KONICA MINOLTA

bizhub 185
USER'S GUIDE



Giving Shape to Ideas

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1 Introduction

1 Introduction

Thank you for purchasing this machine.

This User's Guide describes the functions, operating instructions, precautions for correct operation, and simple troubleshooting guidelines of this machine. This manual also contains notes and precautions that should be followed to ensure safe usage of this machine. In order to obtain maximum performance from this product and use it effectively, please read this User's Guide as necessary.

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

1.1 Energy Star®

As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

What is an ENERGY STAR® Product?

An ENERGY STAR® product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity. An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

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1.3 Safety information

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

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

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

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

KM_Ver.04OE

Reference

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

Warning and precaution symbols

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

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

Meaning of symbols



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



This symbol warns against cause burns.



A diagonal line indicates a prohibited course of action.



This symbol warns against dismantling the device.



A solid circle indicates an imperative course of action.



This symbol indicates you must unplug the device.

Disassemble and modification

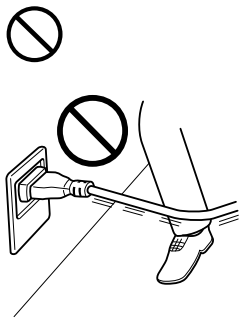
⚠ WARNING	
• Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.	
• Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.	

Power cord

⚠ WARNING	
• Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.	
• Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock.	

Power cord

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



Power source

⚠ WARNING

- Use only the power source voltage specified on the machine. Failure to do that could result in a fire or electrical shock.
- Do not use a multiple outlet adapter to connect any other appliances or machines.
  Use of a power outlet for more than the marked current value could result in a fire or electrical shock.
- Do not use an extension cord in principle. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.

⚠ CAUTION

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

Power plug

⚠ WARNING

- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.

⚠ CAUTION

- Do not place any objects around the power plug, as the power plug may be difficult to pull out when an emergency occurs.
- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.
- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.

Grounding

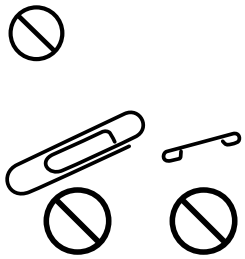
⚠ WARNING

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

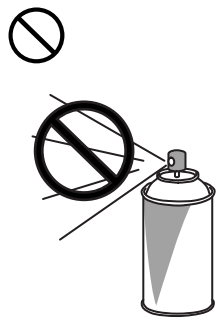
Installation

⚠ WARNING

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



- Do not use flammable sprays, liquids, or gases inside or near this machine. Do not clean the inside of this machine using a flammable gas duster. A fire or explosion could result.



⚠ CAUTION

- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.
- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.
- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.
- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.

Ventilation

⚠ CAUTION

- Using this product in a poorly ventilated room for a long time or producing a large volume of copies or prints may cause the odor of exhaust air from the machine. Ventilate the room well.

Actions in response to troubles

⚠ WARNING

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

Actions in response to troubles

⚠ CAUTION

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



Consumables

⚠ WARNING

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



⚠ CAUTION

- Do not leave toner-related parts (toner units, PC drum units, imaging units or developing units) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.



- Do not store toner-related parts (toner units, PC drum units, imaging units or developing units) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.



When moving the machine

⚠ CAUTION

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



- When moving this product, always hold it at the locations specified in the User's Guide or other documents. If the unit is moved while held at locations other than those specified, it may fall, causing severe personal injury.



When using the machine

⚠ CAUTION

- When using the machine, do not look at the light of the lamp for a prolonged time. Eyestrain could result.



Papers

⚠ CAUTION

- Do not use stapled paper, conductive paper (such as silver paper or carbon paper) or treated heat-sensitive/inkjet paper, otherwise a fire may result.



When the Fax is not installed:

Before successive holidays

⚠ CAUTION

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



1.4 Regulation notices

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

This product complies with the following EU directives:
2009/125/EC, 2006/95/EC and 2004/108/EC directives.

This declaration is valid for the area of the European Union.

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

For users in countries not subject to class B regulations

⚠ WARNING

- This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.
- This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

GS Certification

This product is GS-certified for the Konica Minolta branded model bizhub 185.

Laser safety

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in the manuals.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product: This means the machine does not produce hazardous laser radiation.

Internal laser radiation

Maximum Average Radiation Power: 5.3 µW (bizhub 185) at the laser aperture of the print head unit.

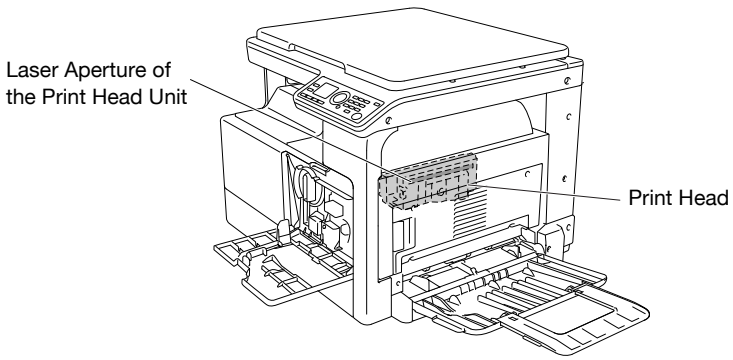
Wavelength: 770-800 nm

This product employs a Class 3B laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM:

Therefore, the print head unit should not be opened under any circumstances.



For European users

⚠ CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

- This is a semiconductor laser. The maximum power of the laser diode is 7 mW and the wavelength is 770-800 nm.

For Denmark users

⚠ ADVARSEL

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

- Dette er en halvlederlaser. Laserdiodens højeste styrke er 7 mW og bølgelængden er 770-800 nm.

For Finland, Sweden users

LOUKAN 1 LASERLAITE

KLASS 1 LASER APPARAT

⚠ VAROITUS

Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

- Tämä on puolijohdelaser. Laserdiodin sunrin teho on 7 mW ja aallonpituus on 770-800 nm.

⚠ VARNING

Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

- Det här är en halvledarlaser. Den maximala effekten för laserdioden är 7 mW och våglängden är 770-800 nm.

⚠ VAROITUS

- Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

⚠ VARNING

- Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen.

For Norway users

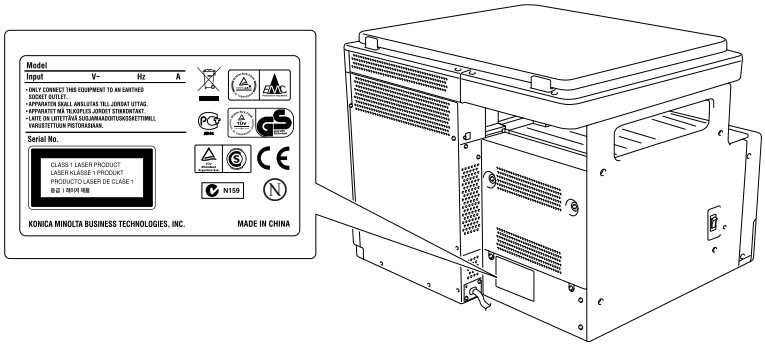
⚠ ADVARSEL!

Dersom apparatet brukes på annen måte enn spesifisert i denne bruksan-visning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

- Dette en halvleder laser. Maksimal effekt till laserdiode er 7 mW og bølge-lengde er 770-800 nm.

Laser safety label

A laser safety label is attached to the outside of the machine, as shown below.



Ozone release

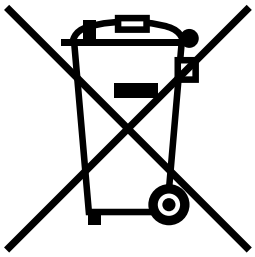
Locate the Machine in a Well-Ventilated Room
A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.

Placer l'appareil dans une pièce largement ventilée
Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnment réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

Acoustic noise (for European users only)

Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779.

For EU member states only



This symbol means: Do not dispose of this product together with your household waste!

Please refer to the information of your local community or contact our dealers regrading the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.

For EU member states only

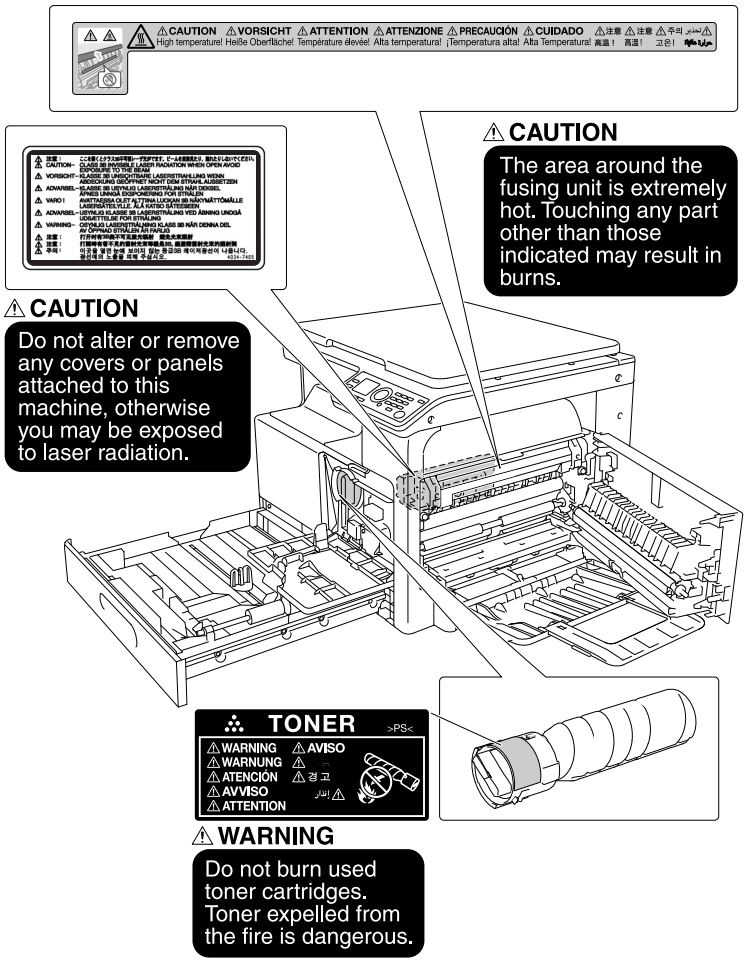
This product complies with RoHS (2002/95/EC) Directive.

This device is not intended for use in the direct field of view at visual display workplaces.
To avoid incommoding reflections at visual display workplaces this device must not be placed in the direct field of view.

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen.
Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

1.5 Caution notations and labels

Safety precaution notations and labels appear on this machine at the following positions. Be very careful that an accident does not occur when operations such as removing paper jams are performed.

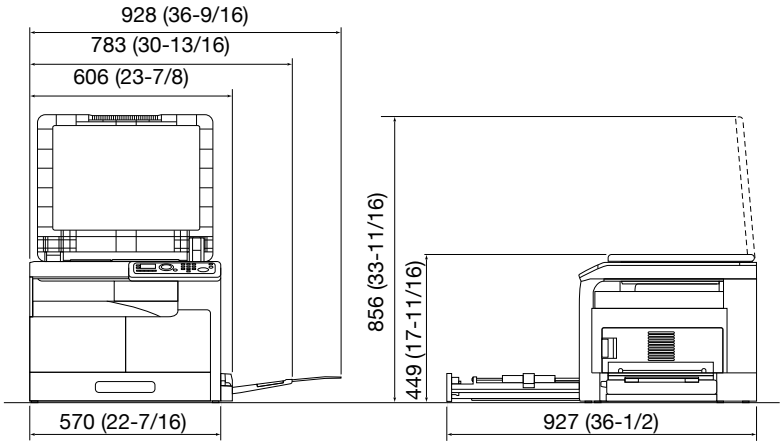


NOTICE

Do not remove caution labels or notations. If any caution label or caution notation is soiled, please clean to make legible. If you cannot make them legible, or if the caution label or notation is damaged, please contact your service representative.

1.6 Space requirements

To ensure that machine operation, consumables replacement and regular maintenance can easily be performed, adhere to the recommended space requirements detailed below.



bizhub 185 + MB-503 Unit: mm (inch)

NOTICE

Be sure to allow a clearance of 200 mm (8 inches) or more at the back of this machine.

1.7 Operation precautions

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

Power source

The power source requirements are as follows.

- Use a power source with as little voltage or frequency fluctuations as possible.
  - Voltage fluctuation: Maximum ±10% (at AC 110 V to 120 V/AC 220 to 240 V), + 6/- 10% (at AC 127 V)
  - Frequency fluctuation: Maximum ±3 Hz (at 50 Hz/60 Hz)

Operating environment

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

- Temperature: 10°C (50°F) to 30°C (86°F) with fluctuations of no more than 10°C (50°F) within an hour
- Humidity: 15% to 85% with fluctuations of no more than 10% within an hour

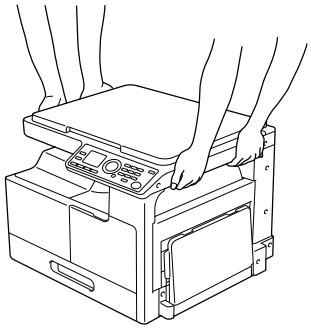
Storage of copies

To store copies, follow the recommendation listed below.

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

Precaution on transportation

Assign two or more persons who should position their hands at the portions shown when moving the machine.



1.8 Legal restrictions on copying

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

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

<Financial Instruments>

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

<Legal Originals>

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

<General>

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

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

When in doubt about the nature of an original, consult with legal counsel.

1.9 Conventions used in this manual

1.9.1 Symbols used in this manual

Symbols are used in this manual to express various types of information.

The following describes each symbol related to correct and safe usage of this machine.

To use this machine safely

⚠ WARNING
- This symbol indicates that a failure to heed the instructions may lead to death or serious injury.

⚠ CAUTION
- This symbol indicates that negligence of the instructions may lead to mishandling that may cause injury or property damage.

NOTICE
This symbol indicates a risk that may result in damage to this machine or originals.
Follow the instructions to avoid property damage.

Procedural instruction

✔ This check mark indicates an option that is required in order to use conditions or functions that are prerequisite for a procedure.

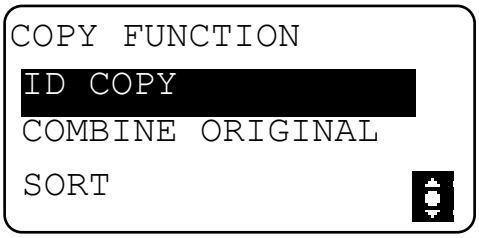
1 This format number "1" represents the first step.

2 This format number represents the order of serial steps.

➔ This symbol indicates a supplementary explanation of a procedural instruction.

The operation procedures are described using illustrations.

➔ This symbol indicates transition of the **Control Panel** to access a desired menu item.



The relevant **Display** is shown.

Reference
This symbol indicates a reference.

View the reference as required.

Key symbols

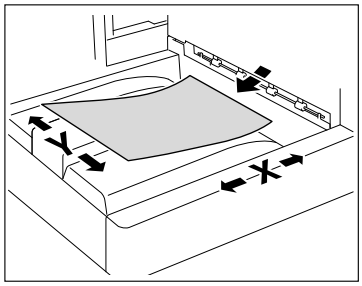
[ ]
Key names on the **Display** or computer screen are indicated by these brackets.

Bold text
Key names on the **Control Panel**, part names and product names are indicated in bold text.

1.9.2 Original and paper indications

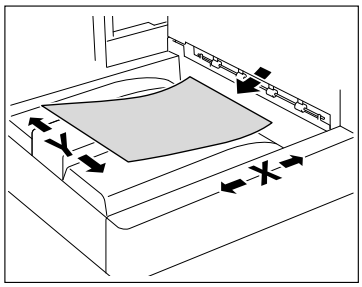
Paper size

The following explains the indication for originals and paper described in this manual.
When indicating the original or paper size, the Y side represents the width and the X side the length.

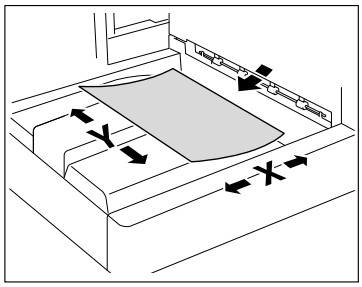


Paper indication

▭ indicates the paper size with the length (X) being longer than the width (Y).



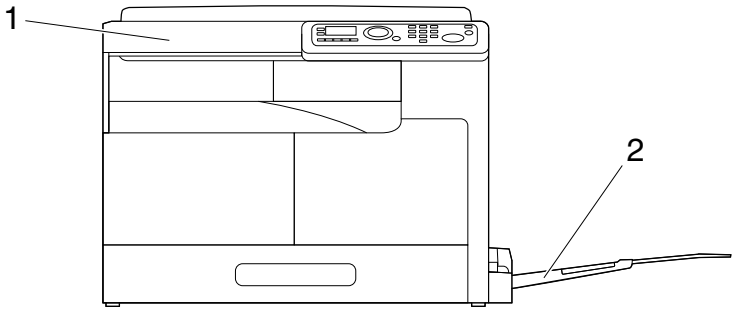
▯ indicates the paper size with the length (X) being shorter than the width (Y).



2 Part names and their functions

2 Part names and their functions

2.1 Configuration

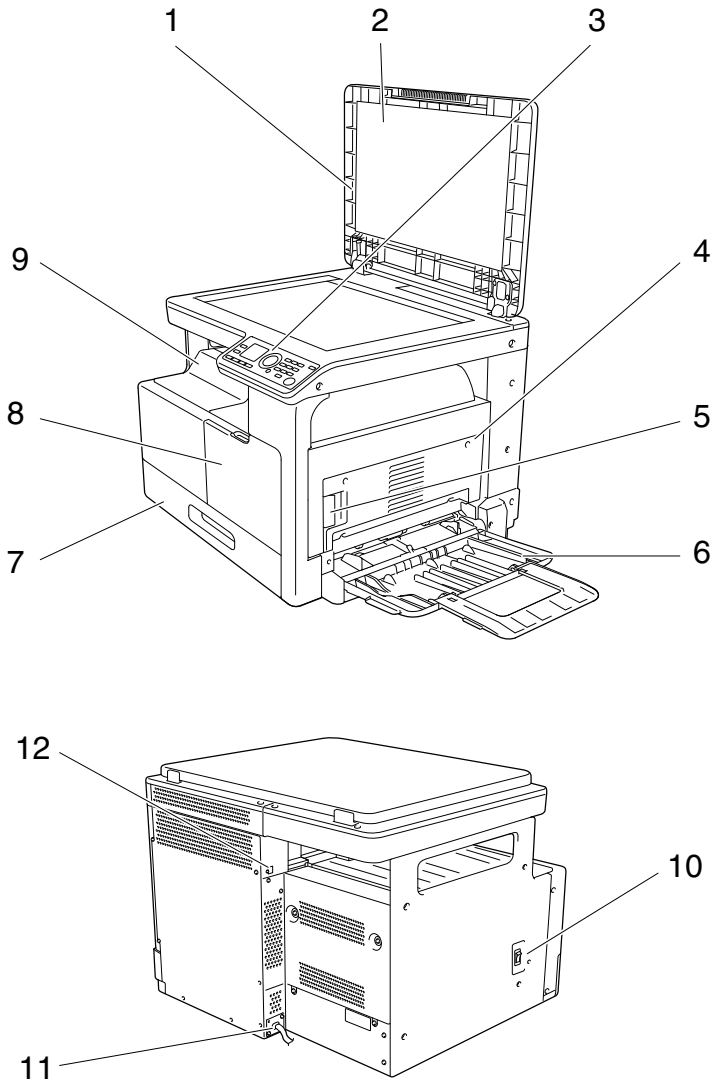


No.	Name	Description
1	Main Unit	The original is scanned by the scanner section, and the scanned image is printed by the printer section. Referred to as the "machine", the "main unit", or the "**bizhub 185**" through the manual.
2	**Multi Bypass Tray MB-503**	Allows you to load up to 100 sheets. Referred to as the **Bypass Tray** through the manual.

2.2 Main unit

2.2.1 Outside of the main unit

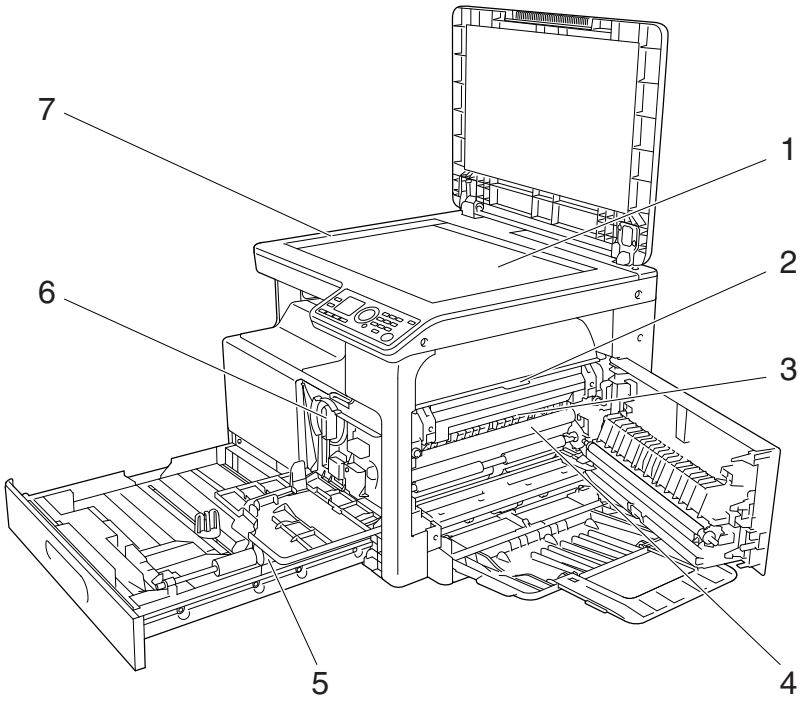
The illustration shows the main unit with **Multi Bypass Tray MB-503**.



No.	Name
1	**Original Cover**
2	**Original Pad**
3	**Control Panel**
4	**1st Side Cover**
5	**1st Side Cover Release Lever**
6	**Bypass Tray**
7	**Tray 1**
8	**Front Cover**
9	**Output Tray**
10	**Power Switch**
11	**Power Cord**
12	**USB Port (Type A) USB2.0/1.1**

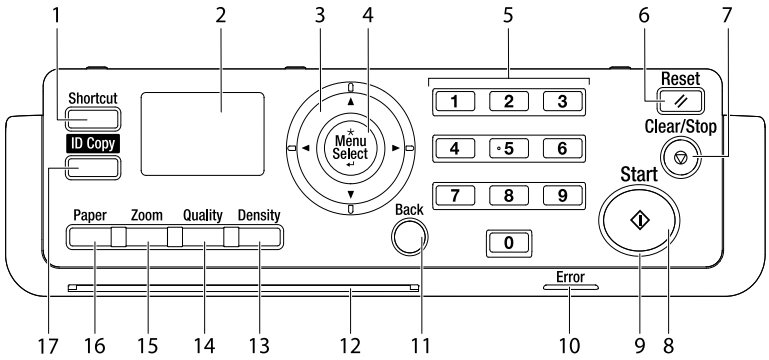
2.2.2 Inside of the main unit

The illustration shows the main unit with **Multi Bypass Tray MB-503**.



No.	Name
1	**Original Glass**
2	**Fusing Unit Top Cover**
3	**Fusing Unit**
4	**Drum**
5	**Paper Take-Up Roller**
6	**Toner Bottle**
7	**Original Scale**

2.2.3 Control Panel



No.	Name
1	**Shortcut**
2	**Display**
3	**▲, ▼, ◀, ▶**
4	**Menu/Select**
5	**Keypad**
6	**Reset**
7	**Clear/Stop**
8	**Start**
9	**LED**
10	**Error**
11	**Back**
12	**Status LED**
13	**Density**
14	**Quality**
15	**Zoom**
16	**Paper**
17	**ID Copy**

3 Using this machine

3 Using this machine

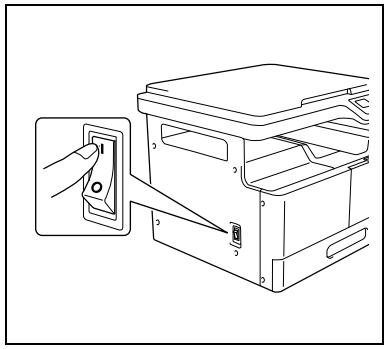
3.1 Turning on or off the machine

- ✔ The default settings are the settings that are selected immediately after the **Power Switch** is turned on and before any settings are configured from the **Control Panel**, and those that are selected when the **Reset** key is pressed to cancel all settings configured from the **Control Panel**. The default settings can be changed.
- ✔ If no operation is performed for a specified length of time, the machine automatically returns to the default settings.
- ✔ If no operation is performed for a specified length of time, the machine automatically enters a mode where it conserves energy. This is referred to as the Sleep mode. When the machine is in the Sleep mode, the indicator on the **Start** key remains lit in green, but the **Display** goes off. The machine returns from the Sleep mode when any key on the **Control Panel** is pressed.
- ✔ [Warming Up] appears on the **Display**, and the **Status LED** blinks when the **Power Switch** is turned on or the machine returns from the Sleep mode. Loading an original and pressing the **Start** key with the **Start** key lit up green allows you to reserve a copy job. After the machine has finished warming up, the original will be scanned.
- ✔ Do not turn off the **Power Switch** while a queued job or stored data is waiting to be printed. The jobs yet to be printed will be deleted.
- ✔ Settings that have not been registered and jobs in the printing queue are cleared when the **Power Switch** is turned off.
- ✔ To turn the **Power Switch** on immediately after turning it off, wait for 10 or more seconds before turning it on again. Not doing so may result in an operation failure.
- ✔ Do not turn off the **Power Switch** while images are being scanned, transmitted, or received. Data being scanned or communicated will be deleted.
- ✔ Do not turn off the **Power Switch** during the copying or printing process. If you turn it off, a paper jam may occur.
- ✔ When a paper jam occurs, the **Error** will light up.

1 To turn the power on, press | on the **Power Switch**.

Check that the **Display** is turned on.

2 To turn the power off, press ○ on the **Power Switch**.



Reference

To change the default settings for copy:

*Press the **Menu/Select** key ▸▸ [UTILITY] ▸▸ [COPY SETTINGS].*

To change the length of time before switching to the Sleep mode:

*Press the **Menu/Select** key ▸▸ [UTILITY] ▸▸ [MACHINE SETTING] ▸▸ [SLEEP MODE].*

To change the length of time until the Auto Panel Reset function is operated:

*Press the **Menu/Select** key ▸▸ [UTILITY] ▸▸ [MACHINE SETTING] ▸▸ [AUTO PANEL RESET].*

3.2 Basic operations

3.2.1 Loading paper

This section describes how to load paper into each paper tray.

For the types of paper to be used, refer to page 12-3.

Loading paper in Tray 1

✔ Make sure that the original and the loaded paper have the same orientation. Otherwise, some parts of the image may be lost.

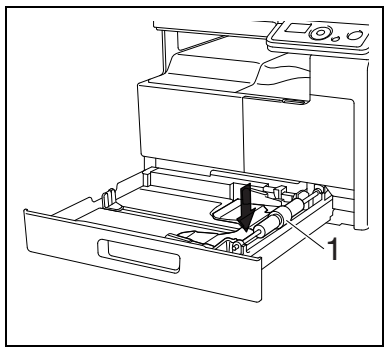
1 Pull out **Tray 1**.

2 Press down on the **Paper-Lifting Plate** until it locks into place.

➔ 1. **Paper Take-Up Roller**

NOTICE

*Be careful not to touch the **Paper Take-Up Roller**.*

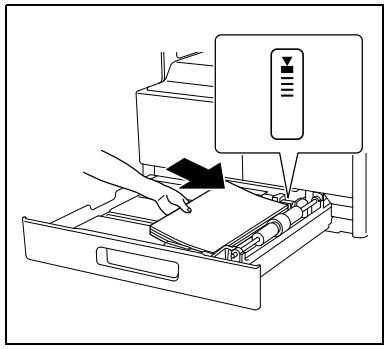


3 Load the paper into the paper tray so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.

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

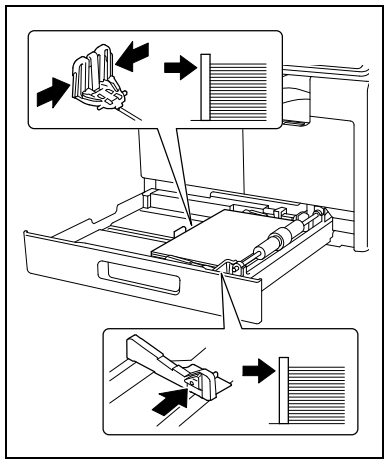
➔ If paper is curled, flatten it before loading it.

➔ Allows you to load up to 250 sheets of plain paper, or 20 sheets of card in the paper tray.



4 Slide the **Lateral Guides** to fit the size of paper being loaded.

➔ Be sure that the **Lateral Guides** are slid up against the edges of the loaded paper.



5 Close **Tray 1**.

6 Specify the paper size and paper type for **Tray 1**.

➔ Press the **Menu/Select** key ►► [COPY JOB SETTING] ►► [TRAY1 PAPER] or press the **Paper** key on the **control panel**.

Settings	
[SIZE]	Select a paper size. For details on how to configure a custom size, refer to page 3-6.
[TYPE]	Select a paper type.

Loading paper into the Bypass Tray

✔ Make sure that the original and the loaded paper have the same orientation. Otherwise, some parts of the image may be lost.

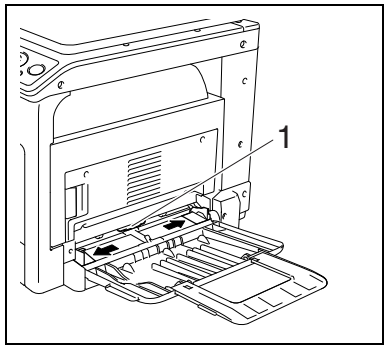
1 Open the **Bypass Tray** and slide the **Lateral Guides** to provide more space between them.

➔ To load large-sized paper, pull out the **Tray Extension**.

➔ 1. **Paper Take-Up Roller**

NOTICE

*Be careful not to touch the **Paper Take-Up Roller**.*



2 With the side to be printed on (the side facing up when the package was unwrapped) facing down, insert the paper as far as possible into the feed slot.

➔ The image will be printed on the surface of the paper facing down.

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

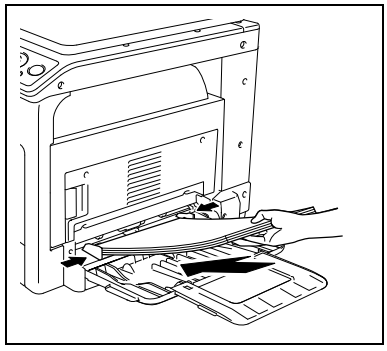
➔ If paper is curled, flatten it before loading it.

➔ Allows you to load up to 100 sheets of plain paper, or 20 sheets of card in the paper tray.

3 Slide the **Lateral Guides** to fit the size of paper being loaded.

The Bypass Paper Setting screen appears.

➔ Push the **Lateral Guides** firmly up against the edges of the paper.



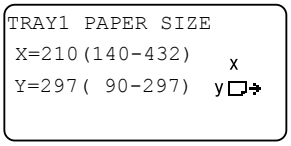
4 Specify the paper size and paper type for the **Bypass Tray**.

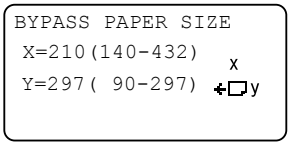
➔ To specify from the Menu function, press the **Menu/Select** key ►► [COPY JOB SETTING] ►► [BYPASS PAPER].

Settings	
[SIZE]	Select a paper size. For details on how to configure a custom size, refer to page 3-6.
[TYPE]	Select a paper type.

Configuring a custom size

1 To load a custom size in **Tray 1**, press the **Menu/Select** key ▸▸ [COPY JOB SETTING] ▸▸ [TRAY1 PAPER] ▸▸ [SIZE] ▸▸ [SIZE INPUT].
To load a custom size into the **Bypass Tray**, press the **Menu/Select** key ▸▸ [COPY JOB SETTING] ▸▸ [BYPASS PAPER] ▸▸ [SIZE] ▸▸ [SIZE INPUT].





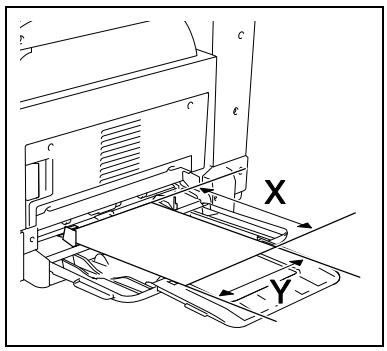
2 Specify the length [X] of the paper by pressing the **keypad**, then press the **Menu/Select** key.

➔ To delete the paper size, press **Clear/Stop** key.

3 Specify the width [Y] of the paper by pressing the **keypad**, then press the **Menu/Select** key.

➔ To delete the paper size, press **Clear/Stop** key.

Specified paper size appears on the **Display**.



3.2.2 Placing originals

✔ Do not place an original weighing more than 2 kg (4-7/16 lb) on the **Original Glass**. Furthermore, do not use a strong force to press down on a book or any other form of original that must be spread on the **Original Glass**. Otherwise, the machine may be damaged or a failure may occur.

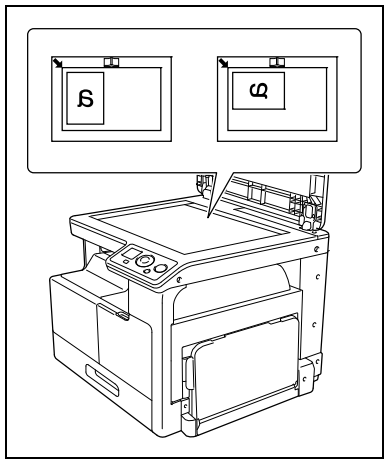
✔ For thick books or large objects, perform scanning without closing the **Original Cover**. When a original is being scanned with the **Original Cover** open, do not look directly at the **Original Glass** surface where light may be emitted through. Note, however, that the light coming through the **Original Glass** is not a laser beam, and will not expose the user to the related hazards.

✔ Make sure that the original and the loaded paper have the same orientation. Otherwise, some parts of the image may be lost.

1 Lift open the **Original Cover**.

2 Place the original face down on the **Original Glass**.

➔ Load the original by placing it so that its top side faces the back or the left side of the machine.

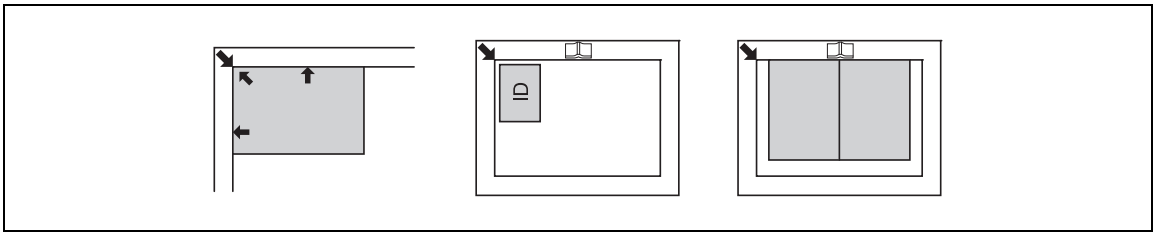


3 Align the original with the mark in the back-left corner of the **Original Scale**.

➔ For transparent or translucent originals, place a blank sheet of paper of the same size as the original over the original.

➔ For the ID Copy, position the original 4 mm (3/16 inches) away from the **Original Scale**.

➔ For double-page spread originals such as a book or a magazine, position the top of the original toward the back of this machine and align the center of original with the mark on the **Original Scale**.



4 Close the **Original Cover**.

3.2.3 Basic copy operations

1 Place the original face down on the **Original Glass**.

2 From the **Control Panel**, specify the necessary copy settings.

➔ For details on copy functions, refer to page 5-5.

➔ Combine frequently used copy settings into programs and register them with this machine. These programs can easily be recalled as programs. For details on programs, refer to page 5-15.

3 Specify the number of copies you desire.
Set the number of copies in the range from 1 to 99.

➔ To clear the specified number of copies, press the **Clear/Stop** key.

4 Press the **Start** key.

The original is scanned and copied.

➔ To interrupt the copy operation being performed, press the **Clear/Stop** key.

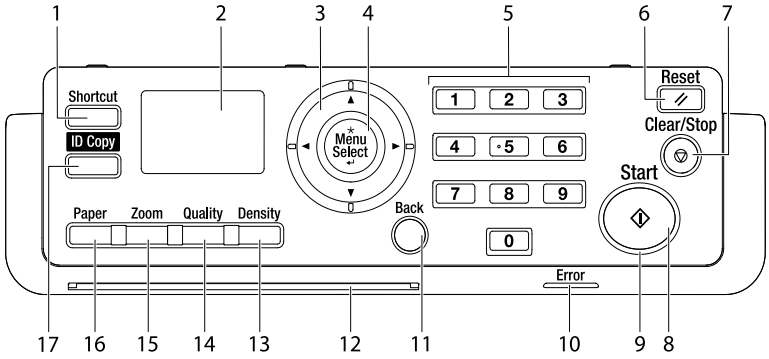
➔ If the following screen appears, place the new original on the **Original Glass**, then press the **Menu/Select** key to scan it.
To start printing, press the **Start** key.

```
NEXT PAGE?          1
SCAN=MENU SELECT,
(PRINT=START)
```

4 Control Panel keys

4 Control Panel keys

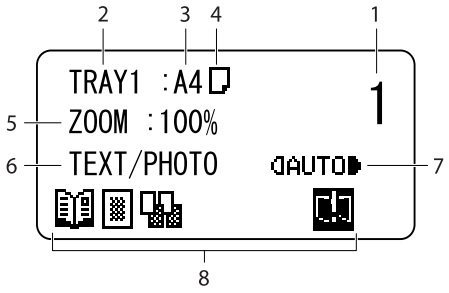
4.1 Control Panel and functions



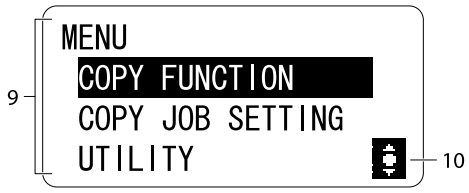
No.	Name	Description
1	**Shortcut**	Register the frequently used copy setting for immediate recall. For details, refer to page 9-8.
2	**Display**	Various screens and messages are displayed.
3	▲, ▼, ◀, ▶	Press the corresponding key to select a menu item in the **Display** or change its setting.
4	**Menu/Select**	Press this key to enter the menu screen. Press to apply the menu item or setting selected earlier.
5	**Keypad**	Specify the number of copies. Enter various settings.
6	**Reset**	Press this key to reset all settings you entered on the **Control Panel**. (Excluding the registered settings)
7	**Clear/Stop**	Press this key to clear the digit your are currently entering. Stops continuous copy operations. Stops PC printing.
8	**Start**	Press this key to start the copy operation.
9	**LED**	Steadily lit up to indicate that the machine is in the Sleep mode or ready for receiving a job.
10	**Error**	This lamp lights up or blinks when an error occurs.
11	**Back**	Press this key to return to the previous page.
12	**Status LED**	This LED blinks when warming up or receiving a job.
13	**Density**	Press this key to select the density with which to scan a copy original. For details, refer to page 5-5.
14	**Quality**	Press this key to select the image quality of the original from [TEXT], [PHOTO], and [TEXT/PHOTO]. For details, refer to page 5-5.
15	**Zoom**	Press this key to enlarge or reduce an image in copy mode. For details, refer to page 5-5.
16	**Paper**	Press this key to select a paper tray to be used. For details, refer to page 5-5.
17	**ID Copy**	Press this key to copy the contents of the front and back sides of a card-size original such as a driver's license, on one sheet.

4.2 Display indications

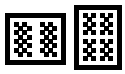
<Basic screen>



<Menu screen>



No.	Display indication	Description	
1	Number of copies	Indicates the specified number of copies.	
2	Paper tray	Indicates the paper tray that is selected.	
3	Paper size	Indicates the paper size that is selected.	
4	Paper type	Indicates the paper type that is selected.	
			Indicates that plain paper is selected.
			Indicates that the second side of plain paper is selected.
			Indicates that card is selected.
			Indicates that the second side of card is selected.
			Indicates that recycled paper is selected.
			Indicates that the second side of recycled paper is selected.
			Indicates that special paper is selected.
5	Zoom ratio	Indicates the fixed/manual zoom ratio selected for use.	
6	Quality	Indicates the selected quality setting.	
7	Density	Indicates the density level for the selected density setting.	

No.	Display indication	Description	
8	Icon/Message	Displays the icon that represents a specific status of the machine or set function. Also displayed is a message that indicates the status of the machine.	
			[ID COPY] is set.
			[COMBINE ORIGINAL] is set.
			[SORT] is set.
			[ERASE] is set.
			[BOOK SEPARATION] is set.
			Paper has run out. For details on loading paper, refer to page 10-4.
			Toner is running out. For how to replace Toner Bottles, refer to page 10-6.
			A maintenance is due. Contact your service representative.
			The **Drum** should be replaced. Contact your service representative.
			A maintenance is due and the **Drum** should be replaced. Contact your service representative.
			The machine is receiving print data.
			The print data waits in a queue for printing.
9	Menu or function	Displays the menu, function or setting.	

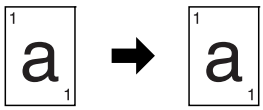
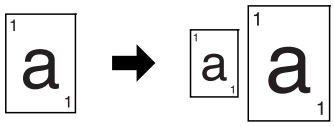
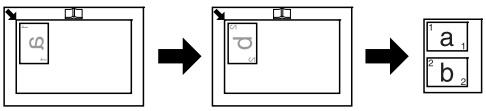
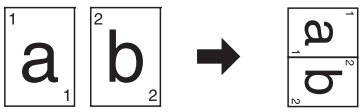
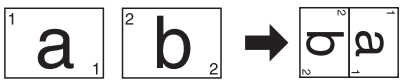
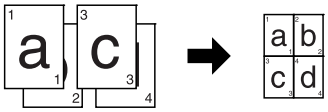
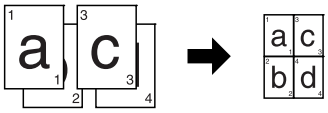
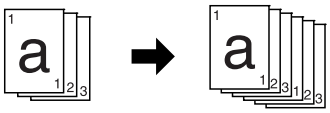
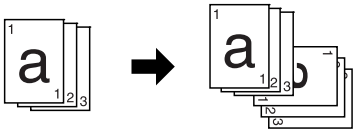
No.	Display indication	Description	
10	Cursor	Display the key that is used to selector specify the settings.	
			Press the ▲ or ▼ key to select a menu and change the settings.
			Press the ◀ or ▶ key to change the settings.
			Press the ▲ or ▼ key to change the settings, and press the ▶ key to move to the setting change screen.
			Press the ▲, ▼, ◀ or ▶ key to change the settings.

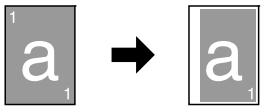
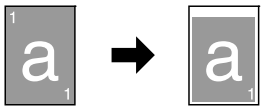
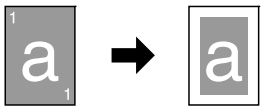
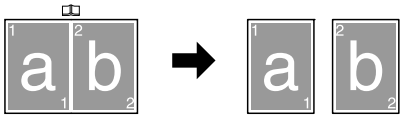
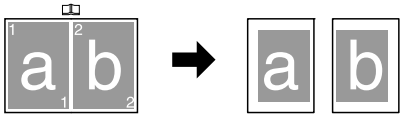
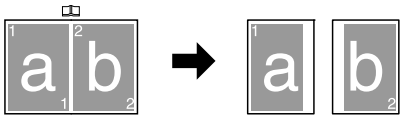
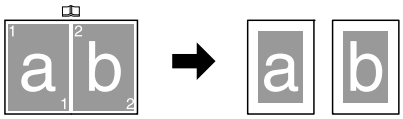
5 Copy function

5 Copy function

5.1 Available copy features

These are the copy features that can be used in this machine.

Settings	
Full size copy	
Enlarged/reduced copy	
[ID COPY]	
[2in1] (Portrait)	
[2in1] (Landscape)	
[4in1] ([PATTERN1])	
[4in1] ([PATTERN2])	
[SORT]	
[SORT] + [CRISSCROSS MODE]	

Settings	
[LEFT ERASE]	
[UPPER ERASE]	
[FRAME ERASE]	
[BOOK SEPARATION]	
[BOOK SEPARATION] + [FRAME ERASE]	
[BOOK SEPARATION] + [CENTER ERASE]	
[BOOK SEPARATION] + [CENTER + FRAME ERASE]	

5.2 Basic settings

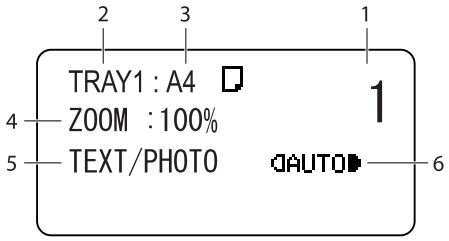
Configure the basic settings for making copies.

For details on the basic copy operations, refer to page 3-7.

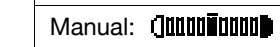
✔ If the [PHOTO] quality setting is selected, the [AUTO] density setting cannot be selected.

✔ If the following conditions are met, the other paper tray is automatically selected when a paper tray that was selected becomes empty while printing copies.
● Load paper of the same size and type to the **Tray 1** and **Bypass Tray**, and ensure the same orientation of paper.

➔ Configure settings from the **control panel**.



No.	Name	Description	
1	Number of copies	Specify the number of copies you desire.	
2	Paper tray	Select the paper tray loaded with the desired paper. For details on loading paper, refer to page 3-4.	
3	Paper size	Select the size of the paper loaded in the paper tray. A3, A4, A4, A5, A5, B4, B5, B5, FLS, 8K, 16K, 16K, 11 × 17, LGL, LTR, LTR, INV, INV, MEM1, MEM2 MEM1 and MEM2 are custom sizes.	
4	Zoom ratio	Set the zoom ratio of the image to be copied.	
		Fixed zoom	Select a preset zoom ratio when copying from a fixed size original onto a fixed size paper.
			<Centimeter area>: 50%, 70% (A4➔A5, A3➔A4), 81% (B4➔A4), 100%, 115% (B4➔A3), 141% (A5➔A4, A4➔A3), 200% <Inch area>: 50%, 64% (11 × 17➔LTR), 78% (LGR➔LTR), 100%, 121% (LGL➔11 × 17), 129% (LTR➔11 × 17), 200%
		Manual zoom	The zoom ratio can be set between 50% and 200% by using the keypad or the ▲ and ▼ keys. It can be adjusted in manual zoom after fixed zoom is selected.

No.	Name	Description	
5	Quality	Select the setting for the image type of the original to better adjust the copy quality/density.	
		[TEXT/PHOTO]	Select this option when the original consists of text and photos. The edge of the text is reproduced sharply, while photos are reproduced as a smooth image.
		[TEXT]	Select this option when the original consists of text only. The edge of the text is reproduced sharply.
		[PHOTO]	Select this option when the original consists of photos only. Photos are reproduced as a smooth image.
6	Density	Adjust copy density.	
		[AUTO]	The density level is automatically adjusted.
		Manual: 	The density level is manually adjusted. The reproduced image is lighter when the density is set to ◧ side and darker when the density is set to ◨ side.

Reference

To configure custom sizes:

*Press the **Menu/Select** key ▸▸ [UTILITY] ▸▸ [CUSTOM SIZE MEMORY].*

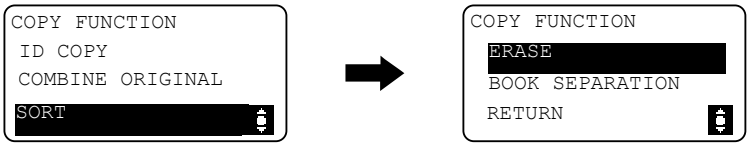
5.3 Application settings ([COPY FUNCTION])

Configure the application settings for making copies.

For each finished copy image, refer to page 5-3.

For details on the basic copy operations, refer to page 3-7.

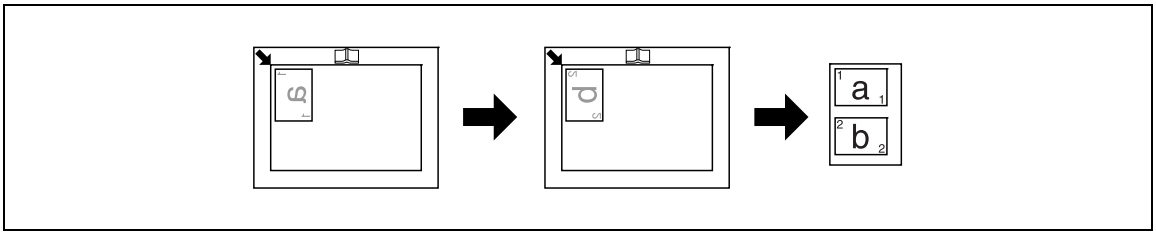
To return to the basic screen after the application settings are set, press the **Back** key until the basic screen appears.



Item		
[ID COPY]	The image of the front and back sides of a card, for example, a driver's license is copied onto a single sheet of paper.	p. 5-7
[COMBINE ORIGINAL]	Multi-page originals can be reduced in size and copied onto a single sheet of paper.	p. 5-8
[SORT]	When multi-page originals are copied into multiple sets, the copies are fed out into sets, each set containing a copy of each page of the originals.	p. 5-10
[ERASE]	Copies can be produced by erasing unnecessary areas around the original text.	p. 5-11
[BOOK SEPARATION]	A double-page spread original such as a book or magazine is copied onto two separate pages.	p. 5-12

5.3.1 [ID COPY]

The image of the front and back sides of a card, for example, a driver's license is copied onto a single sheet of paper. The image of the side scanned first is temporarily stored and that of the other side scanned later is placed beside the first one to produce a copy on a single sheet of paper.



✔ Place the original so that its top side faces the left side of the machine.

✔ Position the original 4 mm (3/16 inches) away from the **Original Scale**.

➔ Press the **Menu/Select** key ▸▸ [COPY FUNCTION] ▸▸ [ID COPY] ▸▸ [ON], or press the **ID Copy** key on the **control panel**.

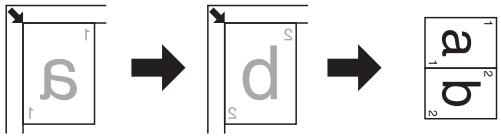
5.3.2 [COMBINE ORIGINAL]

Multi-page originals can be reduced in size and copied onto a single sheet of paper. Using the Combine Original function, you can save paper sheets for copying.

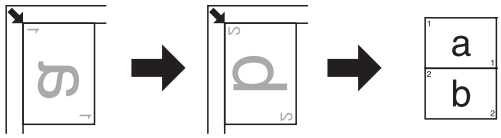
[2in1]

Copies images of two original pages onto a single sheet of paper.

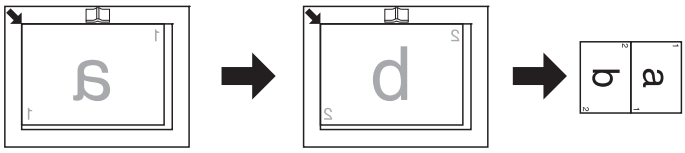
Original size: A4, Paper size: A4, Zoom ratio: 70%



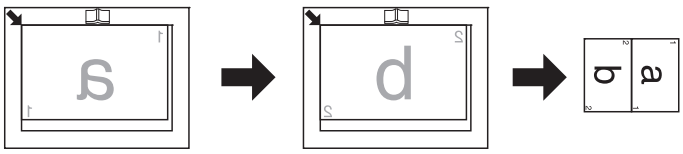
Original size: A4, Paper size: A4, Zoom ratio: 70%



Original size: A3, Paper size: A4, Zoom ratio: 50%



Original size: 11 × 17, Paper size: 8-1/2 × 11, Zoom ratio: 50%



✔ The zoom ratio is automatically set to 70% (Inch: 64%). Load paper of the same size as the original.

✔ If the size of the original differs from that of the paper being used, change the zoom ratio manually.

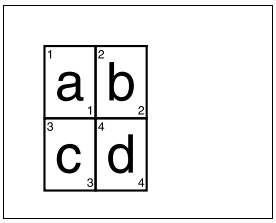
➔ Press the **Menu/Select** key ▸▸ [COPY FUNCTION] ▸▸ [COMBINE ORIGINAL] ▸▸ [2in1].

[4in1]

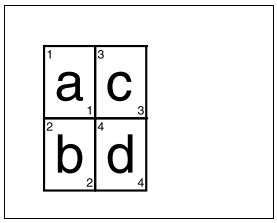
Copies images of four original pages onto a single sheet of paper.

Two patterns are available for the 4in1 combine order of the original.

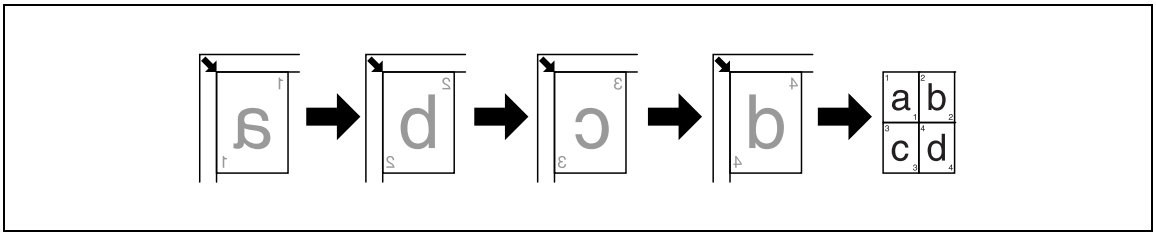
[PATTERN1]



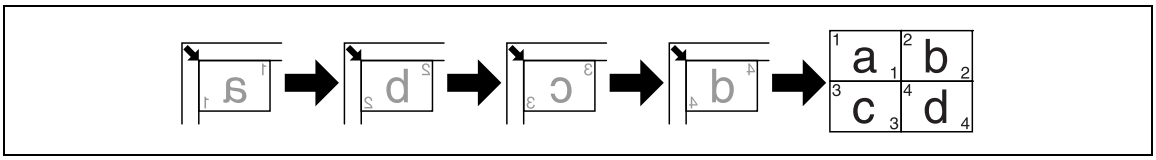
[PATTERN2]



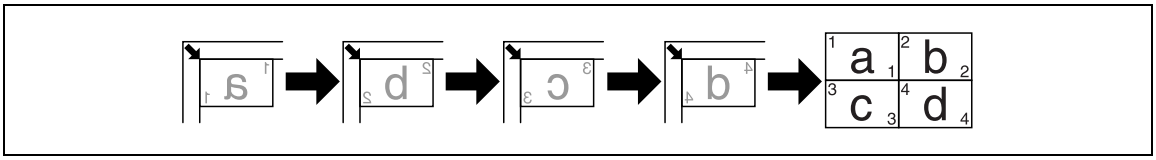
Original size: A4, Paper size: A4, Zoom ratio: 50%



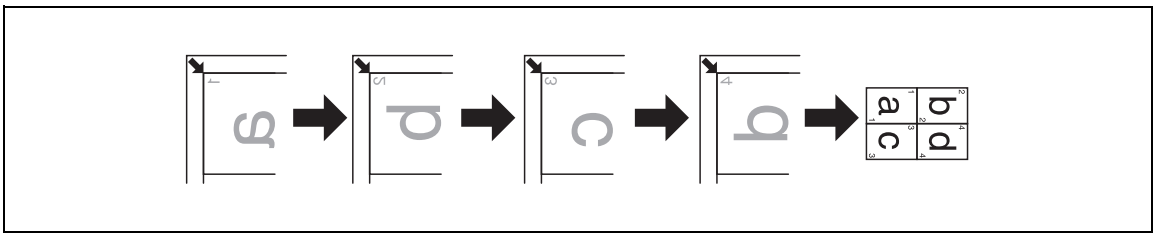
Original size: A5, Paper size: A3, Zoom ratio: 100%



Original size: 5-1/2 × 8-1/2, Paper size: 11 × 17, Zoom ratio: 100%



- ✔ The zoom ratio is automatically set to 50% (Inch: 50%). Load paper of the same size as the original.
- ✔ If the size of the original differs from that of the paper being used, change the zoom ratio manually.
- ✔ If originals are placed as shown below, images are not copied in order.
  Original size: A3, Paper size: A3, Zoom ratio: 50%



➔ Press the **Menu/Select** key ▸▸ [COPY FUNCTION] ▸▸ [COMBINE ORIGINAL] ▸▸ [4in1].

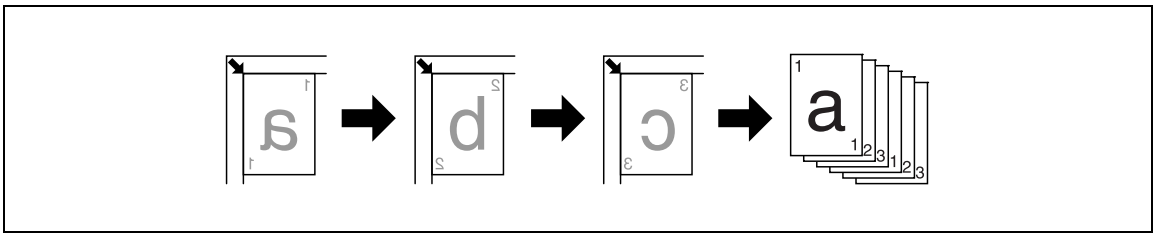
Reference

To change the 4in1 copy order:

*Press the **Menu/Select** key ▸▸ [UTILITY] ▸▸ [COPY SETTING] ▸▸ [4in1 COPY ORDER].*

5.3.3 [SORT]

When multi-page originals are copied into multiple sets, the copies are fed out into sets, each set containing a copy of each page of the originals.

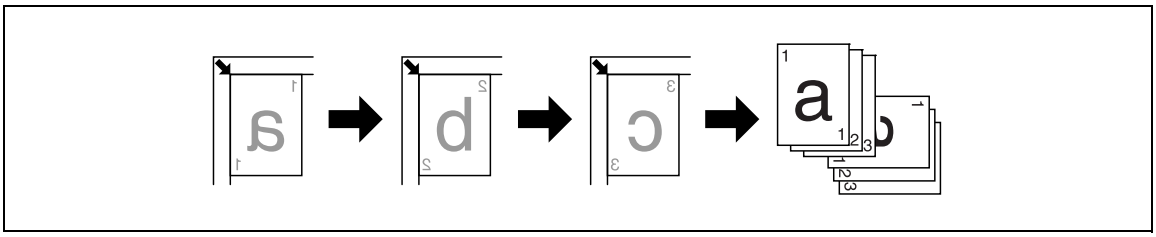


➔ Press the **Menu/Select** key ▸▸ [COPY FUNCTION] ▸▸ [SORT] ▸▸ [ON].

[SORT] + [CRISSCROSS MODE]

When sorted copies are to be made under the following conditions, each copy set is automatically fed out and sorted in an alternating crisscross pattern.

- Paper of the same size and type is loaded with the ▭ orientation in one paper tray and with the ▯ orientation in the other paper tray.
- Specify [CRISSCROSS MODE].



✔ Select the paper tray that is loaded with paper of the same orientation as the original.

➔ Press the **Menu/Select** key ▸▸ [COPY FUNCTION] ▸▸ [SORT] ▸▸ [ON].

Reference

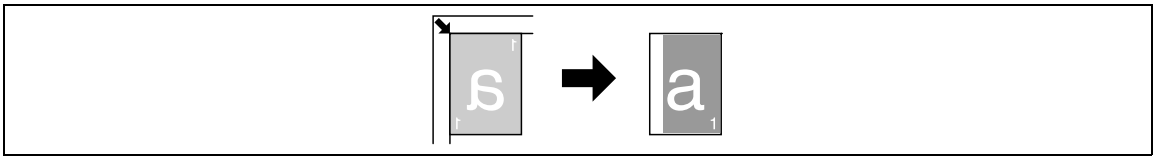
To specify the Crisscross Mode:

*Press the **Menu/Select** key ▸▸ [UTILITY] ▸▸ [JOB SETTING] ▸▸ [CRISSCROSS MODE] ▸▸ [ON].*

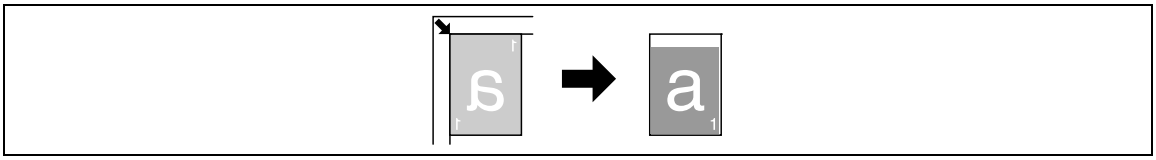
5.3.4 [ERASE]

Copies can be produced by erasing shadows of punched holes, staples, and unnecessary areas around the original text.

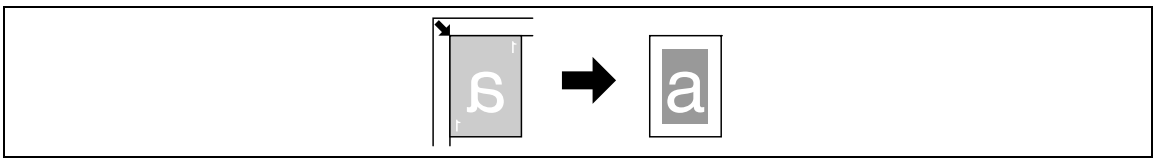
[LEFT ERASE]



[UPPER ERASE]



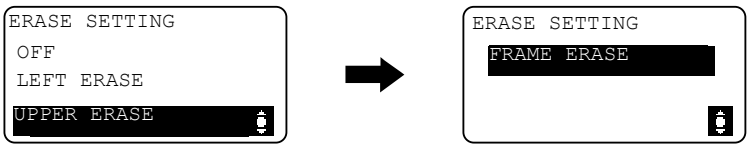
[FRAME ERASE]



✔ Place the original so that its upper side faces the back side of the machine.

✔ The erase width varies according to the zoom ratio setting.

➔ Press the **Menu/Select** key ▸▸ [COPY FUNCTION] ▸▸ [ERASE].



Settings	
[LEFT ERASE]	Erases the left side of the original.
[UPPER ERASE]	Erases the upper side of the original.
[FRAME ERASE]	Erases the four sides of the original.

Reference

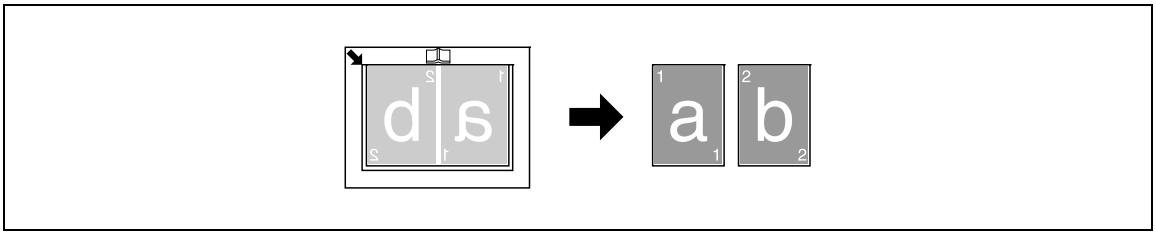
To specify the erase width:

*Press the **Menu/Select** key ▸▸ [UTILITY] ▸▸ [COPY SETTING] ▸▸ [ERASE SETTING].*

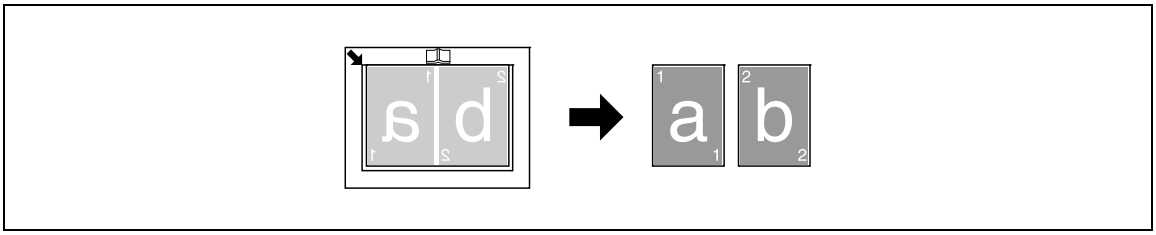
5.3.5 [BOOK SEPARATION]

A double-page spread original such as a book or magazine is copied onto two separate pages, the image of the original being divided about the mark on the **Original Scale**.

[LEFT BINDING]

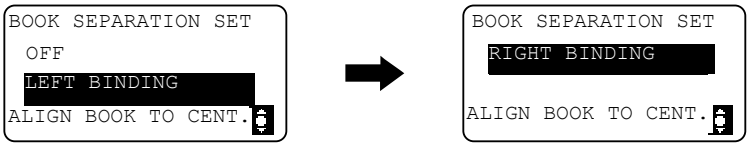


[RIGHT BINDING]



- ✔ Place the original so that its upper side faces the back side of the machine.
- ✔ Align the center of the original with the mark on the **Original Scale**.
- ✔ Place the original with the orientation and load paper with the orientation.
- ✔ Load paper that is half the size of the original.
- ✔ The length of the paper that can be loaded should not exceed 216 mm (8-1/2 inches).

➔ Press the **Menu/Select** key ▸▸ [COPY FUNCTION] ▸▸ [BOOK SEPARATION].



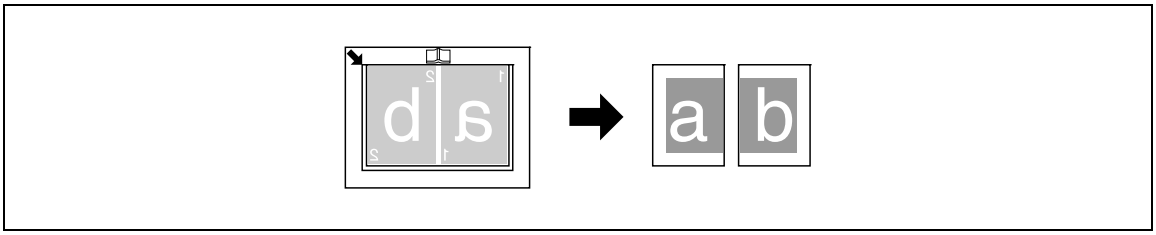
Settings

[LEFT BINDING]	Select this option if the original is bound on the left. The left-hand page of the double-page spread original is copied first.
[RIGHT BINDING]	Select this option if the original is bound on the right. The right-hand page of the double-page spread original is copied first.

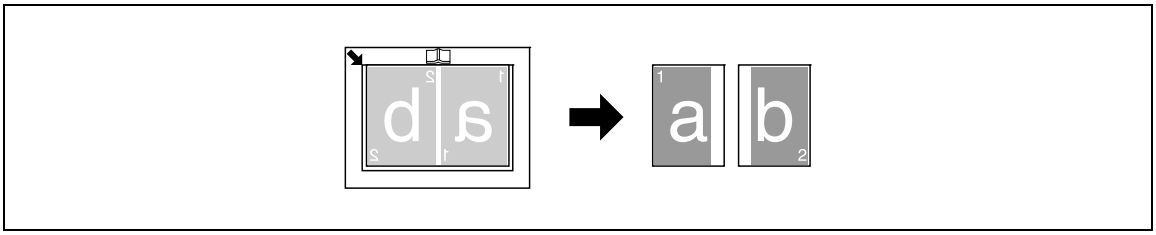
[ERASE] + [BOOK SEPARATION]

Book Separation copies can be produced by erasing shadows along the binding and unnecessary areas around the original text.

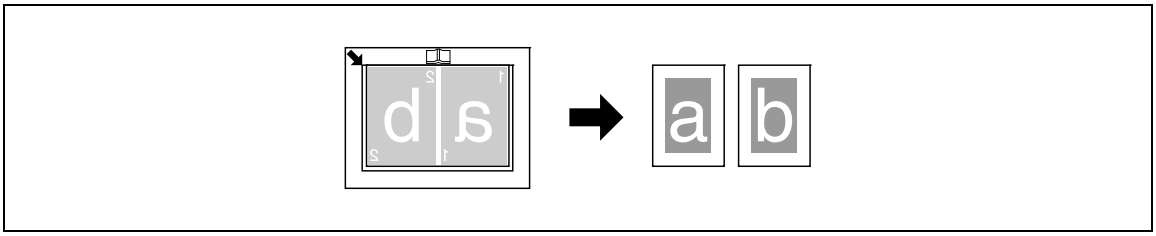
[FRAME ERASE]



[CENTER ERASE]

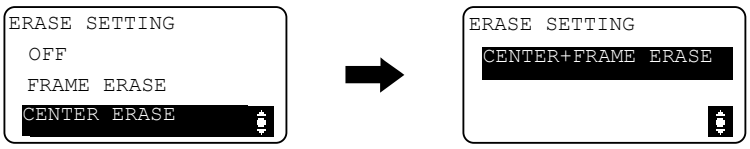


[CENTER+FRAME ERASE]



- ✔ Place the original so that its upper side faces the back side of the machine.
- ✔ Align the center of the original with the mark on the **Original Scale**.
- ✔ Place the original with the orientation and load paper with the orientation.
- ✔ The length of the paper that can be loaded should not exceed 216 mm (8-1/2 inches).
- ✔ Load paper that is half the size of the original.
- ✔ The erase width varies according to the zoom ratio setting.
- ✔ Specify [BOOK SEPARATION] in advance.

➔ Press the **Menu/Select** key ▸▸ [COPY FUNCTION] ▸▸ [ERASE].



Settings	
[FRAME ERASE]	Select this option to make Book Separation copies by erasing the entire areas around the text of the double-page spread original.
[CENTER ERASE]	Select this option to make Book Separation copies by erasing the center binding of the double-page spread original.
[CENTER+FRAME ERASE]	Select this option to make Book Separation copies by erasing the entire areas around the text and the center binding of the double-page spread original.

Reference

To specify the erase width:

*Press the **Menu/Select** key ▸▸ [UTILITY] ▸▸ [COPY SETTING] ▸▸ [ERASE SETTING].*

To specify the Book Separation:

*Press the **Menu/Select** key ▸▸ [COPY FUNCTION] ▸▸ [BOOK SEPARATION].*

5.4 Using [MODE MEMORY]

Register up to two of the more frequently used copy setting programs for immediate recall when necessary.

The following copy settings can be registered.

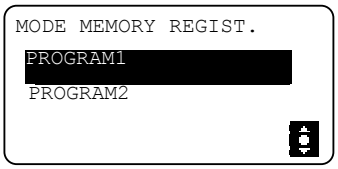
- Number of copies
- Paper tray
- Zoom ratio
- Functions available with [COPY FUNCTION] (ID Copy, Combine Original, Sort, Erase, Book Separation)
- Quality
- Density

Registering copy settings

Register up to two of the more frequently used copy setting programs for immediate recall when necessary.

1 Configure the copy settings to be registered.

2 Press the **Menu/Select** key ▸▸ [COPY JOB SETTING] ▸▸ [MODE MEMORY] ▸▸ [REGISTER].



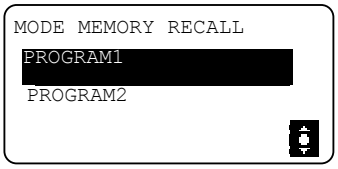
3 Select the program number you want to register the copy settings with.

The current copy settings are registered.

Recalling copy program

Recall the program registered.

1 Press the **Menu/Select** key ▸▸ [COPY JOB SETTING] ▸▸ [MODE MEMORY] ▸▸ [RECALL].



2 Select the program number to be recalled.

The **Display** shows the copy settings stored in the program number.

5.5 Function combination matrix

Function combination matrix for **bizhub 185**.

	Mode B: Set second / Mode A: Set first	Paper: Manual Paper Selection (Tray 1)	Paper: Manual Paper Selection (Bypass Tray) Paper set	Paper: Manual Paper Selection (Bypass Tray) Paper empty	Copy Quantity	Zoom: Fixed Zoom Ratio	Zoom: Zoom Up Down Ratio	Quality: Text/Photo	Quality: Text	Quality: Photo	Density: Manual Density	Density: Auto Density	Book Separation	ID Copy	Nin1: 2in1 Copy	Nin1: 4in 1 Copy	Erase: Left	Erase: Upper	Erase: Frame	Erase: Center (4)	Erase: Frame+Center (4)	Sort: Non-sort Copy	Sort: Sort Copy
Paper	Manual Paper Selection (Tray 1)	\	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Paper	Manual Paper Selection (Bypass Tray) Paper set	×	\	\	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Paper	Manual Paper Selection (Bypass Tray) Paper empty	×	\	\	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Copy Quantity		○	○	○	\	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Zoom	Fixed Zoom Ratio	○	○	○	○	\	×	○	○	○	○	○	○	×	×	×	○	○	○	○	○	○	○
Zoom	Zoom Up Down Ratio	○	○	○	○	×	\	○	○	○	○	○	○	×	×	×	○	○	○	○	○	○	○
Quality	Text/Photo	○	○	○	○	○	○	\	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○
Quality	Text	○	○	○	○	○	○	×	\	×	○	○	○	○	○	○	○	○	○	○	○	○	○
Quality	Photo	○	○	○	○	○	○	×	×	\	○	\	○	○	○	○	○	○	○	○	○	○	○
Density	Manual Density	○	○	○	○	○	○	○	○	○	\	×2	○	○	○	○	○	○	○	○	○	○	○
Density	Auto Density	○	○	○	○	○	○	○	○	×3	×	\	○	○	○	○	○	○	○	○	○	○	○
Book Separation		○	○	○	○	○	○	○	○	○	○	○	\	×	×	×	\	\	○	○	○	○1	○1
ID Copy		○	○	○	○	-	-	○	○	○	○	○	×	\	×	×	×	×	×	\	\	○	×
Nin1	2in1 Copy	○	○	○	○	○	○	○	○	○	○	○	×5	×	\	×	×5	×5	×5	\	\	○	○
Nin1	4in 1 Copy	○	○	○	○	○	○	○	○	○	○	○	×5	×	×	\	×5	×5	×5	\	\	○	○
Erase	Left	○	○	○	○	○	○	○	○	○	○	○	×	×	×	×	\	×	×	\	\	○	○
Erase	Upper	○	○	○	○	○	○	○	○	○	○	○	×	×	×	×	×	\	×	\	\	○	○
Erase	Frame	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	×	×	\	×	×	○	○
Erase	Center (4)	○	○	○	○	○	○	○	○	○	○	○	\	×	×	×	\	\	×	\	×	○	○
Erase	Frame+Center (4)	○	○	○	○	○	○	○	○	○	○	○	\	×	×	×	\	\	×	×	\	○	○
Sort	Non-sort Copy	○	○	○	○	○	○	○	○	○	○	○	○1	○	○	○	○	○	○	○	○	\	×
Sort	Sort Copy	○	○	○	○	○	○	○	○	○	○	○	○1	×	○	○	○	○	○	○	○	×	\

Function combination codes

◯: The functions can be combined.

×: When mode B is set, mode A is cancelled automatically.

-: The functions cannot be combined. Mode B cannot be set.

\: This combination possibility does not exist during operation.

(1): [BOOK SEPARATION] can be combined with [SORT]. However, regardless of the selected sort setting, the final output is the same.

(2): If the [PHOTO] quality setting is selected, the [AUTO] density setting cannot be selected.

(3): After selecting [PHOTO] quality, the density will change to Manual density.

(4): Function is available only when [BOOK SEPARATION] is ON.

(5): When mode B is set up, the zoom ratio changes to 100%.

6 Installing the driver

6 Installing the driver

6.1 Precautions for installation

The following provide information required for installing the printer/scanner driver.

6.1.1 Operating environment

The following are operating environmental requirements for using the printer/scanner driver.

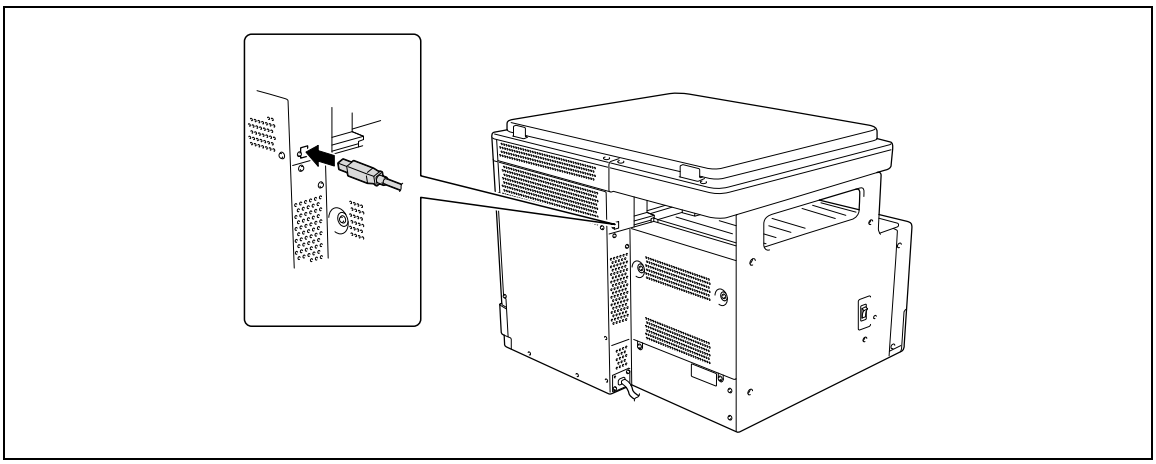
Operating environment

Operating system	32bit	Windows XP (Service Pack 2 or later) Windows Server 2003 (Service Pack 2 or later) Windows Vista (Service Pack 2 or later) Windows Server 2008 (Service Pack 2 or later) Windows 7
	64bit	Windows XP (Service Pack 2 or later) Windows Server 2003 (Service Pack 2 or later) Windows Vista (Service Pack 2 or later) Windows Server 2008 (Service Pack 2 or later) Windows Server 2008 R2 Windows 7
CPU	Any processor of the same or higher specifications as recommended for your operating system.	
Memory	Memory capacity as recommended for your operating system. Sufficient memory resource is required for your operating system and the applications to be used.	
Interface	USB2.0 (HI SPEED)	
Drive	DVD-ROM drive	
Language	Arabic, Catalan, Czech, Danish, Dutch, English, Finish, French, German, Italy, Korean, Norwegian, Portuguese, Spanish, Swedish, Traditional Chinese, Simplified Chinese, Thai, Hungarian, Lithuanian, Polish, Romanian, Russian, Slovakian, Turkish	

6.1.2 Connecting to the computer

Connect this machine to the computer using a USB cable.

Use a type A (4 pin, male) to type B (4 pin, male) USB cable.



6.2 Printer drivers compatible with respective operating systems

Before using this printing system, you must install the printer driver.

The following lists the printer drivers included on the DVD and the supported operating systems. Select the required printer driver.

Printer driver	Page description language	Supported Operating Systems
KONICA MINOLTA GDI Driver (GDI driver)	GDI	Windows XP (x86, SP3 or later) Windows XP (x64, SP2 or later) Windows Server 2003 (x86/x64, SP2 or later) Windows Vista (x86/x64, SP2 or later) Windows Server 2008 (x86/x64) Windows Server 2008 R2 (x64) Windows 7 (x86/x64)
KONICA MINOLTA XPS Driver (XPS driver)	XPS	Windows Vista (x86/x64, SP2 or later) Windows Server 2008 (x86/x64) Windows Server 2008 R2 (x64) Windows 7 (x86/x64)

Tips

- Select the page description language according to the application used for printing.

6.3 Installing using Plug and Play

The printer/scanner driver can be installed using Plug and Play.

Installing the driver requires the administrator authority.

If the driver is installed using Plug and Play, first the scanner driver is installed, then installation of the printer driver begins. The procedure described in this manual is for the installation of the scanner driver, then the printer driver.

Reference

- Using Plug and Play is an easy way to install the driver. Still, an additional printer wizard can also be used to install the printer driver. To use the additional printer wizard, select the USB port to be connected using [Choose a Printer Port].
- In Windows 7/Server 2008 R2, use the installer to install the driver.

6.3.1 Installing the driver in Windows Vista/Server 2008

1 Connect this machine to the computer using a USB cable, then start the computer.

NOTICE
When starting up the computer, do not plug in or unplug the cable.

2 Turn on the power of this machine.

The [Found New Hardware] dialog box appears.

➔ If [Found New Hardware] dialog box does not appear, turn this machine off, then on again. In this case, turn off this machine, then wait approximately 10 seconds before turning it on again. If you turn this machine on immediately after turning it off, it may not function correctly.

3 Click [Locate and install driver software (recommended)].

The dialog box requesting the disk (DVD-ROM) appears.

➔ If the [User Account Control] dialog box appears, click [Allow] or [Continue].

4 Click [I don't have the disc, show me other options].

5 Insert the driver/utility/documentation DVD-ROM into the DVD-ROM drive of the computer.

6 Select [Browse my computer for driver software (advanced)], then specify a desired driver folder.

➔ Select a folder according to the driver, operating system, and language to be used.
e.g.: \GDI_diver\Win32\English

7 Click [Next].

➔ If the [Windows Security] dialog box appears, click [Install this driver software anyway].

8 When the installation completes, click [Close].

This completes the scanner driver installation. The [Found New Hardware] dialog box appears again, and the installation of the printer driver begins.

9 Repeat steps 3 through 8 to install the printer driver.

10 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers] window.

11 Remove the DVD-ROM from the DVD-ROM drive.

This completes the installation of the scanner driver and printer driver.

6.3.2 Installing the driver in Windows XP/Server 2003

1 Connect this machine to the computer using a USB cable, then start the computer.

NOTICE
When starting up the computer, do not plug in or unplug the cable.

2 Insert the driver/utility/documentation DVD-ROM into the DVD-ROM drive of the computer.

3 Turn on the power of this machine.

The [Found New Hardware Wizard] dialog box appears.

➔ If the [Found New Hardware Wizard] dialog box does not appear, turn this machine off, then on again. In this case, turn off this machine, then wait approximately 10 seconds before turning it on again. If you turn this machine on immediately after turning it off, it may not function correctly.

➔ If a dialog box with a message saying [Windows Update] appears, select [No].

4 Select [Install from a list or specific location (Advanced)], then click [Next >].

5 Under [Search for the best driver in these locations.], select [Include this location in the search:], then click [Browse].

6 Specify the desired driver folder and click [Open].

➔ Select a folder according to the driver, operating system, and language to be used.
e.g.: \GDI_diver\Win32\English

7 Click [Next >], then follow the instructions on the pages that follow.

➔ If the [Windows Logo testing] or [Digital Signature] dialog box appears, click [Continue Anyway] or [Yes].

8 Click [Finish].

This completes the scanner driver installation. The [Found New Hardware Wizard] dialog box appears again, and the installation of the printer driver begins.

9 Repeat steps 4 through 8 to install the printer driver.

10 After finishing the installation, make sure that the icon for the installed printer is displayed in the [Printers and Faxes] window.

11 Remove the DVD-ROM from the DVD-ROM drive.

This completes the installation of the scanner driver and printer driver.

6.4 Installing using installer

6.4.1 Installing the driver in Windows 7/Server 2008 R2

The printer/scanner driver can be installed using the installer.

Installing the driver requires the administrator authority.

✔ Do not connect the USB cable to the machine until the instruction appears.

✔ Exit all running applications, if any.

1 Insert the driver/utility/documentation DVD-ROM into the DVD-ROM drive of the computer.

➔ Installer will start automatically, select "Device Setup" then "GDI Printer Driver" or "XPS Printer Driver", then go to Step 2

➔ If Installer does not start automatically, please double-click [Setup.exe] in the root of the DVD-ROM.

➔ If the [User Account Control] window appears, click [Allow], [Continue] or [Yes].

➔ The scanner driver will not be installed together with the XPS printer driver.

2 From the pull-down menu, select the appropriate language, then click [OK].

3 Click [Next >].

4 To agree with all terms in the license agreement, select [I accept the terms of the License Agreement], then click [Next >].

5 From the pull-down menu, select the appropriate model, then click [Next >].

6 The installation of the driver begins.

➔ If the [Windows Security] window appears for verifying the publisher, click [Install this driver software anyway].

7 When instructed to do so, connect the machine to your computer with a USB cable.

8 Click [Finish].

6.5 Uninstalling the driver

The following explain the procedure to remove the driver.

6.5.1 Uninstalling the printer driver

When you have to remove the printer driver, for example, when reinstallation of the printer driver is necessary, remove the driver using the following procedure.

Uninstalling the driver requires the administrator authority.

1 Open the [Printers] window, [Printers and Faxes] window or [Devices and Printers] window.

2 Select the icon for the printer to be uninstalled.

3 Press the [Delete] key on the computer to uninstall the printer driver.

➔ In Windows 7/Server 2008 R2, right-click on the icon, then click [Remove device].

4 From then on, follow the instructions on the pages that follow.

When the printer driver has been deleted, the icon disappears from the [Printers] window, [Printers and Faxes] window or [Devices and Printers] window.

5 Open [Server Properties] or [Print Server Properties].

➔ In Windows 7/Server 2008 R2, open the [Devices and Printers] window. Click an icon in the [Printers and Faxes] list and the [Print Server Properties] appears on the menu. Click the [Print Server Properties] from the menu.

➔ In Windows Vista/Server 2008, right-click on the area that has nothing displayed in the [Printers] window, click [Run as administrator] - [Server Properties].

➔ Windows XP/Server 2003, click the [File] menu, and then [Server Properties].

➔ If the [User Account Control] window appears, click [Continue] or [Yes].

6 Click the [Driver] tab.

➔ In Windows 7/Server 2008 R2, click [Change Driver Settings] located in the lower left corner of the window to run as the administrator authority.

7 From the [Installed printer drivers:] list, select the printer driver to be removed, then click [Remove...].

➔ In Windows 7/Vista/Server 2008/Server 2008 R2, go to Step 8.

➔ In Windows XP/Server 2003, go to Step 9.

8 In the dialog box for confirming the items to be removed, select [Remove driver and driver package.], then click [OK].

9 In the dialog box for confirming if you are sure to remove the printer, click [Yes].

➔ In Windows 7/Vista/Server 2008/Server 2008 R2, the dialog box appears to reconfirm if you are sure. Click [Uninstall].

10 Close the open windows, then restart the computer.

➔ Be sure to restart the computer.

This completes removing the printer driver.

Reference

- In Windows XP/Server 2003, even if the printer driver is deleted using the preceding method, the model information file will remain in the computer. For this reason, when reinstalling the same version of the printer driver, the driver may not be rewritten. In this case, remove the following files as well.

– Check the "C:\WINDOWS\system32\spool\drivers\w32×86" folder ("C:\WINDOWS\system32\spool\drivers\×64" folder in the ×64 system, and if there is a folder of the corresponding model, remove it.

– From the "C:\WINDOWS\inf" folder, remove "oem*.inf" and "oem*.PNF" ("*" included in the file name indicates a number, which differs depending on the computer environment). Before removing these files, open the inf file, then check the model name described on the last few lines to confirm it is the file for the corresponding model. The number of the PNF file is the same as that of the inf file.

– In Windows 7/Vista/Server 2008/Server 2008 R2, this operation is not necessary if you have selected [Remove driver and driver package.].

6.5.2 Uninstalling the scanner driver

When you have to remove the scanner driver, for example, when reinstallation of the scanner is necessary, remove the driver using the following procedure.

Uninstalling the driver requires the administrator authority.

1 Click [Start], then select [All Programs] (or [Programs]) - [KONICA MINOLTA :*** Scanner] - [UnInstScan]. ("***" indicates a model name.)

➔ In Windows 7/Vista/Server 2008/Server 2008 R2, when the [User Account Control] window appears, click [Continue] or [Yes].

2 Click [Next >].

3 In the dialog box for confirming if you are sure to remove the scanner, click [Yes].

4 Click [Finish].

5 Close the open windows, and then restart the computer.

➔ Be sure to restart the computer.

This completes removing the scanner driver.

7 Printer function

7 Printer function

7.1 Print operations

Print jobs are specified from the application software.

1 Open the data in the application, and click [File]. Then click [Print] from the menu.

2 Check that the printer name has been selected in [Printer Name] (or [Select Printer]).

➔ If the printer is not selected, click to select the printer.

3 Specify the print range and the number of copies to print.

4 Click [Properties] (or [Preferences]) to change the printer driver settings as necessary.

➔ Clicking [Properties] or [Preferences] in the [Print] window displays the [Printing Preferences] page of the printer driver where you can configure various functions. For details, refer to page 7-4.

5 Click [Print].

Printing is executed.

➔ If no copy operation is performed for 30 seconds while [PRINT PRIORITY] is set to [COPY], the printing is automatically started.

Canceling a print job

A print job can be canceled from the **Control Panel** if the machine is in the printer mode.

1 Check that [PRINTER MODE] appears in the **Display** of the machine and press the **Clear/Stop** key.

2 The confirmation message [JOB CANCEL] appears.

3 Select [YES].

Sleep mode

If print data is received while the machine is in the Sleep mode, the mode is canceled.

When print data is received, the data is printed after the machine has finished warming up.

7.2 GDI printer driver settings

Descriptions on the printer driver settings available when printing from a computer are provided below.

Reference

- The printer driver setting screen can be called up to the screen even from the [Printers] window, [Printers and Faxes] window or [Devices and Printers] window.
  In Windows XP/Server 2003, click [Start], and then [Printers and Faxes].
  In Windows Vista/Server 2008, click [Start], open [Control Panel], then click [Printers] in [Hardware and Sound].
  In Windows 7/Server 2008 R2, click [Start], and then [Devices and Printers].

7.2.1 Common setting

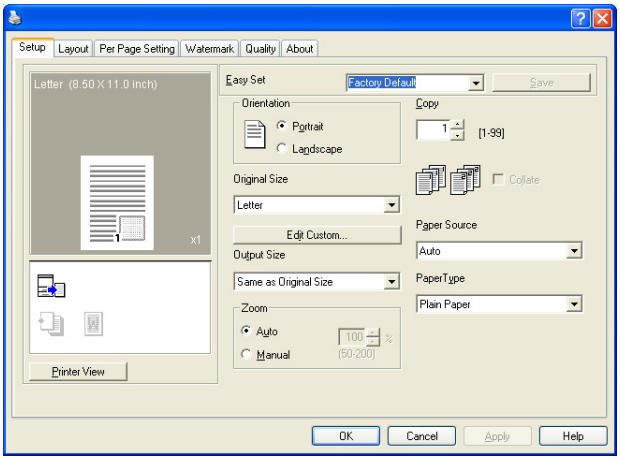
This section describes the settings and buttons common to tabs.

Item name	Functions
[OK]	Click this button to enable changed settings and close the properties window.
[Cancel]	Click this button to disable (cancel) changed settings and close the properties window.
[Apply]	Click this button to apply the specified settings without closing the properties window.
[Help]	Click this button to display Help of the items in the displayed window.
View	Shows a preview of the specified paper settings or shows the printer status. • Selecting [Paper View] displays the sample page layout based on current settings for checking the output result image.  • Selecting [Printer View] displays the printer figure. The paper trays selected in [Paper source] on the [Setup] tab appear in light blue. 
[Easy Set]	Click this button to save current settings so that they can be recalled later. If [Factory Default] is selected, all settings return to their defaults. Up to 32 programs can be registered (including [Factory Default]). Up to 20 characters can be entered for the registered name.

7.2.2 [Setup] tab

Configure the basic printing functions such as paper size and type as well as output method.

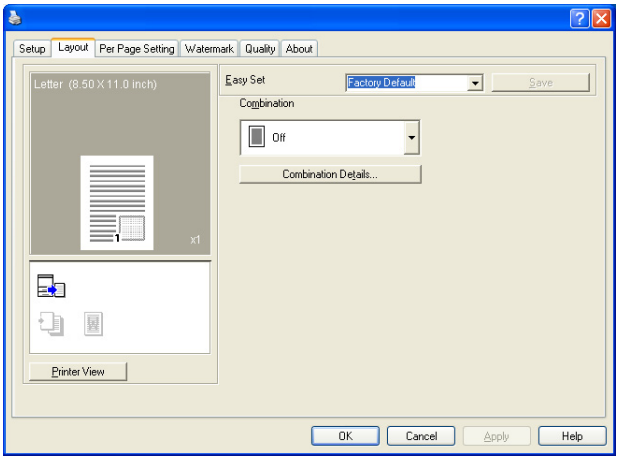
The same sizes and types of paper used with the machine can be selected. For the types of paper to be used, refer to page 12-3.

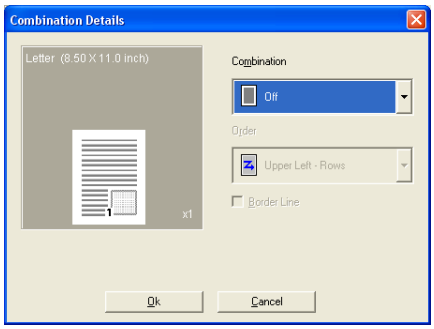


Function name	Description
[Orientation]	Select the orientation for the original.
[Original Size]	Select the paper size of the original.
[Edit Custom...]	Frequently used custom sizes can be registered and later called up during paper size setting. A name can be assigned for the set paper size for registration. Up to 32 sizes can be registered. Up to 20 characters can be entered for the registered name.
[Output Size]	Specify the output paper size. If it is different from the original size and the zoom is set to [Auto], the output image will be enlarged or reduced to fit the size.
[Zoom]	Select an enlarge or reduce ratio.
[Copy]	Specify the number of copies to be printed.
[Collate]	Select this check box to collate pages sequentially when printing multiple sets of copies.
[Paper source]	Select a paper tray to be used. If [Auto] is selected, the paper tray with paper of the size selected in [Original Size] is used.
[Paper type]	Select a paper type to be used for printing.

7.2.3 [Layout] tab

Select the number of document pages to be printed on a single sheet of paper.

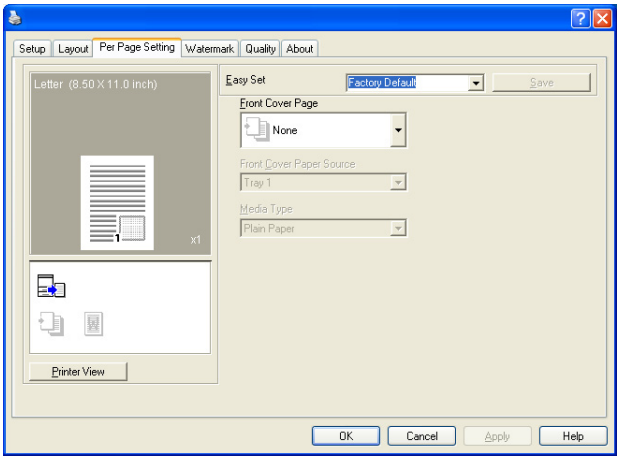




Function name	Description	
[Combination]	Multi-page originals can be printed on a single sheet of paper.	
[Combination Details...]	Specify the page order and use of the border lines.	
	[Combination]	Select the combination condition. This is the same setting selected in the [Combination] list on the [Layout] tab.
	[Order]	Select the direction and order of pages to be printed. It can be specified when Nin1 is specified for [Combination].
	[Border Line]	Select this check box to print an outline around each page. It can be specified when Nin1 is specified for [Combination].

7.2.4 [Per Page Setting] tab

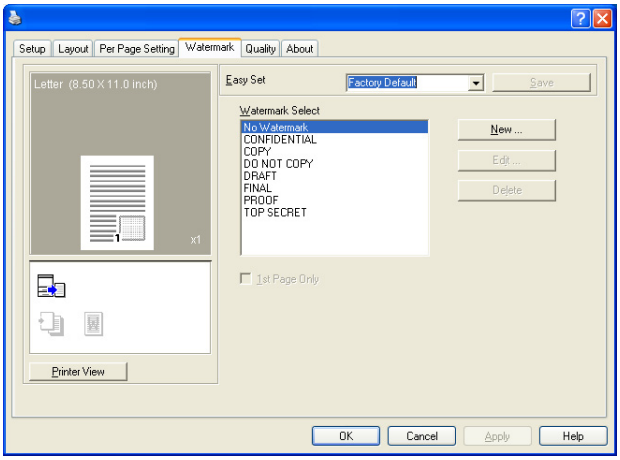
Specify whether or not a front cover page is added.

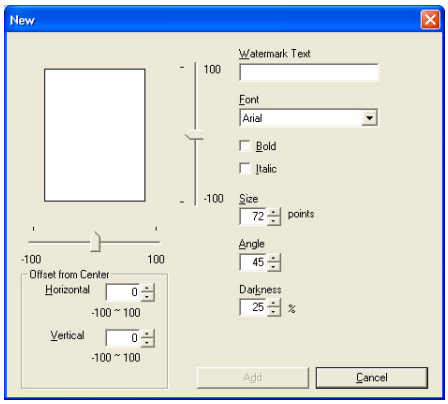


Function name	Description
[Front Cover Page]	Select to attach a front cover page. You can select whether to print the front cover as a blank page or as a page containing an image on the first page.
[Front Cover Paper Source]	Select the paper tray for the front cover sheet.
[Media Type]	Select the type of paper used for the front cover.

7.2.5 [Watermark] tab

Print the document with a watermark (character stamp) overlapped.

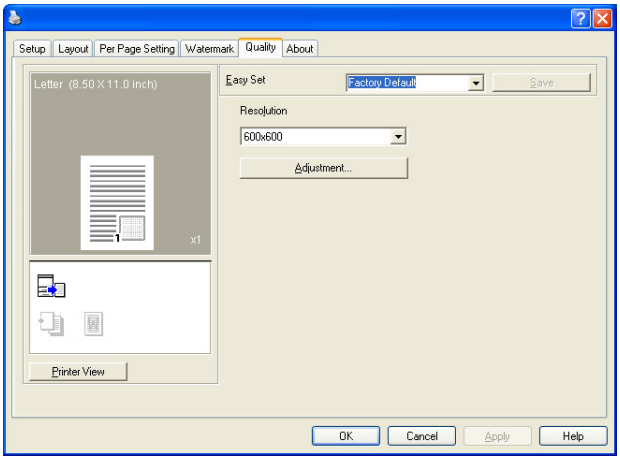


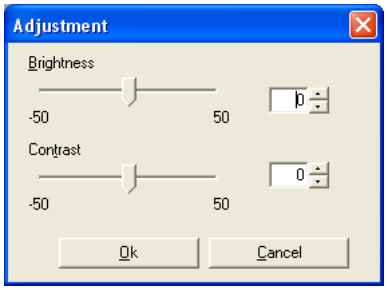


Function name	Description	
[Watermark Select]	Select the watermark to be printed.	
[New...]/[Edit...]	A new watermark can be registered. A registered watermark can also be edited or its settings changed. Up to 32 watermarks can be registered (including [No Watermark]).	
	[Watermark Text]	Enter the text to be printed as the watermark. You can enter up to 20 characters.
	[Font]	Select the font.
	[Bold]	Select to use bold text.
	[Italic]	Select to use italic text.
	[Size]	Specify the size. A setting between 7 and 300 points can be specified.
	[Angle]	Specify the angle that the text is printed on the paper. A setting between 0° and 359° can be specified.
	[Darkness]	Specify the density of the text. A setting between 10% and 100% can be specified.
	[Offset from Center]	Select the vertical and lateral positions. You can specify the positions using the scroll bars provided on the right of and under the image.
[Delete]	Click this button to delete the selected watermark.	
[1st Page Only]	Select this check box to print the watermark only on the first page.	

7.2.6 [Quality] tab

Specify the print quality.





Function name	Description	
[Resolution]	Select the print resolution.	
	[600 × 600]	Originals are printed at 600 × 600 dpi.
	[300 × 600]	Originals are printed at 300 × 600 dpi.
[Adjustment]	Click this button to adjust the image quality.	
	[Brightness]	Adjust the brightness of the printed image.
	[Contrast]	Adjust the density balance of the printed image.

7.2.7 [About] tab

Displays the printer driver version information.

7.3 XPS printer driver settings

Descriptions on the printer driver settings available when printing from a computer are provided below.

Reference

- The printer driver setting screen can be called up to the screen even from the [Printers] window or [Devices and Printers] window.
  In Windows Vista/Server 2008, click [Start], open [Control Panel], then click [Printers] in [Hardware and Sound].
  In Windows 7/Server 2008 R2, click [Start], and then [Devices and Printers].

7.3.1 Common setting

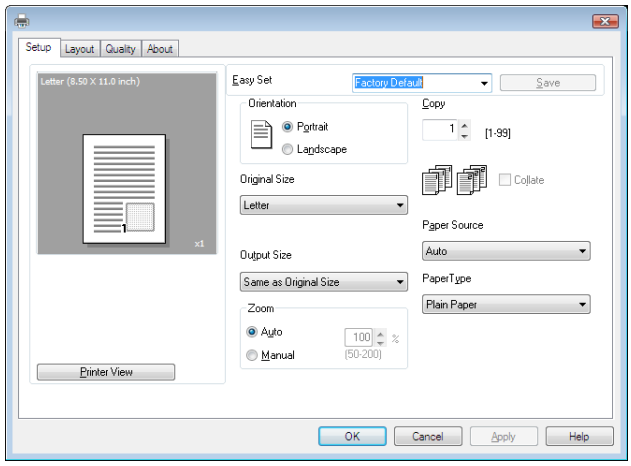
This section describes the settings and buttons common to tabs.

Item name	Functions
[OK]	Click this button to enable changed settings and close the properties window.
[Cancel]	Click this button to disable (cancel) changed settings and close the properties window.
[Apply]	Click this button to apply the specified settings without closing the properties window.
[Help]	Click this button to display Help of the items in the displayed window.
View	Shows a preview of the specified paper settings or shows the printer status. • Selecting [Paper View] displays the sample page layout based on current settings for checking the output result image.  • Selecting [Printer View] displays the printer figure. The paper trays selected in [Paper source] on the [Setup] tab appear in light blue. 
[Easy Set]	Click this button to save current settings so that they can be recalled later. If [Factory Default] is selected, all settings return to their defaults. Up to 32 programs can be registered (including [Factory Default]). Up to 20 characters can be entered for the registered name.

7.3.2 [Setup] tab

Configure the basic printing functions such as paper size and type as well as output method.

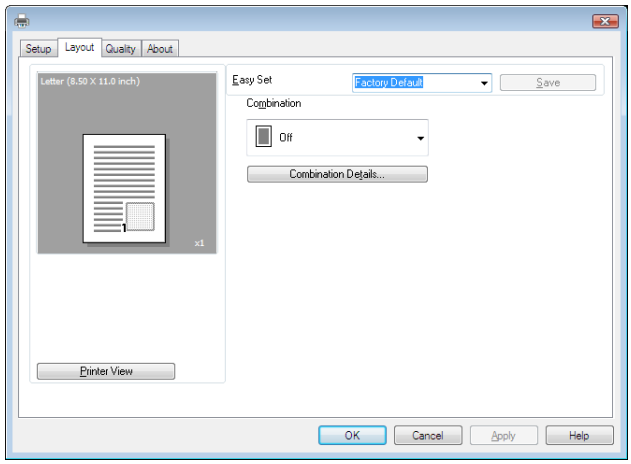
The same sizes and types of paper used with the machine can be selected. For the types of paper to be used, refer to page 12-3.

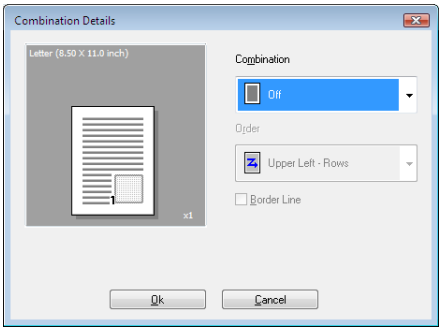


Function name	Description
[Orientation]	Select the orientation for the original.
[Original Size]	Select the paper size of the original.
[Output Size]	Specify the output paper size. If it is different from the original size and the zoom is set to [Auto], the output image will be enlarged or reduced to fit the size.
[Zoom]	Select an enlarge or reduce ratio.
[Copy]	Specify the number of copies to be printed.
[Collate]	Select this check box to collate pages sequentially when printing multiple sets of copies.
[Paper source]	Select a paper tray to be used. If [Auto] is selected, the paper tray with paper of the size selected in [Original Size] is used.
[Paper type]	Select a paper type to be used for printing.

7.3.3 [Layout] tab

Select the number of document pages to be printed on a single sheet of paper.

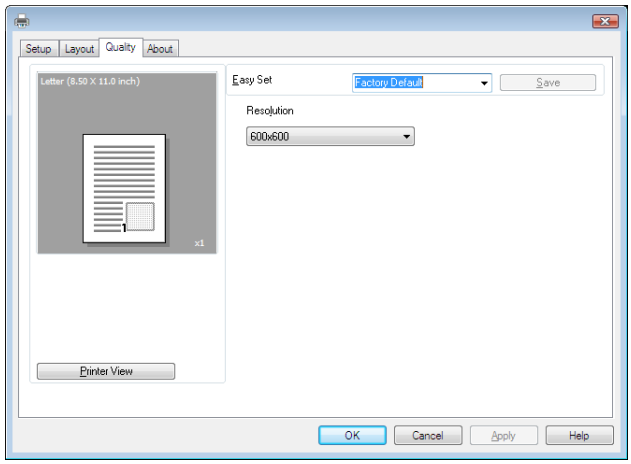




Function name	Description	
[Combination]	Multi-page originals can be printed on a single sheet of paper.	
[Combination Details...]	Specify the page order and use of the border lines.	
	[Combination]	Select the combination condition. This is the same setting selected in the [Combination] list on the [Layout] tab.
	[Order]	Select the direction and order of pages to be printed. It can be specified when Nin1 is specified for [Combination].
	[Border Line]	Select this check box to print an outline around each page. It can be specified when Nin1 is specified for [Combination].

7.3.4 [Quality] tab

Specify the print quality.



Function name	Description	
[Resolution]	Select the print resolution.	
	[600 × 600]	Originals are printed at 600 × 600 dpi.
	[300 × 600]	Originals are printed at 300 × 600 dpi.

7.3.5 [About] tab

Displays the printer driver version information.

8 Scan function

8 Scan function

8.1 TWAIN scanner driver

This section describes the functions of the TWAIN scanner driver.

8.1.1 Scanning a document

The scanning operation can be performed from TWAIN- compatible applications. The operating procedure varies according to the application used.

As an example, the procedure using Adobe Acrobat 7.0 Professional is described below.

1 Place the document face down on the **Original Glass**.

➔ For details on placing originals, refer to page 3-6.

2 Start the application on the computer.

3 Click [File].

4 Point to [Create PDF], then click [From Scanner].

5 Select the device from the dialog box, specify the desired settings, and click [Scan].

6 Specify the necessary settings.

➔ For details, refer to page 8-4.

7 Click [Scan].

Scanning begins.

➔ To stop scanning, click [Cancel] or press [Esc].

8.1.2 TWAIN scanner driver settings

Settings		
[Document Size]	Select the paper size to be scanned.	
[Scan Mode]	[Text]	Suitable for common text document.
	[Photo]	Suitable for common photograph document.
[Resolution]	[150 dpi × 150 dpi]	Normal resolution for the standard size character (e.g. typed document) and scan efficiency.
	[300 dpi × 300 dpi]	Higher resolution for the small character (e.g. newspaper).
	[600 dpi × 600 dpi]	The highest resolution for image data.
[Brightness]	Adjust the brightness of the image.	
[Help]	Click this button to display the help files.	
[About]	Click this button to display version information.	
[Scan]	Click this button to scan an image.	
[Close]	Click this button to close the properties window.	

8.2 WIA scanner driver

This section describes the functions of the WIA scanner driver.

8.2.1 Scanning a document

The scanning operation can be performed from WIA- compatible applications. The operating procedure varies according to the application used.

As an example, the procedure using Adobe Photoshop 7.0 is described below.

1 Place the document face down on the **Original Glass**.

➔ For details on placing originals, refer to page 3-6.

2 Start the application on the computer.

3 Click [File].

4 Point to [Import], then click [WIA Support].

➔ If a message dialog box appears, check its contents and click [OK].

5 Specify the necessary settings.

➔ For details, refer to page 8-5.

6 Click [Scan].

Scanning begins.

➔ To stop scanning, click [Cancel] or press [Esc].

8.2.2 WIA scanner driver settings

Settings	
[Black and white picture or text]	The image is scanned with the preset quality. [Resolution]: 300 [Brightness]: 0
[Custom setting]	Adjust the quality of the scanned image.
[Preview]	A scanned image appears. Drag the rectangle over the image to select an area.
[Scan]	Click this button to scan an image.
[Cancel]	Click this button to close the properties window.

Adjusting the quality from [Custom Settings]

➔ Select [Custom Settings], then click [Adjust the quality of the scanned picture].

Settings

[Appearance]	Displays a sample image.	
[Resolution]	[150]	Normal resolution for the standard size character (e.g. typed document) and scan efficiency.
	[300]	Higher resolution for the small character (e.g. newspaper).
	[600]	The highest resolution for image data.
[Brightness]	Adjust the brightness of the image.	
[Picture Type]	[Black and white picture or text] is set.	
[Reset]	Click this button to return to the previous settings.	
[OK]	Click this button to enable changed settings.	
[Cancel]	Click this button to close the properties window.	

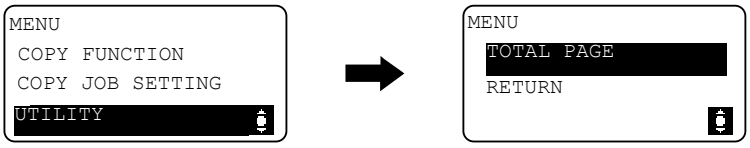
Factory default

[Resolution]	[300]
[Brightness]	[0]
[Picture Type]	[Black and white picture or text]

9 [MENU]

9 [MENU]

You can configure the settings for multiple copy features from the **Control Panel**. The following describe [MENU] that appears in the **Display** and the functions that can be set.



Settings		
[COPY FUNCTION]	Configure the application settings for making copies.	p. 9-3
[COPY JOB SETTING]	Configure the paper for the tray and quality and density for making copies.	p. 9-4
[UTILITY]	Configure functions and settings of the machine.	p. 9-6
[TOTAL PAGE]	You can check the total number of prints since this machine was installed.	p. 9-13

9.1 [COPY FUNCTION]

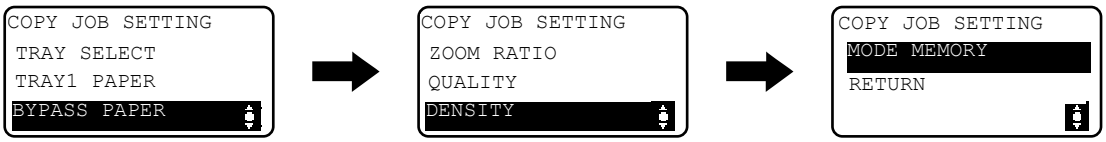
Configure the application settings for making copies. For details, refer to page 5-7.

9.2 [COPY JOB SETTING]

Configure the paper for the paper tray.

Also, set the quality and density to adjust copy image quality.

➔ Press the **Menu/Select** key ▸▸ [COPY JOB SETTING].



Settings

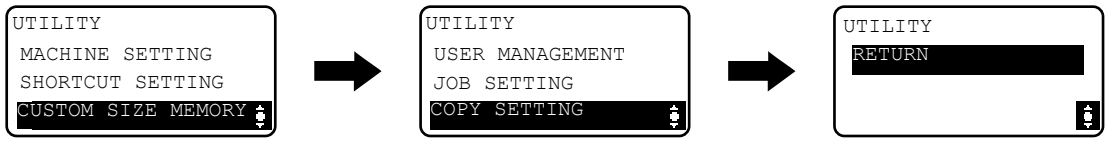
[TRAY SELECT]	Select the paper tray loaded with the desired paper. For details on loading paper, refer to page 3-4.	
[TRAY1 PAPER]	[SIZE]	Select the size of the paper loaded in the paper tray.
	[TYPE]	Select the type of the paper loaded in the paper tray.
[BYPASS PAPER]	[SIZE]	Select the size of the paper loaded in the paper tray.
	[TYPE]	Select the type of the paper loaded in the paper tray.
[ZOOM RATIO]	[FIXED]	Select a preset zoom when copying from a fixed size original onto a fixed size paper.
	[MANUAL]	The zoom ratio can be set between 50% and 400%.
[QUALITY]	[TEXT/PHOTO]	Select this option when the original consists of text and photos. The edge of the text is reproduced sharply, while photos are reproduced as a smooth image.
	[TEXT]	Select this option when the original consists of text only. The edge of the text is reproduced sharply.
	[PHOTO]	Select this option when the original consists of photos only. Photos are reproduced as a smooth image.
[DENSITY]	[AUTO]	The density level is automatically adjusted.
	[MANUAL]	The density level is manually adjusted.
[MODE MEMORY]	Combine frequently used copy settings into programs and register them with this machine. These programs can easily be recalled as programs. Up to two programs can be registered.	
	[RECALL]	Recall a program.
	[REGISTER]	Register a program.

Factory default

[TRAY SELECT]	[TRAY1]
[TRAY1 PAPER]	<Metric area> [SIZE]: [A4] <Inch area> [SIZE]: [Letter]
	[TYPE]: [PLAIN]
[BYPASS PAPER]	<Metric area> [SIZE]: [A4] <Inch area> [SIZE]: [Letter]
	[TYPE]: [PLAIN]
[QUALITY]	[TEXT/PHOTO]
[DENSITY]	[AUTO]

9.3 [UTILITY]

The following describe the copy/print functions that can be set with [UTILITY].



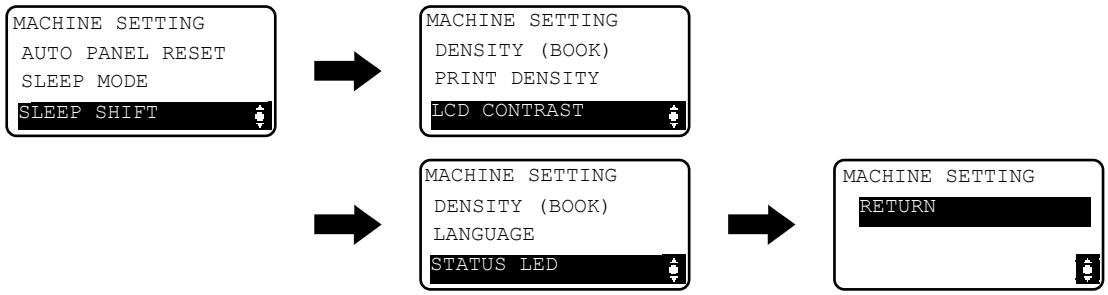
Settings

[MACHINE SETTING]	Specify settings for the machine's operating environment.	p. 9-6
[SHORTCUT SETTING]	The frequently used copy function can be registered to **Shortcut** key.	p. 9-8
[CUSTOM SIZE MEMORY]	Up to two custom sizes can be registered.	p. 9-9
[USER MANAGEMENT]	The maintenance operation is performed in order to maintain the machine's efficiency.	p. 9-9
[JOB SETTING]	Configure settings for each paper tray and output.	p. 9-10
[COPY SETTING]	Configure the initial values for the copy settings.	p. 9-11

9.3.1 [MACHINE SETTING]

Specify settings for the machine's operating environment.

➔ Press the **Menu/Select** key ▸▸ [UTILITY] ▸▸ [MACHINE SETTING].



Settings

[AUTO PANEL RESET]	Specify a length of time until the Auto Panel Reset function is operated if no operation is performed. When the Auto Panel Reset function is performed, the machine automatically returns to the default settings.	
[SLEEP MODE]	Specify a length of time before switching to the Sleep mode if no operation is performed.	
[SLEEP SHIFT]	Specify whether to shift to the Sleep mode immediately after a print job is executed while the machine is in the Sleep mode.	
	[DISABLE]	Enters the Sleep mode when the time specified in the [SLEEP MODE] setting has elapsed.
	[ENABLE]	Enters the Sleep mode immediately after the print job is executed.

Settings

[DENSITY (BOOK)]	Adjust the image density level.	
	[MODE1]	Produce copies at the same density as that of the original.
	[MODE2]	Lighten the copy density and reduce spots in the copy.
[PRINT DENSITY]	Select one of the seven density levels for printing from a computer.	
[LCD CONTRAST]	Adjust the brightness of the **Display**.	
[KEY SPEED SETTING]	[TIME TO START]	Specify a length of time until the value begins to change after a key is held down.
	[INTERVAL]	Specify the length of time for the value to change to the next number.
[LANGUAGE]	Set the language of the **Display**.	
[STATUS LED]	Specify whether or not display (light up) **Status LED**.	

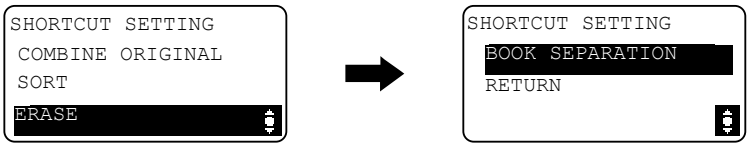
Factory default

[AUTO PANEL RESET]	[1 min]
[SLEEP MODE]	[15 min]
[SLEEP SHIFT]	[ENABLE]
[DENSITY (BOOK)]	[MODE1]
[PRINT DENSITY]	
[LCD CONTRAST]	
[KEY SPEED SETTING]	[TIME TO START]: [1s]
	[INTERVAL]: [0.1s]
[LANGUAGE]	[ENGLISH]
[STATUS LED]	[ON]

9.3.2 [SHORTCUT SETTING]

Register frequently used copy setting for immediate recall by using **Shortcut** key on the control panel when necessary.

➔ Press the **Menu/Select** key ▸▸ [UTILITY] ▸▸ [SHORTCUT SETTING].



Settings

[COMBINE ORIGINAL]	[2in1]	Multi-page originals can be reduced in size and copied onto a single sheet of paper. For details, refer to page 5-8.
	[4in1]	
[SORT]	[ON]	When multi-page originals are copied into multiple sets, the copies are fed out into sets, each set containing a copy of each page of the originals. For details, refer to page 5-10.
[ERASE]	[LEFT ERASE]	Copies can be produced by erasing shadows of punched holes, staples, and unnecessary areas around the original text. If [FRAME ERASE], [CENTER ERASE] or [CENTER+FRAME ERASE] is set, also [BOOK SEPARATION] will be automatically set.If [OFF (BOOK SEP.)] is selected when setting [FRAE ERASE], [BOOK SEPARATION] cannot be set. For details, refer to page 5-11 and page 5-13.
	[UPPER ERASE]	
	[FRAME ERASE]	
	[CENTER ERASE]	
	[CENTER+FRAME ERASE]	
[BOOK SEPARATION]	[LEFT BINDING]	A double-page spread original such as a book or magazine is copied onto two separate pages, the image of the original being divided about the 📖 mark on the Original Scale. For details, refer to page 5-12.
	[RIGHT BINDING]	

Factory default

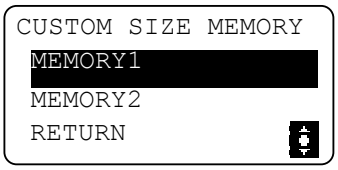
[SHORTCUT SETTING]	[2in1]

9.3.3 [CUSTOM SIZE MEMORY]

Frequently used custom sizes can be registered and recalled when needed.

Up to two custom sizes can be registered.

➔ Press the **Menu/Select** key ▸▸ [UTILITY] ▸▸ [CUSTOM SIZE MEMORY].



Settings

[MEMORY1]	Register custom paper sizes. The paper length [X] can be set between 140 mm and 432 mm. The paper width [Y] can be set between 90 mm and 297 mm.
[MEMORY2]	

Factory default

[MEMORY1]	[X]: 140 mm, [Y]: 90 mm
[MEMORY2]	[X]: 140 mm, [Y]: 90 mm

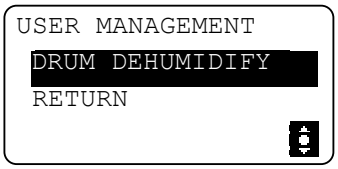
9.3.4 [USER MANAGEMENT]

When the room temperature changes drastically (such as when a heater is used in the winter) or when the machine is used in an extremely humid location, condensation may form on the surface of the **Drum** inside the machine, resulting in decreased print quality.

Use this function to dry the **Drum** and eliminate the condensation.

✔ The machine completes the Drum Dehumidify within about one minute.

➔ Press the **Menu/Select** key ▸▸ [UTILITY] ▸▸ [USER MANAGEMENT].



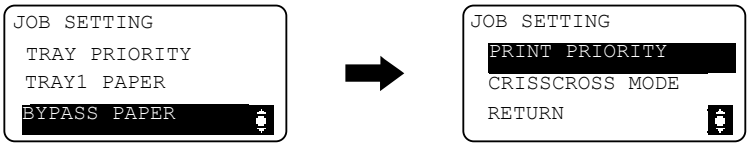
Settings

[DRUM DEHUMIDIFY]	Start the Drum Dehumidify.

9.3.5 [JOB SETTING]

Configure paper settings for each tray and output settings.

➔ Press the **Menu/Select** key ▸▸ [UTILITY] ▸▸ [JOB SETTING].



Settings

[TRAY PRIORITY]	Specify the paper tray displayed for default settings.	
	[TRAY1]	Displays **Tray 1** as the default paper tray.
	[MULTI BYPASS]	Displays the **Bypass Tray** as the default paper tray.
[TRAY1 PAPER]	[SIZE]	Select the size of the paper loaded in the paper tray.
	[TYPE]	Select the type of the paper loaded in the paper tray.
[BYPASS PAPER]	[SIZE]	Select the size of the paper loaded in the paper tray.
	[TYPE]	Select the type of the paper loaded in the paper tray.
[PRINT PRIORITY]	Specify whether to give priority to print jobs when the machine receives a print job while printing copies.	
	[COPY]	The copy operation is given priority for 30 seconds after printing copies. If no operation is performed for 30 seconds after printing copies or last copy operation is finished, execute a print job.
	[PRINT]	As print jobs are given priority, execute a print job immediately after printing copies.
[CRISSCROSS MODE]	Specify whether or not copies are fed out in an alternating crisscross pattern when the crisscross output conditions are met.	

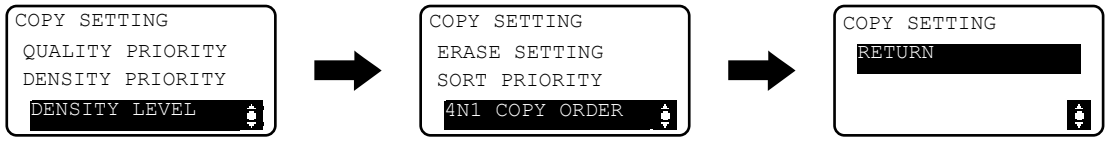
Factory default

[TRAY PRIORITY]	[TRAY1]
[TRAY1 PAPER]	<Metric area> [SIZE]: [A4 ▯] <Inch area> [SIZE]: [Letter ▯]
	[TYPE]: [PLAIN]
[BYPASS PAPER]	<Metric area> [SIZE]: [A4 ▯] <Inch area> [SIZE]: [Letter ▯]
	[TYPE]: [PLAIN]
[PRINT PRIORITY]	[COPY]
[CRISSCROSS MODE]	[OFF]

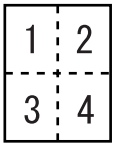
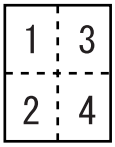
9.3.6 [COPY SETTING]

Configure the initial values for the copy settings.

➔ Press the **Menu/Select** key ▸▸ [UTILITY] ▸▸ [COPY SETTING].



Settings

[QUALITY PRIORITY]	[TEXT/PHOTO]	Select this option when the original consists of text and photos. The edge of the text is reproduced sharply, while photos are reproduced as a smooth image.
	[TEXT]	Select this option when the original consists of text only. The edge of the text is reproduced sharply.
	[PHOTO]	Select this option when the original consists of photos only. Photos are reproduced as a smooth image.
[DENSITY PRIORITY]	[AUTO]	The density level is automatically adjusted.
	[MANUAL]	The density level is manually adjusted.
[DENSITY LEVEL]	[AUTO]	Select one of three density levels for the [AUTO] density setting.
	[MANUAL]	Select one of nine density levels for the [MANUAL] density setting.
[ERASE SETTING]	Specify the erase width between 5 mm and 20 mm (in 1 mm increments) when making copies with [LEFT ERASE], [UPPER ERASE] or [FRAME ERASE] selected for the [ERASE] setting.	
	[LEFT]	Erases the left side of the original.
	[UPPER]	Erases the upper side of the original.
	[FRAME]	Erases the frame around the original.
[SORT PRIORITY]	Specify whether to sort copies as they are fed into the output tray.	
[4IN1 COPY ORDER]	Specify the combine order of the original for 4in1.	
	[PATTERN1]	
	[PATTERN2]	

Factory default

[QUALITY PRIORITY]	[TEXT/PHOTO]
[DENSITY PRIORITY]	[AUTO]

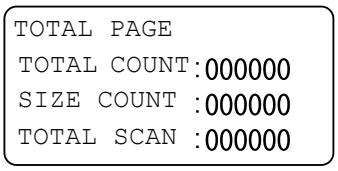
Factory default

[DENSITY LEVEL]	[AUTO]: 	
	[MANUAL]: 	
[ERASE SETTING]	Erase setting:	[LEFT]
	Erasing width:	[LEFT]: 10 mm [UPPER]: 10 mm [FRAME]: 10 mm
[SORT PRIORITY]	[OFF]	
[4IN1 COPY ORDER]	[PATTERN1]	

9.4 [TOTAL PAGE]

You can check the total number of prints since this machine was installed.

➔ Press the **Menu/Select** key ▸▸ [TOTAL PAGE].



Settings	
[TOTAL COUNT]	Displays the total number of pages printed since this machine was installed.
[SIZE COUNT]	Displays the total number of copies/printouts printed on the specified paper size. The paper size that is counted should be configured by your service representative.
[TOTAL SCAN]	Displays the total number of scans made since this machine was installed. (Scans made for copying are not included.)

10 Maintenance

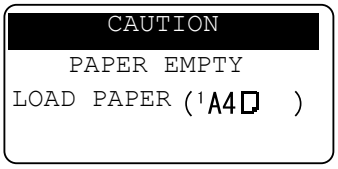
10 Maintenance

10.1 Paper

10.1.1 Checking the paper

Replenishment message

If a paper tray has run out of paper during printing, the message [PAPER EMPTY LOAD PAPER] appears. Check the paper tray, then load paper in the paper tray.



Precautions regarding the use of paper

Do not use the following types of paper. Not observing these precautions may lead to reduced print quality, a paper jam or a damage to the machine.

- Paper that has been printed on with a heat-transfer printer or an inkjet printer
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Damp paper, perforated paper, or paper with punched holes
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (paper that is not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc., attached
- OHP transparency

Paper storage

Store paper in a cool, dark location with little humidity. If the paper becomes damp, a paper jam may occur. Store the paper flat, not on its edge. Curled paper may cause a paper jam.

10.1.2 Loading paper

This section describes how to load paper into each paper tray.

If printing stops due to the paper tray being empty, load paper into the paper tray. For the types of paper to be used, refer to page 12-3.

Loading paper in Tray 1

✔ Make sure that the original and the loaded paper have the same orientation. Otherwise, some parts of the image may be lost.

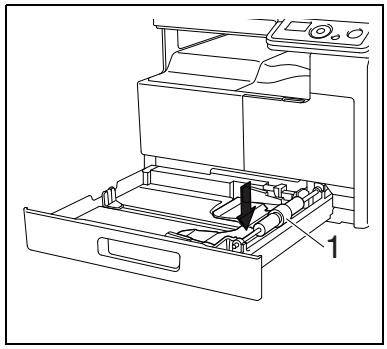
1 Pull out **Tray 1**.

2 Press down on the **Paper-Lifting Plate** until it locks into place.

➔ 1. **Paper Take-Up Roller**

NOTICE

*Be careful not to touch the **Paper Take-Up Roller**.*

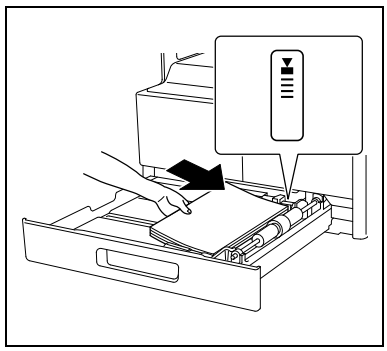


3 Load the paper into the paper tray so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.

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

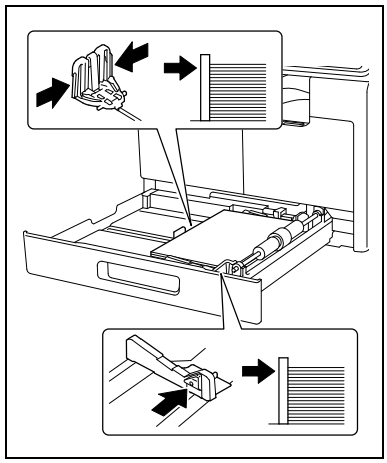
➔ If paper is curled, flatten it before loading it.

➔ Allows you to load up to 250 sheets of plain paper, or 20 sheets of card in the paper tray.



4 Slide the **Lateral Guides** to fit the size of paper being loaded.

➔ Be sure that the **Lateral Guides** are slid up against the edges of the loaded paper.



5 Close **Tray 1**.

6 Press the **Start** key to restart printing.

Loading paper into the Bypass Tray

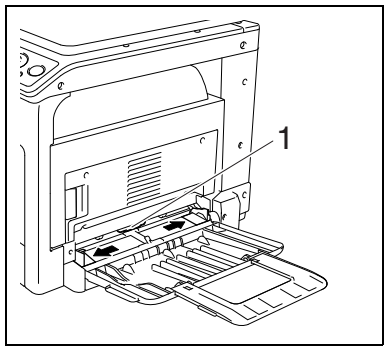
✔ Make sure that the original and the loaded paper have the same orientation. Otherwise, some parts of the image may be lost.

1 Slide the **Lateral Guides** to provide more space between them.

➔ 1. **Paper Take-Up Roller**

NOTICE

*Be careful not to touch the **Paper Take-Up Roller**.*



2 With the side to be printed on (the side facing up when the package was unwrapped) facing down, insert the paper as far as possible into the feed slot.

➔ The image will be printed on the surface of the paper facing down.

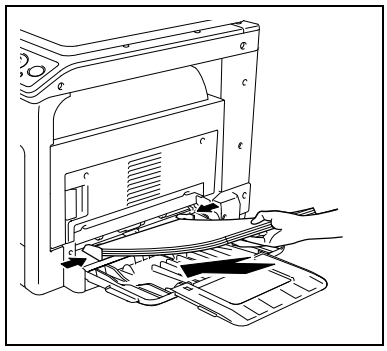
➔ Do not load so many sheets of paper that the top of the stack is higher than the ▼ mark.

➔ If paper is curled, flatten it before loading it.

➔ Allows you to load up to 100 sheets of plain paper, or 20 sheets of card in the paper tray.

3 Slide the **Lateral Guides** to fit the size of paper being loaded.

➔ Push the **Lateral Guides** firmly up against the edges of the paper.



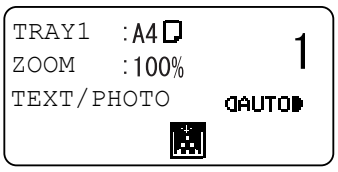
4 Press the **Start** key to restart printing.

10.2 Toner

10.2.1 Checking Toner

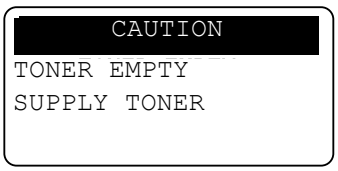
Replacement message

When it is time to replace the Toner Bottle, an advanced warning message appears at the bottom of the **Display**.



When the message appears, prepare to replace the Toner Bottle according to the guidance contained in your maintenance agreement.

When it is time to replace the Toner Bottle, a message shown below appears then the machine stops operating.



Replace the Toner Bottle according to the guidance contained in your maintenance agreement.

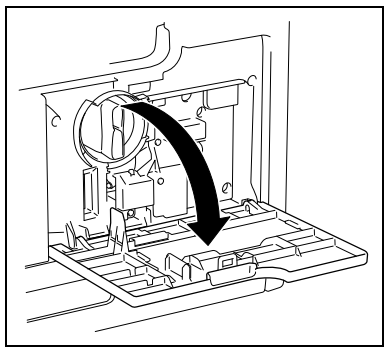
Replacing the Toner Bottle

✔ Use only the Toner Bottle developed specifically for this machine. Use of any other toner bottle may cause damage to the machine. For details, contact your service representative.

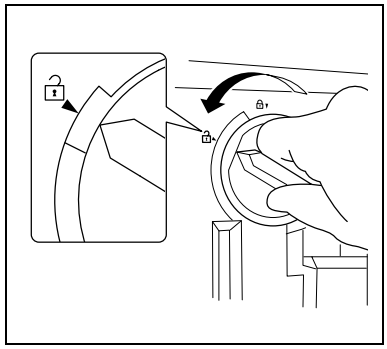
⚠ CAUTION
Precautions for toner spills
- Be careful not to spill toner inside the machine or get toner on your clothes or hands.
- If your hands become soiled with toner, immediately wash them with soap and water.
- If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

⚠ CAUTION
Handling toner and toner bottles
- Do not burn toner or the toner bottle.
- Toner expelled from the fire may cause burns.

1 Open the **Front Cover** of the machine.

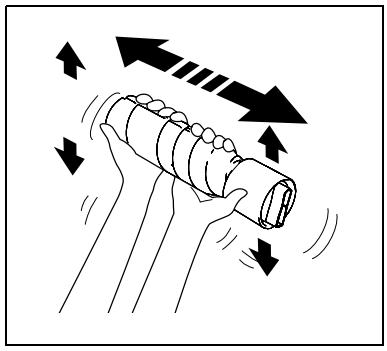


2 Rotate the empty Toner Bottle counterclockwise to unlock it.

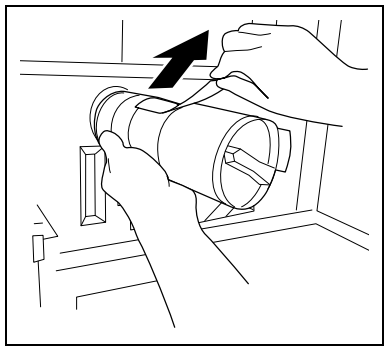


3 Pull out the Toner Bottle.

4 Remove the new Toner Bottle from its packaging, and shake it side to side 5 to 10 times.

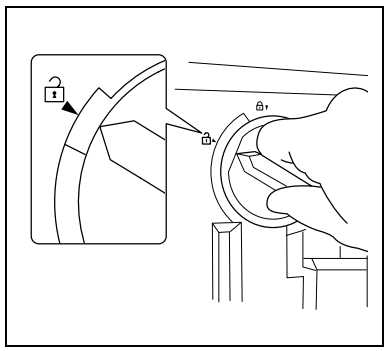


5 Insert the Toner Bottle into the machine a little. While holding the seal of the Toner Bottle up, slowly peel off the seal.

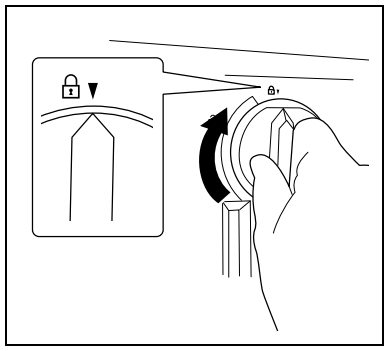


6 Insert the Toner Bottle into the machine.

➔ As shown at the right, make sure that the tip of the nob is aligned with the ▼ mark on the machine.



7 Rotate the Toner Bottle clockwise to lock it.



8 Close the **Front Cover** of the machine.

➔ When the **Front Cover** is closed, toner replenishing automatically begins.

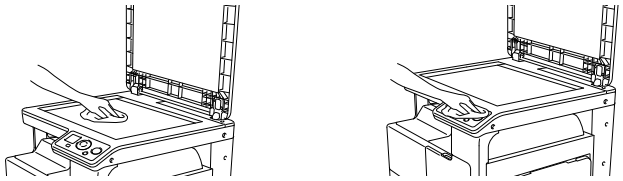
10.3 Cleaning procedure

NOTICE
Be sure to turn off the machine before cleaning it.

Original Glass, Control Panel

NOTICE
*Do not press the **Control Panel** hard, or the keys and **Display** may be damaged.*

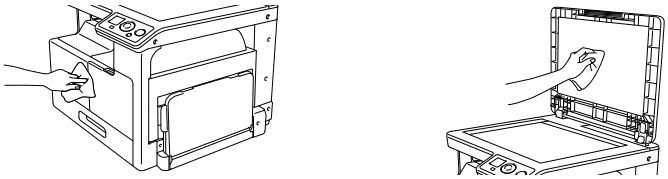
➔ Wipe the surface using a soft, dry cloth.



Housing, Original Pad

NOTICE
*Never use solvents, such as benzene or thinner, to clean the **Original Pad**.*

➔ Wipe the surface using a soft cloth moistened with a mild household detergent.



11 Troubleshooting

11 Troubleshooting

This chapter describes troubleshooting.

11.1 When a problem is detected (call a service representative)

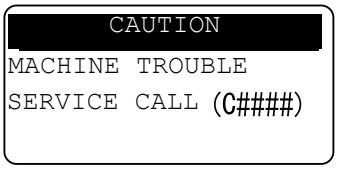
If the malfunction that occurred cannot be corrected by the user, the message [MACHINE TROUBLE SERVICE CALL (C####)] (service call screen) appears.

Normally, a malfunction code beginning with "C" appears in the service call screen.

NOTICE

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

If the message remains displayed, the machine may be damaged. So, immediately contact your service representative according to the procedure described below.



1 Write down the malfunction code in the service call screen.

2 Turn off the **Power Switch**.

3 Unplug the machine.

4 Contact your service representative and inform them of the written down malfunction code.

11.2 Troubleshooting table

Simple troubleshooting

The following explains simple troubleshooting procedures. If the problem is not corrected after the described operation is performed, contact your service representative.

Description of problem	Check points/Cause	Remedy
The machine does not start up when the **Power Switch** is turned on	Is power being supplied from the electrical outlet?	Correctly insert the power supply plug into the electrical outlet.
	Has the breaker for the electrical circuit been tripped?	Close the breaker for the electrical circuit.
Nothing appears on the **Display**	Is the indicator on the **Start** key lit up in green?	The machine has entered the Sleep mode. Press any key in the **Control Panel** to cancel the Sleep mode. (p. 3-3)
Copying does not start	Is the **Fusing Unit Top Cover**/**1st Side Cover** of the machine open?	Securely close the **Fusing Unit Top Cover**/**1st Side Cover** of the machine.
	The machine is still warming up after just being turned on.	The machine takes about 30 seconds to warm up after it is turned on. Wait until the machine has finished warming up.
	Is an error message or icon displayed on the **Display**?	Follow the instructions in any messages that appear on the **Display**.
The printed output is too light	Is density set to the lighter side?	Press the ▶ key (darker) in the density setting to select the desired density. (p. 5-5)
	Is the paper damp?	Replace with new paper. (p. 3-4)
The printed output is too dark	Is density set to the darker side?	Press the ◀ key (lighter) in the density setting to select the desired density. (p. 5-5)
	Was the original not pressed close enough against the **Original Glass**?	Position the original so that it is pressed closely against the **Original Glass**. (p. 3-6)
The image is partially obscured or blurry	Is the paper damp?	Replace with new paper. (p. 3-4)
	Was the original not pressed close enough against the **Original Glass**?	Position the original so that it is pressed closely against the **Original Glass**. (p. 3-6)
There are dark specks or spots throughout the printed output There are streaks in the printed output	Is the **Original Glass** dirty?	Wipe the **Original Glass** with a soft, dry cloth. (p. 10-9)
	Is the **Original Pad** dirty?	Clean the **Original Pad** with a soft cloth dampened with a mild detergent. (p. 10-9)
	Was the original printed on highly translucent material, such as diazo photosensitive paper or OHP transparencies?	Place a blank sheet of paper on top of the original. (p. 3-6)
	Is a 2-sided original being copied?	If a thin 2-sided original is being copied, the print on the back side may be reproduced on the front side of the copy. Press the ◀ key (lighter) in the density setting to adjust the density level. (p. 5-5)

Description of problem	Check points/Cause	Remedy
The image is printed at an angle	Is the original positioned correctly?	Correctly position the original against the **Original Scale**. (p. 3-6)
	Are the **Lateral Guide** incorrectly positioned against the edges of the paper?	Slide the **Lateral Guide** against the edges of the paper.
	Was curled paper loaded into the paper tray?	Flatten the paper before loading it.
The printed page is curled	Was paper that curls easily (as with recycled paper) used?	Remove the paper from the paper tray, turn it over, then load it again.
		Replace with new dry paper. (p. 3-4)
The edge of the printed image is dirty	Is the **Original Pad** dirty?	Clean the **Original Pad** with a soft cloth dampened with a mild detergent. (p. 10-9)
	Was the selected paper size larger than the original? (With a zoom ratio setting of 100%)	Select a paper size that is the same size as the original. Or, make an enlarged copy at a zoom ratio appropriate to fit the paper size. (p. 5-5)
	Is the size or orientation of the original different from that of the paper? (With a zoom ratio setting of 100%)	Select a paper orientation that is the same as that of the original.
	Was the copy reduced to a size smaller than the paper? (With a reduced zoom ratio specified)	Select a zoom ratio that adjusts the original size to the selected paper size. Or, make a reduced copy at a zoom ratio appropriate to fit the paper size. (p. 5-5)
A message saying "Printer is not connected" or "Print Error" appears on the computer screen.	The printer driver specified when printing may not be supported by the printer controller.	Check the specified printer name.
	The USB cable may be disconnected.	Check that the cable is correctly connected.
	An error may have occurred on this machine.	Check the **Display** of this machine.
	Memory may be insufficient.	Perform a test printing to check whether printing is possible.
Print processing on the computer finished, but printing does not start.	The printer driver specified when printing may not be supported by the printer controller.	Check the specified printer name.
	The USB cable may be disconnected.	Check that the cable is correctly connected.
	An error may have occurred on this machine.	Check the **Display** of this machine.
	Unprocessed jobs may remain on this machine and be waiting to be processed.	Wait until the unprocessed job is processed.
	Memory of the computer may be insufficient.	Perform a test printing to check whether printing is possible.
Cannot select items in the printer driver.	Some functions cannot be combined.	Grayed out items cannot be configured.
A "conflict" message saying "unable to configure" or "function will be canceled" appears.	You are trying to configure the functions that cannot be combined.	Check carefully the functions you have specified, then specify the functions that can be combined.

Description of problem	Check points/Cause	Remedy
Cannot print according to the settings you have configured.	The settings may not be configured correctly.	Check the setting of each item of the printer driver.
	The selected functions can be combined in the printer driver, but may not be combined in this machine.	
	The paper size or paper orientation specified in the application may take precedence over the settings in the printer driver when printing.	Configure settings in the application correctly.
Combination fails; pages are not combined, but are printed separately.	Originals having different orientations are combined.	Align the orientations of the original.
Images are not printed properly.	Memory of the computer may be insufficient.	Simplify the images to reduce the data size.
Paper is not fed from the specified paper source.	Paper will not be fed from the specified paper source if that paper source is loaded with paper of a different size or orientation.	Load the paper of the appropriate size and orientation into the desired paper source.
A message saying "Scanner not ready" appears on the computer screen.	The machine has not started up.	Turn off the machine, then check that the USB cable is correctly connected. After checking the USB cable, turn on the machine again.
	A system crash may have occurred on the computer or the machine during transmission.	
	The USB cable was not correctly connected during transmission.	
A message saying "Scanner Busy" appears on the computer screen.	If a TWAIN scan job is sent at the same time as a copy job, the machine may stop while scanning.	Wait until the copy or scan operation is finished.
A message saying "Read Data Error" appears on the computer screen.	An error occurred while the machine was reading data during scanning.	Turn off the machine, then check that the USB cable is correctly connected. After checking the USB cable, turn on the machine again.
A message saying "Machine error" appears on the computer screen.	There may be problem with the transmission of commands between the TWAIN driver and the machine.	Check the USB cable connected to the machine.

Main messages and their remedies

If any message other than those listed below appears, perform the operation described in the message.

"#" indicates the paper tray. 1 represents the **Tray 1**, and represents the **Bypass Tray**.

"XXX" indicates the paper size.

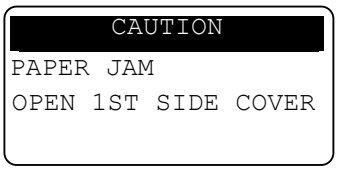
Message	Cause	Remedy
[PAPER JAM OPEN 1st SIDE COVER]	A paper jam occurred in the machine.	Open the **1st Side Cover** and clear the paper jam, then press the **Start** key. (p. 11-9)
	All misfed paper was not cleared from inside of the machine.	Open the **1st Side Cover** and clear all misfed paper, then press the **Start** key. (p. 11-9)
[MEMORY FULL]	The size of the data for the scanned image has exceeded the capacity of the memory.	Press any **Control Panel** key, or turn the machine off, then on again. (The scan data/received image data will be deleted.) Decrease the resolution and try again. (p. 7-9, p. 8-4, p. 8-6)
	The image data received from the computer has exceeded the capacity of the memory.	
[MEMORY FILE FULL]	Image data files scanned by the scanner have been reached to the number at its maximum.	
[PAPER SIZE ERROR RESET PAPER (#XXX)]	Images are printed onto paper of a size different from that of the original.	Reload paper of the appropriate size into the paper tray, then press the **Start** key. (p. 10-4)
	Images are printed onto paper of a size different from that specified by the printer driver.	
[NO SUITABLE PAPER LOAD PAPER (XXX)]	[Auto] is selected in the [Paper source] list in the printer driver, but paper of the specified size is not loaded.	
[INCORRECT PAPER SIZE (#XXX)➔(#XXX)]	Paper of the size specified in the printer driver is not loaded in the specified paper tray.	
[PAPER EMPTY LOAD PAPER (#XXX)]	The paper tray has run out of paper during copying/printing.	
[MEDIA TYPE ERROR (#XXX)➔(#XXX)]	Paper of the type specified in the printer driver is not loaded in the specified paper tray.	Load paper of the appropriate size into the paper tray and change the paper type from Menu mode, then press the **Start** key. (p. 9-4)
[FRONT COVER OPEN CLOSE FRONT COVER]	The **Front Cover** of the machine is open or not securely closed.	Securely close the **Front Cover** of the machine.
[1st SIDE COVER OPEN CLOSE 1st SIDE COVER]	The **1st Side Cover** of the machine is open or not securely closed.	Securely close the **1st Side Cover** of the machine.
[TONER EMPTY SUPPLY TONER]	The toner is empty. Copying/printing cannot be performed.	Replace the Toner Bottle with a new one. (p. 10-6)
[MAINTENANCE CALL (M1) CALL SERVICE]	A maintenance is due.	Contact your service representative.
[MAINTENANCE CALL (M2) CALL SERVICE]	The **Drum** should be replaced.	Contact your service representative.

Message	Cause	Remedy
[PC CONNECTION FAILED]	An error occurred while the machine was reading data during scanning.	Turn off the machine, then check that the USB cable is correctly connected. After checking the USB cable, turn on the machine again. If the error is still not corrected, contact your service representative.

11.3 Clearing paper jams

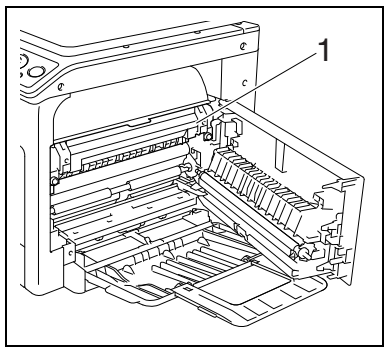
If a paper jam occurs, the message [PAPER JAM OPEN 1st SIDE COVER] appears.

Follow the appropriate procedure described below to clear the paper jam.



⚠ 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.
  ➔ 1. **Fusing Unit**

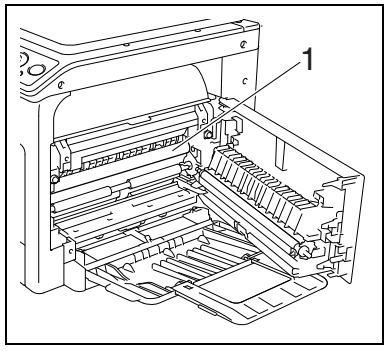


⚠ CAUTION

- Be careful not to spill toner inside the machine or get toner on your clothes or hands.
- If your hands become soiled with toner, immediately wash them with soap and water.
- If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

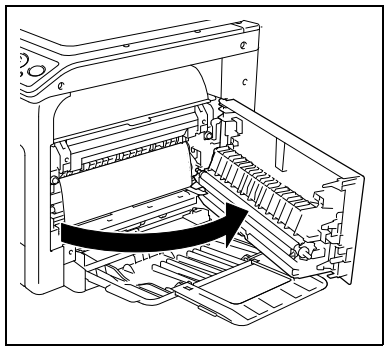
NOTICE

*Decreased copy quality may result if the surface of the **Drum** is touched.*
*Be careful not to touch the surface of the **Drum**.*
*➔ 1. **Drum***



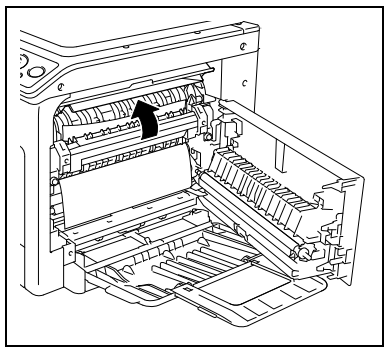
Clearing paper jams at the vertical transport section

1 Open the **1st Side Cover** of the machine.

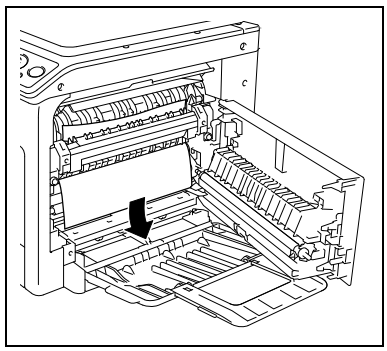


2 Open the **Fusing Unit Top Cover**.

➔ Push up the **Fusing Unit Top Cover** until it locks into place.



3 Slowly pull out the paper.

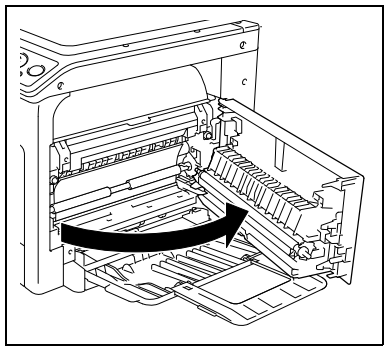


4 Close the **Fusing Unit Top Cover**.

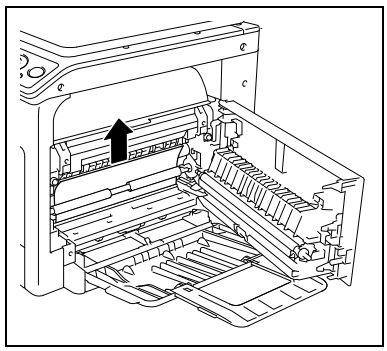
5 Close the **1st Side Cover** of the machine.

Clearing paper jams at the paper take-up section

1 Open the **1st Side Cover** of the machine.

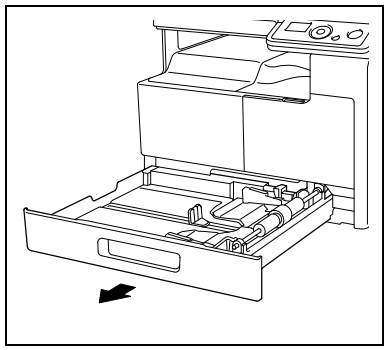


2 Slowly pull out the paper.

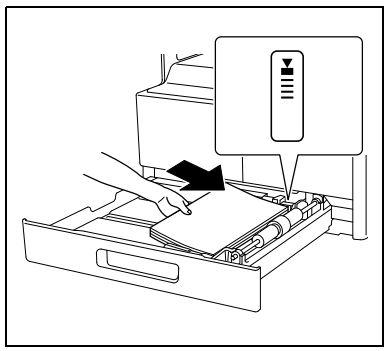


3 Close the **1st Side Cover** of the machine.

4 Pull out the **Tray 1**.

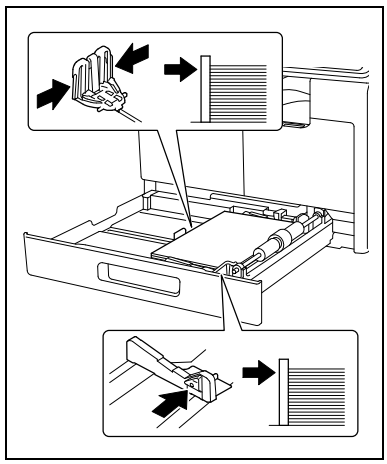


5 Remove all paper from the **Tray 1**, and then load the tray with paper again.



6 Slide the **Lateral Guides** to fit the size of paper being loaded.

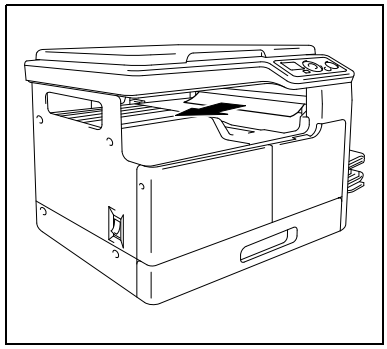
NOTICE
*Be sure that the **Lateral Guides** are slid up against the edges of the loaded paper.*



7 Close the **Tray 1**.

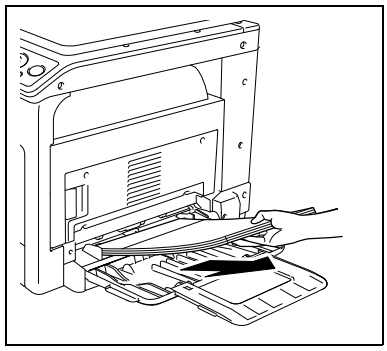
Clearing paper jams at the exit section

1 Slowly pull out the paper.

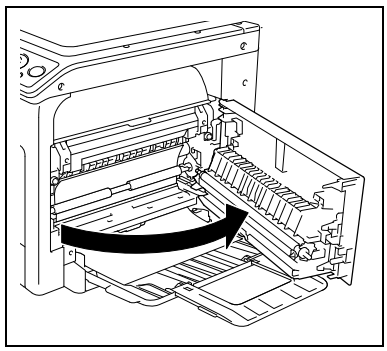


Clearing paper jams at the Bypass Tray

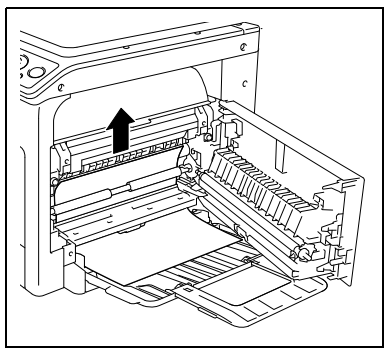
1 Remove all paper from the **Bypass Tray**.



2 Open the **1st Side Cover** of the machine.

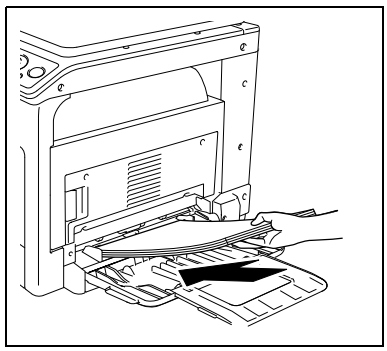


3 Slowly pull out the paper.



4 Close the **1st Side Cover** of the machine.

5 Reload paper into the **Bypass Tray**.



12 Specifications

12 Specifications

This chapter describes the specifications of the paper and machine.

This product specification is subject to change without notice toward the improvement.

12.1 Paper

Paper types and paper capacities

Paper type	Paper weight	Paper capacity
Plain paper Recycled paper Special paper*	64 g/m^2 to 90 g/m^2 (17 lb to 23-15/16 lb)	**Tray 1**: 250 sheets **Multi Bypass Tray MB-503**: 100 sheets
Card 1	91 g/m^2 to 120 g/m^2 (24-3/16 lb to 31-15/16 lb)	**Tray 1**: 20 sheets **Multi Bypass Tray MB-503**: 20 sheets
Card 2	121 g/m^2 to 157 g/m^2 (32-3/16 lb to 41-3/4 lb)	**Tray 1**: 20 sheets **Multi Bypass Tray MB-503**: 20 sheets

* Fine and other special paper.

For paper weight, contact your service representative.

NOTICE

If the paper size or paper type is not correctly specified, it will result in a paper jam or image failure. Be sure to specify paper settings correctly.

*If plain paper, recycled paper, card 1, or card 2, with images printed on its one side, is to be loaded, select [***-R] for each paper type in paper setting. ("***" indicates a paper type.)*

12.2 Machine specifications

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Specifications

Type	Scanner, printer, desktop	
Document holder	Stationary	
Photo conductor	OPC	
Light source	LED	
Copy system	Laser electrostatic copying	
Developing system	Dry 2-component HMT developing system	
Fusing system	Roller fusing	
Resolution	600 dpi × 600 dpi	
Originals	Type	Sheets, books (double-page spread), three-dimensional objects
	Size	Max. A3 (11 × 17)
	Weight	2 kg (4-7/16 lb) (Three-dimensional objects)
Copying paper type	Plain paper/Recycled paper/Special paper (64 g/m^2 to 90 g/m^2 (17 lb to 23-15/16 lb)), Card 1 (91 g/m^2 to 120 g/m^2 (24-3/16 lb to 31-15/16 lb)), Card 2 (121 g/m^2 to 157 g/m^2 (32-3/16 lb to 41-3/4 lb))	
Copy paper size	<**Tray 1**> A3 ▭ to A5 ▯, 11 × 17 ▭ to 8-1/2 × 11 ▯, FLS*, 16K ▭/▯, 8K ▭ Width: 90 mm to 297 mm (3-9/16 to 11-11/16), Length: 140 mm to 432 mm (5-1/2 to 17) * There are five types of FLS: 220 mm × 330 mm ▭, 8-1/2 × 13 ▭, 8-1/4 × 13 ▭, 8-1/8 × 13-1/4 ▭, and 8 × 13 ▭. Any one of these sizes is selectable. For details, contact your service representative.	
Paper tray capacity (A4 ▯ (8-1/2 × 11 ▯))	**Tray 1**	Plain paper/Recycled paper/Special paper: 250 sheets Card 1/2: 20 sheets
Output tray capacity	Plain paper/ Recycled paper/ Special paper	250 sheets (A4 ▯ (8-1/2 × 11 ▯)) 125 sheets (Other than A4 ▯ (8-1/2 × 11 ▯))
	Card	10 sheets
Warm-up time	200 V area: 29 sec. or less 100 V area: 30 sec. or less (room temperature: 23°C (73.4°F)) Warm-up time may vary depending on the operating environment and usage.	
Image chipping width	Top edge, Bottom edge, Right edge, Left edge: 4 mm (3/16)	
First copy (When printing A4 ▯ (8-1/2 × 11 ▯))	8.0 sec. or less First copy time may vary depending on the operating usage.	
Copy speed (When printing A4 ▯ (8-1/2 × 11 ▯))	Plain paper: 18 sheets/min. Card 1/2: 7 sheets/min.	
Copy magnification	<Metric area>: Full size: 100% Enlarge: 115%, 141%, 200% Reduce: 81%, 70%, 50% Manual: 50% to 200% (in 1% step) <Inch area>: Full size: 100% Enlarge: 121%, 129%, 200% Reduce: 78%, 64%, 50% Manual: 50% to 200% (in 1% step)	

Specifications	
Number of continuous copies	1 to 99 sheets
Density adjustment	Automatic density adjustment, Manual density adjustment (9 levels)
Power supply	AC 220 V to 240 V, 3.5 A, 50/60 Hz
Max. power consumption	800 W ±10%
Size	Width 570 mm (22-7/16) Depth 531 mm (20-7/8) Height 449 mm (17-11/16)
Machine occupation dimensions	Width 928 mm (36-9/16) Depth 531 mm (20-7/8) Height 449 mm (17-11/16) (When the **Bypass Tray** is used)
Memory size	32 MB
Weight	Approx. 23.5 kg (Approx. 51-13/16 lb)

12.3 Multi Bypass Tray MB-503

Specifications

Copying paper type	Plain paper/Recycled paper/Special paper (64 g/m^2 to 90 g/m^2 (17 lb to 23-15/16 lb)), Card 1 (91 g/m^2 to 120 g/m^2 (24-3/16 lb to 31-15/16 lb)), Card 2 (121 g/m^2 to 157 g/m^2 (32-3/16 lb to 41-3/4 lb))
Copy paper size	A3 ▭ to A5 ▯, 11 × 17 ▭ to 8-1/2 × 11 ▯, FLS*, 16K ▭/▯, 8K ▭ Width: 90 mm to 297 mm (3-9/16 to 11-11/16), Length: 140 mm to 432 mm (5-1/2 to 17) * There are five types of FLS: 220 mm × 330 mm ▭, 8-1/2 × 13 ▭, 8-1/4 × 13 ▭, 8-1/8 × 13-1/4 ▭, and 8 × 13 ▭. Any one of these sizes is selectable. For details, contact your service representative.
Paper tray capacity (A4 ▯ (8-1/2 × 11 ▯))	Plain paper/Recycled paper/Special paper: 100 sheets Card 1/2: 20 sheets
Power supply	Supply from machine
Max. power consumption	8 W or less
Size	Width 446 mm (17-9/16) Depth 469 mm (18-7/16) Height 82 mm (3-1/4)
Weight	Approx. 1.6 kg (Approx. 3-1/2 lb)

13 Appendix

13 Appendix

13.1 Glossary

The following describe the terms used for copy, print, and scan functions.

Term	Description
bit	The abbreviation for binary digit. The smallest unit of information (data quantity) handled by a computer or printer. A bit uses only a 0 or a 1 to indicate data.
BMP	The abbreviation for bitmap. This is a file format for saving image data. (The file extension is ".bmp".) Commonly used on Windows platforms. BMP covers the color depth from monochrome (2 values) to full color (16,777,216 colors). BMP images are not suitable for compressed storage.
Default	An initial setting. The settings selected in advance and enabled when the machine is turned on, or the settings selected in advance and enabled when the function is activated.
DPI (dpi)	The acronym for Dots Per Inch. A unit of resolution used for printers and scanners. This indicates the number of dots used to represent an inch. The higher this value, the higher the resolution.
Driver	Software that works as a bridge between a computer and a peripheral device.
File extension	Characters added to a file name for the recognition of the file format. The file extension is added after a dot of a file name.
Gradation	The shading levels of an image. Larger number of the levels can reproduce smoother transition of the shading.
Install	To install hardware, operating systems, applications, printer drivers, or other software on to a computer.
Memory	A storage device used for storing data temporarily. Some types of memory retain data even after the power is turned off, while others not.
OS	The acronym for Operating System. This is base software used to control the system of a computer. Windows is an OS.
PDF	The acronym for Portable Document Format. This is an electronically formatted document with file extension of ".pdf". PDF is a PostScript based format, and can be viewed using Adobe Reader, a free viewer software.
Pixel	The smallest constitutional unit of an image.
Plug and play	A mechanism used to immediately detect a peripheral device when it is plugged into a computer, and search for an appropriate driver automatically, so that the device becomes operable.
Preview	A function allowing you to view an image before being processed for printing or scanning.
Print job	A print request transmitted from a computer to a printing device.
Printer driver	Software that works as a bridge between a computer and a printer.
Property	Attribute information. When using a printer driver, various functions can be specified in the file properties. By using properties of a file, you can check the attribute information about the file.
Resolution	The resolution value indicates how much detail of an object can be reproduced precisely on an image or a print matter.
Scanner driver	Software that works as a bridge between a computer and a scanner.

Term	Description
TWAIN	An interface standard defined for between imaging devices including scanners and digital cameras and applications including graphics software. To use a TWAIN compatible device, a relevant TWAIN driver is required.
Uninstallation	To delete software installed on a computer.
USB	The acronym for Universal Serial Bus. This is a general-purpose interface defined for connecting a mouse, printer, and other devices with a computer.
WIA	The acronym for Windows Imaging Acquisition. A function to import image data from imaging devices including scanner and digital cameras. To use a WIA compatible device, a relevant WIA driver is required.
XPS	The abbreviation for XML Paper Specification. This is one of the electronic document formats developed by Microsoft Corporation. It is first supported in Windows Vista.

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14 Index

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