2

OPERATION

OPERATION PANEL
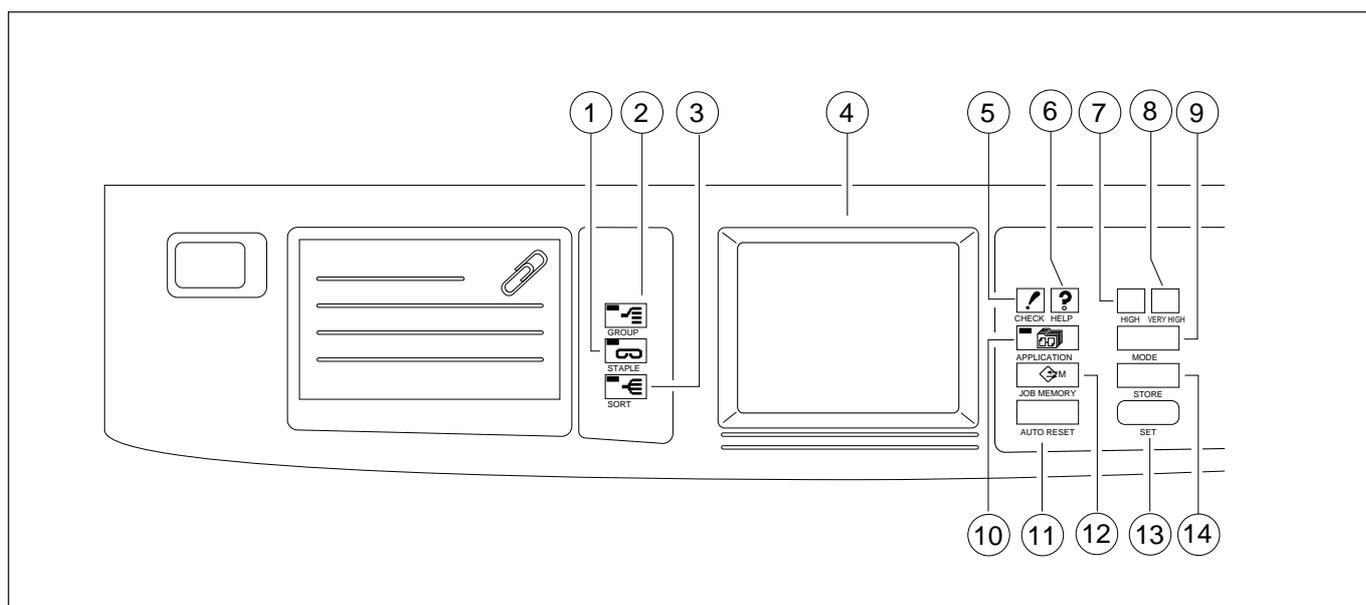
No.	Name	Function
①	STAPLE button	Used to select the staple mode.
②	GROUP button	Used to select the group mode.
③	SORT button	Used to select the sort mode.
④	Large LCD (liquid crystal display) panel	Displays the screens that are necessary for operations such as setting, selection, etc. Each screen consists of a touch panel. The displayed keys are operated by touching them directly.
⑤	CHECK button	Pressing the check button activates the check screen that displays the settings for each selected copy mode. This screen is also used for single step output.
⑥	HELP button	Pressing the help button displays an explanation of operation for the currently displayed screen.
⑦	HIGH button	Used to read an image at high resolution (fine).
⑧	VERY HIGH	Used to read an image at very high resolution (superfine).
⑨	MODE button	Used to select the copier mode/printer mode. Used to select the Copier mode, Printer mode, etc.
⑩	APPLICATION button	Pressing the application button activates the selection screen, enabling various application functions to be selected. (When this button is pressed, the LED in the button lights.)
⑪	AUTO RESET button	Used to cancel settings and return the machine to the initial settings.
⑫	JOB MEMORY button	Pressing the job memory button activates the job memory setting screen, enabling data to be written to, or read from the memory.
⑬	ORIGINAL READ button	Starts memory read of the original. (Can be used in both ADF and platen modes.)
⑭	MEMORY button	Activates the memory mode.
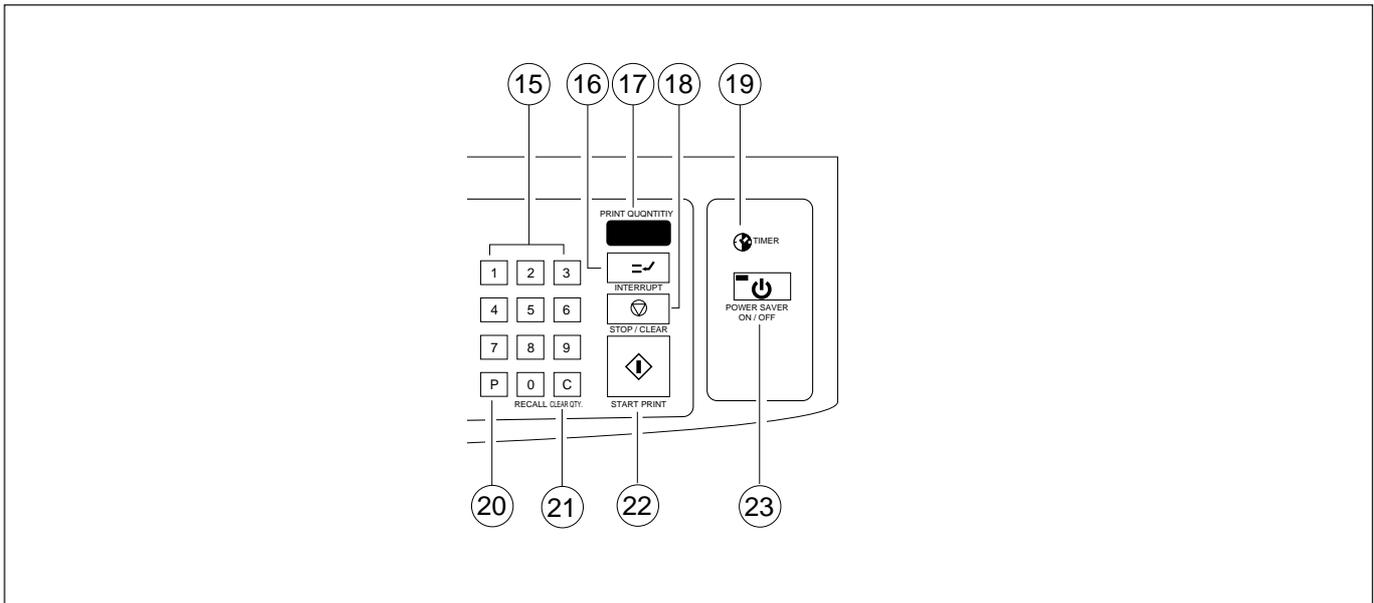
| No.	Name	Function
⑮	Copy quantity display	To indicate the selected copy quantity and copy count in copying
⑯	INTERRUPT button	Used to activate the interrupt mode. (flashing or steady indication)
⑰	PRINT QUANTITY indicator	Displays the set copy quantity.
⑱	STOP/CLEAR button	Used to interrupt a copy operation or cancel the set copy quantity.(clearing contents of memory)
⑲	TIMER lamp	Indicates that the weekly timer is being used.
⑳	P button	Used to read various settings and counts.
㉑	CLEAR QTY. button	Used to cancel the set copy quantity.The contents of the memory are not cleared.
㉒	START PRINT button	Used to start the copy process.
㉓	POWER SAVE ON/OFF button	Used to select the power save mode.　　(When this button is pressed, the lamp in the button lights.)

[1] LCD Panel

The machine has a large LCD (liquid crystal display) which displays the necessary screens for performing a copy operation or selecting various functions.

At the top of the LCD panel is a message display area which is used to display messages and information necessary for the particular screen.

The LCD panel is a touch panel. A function can be selected by directly touching a key corresponding to that function with the finger.

Caution: Do not drop anything onto the touch panel or exert excessive pressure on it as this may cause the LCD panel to break.

Example: Basic screen

Message display area

Touch the paper size key directly with the finger
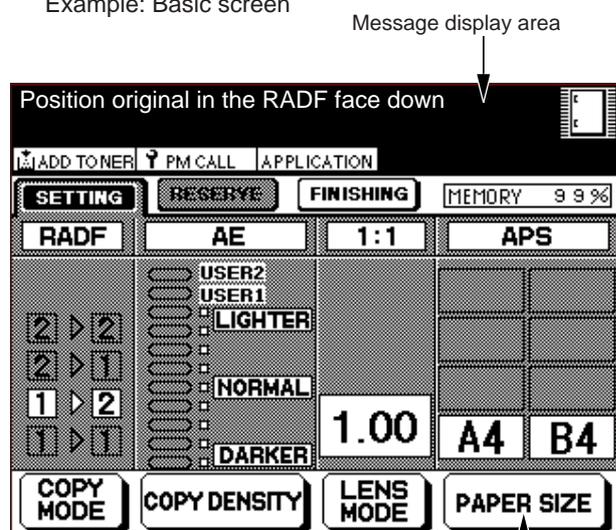
Screen changes over
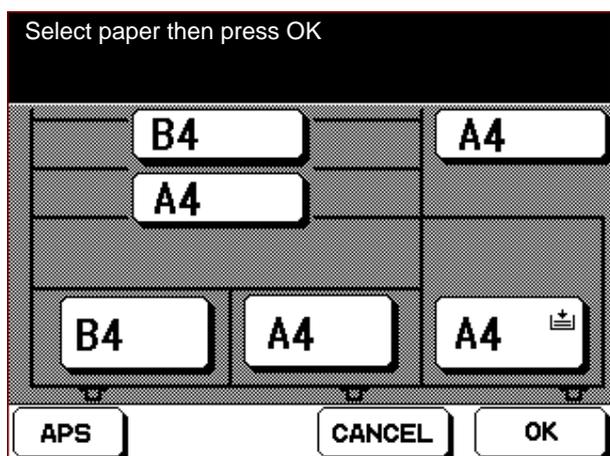
In this way, the machine is operated according to the display on the LCD panel.

1. Basic Operations

a. Function keys are shown with round corners and a shadow. To make a setting, touch the corresponding function key with the finger.

b. When a key is touched, it is displayed in reverse (i.e. with black and white reversed).
If the reverse-displayed key is touched once again, the selection is cleared.

c. Keys or indications that cannot be selected are shaded.

d. You can also set the memory switch so that when a key is touched, a short beep is emitted.

e. Touching the [CANCEL] key cancels the setting, and causes the basic screen to re-appear. However, if a lower level of an application screen or the job memory screen is displayed, the previous screen re-appears instead.

f. The [OK] key can be displayed on the following screens by setting the 25 mode DIP switch. However, in this case, when the [OK] key is touched, the settings are finalized, and the basic screen re-appears.
* Tray selection screen
* Magnification selection screen
* Copy density selection screen
* Copy mode selection screen

g. If you touch several points at the same time, an incorrect selection may occur, so set one point at a time.
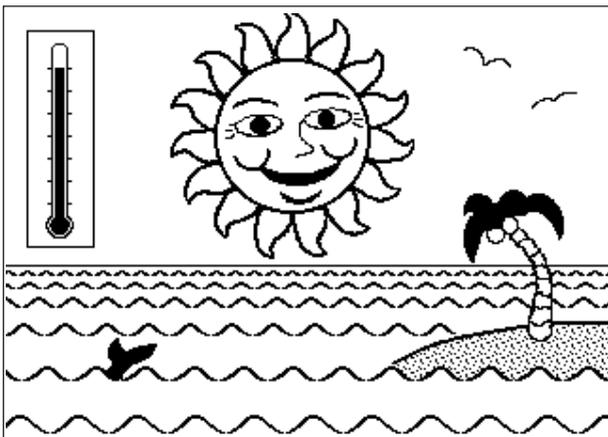
2. Warm-up Screen

When the main switch is turned ON, the wake-up screen appears for approximately 4 seconds then switches to the warm-up screen.

The warm-up screen is an animation which changes progressively as the fixing temperature rises.

[Wake-up Screen]

[Warm-up Screen]

(1) If part of the LCD panel is touched while the warm-up screen is displayed, the warm-up screen will disappear and the basic screen will appear instead.

(2) If a change in the state of the machine occurs due to the front door being opened, for example, while the warm-up screen is displayed, and it is necessary to display a message, the warm-up screen will disappear and the basic screen will appear. In this case, the warm-up screen will not re-appear, even after the completion of the action indicated by the message.

(3) The warm-up screen will not appear if the machine goes into the warm-up state after a jam has been cleared.

When the fixing temperature reaches the set value, the LCD panel switches to the basic screen.

3. Initial Screen (basic screen)

This screen appears when the copying machine goes into the ready state upon completion of warm-up or when an auto reset operation takes place.

Also, when the AUTO RESET button is pressed, the settings are returned to the initial values and this screen appears.

If the START PRINT button is pressed when the machine is in this state, the copy process will start in the full auto mode.

If ⸨PAPER SIZE⸩ or another function key displayed at the bottom of the LCD panel is touched, the LCD panel will switch over to the corresponding setting screen.
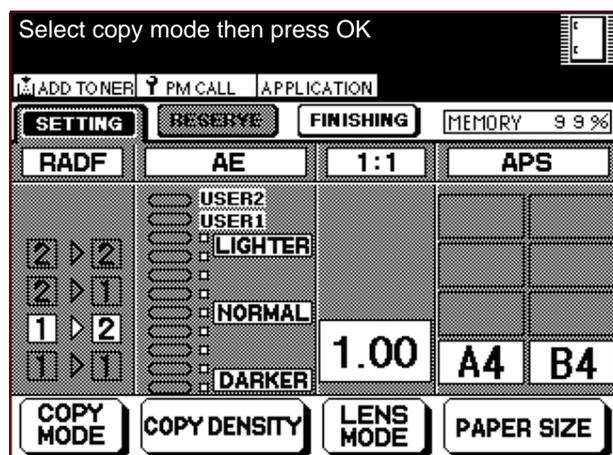
[Basic Screen]
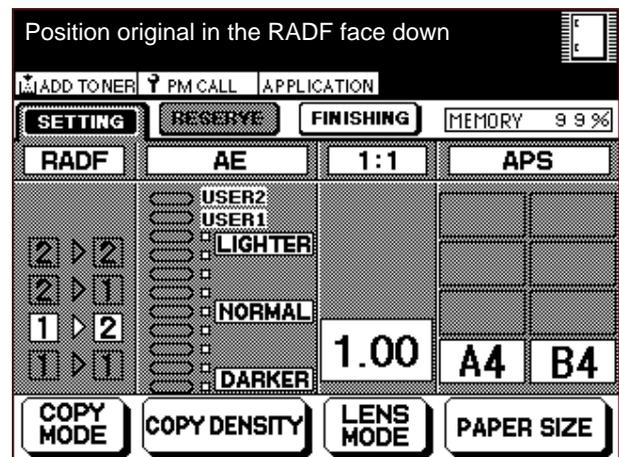
COPY OPERATION

[1] Copy Mode

With the basic screen or full auto screen displayed, touch the (COPY MODE) key, and select the desired copy mode. When a mode is selected, the basic screen re-appears. If the PRINT START button is pressed using this screen, the basic screen will re-appear, and a copy operation will start automatically.

[Copy Mode Selection Screen]

```
Select copy mode then press OK

 ADD TONER   PM CALL   APPLICATION
 SETTING   RESERVE   FINISHING   MEMORY  99%
 RADF        AE        1:1        APS
                    USER2
                    USER1
  2 ▷ 2        LIGHTER
  2 ▷ 1
  1 ▷ 2        NORMAL
  1 ▷ 1                    1.00   A4  B4
                    DARKER
 COPY      COPY DENSITY   LENS    PAPER SIZE
 MODE                     MODE
```
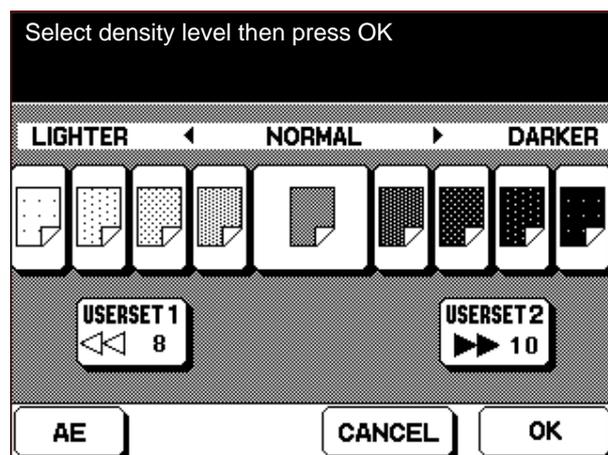
[Limiting Conditions]

* The copy modes that can be used differ depending upon the selected application functions.
* For details of copy modes that can be used, refer to the sub-section concerning each application function.
* If the [Copy Mode Selection Screen] is selected after an application function is selected, the copy modes that can be used can be identified according to whether or not they are displayed against a shaded background.

[2] Copy Density

Touch the (COPY DENSITY) key on the basic screen or full auto screen. When a copy density is selected, the basic screen re-appears.

If the PRINT START button is pressed while the copy density selection screen is displayed, the basic screen re-appears, and a copy operation starts automatically.

[Copy Density Selection Screen]

```
Select density level then press OK


 LIGHTER  ◄   NORMAL   ►   DARKER


 USERSET 1              USERSET 2
 ◄◄    8                ►►  10

 AE              CANCEL      OK
```

* If the (USER SET) key is touched, the density registered using the density monitor setting screen can be selected.
* Touching the (AE) key activates the AE mode.
* This screen can be called and the density adjusted, even while copying is taking place. However, the AE button does not function in this case.

a. Arbitrary density setting

You can register one of 16 tones in each of the Arbitrary Density keys on the dark and light sides. You can set the density while making a test output.

[Method of setting an arbitrary density]

(1) Display the basic screen, then touch the [Copy density] key or the [Auto] key while pressing the P button. The arbitrary dark density setting screen appears.

(2) Select one of the [No.1 1-4] to [No. 4 13-16] keys on the arbitrary density setting screen. (In this case, one copy is output at each of the four densities corresponding to the numbers on the four keys.)
You can also select keys from 1 to 16.

(3) Place an original on the platen, then press the PRINT START button and confirm that the copy quality is optimum.

(4) Select one of keys No.1 to 16, then touch the [OK] key. The density corresponding to the selected No. is registered in the Arbitrary Density key.

(5) Select the arbitrary light density screen, and set the density in the same way as described above.
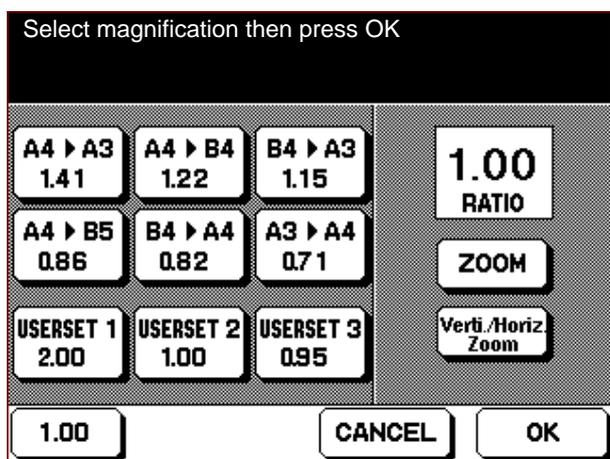
[3] Magnification Selection

Touch the [Magnification] key on the basic screen or the full auto screen, and select the desired magnification. When a magnification is selected, the basic screen re-appears.

If the PRINT START button is pressed while this screen is displayed, the basic screen will re-appear, and copying will start automatically.

There are three magnification selection screens, a fixed magnification selection screen, a zoom magnification setting screen, and an independent magnification setting screen.

[Fixed Magnification Selection Screen]

*   Switch to the zoom magnification setting screen by touching the ZOOM key.
*   To select a magnification of 1.00, touch the 1.00 key on the screen.

[Zoom Magnification Setting Screen]
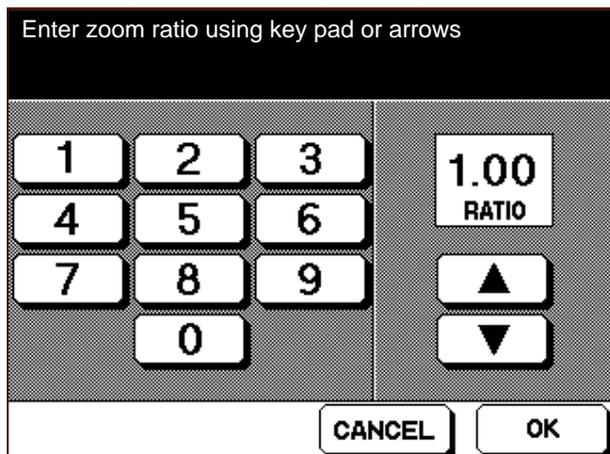
Select the desired magnification using the ▲ or ▼ key, or the numeric keypad on the screen. (Setting range: Normally x0.33 to x4.00; In the superfine mode x0.65 to x4.00)

*   If the Verti./Horiz. Zoom key is touched, the screen switches over to the independent variable magnification setting screen.
*   By selecting the vertical and horizontal magnification setting keys, different magnifications can be selected in the horizontal and vertical directions.
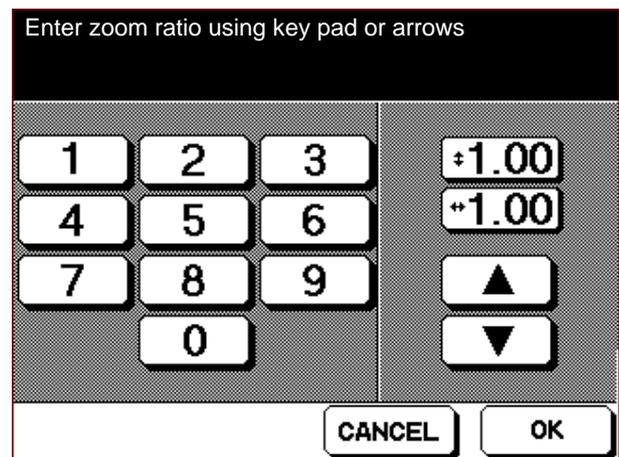
[Independent Magnification Setting Screen]


*   Select the desired magnification by using the ▲ or ▼ key, or the numeric keypad on the screen. (Setting range: Normally x0.33 to x4.00; In the superfine mode x0.65 to x4.00)

2 - 6

[4] Tray Selection Screen

Touch the PAPER SIZE key on the basic screen or full auto screen, then select the paper feed tray to be used. When a paper feed tray is selected, the basic screen re-appears. If the PRINT START button is pressed using this screen, the basic screen will re-appear, and copying will start automatically.

[Tray Selection Screen]

```
Select paper then press OK

    B4                    A4
    A4

    B4        A4         A4  ⬆

APS          CANCEL       OK
```
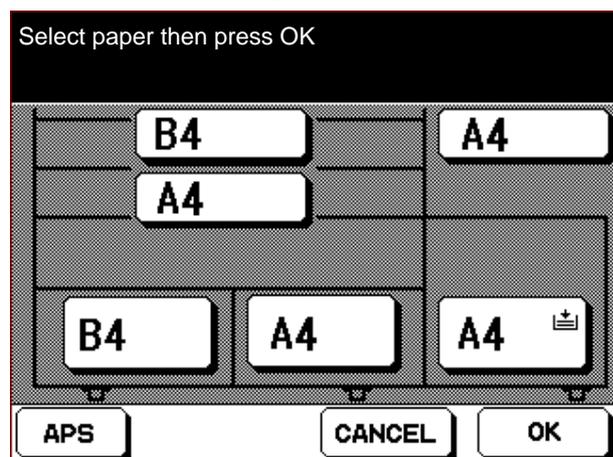
* Paper size and paper type are displayed on the tray keys. The following paper types can be displayed in the key operator mode.

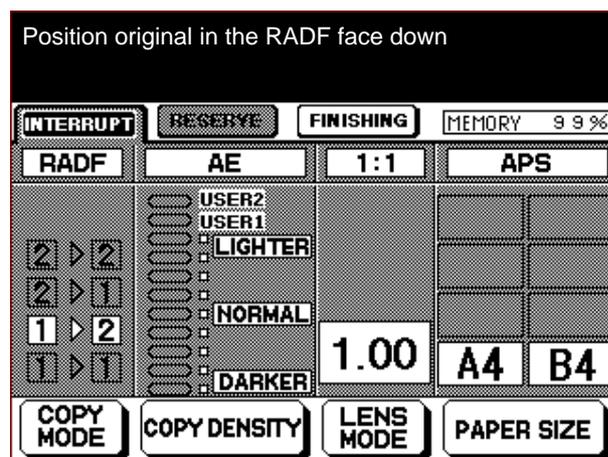| KBM	OTHER
RCYC.	RECY.
COLR.	HEAD
LTHD	CHLR.
SPCL.	BLUE
LABL	RED
INVC.	GREN
LEGL	YELL
LEDG	BRWN

* The ⬆ symbol appears on the key corresponding to a tray that has no paper.
* When the [Auto Size] key is pressed, the auto size mode is activated.
* When the machine is switched ON, if the universal tray is not loaded and the paper size is unknown, or if there is no paper in the by-pass feed tray, the "!" mark is displayed instead of the size indication. (This indication does not appear in the case of trays 2, 3, 4 and 5 because the paper size for these trays is set in the 25 mode.)

[5] Interrupt Copy

This function enables a copy condition setting or a continuous copy operation to be interrupted, and a copy made under different set conditions.
If you press the interrupt key when the machine is in an "interrupt enable" status, the interrupt copy screen appears.

[Interrupt Copy Screen]

```
Position original in the RADF face down

INTERRUPT  RESERVE  FINISHING  MEMORY  99%
RADF       AE        1:1        APS

        USER2
        USER1
2▷2     LIGHTER
2▷1
1▷2     NORMAL
1▷1     DARKER    1.00   A4   B4

COPY     COPY DENSITY  LENS   PAPER SIZE
MODE                   MODE
```

* When the interrupt mode is selected, the LED inside the button lights.
* Density, magnification, and paper size settings can be made in the interrupt mode.
* If the INTERRUPT button is pressed when the interrupt copy screen is displayed while the machine is idling, the interrupt mode will be canceled.
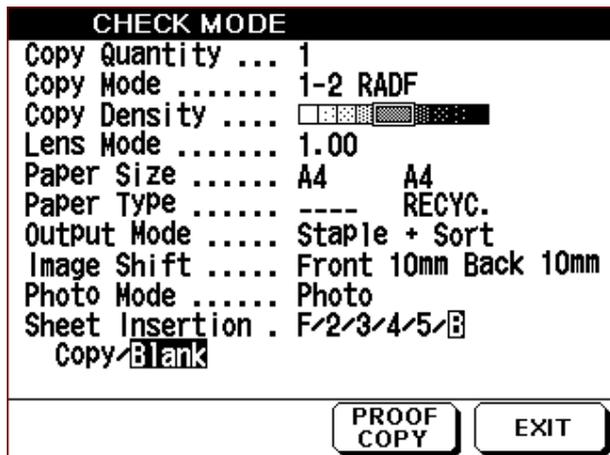
[Limiting Conditions]

a. An interrupt copy can only be made using the basic screen or the full auto screen.
b. A reservation copy cannot be made in the interrupt mode.
c. An interrupt copy cannot be made in the superfine mode, when an error has occurred, or in the interrupt mode.
d. While the interrupt mode is activated, the auto power flow and auto shutoff functions do not operate.

[6] Check Function

This mode consists of a function that displays the settings of the various functions as a list, and also a function that makes one copy of each original for checking purposes.

Pressing the CHECK button causes the check screen to appear.

[Check Screen]

```
CHECK MODE
Copy Quantity ... 1
Copy Mode ....... 1-2 RADF
Copy Density .... □□□□□□□□□□
Lens Mode ....... 1.00
Paper Size ...... A4      A4
Paper Type ...... ----    RECYC.
Output Mode ..... Staple + Sort
Image Shift ..... Front 10mm Back 10mm
Photo Mode ...... Photo
Sheet Insertion . F/2/3/4/5/B
     Copy/Blank

                    PROOF       EXIT
                    COPY
```
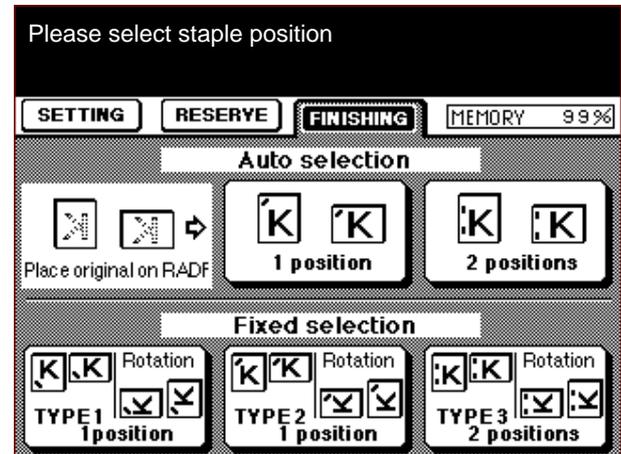
* If the intersheet mode is selected, the front cover will be displayed as "F" and the back cover as "B". Also, the number of blank sheets to be inserted will be displayed in reverse.
* If the PROOF COPY key is touched, the basic screen will re-appear momentarily, and the original will be copied.
* When the test copy is completed, the items whose settings can be changed are marked with the symbol ▶ in the check mode screen.

Check the set items, then either touch the EXIT key or press the CHECK button once again to display the previous screen.

[7] Finishing Function

Use the finisher to set the stapling position. If the [Finish] key on the basic screen is touched, the finish screen will be displayed.

[Finish Screen]

```
Please select staple position

SETTING   RESERVE   FINISHING   MEMORY   99%

         Auto selection

 ⊠  ⊠ ⇨    K  'K       :K :K
Place original on RADF  1 position   2 positions

         Fixed selection

K K Rotation   K 'K Rotation   :K :K Rotation
   ⊻ ⊻          ⊻ ⊻            ⊻ ⊻
TYPE1          TYPE2           TYPE3
1position      1 position      2 positions
```

* If the [1 position] key is selected, one staple will be inserted in the copy paper at a point corresponding to the top left of the original.
* If the [2 position] key is selected, two staples will be inserted in the copy paper at two points corresponding to left side of the original. Depending upon the copy size, if two staples cannot be inserted, one-point stapling will take place automatically.
* If the [Type 1] key is selected, one staple will be inserted at the left rear of the copy paper as seen from the front of the machine, regardless of the orientation of the original or the copy paper.
* If the [Type 2] key is selected, one staple will be inserted at the left front of the copy paper as seen from the front of the machine, regardless of the orientation of the original or the copy paper.
* If the [Type 3] key is selected, two staples will be inserted at the left side of the copy paper as seen from the front of the machine, regardless of the orientation of the original or the copy paper.

[8] Copy Reservation

By selecting the [Reserve] key, different copy conditions can be set, even while a copy operation or an image read operation is taking place.

*   If the machine is not in a read state, image read can be started according to the set copy reservation, even if a copy output is taking place.
*   Upon completion of the ongoing copy output, the next copy output takes place according to the set copy reservation.
*   The items that can be set when the [Reserve] key has been selected are the same as the items that can normally be set.
*   If a copy reservation cannot be made, the [Reserve] key will be displayed against a shaded background. An example is when the machine is idling.

[Basic Screen/Copy Reservation Screen]
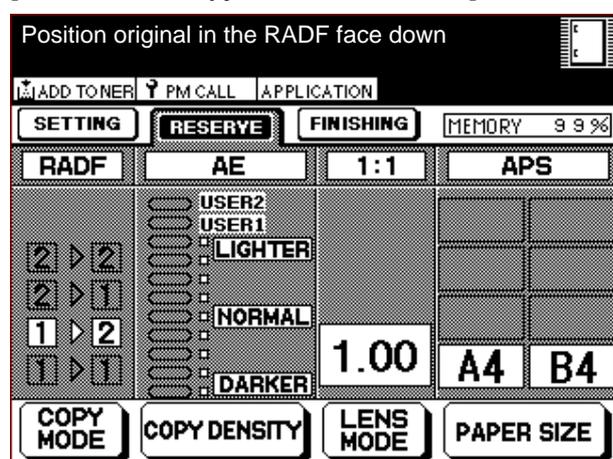
Caution:

1. If, when the [RESERVE] key is selected, paper for the ongoing copy runs out, or a jam occurs, the [SETTING] key flashes to inform the operator of an abnormality. (If a copy reservation read operation was taking place when the abnormality occurred, the read operation continues.)
   In this case, select the [SETTING] key, remove the cause of the abnormality, then press the PRINT START button to re-output the copy.
2. If, when the setting screen for the ongoing job was selected by the [SETTING] key, a copy reservation read abnormality occurs, the [RESERVE] key flashes.
   In this case, select the [RESERVE] key, and remove the cause of the abnormality.
3. Upon completion of the ongoing job, the copy reservation mode automatically switches to the copy setting mode.

[Limiting conditions]

a.   A copy reservation is not accepted if either the ongoing job (copy setting) contains one of the following settings, or while the scanner is operating (including operation in the superfine mode).
   * Thick paper mode
   * 4ED selection (memory switch setting)
   * Overlay
   * Check copy
b.   The following settings cannot be made for a copy reservation.
   * Job memory
   * Thick paper
   * 4ED selection
   * Overlay
c.   You cannot set the next copy reservation while the machine is in a copy reservation standby state.
d.   You cannot set a copy reservation until the completion of the image read operation for the ongoing job. Also, you cannot set a copy reservation in the following cases until the output for the ongoing job has been completed.
   * When there are a large number of ADF originals
   * When the platen memory is used
   * In the insertion page mode
   * In the book copy mode
e.   All button operations (including clearing of a "stop" status) performed either while or immediately after the copy reservation screen was displayed, and also the finishing screen, are valid for a copy reservation (this also applies to messages). Likewise, button operations performed during or immediately after the copy setting screen was displayed are valid for the copy setting screen.
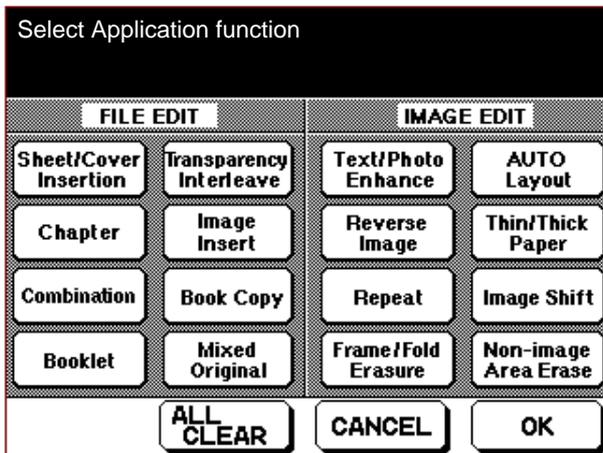
APPLICATION FUNCTION

Application functions are special functions such as inter-sheet, reduction shift, and frame erasure that can be set.

[1] Setting Method

1. Press the application function button. The application function selection screen appears on the LCD panel.

[Application function selection screen]

```
┌─────────────────────────────────────────────┐
│ Select Application function                 │
├─────────────────────────────────────────────┤
│  ░░░ FILE EDIT ░░░      ░░░ IMAGE EDIT ░░░   │
│ ┌────────┬────────┐   ┌────────┬────────┐   │
│ │Sheet/  │Transpa-│   │Text/   │ AUTO   │   │
│ │Cover   │rency   │   │Photo   │Layout  │   │
│ │Insertion│Interleave│  │Enhance │        │   │
│ ├────────┼────────┤   ├────────┼────────┤   │
│ │Chapter │ Image  │   │Reverse │Thin/   │   │
│ │        │ Insert │   │ Image  │Thick   │   │
│ │        │        │   │        │Paper   │   │
│ ├────────┼────────┤   ├────────┼────────┤   │
│ │Combi-  │ Book   │   │ Repeat │Image   │   │
│ │nation  │ Copy   │   │        │Shift   │   │
│ ├────────┼────────┤   ├────────┼────────┤   │
│ │Booklet │ Mixed  │   │Frame/  │Non-    │   │
│ │        │Original│   │Fold    │image   │   │
│ │        │        │   │Erasure │Area Erase│  │
│ └────────┴────────┘   └────────┴────────┘   │
│      ┌─────┐  ┌──────┐  ┌────┐              │
│      │ ALL │  │CANCEL│  │ OK │              │
│      │CLEAR│  │      │  │    │              │
│      └─────┘  └──────┘  └────┘              │
└─────────────────────────────────────────────┘
```

2. Select the key corresponding to the application function mode that you wish to set.
   The application function modes consist of those in which a screen for setting details of the selected mode is displayed, and those that have no screen for setting details.

a. Modes in which a setting screen is displayed
   When one of the following modes is selected, a setting screen corresponding to the selected mode is displayed.
* Sheet/Cover Interleav mode
* Chapter mode
* Combination mode
* Transparency Interleave mode
* Image Insert mode
* Text/Photo Enhance mode
* Repeat mode
* Frame/Fold Erasure mode
* Thin/Thick Paper mode
* Image Shift mode

(1) Make the necessary settings using each setting screen. To cancel settings using this screen, touch the [Cancel] key. The original settings are re-activated, and the application function screen re-appears. (Functions that were previously set are not deleted.)

(2) To finalize the settings, press the [OK] key, and the application function selection screen re-appears.

b. Modes in which a setting screen is not displayed
   When a button corresponding to one of the following modes is selected, the selected button is displayed in highlighted form and the application function selection screen remains displayed.
* Booklet mode
* Book Copy mode
* Mixed Original mode
* Reverse Image mode
* AUTO Layout mode
* Non-image Area Erase mode
   To cancel the selected mode, either select the reverse-displayed key once again, or press the [CANCEL], [ALL FUNCTION CANCEL] or AUTO RESET button.

3. If you wish to set another mode, repeat the setting operation from step 2.
   When you wish to delete a set application function directly from the screen concerned, touch the [CANCEL] key. The original settings are re-activated and the basic screen re-appears.
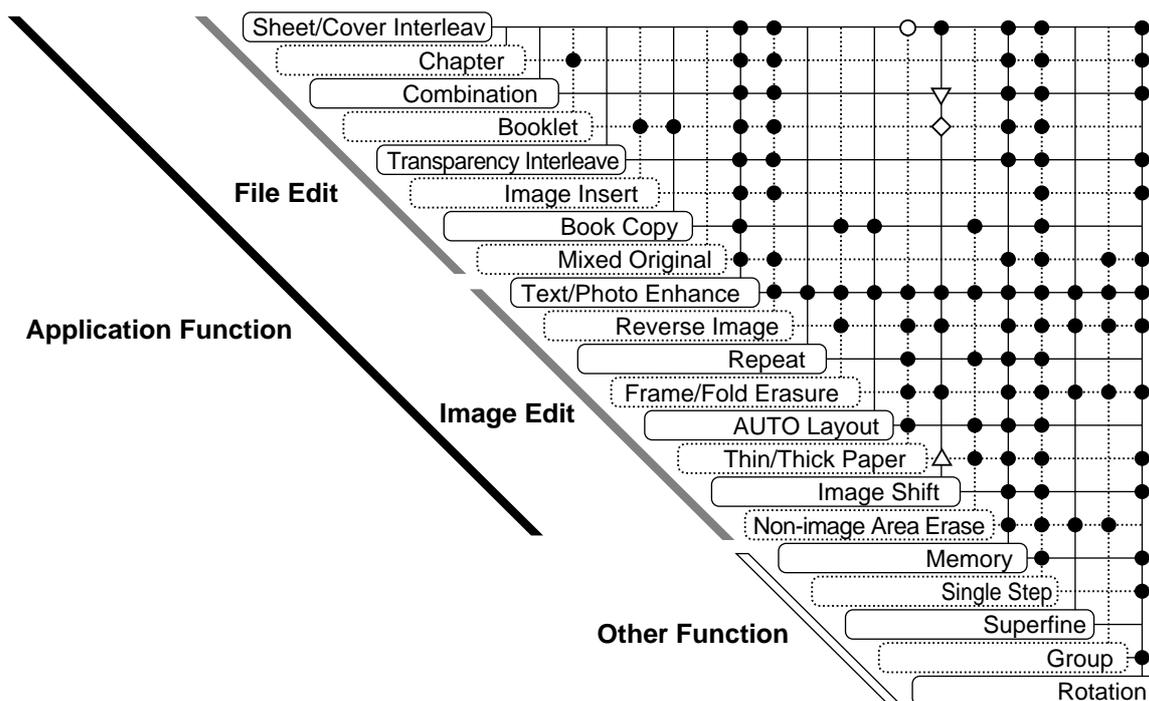
* To cancel the selections of all application functions, press the [ALL APPLICATION CANCEL] key, and the basic screen re-appears.

4. Pressing the [OK] key causes the basic screen to re-appear.

[Limiting conditions]

a. While the application function selection screen is displayed, the machine does not accept an input from the Copy button or the Interrupt button.

b. Refer to the description of each function regarding the limitations on button operations when an application function has been selected.

c. Some combinations of application functions cannot be used. When an application function is selected, the application functions that cannot be used simultaneously with it are displayed against a shaded background, indicating that they cannot be selected. Allowable combinations of application functions are indicated by (●) in the following table.

Application Function

File Edit

Sheet/Cover Interleav
Chapter
Combination
Booklet
Transparency Interleave
Image Insert
Book Copy
Mixed Original

Image Edit

Text/Photo Enhance
Reverse Image
Repeat
Frame/Fold Erasure
AUTO Layout
Thin/Thick Paper
Image Shift
Non-image Area Erase

Other Function

Memory
Single Step
Superfine
Group
Rotation

Note: In the [Thin paper/Thick paper] mode, limitations are imposed only when [Thick paper] is selected.

○ This combination can only be selected when the [By-pass feed] or [Thick paper] key is selected in the [Intersheet] mode.

◇ This combination can only be selected when the [Reduction shift] key is selected in the [Image shift] mode.

△ When the [Thin paper/Thick paper] mode is set to [Thick paper], this combination can only be selected

▽ when the [Image shift] mode is set to [Shift].

    [Shift] of the [Image shift] mode can be combined with [Overlay] of the [Composite] mode.

[2] Intersheet Mode

This mode is used to insert sheets of colored paper, for example, at arbitrary page positions in a multiple copy output.

The paper in the paper feed tray is either inserted directly (as blank sheets), or inserted after originals are copied onto it.

* Normally, tray 1 is used as the paper feed tray. It can also be changed to tray 3 by using the key operator setting mode. The by-pass feed tray can also be used if the front and back covers have been specified.
* Up to 15 insertion page positions (including the front and back covers) can be set.
* The originals can be fed from the ADF.

1. Inter-sheet type selection

There are two types of inter-sheets which differ depending upon whether or not the sheets to be inserted are to have originals copied onto them.

Type 1 ... The sheets are inserted after originals have been copied onto them.

Type 2 ... The sheets in the paper feed tray are inserted directly (as blank sheets).

Combinations of the above two types and the positions at which the pages are to be inserted can be selected using six keys.

The functions of the keys used to select the type of inter-sheet are shown below.(Key combinations can be made freely.)

| Type	Key	Function
1	FRONT COPY	Copies the front cover of the original on the paper and inserts the paper at the front cover position.
	BACK COPY	Copies the back cover of the original on the paper and inserts the paper at the back cover position.
	COPY INSERTION	Copies an arbitrary page of the original on the paper, and inserts the paper at the corresponding page position.
2	FRONT BLANK	Directly inserts the paper in the paper feed tray at the front cover position.
	BACK BLANK	Directly inserts the paper in the paper feed tray at the back cover position.
	BLANK INSERTION	Directly inserts the paper in the paper feed tray at an arbitrary page position.

2. Preparations for using the Sheet/Cover Interleav mode

a. Place the colored paper, or other paper to be used as the inter-sheets, in the paper feed tray.
b. Place paper of the same size as the inter-sheet paper in another paper feed tray.
c. Set the copy quantity and copy mode.

3. Setting method

(1) Select the Sheet/Cover Interleav mode using the application function selection screen.
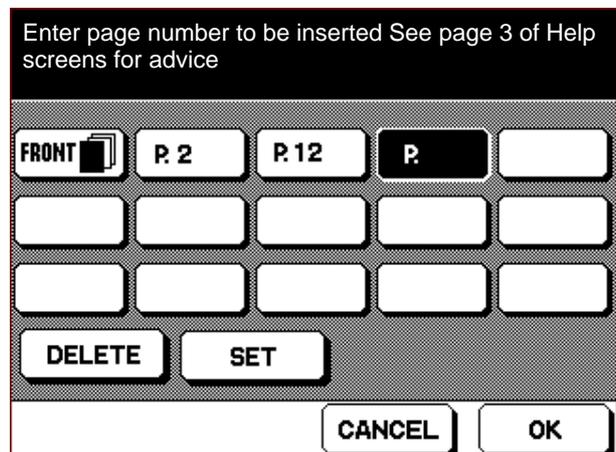The type selection screen appears.

[Type selection screen]
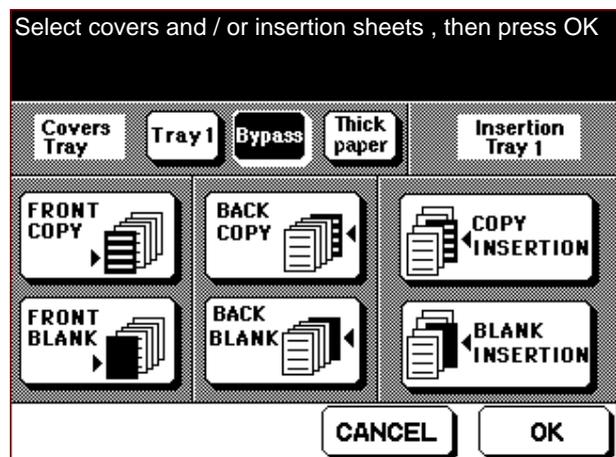
(2) Select the type of inter-sheet.
(3) When inserting the front and back covers, select the tray from which the inter-sheets are to be fed.
(4) Press the OK key.
The page setting screen appears.

Note: If you make a type selection for inserting only the front and back covers, the page setting screen does not appear, and the application function selection screen re-appears instead.

[Page setting screen]

(4) Set the positions at which the sheets are to be inserted, using the [ ] key and the copy quantity setting buttons.
* You can set up to 15 positions (including the front and back covers).
* If you select the front or back cover using the type selection screen, "Front" or "Back" is automatically set.
* To insert a sheet with a copy on it (type 1), enter the page number of the corresponding original.
* To insert a blank sheet (type 2), enter the page number of the original immediately prior to the insertion position.
(5) If you make an incorrect entry, cancel it using the DELETE key.
(6) Press the SET key to finalize the page setting.
(7) Repeat steps (4) to (6) until you have set the necessary pages.
(8) Press the OK key.
The application function selection screen re-appears.

Notes:
1. If you attempt to enter 0 or a value that is greater than the number of originals, the entry is ignored.
2. Page numbers that are entered randomly are automatically re-arranged in ascending order, and any identical page numbers are ignored.
3. In the case of type 1, only an odd-numbered page specification is valid in the one-sided original/two-sided copy mode. If an even number of pages is specified, one page is automatically subtracted and the specification treated as an odd-numbered page specification.
4. In the case of type 2, only an even-numbered page specification is valid in the one-sided original/two-sided copy mode. If an odd number of pages is specified, one page is automatically added and the specification treated as an even-numbered page specification.
5. In the case of type 1, only the face side of the specified originals are copied onto the inter-she
ets in the two-sided original/one-sided copy mode.

[Limiting conditions]
a. Blank sheets are not counted. Only inter-sheets on which copies are made are counted.
b. You cannot select types 1 and 2 simultaneously. If you change the selected type, the type selected last has precedence, and the previous setting is canceled.
c. If you select the Sheet/Cover Interleav mode, the APS mode is canceled, and the same size paper feed tray as paper feed tray 1 and also the AMS mode are automatically selected.
d. If you select the Sheet/Cover Interleav mode while the group mode is selected, the sort mode is automatically activated.
e. You cannot select the following modes simultaneously with the Sheet/Cover Interleav mode.
   * Combination mode
   * Booklet mode
   * Transparency Interleave mode
   * Image Insert mode
   * Book Copy mode
   * Mixed Original mode
   * Repeat mode
   * Frame/Fold Erasure mode
   * AUTO Layout mode
   * Thin/Thick Paper mode (by-pass feed/Thick paper can be used)
   * Non-image Area Erase mode
   * Superfine
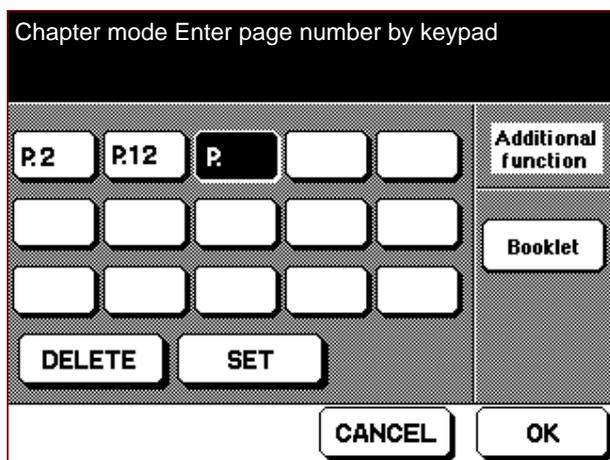   * Chapter

[3] Chapter mode

This mode ensures that the beginning of each section is always a new page. By setting the original sheet number corresponding to the beginning of each section when using the one-sided original/two-sided copy mode, if the sheet concerned corresponds to a reverse side page, the reverse side page is exited as a blank sheet of paper, and the sheet is copied onto the next face side page.

1. Setting method

(1) Select the Chapter mode using the application function selection screen.
The page setting screen is displayed.

[Chapter demarcation/page setting screen]

```
┌──────────────────────────────────────┐
│ Chapter mode Enter page number by keypad │
│                                          │
│  ┌────┐ ┌─────┐ ┌───┐ ┌──┐ ┌──┐  ┌────────┐ │
│  │P.2 │ │P.12 │ │P. │ │  │ │  │  │Additional│ │
│  └────┘ └─────┘ └───┘ └──┘ └──┘  │function │ │
│  ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐        └────────┘ │
│  │  │ │  │ │  │ │  │ │  │                    │
│  └──┘ └──┘ └──┘ └──┘ └──┘        ┌────────┐ │
│  ┌──┐ ┌──┐ ┌──┐ ┌──┐ ┌──┐        │Booklet │ │
│  │  │ │  │ │  │ │  │ │  │        └────────┘ │
│  └──┘ └──┘ └──┘ └──┘ └──┘                   │
│  ┌────────┐ ┌──────┐                        │
│  │ DELETE │ │ SET  │                        │
│  └────────┘ └──────┘                        │
│                     ┌────────┐ ┌──────┐     │
│                     │ CANCEL │ │  OK  │     │
│                     └────────┘ └──────┘     │
└──────────────────────────────────────┘
```

(2) Set a number equal to one less than the page number of the original corresponding to the beginning of the section, using the [☐] key and the copy quantity setting buttons.

(3) If you make an incorrect entry, select the incorrect page, then press the [Delete] key.

(4) Press the [SET] key to finalize the page setting.

(5) Repeat steps (2) to (4) until you have specified the necessary pages.

(6) When you wish to use the booklet mode as well, press the [Booklet] key.

(7) Press the [OK] key.
The application function selection screen re-appears.

Notes:

1. If you attempt to enter 0 or a value that is greater than the number of originals, the entry is ignored.

2. Page numbers that are entered randomly are automatically re-arranged in ascending order, and any identical page numbers are ignored.

[Limiting conditions]

a. Number of setting points: Max 15

b. Number of originals: Max 1500

c. The electronic RDH mode and 1-2 mode are automatically selected. If the machine is in a status that prevents the electronic RDH mode from being selected, you cannot select the chapter demarcation function.

d. In the superfine mode, the Chapter mode is automatically canceled.

e. The only copy modes that can be used are the one-sided original/two-sided copy mode and the two-sided original/two-sided copy mode.

f. You cannot select the following modes simultaneously with the Chapter mode.
   * Combination mode
   * Transparency Interleave mode
   * Image Insert mode
   * Book Copy mode
   * Mixed Original mode
   * Repeat mode
   * Frame/Fold Erasure mode
   * AUTO Layout mode
   * Thin/Thick Paper mode
   * Image Shift mode
   * Non-image Area Erase mode
   * Superfine
   * Group

[4] Combination mode

The Combination mode has the following two functions.

1. 2 in 1 / 4 in1 / 8 in1

A function that copies several originals onto a single sheet of copy paper.

You can select either 2, 4 or 8 originals. Also, you can select a horizontal layout or a vertical layout.

If the number of originals is less than the standard number, blank copy images are added to the copy.

| Number of originals	Arrangement	Direction of originals	
		Portrait	Landscape
2 (2in1)	Horizontal layout	1 2	1 / 2
2 (2in1)	Vertical layout	1 2	1 / 2
4 (4in1)	Horizontal layout	1 2 / 3 4	1 2 / 3 4
4 (4in1)	Vertical layout	1 3 / 2 4	1 3 / 2 4
8 (8in1)	Horizontal layout	1 2 3 4 / 5 6 7 8	1 2 / 3 4 / 5 6 / 7 8
8 (8in1)	Vertical layout	1 3 5 7 / 2 4 6 8	1 5 / 2 6 / 3 7 / 4 8

2. Overlay

A function that reads the first original to the memory, then makes composite copies by copying this image at the same position on multiple sheets of copy paper. (overlay)

1. Setting method

(1) Select the Combination mode using the application function select switch. The composite selection screen appears.

[Combination selection screen]
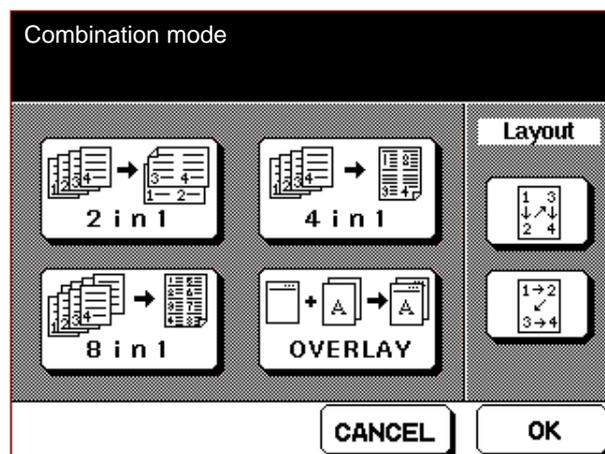
(2) Select the Combination mode function.

(3) Press the [OK] key.

The application function selection screen re-appears.

[Limiting conditions]

a. If the ADF is open, you cannot start copying until you close it. Also, in cases where the ADF cannot be selected, you cannot select the Combination mode.

b. You cannot select different Combination mode functions simultaneously. If you select a different function, the function selected last has precedence, and the previous setting is canceled.

c. If you select the overlay function, the AMS and APS modes are canceled.

d. If you set a blank margin in the image shift mode, then use the 2-in-1, 4-in-1 or 8-in-1 mode, the margin is set with respect to the entire copy paper.
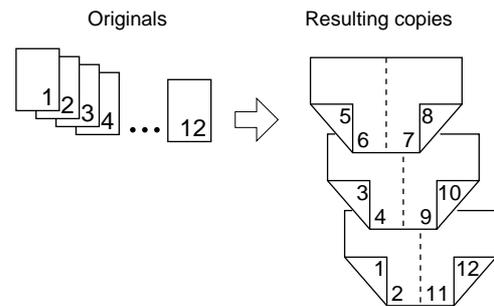
e. You cannot select the following modes simultaneously with the Combination mode.
* Sheet/Cover Interleav mode
* Chapter mode
* Booklet mode
* Transparency Interleave mode
* Image Insert mode
* Book Copy mode
* Mixed Original mode
* Repeat mode
* Frame/Fold Erasure mode
* AUTO Layout mode
* Thin/Thick Paper mode
* Image Shift mode
* Non-image Area Erase mode
* Superfine
* Group

[Limiting conditions when overlay is selected]
a. The automatic magnification and automatic size modes are canceled.
b. The memory mode is automatically selected, and cannot be canceled until you cancel overlay. However, you can use both the ADF and the platen modes.
c. When using the one-sided original-to-two-sided copy mode, if there are an odd number of originals, the last page of the copy is blank.
d. The output image zone is based on the zone of the original read to the second sheet.

[5] Booklet Mode

This mode copies four originals at a time on one sheet of copy paper, two on the face side and two on the reverse side. The originals are read in a sequence such that the resulting copies when placed on top of each other and folded form a booklet which can be read in the page sequence of the originals.

1. Setting method
(1) Select the booklet mode using the application function selection screen.
The booklet mode has no dedicated setting screen.

[Limiting conditions]
a. When you select the booklet mode, the ADF mode is automatically selected, and cannot be canceled. However, if the memory mode is selected simultaneously with the booklet mode, the ADF mode is not Automatic selected.
b. You cannot select the one-sided original/one-sided copy mode or the two-sided original/one-sided copy mode.
c. You cannot select the following modes simultaneously with the booklet mode.
* Sheet/Cover Interleav mode
* Combination mode
* Transparency Interleave mode
* Mixed Original mode
* Repeat mode
* Frame/Fold Erasure mode
* AUTO Layout mode
* Thin/Thick Paper mode
* Image Shift mode
* Non-image Area Erase mode
* Superfine
* Group
* Ratation

[6] Transparency Interleave mode

This mode copies an original onto OHP film and also outputs either a copy of the same original on plain paper or a blank sheet of plain paper together with the OHP film.

The Transparency Interleave mode is divided into the following two modes.

Blank paper interleave .... Select this mode when you wish to output one sheet of blank plain paper at a time between successive OHP film copies.

Copy interleave .... Select this mode when you wish to copy one original at a time on OHP film and plain paper alternately.

1. Preparations for using the Transparency Interleave mode
a. Place the OHP film in the by-pass feed tray. (See *1.)
b. Place the interleave paper in a paper feed tray other than the by-pass feed tray.
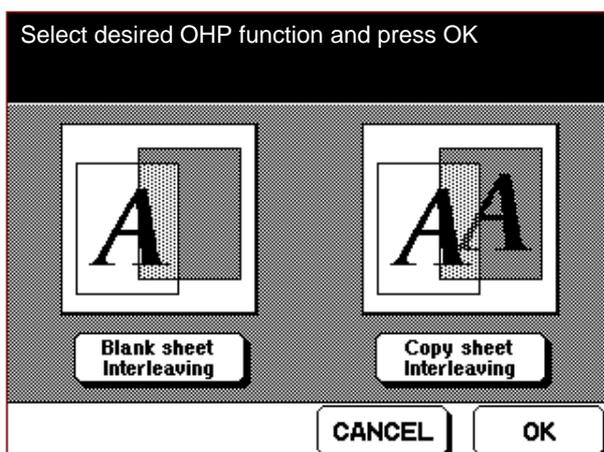c. Set the copy quantity and the copy mode.
*1: OHP film can only be fed from a multi by-pass feed tray.
*2: Interleave sheets loaded in trays 1 to 5.

2. Setting method
(1) Select the Transparency Interleave mode using the application function selection screen.
The OHP interleave screen appears.

[OHP interleave screen]

(2) Select the desired mode.
Press the [BLANK SHEET INTERLEAVE] button or [COPY SHEET INTERLEAVE] button.
(3) Press the [OK] button.
The application selection screen re-appears.

[Limiting conditions]
a. When you select the Transparency Interleave mode, the APS mode is canceled, and the tray of the same size as the by-pass feed tray and also the AMS mode are automatically selected.
b. Set copy quantity: 1
c. You can only use the one-sided original/one-sided copy or the two-sided original/one-sided copy.
d. If the ADF is open, you cannot start copying until you close it. Also, when the ADF mode cannot be selected, you cannot select the Transparency Interleave mode.
e. You cannot select an application function other than Text/Photo Enhance mode or the Reverse Image mode simultaneously with the Transparency Interleave mode.
f. You cannot use the superfine or group mode in the OHP interleave mode.
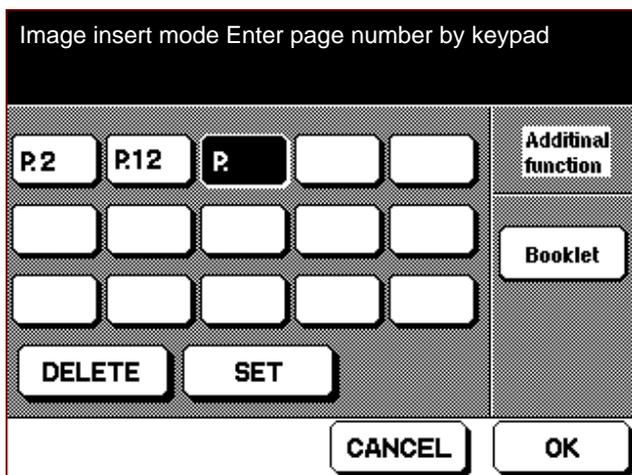
[7] Insertion Page

This mode inserts a copy on an original on the platen between copies of multiple originals fed from the ADF. The copy of the original on the platen is inserted immediately after the specified page.

1. Setting method

(1) Select the Image Insert mode using the application function selection screen.
The page setting screen appears.

[Insertion page/page setting screen]

```
Image insert mode Enter page number by keypad

 P.2   P.12   P.                     Additional
                                     function


                                     Booklet

 DELETE       SET

                           CANCEL      OK
```

(2) Set a number equal to one less than the page number of the original that is to be inserted, using the [ ] key and the copy quantity setting buttons.
(3) If you make an incorrect entry, cancel it using the [CANCEL] key.
(4) Press the [SET] key to finalize the page setting.
(5) Repeat steps (2) to (4) until you have specified the necessary pages.
(6) When you wish to use the booklet mode, press the [BOOKLET] key to activate the booklet mode, then set a booklet on the platen.
(7) Press the [OK] key.
The application function selection screen re-appears.

Notes:
1. If you attempt to enter a value that is greater than the number of originals, the entry is ignored.
2. Page numbers that are entered randomly are automatically re-arranged in ascending order, and any identical page numbers are ignored.
3. If you specify the same page No. a number of times, the insertion original is inserted continuously exactly the specified number of times.

2. Procedure for using the Image Insert mode

a. Press the application function button, and set the Image Insert mode.
b. Place the originals in the ADF and press the set button. The ADF originals are read to the memory.
c. Confirm that the ADF originals have been read, then open the ADF and place the insertion original on the platen.
d. Press the original read button.
The insertion original is read from the platen to the memory.
Each time you press the original read button, the original on the platen is read as the insertion original. (Possible up to 1500 sheets)
e. Press the Copy button.
Copies start to be output.

[Limiting conditions]

a. Number of set positions: Max 15
b. Number of set pages: Max 250
c. Once you open the ADF, the original on the platen is read, and the ADF originals cannot be read again.
d. You cannot select the following modes simultaneously with the Image Insert mode.
   * Sheet/Cover Interleav mode
   * Chapter mode
   * Combination mode
   * Transparency Interleave mode
   * Book Copy mode
   * Mixed Original mode
   * Repeat mode
   * Frame/Fold Erasure mode
   * AUTO Layout mode
   * Thin/Thick Paper mode
   * Image Shift mode
   * Non-image Area Erase mode
   * Memory
   * Superfine
   * Group

[8] Book Copy mode

This mode divides a single original into left and right halves, and copies each half separately.

1. Setting method

The Book Copy mode has no dedicated setting screen. It is selected by pressing the Book Copy mode button using the application selection screen.

* Original position correction and non-original automatic erasure are automatically selected. These function can also be canceled.

2. Procedure for using the Book Copy mode

a. Press the application function button, and select the Book Copy mode.

b. Place the original on the platen, and push it against the stopper plate.

c. Press the original read button.
The original is read to the memory.

d. Read all of the originals to the memory in the same way, then press the Copy button to start the copy process.

[Limiting conditions]

a. Maximum number of original read operations: 750 times

b. An RADF cannot be used.

c. You cannot select the two-sided original/two-sided copy mode or the two-sided original/one-sided copy mode.

d. If, when you select the Book Copy mode, the automatic size and automatic magnification modes are canceled, preventing a magnification from being selected, the magnification becomes 1:1.

e. The paper sizes in the A and B series are A4 and B5, and the inch series is 8.5x11" alone.

f. If the original is judged to be a non-standard size, it is treated as the maximum original size.

g. You cannot select the following modes simultaneously with the Book Copy mode.
   * Sheet/Cover Interleav mode
   * Chapter mode
   * Combination mode
   * Transparency Interleave mode
   * Image Insert mode
   * Mixed Original mode
   * Reverse Image mode
   * Repeat mode
   * Thin/Thick Paper mode
   * Image Shift mode
   * Memory
   * Superfine
   * Group

[9] Mixed Original mode

You can load a mixture of originals of the same size series either when using the ADF, or when using the platen mode combined with the memory mode.

If the Mixed Original mode is selected, auto size is automatically selected. When you select a size, auto magnification is automatically selected.

1. Setting method

The Mixed Original mode has no dedicated setting screen. It is selected by pressing the same-size-series mixed original key using the application function selection screen.

[Limiting conditions]

a. Maximum number of original faces that can be read: 1500

b. When the ADF is used, the original size combinations are limited to A4/A3 and B5/B4. When the platen is used, however, dissimilar series mixed size originals can also be used.

c. When making a two-sided original to one-sided copy, if the sizes of the face side and reverse side of the original are different, copy paper of a size that matches the reverse side of the original is selected.

d. You cannot select an application mode other than the Text/Photo Enhance mode or Reverse Image mode simultaneously with the Mixed Original mode.

e. You cannot use the Mixed Original mode together with the superfine or staple mode.

[10] Original Image Mode

This mode is used to select a tone that is optimum for the image of the original. It can be used simultaneously with all application functions.

The Text/Photo Enhance mode consists of the following three modes.

Increase contrast .... Select this mode when copying an original with faint text such as text written with a pencil.

Text .... Select this mode when copying an original that consists of text alone.

Photograph ... Select this mode when copying an original that has tonality, such as a photograph.

1. Setting method

(1) Press the original image quality key using the application selection screen.

[Text/Photo Enhance mode setting screen]
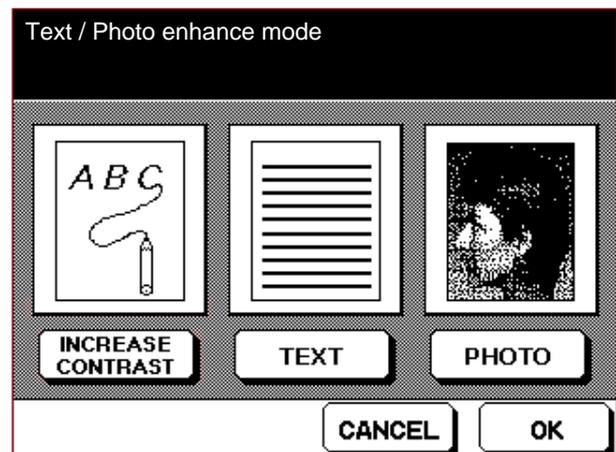
(2) Select the [INCLEASE CONTRAST] key, [TEXT] key or [PHOTO] key.

(3) Press the [OK] button.
The application function selection screen re-appears.

[11] Reverse Image mode

This mode copies an original with the black and white of the original image reversed. It can be used simultaneously with all application functions.

1. Setting method

The Reverse Image mode has no dedicated setting screen.

This mode is selected by pressing the black and white reversal key using the application function selection screen.

[12] Repeat Mode

This mode repeatedly copies the read images of originals placed on the platen. You can select either a mode in which the read zone is specified using a number, or a mode that automatically identifies the read zone using the Non-image Area Erase mode.

1. Setting method
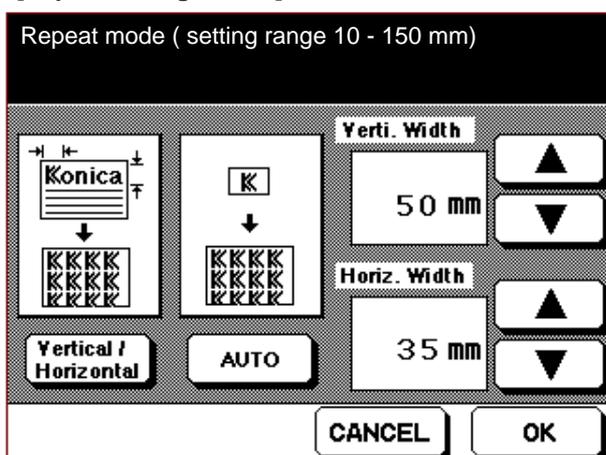
(1) Select the repeat mode using the application function selection screen.

The repeat setting screen appears.

[Repeat setting screen]

(2) To specify the read zone, press the [VERTICAL DIRECTION/HORIZONTAL DIRECTION] key. To automatically identify the read zone, select the [AUTO] key. In both cases, the ADF must be open.

(3) To specify the read zone, set the vertical and horizontal dimensions of the read zone using the ▲ and ▼ keys. (You can set the range between 1 and 150 mm in 1 mm steps.)

(4) Press the [OK] button.

The application function selection screen re-appears.

Notes:

1. The zero point of the specified dimensions for the read zone is the back of the platen.

2. If the Non-image Area Erase mode is selected simultaneously, the value of the automatically detected original width is displayed as the read zone.

[Limiting conditions]

a. In the repeat mode, the copy mode is limited to the one-sided original/one-sided copy mode (platen).

However, when the memory mode is selected, the one-sided original to two-sided copy mode can also be used.

b. If superfine is selected, a read zone specification can only be made in the main scanning direction.

c. The repeat zone is limited when the enlargement magnification is selected.

* When 200% is selected: Within A4 read width

* When 400% is selected: 1/2 of the read width when 200% is selected

d. You cannot select the following modes simultaneously with the repeat mode.

* Sheet/Cover Interleav mode
* Chapter mode
* Combination mode
* Booklet mode
* Transparency Interleave mode
* Image Insert mode
* Book Copy mode
* Mixed Original mode
* Reverse Image mode
* Frame/Fold Erasure mode
* AUTO Layout mode
* Image Shift mode
* Superfine
* Group
* Rotation

[13] Frame/Fold Erasure mode

This mode sets the degree of erasure when you wish to make a frame erasure/fold erasure copy.
Frame erasure is used when you wish to erase the vicinity of an original. Fold erase is used when you wish to erase the fold at the center of an open book.

1. Setting method

(1) Select the Frame/Fold Erasure mode using the application function selection screen.
   The setting screen for the frame and fold erasure mode appears.

[Frame erasure/fold erasure setting screen]
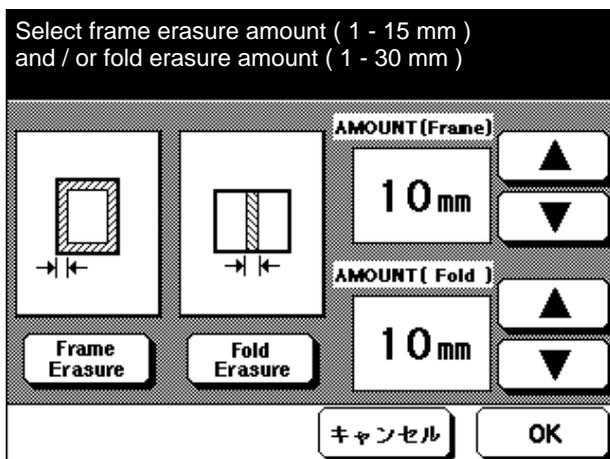
(2) Select frame erasure or fold erasure.
   You cannot select both at the same time.
(3) Set the erasure amount using the ▲ or ▼ key. (in 1mm steps)
   Frame erasure setting range: 1 mm to 15 mm
   Fold erasure setting range: 1 mm to 30 mm
   When you turn the main switch ON, the previously set value is memorized.
(4) Press the [OK] button.
   The application selection screen re-appears.

[Limiting conditions]

a. Frame erasure/fold erasure does not take place if the detected original size is not one of the following.
   * A3/B4/A4R/B5R/A5R/11x17/8.5x14/8.5x11R

b. You cannot select the following modes simultaneously with the Frame/Fold Erasure mode.
   * Sheet/Cover Interleav mode
   * Chapter mode
   * Combination mode
   * Booklet mode
   * Transparency Interleave mode
   * Image Insert mode
   * Mixed Original mode
   * Repeat mode
   * AUTO Layout mode
   * Non-image Area Erase

[14] AUTO Layout mode

This mode detects the size of the original on the platen, and copies the original in such a way that the image comes to the center of the copy paper.

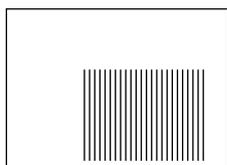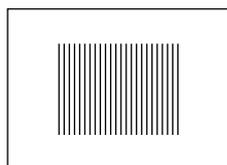When the AUTO Layout mode is selected, the Non-image Area Erase mode is also selected automatically. However, you can cancel the Non-image Area Erase mode if desired. Use this mode with the ADF open.

• When the non-original automatic erasure mode is not canceled

No automatic layout　　　Automatic layout selected

• When the non-original automatic erasure mode is canceled
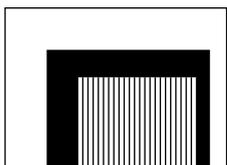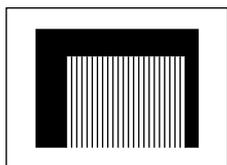
No automatic layout　　　Automatic layout selected

1. Setting method

The AUTO Layout mode has no dedicated setting screen. The AUTO Layout mode is selected by pressing the automatic layout key on the application function selection screen.

[Limiting conditions]

a. The copy modes are limited to the one-sided original/one-sided copy mode and the one-sided original/two-sided copy mode.

b. The APS and AMS modes are automatically canceled, and if a magnification has not been set, life size is selected.

c. The ADF mode is automatically canceled, and the platen mode is activated.

d. When the ADF is closed, the PRINT START button does not function until the ADF is opened.

e. If the original size is larger than the copy paper size, the leading edge of the original is aligned with the leading edge of the copy paper, and original position correction does not take place.

f. When this mode is used in combination with the non-original automatic erasure mode, the edge of the image is sometimes cut off over a distance of between 2 and 5 mm.

g. You cannot select the following modes simultaneously with the AUTO Layout mode.
* Sheet/Cover Interleav mode
* Chapter mode
* Combination mode
* Booklet mode
* Transparency Interleave mode
* Image Insert mode
* Mixed Original mode
* Reverse Image mode
* Repeat mode
* Frame/Fold Erasure mode
* Image Shift mode
* Superfine
* Group
* Rotation

[15] Thin/Thick Paper mode

This mode is used to make copies on thin paper or thick paper.

An example of thin paper is tracing paper, and an example of thick paper is label paper.

1. Setting method

(1) Press the thin paper/thick paper key using the application function selection screen. The thin paper/thick paper selection screen appears.

[Thin paper/thick paper selection screen]
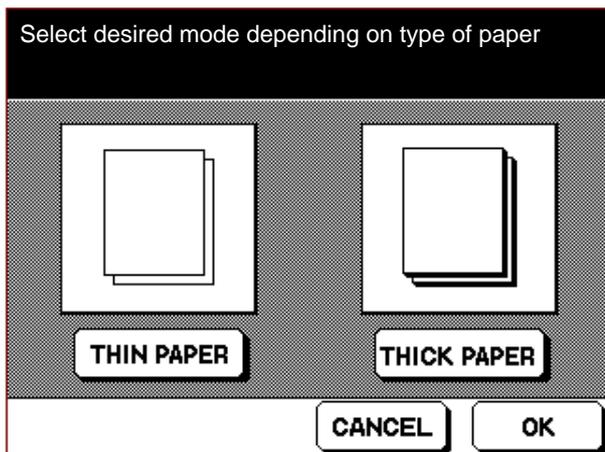
(2) Select the desired mode.
Press the [THIN PAPER] key or the [THICK PAPER] key.

(3) Press the [OK] button.
The application function selection screen re-appears.

[**Limiting conditions**]

a. When the thick paper mode is selected, the copy modes are limited to the one-sided original/one-sided copy mode and the two-sided original/one-sided copy mode.

b. When the thick paper mode is selected, the APS and AMS modes are automatically canceled, and if a magnification has not been set, life size is selected.

c. When the thick paper mode is selected, you can only use the by-pass feed tray as the paper feed tray.

d. If you select the [Thick Paper] key, the linear speed and polygon mirror speed change, causing the waiting time from when the PRINT START key is pressed until the start of paper feed to become longer than normal.

e. You cannot select the following modes simultaneously with the [Thick paper] copy mode.
   * Sheet/Cover Interleav mode *1
   * Chapter mode
   * Combination mode
   * Booklet mode
   * Transparency Interleave mode
   * Image Insert mode
   * Book Copy mode
   * Mixed Original mode
   *1 This mode can be used only when the by-pass feed thick paper key is pressed.

[16]Image Shift mode

This mode creates a binding margin by shifting the read image before it is copied. In the Image Shift mode, you can select either a shift or a reduction shift.

Shift .... The image shifts by the specified amount. An image that protrudes as a result of being shifted will be partially cut off when copied.(Settings can be made for both the front and reverse sides of the copy.)

Reduction shift ... The image shifts by the specified amount, and simultaneously it is reduced to an extent that it is not partially cut off when copied.(The same settings are made for both the face side and reverse side.)

A binding margin is created at the part corresponding to the left side of the original. it is also created on the reverse side of a two-sided copy. However, if you set a magnification of 33% or less in the reduction shift mode, the image may be partially cut.

1. Setting method
(1) Press the image shift key using the application function selection screen. The image shift setting screen appears.

[Image shift setting screen]
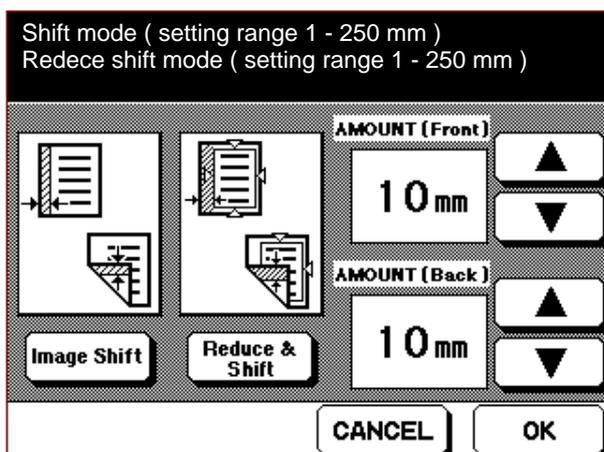
(2) Select the desired mode.
    Press the [Image Shift] or [Reduce & Shift] key.
(3) Set the shift using the [£] or [¥] key.
    Setting range: 0 to 250 mm in the shift mode, and 1 to 250 mm in the reduction shift mode (1 mm steps)
(3) Press the [OK] button.
    The application function selection screen re-appears.

[Limiting conditions]

a. You cannot select the following modes simultaneously with the Image Shift mode.
    * Chapter mode
    * Combination mode(Can be used when a combination of overlay and shift is selected.)
    * Booklet mode(Can be used when either the by-pass feed or thick paper mode is selected.)
    * Transparency Interleave mode
    * Image Insert mode
    * Book Copy mode
    * Mixed Original mode
    * Repeat mode
    * AUTO Layout mode
    * Thin/Thick Paper mode(Can be used when a combination of thick paper and shift is selected.)
    * Non-image Area Erase mode
    * Superfine
    * Group

[17] Non-image Area Erase mode

This mode detects the zone of the original on the platen, and erases the image data other than that of the original. The following two methods can be used to delete data. Select the desired method using DIP switch 8 in the 25 mode.

Rectangular erasure .... Image processing takes place in a rectangular area the sides of which are parallel to the sides of the platen.

Zone erasure .... Image processing takes place taking into account the tilt of the original.

Sky shot zone

Rctangular erasure   Zone erasure

1. Setting method

Non-image Area Erase mode has no dedicated setting screen. It is selected by pressing the Non-image Area Erase key on the application function selection screen.

[Limiting conditions]

a. The copy modes are limited to the one-sided original/ one-sided copy mode and the one-sided original/two-sided copy mode.

b. The APS and AMS modes are automatically canceled, and if a magnification has not been set, life size is selected.

c. The ADF mode is automatically canceled, and the platen mode is activated.

d. When the ADF is closed, the PRINT START button does not function until the ADF is opened.

e. The edge of the original image is sometimes cut off over a distance of between 2 and 5 mm.

f. Copies of originals of 10 x 10 mm or less are blank.

g. You cannot select the following modes simultaneously with the Non-image Area Erase mode
 * Sheet/Cover Interleav mode
 * Chapter mode
 * Combination mode
 * Booklet mode
 * Transparency Interleave mode
 * Mixed Original mode
 * Reverse Image mode
 * Frame/Fold Erasure mode
 * Image Shift mode
 * Rotation

JOB MEMORY

[1] Job Memory Write

This function is used to store in advance the various copy conditions, such as frequently used magnifications, density settings and copy modes, other than the initial conditions. Twenty five patterns can be written to the job memory of this machine. Also, a name can be entered, using letters of the alphabet, to a job memory in which copy conditions have been written.

1. Preparations for writing copy conditions to the job memory

(1) Set the copy conditions to be written in advance.

2. Setting method

Caution: To interrupt a copy condition write operation, press the Auto/Reset button.

(1) Press the job memory button.
The job function section screen will appear.

[Job function selection screen]

```
Store the job pattern selected or recall job
previously stored



            STORE      RECALL




                          CANCEL
```
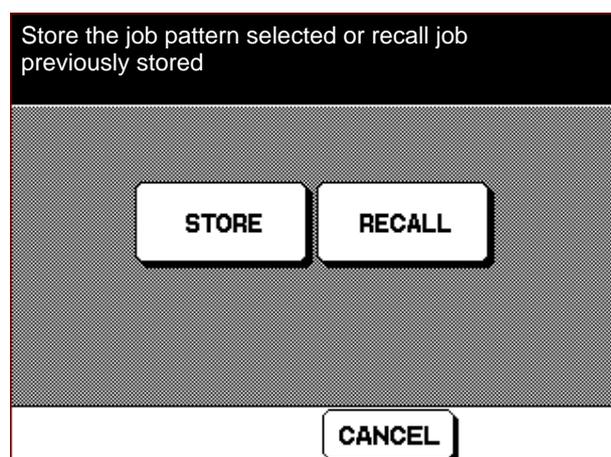
(2) Touch the STORE key.
The copy condition check screen will appear.

[Copy condition check screen]

```
        JOB STORE CHECK MODE
Copy Quantity ... 1
Copy Mode ....... 1-2 RADF
Copy Density ....
Lens Mode ....... 1.00
Paper Size ...... A4       A4
Paper Type ...... ----    RECYCL
Output Mode ..... Staple + Sort
Image Shift ..... Front 10mm Back 10mm
Photo Mode ...... Photo
Sheet Insertion . F/2/3/4/5/B
   Copy/Blank
                     CANCEL    OK
```
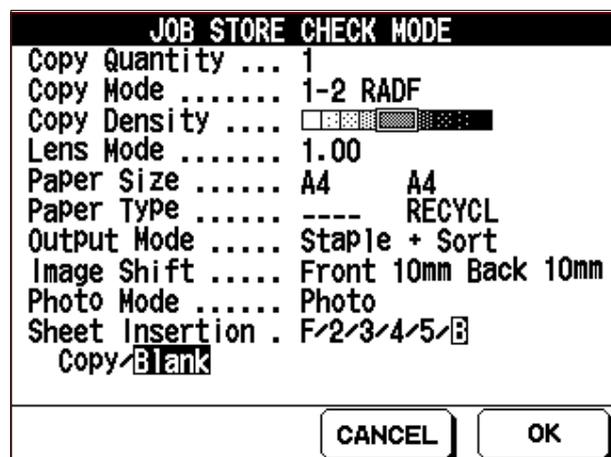
(3) Check the contents of the copy conditions to be written to the memory, and if they are correct touch the OK key.
The job No. selection screen will appear.

[Job No. selection screen]

```
Job store mode Locked job csn't be overwritten


  1  ABCDEF   2  MAIL     3


     4           5            ➡

                      CANCEL   OK
```
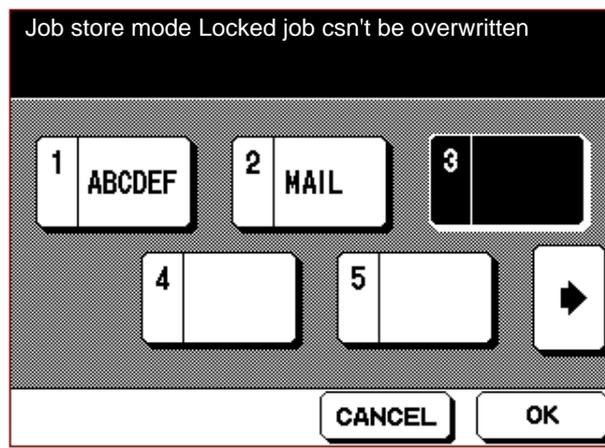
* If it is necessary to correct any of the copy conditions, touch the CANCEL key to return to the basic screen, then repeat the copy condition write operation.

(4) Scroll the screen using the ◀ or ▶ key, and touch the key corresponding to the job No. to be written.

Caution: A job No. key that bears the 🔒 (lock) mark cannot be registered unless it is unlocked in the key operator mode, or the memory contents are erased.

(5) Touch the OK key.
The job name registration screen will appear.

[Job name registration screen]

```
Use max 6 characters to name job

A B C D E F G H I J
K L M N O P Q R S T
U V W X Y Z ( ) - /
0 1 2 3 4 5 6 7 8 9

DELETE

                          OK
```
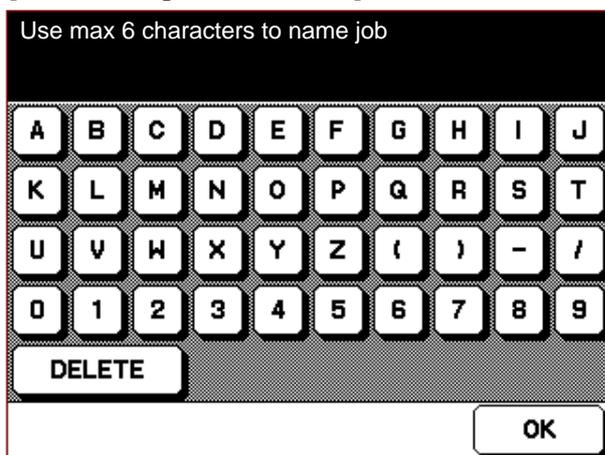
(6) Input the job name using the alphabet keys, numeric key pad and the symbol keys on the screen. The job name can have up to six letters.
The entered characters can be deleted one a time with the DELETE key.

(7) Touch the [OK] key.
The job name registration verification screen will appear.

Caution: If the [CANCEL] key on the job name registration verification screen is touched, the job name registration screen will re-appear.

[Job name registration verification screen]

Job was stored

1 ABCDEF	2 MAIL	3 IMAGE
4	5	

CANCEL   OK
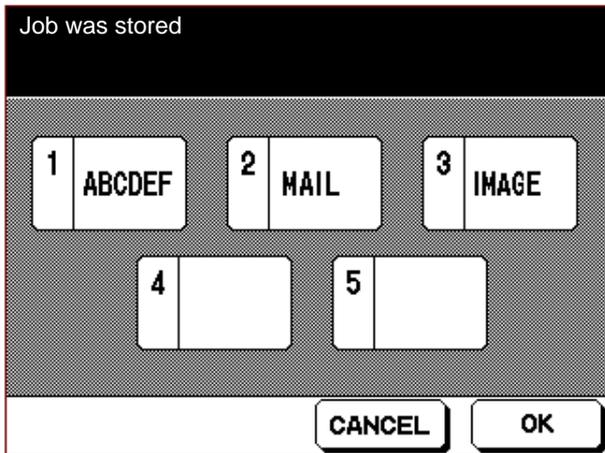
(8) Once the job name has been verified, touch the [OK] key. The job memory write operation will be ended, and the basic screen will re-appear.

Caution: If the [OK] key is touched without inputting the job name, the job name will be displayed as [******].

[2] Job Memory Read

This function calls the written copy conditions.

1. Setting method

(1) Press the job memory button.
The job function selection screen will appear. (Refer to "Job Memory Write".)

(2) Touch the [RECALL] key.
The job No. selection screen will appear.

[Job No. selection screen]

Job recall mode

1 ABCDEF	2 MAIL	3
4	5	▶

JOB CHECK   CANCEL   OK
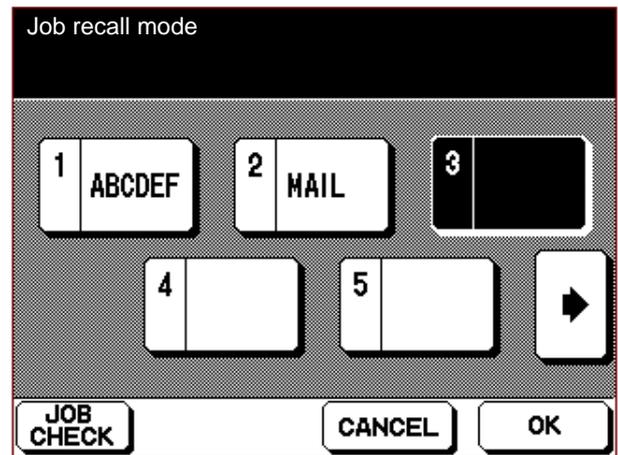
(3) Scroll the screen using the ◀ key or the ▶ key, and select the key corresponding to the job number to be read.
The selected key appears in reverse, and the [JOB CHECK] key appears.

(4) Touch the [JOB CHECK] key, and check the copy conditions written to the selected job memory.
If you wish to select a different job instead, touch the [CANCEL] key, then select the desired job number key.

Caution: You cannot select a key corresponding to a job number that has not been written.

(5) Touch the [OK] key.
The written copy conditions are read, and the basic screen re-appears.

HELP FUNCTION

This machine has a help function that is intended to assist the operator when he does not know how to perform a certain operation.
By pressing the help button, the help screen corresponding to the function displayed at that time will appear.

<Basic operations>
a. If the operation screen for which help is required is displayed, then the help button pressed, the guidance for the operation concerned will be displayed.
b. If the ▼ key is displayed on the help menu, the continuation of the guidance can be displayed by touching the ▼ key. Touching the ▲ key causes the previous screen to appear again.
c. Touching the EXIT key causes the screen prior to the help screen to re-appear.

The following is an outline description of the guidance on the help screen corresponding to each setting screen.
The various help screens have not been included in this service handbook. To check the help screens, call them up on the machine.

1. Help menu for the basic screen
By pressing the help button when the basic screen or the initial screen (full auto) is displayed, the help menu corresponding to the basic screen (shown below) will appear.
[Help screen for basic screen]

No.	Help item		Kind of guidance
①	Staples	① Supply-ing staples	Concerning staple supply to the stapler
②	RADF		Method of setting an original
③	Concerning toner supply		Obtaining a toner cartridge Setting the toner cartridge Removing the toner cartridge
④	Concerning the weekly timer		Weekly timer menu * Timer reservation time display * Lunch break OFF time display * Timer operation day display
⑤	By-pass feed	Concerning copy paper supply	Setting paper in the by-pass feed tray.
⑥			Telephone No. of the service center (When the PM cycle copy count is reached, the help item changes to ⚒ and flashes.)
⑦	Trays 1 to 5	Concerning copy paper supply	* Setting paper in tray 1 * Setting paper in tray 2 * Setting paper in tray 3 * Setting paper in tray 4 * Setting paper in tray 5
⑧	Help menu (See *1.)	① Hard keys	Concerning the hardware buttons (buttons on the operation panel)
		② Screen keys	Concerning the screen keys (keys displayed on the screen)
		③ RADF/ platen glass	Precautions concerning the ADF and the original glass surface
		④ Applica-tion	Concerning each application functions
		⑤ Job memory	Concerning the job memory
		⑥ Finisher	* Concerning the sort mode * Concerning the staple mode * Concerning the group mode

*1: When the MENU key is displayed, you can return to the help menu by touching the MENU key.

2. Copy mode help

Selection screen	Kind of guidance
Copy mode screen	About the copy modes

3. Copy density help

Selection screen	Kind of guidance
Copy density screen	About copy density

4. Magnification help

Selection screen	Kind of guidance
Magnification screen	*About zoom magnification *About independent magnifications

5. Tray selection help

Selection screen	Kind of guidance
Tray selection screen	*About the paper size screen * Concerning auto size/paper kind display

6. Job memory help

Selection screen	Kind of guidance
Job function selection screen	Concerning job registration and image read

7. Finishing Help

Selection screen	Kind of guidance
Finishing screen	Concerning finishing

8. Application screen help

Help item	Kind of guidance
State in which nothing has been selected	About each of the application modes
State when a mode has been selected but (OK) has not been touched (*1)	Same as the help screen for each application mode
State when application has been selected after a copy operation	About the method of canceling an application

*1: If a plurality of modes has been selected, the guidance for the last selected application will be displayed.

9. Application help

Selection screen	Kind of guidance
Intersheet type setting screen	About the intersheet mode * Copy (type 1) * Copy (type 2) * Intersheet setting position
Intersheet page setting screen	About the intersheet mode * Page setting (1/3) * Page setting (2/3) * Page setting (3/3)
Chapter demarcation setting screen	* About the chapter demarcation function (1/2) * About the chapter demarcation function (2/2)
Composite setting screen	* About the composite mode (1/2) * About the composite mode (2/2)
Booklet setting screen	About booklets
OHP interleave setting screen	* About OHP (1/2) * About OHP (2/2)
Insertion page setting screen	* About insertion pages (1/2) * About insertion pages (2/2)
When the book copy mode is selected	* About the book copy mode (1/2) * About the book copy mode (2/2)
When the same-size-series mixed original mode is selected	* About the same-size-series mixed original mode (1/2) * Aboutg the same-size-series mixed original mode (2/2)

Selection screen	Kind of guidance
Text/Photo Enhance setting screen	* About the Text/Photo Enhance mode
When the Reverse Image mode is selected	* About the Reverse Image mode
Repeat setting screen	* About the Repeat mode
Frame/Fold Erasure setting screen	* About the Frame/Fold Erasure mode
AUTO Layout setting screen	* About the AUTO Layout mode
Thin/Thick paper setting screen	* About the Thin/Thick mode
Non-image Area erase setting screen	* About the Non-image Area erase mode

Caution: If a function has been selected with the application selection screen, the respective help display can be obtained, even without displaying the setting screen for each function.

10. Help in the event of a jam

Selection screen	Kind of guidance
Jam display screen	About the jam display screen; If the (GUIDE) key is touched, the jam clearance procedure will be displayed.

KEY OPERATOR MODE

The key operator mode is used to set the items to be controlled by the operator.

Once the key operator mode has been activated, a copy operation cannot be performed until the main switch is turned OFF then ON again. However, even while the key operator mode is activated, control of the fixing heater alone takes place, and the warm-up period after the machine has returned to the normal copy mode is shortened.

[1] Setting Method
1. Turn OFF the main switch.
2. While pressing the help button, turn ON the main switch. The password input screen will be displayed.

[Password input screen]

Enter 4 - digit Key OP password and press OK :
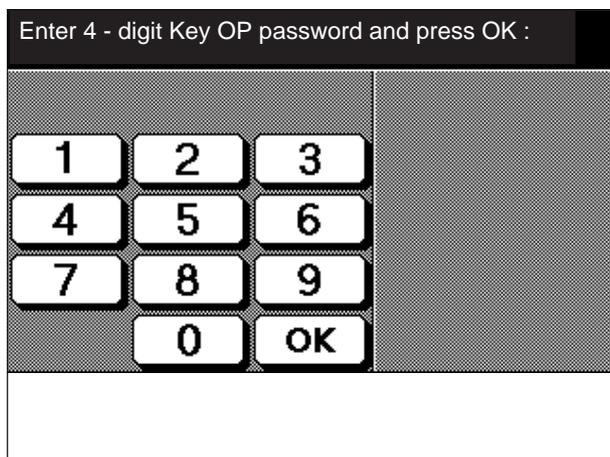
3. Enter a predetermined 4-digit password using the numeric key pad on the screen or the copy quantity setting button. (See *1.)
4. Touch the OK key. The key operator menu screen will be displayed.

[Key operator menu screen 1/2]

1	Initial setting	6	Control panel contrast
2	Lens mode ratio	7	Key operator tel. No.
3	EKC	8	Weekly timer
4	Lock / delete Job memory	9	Memory switch
5	Paper type	10	Control panel adjustment

[Key operator menu screen 2/2]

Key operator mode

11	Auto Low Power - Auto Shut off
12	Call remote service center
13	Save ECM data to memory card
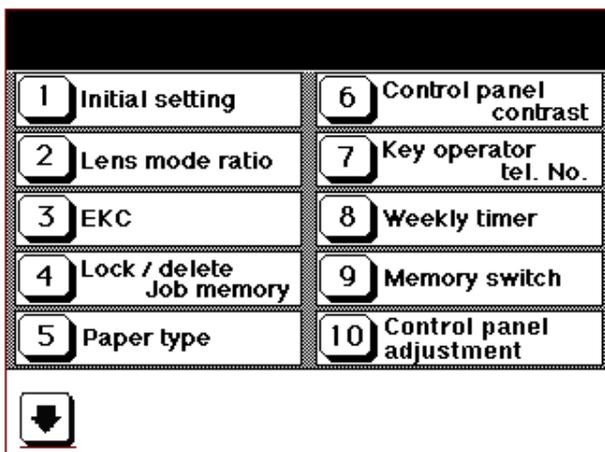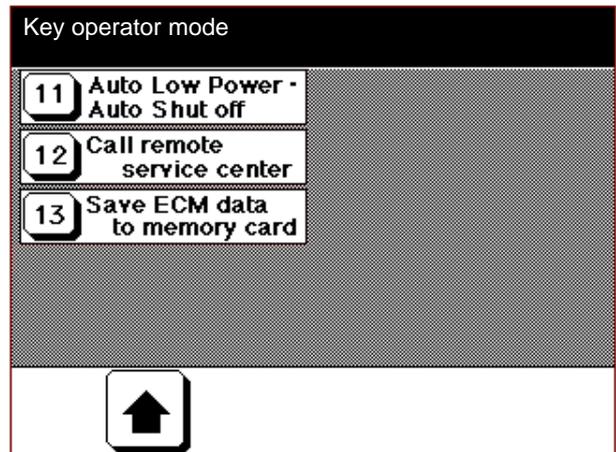
5. Select the item to be set.
   The setting screen for the selected item will appear. (To display a more detailed menu screen, select the applicable item from the setting screen.)
6. Make the necessary settings using the respective setting screens.
7. Return to the operator mode menu screen.
8. Turn OFF the main switch to cancel the key operator mode.

*1: Set the password in advance using the 25 mode.
    If the password is set to "0000", the password input screen will not appear. Instead, the key operator menu screen will be displayed directly.

For reference:
*   The selected key is displayed in reverse.
*   Unless otherwise specified, the display returns to the previous screen if the PREVIOUS SCREEN key is touched.
*   If a KRDS is not connected, "Call remote service centre" is displayed against a shaded background, indicating that this item cannot be selected.
*   If the machine does not has a memory card, the item "Save EKC data to memory card" is displayed against a shaded background, indicating that this item cannot be selected.

[2] Initial State Setting

The initial conditions are activated when the main switch is turned ON or an auto reset takes place.

1. Setting method

a. Enter the key operator mode.
b. Select "1. Initial state setting" from the key operator menu screen.

[Initial state setting menu screen]

Initial setting menu

1 Copy mode	6 Finish
2 Copy density	7 Image scan
3 Lens mode	
4 Paper tray	
5 Output	
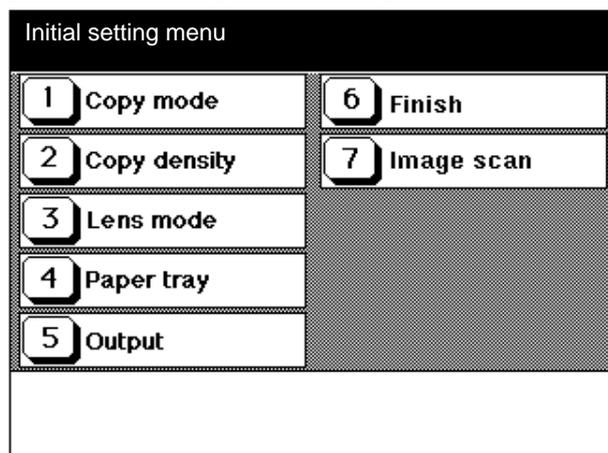
c. Select the item to be set from the initial state setting menu.
d. If a selected item is set, the initial state setting menu screen will re-appear.
e. Repeat c and d to set the necessary items.
f. Touch the ⌈PREVIOUS SCREEN⌋ key to return to the operator menu screen.

Caution: When the "Job Menu Automatic Call" memory switch is ON, the settings of the initial state menu are ignored.

2. Copy mode initial state setting

This is the copy mode state that is selected when the main switch is turned ON or an auto reset takes place.

[Copy mode initial state setting screen]
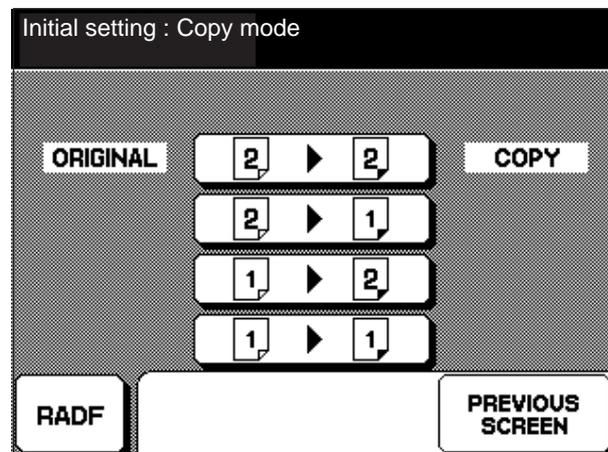
Initial setting : Copy mode

ORIGINAL   2 ▶ 2   COPY
            2 ▶ 1
            1 ▶ 2
            1 ▶ 1

RADF   PREVIOUS SCREEN

Step	Operation
1	Enter the key operator mode.
2	Touch ① "Initial setting" on the [Key operator menu screen].
3	Touch ① "Copy mode" on the [Initial state setting menu screen].
4	Select the [Copy mode initial state setting screen] copy mode.
5	Touch the ⌈PREVIOUS SCREEN⌋ key to end the setting operation.

Caution: If the two-sided-to-two-sided mode or the two-sided-to-one-sided mode is selected, the RADF will be forcibly selected, and cannot be canceled.

3. Copy density initial state setting

Set the copy density state to be activated when the main switch is turned ON or an auto reset takes place.

[Copy density initial state setting screen]
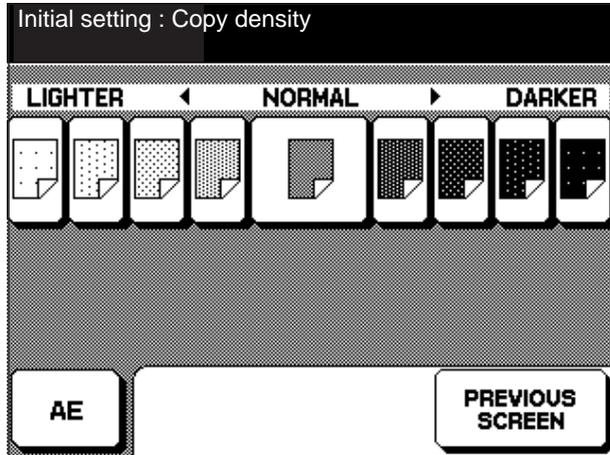
```
Initial setting : Copy density

LIGHTER    ◄    NORMAL    ►    DARKER



AE                              PREVIOUS
                                SCREEN
```

Step	Operation
1	Enter the key operator mode.
2	Touch ① "Initial setting" on the [Key operator menu screen].
3	Touch ② "Copy density" on the [Initial state setting menu screen].
4	Select the copy density on the [Copy density initial state setting screen].
5	Touch the PREVIOUS SCREEN key to end the setting operation.

4. Magnification initial state setting

Set the magnification state to be activated when the main switch is turned ON or an auto reset takes place.

[Magnification initial state setting screen]

```
Initial setting : Lens mode Enter ratio and press OK

  1    2    3         1.00
  4    5    6         RATIO
  7    8    9
     0    OK           AMS

                              PREVIOUS
                              SCREEN
```

Step	Operation
1	Enter the key operator mode.
2	Touch ① "Initial setting" on the [Key operator menu screen].
3	Touch ③ "Lens mode" on the [Initial state setting menu screen].
4	Enter the magnification (3 digits) using the numeric key pad on the [Magnification initial state setting screen]. Setting range: 0.33 to 4.00
5	Touch the OK key to finalize the entered magnification.
6	Touch the PREVIOUS SCREEN key to end the setting operation.

*1: (1) The decimal point is fixed, so there is no need to input it.
   (2) The displayed number will shift to the left, and the entered number will be in the bottommost position.
   (3) If the entered number is less than 0.33, the magnification will be set to 0.33. If the entered number is more than 4.00, the magnification will be set to 4.00.
   (4) Selecting AMS causes the magnification to become 1.00.

Caution: If APS is selected using the tray initial state setting, the set magnification will be ignored, and the magnification will become 1.00.

5. Tray initial state setting

Set the tray to be selected when the Auto button is pressed or an auto reset takes place.

[Tray initial state setting screen]
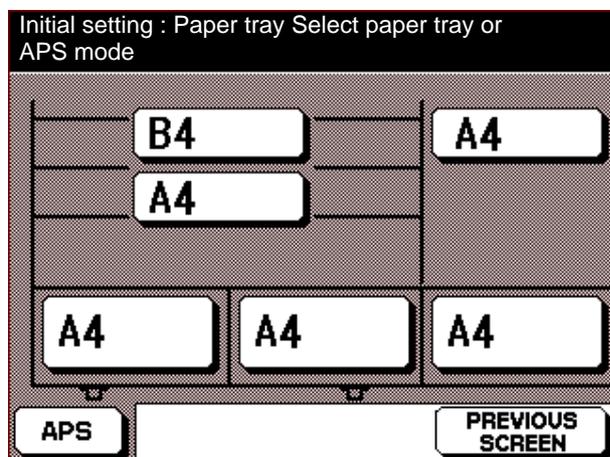
```
Initial setting : Paper tray Select paper tray or
APS mode

        B4              A4
        A4

   A4       A4       A4

 APS                      PREVIOUS
                          SCREEN
```
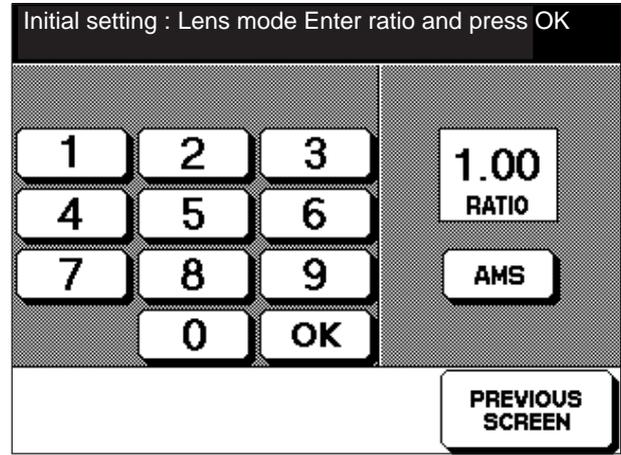
Step	Operation
1	Enter the key operator mode.
2	Touch ① "Initial setting" on the [Key operator menu screen].
3	Touch ④ "Paper tray" on the [Initial state setting menu screen].
4	Select the tray to be selected preferentially on the [Tray initial state setting screen].
5	Touch the ⌊PREVIOUS SCREEN⌋ key to end the setting operation.

Caution:

1. This setting is used to select a "Tray No." The tray No. selected in the initial state will remain unchanged, even if the size of paper in this tray is changed.
2. An APS selection and preferential tray selection cannot be made simultaneously.
3. When the APS is selected, the set initial magnification is ignored and the magnification becomes 1.00.

6. Output initial state setting

Set the state of the finisher (output) to be selected when the main switch is turned ON or an auto reset takes place.

[Output initial state setting screen]

```
Initial setting : Output mode

               -/≡

               ⌒

               -€

                        PREVIOUS
                        SCREEN
```

Step	Operation
1	Enter the key operator mode.
2	Touch ① "Initial setting" on the [Key operator menu screen].
3	Touch ⑤ "Output" on the [Initial state setting menu screen].
4	-/≡ Button: Group mode
	⌒ Button: Staple mode
	-€ Button: Sort mode
5	Touch the ⌊PREVIOUS SCREEN⌋ key to end the setting operation.

Caution:

1. Setting can be performed even on a machine that does not have a finisher.
2. The selected key is displayed in reverse.
3. The staple mode and sort mode can be selected simultaneously.

7. Finish Initial State Setting

Set the finished state to be selected when the main switch is turned ON or an auto reset takes place.

[Finish Initial State Setting Screen]
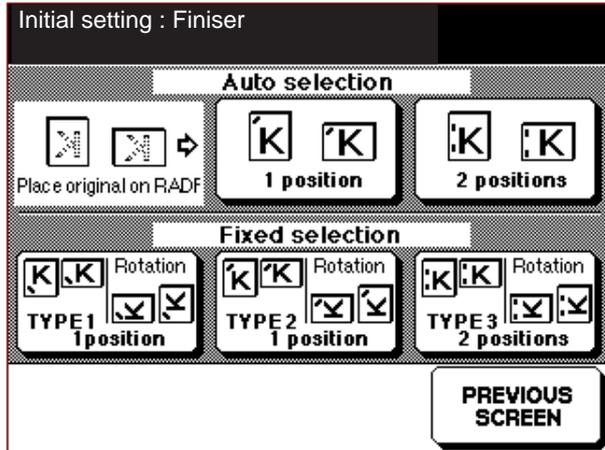
Step	Operation
1	Enter the key operator mode.
2	Touch ① "Initial State Setting" on the [Key operator menu screen].
3	Touch ⑥ "Finish" on the [Initial state setting menu screen].
4	Select the stapling positionSelect the stapling position on the Select the [Finish Initial State Setting Screen]. re-activated.
5	Touch the [PREVIOUS SCREEN] key to end the setting operation.

Caution:
1. Setting can be performed even on a machine that does not have a finisher.
2. The selected key is displayed in reverse.

8. Image Scan Initial State Setting

Set the screen read quality state to be selected when the main switch is turned ON or an auto reset takes place.

[Image Scan Initial State Setting Screen]
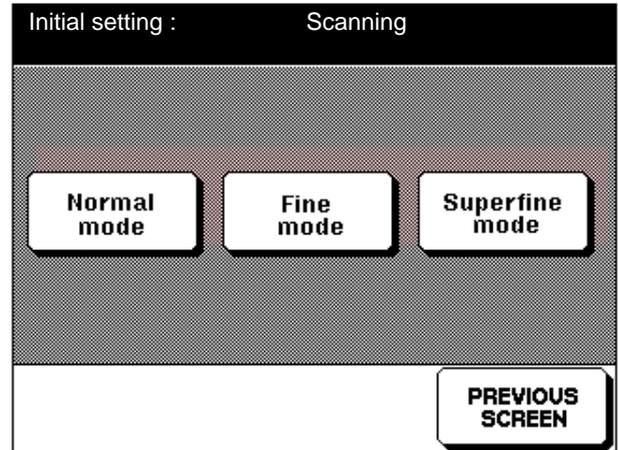
Step	Operation
1	Enter the key operator mode.
2	Touch ① "Initial setting" on the [Key operator menu screen].
3	Touch ⑦ " Image Scan " on the [Initial State Setting Menu Screen].
4	Select the image read quality on the [Image Scan Initial State Setting Screen]
5	Touch the [PREVIOUS SCREEN] key to end the setting operation.

[3] Arbitrary Magnification Setting

Set an arbitrary magnification.

Caution:

Magnification changes can only be made with arbitrary values between 1 to 3. The fixed magnifications can also be changed, however as the reduction/enlargement ratio will become unmatch with the indicated paper size, do not change these magnifications.

[Arbitrary Magnification Setting Screen]

Lens mode ratio setting : Select desired preset key, enter ratio and press OK

A4 ▶ A3 A5 ▶ A4R 1.41	A4 ▶ B4 1.22	B4 ▶ A3 1.15	
A4 ▶ B5 0.86	B4 ▶ A4R 0.82	A3 ▶ A4R A4 ▶ A5 0.71	OK
USERSET 1 2.00	USERSET 2 1.00	USERSET 3 0.95	
			PREVIOUS SCREEN
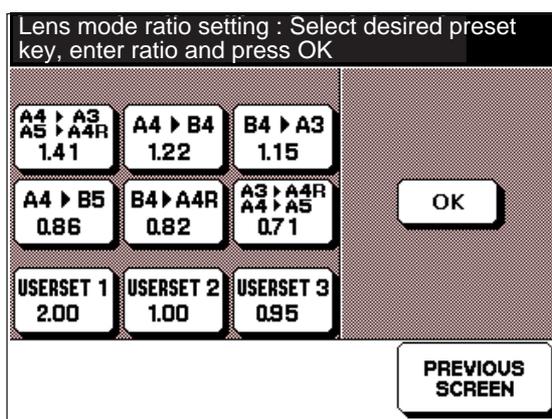
Step	Operation
1	Enter the key operator mode.
2	Touch ⟦2⟧ "Lens mode ratio" on the [Key operator menu screen].
3	Select a key that sets the magnification, from an arbitrary magnification between 1 and 3 on the [Arbitrary setting screen].
4	Enter the magnification (3 digits) using the numeric key pad. Setting range: 0.33 to 4.00 (See *1.)
5	Touch the ⟦OK⟧ key.
6	Touch the ⟦PREVIOUS SCREEN⟧ key to end the setting operation.

*1:

- The decimal point is fixed, so there is no need to input it.
- The displayed number will shift to the left and the number input will be entered at the very bottom.
- If the input number is less than 0.33, the magnification will be set to 0.33. If the input number is more than 4.00, the magnification will be set to 4.00.

[4] EKC (Electronic Key Counter) Setting

This machine is equipped with the EKC (electronic key counter) function where an user or a group can set a password to control the copy quantity.
E.K.C. is divided into two modes, user and operator mode.

a. User mode

The normal copy operation is performed in the E.K.C. selection state.

b. Operator mode

The following setting are performed in order to control in the E.K.C.
(1) Password setting (Up to 256 types can be registered.) Up to 1000 can be registered if E.K.C. memory card *1 is equipped.
(2) Count Limit Setting
(3) Count Reset
(4) EKC Setting
(5) Stop at Limit ON/OFF Setting
*1) Memory card is prepared in this machine as an option. If it is equipped, E.K.C. can be expanded and KRDS data can be collected.
Refer to KRDS setting in the 25 mode for the function of KRDS data collection.

1. EKC Setting Mode

a. Turn the main switch ON while pressing the Help Button to enter the Key Operator Mode.
b. Select [3. EKC Setting] from the Key Operator Menu Screen.

[Master Key Code Input Screen]

Enter E. K. C. master code

1	2	3	
4	5	6	
7	8	9	
0	OK		PREVIOUS SCREEN
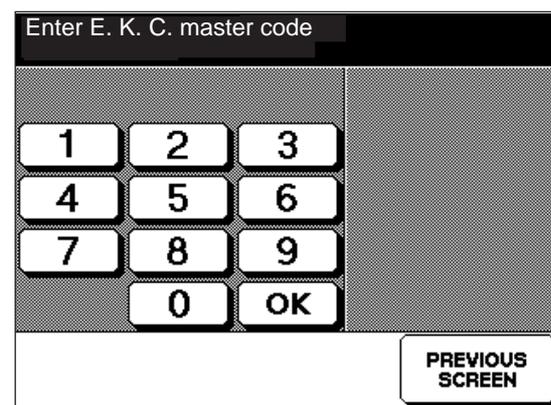
c. Using the numeric key pad on the screen, enter an 8 digit master key code. Set the EKC Master Key Code in advance using the 25 mode.

[EKC Setting Menu Screen]

```
┌─────────────────────────────────────┐
│ E. K. C. setting menu                │
│ ┌─┐                                  │
│ │1│ Entering and amending Passwords  │
│ └─┘                                  │
│ ┌─┐                                  │
│ │2│ Entering account limits          │
│ └─┘                                  │
│ ┌─┐                                  │
│ │3│ Resetting the accounts           │
│ └─┘                                  │
│ ┌─┐                                  │
│ │4│ Switching the EKC On or Off      │
│ └─┘                                  │
│ ┌─┐                                  │
│ │5│ Select effect of reaching the copy limit │
│ └─┘                                  │
│                        ┌──────────┐  │
│                        │ PREVIOUS │  │
│                        │  SCREEN  │  │
│                        └──────────┘  │
└─────────────────────────────────────┘
```

d. Select the item to be set from the EKC setting menu
e. When the selected item is set, press
   PREVIOUS SCREEN   key to return to the EKC
   setting menu screen.
f. Repeat steps d and e to set the necessary items.
g. Touch the   PREVIOUS SCREEN   key to conclude setting.

2. EKC Password Setting

Password setting, change and search are performed in the Password Setting Screen.
The password number and the number of that password will be indicated in the message area at the top of the screen. SEARCH PASSWORD is displayed by pressing ON key to finalize the password.

[Password Setting Screen]

```
┌─────────────────────────────────────┐
│ Press " SERCH PASSWORD " OR " Set No. "│
│ No. 000 Password : 00000             │
│ ┌─┐┌─┐                               │
│ │▼││▲│                               │
│ └─┘└─┘                               │
│  ┌─┐ ┌─┐ ┌─┐       ┌─────────┐       │
│  │1│ │2│ │3│       │ Set No. │       │
│  └─┘ └─┘ └─┘       └─────────┘       │
│  ┌─┐ ┌─┐ ┌─┐       ┌─────────┐       │
│  │4│ │5│ │6│       │  Set    │       │
│  └─┘ └─┘ └─┘       │ Password│       │
│  ┌─┐ ┌─┐ ┌─┐       └─────────┘       │
│  │7│ │8│ │9│                         │
│  └─┘ └─┘ └─┘                         │
│    ┌─┐ ┌──┐                          │
│    │0│ │OK│                          │
│    └─┘ └──┘        ┌──────────┐      │
│                    │ PREVIOUS │      │
│                    │  SCREEN  │      │
│                    └──────────┘      │
└─────────────────────────────────────┘
```
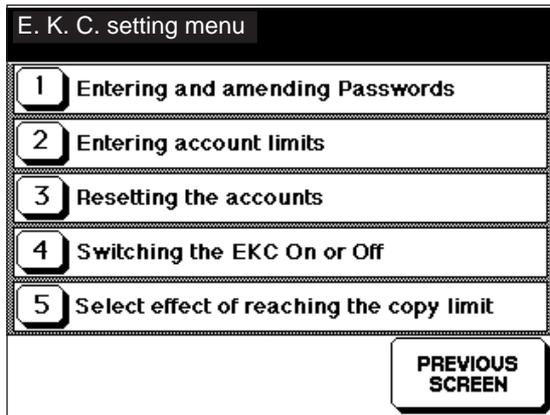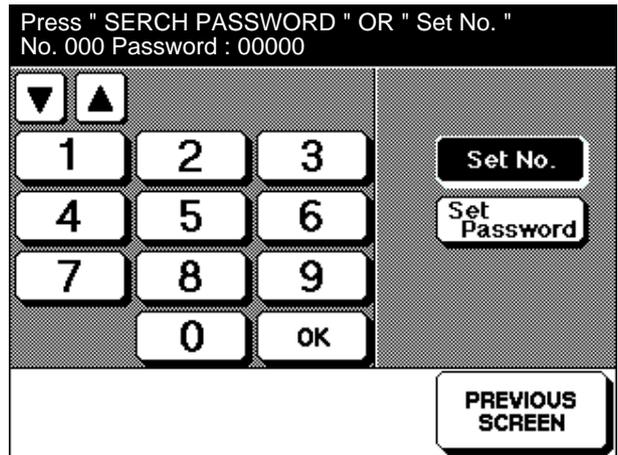
Step	Operation
1	Enter the key operator mode.
2	Enter the EKC setting mode.
3	Touch 1 "Password setting" on the [EKC setting menu screen].
4	[Password setting screen] Touch the Set No. key.
5	Enter a 3-digit password No. using the numeric key pad.
6	Touch the OK key to finalize the entered password No. (See *1.) The password input mode is brought about automatically with OK key.
7	Enter an 5-digit password using the numeric key pad.
8	Touch the OK key to finalize the entered password.
9	To set another password, repeat steps 4 to 8.
10	Touch the SEARCH PASSWORD key and verify the results of the search in the message column. If a password has been duplicated, returns to step 4.
11	Touch the PREVIOUS SCREEN key to end the setting operation.

[EKC Password Setting Screen]

a. When the EKC Password Search detects no duplication.
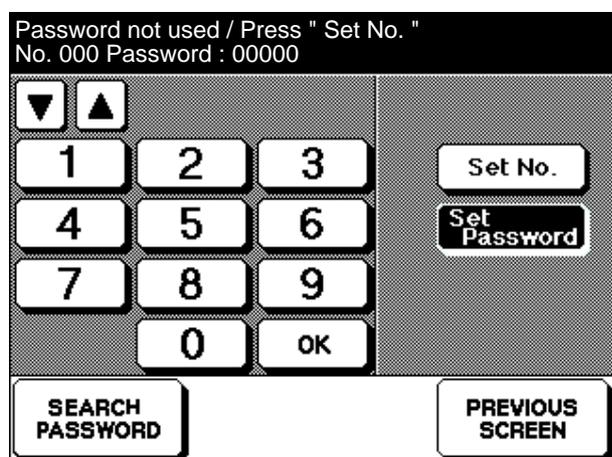
```
Password not used / Press " Set No. "
No. 000 Password : 00000

▼  ▲
1    2    3     Set No.
4    5    6     Set
7    8    9     Password
     0    OK

SEARCH              PREVIOUS
PASSWORD            SCREEN
```

b. When the EKC Password Search detects a duplication.

```
Password has been used / Input new one
No. 001 Password : 00000

▼  ▲
1    2    3     Set No.
4    5    6     Set
7    8    9     Password
     0    OK

                   PREVIOUS
                   SCREEN
```

*1: If a password is displayed in the message area when the password No. is finalized, it is the password corresponding to the previously set password No.
In this case, carry out one of the following operations.

(1) To change to a different password No., return to step 4.

(2) To change the password, enter the new password and finalize it.

Caution:

1. A password cannot be set to all zero (00000).
All passwords are set to all zero before the machine leaves the factory.

2. If the same password is set a plurality of times, the copy count will take place at the smallest password No.

3. Setting the EKC count limit

Set the limit of the EKC count.

[EKC count limit setting screen]

```
Input No. & Press OK
No. 000 Count / Limit : 000000 / 000000

▼  ▲
1    2    3     Set No.
4    5    6     Set Limit
7    8    9
     0    OK

                   PREVIOUS
                   SCREEN
```

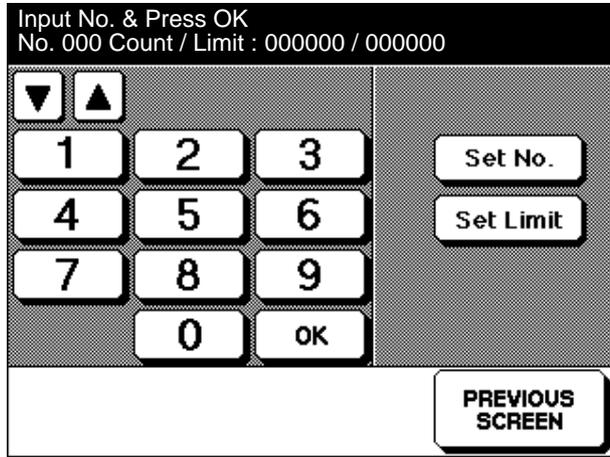| Step	Operation
1	Enter the key operator mode.
2	Enter the EKC setting mode.
3	Touch ② "Count Limit setting" on the [EKC setting menu screen].
4	Touch the [Set No.] key on the [EKC count limit setting screen].
5	Using the numeric key pad, enter a 3-digit password.
6	Touch the [OK] key to finalize the entry.
7	Touch the [Set Limit] key.
8	Enter the limit using the numeric key pad.
9	Touch the [OK] key to finalize the limit entry.
10	To set another limit, repeat steps 4 to 9.
11	Touch the [PREVIOUS SCREEN] key to end the setting operation.

For reference:

You can select a number by using the [▼] or [▲] key instead of the numeric keypad.

4. Checking the EKC count

Check the EKC count and the count limit using the EKC count limit setting screen.

[EKC count limit setting screen]

```
Input No. & Press OK
No. 000 Count / Limit : 000000 / 000000

▼  ▲

  1      2      3        Set No.

  4      5      6        Set Limit

  7      8      9

        0     OK

                         PREVIOUS
                         SCREEN
```

Step	Operation
1	Enter the key operator mode.
2	Enter the EKC setting mode.
3	Touch ② "Count Limit setting" on the [EKC setting menu screen].
4	Touch the (Set No.) key on the [EKC count limit setting screen].
5	Using the numeric key pad, enter a 3-digit password.
6	Touch the (OK) key to finalize the entry.
7	Check the count and count limit displayed in the message area.
8	To check another count, repeat steps 4 to 7.
9	Touch the (PREVIOUS SCREEN) key to end the setting operation.

For reference:

You can select a number by using the ▼ or ▲ key instead of the numeric keypad.

5. Resetting the EKC count

There are two methods of resetting the EKC count.
a. Individual count resetting
b. Overall count resetting

If one of these resetting methods is selected using the EKC count reset screen, the corresponding reset screen will appear.

[EKC count reset setting screen]

```
Reset E. K. C.
Reset individual or all accounts


           Reset
           Individual


           Reset
           all counters


                         PREVIOUS
                         SCREEN
```

Reference:

If the (PREVIOUS SCREEN) key is touched without conducting any operations, the display will return to the EKC setting menu.

a. Resetting an individual count
   [EKC individual count reset screen]

```
For 1 account reset , enter No. & OK
No. 000 Count / Limit : 000000 / 000000

▼  ▲
   1      2      3
   4      5      6
   7      8      9
             RESET
      0     OK

                  PREVIOUS
                  SCREEN
```

Step	Operation
1	Enter the key operator mode.
2	Enter the EKC setting mode.
3	Touch ③ "Count Reset" on the [EKC setting menu screen].
4	Touch the ⟨Reset Individual⟩ key on the [EKC count reset setting screen].
5	Using the numeric key pad, enter a 3-digit password number on the [EKC individual count resetting screen].
6	Touch the ⟨OK⟩ key to finalize the entry.
7	Touch the ⟨RESET⟩ key.
8	To reset the count for another number, repeat steps 5 to 7.
9	Touch the ⟨PREVIOUS SCREEN⟩ key to end the setting operation.

For reference:

You can select a number by using the ⟨▼⟩ or ⟨▲⟩ key instead of the numeric keypad.
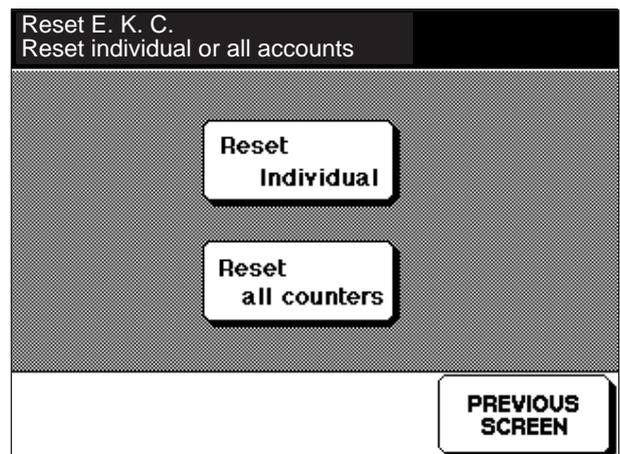
b. Resetting the total count
   [Total count reset screen]

```
Reset all E. K. C. accounts
YES / NO ?




      YES              NO
```

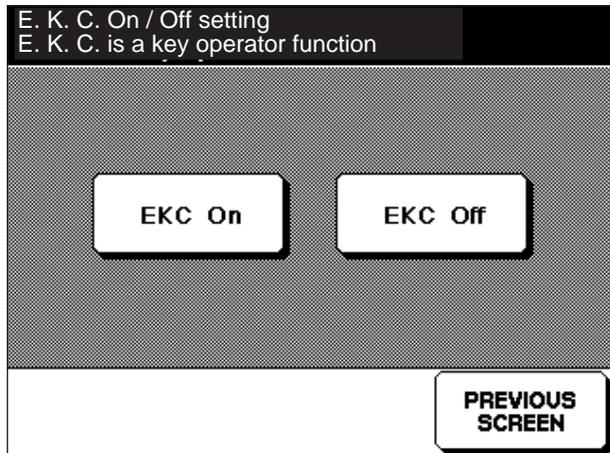| Step	Operation
1	Enter the key operator mode.
2	Enter the EKC setting mode.
3	Touch ③ "Count Reset" on the [EKC setting menu screen].
4	Touch the ⟨Reset all counters⟩ key on the [EKC count reset setting screen].
5	Select the [Total counter reset screen] function. ⟨Yes⟩ The total EKC count will be reset, and the EKC setting menu screen will re-appear. ⟨No⟩ The resetting operation will be interrupted, and the EKC setting menu screen will re-appear.
6	Touch the ⟨PREVIOUS SCREEN⟩ key to end the setting operation.

6. EKC use setting

Make a setting to use or not use the EKC function.

[EKC use setting screen]

```
E. K. C. On / Off setting
E. K. C. is a key operator function


           ┌──────────┐      ┌──────────┐
           │  EKC On  │      │  EKC Off │
           └──────────┘      └──────────┘


                              ┌──────────┐
                              │ PREVIOUS │
                              │  SCREEN  │
                              └──────────┘
```

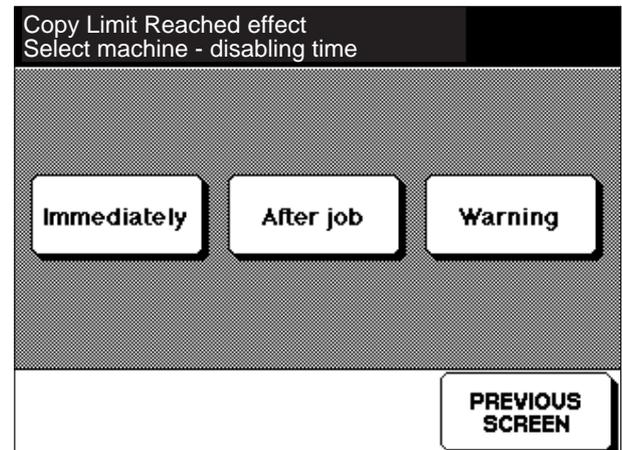| Step	Operation
1	Enter the key operator mode.
2	Enter the EKC setting mode.
3	Touch ④ "EKC On/Off Setting" on the [EKC setting menu screen].
4	Select the [EKC use/not use setting screen] function. EKC On The machine is controlled by the EKC. EKC Off The machine is not controlled by the EKC.
5	Touch the PREVIOUS SCREEN key to end the setting operation.

Reference:

EKC is factory EKC Off set to prior to shipping.

7. Stop/not stop setting for when EKC limit is exceeded

Make a setting to operate the machine when the EKC function is used and the count limit is exceeded.

[EKC limit exceeded stop/not stop setting screen]

```
Copy Limit Reached effect
Select machine - disabling time


   ┌────────────┐ ┌──────────┐ ┌──────────┐
   │ Immediately│ │ After job│ │ Warning  │
   └────────────┘ └──────────┘ └──────────┘


                              ┌──────────┐
                              │ PREVIOUS │
                              │  SCREEN  │
                              └──────────┘
```

Step	Operation
1	Enter the key operator mode.
2	Enter the EKC setting mode.
3	Touch ⑤ "Copy Limit-reached effect" on the [EKC setting menu screen].
4	Select the [EKC limit exceeded stop/not stop setting screen] function. Immediately The machine will stop as soon as the limit is exceeded. After job The machine will stop after completion of the ongoing job. Warning When the limit has been exceeded, Awarniing message will appear. Copy is possibe.
5	Touch the PREVIOUS SCREEN key to end the setting.

Reference:

EKC is factory After job set to prior to shipping.

8. Memory Card

(1) Storage of KRDS data
- Format: for KRDS (MS-DOS format)
- User: Service technician/Key operator

(2) Memory card format

When used for saving KRDS data:

Format the memory card for MS-DOS in your personal computer.

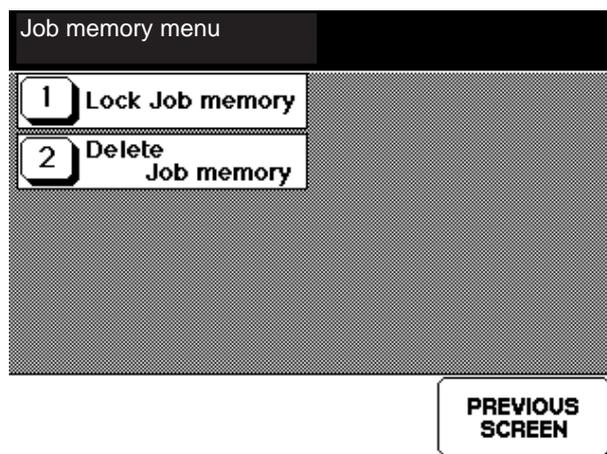* The computer must have a software that is able to format 64K-byte memory card.

[5] Job Memory (Lock/Delete) setting

Set the job memory lock/unlock, or delete the contents of the job memory.

1. Setting Method

a. Enter the Key Operator Mode.
b. Select 4 "Lock/Delete Job Memory" from the key operator menu screen.
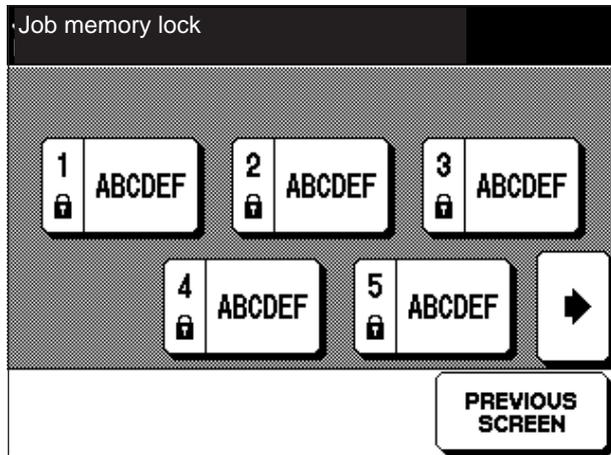
[Job Memory Menu Screen]

c. Select the item to set from the job memory lock/delete menu.
d. When the selected item is set, touch the the
[PREVIOUS SCREEN] key to return to the job memory lock/delete menu screen.
e. Repeat steps c and d until the necessary items have been set.
f. Touch the [PREVIOUS SCREEN] key to return to the Key Operator Menu screen.

2. Setting the job memory key lock

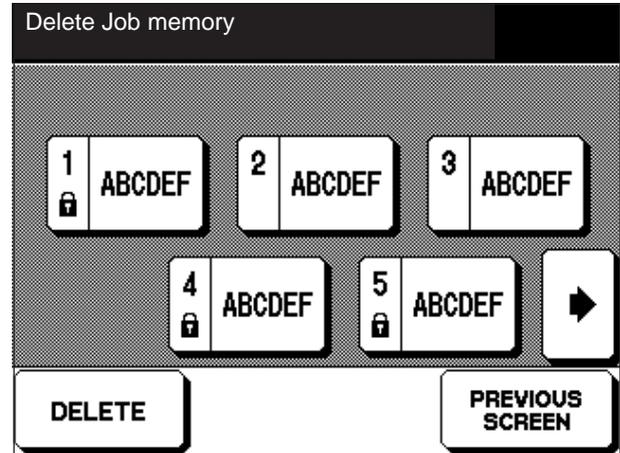Perform job memory key lock and unlock.

[Job memory key lock screen]

Step	Operation
1	Enter the key operator mode.
2	Touch ④ "Lock/delete Job memory" on the [Key operator menu screen].
3	Touch ① "Lock Job memory" on the [Job memory lock/delete menu screen]
4	Using the ◄ or ► key on the [Job memory key lock screen], scroll the screen and select the job No. to be key-locked. (See *1.) When the job key is locked, the 🔒 (lock) mark appears. * When a locked key is selected once again, the job key will be unlocked.
5	To lock or unlock another job key, repeat step 4.
6	Touch the [PREVIOUS SCREEN] key to end the setting operation.

*1: Job keys for which a job memory has not been registered cannot be locked.

3. Job memory deletion

Delete the contents and name of a registered (written) job memory.

[Job memory deletion screen]

Step	Operation
1	Enter the key operator mode.
2	Touch ④ "Lock/delete Job memory" on the [Key operator menu screen].
3	Touch ② "Delete Job memory" on the [Job memory lock/delete menu screen].
4	Using the ◄ or ► key on the [Job memory deletion screen], scroll the screen and select the job No. key to be deleted. (See *1.)
5	Touch the [DELETE] key. * When the contents of the job memory have been deleted, the reverse-displayed job key will return to normal. (See *2.)
6	To delete the contents of another job memory, repeat steps 4 and 5.
7	Touch the [PREVIOUS SCREEN] key to end the work.

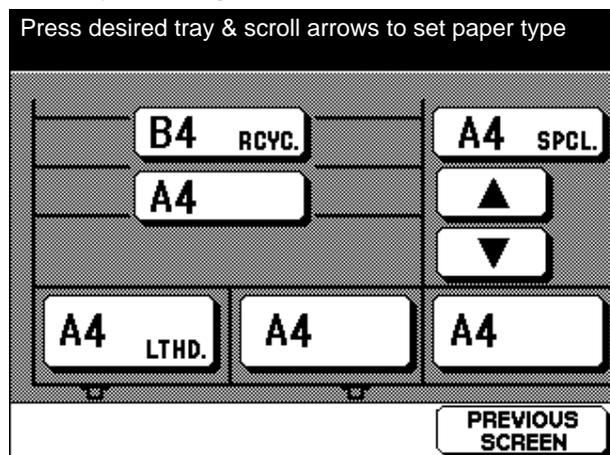*1: Job keys for which a job memory has not been registered cannot be selected.

*2: A locked job memory can also be erased. In this case, the job memory will be unlocked when the contents of the job memory are erased.

[6] Paper Type Setting

Set the type of paper to be placed in each paper feed tray.

[Paper type setting screen]

```
Press desired tray & scroll arrows to set paper type

    B4  RCYC.          A4  SPCL.
    A4                    ▲
                          ▼
   A4  LTHD.   A4       A4

                      PREVIOUS
                       SCREEN
```

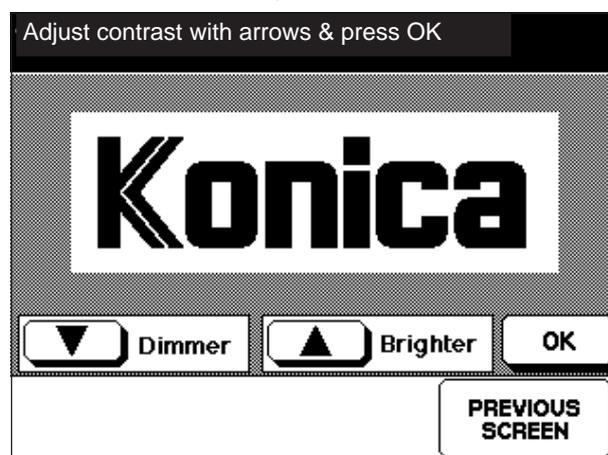| Step	Operation
1	Enter the key operator mode.
2	Touch ⑤ "Paper type" on the [Key operator menu screen].
3	Using the [Paper type setting screen], select the paper feed tray for which a paper type setting is to be made.
4	The ▼ and ▲ keys will be displayed. Touch the ▼ or ▲ key to select the paper type. (See *1.)
5	To make a paper type setting for another paper feed tray, repeat steps 3 and 4.
6	Touch the PREVIOUS SCREEN key to end the setting operation.

*1: By touching the ▼ key or ▲, the paper type will change. Nine types of paper, including one blank space, are displayed. The following types of paper can be indicated.

KBM	OTHER
RCYC.	RECY.
COLR.	HEAD
LTHD	CHLR.
SPCL.	BLUE
LABL	RED
INVC.	GREN
LEGL	YELL
LEDG	BRWN

[7] LCD Panel Contrast Adjustment

Adjust the contrast of the LCD panel.
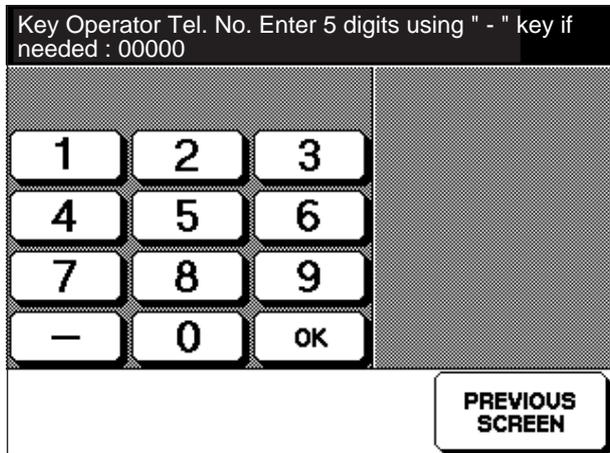
[LCD panel contrast adjustment screen]

```
Adjust contrast with arrows & press OK


        Konica


  ▼ Dimmer   ▲ Brighter   OK

                      PREVIOUS
                       SCREEN
```

Step	Operation
1	Enter the key operator mode.
2	Touch ⑥ "Control panel contrast" on the [Key operator menu screen].
3	Adjust the contrast by touching the ▼ (Dimmer) or ▲ (Brighter) key on the [LCD panel contrast adjustment screen].
4	Touch the OK key to finalize the contrast.
5	Touch the PREVIOUS SCREEN key to end adjustment.

[8] Setting the Operator Extension No.

Set the operator extension No. displayed on the help screen of the basic screen.

[Key Operator Extension No. Setting Screen]

```
Key Operator Tel. No. Enter 5 digits using " - " key if
needed : 00000

  1    2    3
  4    5    6
  7    8    9
  —    0    OK

                          PREVIOUS
                          SCREEN
```

Step	Operation
1	Enter the key operator mode.
2	Touch ⑦ "Key operator tel. No." on the [Key operator menu screen].
3	Enter a 5-digit extension No. using the numeric key pad on the [Operator extension No. setting screen]. * If the extension No. is less than 5 digits, enter '-' (hyphen) in front of the extension No. (See *1.)
4	Touch the OK key to finalize the extension No.
5	Touch the PREVIOUS SCREEN key to end the setting operation.

*1: In the help screen of the basic screen, '-' (hyphen) is displayed as a space.

Reference:

Prior to leaving the factory, machines are input with "-----".

[9] Weekly Timer Setting

Weekly timer is a function to control the copying machine using the following operations by the key operator.

• Timer setting enables to set ON/OFF time individually (from Monday to Sunday) or collectively.

• Operation day setting enables to set the timer operation day by each day or week.

• Basically, set to turn ON/OFF the timer once a day. However, it can be turned ON/OFF once when it is ON. (Lunch time OFF function)

• During the copy machine is OFF caused by the timer, it can be operated if the power save ON/OFF button is pressed and the password is entered, provided that the password has been designated. (Forcible ON)

• Setting time can be changed as a summer time.

The weekly timer can be used by entering W.T. master key code. The above operations become disabled without entering.

Outline of Weekly Timer Setting Procedures

1. Enter Weekly Timer Setting Mode.
2. Weekly Timer Setting: It determines whether to use the weekly timer setting function.
3. Summer Time Setting: It determines whether to use the summer time setting function.
4. Date and Time: It designates the accurate current time.
5. Timer Setting: It determines ON/OFF time of the copying machine.
   • Individual: Determines seven ON/OFF times for each week.
   • Collective: Determines ON/OFF times for seven days from Monday to Sunday.
6. Operation Day Setting: It designates the timer operation day.
   • Individual: Determines the operation days for each day.
   • Collective: Determines the seven operation days for each week.
7. Lunch Time OFF Setting: It determines OFF time for the lunch time if necessary.
8. Password Setting for Usage at other times: It designates the password if the copying machine is used out of the specified time.
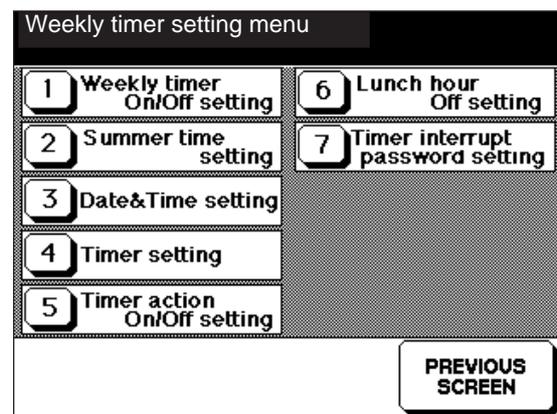
OPERATION

1. Weekly Timer Setting Mode

   a. Enter the Key Operator Mode.
   b. Select the 8. Weekly Timer Setting key from the Key Operator Menu screen.

[Weekly Timer Master Key Code Inputting Screen]
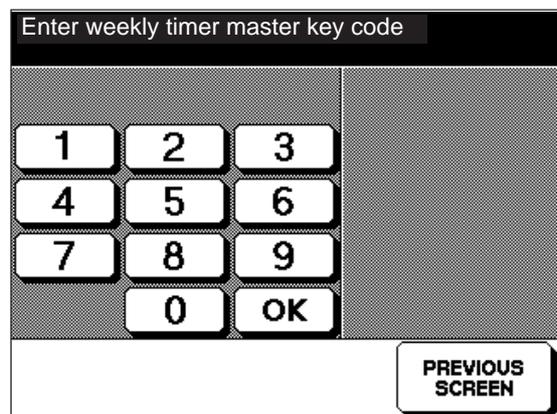
c. Input a 4-digit Master Key Code using the numeric key pad of the screen (* refer to 1).
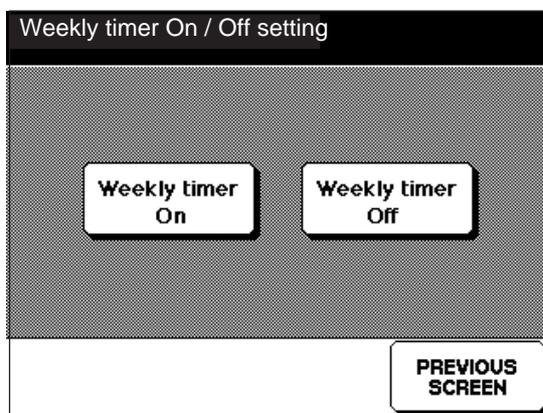
[Weekly Timer Setting Menu Screen]

   d. Select the item to be set from the Weekly Timer Setting Menu screen.
   e. After selected items is set, touch the PREVIOUS SCREEN key to return to the Weekly Timer Setting Menu Screen.
   f. Repeat steps d. and e. to set the necessary items.
   g. Touch the key and return to the Operator Menu Screen.

*1: Set the Master code beforehand in the 25 mode.

2. Weekly Timer ON/OFF Setting

Set the Weekly Timer ON or OFF.

[Weekly Timer ON/OFF Screen]

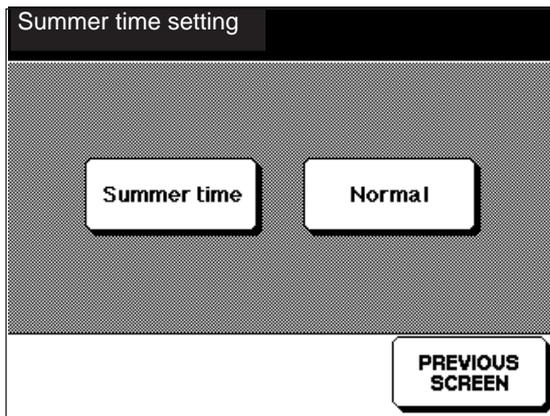| Step	Operation
1	Enter the key operator mode.
2	Enter the Weekly Timer Setting mode. Touch [1] "Weekly Timer ON/OFF" key on the [Weekly timer setting menu screen].
3	Select the function on the [Weekly timer ON/OFF setting screen] Weekly timer On key: Using Weekly timer (Operates with connecting power.) Weekly timer Off key: Weekly timer is not use. (The machine is switched ON and OFF with the ON/OFF switching of the main switch).
4	Touch the PREVIOUS SCREEN key to end the setting operation.

Reference:

Weekly timer Off is selected prior to machines leaving the factory.

3. Summer Time Setting

This function conducts each type of setting of the Weekly Timer. It performs the Summer Time Setting.
The time difference for Summer Time is set beforehand in the 25 mode.

[Summer Time Setting Screen]

```
Summer time setting


        Summer time        Normal




                          PREVIOUS
                           SCREEN
```

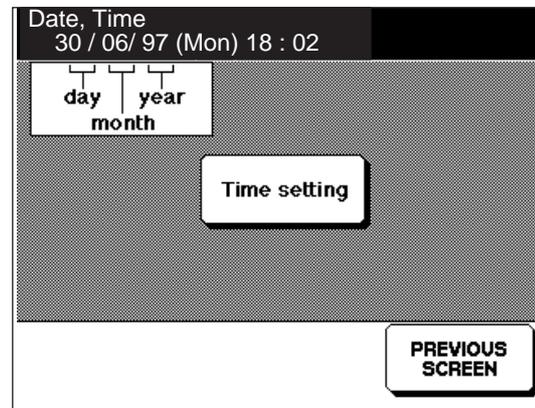| Step	Operation
1	Enter the key operator mode.
2	Enter the Weekly Timer Setting mode. Touch ② "Summer time setting" key on the [Weekly timer setting menu screen].
3	Select the function on the [Summer time setting screen] Summer time key: Change to Summer time Normal key: Return to "normal" time.
4	Touch the PREVIOUS SCREEN key to end the setting operation.

Reference:

The "Normal" state is selected prior to the machine leaving the factory.

4. Date and Time Setting

Set the current date and time to become the standard for Weekly Timer operation.

[Date and Time Screen]

```
Date, Time
  30 / 06/ 97 (Mon) 18 : 02

  day    year
  month

                Time setting



                          PREVIOUS
                           SCREEN
```

Step	Operation
1	Enter the key operator mode.
2	Enter the Weekly Timer Setting mode. Touch ③ "Date and Time" key on the [Weekly timer setting menu screen].
3	Enter the Date and Time on the [Date/time screen] Touch the Time setting key: Enter the Year with the numeric keypad on the screen and touch the OK key. The year is entered by in putting the last 2 digits of the year. (The year number can be set between(1997-2020).
5	Enter the month then touch the OK key.
6	Enter the day then touch the OK key.
7	Enter the hour then touch the OK key. Time is entered using the 24 hour clock. Enter the hour then touch the OK key.
8	Touch the PREVIOUS SCREEN key to end the setting operation.

Caution:

The indicated steps differ according to the destination of the machine.

Japan: Year/Month/Day

North America: Month/Day/Year

Europe: Day/Month/Year

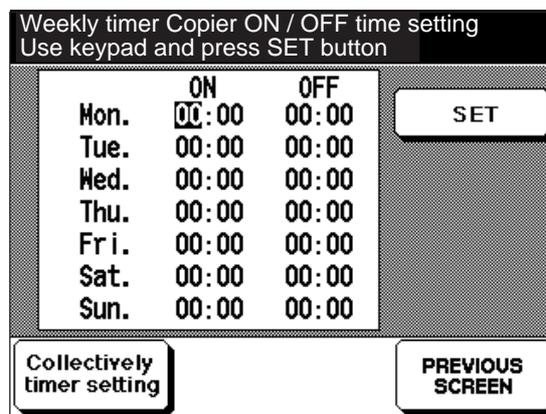(The order of these parameters vary according to the main body destination.)

Reference:

• The input mode can be skipped whenever [PREVIOUS SCREEN] key is pressed during input of Date and Time. The display will return to Date/Time Screen.

• Pressing [OK] key stores the items that have been inputted in the memory.

5. Timer Setting

• **Timer Setting(Individual Day)**

Set the time of the ON/OFF power of the copier with the Weekly Timer to different days of the week.

[Weekly Timer Setting Screen]

```
Weekly timer Copier ON / OFF time setting
Use keypad and press SET button

              ON      OFF
     Mon.    00:00   00:00         ┌──────┐
     Tue.    00:00   00:00         │ SET  │
     Wed.    00:00   00:00         └──────┘
     Thu.    00:00   00:00
     Fri.    00:00   00:00
     Sat.    00:00   00:00
     Sun.    00:00   00:00

  ┌─────────────┐              ┌──────────┐
  │ Collectively│              │ PREVIOUS │
  │timer setting│              │ SCREEN   │
  └─────────────┘              └──────────┘
```

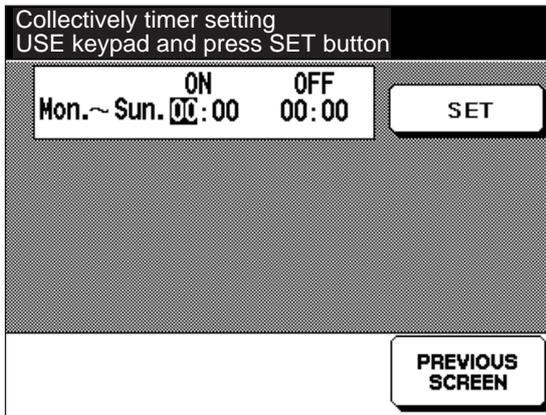| Step	Operation
1	Enter the key operator mode.
2	Enter the Weekly Timer Setting mode.
3	Touch ④ "Timer setting" key on the [Weekly timer setting menu screen].
4	Touch the [SET] key and select the part to be inptut on the [Weekly timer setting screen] This key will appear in reverse.
5	Enter the ON/OFF time of each day of the week with the Copy quantity setting buttons and press [SET] key to check the data.
6	Touch the [PREVIOUS SCREEN] key to end the setting operation.

Caution:

• This setting is actually enabled/disabled by the "Operation day setting".

• If the ON time and OFF time settings are the same, the power will not go ON. For example, if the setting remains 00:00 ~ 00:00, the power will not go ON, even on the day set by "Operation day setting".

Reference:

• The numbers of areas that can be entered numerically will be displayed in reverse.

• When this screen is opened, the Hour portion of the Monday ON time is indicated in reverse.

• When the [SET] key is pressed, the input position will move in order from Monday ON Hour -> Monday ON Minute -> Monday OFF Hour -> Monday OFF Minute -> ....

• Press the [Collectively timer setting] button when the ON/OFF time is entered unrelatedly to a particular day of the week. The display will change to the Timer Collective Setting Screen.

• **Timer Setting (Monday ~ Sunday, Collective).**
Set ON/OFF times of the copier for Monday to Sunday collectively using the Weekly Timer.

[Weekly Timer Collective Setting Screen]

```
Collectively timer setting
USE keypad and press SET button
              ON      OFF
Mon.~ Sun. 00:00   00:00        SET


                              PREVIOUS
                              SCREEN
```

Step	Operation
1	Enter the key operator mode.
2	Enter the Weekly Timer Setting mode.
3	Touch ④ "Timer setting" key on the [Weekly timer setting menu screen].
4	Touch the ⌊Collectively timer setting⌋ key on the [Weekly timer setting screen]
5	Touch the ⌊SET⌋ key and select he input area. This will appear in reverse.
6	Enter the Mounday ~ Sunday ON/OFF time from Copy quantity setting button and touch ⌊SET⌋ key to check the data.
7	Touch the ⌊PREVIOUS SCREEN⌋ key to end the setting operation.

Caution:
• Setting of the time sequence for a week can be conducted collectively, however this operation is not applied to Saturday and Sunday.
• Actual operation is conducted with the Operation Day Setting.

Reference:
• The number of areas that can be entered numerically will be indicated in reverse.
• When this screen is opened, the 00:00 ~ 00:00 indication will appear. Alteration of time setting is conducted when the ⌊SET⌋ key is pressed.
If the time is input and the ⌊SET⌋ key not pressed, the alterations to time will not be made when the screen is closed.
• When the ⌊PREVIOUS SCREEN⌋ button is pressed to conclude setting, the ON/OFF times entered collectively will be input into the ON and OFF times of each day of the week.
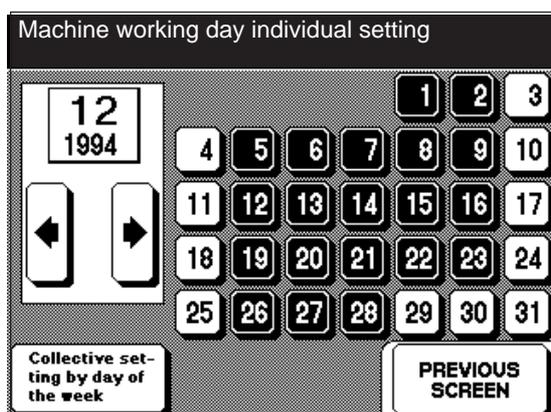
6. Operation Day Setting
• **Operation Day Individual Setting**
Individual settings are made while looking at the calendar to determine whether the copier should be ON or OFF, at set time.

[Operation Day Setting Screen]

```
┌─────────────────────────────────────────┐
│ Machine working day individual setting   │
│                                          │
│   ┌──────┐       1  2  3                 │
│   │ 12   │    4  5  6  7  8  9  10        │
│   │ 1994 │   11 12 13 14 15 16 17         │
│   └──────┘   18 19 20 21 22 23 24         │
│    ◀    ▶    25 26 27 28 29 30 31         │
│                                          │
│  Collective set-         PREVIOUS        │
│  ting by day of          SCREEN          │
│  the week                                │
└─────────────────────────────────────────┘
```

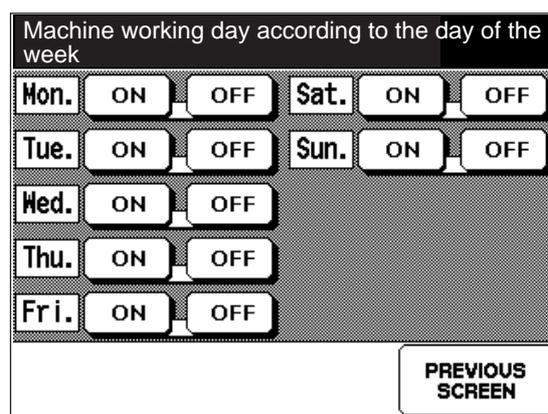| Step	Operation
1	Enter the key operator mode.
2	Enter the Weekly Timer Setting mode.
3	Touch ⑤ "Operating day setting" key on the [Weekly timer setting menu screen].
4	Change the calender indication (by pressing the ◀ or ▶ keys) if the month to be set is not displayed.
5	Press the button to change the day of the Timer operation ON/OFF. Operational days are indicated in reverse, normal white indication indicates that no operation is conducted.
6	Touch the [PREVIOUS SCREEN] key to end the setting operation.

Reference:
• Calendar setting is performed between the years 1995 ~ 2020.
• When the days of the week are set ON/OFF collectively, press the [Collective setting by day of the week] key, and perform the setting using the Individual Day Operation Collective Setting Screen.
• Machines are set with Monday ~ Saturday ON and Sunday OFF prior to leaving the factory.

• **Individual Day Operation Collective Setting**
Whether the power to the copier is ON or OFF is set collectively according to the settings in the timer.
With regard to days set individually from the calendar, power to the copier will be turned ON/OFF collectively as a result of the Timer Setting.
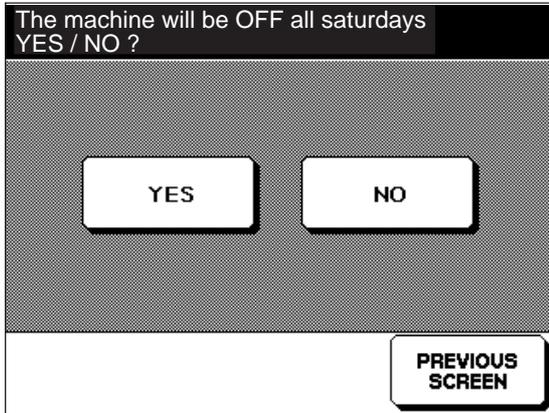
[Individual Day Operation Collective Setting Screen]

```
┌─────────────────────────────────────────┐
│ Machine working day according to the day │
│ of the week                              │
│ Mon.  ON   OFF   Sat.  ON   OFF          │
│ Tue.  ON   OFF   Sun.  ON   OFF          │
│ Wed.  ON   OFF                           │
│ Thu.  ON   OFF                           │
│ Fri.  ON   OFF                           │
│                          PREVIOUS        │
│                          SCREEN          │
└─────────────────────────────────────────┘
```

Step	Operation
1	Enter the key operator mode.
2	Enter the Weekly Timer Setting mode.
3	Touch ⑤ "Operating day setting" key on the [Weekly timer setting menu screen].
4	Touch the [Collective setting by day of the week] key on the [Operation day setting screen]
5	Set the timer operation in daily units. [ON] key: Timer operion on this day. [OFF] key: Timer not opertional on this day.(Power is OFF all day).
6	[Individual operation day (alternation check) screen)] Change to this screen to alter the setting from ON to OFF or from OFF to ON. Check th econtents of changes. [Yes]: Check alterations and return to the previous screen. [No]: Cancel alternations and return to the previous screen. [PREVIOUS SCREEN]: Operations the same way as the [No] key.
7	Repeat steps 4 and 5 for each alteration of the day.
8	When setting is complete, touch the [PREVIOUS SCREEN] once the display has returned to the [Individual operation day collective setting screen] and then return to the [Weekly timer setting message screen].

The screen will change to the [Individual Operation Day Alteration Check Screen] when alteration of the ON/OFF day has been conducted.

[Individual Operation Day Alteration Check Screen].

```
┌─────────────────────────────────────┐
│ The machine will be OFF all saturdays│
│ YES / NO ?                           │
│                                      │
│                                      │
│                                      │
│      ┌─────────┐   ┌─────────┐      │
│      │  YES    │   │   NO    │      │
│      └─────────┘   └─────────┘      │
│                                      │
│                       ┌───────────┐ │
│                       │ PREVIOUS  │ │
│                       │  SCREEN   │ │
│                       └───────────┘ │
└─────────────────────────────────────┘
```

The display will return to the [Individual Operation Day Collective Setting Screen] no matter which key is touched out of this screen's Yes , No and PREVIOUS SCREEN key.

Reference:
- If a key which already appears in reverse is touched again, it will still be rendered ineffective.
- Machines are set so that Monday ~ Saturday are ON, and Sundays are OFF prior to leaving the factory.

Caution:
In the [Individual Operation Day Collective Setting Screen], selected keys will be displayed in reverse, however only the last operation is indicated (and not set).
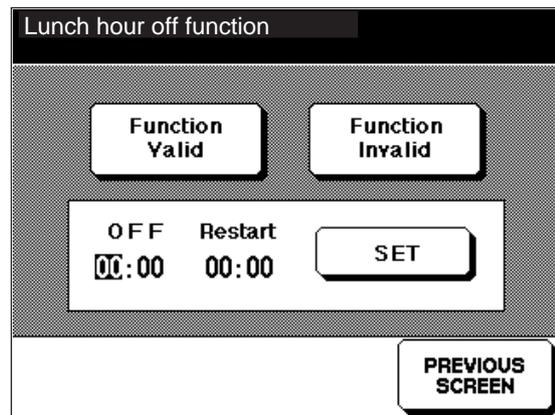Individually set operation days are given priority.

7. Lunch Time OFF Function

This function is used to set the Lunch Time OFF function OFF or ON, or to set the time.
The method of setting the time is the same as that of the Timer Setting.

[Lunch Time OFF Setting Screen]

Touch the Function Valid key when using the lunch time OFF function, the display will go to the OFF time and Operation Restoration Time Setting Screen.

```
┌─────────────────────────────────────┐
│ Lunch hour off function              │
│                                      │
│     ┌──────────┐   ┌──────────┐     │
│     │ Function │   │ Function │     │
│     │  Valid   │   │ Invalid  │     │
│     └──────────┘   └──────────┘     │
│                                      │
│    ┌──────────────────┬──────────┐  │
│    │ OFF    Restart    │   SET    │  │
│    │ 00:00  00:00      │          │  │
│    └──────────────────┴──────────┘  │
│                       ┌───────────┐ │
│                       │ PREVIOUS  │ │
│                       │  SCREEN   │ │
│                       └───────────┘ │
└─────────────────────────────────────┘
```

Step	Operation
1	Enter the key operator mode.
2	Enter the Weekly Timer Setting mode.
3	Touch ⑥ "Lunch time off function" key on the [Weekly timer setting menu screen].
4	Select whether to set the function in use or not on the [Lunch time off function setting screen] Function valid key: Use the Lunch time Off function. Function invalid key: The Lunch time Off function is not used. The time can not be set.
5	If the Function valid key is touched in step4, set the OFF time and restor operation time. Enter usint the Copy quantity setting button.
6	Enter the "Minutes" part of the OFF time, then touch the SET key.
7	Enter the "Hours" part of the OFF time, then touch the SET key.
8	Enter the "Minutes" part of the restart time, then touch the SET key.
9	Touch the PREVIOUS SCREEN key to end the setting operation.

Reference:
- The Lunch Time OFF function will operate on days when power is set to be on, bearing no relation to day and date. It will not function when the machine is designated to be off all day.
- The Function Valid key is selected prior to leaving the factory.

8. Password Setting for Usage at Other Times

If the functions are to be used when the power is cut, a password from the Weekly Timer is necessary.
Set the password in this function.

[Timer interrupt password setting Screen]
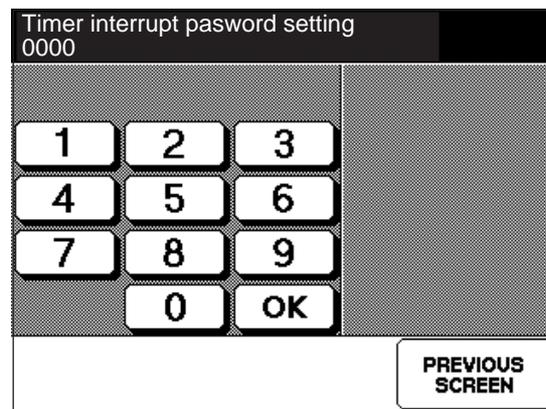
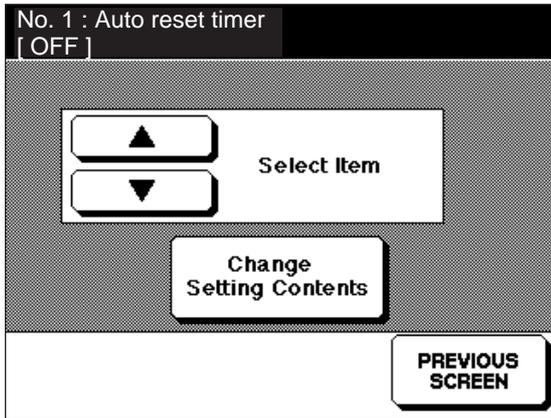| Step	Operation
1	Enter the key operator mode.
2	Enter the Weekly Timer Setting mode.
3	Touch ⑦ "Timer interrupt password setting" key on the [Weekly timer setting menu screen].
4	Input the passeword 4 digits using the numerical keypad and touch the ON key.
5	Touch the PREVIOUS SCREEN key to end the setting operation.

Reference:
- The machine can be operated without a password if the master code is set at "0000", even if power to the machine is cut by the Weekly Timer.
- The password is set at "0000" prior to leaving the factory.

[10] Memory Switch

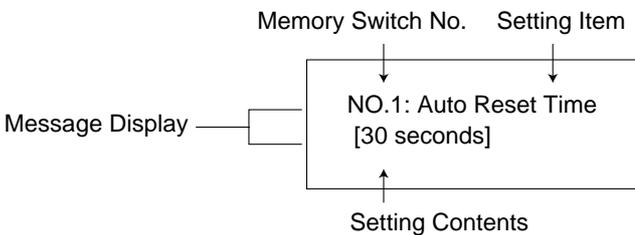Conducts the setting or changes of various functions of the whole copier.

[Memory Switch Screen]

```
No. 1 : Auto reset timer
[ OFF ]

    ┌─────────┐
    │    ▲    │
    ├─────────┤     Select Item
    │    ▼    │
    └─────────┘

              ┌──────────────┐
              │    Change    │
              │ Setting Contents │
              └──────────────┘

                        ┌──────────┐
                        │ PREVIOUS │
                        │  SCREEN  │
                        └──────────┘
```

1. Operation

Memory switch number, setting item and setting contents are all displayed in the message area of the upper screen.

[Message Display Example]

```
           Memory Switch No.    Setting Item
                  ↓                 ↓
              ┌──────────────────────────┐
Message Display ─│   NO.1: Auto Reset Time  │
              │      [30 seconds]        │
              └──────────────────────────┘
                        ↑
                  Setting Contents
```

(1) Selection of memory switch and setting items.
Select the memory switch number and item in the first row of the message display with the ▼ and ▲ keys. When the ▲ key is pressed once, the displayed switch number and item will change. If the ▼ key is pressed the change will occur in the reverse order.

(2) Alternation of Setting Contents
With the Change Setting Contents button, alter the setting contents according to memory switch number and item indicated in the first row of the message indication. When the Change Setting Contents button is pressed once, the setting contents will switch and the these contents will be displayed on the second line of the message indication. Press the PREVIOUS SCREEN key to complete the setting.

Step	Operation
1	Enter the Key Operator Mode.
2	[KEY OPERATOR MENU SCREEN] Touch 9 Memory Switch key.
3	[MEMORY SWITCH SCREEN] Set each function. ▲ button : ⎫ Press when selecting the setting item ▼ button ⎬ and memory switch number of the memory switch displayed on the first line of the message display. Change Setting Contents button: Press when selecting the contents displayed on the second line of the Message Display selected.
4	Use step 3 to change settings of necessary functions
5	Touch the PREVIOUS SCREEN key to conclude setting.

Reference:
For the contents of the initial settings of machines prior to leaving the factory, refer to [2. Function List of Settings and Alterations that can be made with the Memory Switch].

2. Function List of Settings and Alterations that can be made with the Memory Switch

Switch No.	Setting item/Description	Description of setting (Underlined items indicate the initial state.)
01	**Auto reset time** Determines the time from the end of copying until the machine returns to the initial state.	• <u>OFF</u> • 30 sec • 1 min • 1 min 30 sec • 2 min • 2 min 30 sec • 3 min • 3 min 30 sec • 4 min • 4 min 30 sec • 5 min

02	**Auto button function**
	Sets the copy mode, copy density, magnification and tray selection to either "full auto" or "initial" when the auto button is selected.
		• <u>Full auto</u> ...
		  Copy mode = One-sided to one-sided
		  Copy density = AE
		  Magnification = 1.00
		• Initial ... State determined by the initial settings

03	**Original placed in the RADF** Sets the state when an original is placed in the RADF when the RADF is closed but the RADF mode is canceled.	• <u>RADF selection only</u> • RADF selection + auto button
04	**Non-original automatic erasure function** Used to set whether or not the blank area outside the original is to be erased. Note: If you select "non-original erasure only in the Auto size/Auto magnification mode", during manual operation the maximum scan will be used, hence the performance of the CPU will be reduced, and also the conveyance belt of the ADF will be read, so the amount of memory used will increase.	• <u>Erases the blank area outside the original.</u> • Erasure of the area outside the original only for APS/AMS

Switch No.	Setting item/Description	Description of setting (Underlined items indicate the initial state.)
05	**RADF frame erasure** When making a copy using the RADF, be sure to make a Yes or No frame erasure specification.	• No • Yes (2 mm) • <u>Yes (3 mm)</u> • Yes (5 mm)
06	**Auto tray switching (ATS)** If the copy paper runs out during a copy operation, and if there is a tray containing paper of the same size as the paper that was used during the ongoing copy operation, that tray is automatically selected, enabling the copy operation to resume. Automatic tray selection can be disabled by turning OFF switches No.9 to 13 for each tray, even when this switch is "ON".	• <u>OFF</u> • ON
07	**Automatic size selection in the platen mode** Paper of the same size as the original on the platen glass is automatically selected. (When variable magnification is used, a magnification that matches the paper size is selected.) Automatic tray selection can be disabled by turning OFF switches No.9 to 13 for each tray, even when this switch is "ON".	• OFF • <u>ON</u>
08	**Automatic size selection in the RADF mode** This function automatically selects paper of the same size as the original in the RADF. When variable magnification is used, a magnification that matches the paper size is selected.) Automatic tray selection can be disabled by turning OFF switches No.9 to 13 for each tray, even when this switch is "ON".	• OFF • <u>ON</u>
09	**Automatic selection switch on tray 1** If this switch is OFF, automatic switchover to tray 1 will not take place, ever when the auto tray switch function (switch No.06) is ON. Likewise, if this switch is OFF, automatic switchover to tray 1 will not take place at the APS, even when platen APS (switch No.07) or RADF-APS (switch No.08) is ON.	• OFF • <u>ON</u>

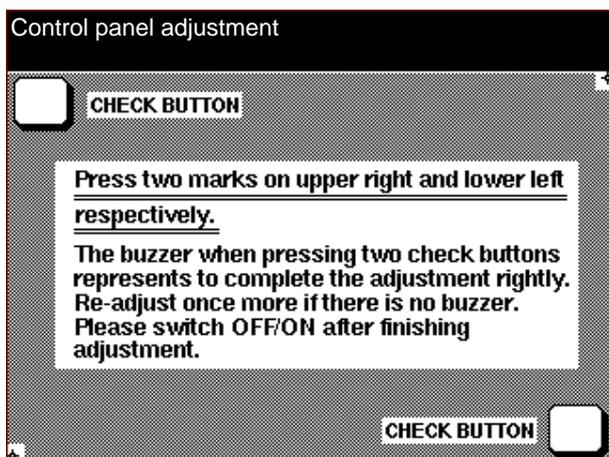| Switch No.	Setting item/Description	Description of setting (Underlined items indicate the initial state.)
10	**Automatic selection switch on tray 2** If this switch is OFF, automatic switchover to tray 2 will not take place, even if the automatic trace switch function (switch Mo.6) is ON. Likewise, if this switch is OFF, automatic switchover to tray 2 will not take place at the APS, even when platen APS (switch No.07) or RADF-APS (switch No.08) is ON	• OFF • <u>ON</u>
11	**Automatic selection switch on tray 3** If this switch is OFF, automatic switchover to tray 3 will not take place, even if the auto tray switching function (switch No.06) is ON. Likewise, if this switch is OFF, automatic switch to tray 3 will not take place at the APS, even if platen APS (switch No.07) or RADF-APS (switch No.08) is ON.	• OFF • <u>ON</u>
12	**Automatic selection switch on tray 4** If this switch is OFF, automatic switchover to tray 4 will not take place, even if the auto tray switching function (switch No.06) is ON. Likewise, if this switch is OFF, automatic switch to tray 4 will not take place at the APS, even if platen APS (switch No.07) or RADF-APS (switch No.08) is ON.	• OFF • <u>ON</u>
13	**Automatic selection switch on tray 5** If this switch is OFF, automatic switchover to tray 5 will not take place, even if the auto tray switching function (switch No.06) is ON. Likewise, if this switch is OFF, automatic switch to tray 5 will not take place at the APS, even if platen APS (switch No.07) or RADF-APS (switch No.08) is ON.	• OFF • <u>ON</u>
14	**Automatic magnification selection in the platen mode** The size of the original on the platen glass is read, and the magnification is automatically set so that the read image fits exactly on the paper of the selected size.	• OFF • <u>ON</u>
15	**Automatic magnification selection in the RADF mode** The size of the original in the RADF is read, and the magnification is automatically set so that the read image fits exactly on the paper of the selected size.	• OFF • <u>ON</u>

Switch No.	Setting item/Description	Description of setting (Underlined items indicate the initial state.)
16	**Staple auto reset** The staple mode is automatically canceled after a copy is made in the staple sort mode. (The machine enters the sort mode.)	• <u>OFF</u> • ON
17	**Buzzer** This function selects whether or not a buzzer tone is output when a button on operation panel is pressed.	• <u>OFF</u> • ON
18	**Job memory (15) automatic call function** This function automatically calls job memory No.15 when the machine is switched ON or when an auto reset occurs. * Does not function when job No.15 is not registered. A special setting is used for each user.	• OFF • <u>ON</u>
19	**Intersheet tray selection function** This function selects the tray from which the cover sheets and intersheets are to be fed in the intersheet mode.	• <u>Tray 1</u> • Tray 3
20	**A5, B6, 5.5 x 8.5size original type** In Japan: B6; USA: 5.5x8.5; Europe: A5	• Landscape • <u>Portrait</u>
21	**Rotation** This function rotates the image 90° before copying it, when the copy paper in the tray is of the same size as the original but offset 90° with respect to it. It can also be used to invert the top and bottom of the image of an A5/5.5x8.5R original when making a one-sided original to two-sided copy.	• OFF • ON • <u>ON only in the Auto size/Auto magnification mode</u>
22	**Display time of a 1-shot display**	• <u>3 sec</u> • 5 sec

[11] Control Panel adjustment

Adjust the misalignment of the screen and the touch positionsensor using the following procedure.

[Touch Panel Adjustment Screen]

Control panel adjustment

CHECK BUTTON

Press two marks on upper right and lower left respectively.

The buzzer when pressing two check buttons represents to complete the adjustment rightly. Re-adjust once more if there is no buzzer. Please switch OFF/ON after finishing adjustment.

CHECK BUTTON

Step	Operation
1	Enter the key operator mode.
2	[Key Operator Mode Menu Screen] Touch ⑩ Control Panel Adjustment key.
3	[Control Panel Adjustment Screen] Using a touch pen, gently touch the cross at the top right corner. *1
4	Using the touch pen, gently touch the cross at the bottom left corner.
5	Touch the ☐ keys at top left and bottom right, and confirm that the buzzer sounds. If the buzzer does not sound, repeat steps 3 and 4.
6	Switch the machine OFF to end adjustment.

*1: It is recommended that you use a round tipped plastic touch pen.

[12] Setting the Auto Low Power and Auto Shutoff Times

Perform time setting for the energy saving mode according to the following procedure. There are two settings, auto low power setting and auto shutoff setting. Auto shutoff results in a higher energy saving.

1. **Setting the energy saving mode time**

a. Select the times up to auto low power and auto shutoff, respectively. Times that cannot be set are displayed against a shaded background.

[Auto Low Power and Auto Shutoff Time Setting Screen]

Timer setting Auto Low Power   Auto Shut off

Auto Low Power

| 5 min | 10 min | 15 min | 30 min | 60 min | 90 min | 120 min | 240 min |

Auto Shut off

| 30 min | 60 min | 90 min | 120 min | 240 min |

Next setting

PREVIOUS SCREEN
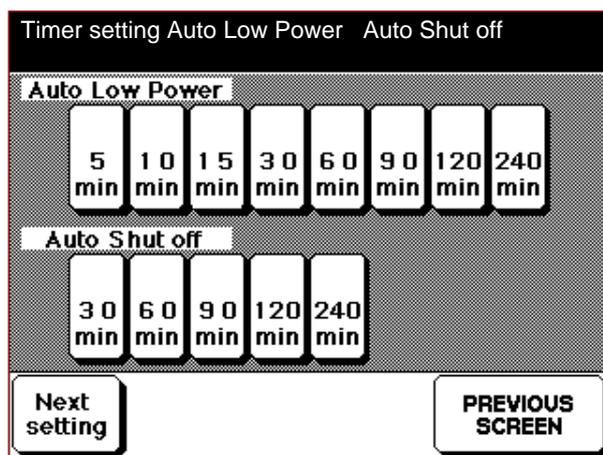
b. Touch the [Next setting] key, and set whether or not to use the auto shutoff function.

[Auto Shutoff Function Use Yes/No Setting Screen]

Auto Shut off On / Off setting

On   Off

PREVIOUS SCREEN
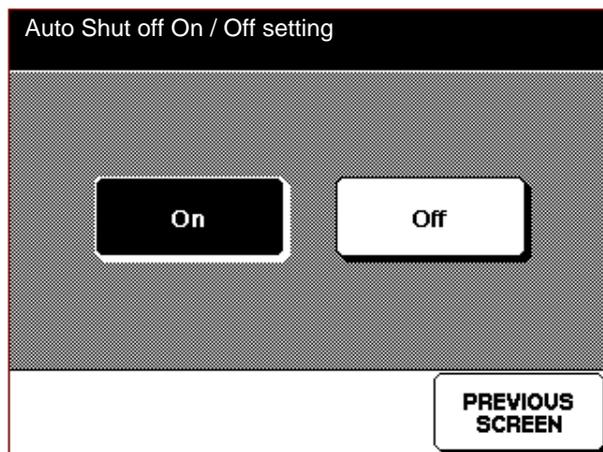
Step	Operation
1	Enter the key operator mode.
2	[Key Operator Mode Screen] Touch ⑪ Auto Low Power and Auto Shutoff Time Setting key.
3	[Auto Low Power and Auto Shutoff Time Setting Screen] Select each time. *1
4	Touch the [Next Setting] key.
5	[Auto Shutoff Function Use Yes/No Setting Screen] Select whether or not to use the auto shutoff function.
6	Touch the [PREVIOUS SCREEN] key to end setting work. The key operator mode menu screen re-appears.

*1: When you do not wish to implement auto shutoff, select the same time as that for auto low power.
　　You cannot make an auto low power time setting that exceeds the auto shutoff time setting.
Note: If you make a "No" selection on the [Auto Shutoff Function Use Yes/No Setting Screen], the [Auto Low Power and Auto Shutoff Time Setting Screen] becomes as follows.
a. The auto shutoff selection key is displayed against a shaded background, indicating that it cannot be selected.
b. The shaded background disappears from the 120-minute and 240-minute auto power selection keys, indicating that these keys can be selected.

[13] KRDS Host Call

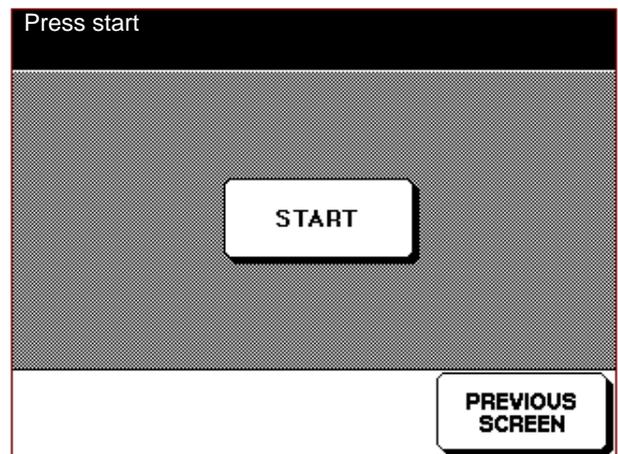If the machine is connected to a KRDS, it can call the host at the service center.
　　a. Select [JAM-related trouble call], [SC-related trouble call] or [Other call], depending upon the particular circumstances.

[KRDS Host Call Menu Selection Screen]
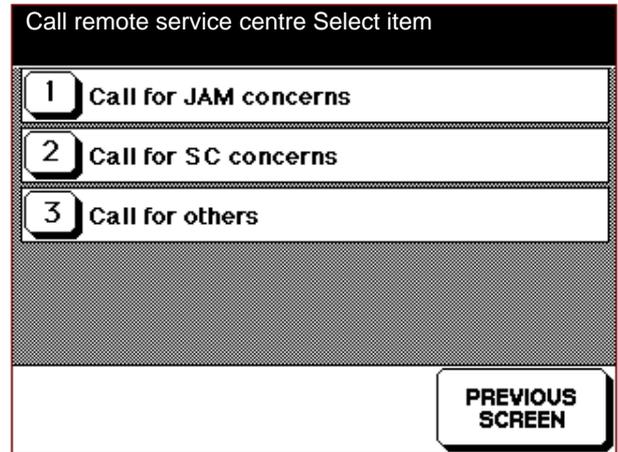
b. When you touch the [Start] key, the machine starts calling the host.
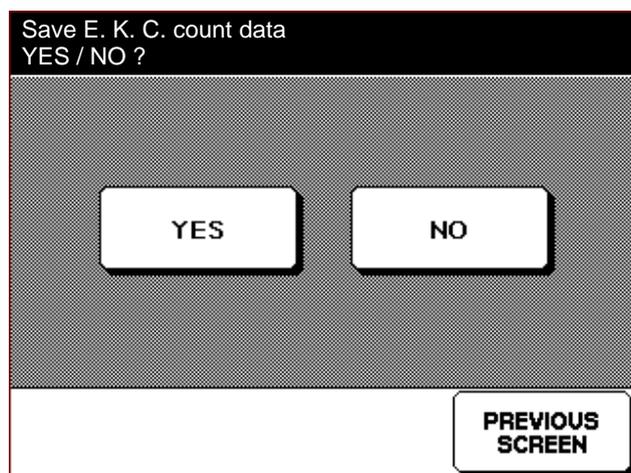
[KRDS Host Call Execution Screen]

Step	Operation
1	Enter the key operator mode.
2	[Key Operator Menu Screen] Touch 12 KRDS Host Call. [KRDS Host Call Menu Screen]
3	Select the desired kind of trouble call. The following screen appears automatically.
4	[KRDS Host Call Execution Screen] The machine starts calling the host.
5	Touch the PREVIOUS SCREEN key to end setting work. The key operator mode menu screen re-appears.

[14] Memory Card Save

If the memory contains a memory card, EKC data can be saved to the memory card.

[Memory Card Save Screen]

Save E. K. C. count data
YES / NO ?

YES   NO

PREVIOUS
SCREEN

Step	Operation
1	Enter the key operator mode.
2	[Key Operator Menu Screen] Touch 12 EKC Data Memory Card Save.
3	[Memory Card Save Screen] Select a function.
4	Yes key: EKC data is saved to the memory card, and the key operator menu screen re-appears. No key: The key operator menu screen re-appears without any operation taking place.

The PREVIOUS SCREEN key has the same function as the No key.

[15] Key Operator Mode Setting Item Table

Setting item menu			Setting description
①	Initial setting	① Copy mode	Copy mode initial state setting
		② Copy density	Copy density initial state setting
		③ Magnification	Magnification initial state setting (Setting range: 0.33 to 4.00)
		④ Paper tray	Tray initial state setting
		⑤ Finisher	Finisher initial state setting
		⑥ Finish	Staple position initial state setting
		⑦ Image read	Image read initial state setting
②	Arbitrary magnification settings		Setting range: 0.33 to 4.00
③	EKC settings	① EKC Password setting	No. set, password set, password search
		② EKC Count Limit setting	No. set, limit set
		③ EKC Count Reset	Individual count reset, total count reset
		④ EKC On/Off Setting	Used, not used
		⑤ EKC Copy Limit-reached effect	Instantaneous stop, stop after copying
④	Lock/delete Job memory	① Lock Job memory	Key locking, unlocking
		② Delete Job memory	Delete the contents of the job memory
⑤	Paper type		KBM OTHER RCYC. RECY. COLR. HEAD LTHD CHLR. SPCL. BLUE LABL RED INVC. GREN LEGL YELL LEDG BRWN
⑥	LCD panel control adjustment		Dark, light
⑦	Key operator tel. No.		5-digit extension number
⑧	Weekly timer settings	① Weekly timer Yes/No setting	Used; Not used
		② Daylight saving time setting	Daylight saving time; Ordinary time
		③ Date and time adjustment	Current date and time (year, month, day)
		④ Timer reservation time setting	ON time, OFF time (Both together for each day of the week)
		⑤ Operating day setting	ON date, OFF date (Individually/Both together for each day of the week)
		⑥ Midday recess OFF function setting	Machine OFF during midday recess, continuous operation, convenient time
		⑦ Password settingfor using machine outside normal office hours	Password setting
⑨	Memory switch		Item selection, changing the set contents
⑩	Analog touch panel adjustment		Adjusting the touch panel on the LCD
⑪	Auto low power/auto shutoff time setting		Period until the energy saving mode is activated
⑫	KRDS host call	① JAM-related trouble call	A jam-related host call is output.
		② SC-related trouble call	An SC-related host call is output.
		③ Other calls	Other host calls are output.
⑬	EKC data memory card save		EKC data is saved to the memory card.

7060 PASSWORD LIST

Item	Number of digits	Setting method	Operator	Password entry	Remarks
Key operator mode	4	25 mode [6] Password setting	CE	• When the machine enters the key operator mode	–
EKC master key code	8	25 mode [6] Password setting	CE	• When the machine is in the EKC setting mode of the key operator mode	–
Weekly timer master key code	4	25 mode [6[Password setting	CE	• When the weekly timer setting screen of the key operator mode appears	–
Weekly timer interrupt password	4	Key operator mode [8] Weekly timer setting ↓ [7] Password setting for using machine outside normal office hours	Key operator	• When the operator wishes to turn ON the machine for a short time while it is turned OFF by the weekly timer	
EKC password	5	Key operator mode [3] EKC setting ↓ [1] EKC password setting	Key operator	• When the main switch is ON	• 256 passwords can be set.
KRDS host password	5	25 mode [10] KRDS setting ↓ [2] Host password setting	CE	• When the host computer is called	• If KRDS is not installed, not availalbe.