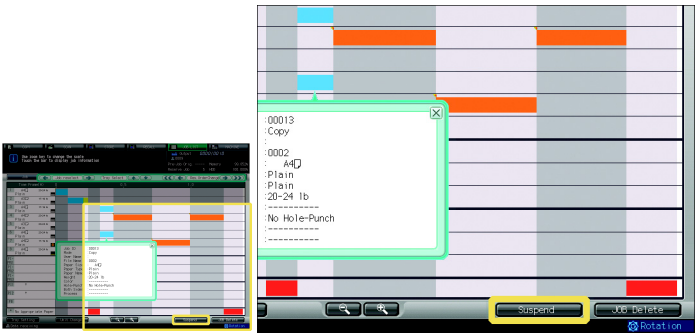
To change a reserved job to a suspended job

1 Follow the procedure on page 12-9 to display the Schedule Screen.

2 Select the job bar that you want to change to a suspended job.



3 Touch [Suspend] on the Schedule Screen.



The selected job bar will become a suspended job, and then the job will disappear from the Schedule Screen.

Detail

Touch [Job] to display the Job (Active/Suspend) Screen and confirm the jobs suspended in the Suspend list.

12.3.10 Deleting a reserved job

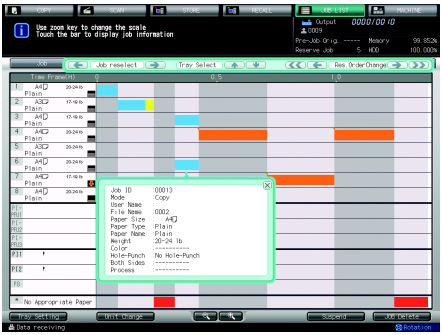
You can delete a reserved job in the Job (Active/Suspended) Screen, or you can perform this task in the Schedule Screen.

Delete a reserved job according to the following procedure.

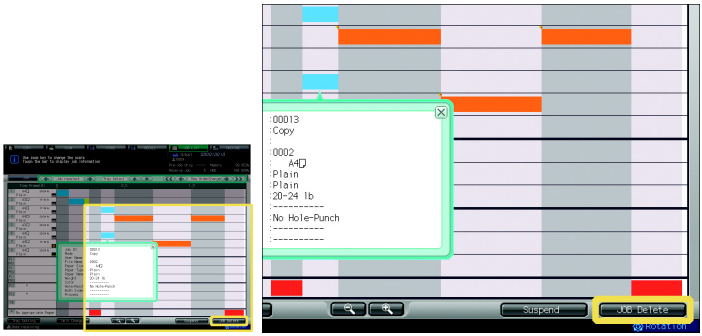
To delete a reserved job

1 Follow the procedure on page 12-9 to display the Schedule Screen.

2 Select the job bar to be deleted.

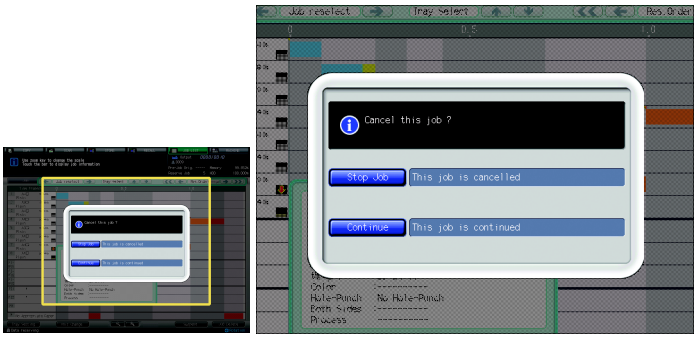


3 Touch [JOB Delete] on the Schedule screen.



A popup screen will appear to confirm the deletion.

4 Touch [Yes].



The selected job will be deleted and it will disappear from the Schedule Screen.

12.4 Checking Output/Send/Incomplete History

12.4.1 Displaying Output History

Use this function to display output history as a list.

The list includes following information.

- Job No.: Consecutive numbers of both copy and print jobs
- Mode: Copy or Printer
- Pages: Max. 5-digit page count
- Sets: Max. 4-digit set count
- Result: Complete or Cancel
- Time: Time when output operation was executed
- User Name: Displays the user name when registered
- File Name: Displays the file name when applied

Follow the procedure below to check the settings of output jobs.

To display output history

1 Touch [JOB LIST] tab on the screen, then touch [Output History].



– Check the status of output jobs.
– Use [▼] and [▲] to scroll, if 17 or more jobs are entered.

2 Touch the desired job to highlight it, then touch [Details].

– The Check Screen for selected job will be displayed. Check the settings, then touch [Close].

12.4.2 Displaying Send History

Use this function to display the send history as a list.

The list includes following information.

- Job No.: Consecutive numbers of both copy and print jobs

- Mode: E-Mail/FTP/PC/HDD
- Address: Address to which the data was transmitted
- Result: Complete, Cancel or Error
- Time: Time when data transmission was executed
- User Name: Displays the user name when registered
- File Name: Displays the file name when applied

Follow the procedure below to check the settings of transmitted jobs.

To display send history

1 Touch [JOB LIST] tab on the screen, then touch [Send History].



– Check the status of transmitted jobs.
– Use [▼] and [▲] to scroll, if 17 or more jobs are entered.

2 Touch the desired job to highlight it, then touch [Details].

– The Check Screen for selected job will be displayed. Check the settings, then touch [Close].

12.4.3 Checking Incomplete Jobs

Use this function to display incomplete jobs as a list.

The list includes following information.

- Job No.: Consecutive numbers of both copy and print jobs
- Incomplete Cause: Memory Full, Cancel, etc.(cause for which the job was not completed)
- User Name: Displays the user name when registered
- File Name: Displays the file name when applied

Follow the procedure below to check the settings of incomplete jobs.

To check incomplete jobs

1 Touch [JOB LIST] tab on the screen, then touch [Incomplete History].



- Check the status of incomplete jobs.
- Use [▼] and [▲] to scroll, if 17 or more jobs are entered.

2 Touch the desired job to highlight it, then touch [Details].

- The Check Screen for selected job will be displayed. Check the settings, then touch [Close].

12.5 Operation on Spool Jobs

12.5.1 Checking/Operating Spool Jobs

Use this function to display spool jobs as a list.

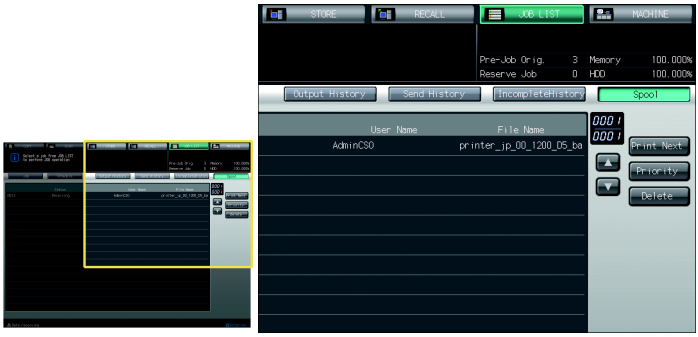
The list includes following information.

- Job No.: Consecutive numbers of both copy and print jobs
- Status: Wait for RIP or Receiving (current status of the spool job)
- User Name: Displays the user name when registered
- File Name: Displays the file name when applied

Follow the procedure below to change the output order or delete the spool jobs.

Job operation for spool jobs

1 Touch [JOB LIST] tab on the screen, then touch [Spool].



– Check the status of spool jobs.
– Use [▼] and [▲] to scroll, if 17 or more jobs are entered.

2 Select the desired spool job to highlight it, then perform the job operation.

– To specify the next job to be printed:
Touch the desired job to highlight it, then touch [Print Next].
The highlighted job will be moved just under the current print job.
This will not function if printing operation has already been started for the selected job.
– To change the order of jobs:
Touch the desired job to highlight it, then touch [Priority].
The highlighted job will be advanced by one in printing order unless the job preceding the selected one is already in progress.

If printing order cannot be changed for the selected job, a message will be displayed for information.

– To clear a spool job:
Touch the desired job to highlight it, then touch [Delete].
Touch [Yes] on the confirmation screen to clear the selected job.
All the data of the selected job will be cleared.

13 Advanced Information

13 Advanced Information

13.1 Making Sample Set for Checking Results: Proof Copy

Use Proof Copy to scan the original and produce a single set or the first sheet of sample copy before making multiple copies. This is a convenient and cost effective way of viewing the results of the copying selections such as Half Fold or Perfect Bind.

Prerequisites

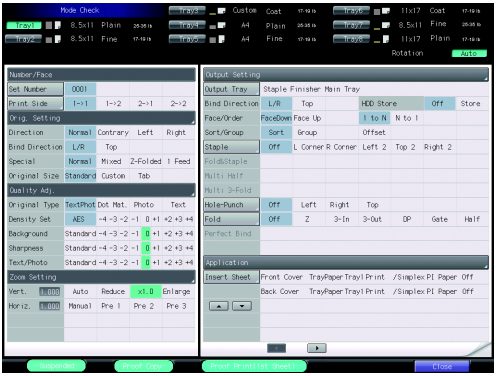
- ✔ Proof Copy scans all the original first, then output only one set or the first sheet of copy. Use Separate Scan mode for more than 100 sheets of original or originals to be scanned from the original glass.
- ✔ Selection for printing a set or the first sheet can be available in the Utility mode. For details, see POD Administrator's Reference.
- ✔ The proof copied job can be stored as a suspended job without printing.

1 Position the original, then select the desired copy conditions from the Copy Screen.

– If Separate Scan mode is selected, press [Start] to scan all the original, then touch [Scan Complete] to exit the Separate Scan mode before proceeding to step 2.

2 Press [Proof Copy] on the control panel.

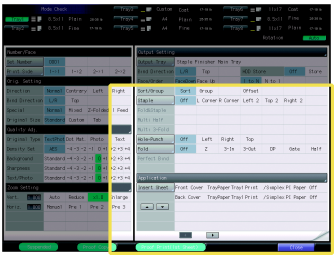
A sample copy will be output while scanning the original.
If Separate Scan mode has been used, a sample copy will be delivered immediately.

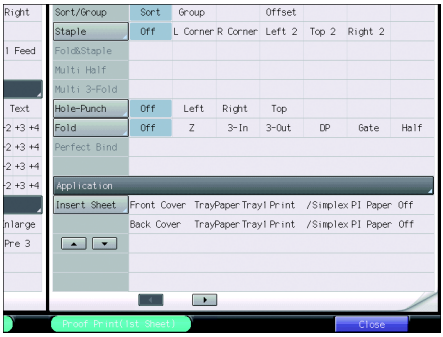


The Check Screen will be displayed.

3 Check the job settings.

– On the screen, [◀] and [▶] may be displayed in the Application area depending on the selected application function. Touch the keys to check the setting.

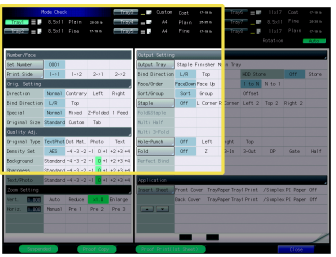




If no setting change is desired, proceed to step 5.

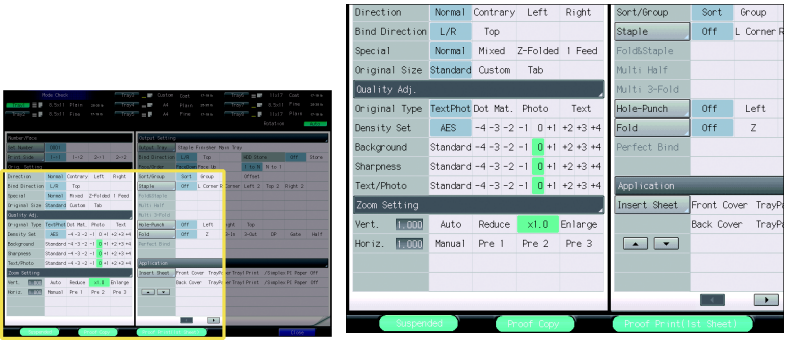
4 Change the settings as required.

– Paper tray:
Touch the tray key available for selection change.
Tray setting cannot be changed from this screen.
– Number/Face:
To change the print quantity, touch [Set Number] to highlight it, then enter the desired quantity from the control panel keypad.
Using [Print Side], setting change for making simplex/duplex copy is available depending on other settings, while simplex/duplex original type cannot be changed because scanning has already been completed.

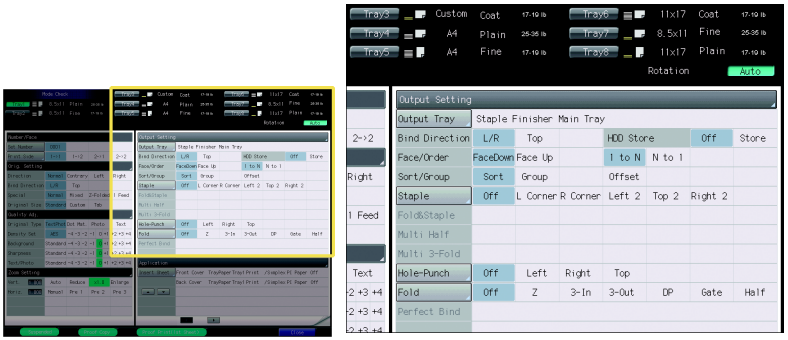




– Orig. Setting, Quality Adj., Zoom Setting, Application:
Setting change is unavailable because scanning has already been completed.



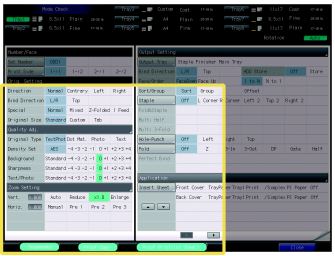
– Output Setting:
Embossed keys are available for setting change and display each exclusive screen when touched. To clear the setting from the exclusive screen, touch [Function Off].
Touching [Output Setting] will display the Output Setting Screen to allow you the setting change from that screen.



To cancel the setting change, touch [Cancel].
Touch [Default Set] on the Output Setting Screen to resume the initial setting.

– Additional proof copy is available so that you can check the result of setting change.
Touch [Proof Copy] to output a sample set. Touching [Proof Print (1st Sheet)], if displayed, will output only the first sheet of sample copy.

– The checked job can be stored as a suspended job.
Touch [Suspended]. The Copy Screen will be restored without printing the checked job.
– The suspended job can be output from the Job List Screen. For details, see page 12-4.





5 Touch [Close].

– To cancel the output of proof-copied job, press [Stop] and touch [Stop Job] on the screen. All the image data will be cleared.

6 Press [Start].

The machine will start printing.

13.2 Checking Feature Selections Before Copying: Check Mode

Before scanning the original, display the Check Screen to check the feature selections you made, and change the settings if needed. While changing the selections, you can make a sample copy to view the results of the selections. This is a convenient and cost effective way for making a large amount of copies.

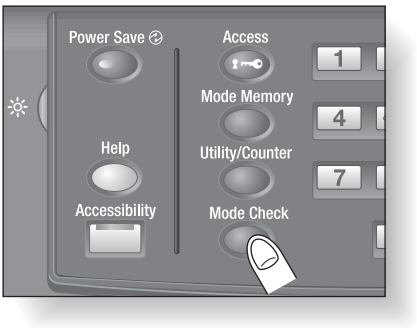
Prerequisites

- ✔ In this checking procedure, all the settings except tray setting can be changed from the Check Screen, for the original is not yet scanned.
- ✔ Proof Copy becomes available when the original is loaded or scanned using Separate Scan mode.

1 Select the desired copy conditions from the Copy Screen.

– It is also available to make the job settings from the Check Screen displayed by pressing [Mode Check] at first.

2 Press [Mode Check] on the control panel.

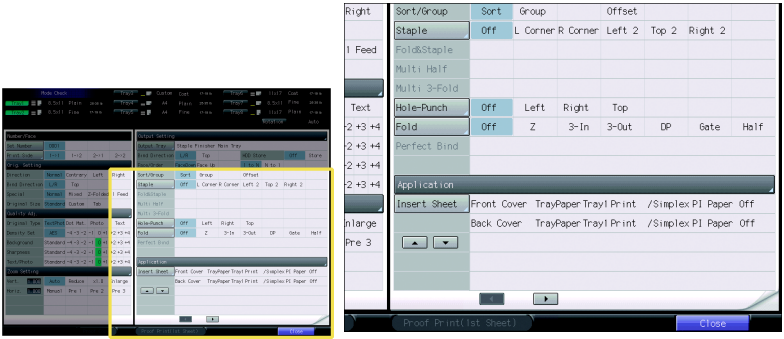


The Check Screen will be displayed.



3 Check the job settings.

– On the screen, [◀] and [▶] may be displayed in the Application area depending on the selected application function. Touch the keys to check the setting.

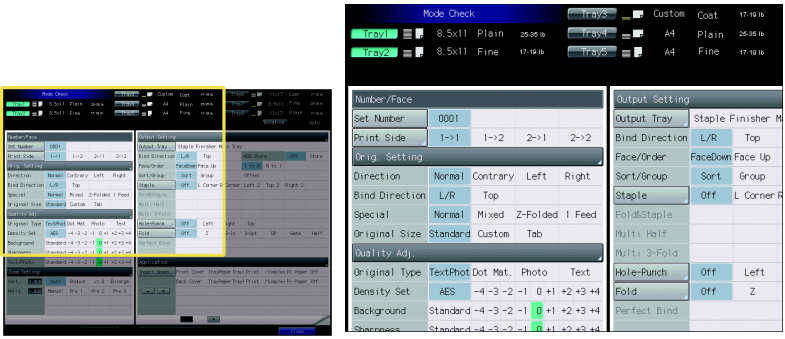


If no setting change is desired, proceed to step 6.

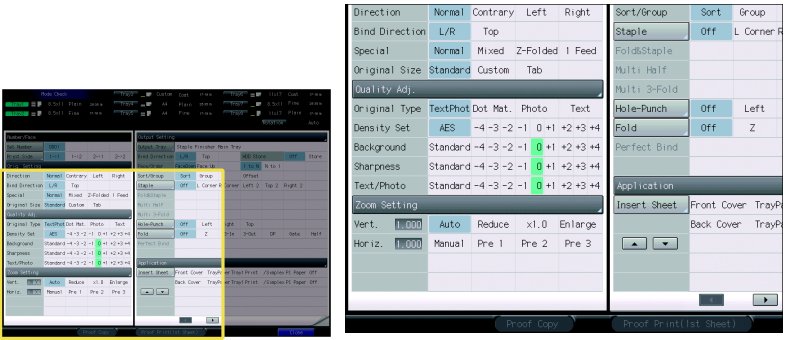
4 Change the settings as required.

– Paper tray:
Touch the tray key available for selection change. Setting change for Auto Paper and Image Rotation is also available.
Tray setting cannot be changed from this screen.

– Number/Face:
To change the print quantity, touch [Set Number] to highlight it, then enter the desired quantity from the control panel keypad.
Using [Print Side], setting change of simplex/duplex mode is available.



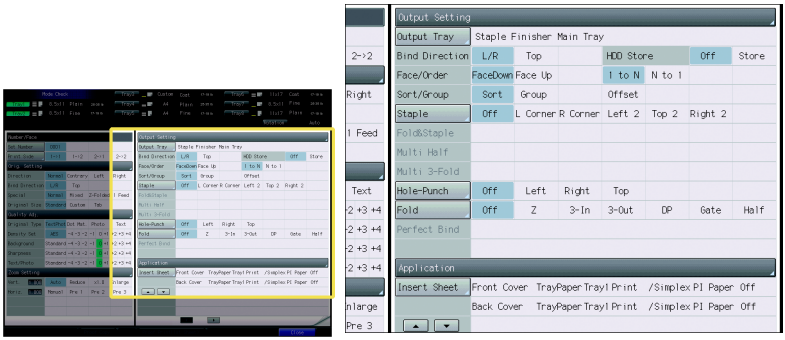
– Orig. Setting, Quality Adj., Zoom Setting:
Touch the title key to display the setting screen to make a change.



To cancel the setting change, touch [Cancel].
Touch [Default Set] to resume the initial setting.

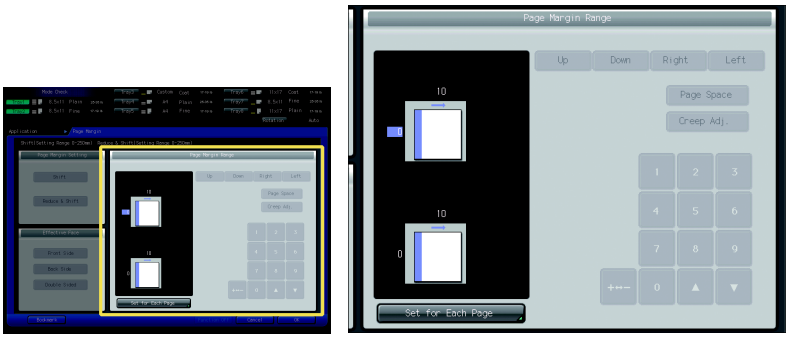
– Output Setting:
Embossed keys are available for setting change and display each exclusive screen when touched. To clear the setting from the exclusive screen, touch [Function Off].
Touching [Output Setting] will display the Output Setting Screen to allow you the setting change from that screen.
To cancel the setting change, touch [Cancel].
Touch [Default Set] to resume the initial setting.

– Application:
Selected functions are displayed as a list. Touching embossed keys will display each exclusive screen. To clear the setting from the exclusive screen, touch [Function Off].
For the function without exclusive screen, a popup window will appear to ask you whether or not to release the function.
Touching [Application] will display the Application Screen to allow you the setting change from that screen.



To cancel the setting change, touch [Cancel].
Touch [All Off] to clear all the selected application functions.

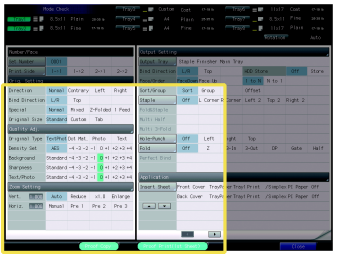
– Touch [Page Margin], and then [Set for Each Page] to display the preview image of the setting you made, if desired, to ease the setting change.

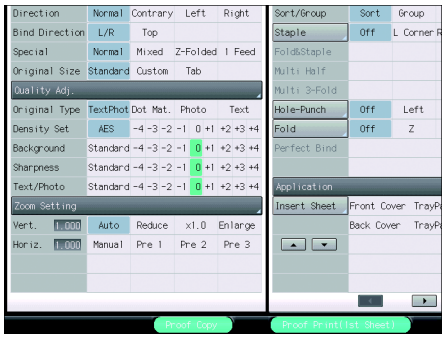


– To start printing without proof copying, proceed to step 6.

5 Make a sample copy.

– To output a whole set, position the original, then touch [Proof Copy] on the Check Screen.
To output only the first sheet, position the original, then touch [Proof Print (1st Sheet)] on the screen.
The Utility menu provides the selection for printing a whole set or only the first sheet when using [Proof Copy] on the control panel. Be sure to check the current selection in advance.
When Separate Scan mode is selected, press [Start] on the control panel to scan all the original, touch [Scan Complete] to exit the Separate Scan mode, then touch [Proof Copy], [Proof Print (1st Sheet)], or press [Proof Copy] on the control panel.







The Check Screen will be displayed.
If any setting change is required, proceed to step 4 in the procedure of Proof Copy. See page 13-3.

6 Touch [Close].

The Copy Screen will be restored.

7 Press [Start].

If proof copying has been made, the machine will simply start printing without scanning originals.

Note

Some copy conditions cannot be selected depending on the selections already made.

13.3 Making Sample Set during Output: Sample Print

Some types of print job, depending on finishing conditions, do not allow you to check results while the machine operation is in progress. Use Sample Print to deliver a sample image to another tray without interrupting the job in process, so that you can check the quality of printed images throughout the output.

Prerequisites

- ✔ Sample Print is available with one of the following output modes specified.
  Staple using Staple Finisher FS-521
  Fold & Staple using Saddle Stitch Unit SD-506
  Perfect Bind using Perfect Binder PB-502/PB-503
  Output to the stacker of Large Capacity Stacker LS-505
- ✔ Available to select one of the following two sample types.
  Fixed Chart Print: An image previously stored in the machine
  Job Image Print: One of the images currently output
  This setting is provided in the Utility mode. For details, see POD Administrator's Reference.
- ✔ With Fixed Chart Print specified as sample type, a feed tray is to be selected from trays 1 to 8. (The selected tray size does not necessarily have to be the same as that of output job.)
  With Job Image Print specified, the same feed tray will be used in the current output job.
  The feed tray selection for Fixed Chart Print is provided in the Utility mode. For details, see POD Administrator's Reference.
- ✔ The sample print will be output to the secondary (sub) tray of the finishing option currently used.
  Staple Finisher FS-521: Secondary (sub) tray
  Saddle Stitch Unit SD-506: Secondary (sub) tray of saddle stitch unit
  Perfect Binder PB-502/PB-503: Secondary (sub) tray of perfect binder
  Large Capacity Stacker LS-505: Secondary (sub) tray of large capacity stacker (the one currently used if equipped in tandem)
- ✔ The sample print will be output in the same simplex/duplex mode as the following page to be printed.
  If duplex copying/printing is unavailable for the paper loaded in the feed tray for sample print, simplex mode is used automatically.
- ✔ Output modes such as Staple, Punch, Fold, or Perfect Bind will not function for the sample print.
- ✔ With Fixed Chart Print specified as sample type, application settings will not function for the sample print.
  With Job Image Print specified, the same application settings will be applied to the sample print.

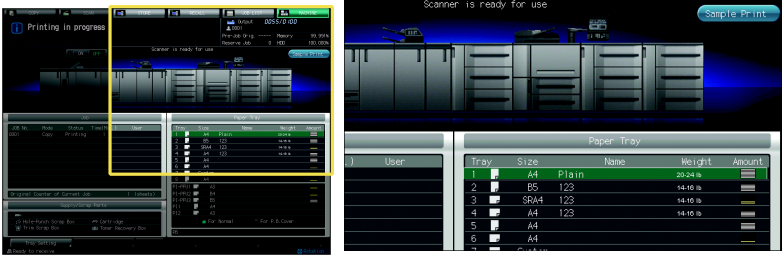
✔ Sample Print starts when the [Sample Print] key is touched on the Machine Status Screen.
The sample printing can be continued according to the cycle previously selected from the following two types. Operation in both cycles is unavailable.
Print Per Sheet Cycle: Output a sample in every specified number of sheets.
Print Per Set Number: Output a sample into specified page number in every specified set count.
This setting is provided in the Utility mode. For details, see POD Administrator's Reference.

1 Position the original, then select the desired copy conditions from the Copy Screen.

2 Press [Start] on the control panel.

The machine will start printing.

3 Display the Machine Status Screen, then touch [Sample Print] at the desired timing.



The sample prints will be delivered to the secondary (sub) tray of the finishing option in use.
With [On] selected for the cycle setting, the machine continues making sample prints in the specified cycle.

4 To suspend the output due to the poor quality of sample image, press [Stop] on the control panel.

– See page 8-17 for the following procedure.

13.4 Interrupting Job in Progress: Interrupt Mode

Use the Interrupt mode to interrupt copying in progress to perform a simple job. Pressing [Interrupt] on the control panel stops the machine operation temporarily at the timing available for interrupt copying.
When interrupt copying is completed, the settings for the previous job will be restored automatically.

Prerequisites

- ✔ The Interrupt mode cannot be selected with the following conditions:
  Machine is not operating printing or scanning job.
  Registered Overlay is in use.
  The Call for Service message displays or a paper misfeed occurs.
  Already using Interrupt mode.
- ✔ Reserve job cannot be operated in Interrupt mode.
- ✔ Auto Low Power or Auto Shut Off will not function during Interrupt mode.

1 Press [Interrupt] on the control panel.



The Interrupt LED starts flashing, then keeps lighted when machine is ready for Interrupt mode.

The Copy Screen for Interrupt copying will be displayed.



2 Set copy conditions, as desired.

– All copy conditions except Reserve mode can be specified.

3 Position the original, then press [Start] to start the interrupt copying.

4 When Interrupt copying is completed, press [Interrupt] again.

The Interrupt LED will be turned out and the Machine Status Screen will be displayed, with the settings of the initial job restored.

5 Press [Start] to resume copying.

13.5 Storing and Recalling Job Conditions: Mode Memory

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

13.5.1 Storing Job Conditions

Follow the procedure below to store the copy job setting.

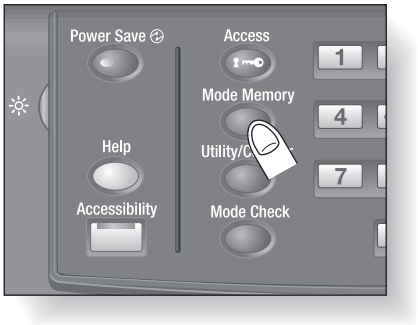
Prerequisites

- ✔ Available settings: Number/Face, Original Setting, Quality Adjustment, Zoom Setting, Output Setting, Application
- ✔ Stored job is given a job number (01 ~ 30) and alphabetical name (dispensable).
- ✔ Up to 30 jobs can be stored.
- ✔ Stored job can be registered to a function key.

1 Make the desired job selections from the Copy Screen.

2 Press [Mode Memory] on the control panel.

The Mode Memory Screen will be displayed.



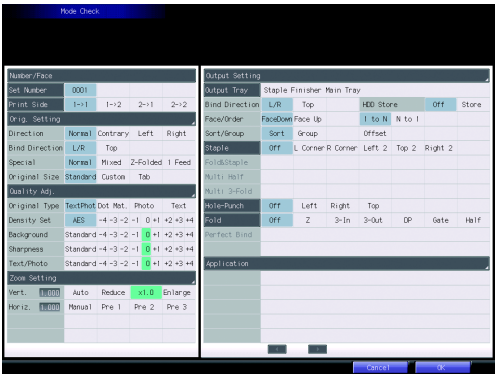
3 Touch [Store].



The Check Screen will be displayed.

4 Review the settings to be stored, then touch [OK].

– On the screen, [◀] and [▶] may be displayed in the Application area depending on the selected application function. Touch the keys to check the setting.

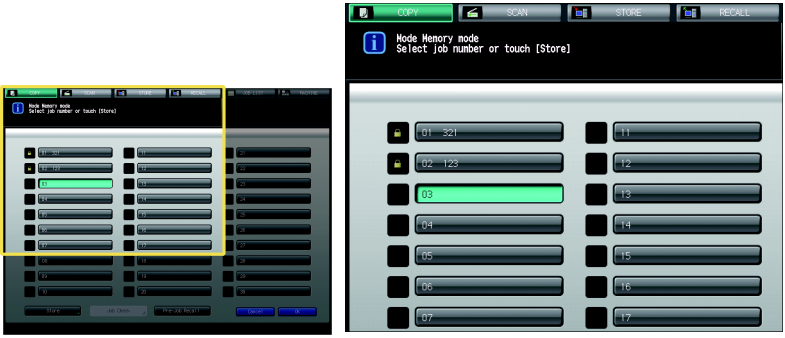


The Mode Memory Screen will be restored.

? Do you want to correct the job settings?

➔ Touch [Cancel] on the Mode Memory Screen to return to the Copy Screen.
Make setting change, then restart the operation from step 2.

5 Touch the desired job key to highlight it, then touch [OK].



– A blank key without name or lock icon ( ) indicates that no job is stored under that key, and a named job without a lock icon ( ) can be overwritten.
– The key with a lock icon ( ) is locked and cannot be selected.

– Touch [OK] to proceed to the Job Name Screen.

6 Enter a job name, then touch [OK].

– Enter a job name in up to 16 characters, using the touch panel keyboard.
– Use arrow keys [◀] and [▶] to move the cursor, and use [Shift] to enter upper case letters or symbols.



– Touch [OK] to restore the Mode Memory Screen. Check that the job name has been correctly entered.
– If you do not with to enter a name, simply touch [OK]. The key displays 16 asterisks (*) in place of a name.

7 Touch [OK] on the Mode Memory Screen.

The Copy Screen will be restored.

? Do you want to cancel this operation?
➔ Touch [Cancel].

13.5.2 Recalling Stored Job Settings

Follow the procedure below to recall jobs that are already stored.

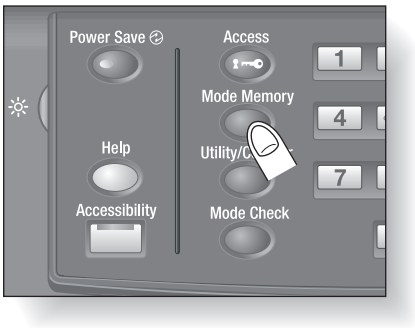
Prerequisites

- ✔ Check Screen allows you to view the stored settings before recalling.
- ✔ The Mode Memory Screen can be displayed only from the Copy Screen. If another screen such as Machine Status Screen is displayed, pressing [Mode Memory] will be ignored.

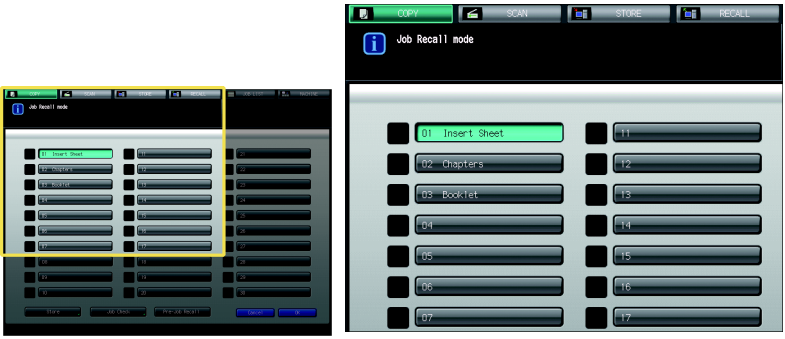
1 Position the original.

2 Touch [COPY] tab to display the Copy Screen, then press [Mode Memory] on the control panel.

The Mode Memory Screen will be displayed.



3 Touch a job key to select a job you want to recall.



4 Touch [Job Check].



The Check Screen displays to allow you to review the settings.
On the screen, [◀] and [▶] may be displayed in the Application area depending on the selected application function. Touch the keys to check the setting.

? Do you want to start copying without reviewing the settings?
➔ Touch [OK] instead of [Job Check]. Proceed to step 5.

5 Touch [OK] on the Check Screen.

The settings of the selected job will be recalled on the restored Copy Screen.

6 Enter the desired print quantity, then press [Start] to print.

13.6 Function Key

The function key allows you to assign up to five job settings previously stored using Mode Memory.

This section describes how to make a copy by simply touching a function key to recall the desired job setting.

Detail

For storing job settings using Mode Memory, see page 13-16.

The job setting assignment to the function key can be made in the Utility mode. For details, see POD Administrator's Reference.

Prerequisites

- ✔ The assignment to the function key is available only for the job setting stored using Mode Memory.
- ✔ Up to 5 function keys are provided for the job setting assignment.
- ✔ Function keys are available from Copy Screen only. This function cannot be used in any other modes (SCAN, STORE, RECALL, JOB LIST, or MACHINE.)
- ✔ Function key will be dimmed to show inactivity if the setting currently made is incompatible with any copy condition assigned to that key.
- ✔ Function key will be void if the job setting assigned to that key is deleted in Mode Memory.

1 Position the original.

2 Touch [COPY] tab on the Machine Status Screen to display the Copy Screen, then touch the desired function key.





The copy conditions of Mode Memory assigned to that key will be recalled on the screen.

3 Enter the desired print quantity, then press [Start] to print.

13.7 Recalling Previous Job Settings

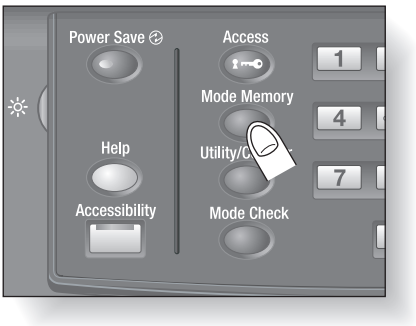
Follow the procedure below to copy with a previous job settings.

Prerequisites

- ✔ When recalling the previous job settings, first display the Copy Screen before pressing [Mode Memory]. This function is unavailable from the Machine Status Screen.
- ✔ Only the last-completed output job settings can be recalled as the previous job settings. Incomplete job or reserve job settings cannot be recalled, even if the setting operations have been made last.
- ✔ The previous job settings can be recalled even after the machine power is turned off then on.

1 Touch [COPY] tab to display the Copy Screen, then press [Mode Memory] on the control panel.

The Mode Memory Screen will be displayed.



2 Touch [Pre-Job Recall].



The [Job Check] key will become active on the screen.

3 Touch [Job Check] to review the settings.

The Check Screen will be displayed.
Check the previous job settings on the screen.

4 Touch [OK] on the Check Screen.

The settings of the previous output job will be recalled on the Copy Screen.

5 Position the original, then press [Start].

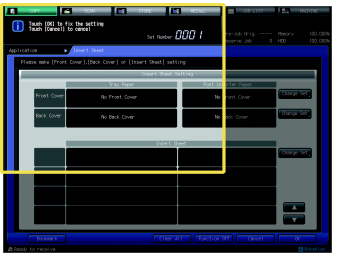
13.8 Displaying Screen for Operation Guide: Help Mode

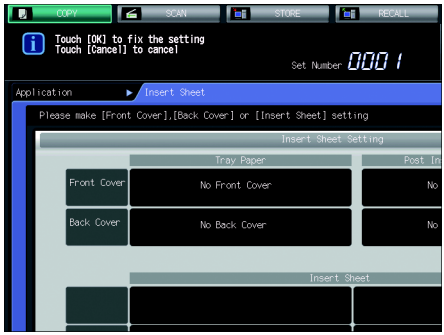
The Help Screen provides you with the information about copy job setting procedure, toner and paper supply, and control panel and touch panel key operation.

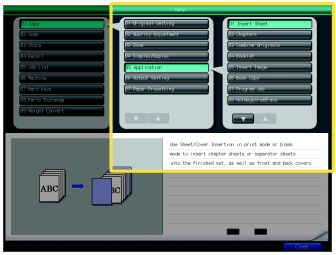
Help Screen comprises the following menu items.

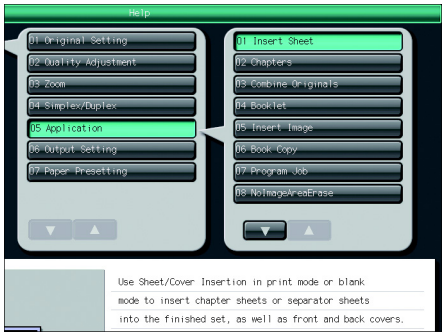
- ***01 Copy*** provides information on function and operation of the keys on Copy Screen.
- ***02 Scan*** provides information on function and operation of the keys on Scan Screen.
- ***03 Store*** provides information on function and operation of the keys on Store Screen.
- ***04 Recall*** provides information on function and operation of the keys on Recall Screen.
- ***05 Job List*** provides information on function and operation of the keys on Job List Screen.
- ***06 Machine*** provides information on function and operation of the keys on Machine Status Screen.
- ***07 Hard keys*** provides information on function and operation of the keys on control panel.
- ***08 Parts Exchange*** provides information on adding toner, loading paper, adding staples, and emptying scrap box.
- ***09 Weight Convert*** provides information on paper weight, converting grams per meter (g/m^2) to pounds (lb) and kilograms (kg).

Screen information (01–06) can also be displayed from each screen by pressing [Help] on the control panel.

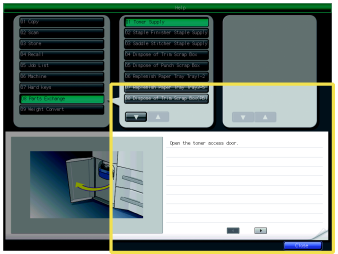








The information items are layered to be accessed from the top menu. Touch the desired information title, and the desired information text and figure will be displayed below the menu. Use [◀] and [▶] to scroll the menu, if required.





13.9 Adjusting Response Time of Touch Keys: Accessibility

This machine can sets the desired interval between touching the screen key and machine response in advance.

Pressing the [Accessibility] key on the control panel will select this interval, so that the machine will respond to the touch key operation only when the key is kept touched for a specified period of time. This function is convenient for physically handicapped users who have difficulty in touching keys with accuracy.

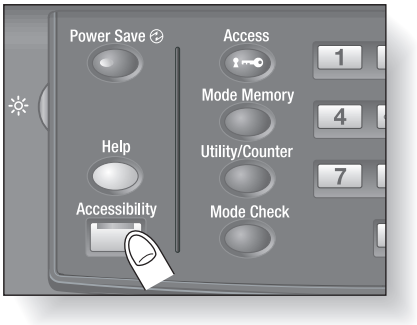
Detail

The POD Administrator's Reference describes how to set the desired response time.

Prerequisites

- ✔ Response time can be selected from Normal/ 0.5 second/ 1 second/ 2 seconds/ 3 seconds.
- ✔ If Normal is selected as response time, pressing [Accessibility] will not make any change in the touch key operation.

1 Press [Accessibility] on the control panel.



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

2 To deactivated this function, press [Accessibility] for one second or longer.

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

13.10 Controlling/Monitoring Copier from Browser

When the machine is connected with a PC over a network, the web browser activated on the PC enables you to operate the machine. Also, the state of the machine can be monitored through web browser. This function promotes efficiency in operation using PC keyboard and mouse.

Remote Panel functions:

- Touch panel screens can be displayed on the web browser and operated using a mouse.
- Control panel keys can be displayed on the web browser and operated using a mouse.
- Passwords can be entered using PC keyboard.
- Operations performed using remote panel can be recorded and replayed.
- The machine operation using touch panel and control panel can be voided. (In this case, machine operation is available from the remote panel only.)

Remote Monitor functions:

- The touch panel screen, job condition, and state of the machine can be monitored using the automatic reload function of the web browser.
- The remote panel can be displayed in an exclusive window.

Multi Monitor functions:

- Up to 10 remote monitors can be displayed in a browser to overlook 10 machines at a time.
- The remote panel and remote monitor can be displayed in the same browser.

The following functions are unavailable:

- Reading the screen performed by subsidiary system
- Turning ON/OFF the machine power (Main/Sub power switch, Power Save, Weekly Timer)
- Reporting paper misfeed, or displaying counter in real time

Detail

The setting procedure for the IP address is provided in POD Administrator's Reference.

To specify the IP address of the PC to be used for Remote Panel function, see POD Administrator's Reference.

The operation panel lock setting can be limited to the unavailability of control panel keys only. This setting is available in the Web Utilities function. For details, see POD Administrator's Reference.

When using Multi Monitor, the IP address of all the machines to be monitored should be specified. This setting is available in the Web Utilities function. For details, see POD Administrator's Reference.

For recommended browsers, see POD Administrator's Reference.

13.10.1 Controlling Copier from Browser: Remote Panel

Prerequisites

- ✔ Set the Enhanced Security mode OFF on the machine.
- ✔ The machine should be connected with a PC over a network with TCP/IP enabled.
- ✔ Specify the IP address of the machine.
- ✔ Specify the IP address of the PC to be used for Remote Panel function, using Web Utilities setting on a PC.
- ✔ One of the following browsers is required on the PC. No other hardware or application software is necessary.
  Microsoft Internet Explorer 6.02 or higher
  FireFox 1.0 or higher
- ✔ JavaScript must be active.
- ✔ The popup screen such as paper misfeed prompt will not be updated automatically when using Remote Panel. After a long period of inactivity, click [Reload] at the upper corner of the screen to display the current status.

1 Start the web browser, then enter the IP address of the main body in the address bar.

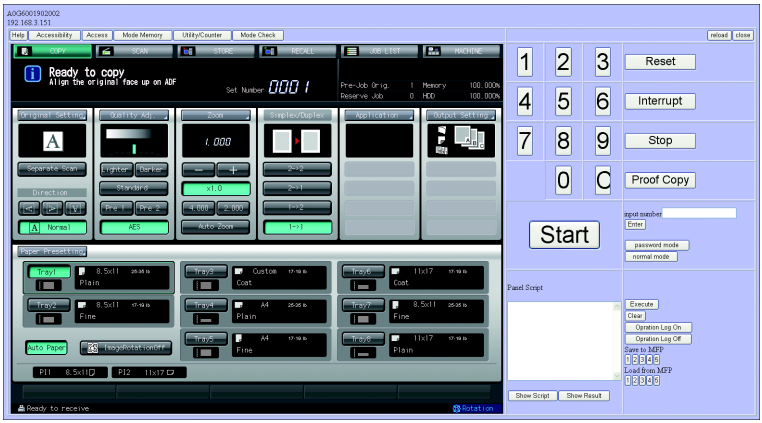
The Web Utilities screen will be displayed.

2 Click [Remote Panel] on the Web Utilities screen.



The browser displays control panel and touch panel screen currently displayed on the machine.

3 Using a mouse and keyboard, perform job operation.



- Operations performed using remote panel can be recorded and replayed.
  Click [Operation Log On], then start the operation.
- To save the operation, click a number key under “Save to MFP.”
- To recall the operation, click the desired number key under “Load from MFP.”
- To replay the operation, click [Execute].
- Clicking [Lock Real Panel] will activate the Operation Panel Lock function to void any operation from the touch panel and control panel. In this case, the machine operation is available from the Remote Panel only.

13.10.2 Monitoring Copier from Browser: Remote Monitor

Procedure

1 Start the web browser, then enter the IP address of the main body in the address bar.

The Web Utilities screen will be displayed.

2 Click [Remote Monitor] on the Web Utilities screen.



The state of the machine, touch panel screen, and job condition will be displayed.



Clicking the touch panel screen on the Remote Monitor will display the Remote Panel in an exclusive window to allow the machine operation from PC.

Note

The background color of the Remote Monitor varies according to the state of the machine.
Green: IDLING, WARMUP, ADJUSTMENT
Blue: OPERATING
Yellow: JAM
Red: SC

When the Operation Panel Lock function is activated, the Remote Monitor displays the lock screen of the touch panel. Click the lock screen to enable the machine operation from the Remote Panel.

Detail

For details of the Remote Panel, see page 13-29.

13.10.3 Monitoring Copier from Browser: Multi Monitor

Procedure

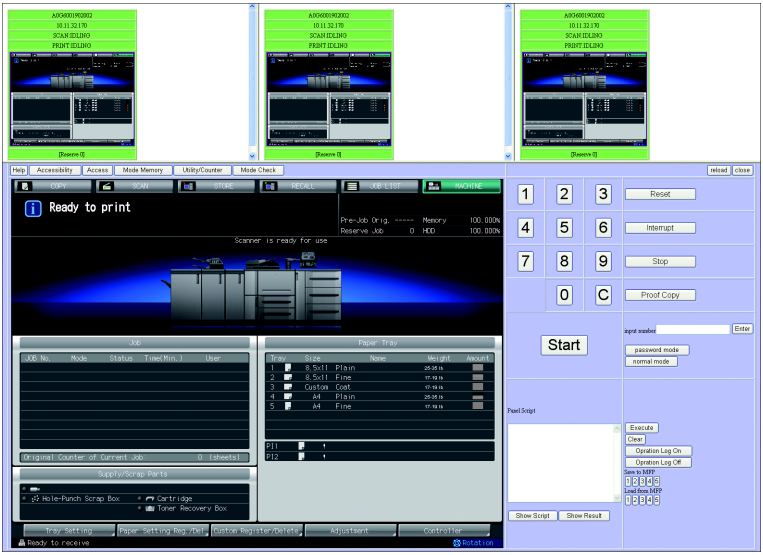
1. Start the web browser, then enter the IP address of the main body in the address bar.

   The Web Utilities screen will be displayed.

2. Click [Multi Monitor] on the Web Utilities screen.



The state of the machine, touch panel screen, and job condition of up to 10 machines are displayed in tile view. The Remote Panel will also be displayed in the same browser.



Clicking the touch panel screen of the desired Remote Monitor in the browser will display the Remote Panel of the selected machine, to allow its operation from PC.

...

Note

The background color of the Remote Monitor varies according to the state of the machine.
Green: IDLING, WARMUP, ADJUSTMENT
Blue: OPERATING
Yellow: JAM
Red: SC

When the Operation Panel Lock function is activated, the Remote Monitor displays the lock screen of the touch panel. Click the lock screen to enable the machine operation from the Remote Panel.

Detail

For details of the Remote Panel, see page 13-29.

14 Appendix

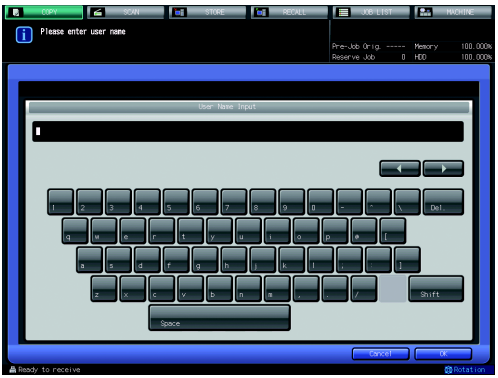
14 Appendix

14.1 How to Input Characters

As touching the item where you can input characters, the character input screen appears.
You can input alphanumerics and symbols. A character array is the same with the computer keyboards.

About keys on the character input screen

Keys on the character input screen are described here.



◀ / ▶
This key moves a cursor.

[Del.]
This key deletes the character on the left of the cursor.

[OK]
This key determines the characters you input, and the character input screen closes.

[Cancel]
This key cancels the characters you input, and the character input screen closes.

[Shift]
This key switches between an upper case letter and a lower case letter, and between numbers and signs.

About character input

The followings describe basic steps to input characters on the character input screen.

1 Touch the corresponding key to input the desired character.

2 Touch [OK].

The character input screen closes. The input characters are displayed on the corresponding column.

15 Index

15 Index

Numerics

1.000 Magnification Mode *9-33*
2 in 1 *10-20*
2 Repeat *10-51*
4 in 1 *10-20*
4 Repeat *10-51*
8 in 1 *10-21*
8 Repeat *10-51*

A

Access key *2-7*
Accessibility *13-27*
Accessibility key *2-7*
Actions in response to troubles *1-7*
Adding Toner *4-39*
ADF (Automatic Document Feeder) *2-3*
ADF Originals *3-16*
AES *9-24*
All-Image Area *10-60*
Annotation *10-94*
Application Screen *10-2*
Auto Low Power *2-65*
Auto Paper *9-59*
Auto Shut Off *2-66*
Auto Tray Switch Function *3-14*
Auto Zoom *9-37*
Automatic Exposure Selection (AES) *9-24*
Available Features *Contents-18*

B

Background Removal *9-26*
Before successive holidays *1-9*
Bind Direction *9-4*
Bind direction (copies) *11-2*
Book Copy *10-34*
Booklet *10-24*
Bookmark key *10-5*
Brightness adjustment dial *2-7*
Browser *13-28*

C

Call for Service Screen *5-2*
Caution Labels and Indicators *1-13*
Change print quantity *8-13*
Chapters *10-16*
Check and print the counter list *6-4*
Check Mode *13-6*
Checking Copy Count *6-4*
Cleaning conveyance belt *6-6*
Cleaning Image Scanning Section *6-2*
Clear key *2-7*
Clearing Mishandled Paper *5-5*
Combination *10-20*
Consumables *1-8*
Contact service representative *5-3*
Controlling/Monitoring Copier from Browser *13-28*
Conveyance fixing unit *2-5*
Copy Protect *10-87*
Copy Screen *2-8*
Creep Adjustment *10-67*
Custom Size (original) *9-14*

D

Data LED *2-6*
Date/Time *10-81*

Density Setting *9-24*
Detailed Setting in Stamp/Watermark *10-89*
Die set *11-65*, *11-68*
Direction *9-2*
Disassemble and modification *1-3*
Double Parallel *11-23*
Drum unit *2-5*

E

Electromagnetic Interference *1-11*
Emptying scrap box of folding unit *4-58*
Emptying scrap box of multi punch *4-60*
Emptying scrap box of perfect binder *4-64*
Emptying scrap box of saddle stitcher *4-62*
Energy Star *Contents-10*
Enlarge/Reduce *9-36*
Exchange toner bottle *4-40*
Exchanging the Die Set *11-68*

F

Fixing unit *2-5*
Fold & Staple *11-18*
Fold (folding unit) *11-23*
Folding Copies *11-24*
Folding Copies (saddle stitch unit) *11-20*
Folding Unit FD-503 *11-23*
Frame Center Erase *10-54*
Front door *2-3*
Function Key *13-21*

G

Gate *11-23*
Grounding *1-5*
Group mode *11-8*

H

Half Fold *11-23*
Heater of the perfect binder *11-38*
Help key *2-7*
Help Mode *13-25*
Help Screen *13-25*
Hole-Punch *11-23*, *11-26*, *11-66*

I

Image Centering *10-58*
Image Insert *10-30*
Image Repeat *10-47*
Image Rotation *9-61*
Incomplete Job *12-25*
Insert Sheet *10-6*
Installation *1-6*
Installation Space *1-18*
Interrupt key *2-6*
Interrupt Mode *13-14*

J

Jam Position Screen *5-5*
Job (Active/Suspended) Screen *12-4*
Job List Screen *12-2*

K

Keypad *2-6*

L

Large Capacity Stacker LS-505 *11-62*
Left side door *2-3*
Legal Restrictions on Copying *Contents-17*
Limited use of the machine in trouble *5-3*
Loading Paper *4-2*

Loading Tabbed Sheets *4-34*
Loading/Sorting a Volume of Copies *11-62*

M

Machine Configuration *2-2*
Machine Status Screen *2-11*
Main Body Specifications *7-2*
Main power switch *2-5*, *2-54*
Make a basic copy *8-2*
Making Perfect-Bound Booklets *11-43*
Memory Overflow *5-22*
Mixed *9-6*
Mode Check key *2-7*
Mode Memory *13-16*
Mode Memory key *2-7*
Multi Half Fold *11-20*
Multi Monitor *13-28*, *13-32*
Multi Punch GP-501 *11-65*
Multi Tri-Fold *11-20*

N

Neg. Pos. Reverse *10-45*
No Image Area Erase *10-43*

O

Offset Group *11-8*
Offset Sort *11-8*
Operating environment *1-40*
Operation Precautions *1-40*
Option Specifications *7-5*
Original Information *3-15*
Original Setting *9-2*
Original Type *9-27*
Output History *12-24*
Output Modes Using Folding Unit FD-503 *11-23*
Output Modes Using Saddle Stitch Unit SD-506 *11-17*
Output to the primary (main) tray (finisher) *11-8*
Output to the secondary (sub) tray (finisher) *11-9*
Output Tray *11-4*
Overlay *10-99*

P

Page Margin *10-62*, *10-68*
Page No. *10-79*
Page Space *10-66*
Paper indicator *4-2*
Paper Information *3-2*
Paper misfeed *5-5*
Paper Presetting *9-47*
Paper Setting *9-47*
Paper Tray/ Exit Tray Capacity *3-4*
Paper Weight *3-2*
Paste pellet *1-9*
PB switch *11-39*
Perfect binder *1-9*
Perfect Binder PB-502/PB-503 *11-35*
Pile Setting *11-6*
Please call service message *5-2*
Position originals in Mixed mode *8-8*
Position originals in Z-Folded Original mode *8-10*
Positioning the Original on Original Glass *8-11*
Power cord *1-3*
Power LED *2-6*
Power Off/On Screen *5-23*
Power plug *1-5*
Power Save *2-63*
Power Save key *2-7*
Power Save LED *2-63*

Power source *1-4*, *1-40*
Precaution for use of staple finisher *1-41*
Preparation for Use *2-2*
Preset Stamp *10-74*
Preventive Maintenance *6-9*
Program Job *10-39*
Proof Copy *13-2*
Proof Copy key *2-6*
Punching File Holes (folding unit) *11-26*
Punching File Holes (multi punch) *11-66*

R

Recalling Previous Job Settings *13-23*
Recalling Stored Job Settings *13-19*
Reduce & Shift *10-68*
Registered Overlay *10-101*
Regulation Notices *1-11*
Remote Monitor *13-28*, *13-31*
Remote Panel *13-28*
Replenishing Staple Supply *4-47*
Reserve Job *9-63*
Reset key *2-6*

S

Saddle Stitch Unit SD-506 *11-17*
Safety Information *1-2*
Sample Print *13-12*
Schedule Screen *12-6*
Send History *12-24*
Separate Scan Mode *9-20*
Set Numbering (Stamp) *10-77*
Set Numbering (Watermark) *10-85*
Setting Job During Warmup *8-14*
Setting Print Quantity *8-12*
Sharpness *9-29*
Shift *10-62*
Simplex/Duplex Setting *9-39*
Single Feed *9-10*
Sort mode *11-8*
Sort/Group Output to the Secondary (Sub) Tray *11-14*
Sort/Group/Offset Sort/Offset Group Output to the Primary (Main) Tray *11-10*
Sorting/Grouping/Stapling Copies (finisher) *11-8*
Spool Job *12-27*
Stacker Auto *11-7*
Stamp/Overlay *10-72*
Staple Finisher FS-521 *11-8*
Staple mode *11-8*
Staple roll *4-48*
Stapling Output to the Primary (Main) Tray *11-12*
Start key *2-7*
Stop key *2-6*
Stop Scanning/Printing *8-17*
Storage of copies *1-40*
Storing Job Conditions *13-16*
Sub power switch *2-3*, *2-54*

T

Tab Paper Size (original) *9-18*
Timer Interrupt *2-69*
Toner bottle *4-41*
Total counter *2-5*
Touch panel *2-7*
Tri-Fold-in *11-23*
Tri-Fold-out *11-23*
Trim Receiver Exchange *6-10*
Trimming *11-17*
Troubleshooting *5-2*
Troubleshooting Tips *5-27*
Turn off the power *2-57*

Turn on the power *2-54*

U

Unsuitable ADF Originals *3-15*

User Authentication *2-71*

User Preset Zoom *9-36*

Using Folder/Finisher/Stitcher Functions Manually *11-31*

Using Multi Punch GP-501 *11-65*

Utility/Counter key *2-7*

V

Ventilation *1-7*

Vert./Horiz. Zoom (proportional) *9-34*

Vertical Zoom/ Horizontal Zoom (individual) *9-35*

W

Warning and precaution symbols *1-2*

Watermark *10-83*

Weekly Timer *2-69*

When moving the machine *1-8*

Z

Z-Fold *11-23*

Z-Folded Original *9-8*

Zoom *9-33*



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