



KONICA MINOLTA

The essentials of imaging

bizhub 163/211

Quick Guide [Copy/Fax/Print/Scan Operation]



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Introduction

This Quick Guide uses illustrations to describe operating procedures for the most commonly used functions in an easy-to-understand way.

Start by using this manual to become proficient with the useful functions that this machine offers.

For details on even more functions, refer to the corresponding User's Guide provided with this machine.

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Introduction to the User's Guide

The following User's Guides are provided with this machine.

Quick Guide [Copy/Fax/Print/Scan Operations]

This manual contains operating procedures of the most frequently used basic functions, allowing the machine to immediately be used.

Refer to this Quick Guide for descriptions before setting up the machine and for a general overview of the machine's functions.

bizhub 163/211 User's Guide

This manual contains descriptions of the Copy mode operations and machine maintenance. Refer to this manual for details on the paper and documents, copy procedures using convenient functions, replacing consumables, and troubleshooting operations such as clearing paper mis-feeds.

GDI Printer Controller User's Guide

This manual contains details of the printing functions that can be specified with the standard built-in printer controller. Refer to this manual for procedures to install the printer driver and operating procedures on using the printing functions.

FK-506 Fax Kit User's Guide

This manual contains descriptions of the fax functions that are available when optional fax kit FK-506 is installed and details on specifying function settings. Refer to this manual for details on performing fax and Internet fax operations.

Network Interface Card NC-503 User's Guide

This manual contains descriptions of the network functions that are available when optional network interface card NC-503 is installed and details on specifying function settings. Refer to this manual for details on operating procedures for network functions and for using the Scan to E-mail and Scan to FTP operations.



IC-206 Image Controller User's Guide

This manual contains details on the printer functions that are available when optional image controller IC-206 is installed.

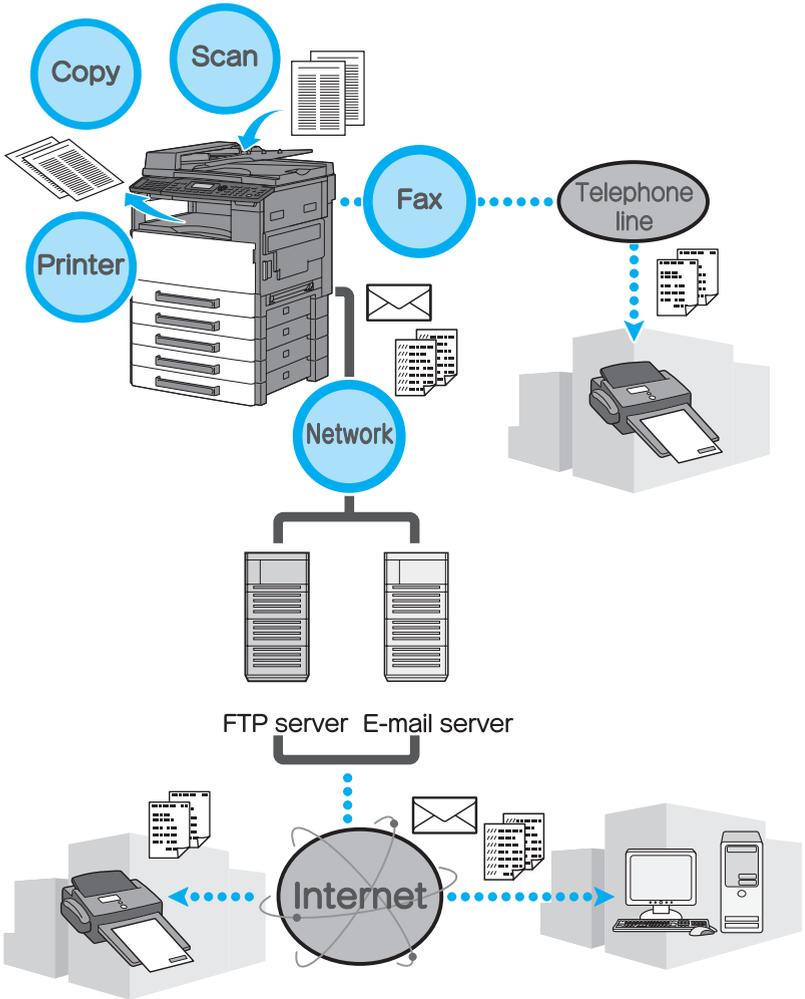
Refer to this User's Guide for details on installing the PCL printer driver and on operating procedures for network functions and for using the Scan to E-Mail and Scan to FTP operations.

TWAIN Driver User's Guide

This manual contains descriptions on local TWAIN operations, where this machine is connected to a computer, and on TWAIN operations through the network. Refer to this manual for details on using the TWAIN driver. This manual is provided on the User Software/Printer Driver CD-ROM.

Available features

This machine is a black-and-white multifunctional peripheral that eases the workflow and satisfies any application or office environment. By providing copy, fax, scanning, printing and network functions indispensable to most office operations, this machine can be used in a wide range of applications to meet any need.





Copy operations

Two or four copy pages can be printed on a single sheet or copies can be rotated. After entering a password, machine settings can be specified or the number of copies produced by each account can be counted.

Fax operations

Documents scanned with this machine can be faxed or sent to a computer. A single fax can be sent to multiple recipients at one time, and a received fax can be forwarded.

Network operations

Data scanned by this machine can be smoothly transmitted through the network. By using the control panel to specify a destination, the data can be transmitted to an FTP server, sent as an e-mail attachment, or a fax can be sent using the Internet.

Scan operations

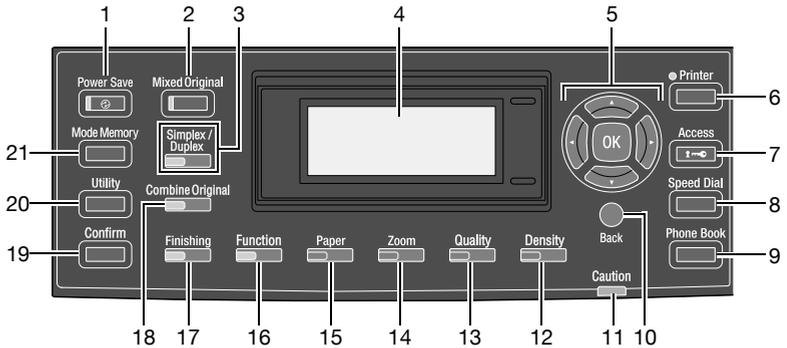
Paper documents can quickly be converted to digital data. In addition, this machine can be used as a scanner from a variety of TWAIN-compatible applications running on computers on the network.

Print operations

When printing from a computer, various settings can be specified, for example, the paper size, image quality and layout. Using a secure printing function, printing of important documents can be protected with a password. The printer driver can be installed from the enclosed CD-ROM. For details, refer to User's Guide of the GDI printer controller.

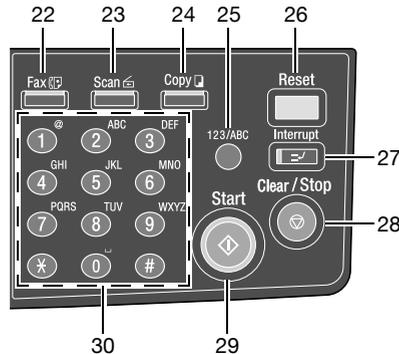
Control panel

The control panel consists of the screen, which displays messages, and various keys, such as the [Start] key and the [Clear/Stop] key. The operations that can be performed with these keys are described below. In this manual, the names of control panel keys and power switches are indicated within [].



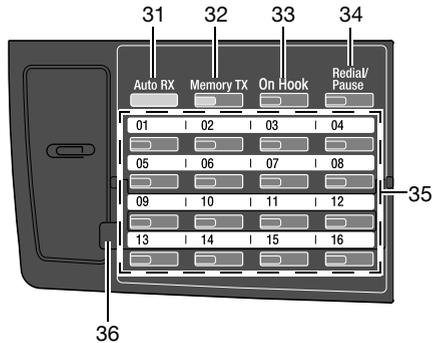
No.	Part name	Description
1	[Power Save] key/indicator	Press to enter Power Save mode.
2	[Mixed Original] key/indicator	Press to select the "Mixed Original" setting.
3	Simplex/Duplex key/indicator	Selects double-sided copying. Select "1-SIDE→1-SIDE", "1-SIDE→2-SIDE", "2-SIDE→1-SIDE" or "2-SIDE→2-SIDE". If any setting other than "1-SIDE→1-SIDE" is selected, the indicator lights up.
4	Display	Displays the number of copies, zoom ratio, setting menus and error messages.
5	[▲], [▼], [◀] and [▶] keys [OK] key	Press the [▲], [▼], [◀] and [▶] keys to select menu items in the display and change their settings. Press the [OK] key to apply the setting.
6	[Printer] key/indicator	This indicator lights up while data is being printed from the computer and flashes while data is being sent. For details, refer to the User's Guide for the printer driver.
7	[Access] key	Press when account track settings have been applied.
8	[Speed Dial] key	Press to register frequently used addresses, and to recall them during transmissions. (Available only if image controller IC-206 or network interface card NC-503 is installed.)
9	[Phone Book] key	Press to display the information programmed for one-touch dialing, group dialing and speed dialing.
10	[Back] key	Press to return to the previous screen.
11	"Caution" indicator	This indicator lights up or flashes if an error has occurred.

No.	Part name	Description
12	[Density] key	Press to select the scanning density of copies.
13	[Quality] key	Press to select "TEXT", "PHOTO" or "TEXT/PHOTO" as the document quality.
14	[Zoom] key	Press to specify whether to enlarge or reduce the image when copying.
15	[Paper] key	Press to select the paper drawer that is to be used.
16	[Function] key/indicator	Press to specify settings for advanced copy operations, such as copying with a binding margin added.
17	[Finishing] key/indicator	Press to select a copy Finishing function.
18	[Combine Original] key/indicator	Specify settings to copy multiple (2 or 4) document pages together within a single sheet of paper (2in1 or 4in1).
19	[Confirm] key	Press to view the counters or transmission results, or to print a transmission result report.
20	[Utility] key	Press to specify settings in Utility mode. (p. 6-2)
21	[Mode Memory] key	Press to register specified copy programs and recall them.



No.	Part name	Description
22	[Fax] key	Press to enter Fax mode. The indicator on the key lights up in green to indicate that the machine is in Fax mode. (Available only when fax kit FK-506 is installed)
23	[Scan] key/indicator	Press to enter Scan mode. The indicator lights up in green to indicate that the machine is in Scan mode. (Available only when network interface card NC-503 or image controller IC-206 are installed)
24	[Copy] key/indicator	Press to enter Copy mode. The indicator lights up in green to indicate that the machine is in Copy mode.
25	[123/ABC] key	Press to switch between number input mode and letter input mode.

No.	Part name	Description
26	[Reset] key	<ul style="list-style-type: none"> • Clear all settings (except programmed settings) entered from the control panel. • Press to delete the job being specified.
27	[Interrupt] key/indicator	<p>Press to enter Interrupt mode. The indicator lights up in green to indicate that the machine is in Interrupt mode.</p> <p>Press the key again to cancel Interrupt mode and return to the mode before Interrupt mode was entered.</p> <p>If this key is pressed while a computer document is being printed, printing stops so that the interrupting copy job can be performed. Press this key again to continue printing the computer document.</p>
28	[Clear/Stop] key	<ul style="list-style-type: none"> • Press to clear the entered number and letters. • Press to stop a continuous copy operation. • Press to stop the transmission/reception of the fax. • Press to stop the print job from the computer.
29	[Start] key/indicator	<ul style="list-style-type: none"> • Press to start a copy operation. • If this key is pressed while this machine is warming up, the next copy job is queued. • The key lights up in green to indicate that copy jobs can be queued, and the key lights up in orange to indicate that the machine is not ready to begin copy operations.
30	Keypad	<ul style="list-style-type: none"> • Use to type in the number of copies to be produced. • Use to type in the various settings. • Use to type in fax numbers. • Use to type in speed dial numbers and text. • In Fax mode, the [*] key is used for tone transmissions (pulse dialing), and the [#] key is used for accessing an outside line.



No.	Part name	Description
31	"Auto RX" indicator	This indicator lights up when the automatic reception function is selected.
32	[Memory TX] key/indicator	Press to select the memory transmission function. This indicator lights up in green when the memory transmission function is selected.
33	[On Hook] key	Press to answer the call. Press this key again to hang up.
34	[Redial/Pause] key	<ul style="list-style-type: none"> Press to redial the last recipient called. While dialing, this key is used to generate a pause when transferring from an internal to an external line or receiving information services.
35	One-touch dial keys	<ul style="list-style-type: none"> Use to dial previously registered fax numbers. Use keys [01] through [32] for specifying one-touch dialing and group dialing settings. Use keys [29] through [32] for specifying program dialing settings.
36	Switching plate	Switches the numbers assigned to the one-touch dial keys. When the switching plate is in the lower position, the keys are numbered 01 through 16. When the switching plate is in the upper position, the keys are numbered 17 through 32.

Performing operations from the control panel

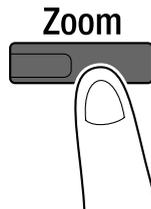


To change a setting, press the [◀], [▶], [▲] or [▼] key in  to move the cursor or → to the desired position.

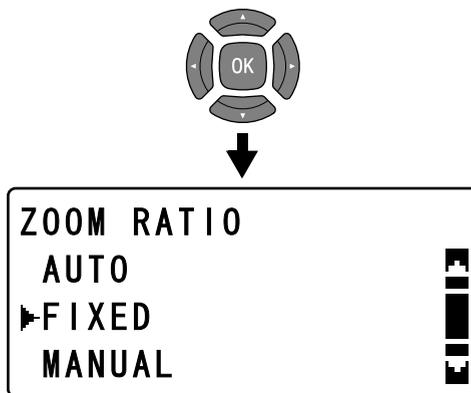
To apply the selection, press the [OK] key in .

Example: Selecting a zoom ratio

- 1 Press the [Zoom] key.



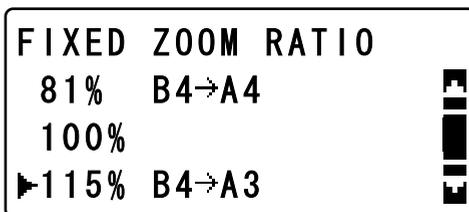
- 2 Press the [▼] key once.



- 3 Press the [OK] key.



- 4 Press the [▼] key twice



- 5 Press the [OK] key.



The selected zoom ratio is applied.



Detail

In this manual, this type of operation is indicated as “Press the [▲] or [▼] key until the desired setting is selected, and then press the [OK] key.”.

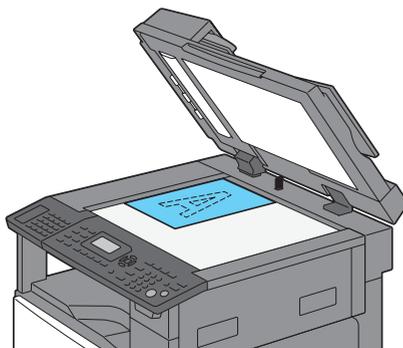
To correct the operation, press the [Back] key to return to the previous screen.

Document feeding methods

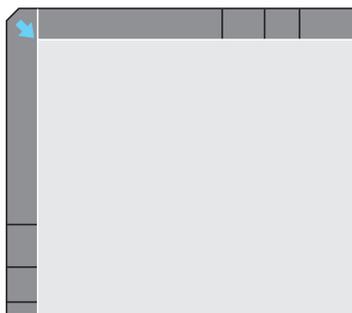
The following procedures describe how to open the document feeder and place one document page on the original glass or load a multi-page document into the document feeder.

Placing the document on the original glass

Position the document so that the side to be copied faces down.

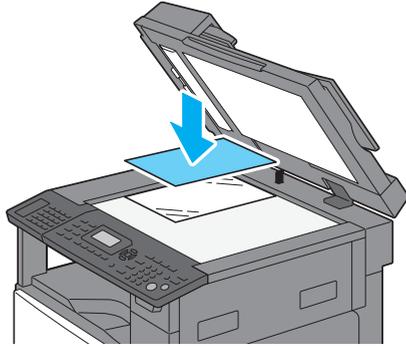


Align the document with  in the back-left corner of the document scales.



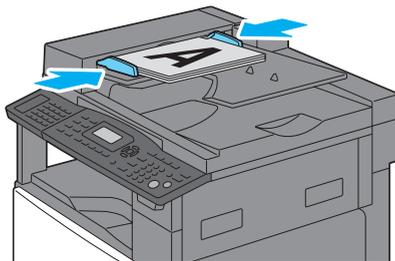
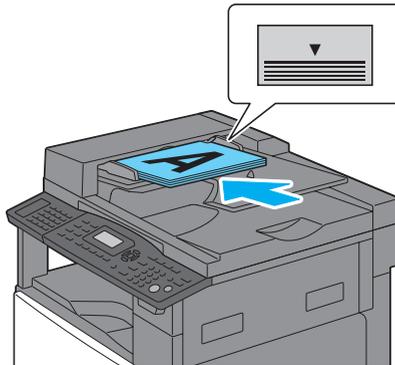
Detail

For transparent documents (such as overhead projector transparencies) and documents printed on thin paper (tracing paper), place white paper on top of the document.



Loading the document into the document feeder

Position the document so that the side to be copied faces up and then, slide the document guides.





Detail

A maximum of 50 document pages can be loaded.

Do not load so many pages that the top of the stack is higher than the ▼ mark.

When optional reverse automatic document feeder DF-605 is installed, double-sided document pages can be scanned.

For details on the size of documents that can be loaded into automatic document feeder DF-502 and reverse automatic document feeder DF-605, refer to “Documents of uniform sizes” below.

Documents of uniform sizes

(For metric area)

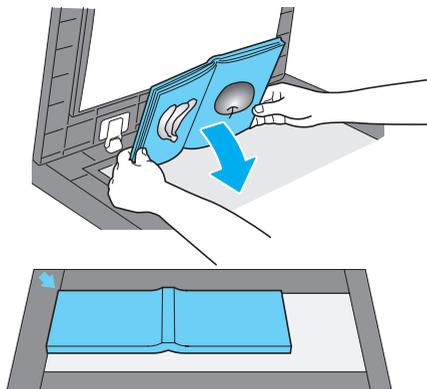
Document type	Document size
Sheet documents <ul style="list-style-type: none"> Single-sided documents <ul style="list-style-type: none"> DF-502 Capacity: 50 g/m² to 110 g/m² DF-605 Capacity: 35 g/m² to 128 g/m² Double-sided documents <ul style="list-style-type: none"> DF-605 Capacity: 50 g/m² to 128 g/m² 	DF-502 A3  , B4  , A4  /  , B5  /  , A5  /  DF-605 A3  , B4  , A4  /  , B5  /  , A5  /  , B6  Document width: 90 mm to 297 mm Document length: 210 mm to 432 mm

(For inch regions)

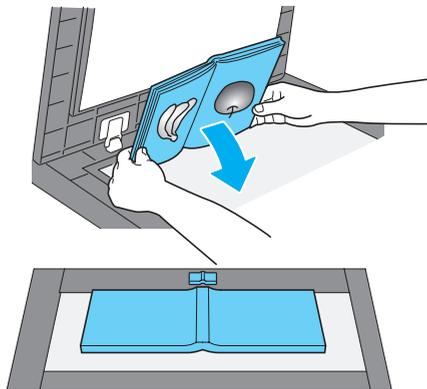
Document type	Document size
Sheet documents <ul style="list-style-type: none"> Single-sided documents <ul style="list-style-type: none"> DF-502 Capacity: 13-1/4 lb to 29-1/4 lb DF-605 Capacity: 9-1/4 to 34 lb Double-sided documents <ul style="list-style-type: none"> DF-605 Capacity: 13-1/4 to 34 lb 	DF-502 11×17  , 11×14  , Legal  , Letter  , In-voice  /  (5-1/2×8-1/2  /  DF-605 11×17  , 11×14  , Legal  , Letter  , In-voice  /  (5-1/2×8-1/2  /  Document width: 3-9/16 to 11-11/16 Document length: 8-1/4 to 17

Placing a book on the original glass

To copy a page spread of a book, align the book with  in the back-left corner of the document scales.



To copy each page of a book separately, align the book with  at the center of the document scale.

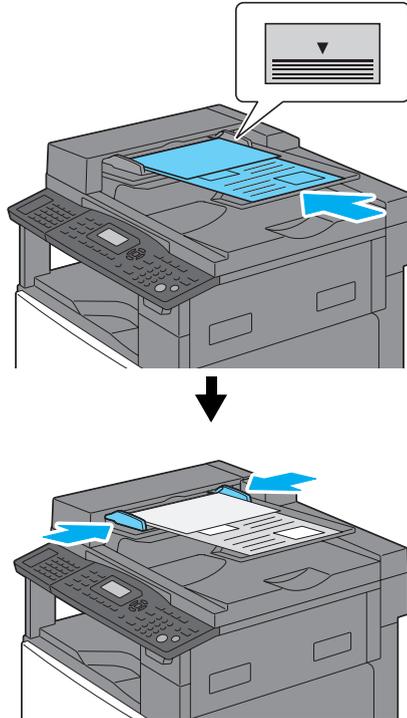


Detail

Do not place documents weighing more than 3 kg (6-1/2 lb) on the original glass.

Copying documents of different sizes

To copy documents containing pages of the same width but different lengths, press the [Mixed Original] key.



Detail

Document pages of the following size combinations can be loaded together in automatic document feeder DF-502: A3  and A4 ; B4  and B5 ; 11×17  and Letter ; Legal  and Letter ; Legal  and Invoice  (5-1/2×8-1/2 ); Letter  and Invoice  (5-1/2×8-1/2 ).

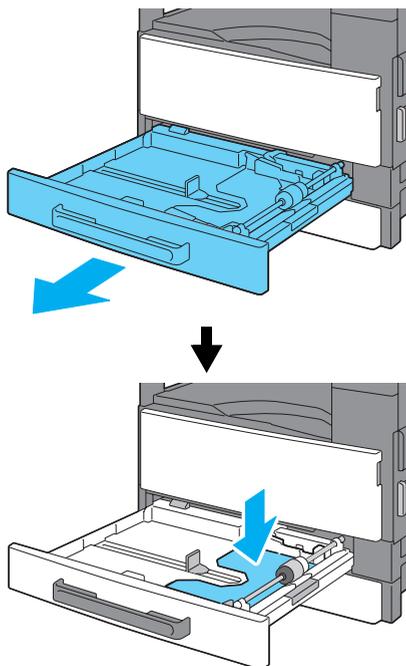
Document pages of the following size combinations can be loaded together in reverse automatic document feeder DF-605: A3  and B4 ; B4  and A4 ; A4  and B5 ; 11×17  and Legal ; 11×17 and Letter ; Legal  and Letter . For details on the document size combinations, refer to the User's Guide for the copier.

Loading paper

Follow the procedures described below to load paper into the various paper drawers.

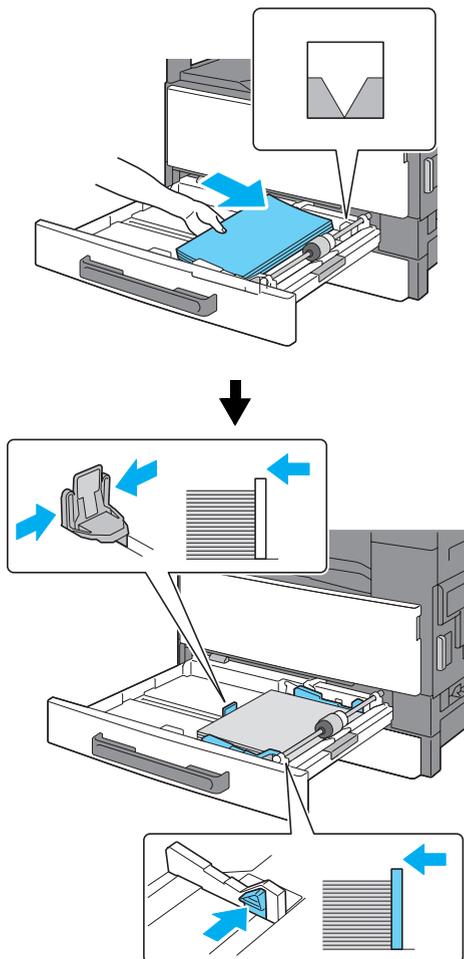
Loading the 1st paper drawer

- 1 Pull out the paper drawer.



- Press down on the paper-lifting plate until it locks into place.

2 Load the paper into the drawer, and then adjust the paper guides.



- Slide the paper guides against the edges of the paper.
- Load the paper so that the side to be printed on faces up.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.



Detail

A maximum of 250 sheets of plain paper can be loaded.

A maximum of 20 sheets of special paper (thick paper, overhead projector transparencies and label sheets) can be loaded.

A maximum of 10 envelopes can be loaded.

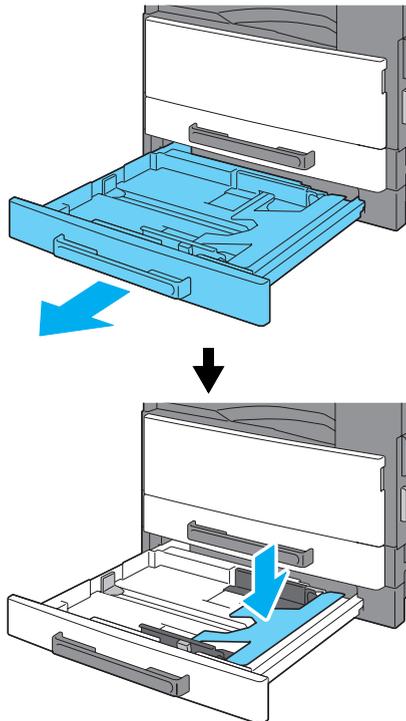


Note

For details, refer to chapter 3, “Before making copies”, in the User’s Guide of the copier.

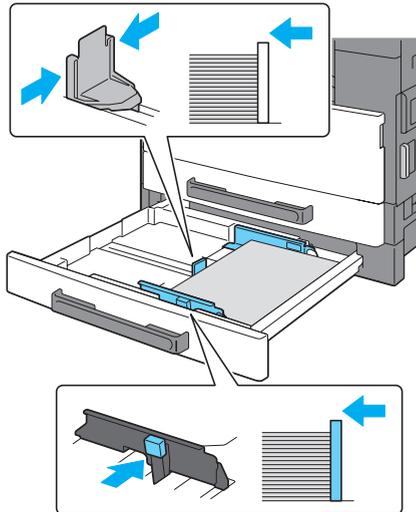
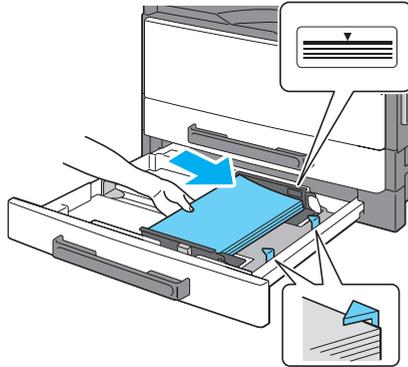
Loading the 2nd, 3rd, 4th or 5th paper drawer

- 1 Pull out the paper drawer.



- Press down on the paper-lifting plate until it locks into place.

2 Load the paper into the drawer, and then adjust the paper guides.



- Load the paper so that the side to be printed on faces up.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.

**Detail**

A maximum of 250 sheets of plain paper can be loaded.

Special paper (thick paper, overhead projector transparencies, label sheets and envelopes) cannot be loaded.

**Note**

For details, refer to chapter 3, "Before making copies", in the User's Guide of the copier.

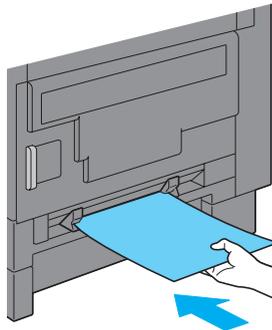
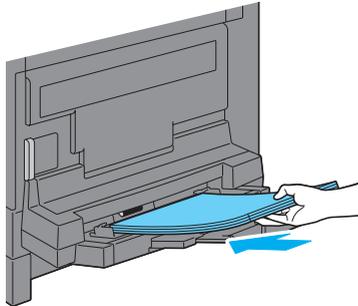
Loading the bypass tray

Paper can be fed manually through the bypass tray when you wish to print onto paper of a size that is not loaded into a paper drawer, or when you wish to print onto label sheets or other special paper.

This machine is equipped with a multi bypass tray, which can be loaded with up to 100 sheets of plain paper, and a manual bypass tray, which can only be loaded with one sheet of paper at a time.

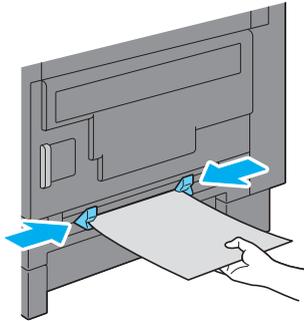
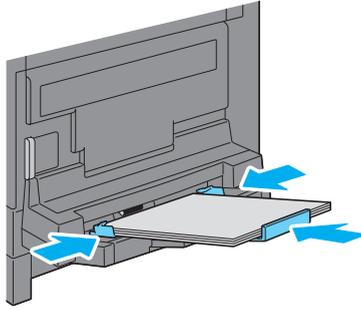
Follow the procedure described below to load paper into the two bypass trays.

- 1 Load the paper into the tray.



- Load the paper so that the side to be printed on faces down.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.

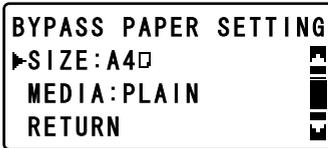
2 Adjust the paper guides.



- Slide the paper guides against the edges of the paper.

3 From the control panel, select the appropriate paper settings.

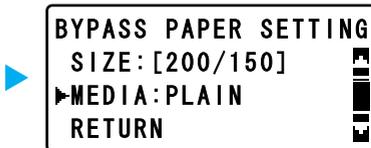
Press the [▲] or [▼] key until "SIZE" is selected, and then press the [OK] key.



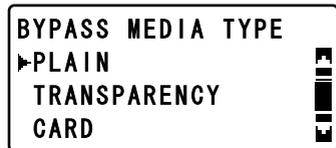
Press the [▲] or [▼] key until the desired paper size is selected, and then press the [OK] key.



Press the [▲] or [▼] key until "MEDIA" is selected, and then press the [OK] key.



Press the [▲] or [▼] key until the desired media type is selected, and then press the [OK] key.





Detail

Paper of the following types and amounts can be loaded into the bypass trays. The number of sheets within () indicate the capacity of the multi bypass tray.

Plain paper (60 g/m² to 90 g/m²; 16 lb to 24 lb): 1 sheet (100 sheets)

Thick paper (91 g/m² to 157 g/m²; 24-1/4 lb to 41-3/4 lb): 1 sheet (20 sheets)

Overhead projector transparencies: 1 sheet (20 sheets)

Envelopes: 1 (10)

Label sheets: 1 sheet (20 sheets)

Paper of the following sizes can be loaded into the bypass trays.

Standard-sized paper: A3  to A5 /; Ledger  to Invoice /

Non-standard-sized paper: 90 mm to 297 mm (3-9/16 inch to 11-11/16 inch) wide, 140 mm to 432 mm (5-1/2 inch to 17 inch) long.



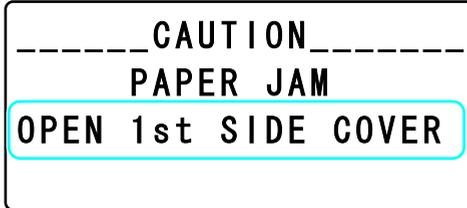
...

Note

For details, refer to chapter 4, "Making copies", in the User's Guide of the copier.

Clearing paper misfeeds

If a paper misfeed occurs, the “Caution” indicator lights up and a message appears. To clear the misfeed, check the location indicated in the screen, and then perform the necessary operation.

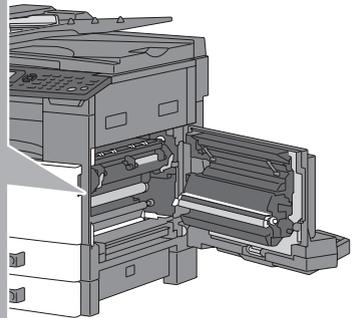
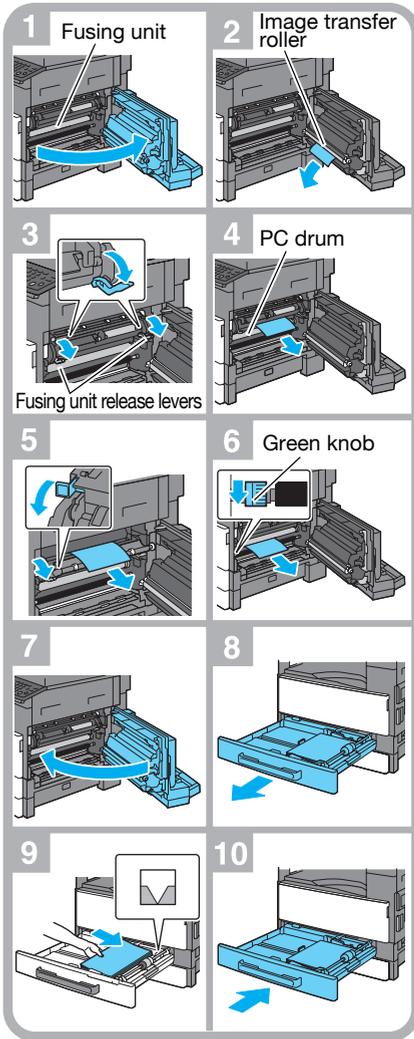


The location of the paper misfeed is indicated in the bottom line of the screen.

Message	Location of the paper misfeed
OPEN 1st SIDE COVER	Inside of machine 1st paper drawer Multi bypass tray
OPEN 2nd SIDE COVER	2nd paper drawer
OPEN 3rd SIDE COVER	3rd paper drawer
OPEN 4th SIDE COVER	4th paper drawer
OPEN 5th SIDE COVER	5th paper drawer

Remove any misfed paper according to the corresponding procedure.

When the message “OPEN 1st SIDE COVER” appears



⚠ CAUTION

The area around the fusing unit is extremely hot.

- Touching any part other than those indicated may result in burns. If you are burnt, immediately cool the skin under cold water, and then seek professional medical attention.

**Reminder**

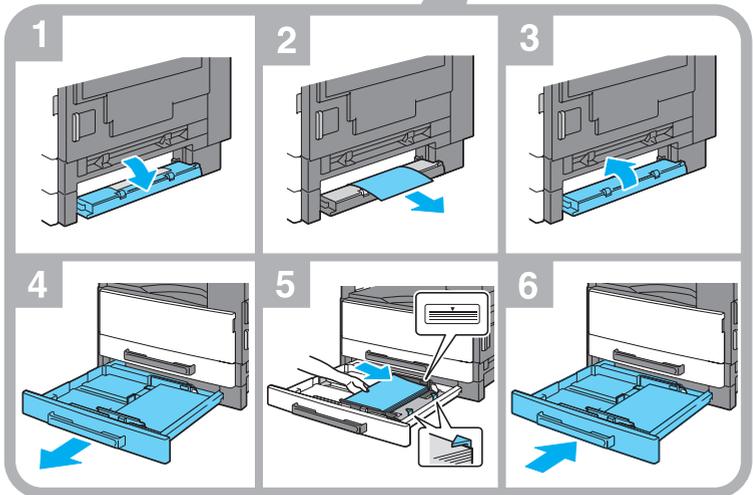
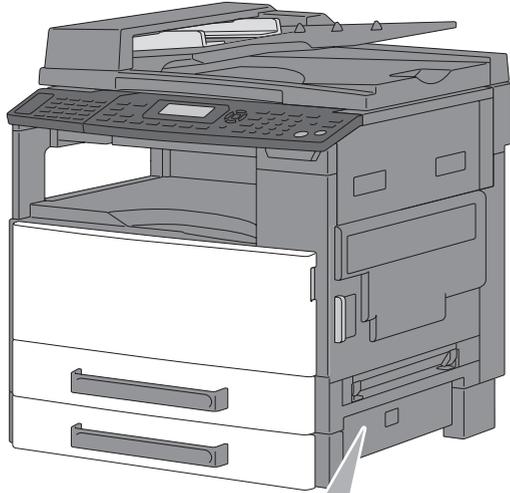
Decreased copy quality may result if the surface of the PC drum is touched. Be careful not to touch the surface of the PC drum.

Decreased copy quality may result if the surface of the image transfer roller is touched. Be careful not to touch the surface of the image transfer roller.

Only hold the green part of the fusing unit release levers when pulling them down.

Only turn the green knob when turning the roller.

When the messages “OPEN 2nd SIDE COVER” through “OPEN 5th SIDE COVER” appear



 ...

Note

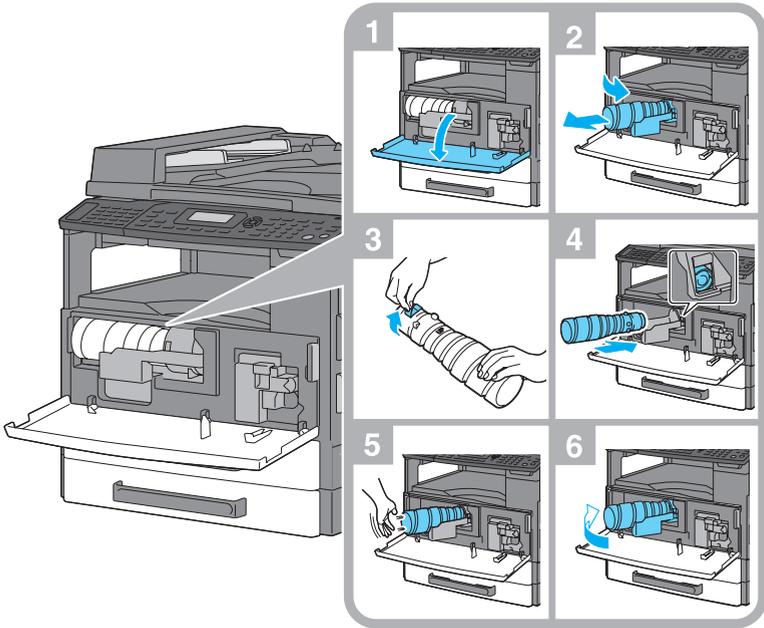
For details, refer to chapter 7, “When a message appears”, in the User’s Guide of the copier.

Replacing the toner bottle

When toner is about to run out, the “Caution” indicator lights up and a message appears. When this message appears, replace the toner bottle with a new one.



To replace the toner bottle





...

Reminder

Use only toner bottles developed specifically for this machine. Use of any other toner bottle may damage the machine. For details, contact your service representative.

To dispose of used toner bottles, contact your service representative.

Since some toner may spurt out while the seal is being peeled off, be sure to peel off the seal slowly.



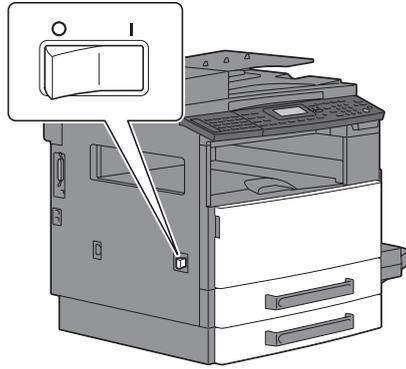
...

Note

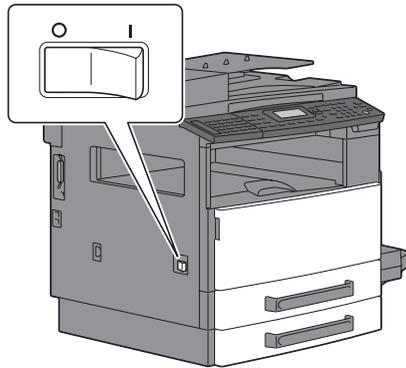
For details on the procedure to replace the toner bottle, refer to chapter 7, "When a message appears", in the User's Guide of the copier.

Turning on/off the machine

Turning on the machine



Turning off the machine



**Detail**

When the auto shut-off operation is performed, the machine is turned off.

To use the machine, turn it on.

While the machine is in Power Save mode, the indicator on the [Start] key lights up in green and the display goes off. Since any control panel key can be pressed to cancel Power Save mode, it is not necessary to turn the machine on.

Do not turn off the machine when fax functions are used; otherwise, fax documents cannot be received.

Do not turn off the machine while it is printing, otherwise a paper misfeed may occur.

Do not turn off the machine while it is operating, otherwise data being scanned or transmitted or queued jobs may be deleted.



...

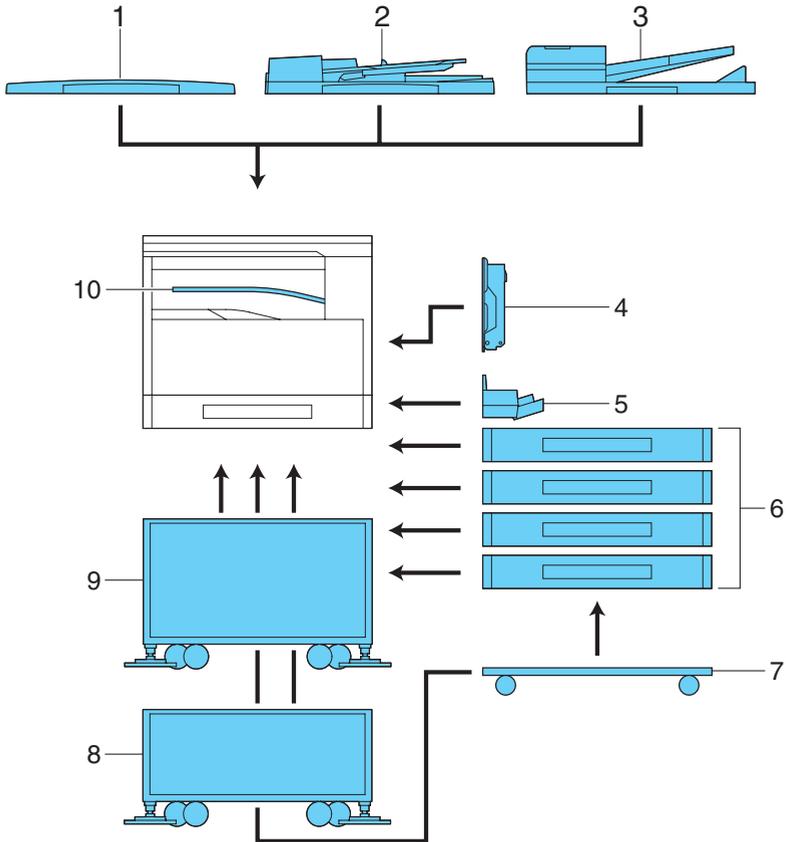
Note

For details, refer to chapter 2, "Precaution", in the User's Guide of the copier.

Options

This section describes the configuration of the options installed on this machine.

By adding options, various office needs can be satisfied.



No.	Part name	Description
1	Original cover OC-504	Presses down on the loaded document to keep it in place. Referred to as the "original cover" throughout the manual. Standard on bizhub 163 Optional on bizhub 211
2	Automatic document feeder DF-502 (optional)	Automatically feeds one document sheet at a time for scanning. Referred to as the "document feeder" throughout the manual.

No.	Part name	Description
3	Reverse automatic document feeder DF-605 (Option for bizhub 211 only)	Automatically feeds one document sheet at a time for scanning, and automatically turns over double-sided documents for scanning. Referred to as the “reverse automatic document feeder” throughout the manual.
4	Automatic duplex unit AD-504 (Option for bizhub 211 only)	Automatically turns the pages over, and prints on both sides. Referred to as the “duplex unit” throughout the manual.
5	Multi bypass tray MB-501 (optional)	Can be loaded with up to 100 sheets of paper. Referred to as the “multi bypass tray” throughout the manual.
6	Paper feed unit PF-502 (optional)	A paper drawer that can be loaded with up to 250 sheets of paper. Up to four can be installed on the main unit. Referred to as the “2nd paper drawer”, “3rd paper drawer”, “4th paper drawer” and “5th paper drawer” throughout the manual.
7	Desk DK-703 (optional)	The machine can be placed on the desk. Allows this machine to be set up on the floor. Up to four paper drawers can be installed on this desk. Referred to as the “desk” throughout the manual.
8	Desk DK-702 (optional)	The machine can be placed on the desk. Allows this machine to be set up on the floor. Up to two paper drawers can be installed on this desk. Referred to as the “desk” throughout the manual.
9	Desk DK-701 (optional)	The machine can be placed on the desk. Allows this machine to be set up on the floor. Only one paper drawer can be installed on this desk. Referred to as the “desk” throughout the manual.
10	Job separator JS-503 (optional)	Allows printed pages to be separated (available only when printing from a computer). Referred to as the “job separator” throughout the manual.
11	Shift tray SF-501* (optional)	Shifts copies and printed pages that are fed out. If the job separator is installed, the shift tray cannot be installed.
12	Image controller IC-206* (optional)	Internal printer controller <ul style="list-style-type: none"> • Allows this machine to be used as a computer printer (PCL). • Enables network printing from Windows or a NetWare network environment. • Allows a document to be scanned so that the data can be sent to a computer or attached to an e-mail message. For more details, refer to the User’s Guide for image controller IC-206.
13	Network Interface card NC-503* (optional)	Internal network interface card <ul style="list-style-type: none"> • Enables network printing from Windows or a NetWare network environment. • Allows a document to be scanned so that the data can be sent to a computer or attached to an e-mail message. For more details, refer to the User’s Guide for network interface card NC-503.
14	Fax Kit FK-506* (optional)	Allows this machine to be used as a fax machine.

No.	Part name	Description
15	Expanded memory unit EM-103* (optional)	128 MB expansion memory that increases the number of document pages that can be processed by the machine Referred to as the “expanded memory unit” throughout the manual.
16	Dehumidifier heater HT-502* (optional)	Installed in the paper feed cabinet or desk to prevent humidity from collecting in the paper.

* The internal options are not shown in the illustration.



Note

For details, refer to chapter 2, “Precaution”, in the User’s Guide of the copier.



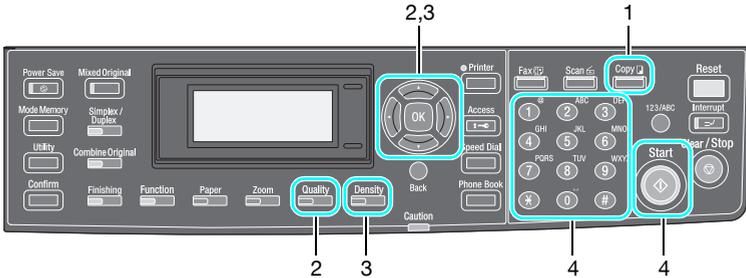
Using the machine as a copier

1 Using the machine as a copier

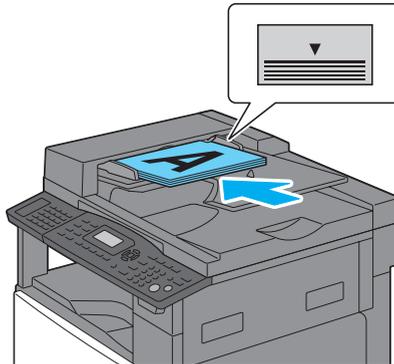
1.1 Making copies

The general copy procedure, from pressing the [Copy] key to printing, is described below.

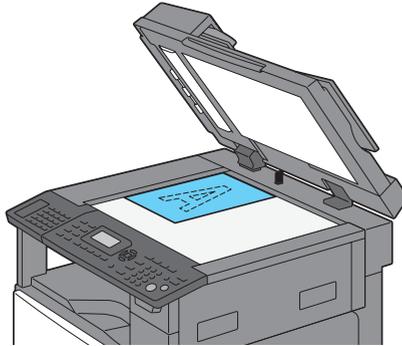
Keys used in this procedure



- 1 Press the [Copy] key, and then position the document.
 - When loaded into the document feeder



- When placed on the original glass



- For details on positioning the document, refer to page x-15.

2 Select a Quality setting.

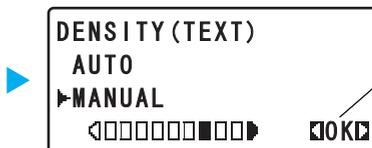
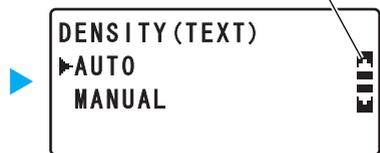
Press the [▲] or [▼] key until the desired setting is selected, and then press the [OK] key.



- For a document containing both text and photos, select “TEXT/PHOTO”.
- For a document containing only text, select “TEXT”.
- For a document containing only photos, select “PHOTO”.

3 Select a Density setting.

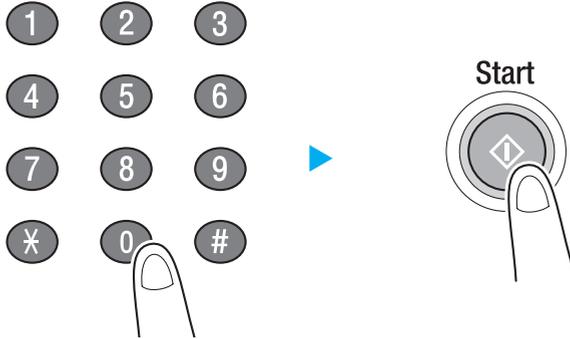
Press the [▲] or [▼] key until the desired setting is selected, and then press the [OK] key.



If “MANUAL” is selected, press the [◀] or [▶] key until the desired density is selected, and then press the [OK] key.

- If “MANUAL” was selected, select one of the nine density levels.
- If the “PHOTO” Quality setting was selected, “AUTO” cannot be selected.

4 Specify the number of copies, and then press the [Start] key.

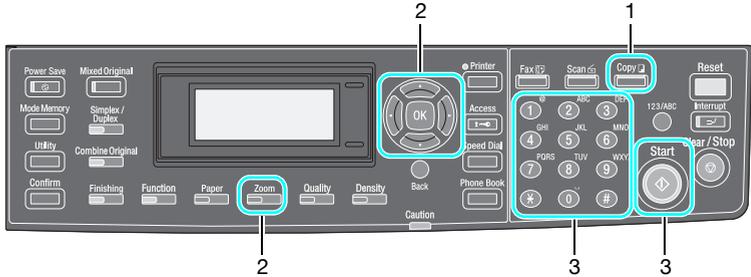


- If the document was placed on the original glass, repeat steps 1 and 4.
- To stop printing copies, press the [Clear/Stop] key. For details, refer to page 1-26.

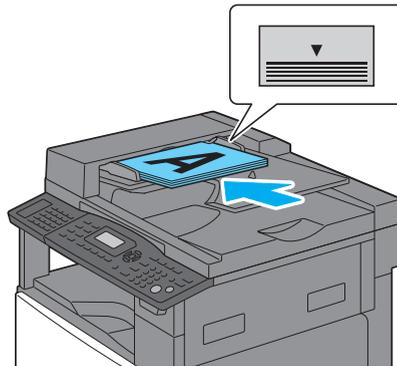
1.2 Enlarging/reducing the copy size

A zoom ratio can be selected to print copies of the loaded document on paper of a different size.

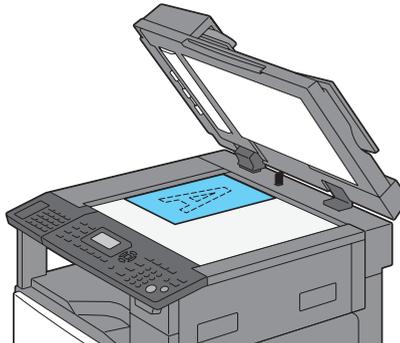
Keys used in this procedure



- 1 Press the [Copy] key, and then position the document.
 - When loaded into the document feeder



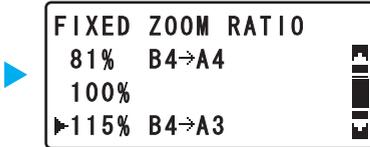
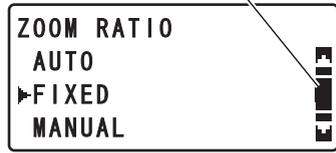
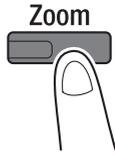
- When placed on the original glass



- For details on positioning the document, refer to page x-15.

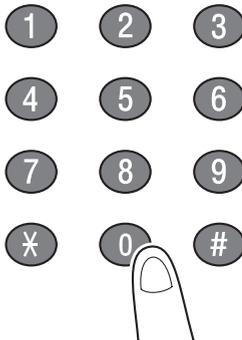
2 Press the [Zoom] key, and then select "FIXED".

Press the [▲] or [▼] key until the desired setting is selected, and then press the [OK] key.



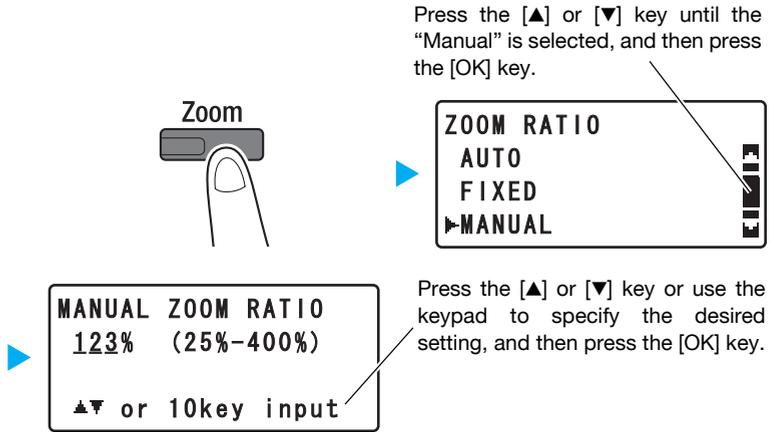
- The available zoom ratios are 25%, 50%, 70%, 81%, 100%, 115%, 141%, 200% and 400% for metric area; 25%, 50%, 64%, 78%, 121%, 129%, 200% and 400% for inch area.
- To use the keypad to specify the zoom ratio, select "MANUAL".

3 Specify the number of copies, and then press the [Start] key.



- If the document was placed on the original glass, repeat steps 1 and 3.
- To stop printing copies, press the [Clear/Stop] key. For details, refer to page 1-26.

Specifying an exact zoom ratio



Detail

To clear the specified value, press the [Clear/Stop] key.



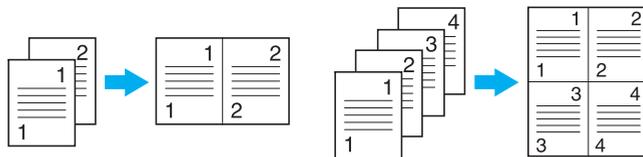
...

Note

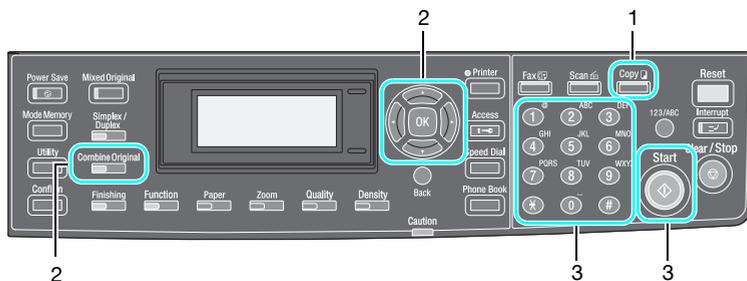
To specify separate zoom ratios for the width and length, select “X/Y ZOOM”. For details, refer to chapter 4, “Making copies”, in the User’s Guide of the copier.

1.3 Reducing paper use while copying

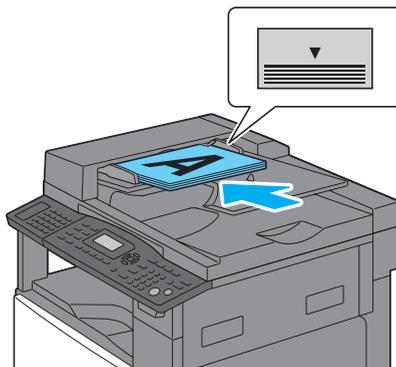
The procedure for printing multiple document pages (2 or 4 pages) on a single sheet of paper is described below.



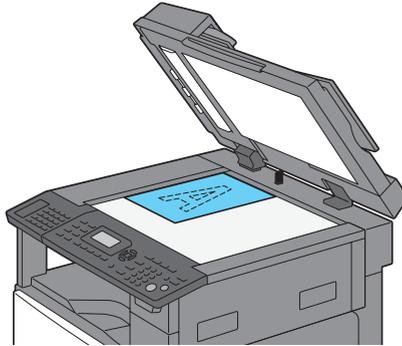
Keys used in this procedure



- 1 Press the [Copy] key, and then position the document.
 - When loaded into the document feeder



- When placed on the original glass



- For details on positioning the document, refer to page x-15.

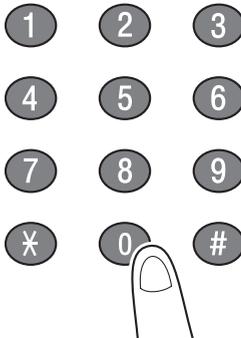
- 2 Press the [Combine Original] key, and then select either “2in1” or “4in1”.

Combine Original



- When printing 4in1 copies, select the order in which the four pages are to be printed. For details, refer to chapter 6, “Utility mode/Copy mode parameters”, in the User’s Guide of the copier.

- 3 Specify the number of copies, and then press the [Start] key.

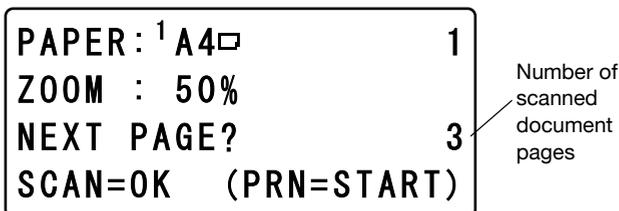


**Note**

If the optional automatic duplex unit is installed, double-sided copies can be printed. For details, refer to chapter 5, "Advanced copy operations", in the User's Guide of the copier.

When placing the document on the original glass

The following procedure must be performed if the document is placed on the original glass.



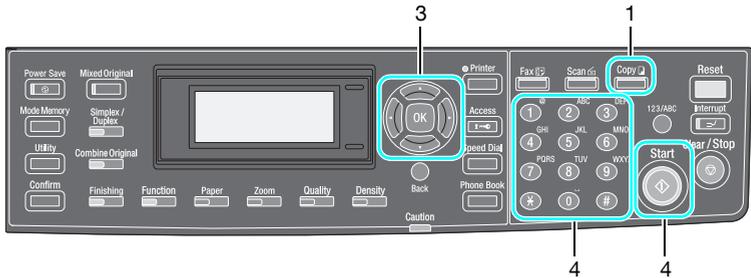
- 1 Position the next page of the document, and then press the [OK] key.
- 2 After all pages of the document have been scanned, press the [Start] key.
 - When printing 2in1 copies, the first page (containing two document pages) is automatically printed when the third document page is scanned.
 - When printing 4in1 copies, the first page (containing four document pages) is automatically printed when the fifth document page is scanned.

1.4 Copying onto non-standard-sized paper

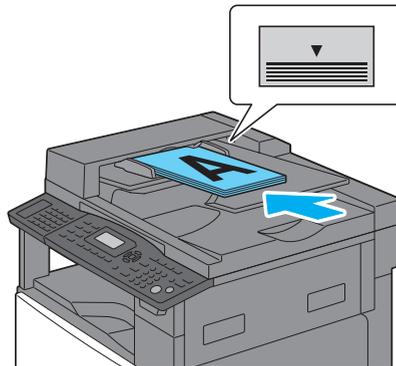
In this manual, paper of a size other than the standard sizes (such as A4, A3, Letter or Ledger) is called non-standard-sized paper. When copying onto non-standard-sized paper, the paper size must be specified from the control panel.

With the bypass tray

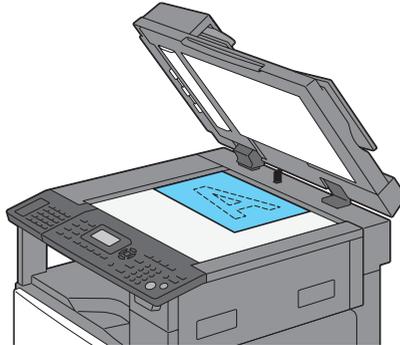
Keys used in this procedure



- 1 Press the [Copy] key, and then position the document.
 - When loaded into the document feeder

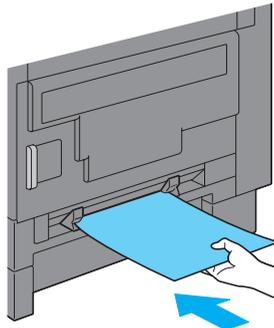


- When placed on the original glass

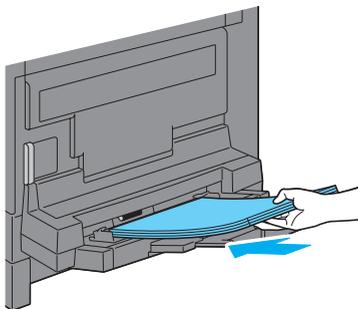


2 Load the paper into the bypass tray.

- With the manual bypass tray

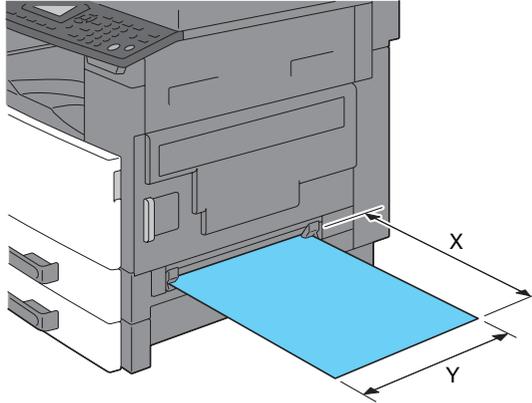


- With the multi bypass tray



- With the manual bypass tray, one sheet of non-standard-sized paper can be loaded.

- With the multi bypass tray, up to 20 sheets of non-standard-sized paper can be loaded.
- When paper is loaded into a bypass tray, the “BYPASS PAPER SETTING” menu appears. Select the settings for the non-standard-sized paper in step 3.

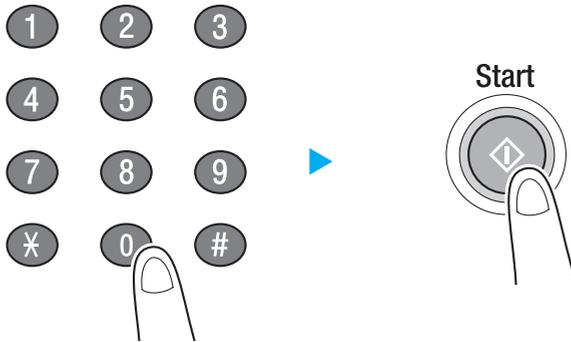


3 Select the settings for the non-standard-sized paper.

<p>①</p> <div style="border: 1px solid black; padding: 5px;"> <p>BYPASS PAPER SETTING</p> <p>▶ SIZE: A4</p> <p>MEDIA: PLAIN</p> <p>RETURN</p> </div>	▶	<p>②</p> <div style="border: 1px solid black; padding: 5px;"> <p>BYPASS PAPER SIZE</p> <p>INCH</p> <p>▶ SIZE INPUT</p> <p>MEMORY1: [216/279]</p> </div>
<p>③</p> <div style="border: 1px solid black; padding: 5px;"> <p>BYPASS PAPER SIZE</p> <p>X=250 (140-432) x</p> <p>Y=279 (90-297) ← □ y</p> </div>	▶	<p>④</p> <div style="border: 1px solid black; padding: 5px;"> <p>BYPASS PAPER SIZE</p> <p>X=250 (140-432) x</p> <p>Y=180 (90-297) ← □ y</p> </div>
<p>⑤</p> <div style="border: 1px solid black; padding: 5px;"> <p>BYPASS PAPER SETTING</p> <p>SIZE: [250/180]</p> <p>▶ MEDIA: PLAIN</p> <p>RETURN</p> </div>	▶	<p>⑥</p> <div style="border: 1px solid black; padding: 5px;"> <p>BYPASS MEDIA TYPE</p> <p>▶ PLAIN</p> <p>TRANSPARENCY</p> <p>CARD</p> </div>

- Press the [▲] or [▼] key until the desired setting is selected, and then press the [OK] key. (① ② ⑤ ⑥)
- Using the keypad, type in the paper size, and then press the [OK] key. (③ ④)
- If the size of the non-standard-sized paper is not known, use the document scales to measure the X and Y lengths.

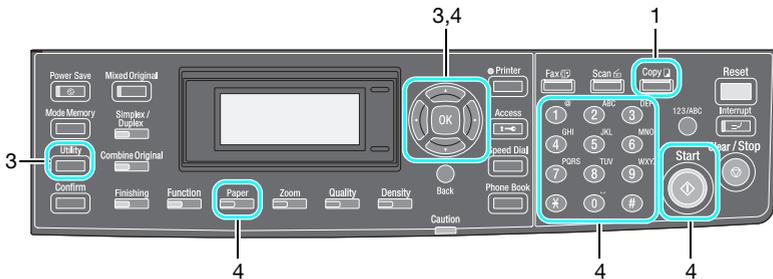
- 4 Specify the number of copies, and then press the [Start] key.



- For details on specifying Quality and Density settings, refer to page 1-2.

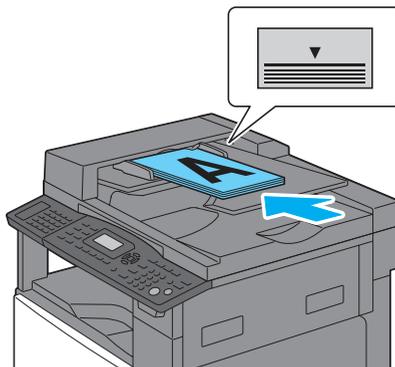
With the 1st paper drawer

Keys used in this procedure

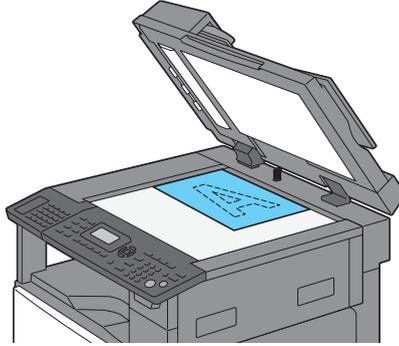


- 1 Press the [Copy] key, and then position the document.

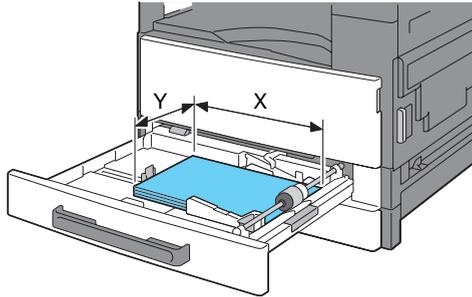
- When loaded into the document feeder



- When placed on the original glass

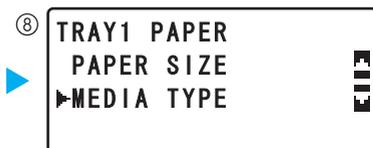
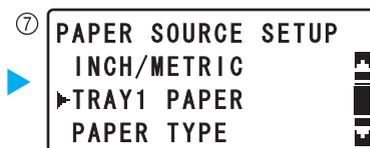
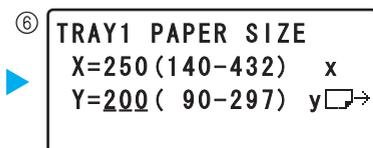
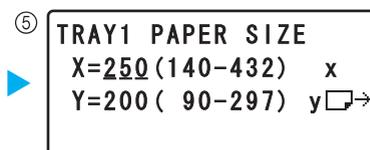
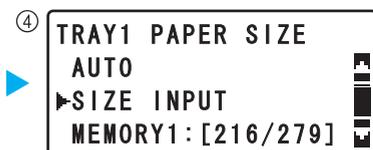
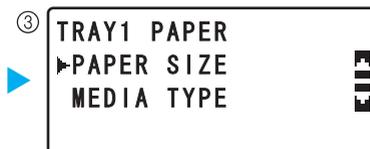
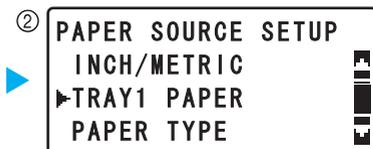


- 2** Load the paper into the 1st paper drawer.



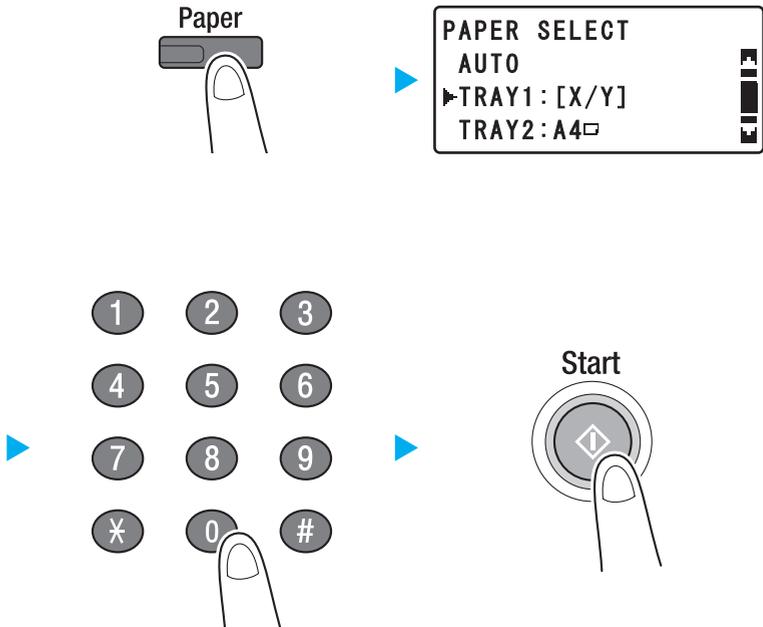
- A maximum of 20 sheets of non-standard-sized paper can be loaded into the 1st paper drawer.
- If the size of the non-standard-sized paper is not known, use the document scales to measure the X and Y lengths.

- 3 Select the settings for the non-standard-sized paper.



- Press the [▲] or [▼] key until the desired setting is selected, and then press the [OK] key. (① ② ③ ④ ⑦ ⑧ ⑨)
- Using the keypad, type in the paper size, and then press the [OK] key. (⑤ ⑥)

- 4 Select the 1st paper drawer, specify the number of copies, and then press the [Start] key.



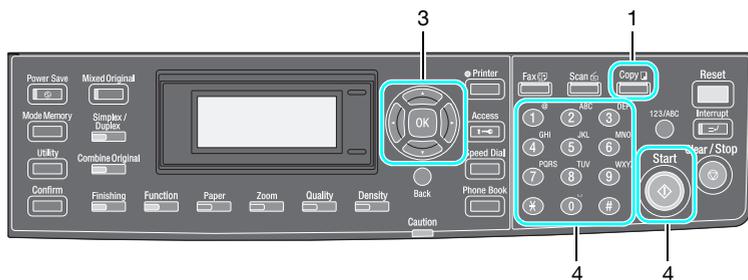
- When copying onto paper loaded into the 1st paper drawer, “TRAY1” must be selected from the control panel.
- For details on specifying Quality and Density settings, refer to page 1-2

1.5 Copying onto envelopes

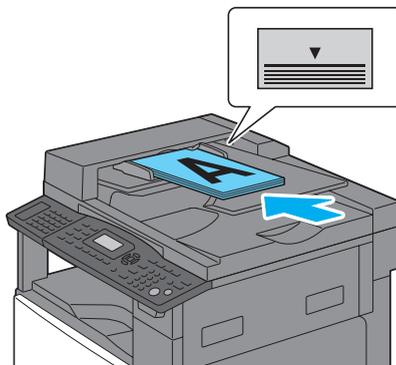
When copying onto envelopes, the paper size and paper type settings must be specified from the control panel.

With the bypass tray

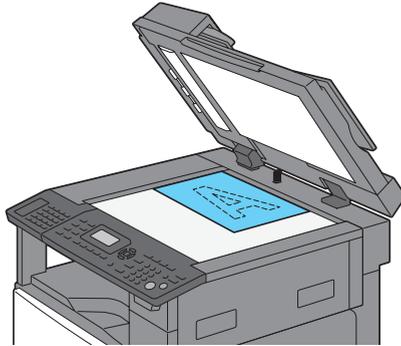
Keys used in this procedure



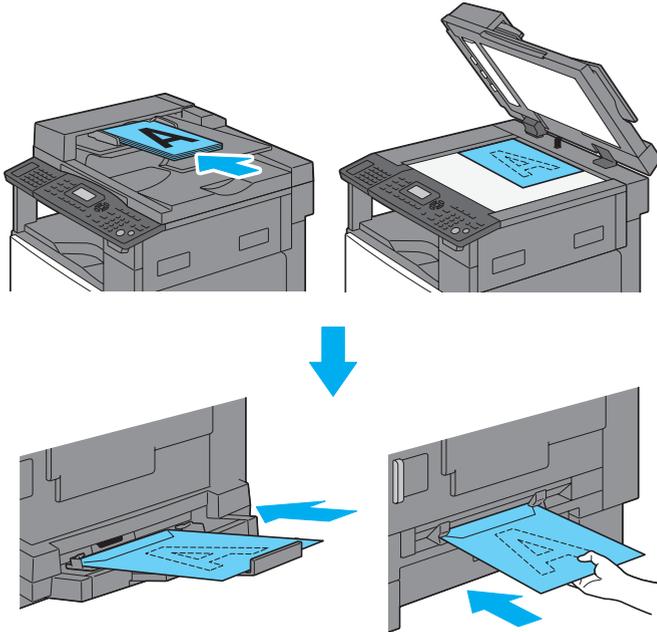
- 1 Press the [Copy] key, and then position the document.
 - When loaded into the document feeder



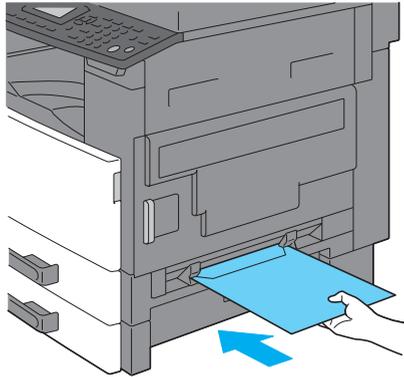
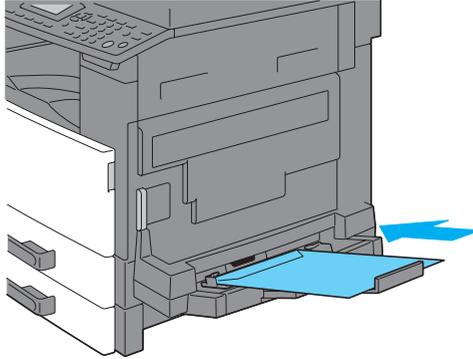
- When placed on the original glass



- The relationship between the document image orientation and the orientation of the copy image printed on the envelope is shown below.

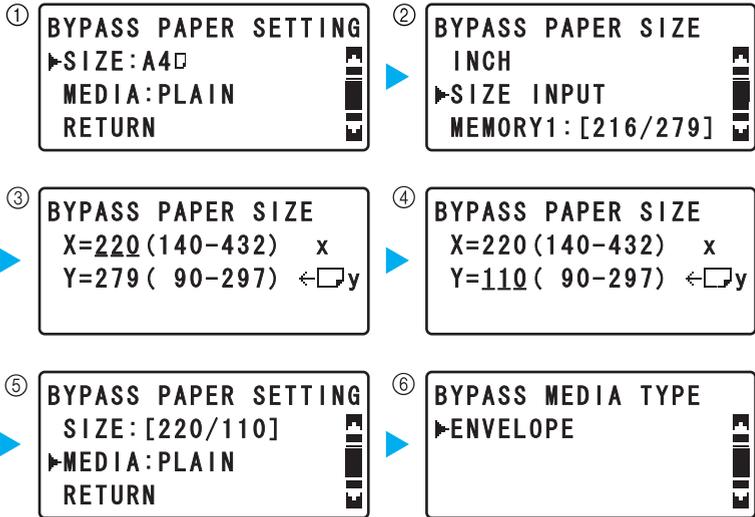


2 Load the envelopes into the bypass tray.



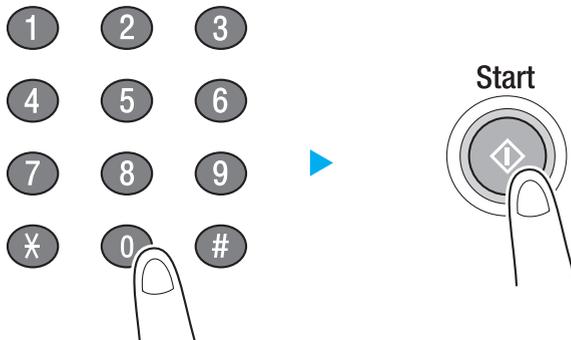
- Load the envelopes with the flap facing up.
- When envelopes are loaded into a bypass tray, the “BYPASS PAPER SETTING” menu appears. Select the settings for the envelopes in step 3.
- Envelopes can only be loaded into the 1st paper drawer or the bypass trays.
- With the manual bypass tray, one envelope can be loaded.
- With the multi bypass tray, up to 10 envelopes can be loaded.

3 Specify the settings for envelopes.

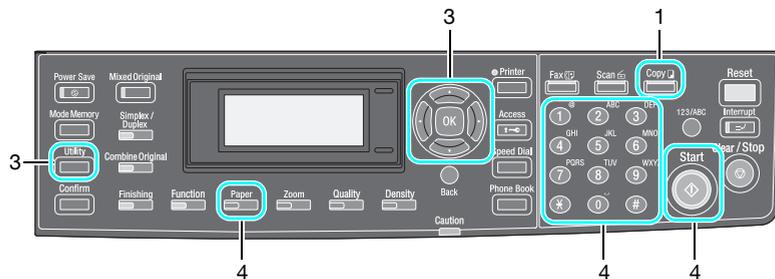


- Press the [▲] or [▼] key until the desired setting is selected, and then press the [OK] key. (① ②)
- Use the keypad to type in the size of the envelope, and then press the [OK] key. (③ ④)
- If the size of the envelope is not known, use the document scales to measure the X and Y lengths.
- Press the [▲] or [▼] key until "MEDIA" is selected, and then select "ENVELOPE". (⑤ ⑥)

4 Specify the number of copies, and then press the [Start] key.

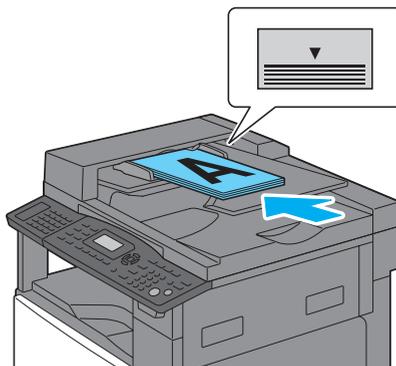


- For details on specifying Quality and Density settings, refer to page 1-2.

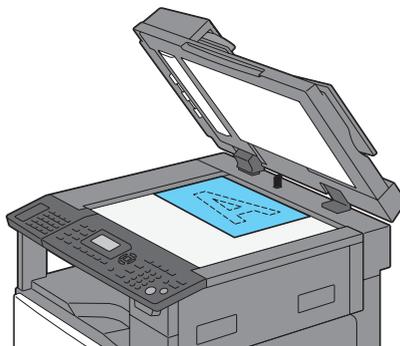
With the 1st paper drawer**Keys used in this procedure**

1 Press the [Copy] key, and then position the document.

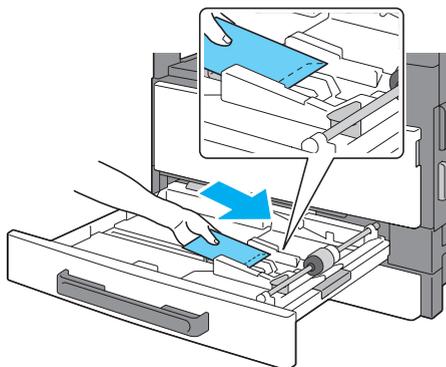
- When loaded into the document feeder



- When placed on the original glass

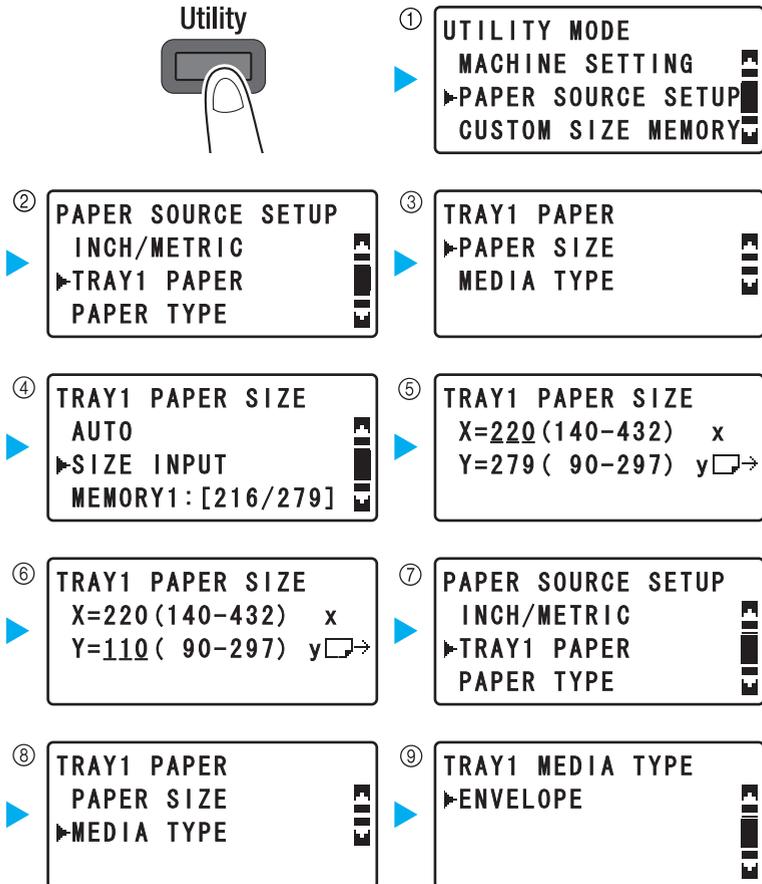


- 2 Load the envelopes into the 1st paper drawer.



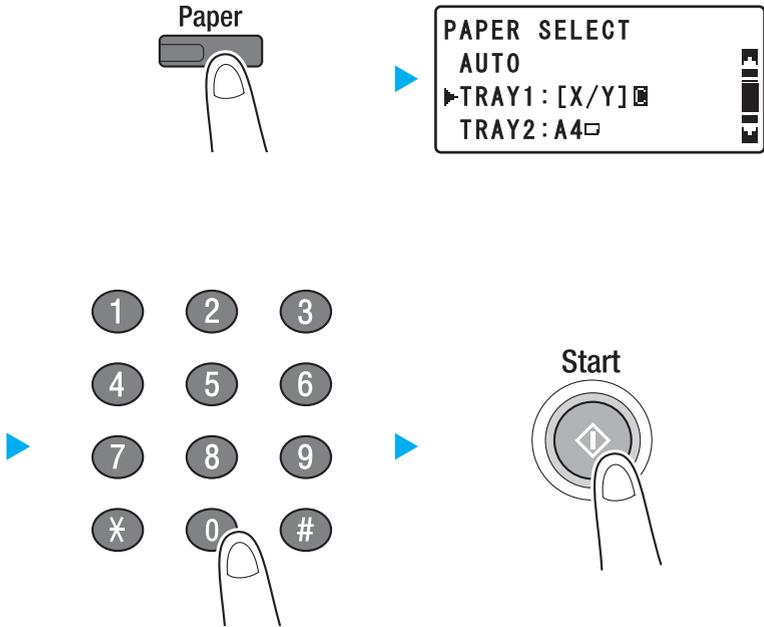
- Load the envelopes so that the side to be printed on faces up.
- A maximum of 10 envelopes can be loaded into the 1st paper drawer.

3 Specify the settings for envelopes.



- Press the [▲] or [▼] key until the desired setting is selected, and then press the [OK] key. (① ② ③ ④ ⑦ ⑧ ⑨)
- Using the keypad, type in the paper size, and then press the [OK] key. (⑤ ⑥)
- If the size of the envelope is not known, use the document scales to measure the X and Y lengths.

- 4 Select the 1st paper drawer, specify the number of copies, and then press the [Start] key.

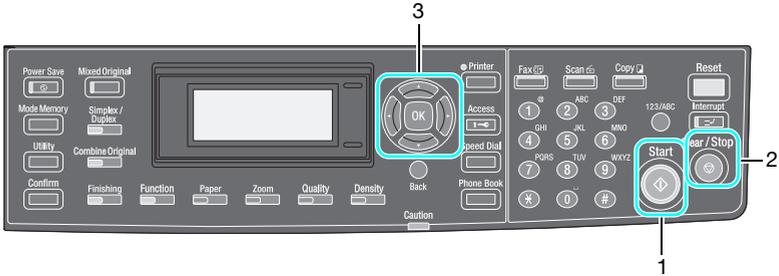


- For details on specifying Quality and Density settings, refer to page 1-2.

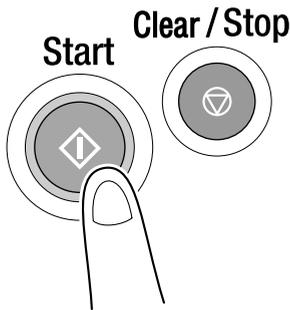
1.6 Canceling while copying

The following procedure describes how to cancel copying after the [Start] key is pressed.

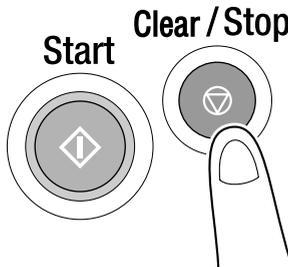
Keys used in this procedure



- 1 Specify the copy settings, and then press the [Start] key.



- 2 Press the [Clear/Stop] key.



- 3 Select "YES".



- Press the [▲] or [▼] key until "YES" is selected, and then press the [OK] key.
- To continue copying, select "NO".

2

Using the machine as a fax machine

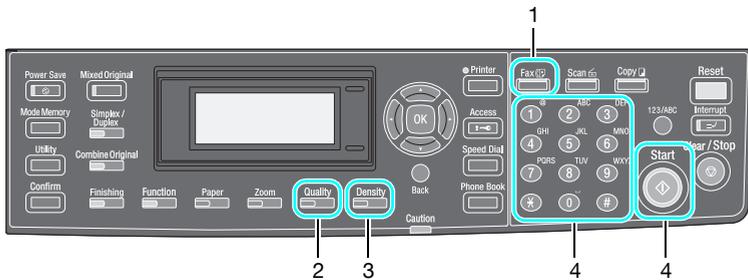
2 Using the machine as a fax machine

2.1 Sending a fax

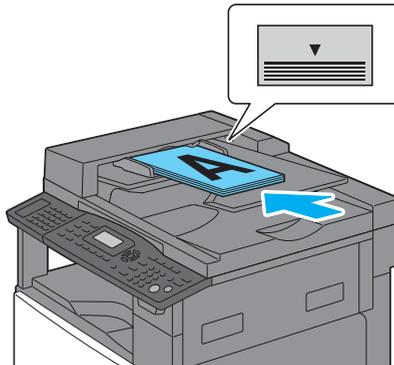
With this machine, a document can be sent to a fax number after the [Fax] key is pressed.

The general fax procedure, from loading the fax document to sending it to a destination, is described below.

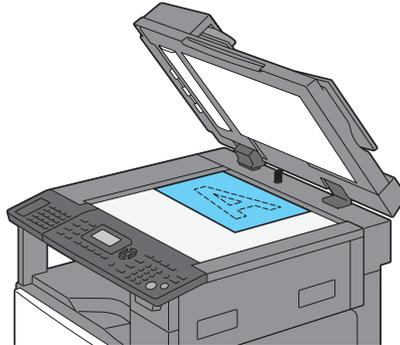
Keys used in this procedure



- 1 Press the [Fax] key, and then position the document.
 - When loaded into the document feeder



- When placed on the original glass



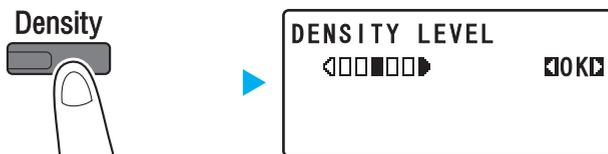
- For details on positioning the document, refer to page x-15.

2 Select a Quality setting.



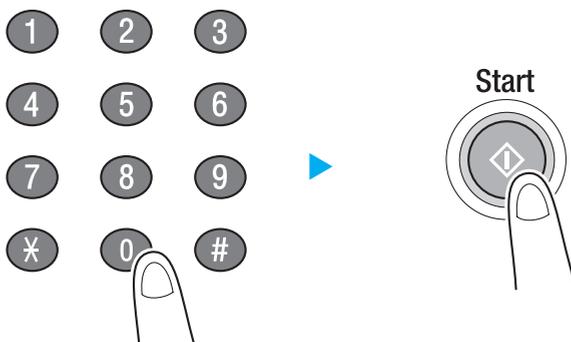
- For a document containing photos, select “STD/PHOTO”, “FINE/PHOTO” or “S-FINE/PHOTO”.
- If “S-FINE/TEXT” or “S-FINE/PHOTO” is selected, detailed areas of the document can be clearly reproduced; however, some fax machine may not be compatible with the “S-FINE” settings.

3 Select a Density setting.



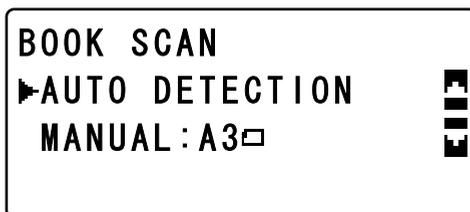
- Press the [◀] or [▶] key until the desired setting is selected, and then press the [OK] key.

- 4 Type in the fax number, and then press the [Start] key.



- Fax numbers registered with one-touch dial keys or speed dial numbers can be searched for in the phone book.
- If the fax number is registered with a one-touch dial key, specify the recipient with the one-touch dial keys.
- If the fax number is registered with a speed dial number, press the [Speed Dial] key, and then use the keypad to type in the speed dial number.
- To stop sending the fax, press the [Clear/Stop] key. For details, refer to page 2-15.

When the document is placed on the original glass

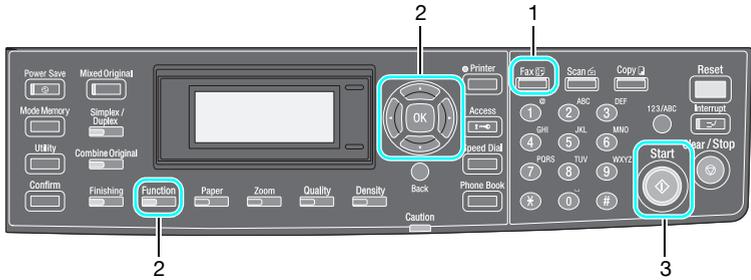


- 1 Press the [▲] or [▼] key until "AUTO DETECTION" or "MANUAL" is selected, and then press the [OK] key.
 - If "MANUAL" is selected, specify the size of paper.
- 2 Press the [OK] key to scan the document. Position the next document page, and then press the [OK] key.
- 3 After all document pages have been scanned, press the [Start] key.

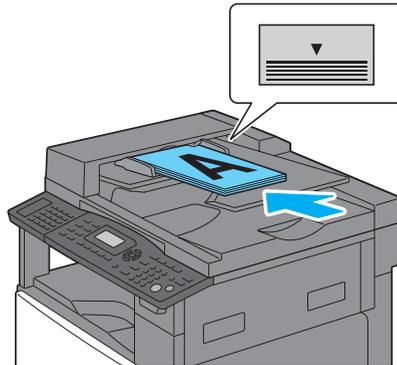
2.2 Transmitting to multiple recipients at the same time

A fax can be sent to multiple destinations at the same time.

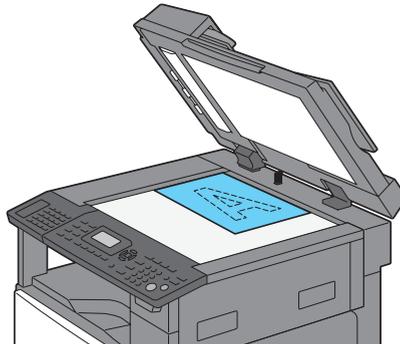
Keys used in this procedure



- 1 Press the [Fax] key, and then position the document.
 - When loaded into the document feeder



- When placed on the original glass



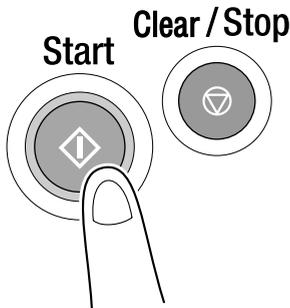
- For details on positioning the document, refer to page x-15.

2 Specify the destination.



- Press the [▲] or [▼] key until “BROADCAST” is selected, and then press the [OK] key. (①)
- Specify the destination. (②)
- Press the [▲] or [▼] key until “ADD” is selected, and then press the [OK] key. (③)
- Repeat ①, ② and ③ to select the multiple destinations.
- After specifying all destinations, select “RETURN” in ④, and then press the [OK] key.
- To check the destinations, select “CHECK/EDIT” in ④.

3 Specify the necessary settings, and then press the [Start] key.



- For details on specifying Quality and Density settings, refer to page 1-2.

- If the document was placed on the original glass, specifying the scanning size. For details, refer to “When the document is placed on the original glass” on page 2-4.
- To stop sending the fax, press the [Clear/Stop] key. For details, refer to page 2-15.

**Detail**

A maximum of 32 destinations can be specified by using the one-touch dial keys.

A maximum of 240 destinations can be specified by using the speed dial numbers.

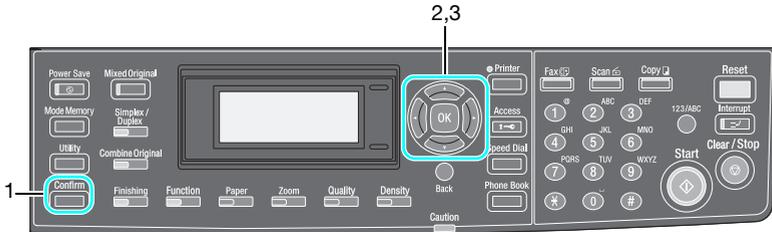
A maximum of 16 destinations can be specified when typed in.

A maximum of 243 destinations can be specified by using a combination of the one-touch dial keys, speed dial numbers and by typing.

2.3 Checking fax communication results

The following procedure describes how to check whether the fax was sent to the destinations.

Keys used in this procedure



- 1 Press the [Confirm] key.

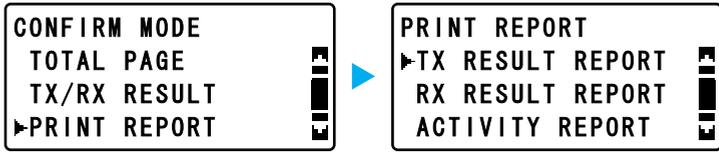


- 2 Check the communication results.



- Press the [▲] or [▼] key until the desired setting is selected, and then press the [OK] key.
- In the screen displaying the communication results, press the [Start] key to print the communication results for the displayed job.
- To print the reception results report or the activity report, continue with step 3.

- 3 The report is printed.



- Reports can be printed on paper of the following sizes.

A5 , B5 , A4 / , B4 , A3 , Invoice (8-1/2×5-1/2) , Letter /
, Legal (8-1/2×14) , Ledger (11×17)



Note

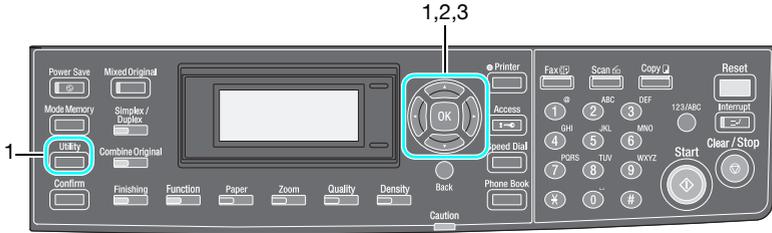
In addition to the transmission results report and the reception results report, multiple reports such as the activity report and the list of queued communications can be printed. For details, refer to chapter 2, “Faxing” in the User’s Guide of the fax kit.

Settings can be specified to normally print the transmission results report and the reception results report. For details, refer to chapter 5, “Utility mode/Fax mode parameters” in the User’s Guide of the fax kit.

2.4 Registering frequently used fax destinations

Destinations (recipient name and fax number) can be registered as one-touch dial keys, speed dial numbers or groups. The procedure for programming a one-touch dial key is described below.

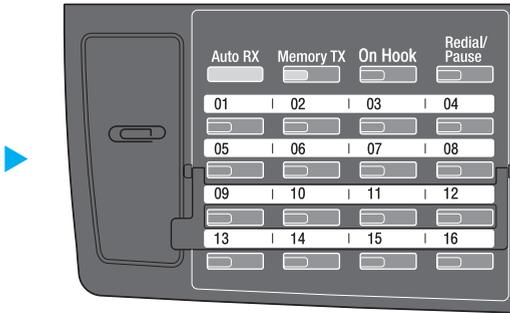
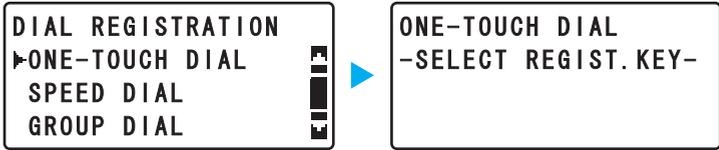
Keys used in this procedure



- 1 Press the [Utility] key, and then select "DIAL REGISTRATION".

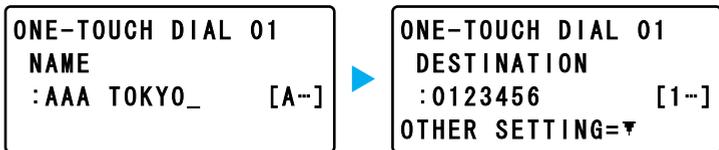


- 2 Select “ONE-TOUCH DIAL”, and then press the one-touch dial key to be programmed.



- For details on programming speed dial numbers, refer to chapter 5, “Utility mode/Fax mode parameters” in the User’s Guide of the fax kit.
- For details on programming group destinations, refer to chapter 5, “Utility mode/Fax mode parameters” in the User’s Guide of the fax kit.

- 3 Type in the name and fax number of the recipient.



- For details on entering text, refer to page 2-13.
- Transmission settings for the F-code, transmission speed and transmission time can be specified. For details, refer to chapter 5, “Utility mode/Fax mode parameters” in the User’s Guide of the fax kit.

- 4 Press the [OK] key.



2.5 Entering text

Press the [123/ABC] key to select the type of characters to be entered, and then use the keypad to type in the text.

Keys used in this procedure



Characters that can be entered

Example: Characters that can be entered by pressing the [2] key.

When entering numbers ([1...])

Number of presses	1 time
Entered character	2

When entering letters ([A...])

Number of presses	1 time	2 times	3 times	4 times	5 times	6 times	7 times
Entered character	A	B	C	2	a	b	c

Characters that can be entered with keypad keys

Keypad key	Available characters	
	[1...]	[A...]
1	1	. (period) @ _ (underscore) - (hyphen) 1
2	2	ABC2abc
3	3	DEF3def
4	4	GHI4ghi
5	5	JKL5jkl
6	6	MNO6mno
7	7	PQRS7pqrs
8	8	TUV8tuv
9	9	WXYZ9wxyz
0	0	(space) 0
✕	*	+&/ *?!?()% [] ^ " ' ; ~ \$

Keypad key	Available characters	
	[1...]	[A...]
#	#	#

Entering two or more characters

ONE-TOUCH DIAL 01
NAME
: 0 [A...]



ONE-TOUCH DIAL 01
NAME
: 0f [A...]

After entering the first character, press the [◀] or [▶] key to move the cursor.

After all characters have been entered, press the [OK] key.



Detail

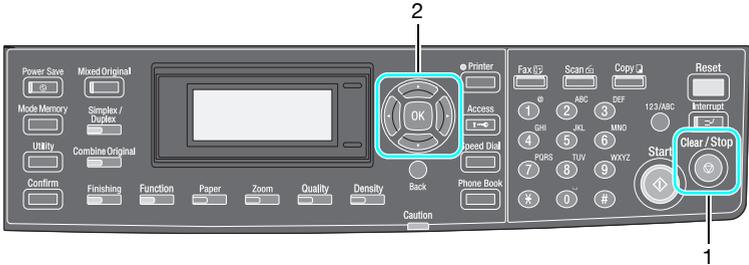
To delete all entered characters, press the [Back] key to return to the previous screen.

To delete part of the entered characters, move the cursor to the character to be deleted, and then press the [Clear/Stop] key.

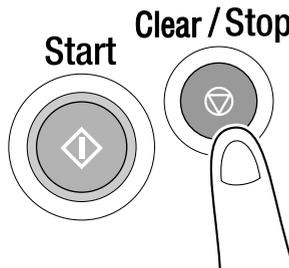
2.6 Canceling while transmitting

The following procedure describes how to cancel a transmission after the [Start] key is pressed or stop the transmission while redialing.

Keys used in this procedure



- 1 Press the [Clear/Stop] key.



- 2 From the control panel, select "YES".



- Press the [▲] or [▼] key until "YES" is selected, and then press the [OK] key.
- If "NO" is selected, the fax is sent again.



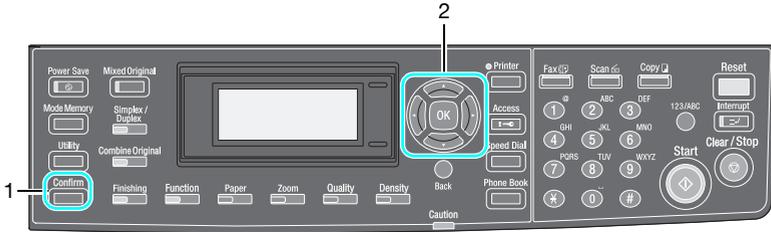
Note

To delete a timer transmission or polling transmission job, press the [Function] key. For details, refer to chapter 2, "Faxing" in the User's Guide of the fax kit.

2.7 Checking the details of registered destinations

The destinations registered with one-touch dial keys and speed dial numbers can be listed and printed. The procedure for printing the destinations registered with this machine is described below.

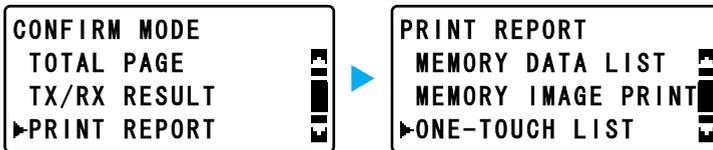
Keys used in this procedure



- 1 Press the [Confirm] key.



- 2 Select "PRINT REPORT", then "ONE-TOUCH LIST".



- Press the [▲] or [▼] key until the desired setting is selected, and then press the [OK] key.
- If "SPEED DIAL LIST" was selected, the list of destinations registered with speed dial numbers is printed.
- If "KEY SETTING LIST" is selected, the settings for group dialing and program dialing registered with one-touch dial keys are printed.
- Reports can be printed on paper of the following sizes.
A5 B5 A4 B4 A3 Invoice (8-1/2x5-1/2) Letter Legal (8-1/2x14) Ledger (11x17)

**Note**

Registered destinations can be changed or deleted from Utility mode. For details, refer to chapter 5, "Utility mode/Fax mode parameters" in the User's Guide of the fax kit.

2.8 Transmission errors and remedies

Check the following if the fax cannot be sent or a fax cannot be received.

Faxes cannot be sent

Symptom	Possible cause	Remedy
The document cannot be scanned.	Is the document too thick?	Position the document on the original glass to send it.
	Is the document too thin or too small?	Position the document on the original glass to send it.
	Is the original glass dirty?	Wipe the original glass with a soft, dry cloth.
The document was scanned at an angle.	Were the document guides correctly adjusted to the width of the document?	Adjust the document guides for the size of the document.
The fax received by the recipient is not clear.	Is the document incorrectly positioned?	Position the document correctly.
	Is the original glass dirty?	Wipe the original glass with a soft, dry cloth.
	Is the text in the document too faint?	Adjust the scanning density.
	Is there a problem with the recipient's fax machine?	Check that this machine can make clean copies. If it can, try sending the fax again.
The fax received by the recipient is blank.	The document was sent with the front side facing down (when using the document feeder).	Load the document with the front side facing up, and then try sending the fax again.
Faxes cannot be sent automatically.	Was the fax number incorrect?	Check the fax number.
	Is a number specifically for telephone calls being dialed?	Check the fax number.
	Is there a problem with the recipient's fax machine (it is out of paper, it is not set to receive faxes automatically, it is turned off, etc.)?	Have the recipient check their fax machine.

Faxes cannot be received

Symptom	Possible cause	Remedy
The received fax is not clear.	Has paper that meets the specifications been used?	Use paper that meets the specifications.
	Is the paper damp?	Replace the paper.
	Is the toner empty?	Replace the toner bottle with a new one.
	Is there a problem with the caller's fax machine?	Check that the machine can make clean copies. If it can, have the caller send the fax again.
The received fax is blank.	Is the toner empty?	Replace the toner bottle with a new one.
	Did the caller load the pages upside- down?	Have the recipient check their fax machine.
Faxes cannot be received automatically.	Has the machine been set to receive faxes manually?	Set the machine to automatic reception.
	Is the memory full?	Load paper if it is empty, and then print the faxes stored in the memory.
	Is the machine performing an operation?	Follow the instructions in any messages that appear on the display.
Black streaks appear through the copy.	Is there a problem with the caller's fax machine?	Check that the machine can make clean copies. If it can, have the caller send the fax again.

Calls cannot be made

Symptom	Possible cause	Remedy
Nothing can be heard from the connected telephone.	Is the cord from the telephone connected correctly to the machine?	Correctly connect the telephone cord to the machine.
	Is the telephone cord from the wall jack connected correctly to the machine?	Correctly connect the telephone cord from the wall jack to the machine.
	A communication is being performed.	Check again after the communication is finished.
After dialing, the ringing cannot be heard.	Has the telephone dialing system been set correctly?	Correctly set the telephone dialing system.
After on-hook dialing, it is difficult to hear the recipient/caller's voice.	Has the monitoring volume been set too low?	Increase the monitoring volume.
The ringing of the telephone is too quiet (loud).	Has the ringer volume of the connected telephone been set too low (high)?	Adjust the ringer volume of the connected telephone.

3

Using the machine as a printer

3 Using the machine as a printer

3.1 Printing

The general procedure for printing computer data with this machine is described below.

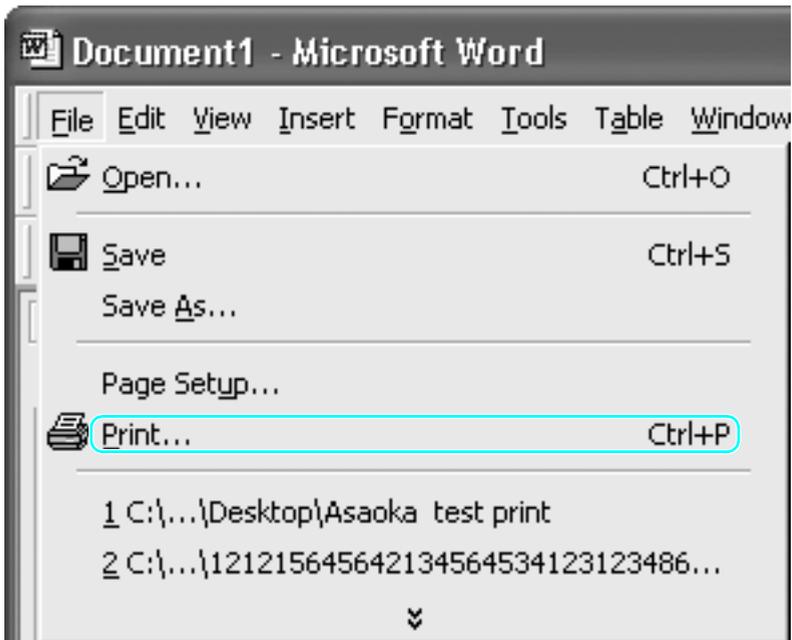


Detail

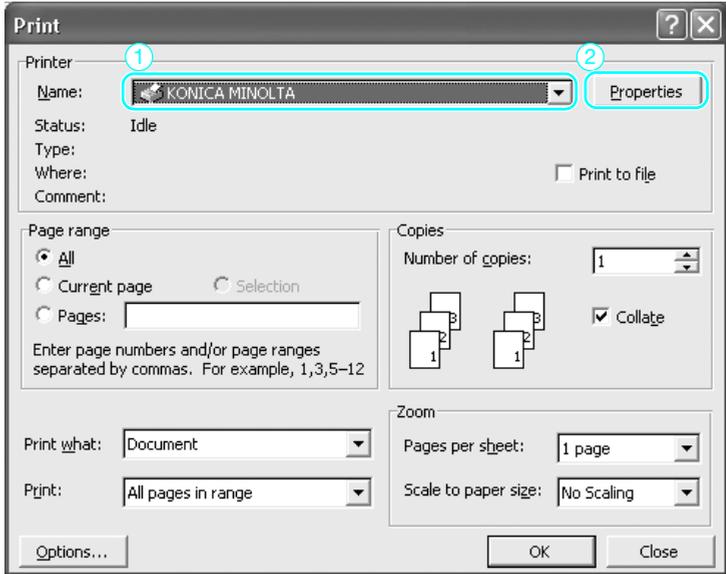
Before printing, the printing driver for this machine must be installed.

For details on installing the driver, refer to the User's Guide of the GDI printer controller or the image controller.

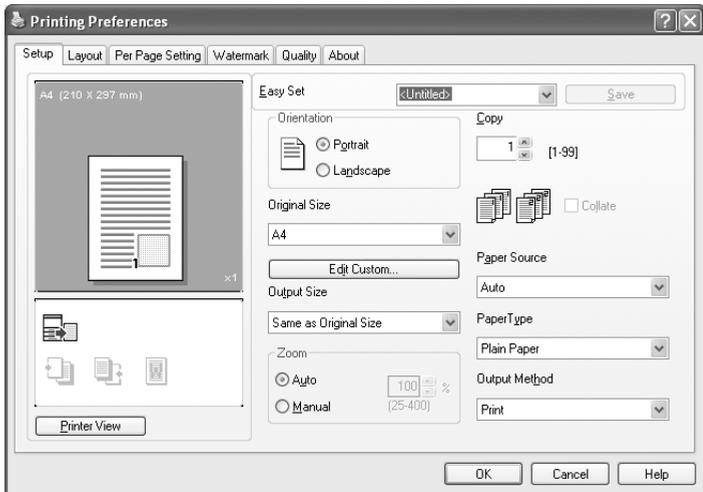
- 1 Select "Print" from the menu of the application.



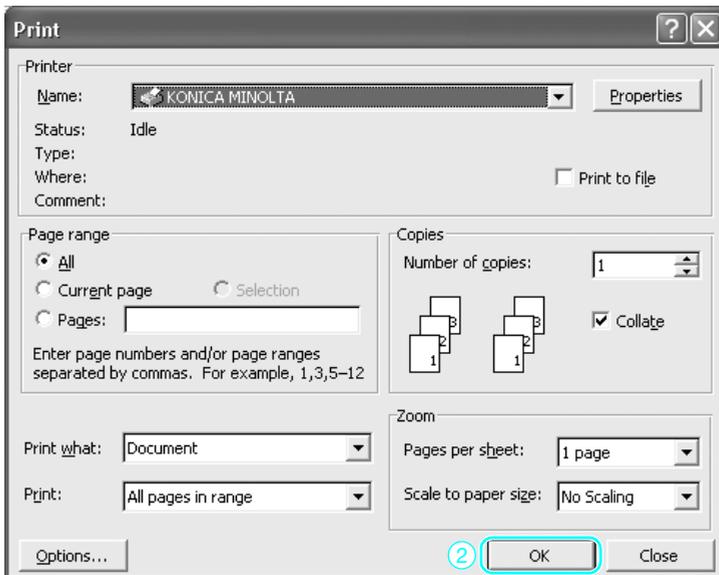
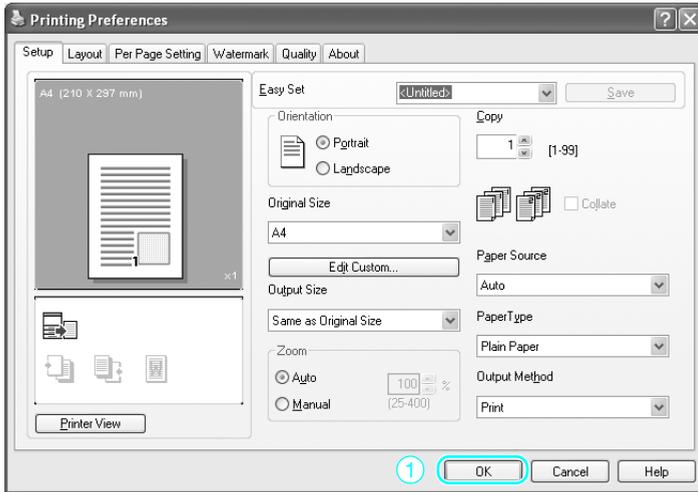
- 2 Select the printer, and then click the [Properties] button.



- 3 Specify the print settings.



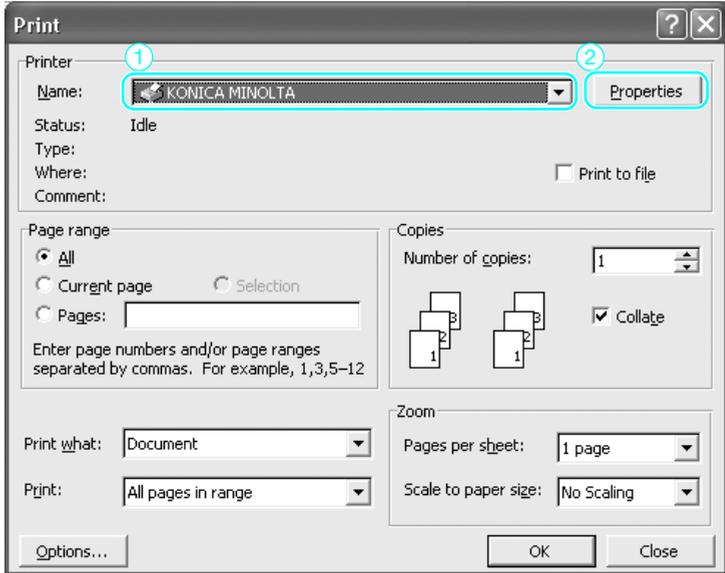
4 Click the [OK] button.



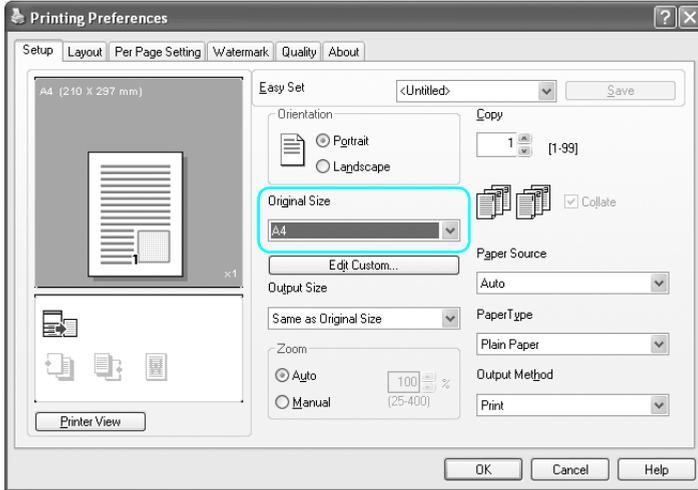
3.2 Enlarging/reducing to fit the paper

By specifying the paper size for the computer data and the paper size from the printer driver, the data can be enlarged or reduced to fit the selected paper.

- 1 Select the printer, and then click the [Properties] button.

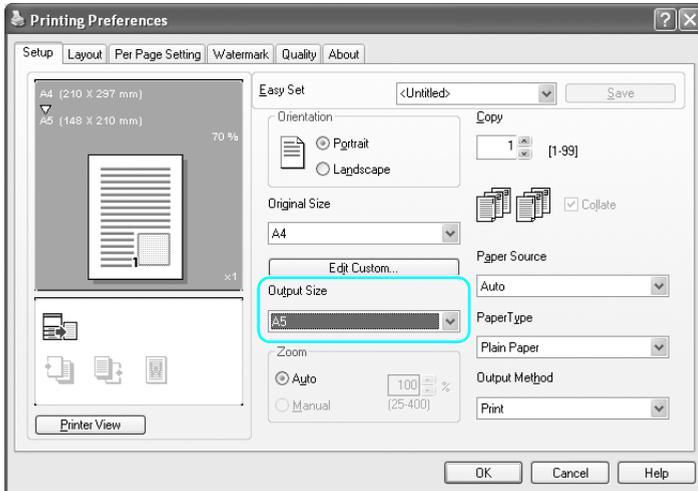


2 Select the paper size for the document.

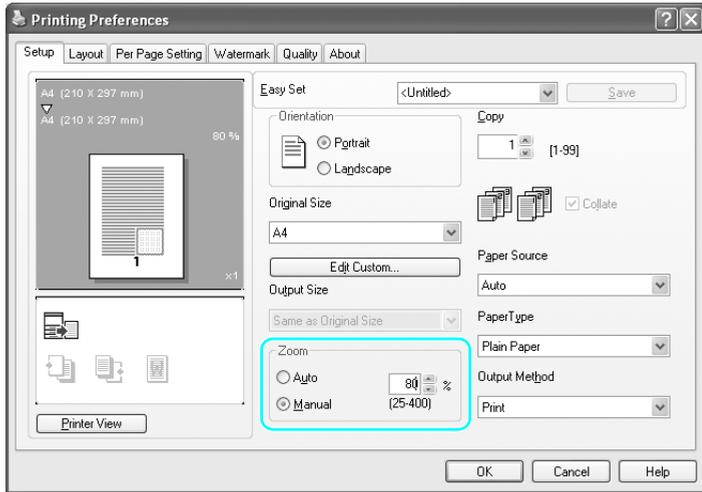


3 Specify the print settings.

- When specifying the size of the paper to be printed on



- When specifying a zoom ratio



- A zoom ratio can be selected in the “Zoom” group box. Select “Manual”, and then specify the zoom ratio.

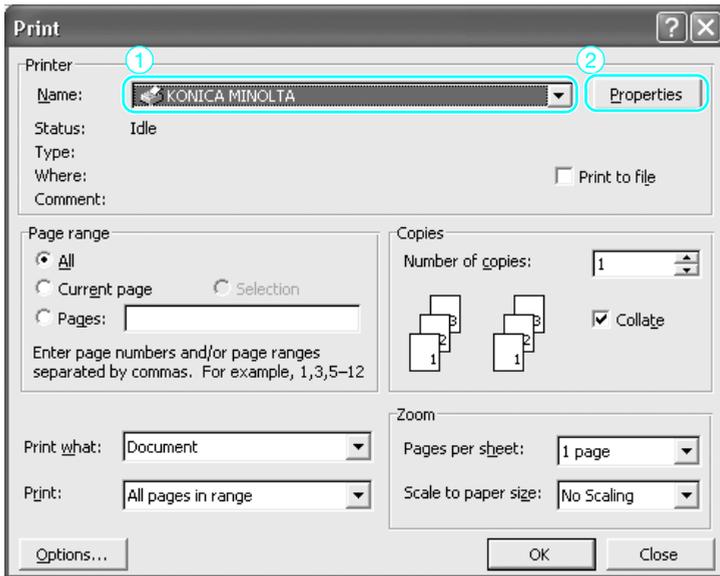
- 4 Click the [OK] button.

3.3 Reducing paper use while printing

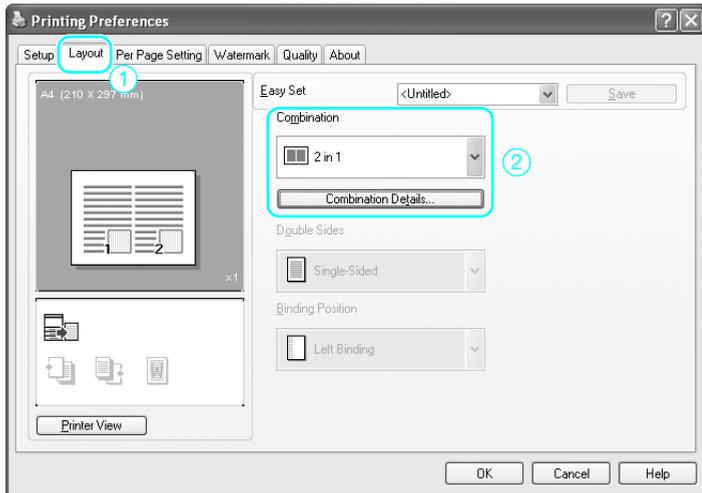
When printing multiple pages, the number of pages printed on a single sheet of paper can be selected.

With this machine, 2, 4, 6, 9 or 16 document pages can be printed on a single sheet of paper.

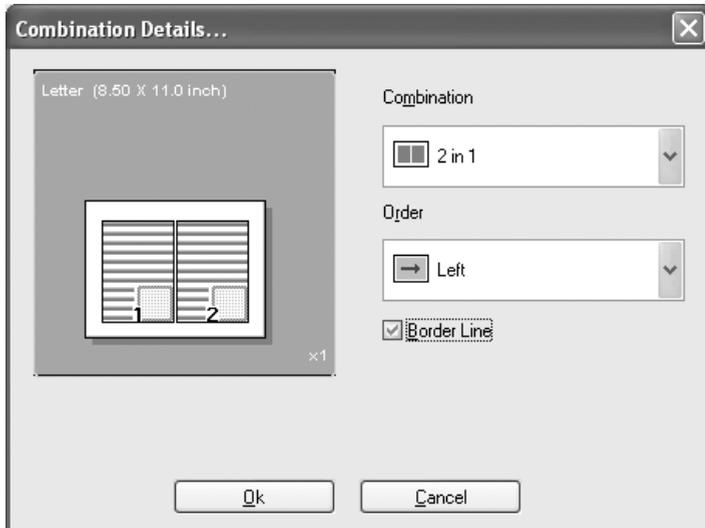
- 1 Select the printer, and then click the [Properties] button.



- Click the Layout tab, and then select a setting in the “Combination” list.

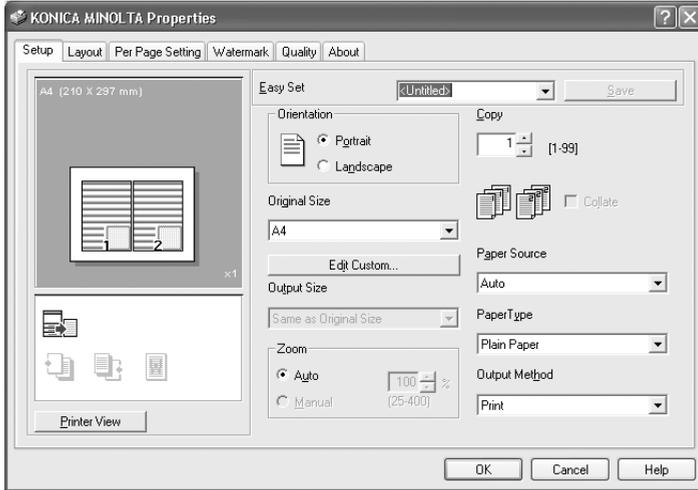


- To select the page arrangement, click the [Combination Details] button, and then select a setting in the “Order” list.



- To print a line around each page, select the “Border Line” check box.

3 Specify the print settings.



- If a setting was selected from the “Combination” list, a zoom ratio cannot be specified in the “Zoom” group box.
- If a setting was selected from the “Combination” list, a setting cannot be selected in the “Output Size” list.

4 Click the [OK] button.

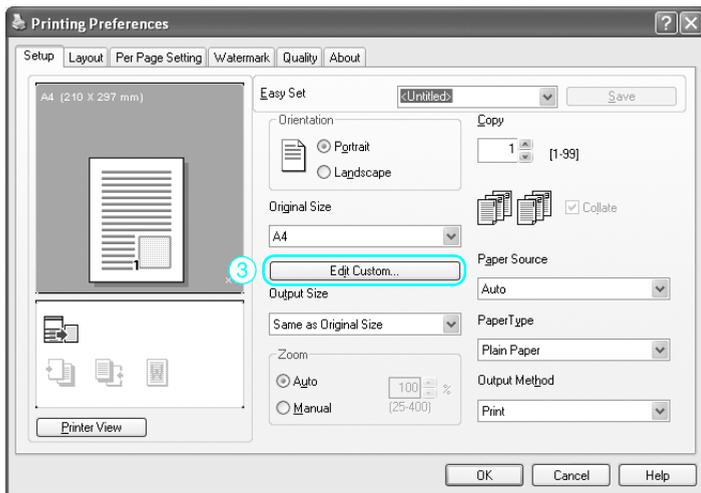
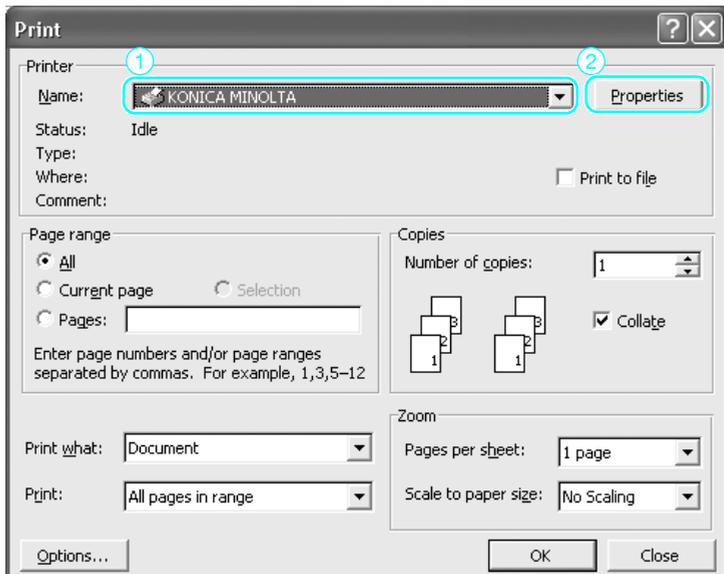
3.4 Printing onto non-standard-sized paper

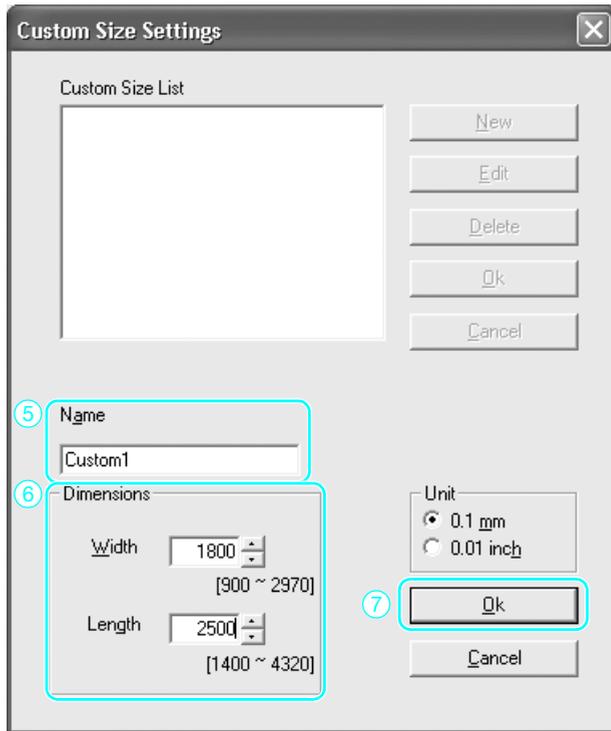
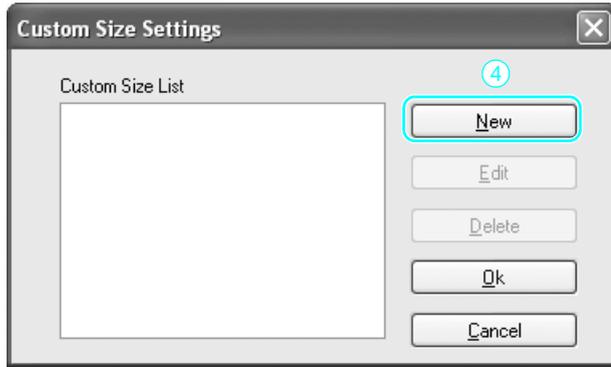
When printing on non-standard-sized paper, load the paper into the bypass tray or the 1st paper drawer.

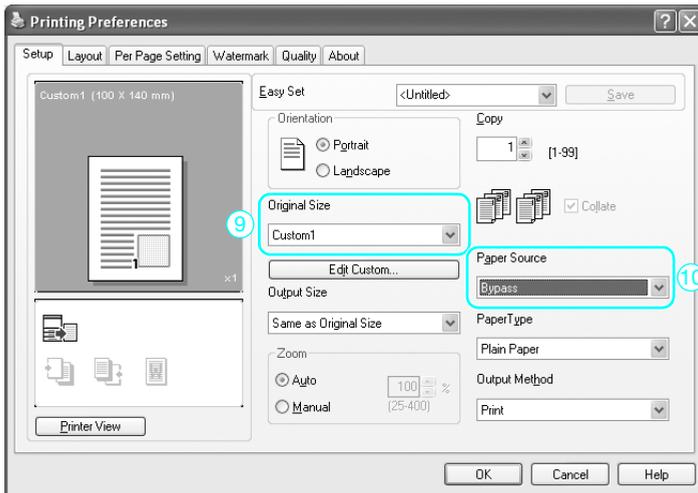
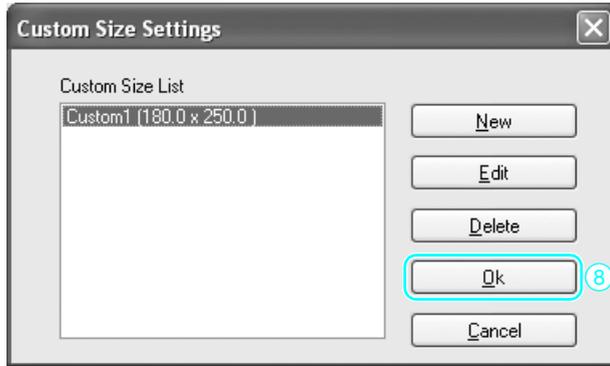
With the manual bypass tray

- ✓ Steps 1 and 2 are performed from the computer, and step 3 is performed from the machine.
- ✓ Specify the settings from the printer driver before loading the paper. If paper is loaded into the manual bypass tray of the machine, an error message appears.

- 1 Select the printer, and then click the [Properties] button.

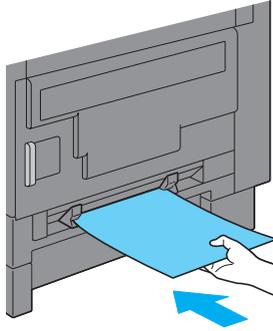






- For a paper size that is not registered, click the [Edit Custom] (③) button, and then register the paper size specified from the machine. Click the [New] (④) button, type in the name (⑤) and size (⑥) of the non-standard-sized paper, and then click the [OK] (⑦) button. Select the paper size to be registered, and then click the [OK] button (⑧). Then, from the “Original Size” list (⑨), select the registered non-standard-sized paper.
- Select “Bypass” in the “Paper Source” list (⑩).
- The size selected in the “Output Size” list must match the paper setting specified for the data to be printed.

- 2 Click the [OK] button.
- 3 Check the message that appeared in the display, and then load the paper into the manual bypass tray.

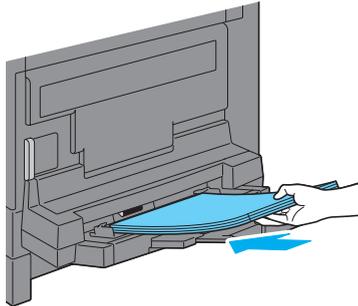


- Only one sheet of non-standard-sized paper can be loaded.
- When the paper is loaded, printing begins.

With the multi bypass tray

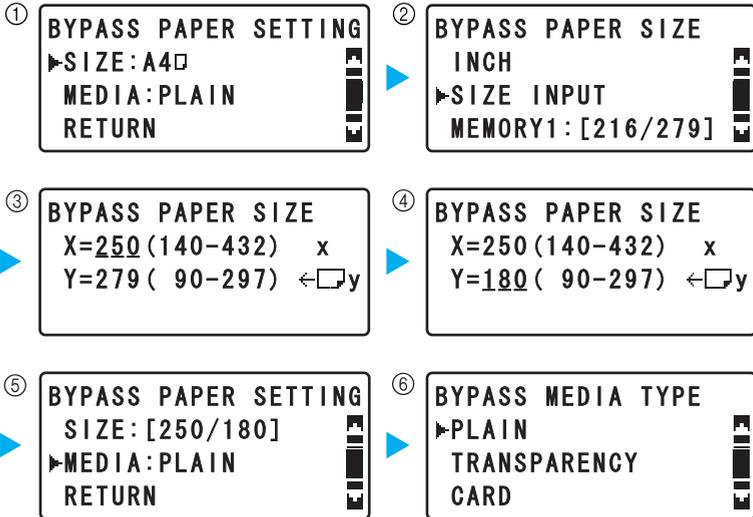
- ✓ Steps 1 and 2 are performed from the machine, and steps 3 and 4 are performed from the computer.

- 1 Load the paper into the multi bypass tray.



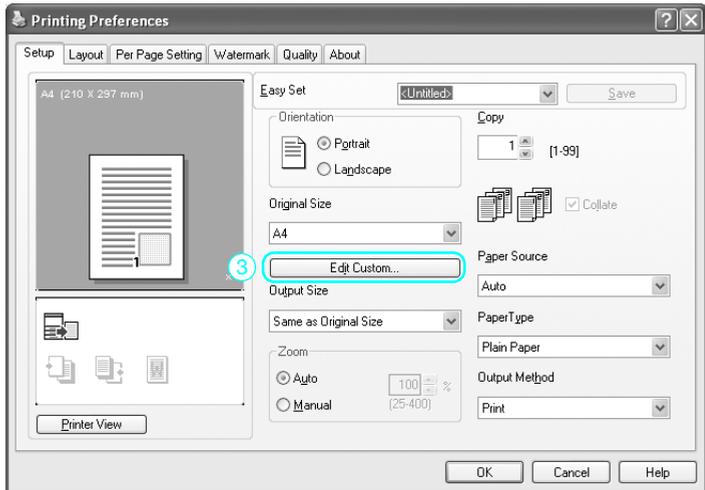
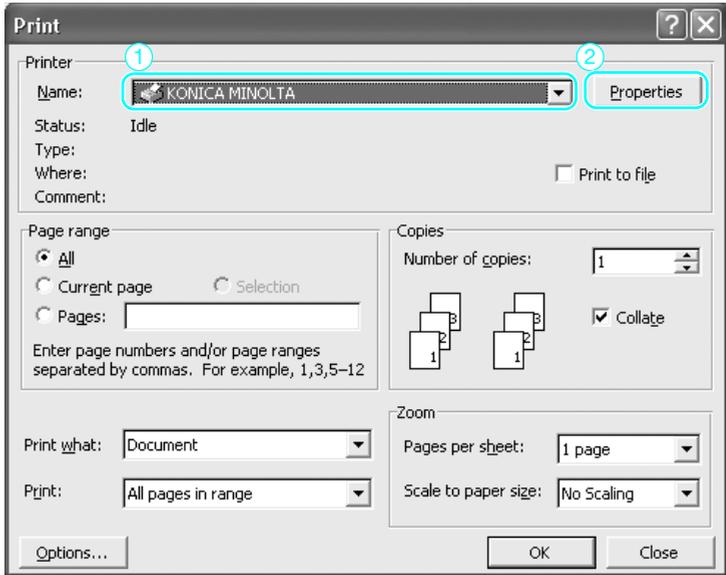
- Up to 20 sheets of non-standard-sized paper can be loaded.
- When paper is loaded into a bypass tray, the “BYPASS PAPER SETTING” menu appears. Select the settings for the non-standard-sized paper in step 2.

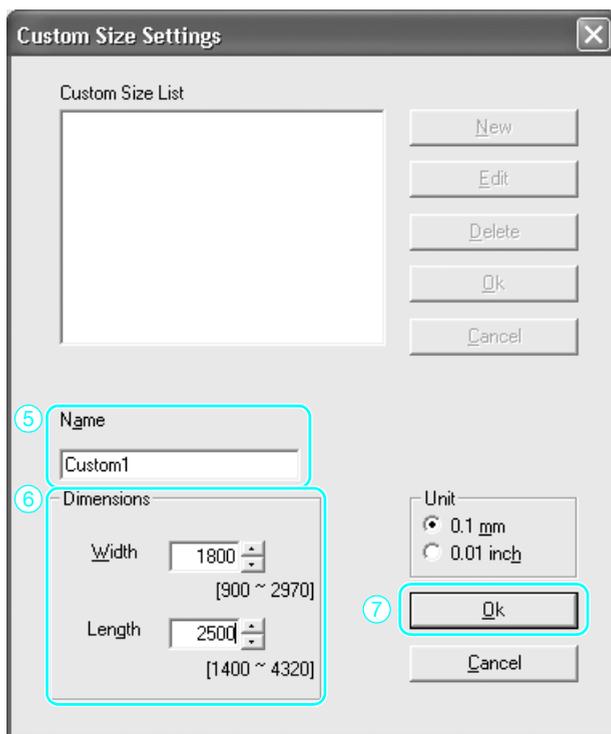
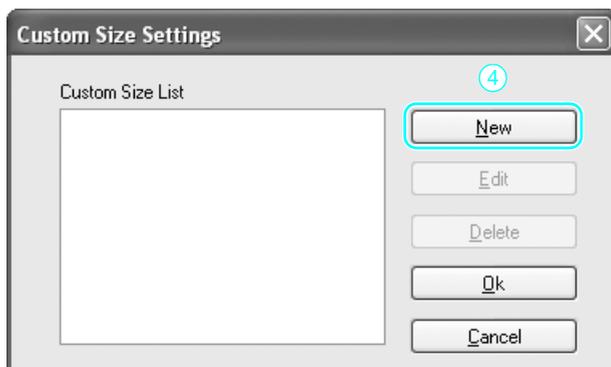
2 Select the settings for the non-standard-sized paper.

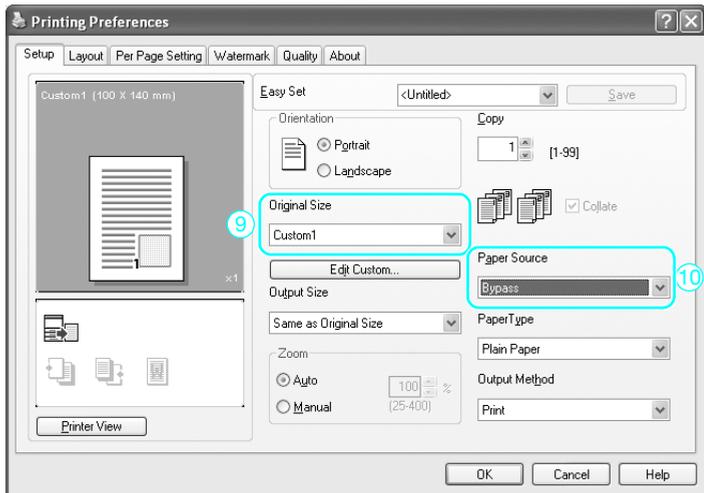
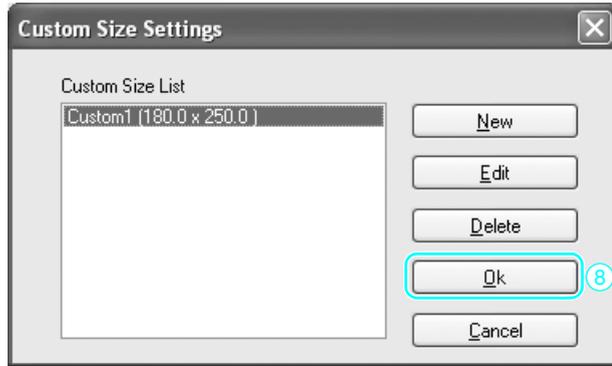


- Press the [▲] or [▼] key until the desired setting is selected, and then press the [OK] key. (① ② ⑤ ⑥)
- Using the keypad, type in the paper size, and then press the [OK] key. (③ ④)
- If the size of the non-standard-sized paper is not known, use the document scales to measure the X and Y lengths.

- 3 Select the printer, and then click the [Properties] button.







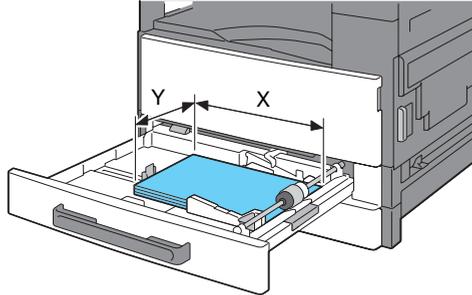
- For a paper size that is not registered, click the [Edit Custom] (③) button, and then register the paper size specified from the machine. Click the [New] (④) button, type in the name (⑤) and size (⑥) of the non-standard-sized paper, and then click the [OK] (⑦) button. Select the paper size to be registered, and then click the [OK] button (⑧). Then, from the “Original Size” list (⑨), select the registered non-standard-sized paper.
- Select “Bypass” in the “Paper Source” list (⑩).
- The size selected in the “Output Size” list must match the paper setting specified for the data to be printed.

- 4 Click the [OK] button.

With the 1st paper drawer

- ✓ Steps 1 and 2 are performed from the machine, and step 3 and 4 are performed from the computer.

- 1 Load the paper into the 1st paper drawer.



- A maximum of 20 sheets of non-standard-sized paper can be loaded.
- If the size of the non-standard-sized paper is not known, use the document scales to measure the X and Y lengths.

- 2 Select the settings for the non-standard-sized paper.

Utility



① UTILITY MODE
MACHINE SETTING
▶ PAPER SOURCE SETUP
CUSTOM SIZE MEMORY

② PAPER SOURCE SETUP
INCH/METRIC
▶ TRAY1 PAPER
PAPER TYPE

③ TRAY1 PAPER
▶ PAPER SIZE
MEDIA TYPE

④ TRAY1 PAPER SIZE
AUTO
▶ SIZE INPUT
MEMORY1: [216/279]

⑤ TRAY1 PAPER SIZE
X=250 (140-432) x
Y=200 (90-297) y →

⑥ TRAY1 PAPER SIZE
X=250 (140-432) x
Y=200 (90-297) y →

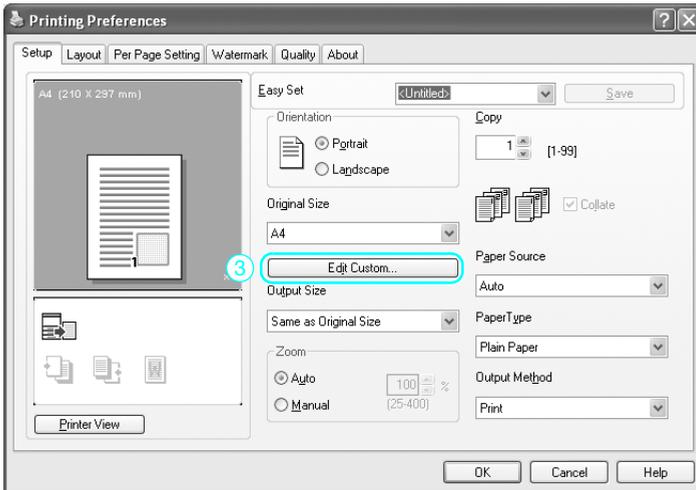
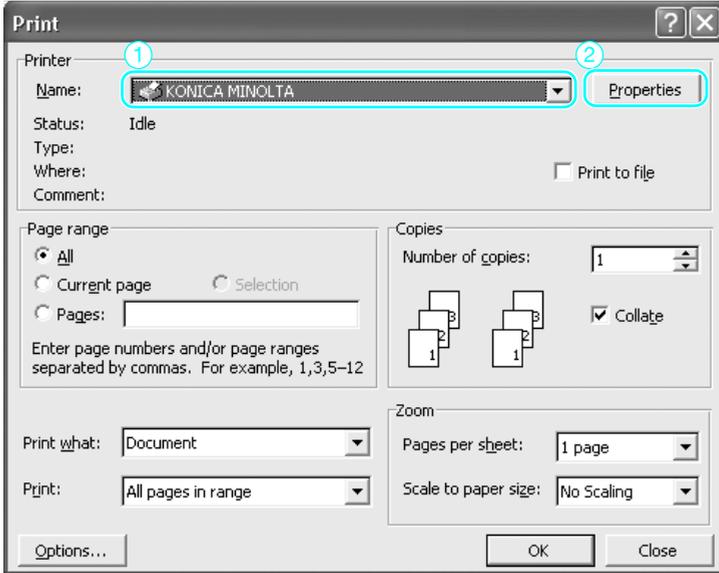
⑦ PAPER SOURCE SETUP
INCH/METRIC
▶ TRAY1 PAPER
PAPER TYPE

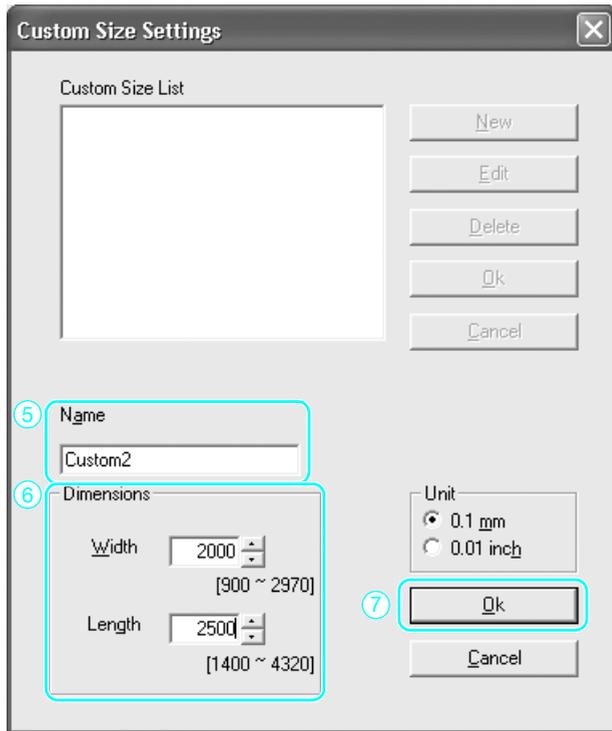
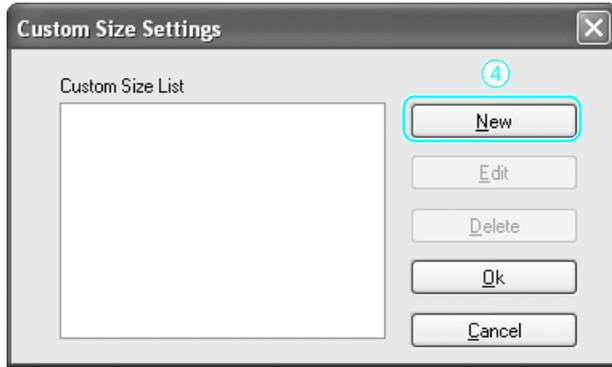
⑧ TRAY1 PAPER
PAPER SIZE
▶ MEDIA TYPE

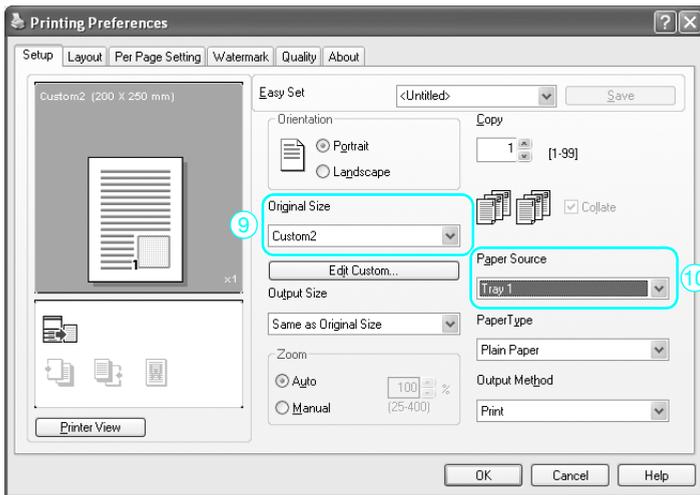
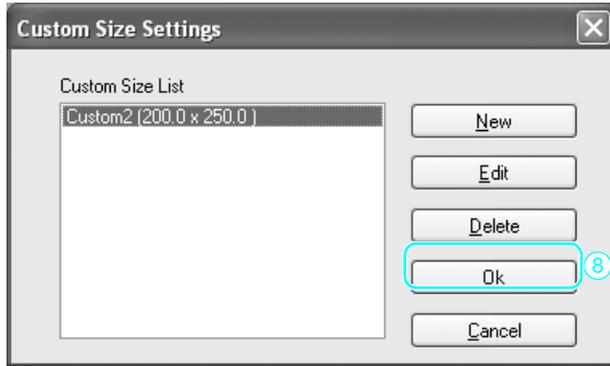
⑨ TRAY1 MEDIA TYPE
▶ PLAIN
TRANSPARENCY
CARD

- Press the [▲] or [▼] key until the desired setting is selected, and then press the [OK] key. (① ② ③ ④ ⑦ ⑧ ⑨)
- Using the keypad, type in the paper size, and then press the [OK] key. (⑤ ⑥)

- 3 Select the printer, and then click the [Properties] button.







- For a paper size that is not registered, click the [Edit Custom] (③) button, and then register the paper size specified from the machine. Click the [New] (④) button, type in the name (⑤) and size (⑥) of the non-standard-sized paper, and then click the [OK] (⑦) button. Select the paper size to be registered, and then click the [OK] button (⑧). Then, from the “Original Size” list (⑨), select the registered non-standard-sized paper.
- Select “Tray 1” in the “Paper Source” list (⑩).
- The size selected in the “Output Size” list must match the paper setting specified for the data to be printed.

- 4 Click the [OK] button.

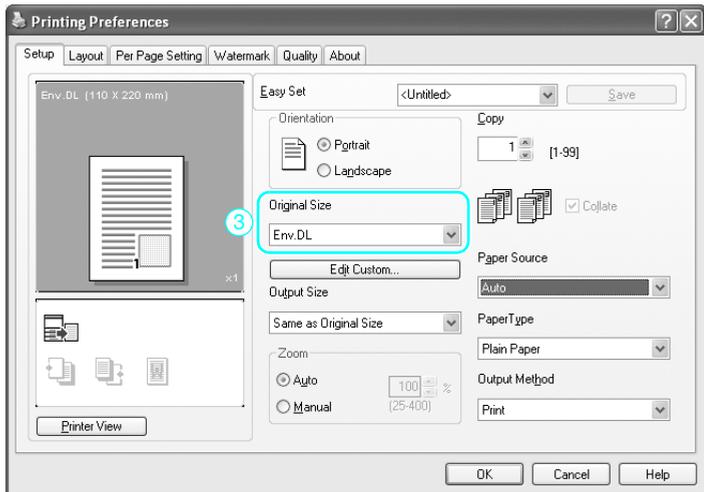
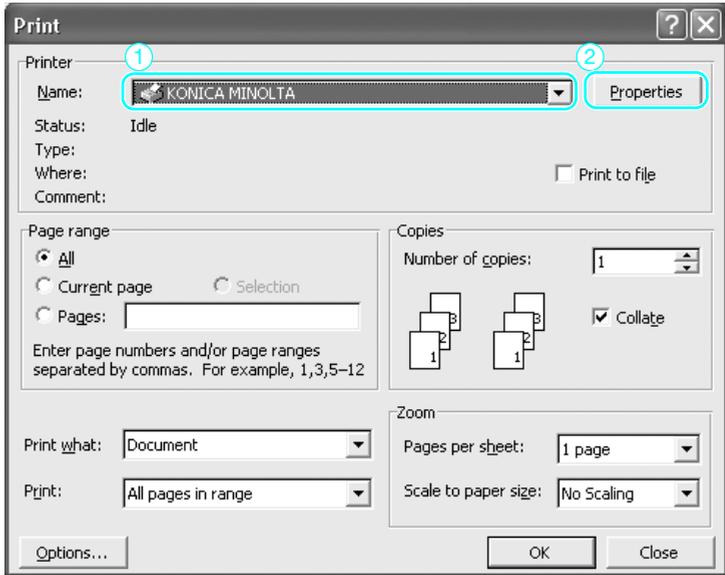
3.5 Printing onto envelopes

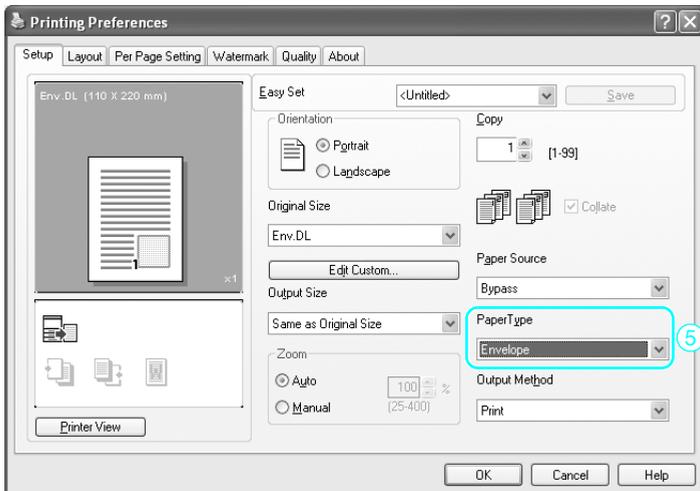
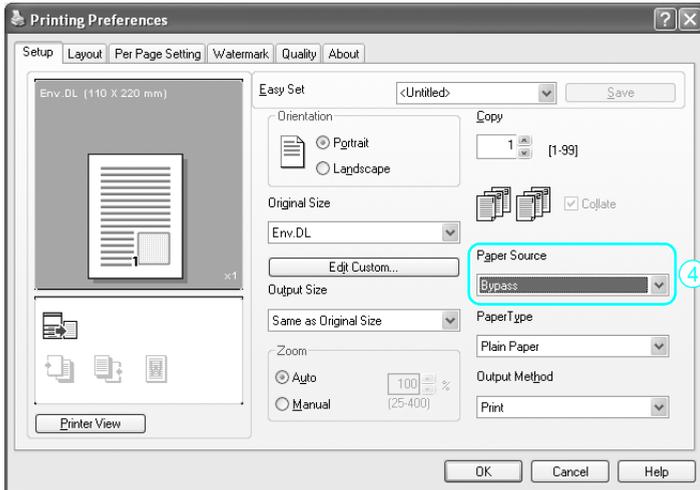
When printing onto envelopes, the paper size and paper type settings must be specified from the control panel, and the envelope size must be selected for the data to be printed and from the printer driver.

With the manual bypass tray

- ✓ Steps 1 and 2 are performed from the computer, and step 3 is performed from the machine.
- ✓ Specify the settings from the printer driver before loading the paper. If paper is loaded into the manual bypass tray of the machine, an error message appears.

- 1 Select the printer, and then click the [Properties] button.



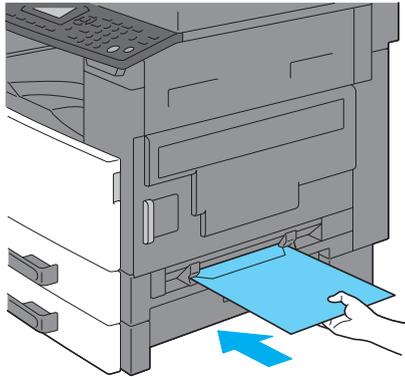


- The envelope size settings registered with the printer driver are “Env.DL(110×220 mm)” and “Env.C6Envelope (114×162 mm)”.
- Select the envelope size in the “Original Size” list. (③)
- Select “Bypass” in the “Paper Source” list. (④)
- Select “Envelope” in the “Paper Type” list. (⑤)

- When printing on envelope with a size that is not registered, refer to step 3 of “With the bypass tray” under “Printing onto non-standard-sized paper” on page 3-11.
- Select a size in the “Output” list that matches the paper setting specified for the data to be printed.

2 Click the [OK] button.

3 Check the message that appeared in the display, and then load the paper into the manual bypass tray.

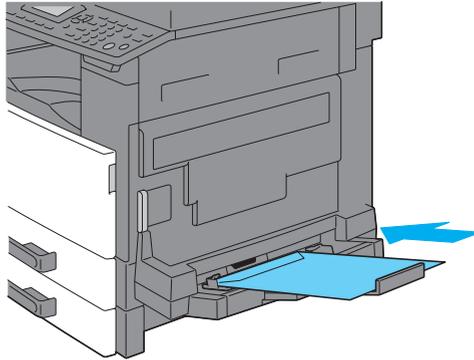


- Load envelopes with the flap facing up.
- Only one envelope can be loaded.
- When the paper is loaded, printing begins.

With the multi bypass tray

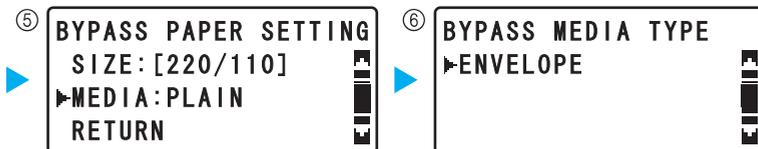
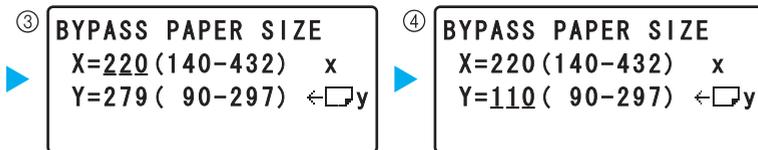
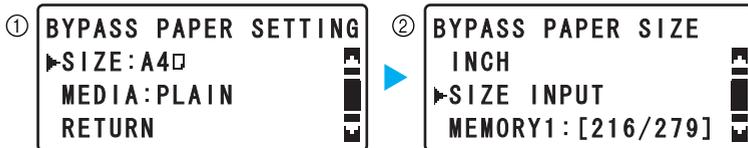
- ✓ Steps 1 and 2 are performed from the machine, and step 3 and 4 are performed from the computer.

- 1 Load the envelopes into the multi bypass tray.



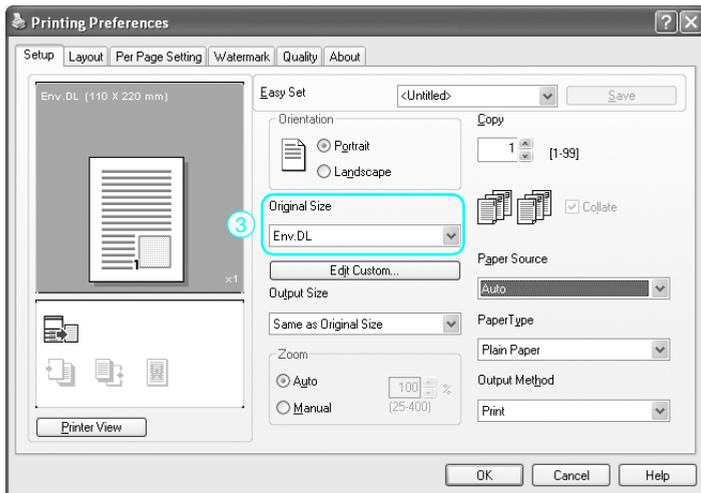
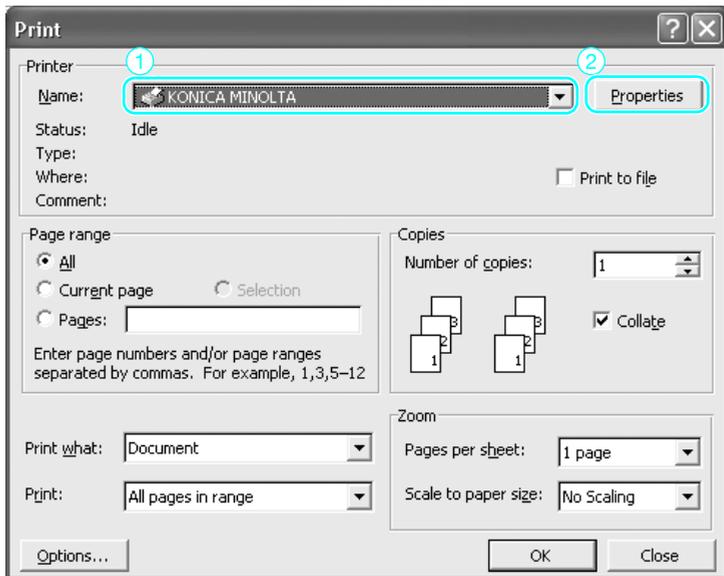
- Load the envelopes with the flap facing up.
- Up to 10 envelopes can be loaded.
- When envelopes are loaded into a bypass tray, the “BYPASS PAPER SETTING” menu appears. Select the settings for the envelopes in step 2.

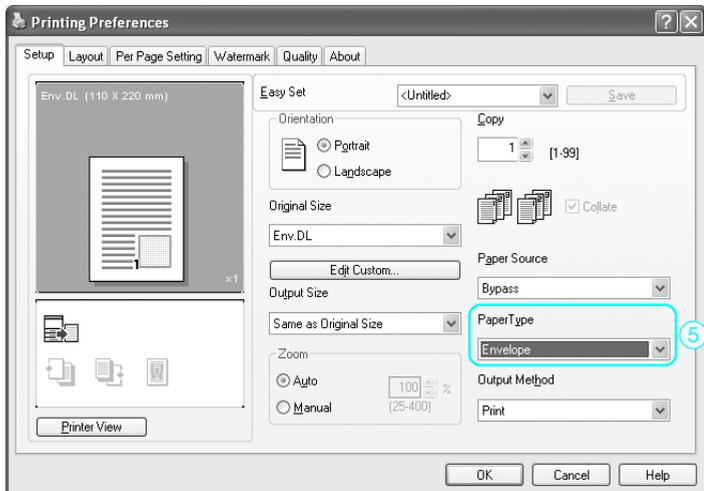
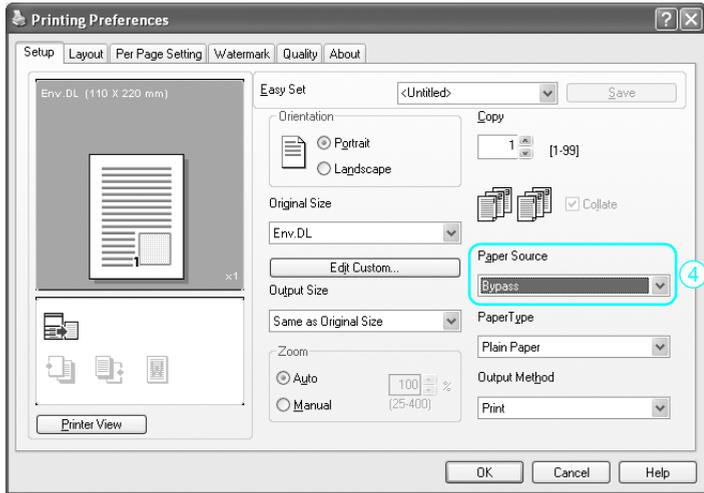
- 2 Specify the settings for envelopes.



- Press the [▲] or [▼] key until the desired setting is selected, and then press the [OK] key. (① ②)
- Use the keypad to type in the size of the envelope, and then press the [OK] key. (③ ④)
- If the size of the envelope is not known, use the document scales to measure the X and Y lengths.
- Press the [▲] or [▼] key until "MEDIA" is selected, and then select "ENVELOPE". (⑤ ⑥)

- 3 Select the printer, and then click the [Properties] button.





- The envelope size settings registered with the printer driver are “Env.DL(110×220 mm)” and “Env.C6Envelope (114×162 mm)”.
- Select the envelope size in the “Original Size” list. (③)
- Select “Bypass” in the “Paper Source” list. (④)
- Select “Envelope” in the “Paper Type” list. (⑤)

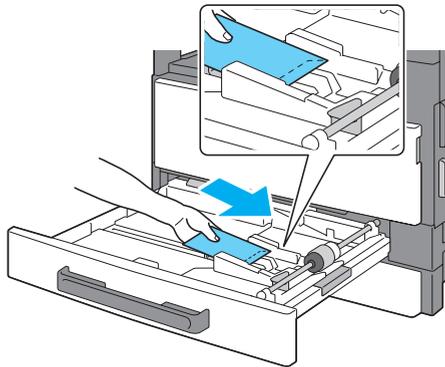
- When printing on envelope with a size that is not registered, refer to step 3 of “With the bypass tray” under “Printing onto non-standard-sized paper” on page 3-11.
- Select a size in the “Original Size” list that matches the paper setting specified for the data to be printed.

4 Click the [OK] button.

With the 1st paper drawer

- ✓ Steps 1 and 2 are performed from the machine, and step 3 and 4 are performed from the computer.

1 Load the envelopes into the 1st paper drawer.



- Load the envelopes so that the side to be printed on faces up.
- A maximum of 10 envelopes can be loaded into the 1st paper drawer.

2 Specify the settings for envelopes.

Utility



① UTILITY MODE
MACHINE SETTING
▶ PAPER SOURCE SETUP
CUSTOM SIZE MEMORY

② PAPER SOURCE SETUP
INCH/METRIC
▶ TRAY1 PAPER
PAPER TYPE

③ TRAY1 PAPER
▶ PAPER SIZE
MEDIA TYPE

④ TRAY1 PAPER SIZE
AUTO
▶ SIZE INPUT
MEMORY1: [216/279]

⑤ TRAY1 PAPER SIZE
X=220 (140-432) x
Y=279 (90-297) y →

⑥ TRAY1 PAPER SIZE
X=220 (140-432) x
Y=110 (90-297) y →

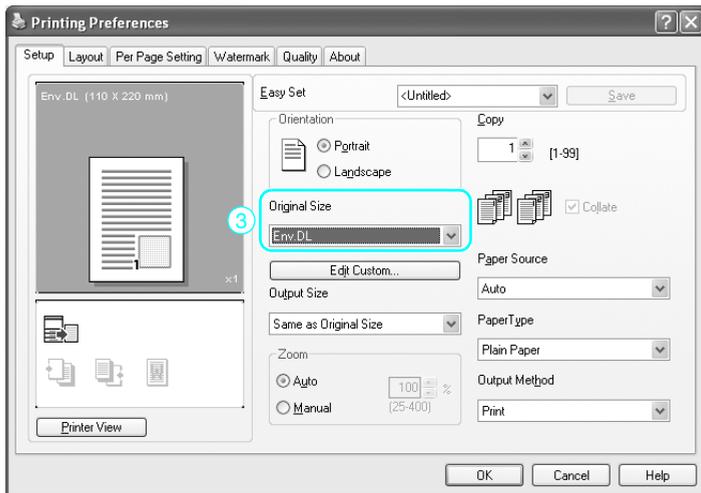
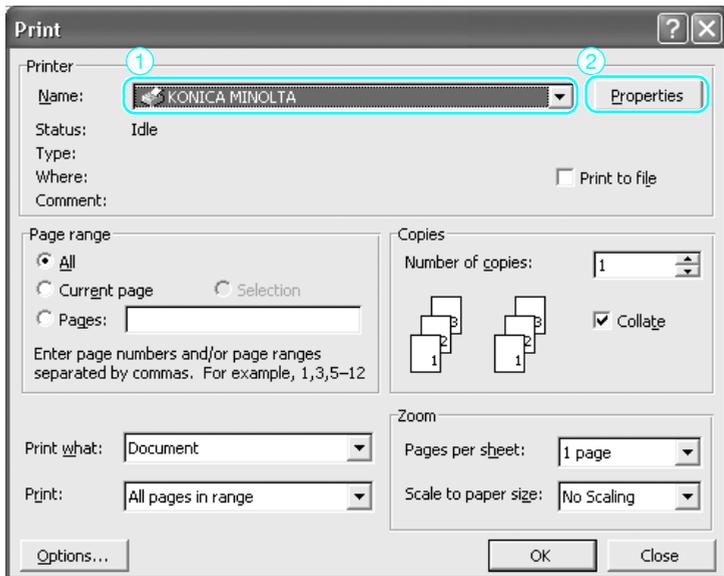
⑦ PAPER SOURCE SETUP
INCH/METRIC
▶ TRAY1 PAPER
PAPER TYPE

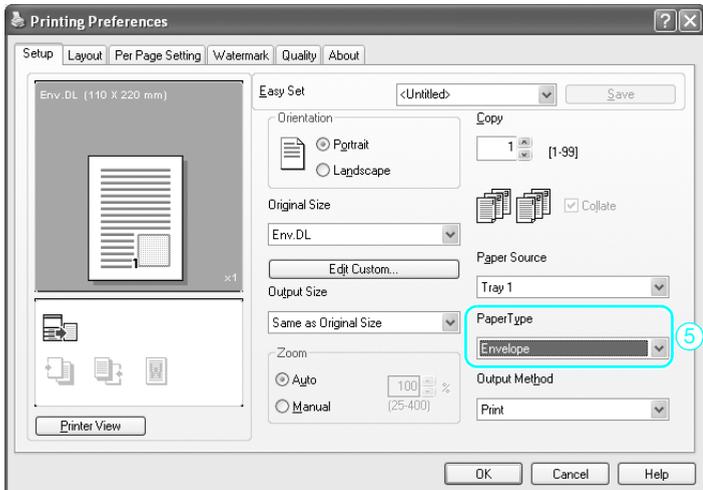
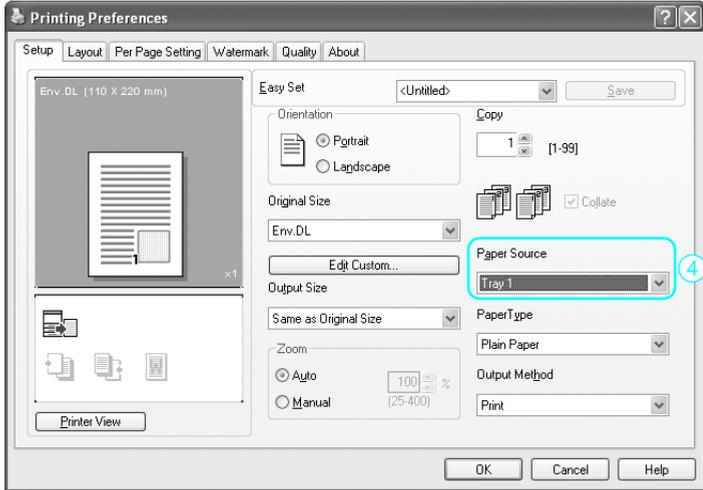
⑧ TRAY1 PAPER
PAPER SIZE
▶ MEDIA TYPE

⑨ TRAY1 MEDIA TYPE
▶ ENVELOPE

- Press the [▲] or [▼] key until the desired setting is selected, and then press the [OK] key. (① ② ③ ④ ⑦ ⑧ ⑨)
- Using the keypad, type in the paper size, and then press the [OK] key. (⑤ ⑥)
- If the size of the envelope is not known, use the document scales to measure the X and Y lengths.

- 3 Click the [Properties] button for the printer.





- The envelope size settings registered with the printer driver are “Env.DL(110×220 mm)” and “Env.C6Envelope (114×162 mm)”.
- Select the envelope size in the “Original Size” list. (③)
- Select “Tray 1” in the “Paper Source” list. (④)
- Select “Envelope” in the “Paper Type” list. (⑤)

- When printing on envelope with a size that is not registered, refer to step 3 of “With the 1st paper drawer” under “Printing onto non-standard-sized paper” on page 3-11.
- Select a size in the “Original Size” list that matches the paper setting specified for the data to be printed.

4 Click the [OK] button.

4

Using the machine as a scanner

4 Using the machine as a scanner

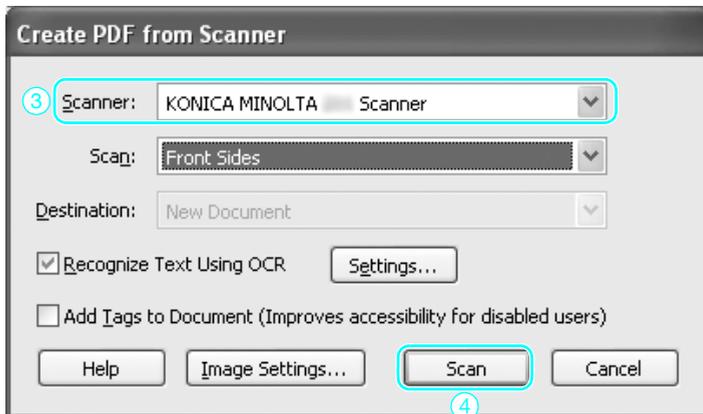
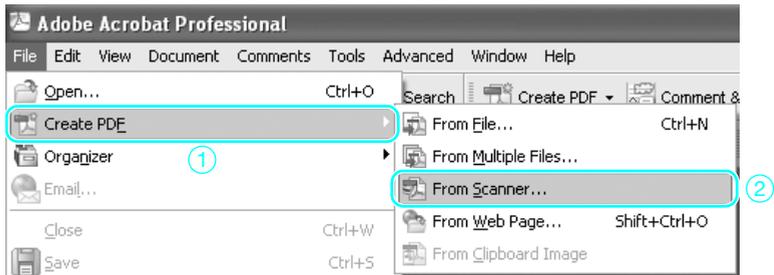
4.1 Scanning

If the TWAIN driver is installed on a computer, data scanned with this machine can be imported onto a computer.

Two operations are available: pull scan, where scanning is started with a command from the computer, and push scan, where scanning is started by pressing the [Start] key on the machine.

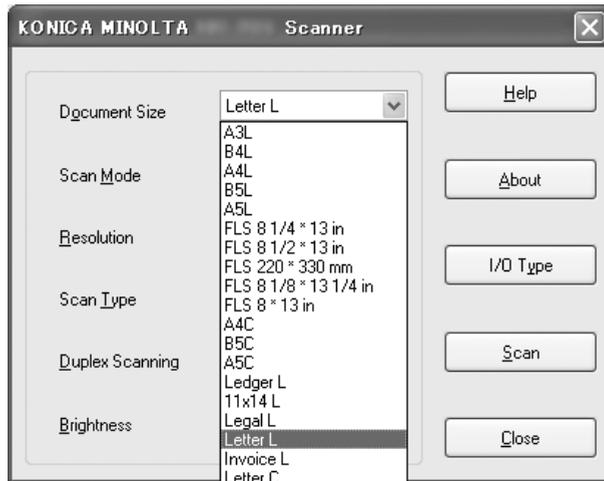
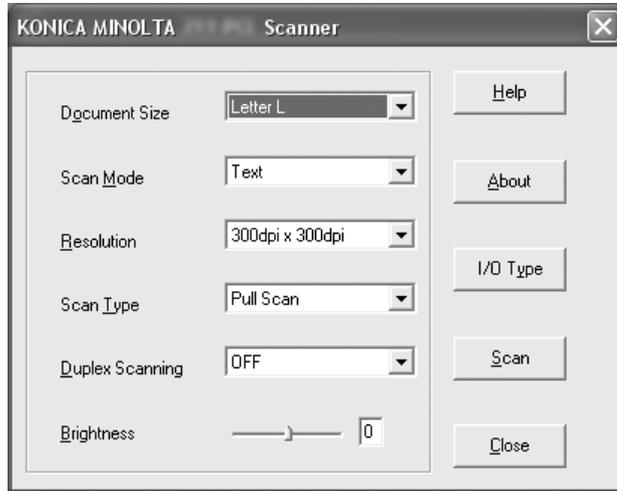
The following procedure provides descriptions of the pull scan and push scan operations.

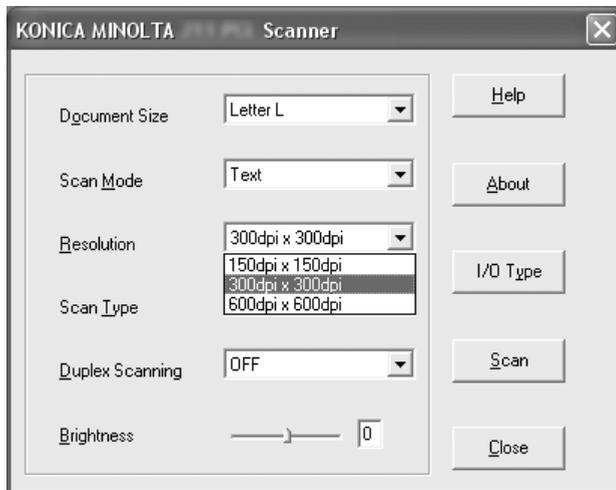
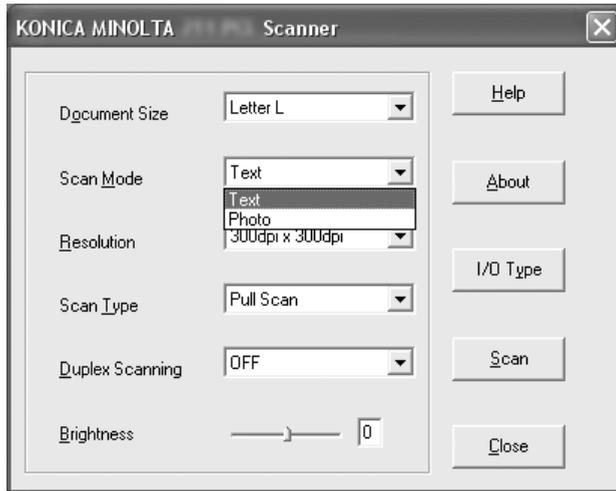
- 1 Start the application on the computer.

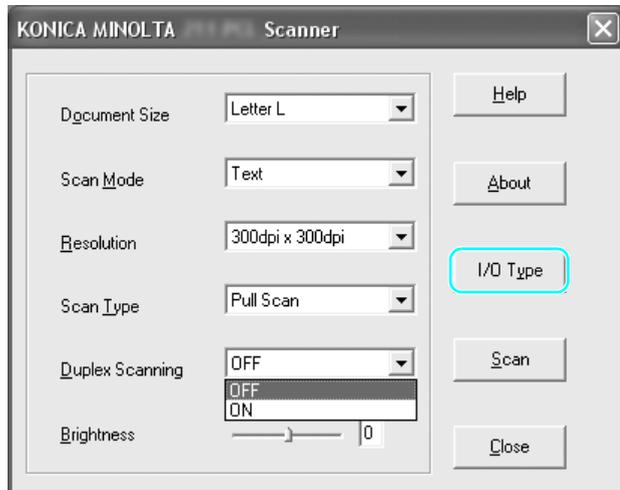
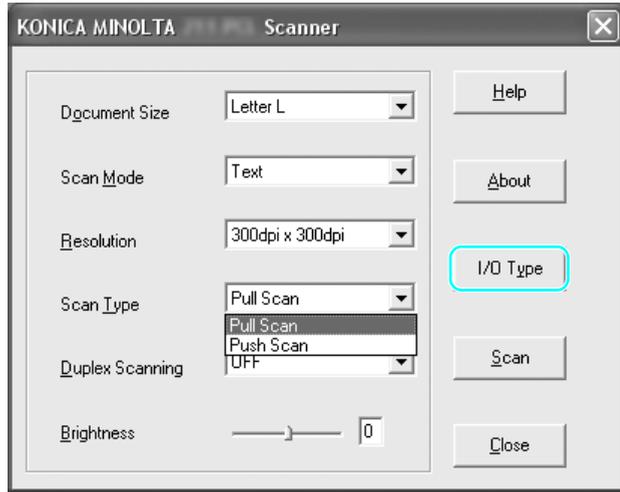


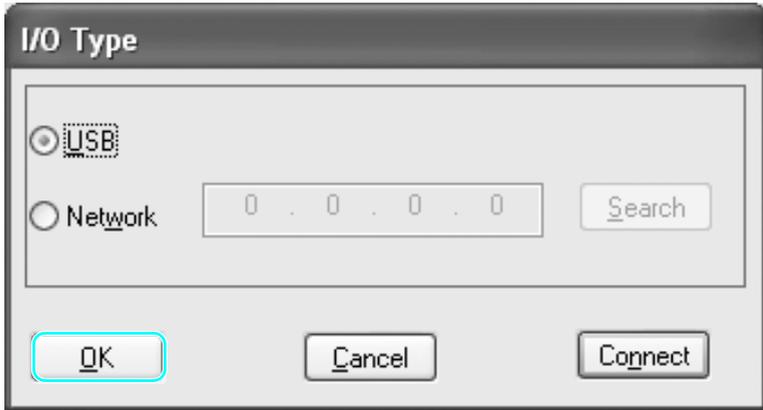
- As an example, the procedure using Adobe Acrobat is described below.

2 Specify the scan settings.

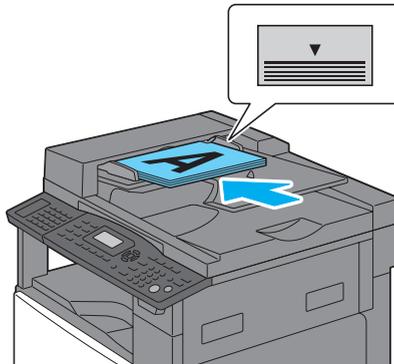


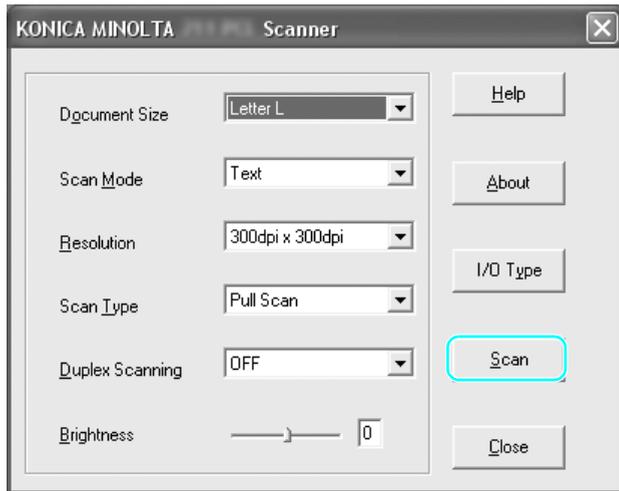
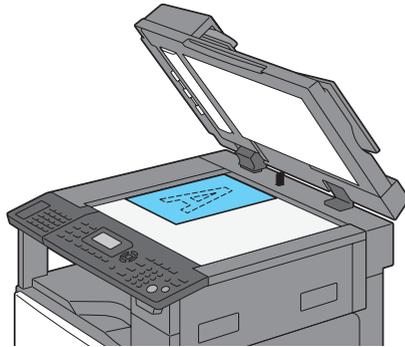




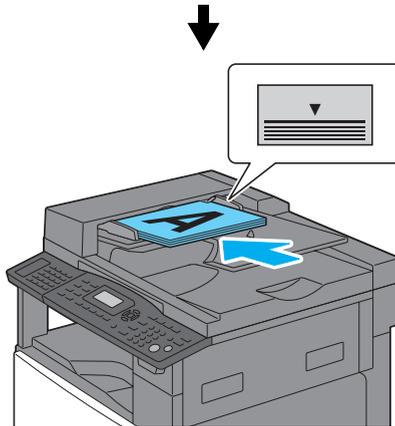
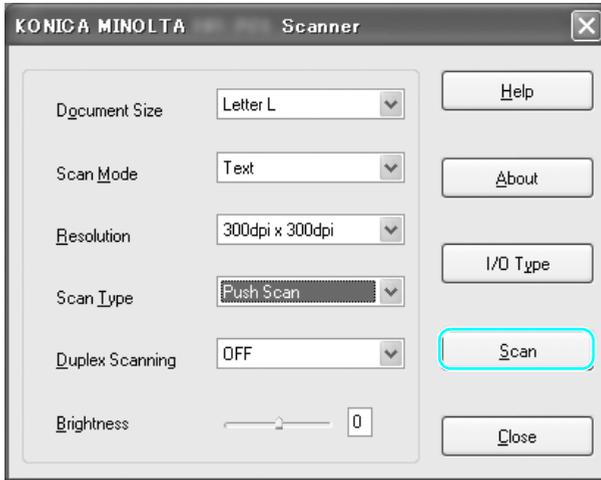


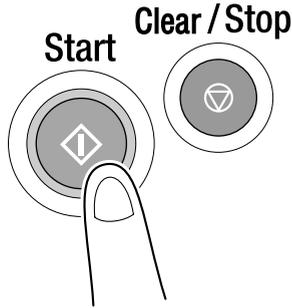
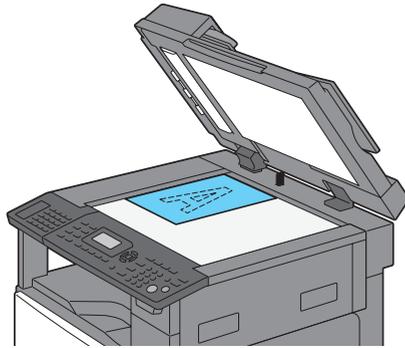
- 3 Scan the document.
 - For pull scanning, position the document, and then click the [Scan] button to start scanning.





- For push scanning, click the [Scan] button, position the document, and then press the [Start] key in the machine's control panel to start scanning.





Note

"Duplex Scanning" appears only when optional reverse automatic document feeder DF-605 is installed.



Troubleshooting

5 Troubleshooting

5.1 Troubleshooting

This section describes common troubleshooting procedures in a question and answer format.

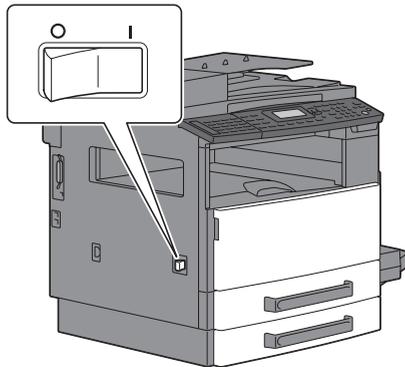
If the problem is not corrected, even after performing the described procedure, contact your service representative.

Why can't the machine be turned on?

Answer

Check for the following.

- Check that the machine's power plug is firmly inserted into the electrical outlet. In addition, check that the circuit breaker has not been tripped.
- Check that the machine has been turned on.



Reminder

If the machine is not turned on after the indicated items have been checked, contact your service representative.

Why does a message appear, warning that consumables must be replaced?

Answer

When the consumables used by the machine are nearly empty, a warning about the replacement period appears.



When a message warning about replacement appears, the consumable is almost empty. Copying is possible for a short time after the message appears, but the consumables should be prepared soon.



Reminder

If the message remains displayed after the indicated items have been replaced, contact your service representative.

Why does the misfeed message remains displayed?

A misfeed may have occurred in a location other than that indicated in the screen. Recheck locations not indicated in the displayed screen.

Answer

Check for the following.

- Check that no torn paper remains in the part indicated in the screen. If the paper could not be removed, contact your service representative.
- Open, then close the door indicated in the screen. The message may not remain displayed after this operation is performed.

----- CAUTION -----

PAPER JAM

OPEN 1st SIDE COVER



Reminder

If the misfeed warning remains displayed after the indicated items have been checked, contact your service representative.

Why did an error message appear?

If the malfunction that occurred cannot be corrected by the user, the message “MACHINE TROUBLE SERVICE CALL (C####)” (call service representative screen) appears.

Normally, a malfunction code beginning with “C” appears in the call service representative screen.

Answer

When this message appears, turn the machine off, and then wait about 10 seconds before turning it on again.



Reminder

If the message remains displayed, note the malfunction code that appeared in the screen, unplug the machine from the electrical outlet, and then contact the service representative.

6

Utility mode

6 Utility mode

6.1 Settings that can be specified from this machine

From the Utility mode, default settings for each function can be specified according to the operating conditions and environment. To change the settings, press the [Utility] key in the control panel.



There are 13 menus containing parameters that can be changed.



Note

For details on items 1 through 7, refer to chapter 6, “Utility mode/Copy mode parameters”, of the User’s Guide for the copier.

For details on items 8 through 12, refer to chapter 5, “Utility mode/Fax mode parameters”, of the User’s Guide for the fax kit.

No.	Menu name	Description
1	MACHINE SETTING	Used to specify settings for the machine’s operating environment.
2	PAPER SOURCE SETUP	Used to specify the size and type of paper loaded in the 1st paper drawer. In addition, settings can be specified for the paper drawers that are selected during the automatic tray switching operation.
3	CUSTOM SIZE MEMORY	Used to register up to two custom paper sizes.
4	USER MANAGEMENT	Used to perform maintenance operations in order to maintain the machine’s efficiency.
5	ADMIN. MANAGEMENT	Used by the administrator to specify settings for managing the accounts and to specify remote monitoring settings.
6	COPY SETTING 1	Used to specify the default settings for the various copy functions.
7	COPY SETTING 2	

No.	Menu name	Description
8	DIAL REGISTRATION	Used to register destinations for one-touch dial keys, speed dial numbers and group dialing.
9	FAX REGISTRATION	Used to specify the default settings for the various fax functions.
10	FAX TX OPERATION	Used to specify the default settings for the various transmission operations.
11	FAX RX OPERATION	Used to specify the default settings for the various reception operations.
12	REPORTING	Used to specify the default settings for the various report operations.
13	SCAN SETTING	Settings can be specified for the parameters on this menu only if optional image controller IC-206 or network interface card NC-503 is installed on the machine. For details, refer to the User's Guide for image controller IC-206 or network interface card NC-503.

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