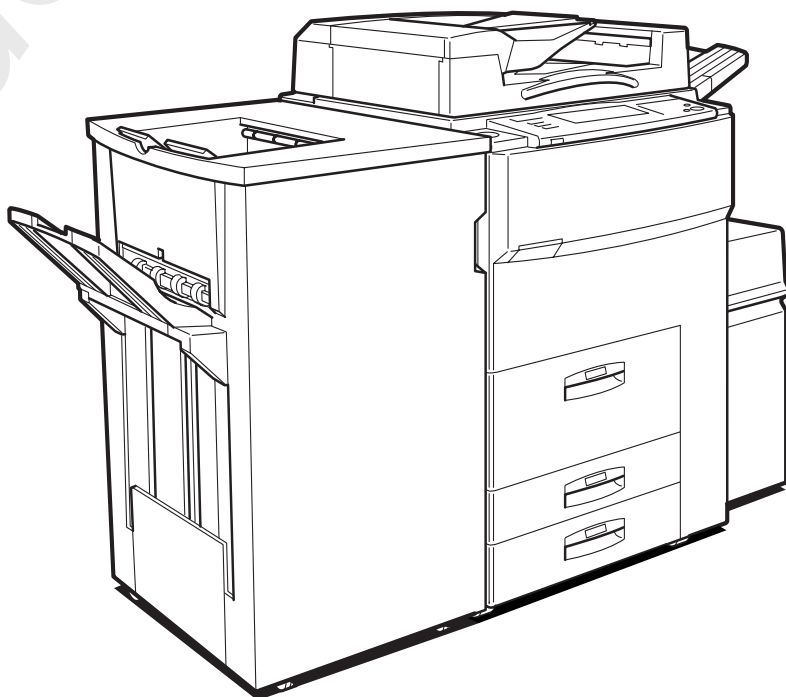


Savin 2555

Operating Instructions **COPY REFERENCE**



Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.


Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.



Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.



Operator Safety

This machine is considered a CDRH class 1 laser device, safe for office/EDP use. The machine contains two GaAIAs laser diodes, 5-milliwatt, 760-800 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see ⇒ P.1 "Machine Types".)

- Type1: 2555, 5502
- Type2: 2555, 5502

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, Savin recommends that you use genuine toner.

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts in your office product.

Power Source

120V, 60Hz, 20A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see ⇒ P.335 "Power Connection".

Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON.**

⏻ means **STAND BY.**

SAVIN CORPORATION

333 Ludlow Street, Stamford, CT 06904

203-967-5000

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ WARNING:
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ CAUTION:
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ WARNING:

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:**
 - **You spill something into the equipment.**
 - **You suspect that your equipment needs service or repair.**
 - **Your equipment's cover has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer or at appropriate collection sites.**
- **Dispose of the used toner bottle in accordance with the local regulation.**

⚠ CAUTION:

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

How to Read this Manual

Symbols

In this manual, the following symbols are used:

WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

- WARNINGS and CAUTIONS are notes for your safety.

Important

If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

【 】

Keys built into the machine's control panel.

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8. Specification

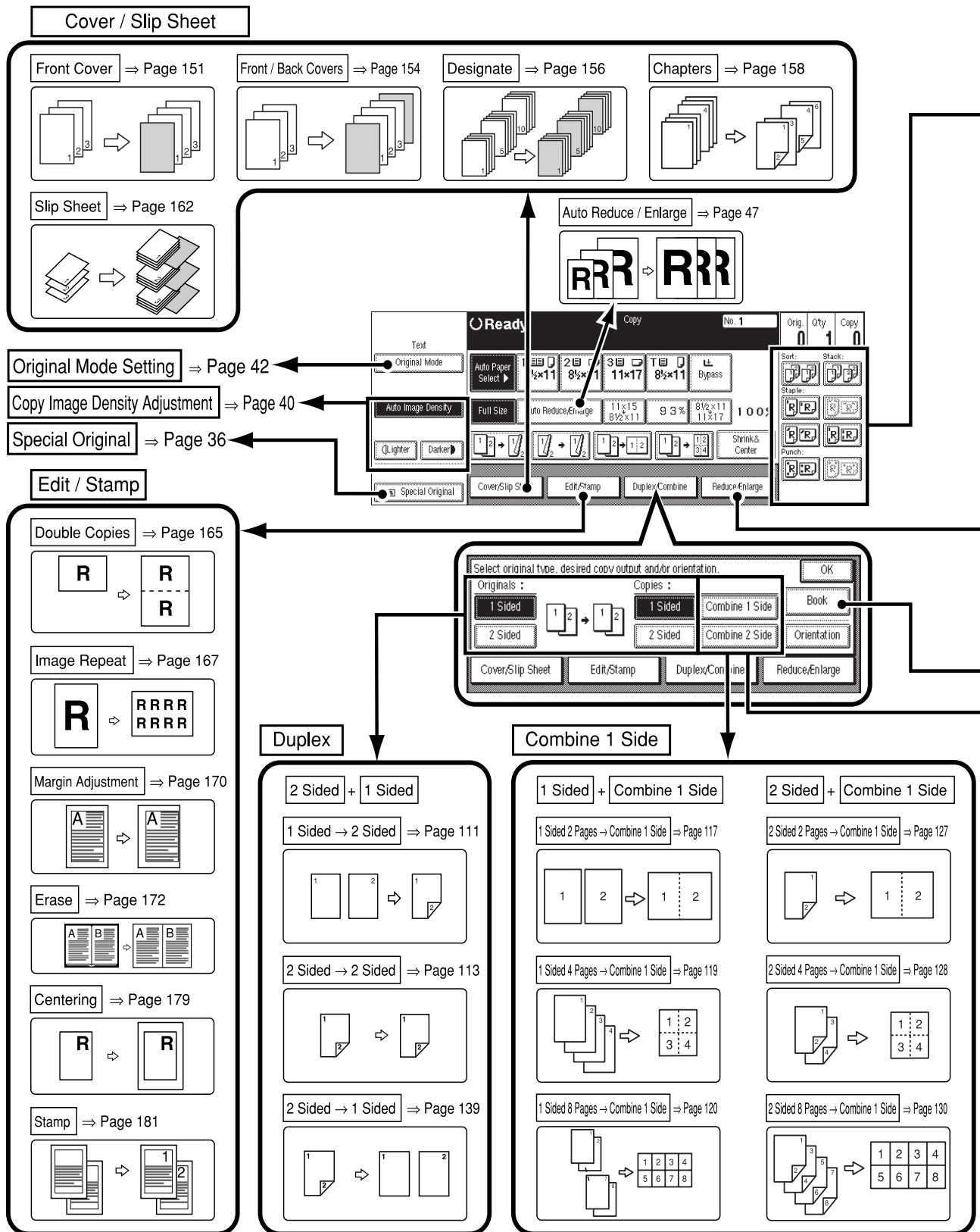
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Machine Types

This machine comes in two models which vary in copy speed. To make sure which model you have, see the inside front cover.

	Type 1	Type 2
Copy speed	55 copies/minute (A4  , 8 1/2" x 11" )	70 copies/minute (A4  , 8 1/2" x 11" )

What You Can Do with This Machine (Copy Mode)



*1 Optional finisher is required.

*2 Optional finisher and punch kit are required.

Sort Stack Staple

<p>Sort ⇒ Page 55</p>	<p>Rotate Sort ⇒ Page 56</p>	<p>Stack ⇒ Page 58 *1</p>	<p>Staple ⇒ Page 60 *1</p>
------------------------------	-------------------------------------	----------------------------------	-----------------------------------

Punch ⇒ Page 69 *2

Reduce / Enlarge

<p>Reduce / Enlarge ⇒ Page 94</p>	<p>Size Magnification</p> <p>Size Magnification ⇒ Page 99</p>
<p>Zoom ⇒ Page 97</p>	<p>Directional Magnification (%) ⇒ Page 101</p>
	<p>Directional Size Magnification (inch) ⇒ Page 104</p>

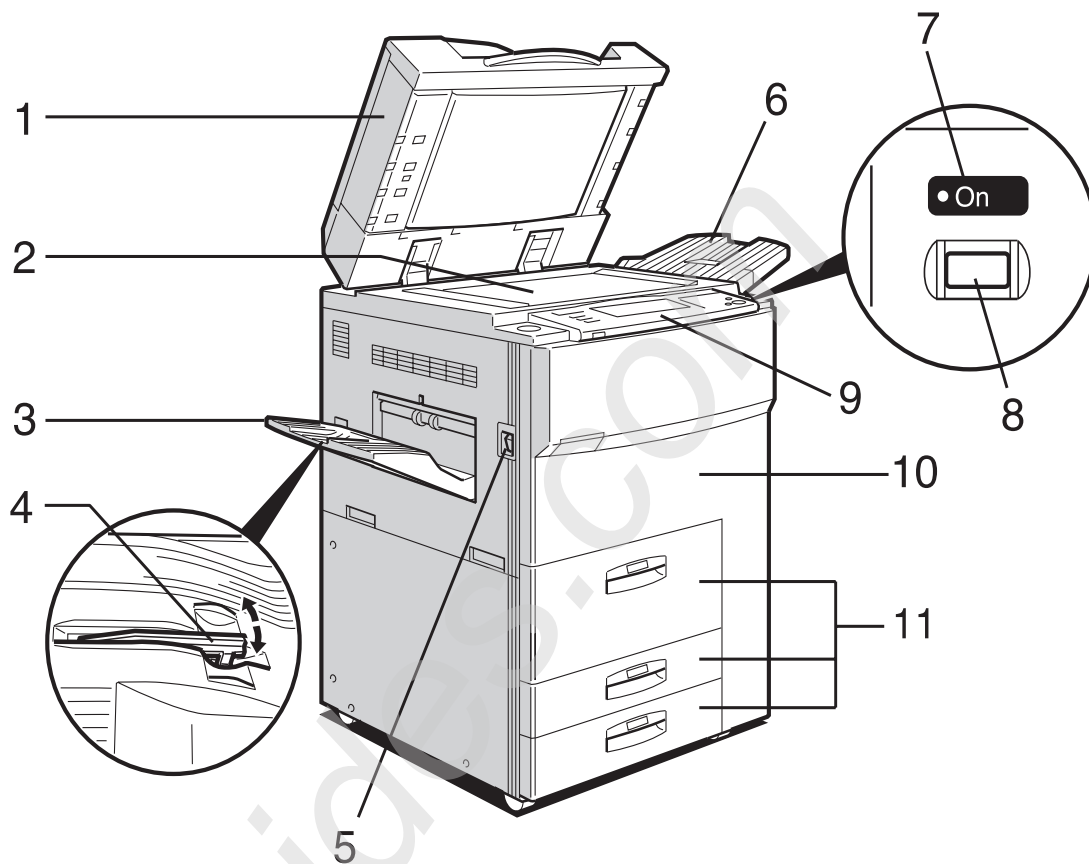
Combine 2 Side

<p>1 Sided + Combine 2 Side</p> <p>1 Sided 4 Pages → Combine 2 Side ⇒ Page 122</p>	<p>2 Sided + Combine 2 Side</p> <p>2 Sided 4 Pages → Combine 2 Side ⇒ Page 131</p>
<p>1 Sided 8 Pages → Combine 2 Side ⇒ Page 123</p>	<p>2 Sided 8 Pages → Combine 2 Side ⇒ Page 133</p>
<p>1 Sided 16 Pages → Combine 2 Side ⇒ Page 125</p>	<p>2 Sided 16 Pages → Combine 2 Side ⇒ Page 135</p>

Book

<p>Book → 1 Sided ⇒ Page 138</p>	<p>Booklet ⇒ Page 145</p> <p>Portrait</p> <p>Landscape</p>
<p>Book → 2 Sided ⇒ Page 141</p>	<p>Magazine ⇒ Page 147</p> <p>Portrait</p> <p>Landscape</p>
<p>Multi → 2 Sided ⇒ Page 143</p>	

Guide To Components



ZBQS010N

1. Document Feeder (ADF)

The document feeder automatically feeds a stack of originals one by one.

2. Exposure glass

Place originals here face down for copying.

3. Output tray

Copied paper is delivered here.

4. Output tray guide

This guide prevents copied OHP transparencies and translucent paper from being curled when delivered.

5. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

6. ADF external tray

When copying one-sided originals, the originals are delivered here.

7. On indicator

This indicator goes on when the operation switch is turned on, and goes off when the switch is turned off.

8. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

9. Control panel

See ⇒ P.8 "Control Panel".

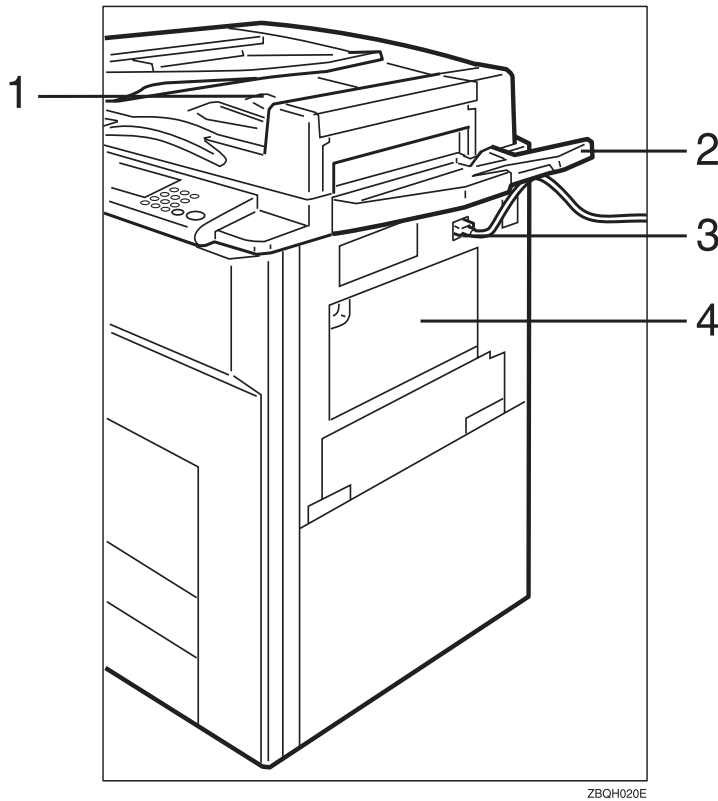
10. Front cover

Open to access the inside of the machine.

11. Paper tray

Set paper here.

Tray 1 is a tandem tray where the paper on the left side automatically moves to the right side when the paper on the right side has run out.



ZBQH020E

1. ADF tray

When copying two-sided originals, the originals are delivered here.

Note

- Even when copying one-sided originals, you can select the ADF tray.

2. ADF external tray

When copying one-sided originals, the originals are delivered here.

3. Connect Copy port

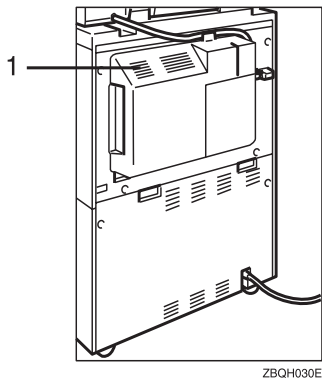
Attach the optional Connect Copy cable here.

Important

- Do not connect any other equipment to the Connect Copy port.
- Be sure to turn off the main power switch on both the master unit and sub-unit before you disconnect the Connect Copy cable. Unplugging the cable while power is on could damage the machines.

4. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post-cards, and non-standard size paper.



1. Ventilation hole

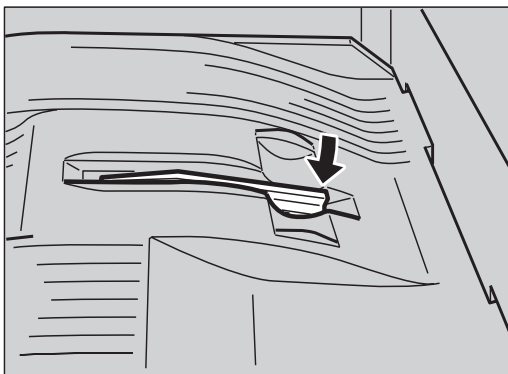
Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

Output Tray Guide

When copying onto OHP transparencies and translucent paper, raise the guide. This prevents copies from being curled when delivered.

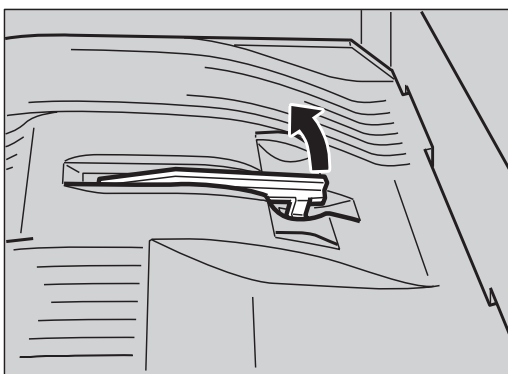
❖ To copy onto normal paper and thick paper

Pinch the right end of the guide, and then lower it until it clicks into place.

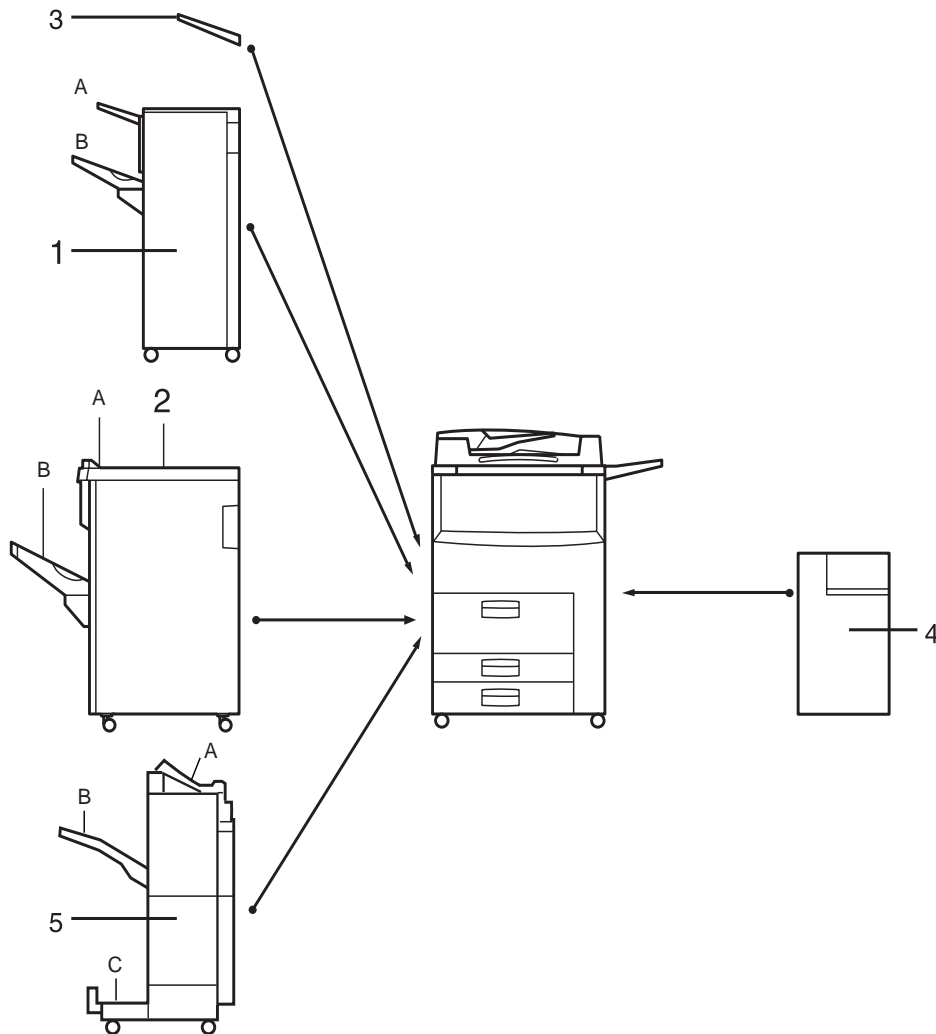


❖ To copy onto OHP transparencies and translucent paper

Raise the right end of the guide until it clicks.



Options



ZBQP010E

1. 50-Sheet Finisher

Sorts, stacks, and staples copies. You can also punch copies. (The Punch function is optional.)

- A: Finisher proof tray
- B: Finisher shift tray

2. 100-Sheet Finisher

Sorts, stacks, and staples copies. You can also punch copies. (The Punch function is optional.)

- A: Finisher proof tray
- B: Finisher shift tray

Other options:

- Punch kit
- Copy Connector kit
- Tab sheet tray
- 8¹/₂" × 14" paper size tray (inch version only)

3. Output tray (Can be installed when the finisher is not installed.)

Copied paper is delivered here.

4. Large Capacity Tray (LCT)

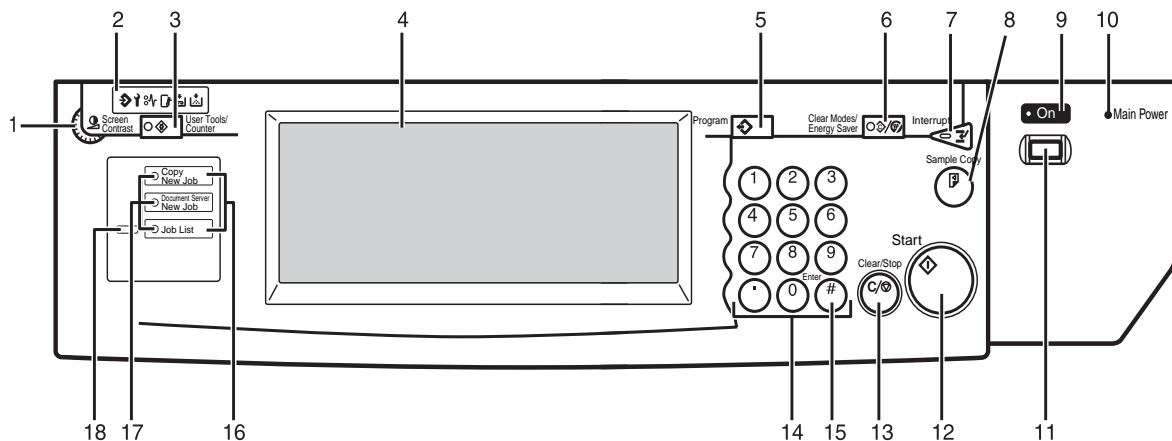
Holds 3,500 sheets of paper.

5. Booklet Finisher

Sorts, stacks, and staples copies. The Saddle Stitch function is also available.

- A: Finisher proof tray
- B: Finisher shift tray
- C: Booklet tray

Control Panel



ZBQS040N

1. Screen Contrast knob

Adjusts the brightness of the display panel.

2. Indicators

These indicators show errors or the status of the machine. See ⇒ P.247 "What to Do If Something Goes Wrong".

3. [User Tools/Counter] key

- User Tools
Press to change the default settings and conditions to meet your requirements.
- Counter
Press to check or print the total number of copies made.

See ⇒ P.305 "User Tools (Copy/Document Server Features)".

4. Display panel

Shows operation status, error messages, and function menus. See ⇒ P.10 "Display Panel".

5. [Program] key

Press to select the program mode. See ⇒ P.78 "Programs".

6. [Clear Modes/Energy Saver] key

- Clear Modes
Press to clear any previously entered copy job settings.

- Energy Saver
Press to switch to and from Energy Saver mode. See ⇒ P.88 "Energy Saver Mode".

7. [Interrupt] key

Press to make interrupt copies during a copy run. See ⇒ P.88 "Interrupt Copy".

8. [Sample Copy] key

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. See ⇒ P.91 "Sample Copy".

9. On indicator

This indicator goes on when the operation switch is turned on, and goes off when the switch is turned off.

10. Main power indicator

This indicator goes on when the main power switch is turned on, and goes off when the switch is turned off.

11. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

12. [Start] key

Press to start copying. Use to set Auto Start. See ⇒ P.90 "Auto Start".

13. [Clear/Stop] key

- Clear
Press to delete a number entered.
- Stop
Press to stop a copy job in progress.

14. Number keys

Use to enter the desired number of copies and data for selected modes.

15. [#] key

Press to enter a value.

16. Function keys

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server
- Job List

17. Function indicators

These indicators go on when the function is selected.

18. Function Status indicator

These show the status of the above functions:

- Green: the function is active.
- Red: the function has been interrupted.



Display Panel

The display panel shows the status of the machine, error messages and function menus.

Important

- Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the display panel. Otherwise, the display might be damaged.

Note

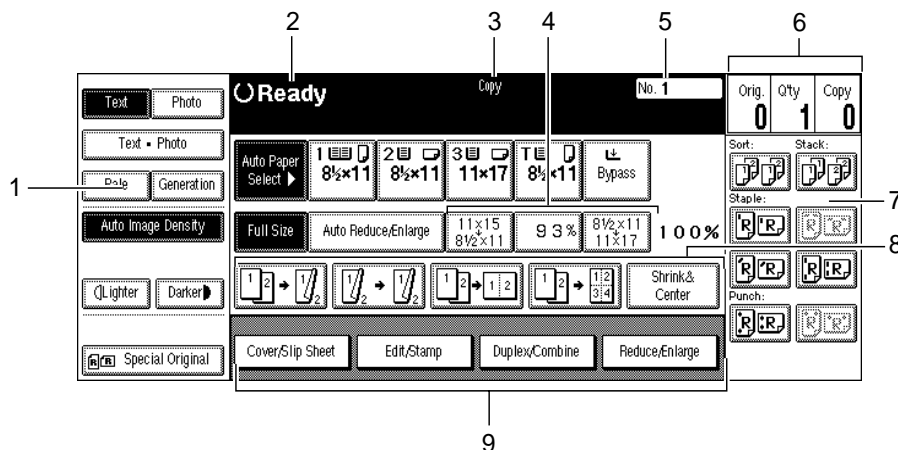
- The function items displayed serve as selector keys. You can select or specify an item by lightly pressing it.
- When you select or specify an item on the display panel, it is highlighted like .
- Keys appearing as  cannot be used.

Displays and Key Operations

Note

- The following illustrations are examples for the machine with the optional 50-sheet finisher and large capacity tray (LCT) installed.

Initial copy display



ZBOS050N

1. Original mode, Image Density and Special Original mode.

2. Operational status or messages.

3. The currently selected function (Copy, Document Server).

4. You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. See "Shortcut R/E" in ⇒ P.315 "Reproduction Ratio 1/2".

5. Job ID of the scanned document.

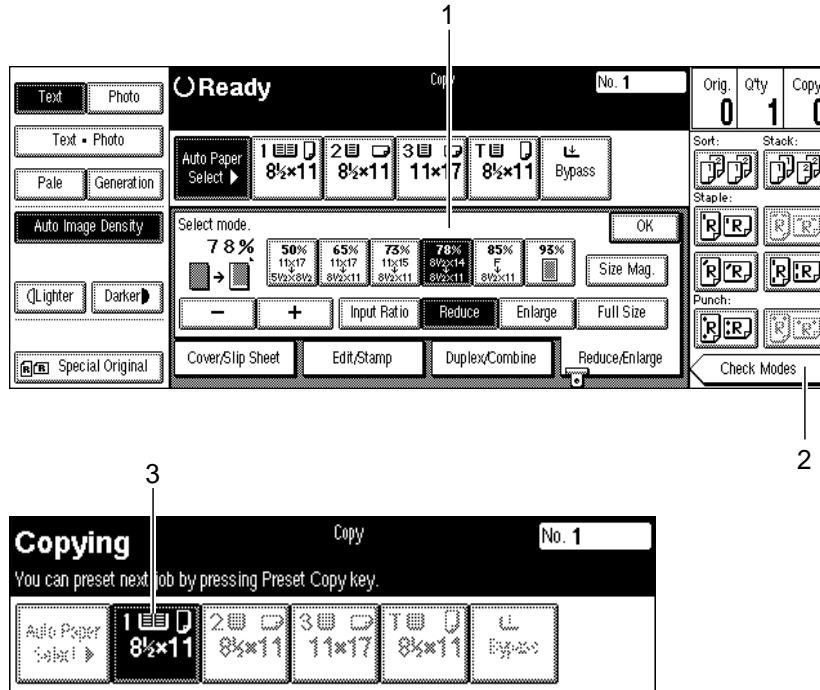
6. The number of originals scanned into memory, number of copies set, and number of copies made.

7. Sort, Stack, Staple or Punch mode.

8. Displays the contents of the Shortcut keys. You can register frequently used functions in these keys. See "Shortcut Keys" in ⇒ P.314 "General Features 3/3".

9. Shows the available functions. Press a function name to display its menu. For example, press the [Reduce/Enlarge] key to bring up the Reduce/Enlarge menu.

❖ Function menu



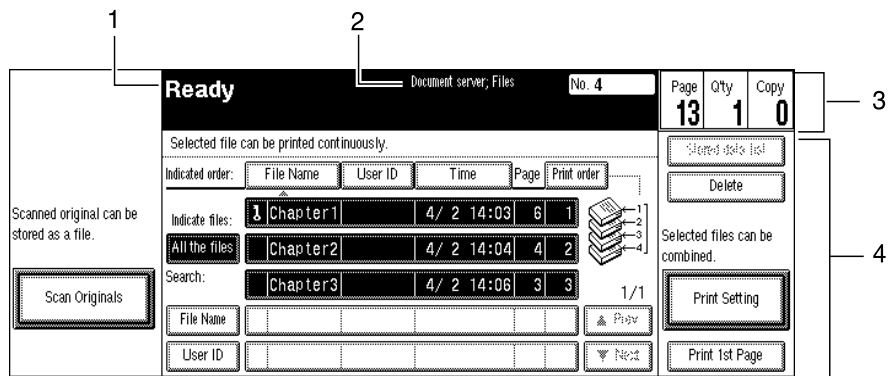
ZBOS060N

1. Items you can select.

2. The [Check Modes] key appears when you have selected function(s). Press this key to view the functions currently selected.

3. The key highlighted with the lower line underlined indicates the tray feeding the paper.

❖ Document Server initial display



ZBOS070N

1. Operational status and messages.
2. Display titles.
3. The number of originals scanned into memory, number of copies set, and number of copies made.
4. Operational keys.

Function List Based on Options

The functions that are available to you depend on your machine configuration and which options you have. See the table below.

○...Available

×...Not available

	50-Sheet/100-Sheet Finisher (Option)		Booklet Finisher (Option)		Place originals		Connect Copy (Option) ^{*3}
	not installed	installed	not installed	installed	on the exposure glass	in the document feeder	
Batch (SADF)	○	○	○	○	--	○	○
Mixed Sizes	○	○	○	○	--	○	○
Thin	○	○	○	○	--	○	○
Adjusting Image Density	○	○	○	○	○	○	○
Selecting Original Type	○	○	○	○	○	○	○
Selecting Copy Paper	○	○	○	○	○	○	○
Auto Reduce/Enlarge	○	○	○	○	○	○	○
Sort	○	○	○	○	○	○	○
Rotate Sort	○	○ ^{*1}	○	○ ^{*1}	○	○	○
Stack	×	○	×	○	○	○	○
Punch	×	○	×	×	○	○	○
Staple	×	○	×	○ ^{*2}	○	○	○
Copying from the Bypass Tray	○	○	○	○	○	○	× ^{*4}
Program	○	○	○	○	○	○	○ ^{*5}
Job Preset	○	○	○	○	○	○	×
Reduce/Enlarge	○	○	○	○	○	○	○
Zoom	○	○	○	○	○	○	○
Size Magnification	○	○	○	○	○	○	○
Directional Magnification (%)	○	○	○	○	○	○	○
Directional Size Magnification (inch)	○	○	○	○	○	○	○

		50-Sheet/100-Sheet Finisher (Option)		Booklet Finisher (Option)		Place originals		Connect Copy (Option) ^{*3}
		not installed	installed	not installed	installed	on the exposure glass	in the document feeder	
Duplex	1 Sided → 2 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided → 2 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Combine	1 Sided 2 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 4 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 8 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 4 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 8 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 16 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 2 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 4 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 8 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 4 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 8 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Sided 16 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

		50-Sheet/100-Sheet Finisher (Option)		Booklet Finisher (Option)		Place originals		Connect Copy (Option) ^{*3}
		not installed	installed	not installed	installed	on the exposure glass	in the document feeder	
Book	Book → 1 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided → 1 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided → 2 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided → 2 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Booklet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Magazine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Cover/Designate/Chapters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Slip Sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Double	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Repeat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Margin Adjust	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Erase	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Centering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stamp	Background Numbering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Preset Stamp	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	User Stamp	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> ^{*5}
	Date Stamp	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Page Numbering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

^{*1} You can use this function when "Rotate Sort" is selected in "Select Stack or Rotate sort" of the User Tools.

^{*2} The Saddle Stitch function is available.

^{*3} When the same type of finishers are equipped with the master and sub-unit.

^{*4} You can set only cover sheets and slip sheets.

^{*5} The program stored in the master unit is recalled. However, functions not available in Connect Copy mode or in the sub-unit are canceled.

Turning On the Power

To turn the machine on, press the operation switch.

Note

- ❑ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "Auto Off" in ⇒ P.29 "Basic Procedure" and "Auto Off Timer" in the System Settings manual.

Power switches

This machine has two power switches.

❖ Operation switch (right side of the control panel)

Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ Main power switch (left side of the machine)

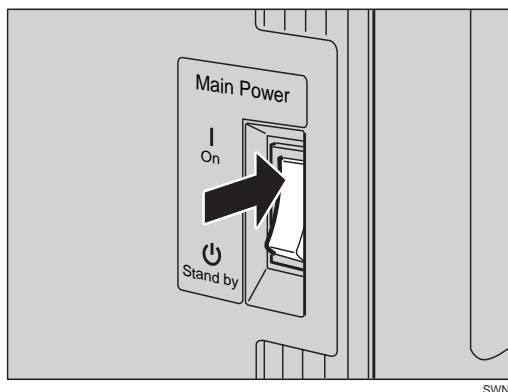
When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

1 Make sure that the power cord is firmly plugged into the wall outlet.

2 Turn on the main power switch.

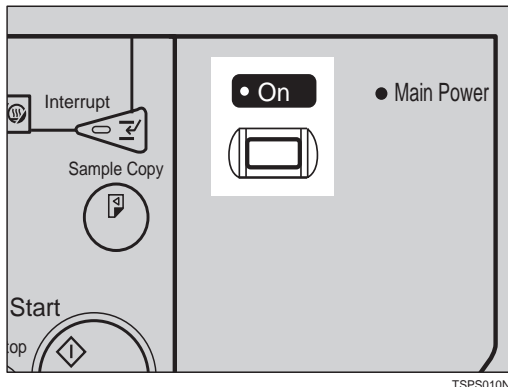
The **main power** indicator on the control panel goes on.



Starting the Machine

- 1** Press the operation switch to make the On indicator go on.

The display panel will come on.



Note

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- During the warm-up period (less than 330 seconds), you can use the Auto Start function. See ⇒ P.90 "Auto Start".
- You can set up a copy job and press the **[Start]** key while the "Select modes and press the start key. Scanning originals can be started." message is displayed.
- When "Input user code, then press # ." is displayed, enter your user code. See ⇒ P.90 "User Codes".

Shutting Down the Machine

- 1** Press the operation switch to make the On indicator go off.

Turning Off the Main Power

- 1** Turn off the main power switch.

The main power indicator of the control panel goes off.

Originals

Sizes and Weights of Recommended Originals

1

❖ Metric version

Where Original Is Set	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3☐ – A5☐	52 – 157g/m ² * ²
	2-sided originals: A3☐ – A5☐☐	52 – 128g/m ²
	Thin originals: A3☐ – B6☐☐ * ¹	41 – 157g/m ²

*¹ Except B6☐

*² A5☐, B6☐☐, 52 – 128g/m²

❖ Inch version

Where Original Is Set	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17"☐ – 5 ¹ / ₂ " × 8 ¹ / ₂ "☐	14 – 42 lb. Bond * ¹
	2-sided originals: 11" × 17"☐ – 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐	14 – 34 lb. Bond
	Thin originals: 11" × 17"☐ – 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐	11 – 42 lb. Bond

*¹ 5¹/₂" × 8¹/₂"☐, 14 – 34 lb. Bond

Note

☐ The number of originals that can be set in the document feeder is about 100.

Non-recommended originals for the document feeder

Setting the following types of originals in the document feeder can cause paper misfeeds or damage to the originals. Set these originals on the exposure glass instead.

- Originals other than those specified in ⇒ P.19 "Sizes and Weights of Recommended Originals"

- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Originals of inappropriate weight
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Sizes Detectable by the Auto Paper Select

◆ Metric version

Size	A3	B4	A4	B5	A5	A5	B6	11 " × 17"	11 " × 15"	8 ¹ / ₂ " × 14"	8 ¹ / ₂ " × 11"	5 ¹ / ₂ " × 8 ¹ / ₂ "	8 ¹ / ₂ " × 13"	8K	16 K
Place of origi- nal			 	 			 				 	 	*1		
Expo- sure glass	○	○	○	○	○	×	×	×	×	×	×	×	○	×	×
Docu- men- t feed- er	○	○	○	○	○	○	○	○	×	×	○	×	○	○	○

*1 You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

❖ Inch version

Size Place of origi- nal	A3 ☐	B4 ☐	A4 ☐ ☐	B5 ☐ ☐	A5 ☐	A5 ☐	B6 ☐ ☐	11" × 17" ☐	11" × 15" ☐	10" × 14" ☐	8" × 10" ☐	8 ¹ / ₂ " × 14" ☐	8 ¹ / ₂ " × 11" ☐ ☐	5 ¹ / ₂ " × 8 ¹ / ₂ " ☐ ☐	8 ¹ / ₂ " × 13" ☐ ^{*1}
Expo- sure glass	×	×	×	×	○	×	×	○	×	×	×	○	○	×	×
Docu- men- t feed- er	×	×	○	×	×	×	×	○	×	○	○	○	○	○	○

*1 You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

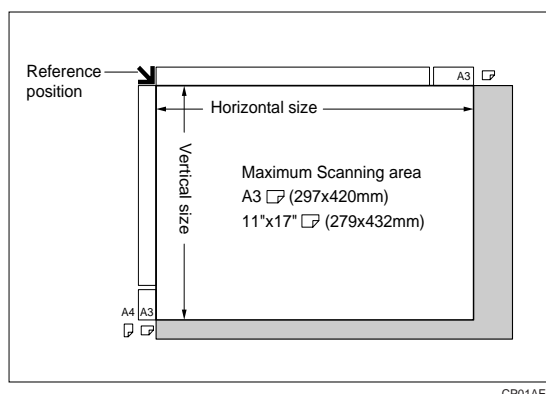
Sizes difficult to detect

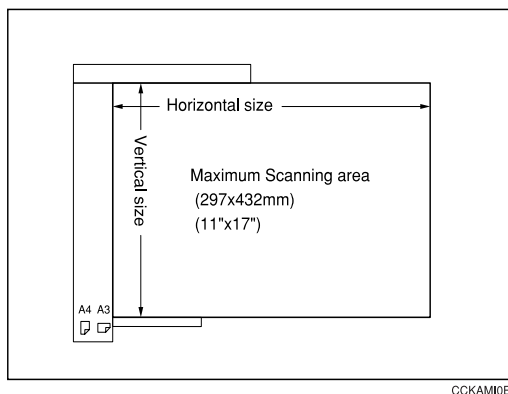
It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges

Missing Image Area

❖ Exposure glass



























































❖ Document feeder**! Limitation**

- Even if you correctly set originals in the document feeder or on the exposure glass, 3mm (0.1") margins on all four sides might not be copied.

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

	Metric version	Inch version	Paper weight	Paper capacity
Tray 1 ^{*1}	A4  , 8 1/2" × 11" 		52 – 128g/m ² , 14 – 34 lb. Bond ^{*6}	1550 + 1550 sheets
Tray 2	A3  , (B4 ) A4  , (B5  ) A5  , (11" × 17"  ) (8 1/2" × 14"  ) (8 1/2" × 11"  ) (8 1/2" × 13"  ) 8 1/2" × 13"  (8" × 10 1/2"  ) (8" × 10"  ) (8" × 13"  ) 8 1/4" × 13"  (10" × 14"  ) (11" × 15"  ) (5 1/2" × 8 1/2"  ) (8K  ^{*8}), (16K   ^{*9}), (tab stocks)	(A3 ) (B4 ) (A4  ) (B5  ) (A5  ) 11" × 17"  8 1/2" × 14"  8 1/2" × 11"  (8 1/2" × 13"  ) 8" × 10 1/2"  8" × 10"  8" × 13"  (8 1/4" × 13"  ) 10" × 14"  (11" × 15"  ) 5 1/2" × 8 1/2"   (tab stocks)	52 – 128g/m ² , 14 – 34 lb. Bond ^{*6}	550 sheets

 **Note**

You have to specify the paper size with the User Tools (System Settings). See "Paper Size Setting" in the System Settings manual.

When selecting paper sizes in parentheses, set the paper size selector knob to the ✖ mark on the left. See ⇒ P.282 "Changing the Paper Size".

 **Note**

You have to specify the paper size with the User Tools (System Settings). See "Paper Size Setting" in the System Settings manual.

When selecting paper sizes in parentheses, set the paper size selector knob to the ✖ mark on the left. See ⇒ P.282 "Changing the Paper Size".

		Metric version	Inch version	Paper weight	Paper capacity
Tray 3 ^{*1}		A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐, 8" × 10 ¹ / ₂ "☐, 8" × 10"☐, 8" × 13"☐, 8 ¹ / ₄ " × 13"☐, 10" × 14"☐, 11" × 15"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐, 8" × 10 ¹ / ₂ "☐, 8" × 10"☐, 8" × 13"☐, 8 ¹ / ₄ " × 13"☐, 10" × 14"☐, 11" × 15"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐	52 – 128g/m ² , 14 – 34 lb. Bond ^{*6}	550 sheets
Large Capacity Tray (LCT) ^{*1}		A4☐, B5☐, 8 ¹ / ₂ " × 11"☐	A4☐, B5☐, 8 ¹ / ₂ " × 11"☐, 8 ¹ / ₂ " × 14"☐ ^{*7}	64 – 105g/m ² , 16 – 24 lb. Bond	3,500 sheets
By-pass tray ^{*3} ^{*4} ^{*5}	Standard size	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐, A6☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐, 8" × 10 ¹ / ₂ "☐☐, 8" × 10"☐☐, 8" × 13"☐, 8 ¹ / ₄ " × 13"☐, 10" × 14"☐, 11" × 15"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐, A6☐, 11" × 17"☐, 8 ¹ / ₂ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐, 8" × 10 ¹ / ₂ "☐☐, 8" × 10"☐☐, 8" × 13"☐, 8 ¹ / ₄ " × 13"☐, 10" × 14"☐, 11" × 15"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐	52 – 157g/m ² , 14 lb. Bond – 90 lb. Index 52 – 200g/m ² , 14 lb. Bond – 110 lb. Index ^{*10}	50 sheets
	Non-standard size ^{*2}	Vertical: 100 – 300mm Horizontal: 140 – 432mm	Vertical: 4.0" – 11.7" Horizontal: 5.5" – 17.0"	52 – 157g/m ² , 14 lb. Bond – 90 lb. Index 52 – 200g/m ² , 14 lb. Bond – 110 lb. Index ^{*10}	1 sheet

^{*1} The paper tray fence is fixed. If you wish to change the size of paper set in this tray, contact your service representative.

^{*2} If you wish to copy onto non-standard size paper, set the paper in the bypass tray and specify the size. See ⇒ P.73 "Copying from the Bypass Tray".

^{*3} If you wish to copy onto OHP transparencies or thick paper, select OHP or Thick Paper mode. See ⇒ P.76 "When Copying onto OHP Transparencies or Thick Paper".

^{*4} Always set one sheet at a time. See ⇒ P.73 "Copying from the Bypass Tray".

^{*5} When setting copy paper, make sure that the stack height does not exceed the limit mark. The maximum number of sheets you can set at a time depends on the paper thickness and condition.

^{*6} If you wish to copy onto thick (105g/m², 28 lb. Bond or heavier) paper, select Thick Paper mode. See "Special Paper Indication" in the System Settings manual.

^{*7} The optional 8¹/₂" × 14" paper size tray is required to set this size of paper.

^{*8} 8K (Ba-kai) = 267 × 390mm


^{*9} 16K (Shi-Liu-kai) = 195 × 267mm

^{*10} When the optional 100 sheet finisher is installed.

Important

- If you use damp or curled paper, a misfeed might occur. In this case, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Note

- When you use the bypass tray, be sure to set the copy paper direction to .
- Postcards should be fed from the bypass tray.
- If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called "Auto Tray Switching". (If you put recycled paper, translucent paper, user color paper 1, or user color paper 2 in paper trays with "Special Paper Indication", this function is not available to these trays unless their settings are identical.) This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. See "Auto Paper Select" in ⇒ P.43 "Selecting Copy Paper", "Auto Tray Switching" and "Special Paper Indication" in the System Settings manual.
- If you select Thick Paper mode or Tab Stock mode, copying speed might be reduced.

Non-recommended Paper

CAUTION:

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or equipment failure.*

Important

- Do not use any of the following kinds of paper or a fault might occur.
 - Thermal fax paper
 - Art paper
 - Aluminum foil
 - Carbon paper
 - Conductive paper
 - Colored OHP transparencies
 - Paper with perforated lines
 - Hemmed paper
- Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

 **Note**

- Do not use the following kinds of paper or a misfeed might occur.
 - Bent, folded, or creased paper
 - Torn paper
 - Slippery paper
 - Perforated paper
 - Rough paper
 - Thin paper that has low stiffness
 - Paper with much paper dust on its surface
- If you make a copy on rough grain paper, the copy image might be blurred.
- Do not use paper which has been copied or printed on.

Paper Storage

 **Note**

- When storing paper, the following precautions should always be followed:
 - Do not store paper where it will be exposed to direct sunlight.
 - Avoid storing paper in humid areas (humidity: 70% or less).
 - Store on a flat surface.
- Keep open reams of papers in the package, and store as you would unopened paper.
- Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.

Toner

1

Handling Toner

⚠ WARNING:

- *Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.*

⚠ CAUTION:

- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ CAUTION:

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

⚠ Important

- If you use toner other than the recommended type, a fault might occur.

Toner Storage

When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.
- Store toner containers laid down.

Used Toner

📝 Note

- Used toner cannot be re-used.