

THE DOCUMENT COMPANY

**XEROX**



# DocuColor 3535 printer/copier user guide



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# Safety Notices

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The Xerox DocuColor 3535 and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following notes will ensure the continued safe operation of your printer/copier.

## Electrical Safety

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- Use only the power cord supplied with this equipment.
- Plug the power cord directly into a correctly grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.
- Do not use a ground adapter plug to connect this equipment to an electrical outlet that lacks a ground connection terminal.



**WARNING: *You may get a severe electrical shock if the outlet is not correctly grounded.***

- Do not place the printer/copier where people may step on or trip on the power cord. Do not place objects on the power cord.
- Do not override or disable electrical or mechanical interlocks.
- Do not obstruct the ventilation openings. These openings are provided to prevent overheating of the machine.



**WARNING: *Never push objects of any kind into slots or openings on this equipment. Making a contact with a voltage point or shorting out a part could result in fire or electrical shock.***

- 
- If any of the following conditions occur, immediately switch off the power to the machine and disconnect the power cord from the electrical outlet. Call an authorized Xerox service representative to correct the problem.
    - The machine emits unusual noises or odors.
    - The power cord is damaged or frayed.
    - A wall panel circuit breaker, fuse, or other safety device has been tripped.
    - Liquid is spilled into the press.
    - The machine is exposed to water.
    - Any part of the machine is damaged.

### **Disconnect Device**

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The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the machine, disconnect the power cable from the electrical outlet.

### **Laser Safety**

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Use of controls, adjustments, or procedures other than those specified in this documentation may result in a hazardous exposure to laser radiation. This equipment complies with international safety standards. With specific regard to laser safety, the equipment complies with performance standards for laser products set by government, national, and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.



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## Maintenance Safety

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- Do not attempt any maintenance procedure that is not specifically described in the documentation that is supplied with your press.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance of the press, and could create a dangerous condition.
- Use the supplies and cleaning materials only as directed in this manual. Keep all of these materials out of the reach of children.
- Do not remove the covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

Do not perform any maintenance procedures unless you have been trained to do them by a Xerox representative, or unless a procedure is specifically described in one of the manuals included with your press.

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## Operational Safety

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Your Xerox equipment and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines will help ensure the continued safe operation of your digital press:

- Use the materials and supplies specifically designed for your digital press. The use of unsuitable materials may result in poor performance of the machine and possibly a hazardous situation.
- Follow all warnings and instructions that are marked on or supplied with the machine.
- Place the machine in a room that provides adequate space for ventilation and servicing.
- Place the machine on a level, solid surface (not on a thick pile carpet) that has adequate strength to support the weight of the machine.

- 
- Do not attempt to move the machine. A leveling device that was lowered when your machine was installed may damage the carpet or floor.
  - Do not set up the machine near a heat source.
  - Do not set up the machine in direct sunlight.
  - Do not set up the machine in line with the cold air flow from an air conditioning system.
  - Do not place containers of coffee or other liquid on the machine.
  - Do not block or cover the slots and openings on the machine. Without adequate ventilation, the machine may overheat.
  - Do not attempt to override any electrical or mechanical interlock devices.



**WARNING: *Be careful when working in areas identified with this warning symbol. These areas may be very hot and could cause personal injury.***

If you need any additional safety information concerning the machine or materials, contact your Xerox representative.

## Ozone Safety

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This product produces ozone during normal operation. The ozone is heavier than air, and the quantity is dependent on print volume. Providing the correct environmental parameters, as specified in the Xerox installation procedures, ensures that concentration levels meet safe limits.

If you need additional information about ozone, request the Xerox publication, *OZONE*, 600P83222, by calling 1-800-828-6571 in the USA. For a French language version, call 1-800-828-6571 in the USA, then press 2.

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# Notices

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## Radio Frequency Emissions

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### FCC

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The following applies to the product when equipped with the Token Ring or Banyan Vines connectivity options:

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

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

### In Canada

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This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as defined in the Radio interference regulations of Industry Canada.

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## Safety Extra Low Voltage Approval

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The Xerox DocuColor 3535 is in compliance with various governmental agencies and national safety regulations. All system ports meet the Safety Extra Low Voltage (SELV) circuits for connection to customer-owned devices and networks. Additions of customer-owned or third-party accessories that are attached to the press must meet or exceed the requirements previously listed. All modules that require external connection must be installed per the installation procedure.

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## Certifications in Europe

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The CE marking that is applied to this product symbolizes Xerox Europe's Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: - Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: - Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

Changes or modifications to this equipment not specifically approved by Xerox Europe may void the user's authority to operate the equipment.

Shielded cables must be used with this equipment to maintain compliance with the EMC Directive 89/336/EEC.

This equipment is not primarily intended for use in a domestic environment.

A full declaration defining the relevant Directives and referenced standards can be obtained from your Xerox Europe representative.



**WARNING: *In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.***



**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.***

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## It's Illegal in the USA

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Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.

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4. Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
  5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
  6. Passports. (Foreign Passports may be photographed.)
  7. Immigration Papers.
  8. Draft Registration Cards.
  9. Selective Service Induction Papers that bear any of the following Registrant's information:

Earnings or Income	Dependency Status
Court Record	Previous military service
Physical or mental condition	

Exception: U. S. Army and Navy discharge certificates may be photographed.
  10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)  
Reproducing the following is also prohibited in certain states:  
Automobile Licenses - Drivers' Licenses - Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

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## It's Illegal in Canada

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Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

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## Environmental Notices for the USA

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As an ENERGY STAR® partner, Xerox Corporation has determined that this printer/copier model meets the ENERGY STAR guidelines for energy efficiency.

ENERGY STAR is a registered United States trademark.

The ENERGY STAR Program is a team effort between the Environment Protection Agency and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machines, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

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## Environmental Notices for Canada

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Terra Choice Environmental Services, Inc. of Canada has verified that this Xerox product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment.



Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press, and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products. In 1996, Xerox became the first company licensed to use the Environmental Choice EcoLogo for its copiers, printers, and fax machines.



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## Product Recycling and Disposal

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Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit [www.xerox.com/environment.html](http://www.xerox.com/environment.html).

If your product is not part of the Xerox program and you are managing its disposal, please note that the product may contain lead, mercury and other materials whose disposal may be regulated due to environmental considerations. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site at [www.eiae.org](http://www.eiae.org).

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# Conventions

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Standardized conventions have been used in this manual to assist you in visually locating and identifying information quickly.

## Symbols

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**CAUTION:** *This symbol alerts you to an action that may cause damage to hardware, software, or result in the loss of data.*



**WARNING:** *Warnings alert you to an action that may cause bodily injury.*



The 1 2 3... symbol indicates the beginning of a task or work process you should use to complete a procedure and is followed by the first step of a numbered procedure, task, or work process.

**1**

**2**

**3**

**NOTE:** *This calls your attention to information that is helpful, but not essential to complete a procedure or task.*

# 1. Copy

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## Getting to Know Your Copier

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Your new Xerox DocuColor 3535 works as a digital copier. This section will provide an introduction to your new product.

*For more information about copy features, refer to the section entitled Copier Features in this chapter.*

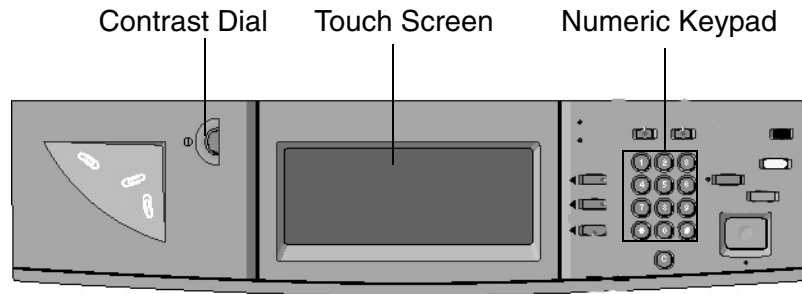


<b>Number</b>	<b>Name</b>	<b>Function</b>
1	Duplex Automatic Document Feeder (DADF)	Automatically feeds up to 50 documents. Also works as a Document Glass cover when making copies from the document glass.
2	Original Input Area	Location where originals are fed onto platen glass for copying.
3	Original Catch Tray	Original return area.
4	Control Panel	Used to program the copier for individual jobs.
5	Center Output Tray	Output delivered here face down.
6	Power Switch	Powers machine On/Off.
7	Front Door Panel	Access for consumables replacement.
8	Trays 1 & 2	Adjustable paper trays: 5.5x8.5 in. through 11x17 in. (A5 through A3) holding up to 520 sheets based on paper weight.
9	Trays 3 & 4 (Tandem Tray Module)	High capacity paper trays holding a total of 2080 sheets of 8.5 x 11 in. (A4 and B5) based on paper weight.
10	Tray 5 (Bypass)	For specialty papers which cannot be loaded in Trays 1 - 4.
11	Casters	Lockable casters for mobility and safety.
12	Left Upper Cover	Push the release lever up to access the paper path.
13	Duplex Cover	Open this cover to access paper path.
14	Left Side Middle Cover	Access to paper path.
15	Left Side Lower Cover	Access to paper path.
16	Trays 3 & 4 (3-Tray Module)	Paper trays holding 520 sheets each of 8.5 x 11 in. (A4 and B5) based on paper weight.
17	Finisher (Optional Accessory)	Finisher (Optional Accessory) that accomodates up to 1000 sheets of output and offers stapling options.

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## Control Panel

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The Control Panel is used to program individual jobs.

- The **Numeric Keypad** is used to enter copy quantity or other numeric information.
- The **Contrast Dial** adjusts the brightness of the touch screen.
- The **Touch Screen** is where you make selections for the jobs you are programming.



### Language

Use this feature to change the language on the Touch Screen. The language set will remain until the machine is powered off/on.



### Access

Use this feature to change machine default settings, and to create or modify user access numbers.



### Power Saver

Lights up green and is initiated automatically if the machine is left idle for a specific amount of time. Press the **Power Saver** button to bring the machine back to full power after the warm-up period.



### Interrupt

Stops the printer/copier during the current job. This allows another job to be run. There are two indications that the job has been interrupted:

- The printer/copier displays a message indicating that Job Interrupt has been selected, and it is ready to copy.
- The indicator light flashes to acknowledge that the Interrupt button has been selected. The light will continue to flash until the printer/copier has completed the activity in process. The light will remain constant to identify interrupt has occurred and a new job can be programmed.

After Interrupted jobs are complete, press the Interrupt button again to return the machine to the first job.

## AC

### Clear All

Returns the machine to the original Default State. When the **Clear All** button is selected in Interrupt mode, default settings are applied only to the interrupting job.



### Stop

Pressing **Stop** will halt the copy job in process at the completion of the current activity. A message asking if you want to press **Start** to continue the job or **Clear All** to cancel the job is displayed on the Touch Screen.



### Start

Initiates a job or continues the copying process.

## C

### Clear

Clears an incorrect numeric entry.



**Job Memory** Indicator lights when data is stored in the machine's memory.



**Online** Indicator lights when data is being received from a client.



**Features** Allows you to alternate between scanning and copying feature screens.



**Job Status** Allows you to check or cancel jobs currently executing, or to check or print saved documents.



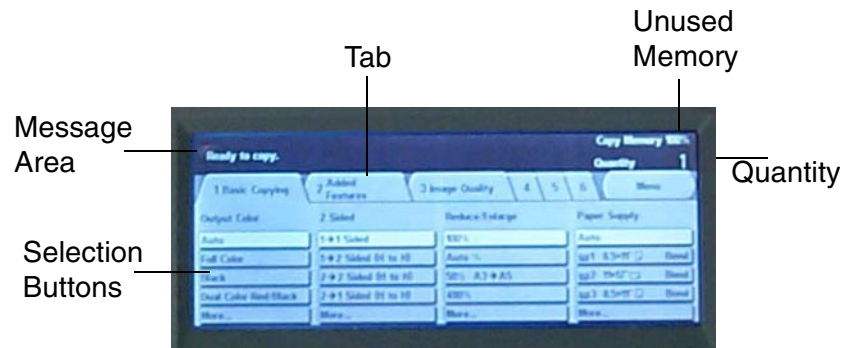
**Machine Status** Allows you to check the machine status, meters, the state of consumables, and output reports.



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## Touch Screen

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Press the buttons and tabs displayed in the Touch Screen to select features or respond to on screen instructions. The selected buttons are highlighted to indicate activation. Buttons that do not have three-dimensional shadows are not active, and cannot be selected.

### Message Area

Messages such as machine status and operation instructions are displayed here

### Unused Memory

The amount of memory remaining to store a scanned original is displayed prior to output.

### Quantity

The copy quantity is entered using the keypad, and appears in the upper right corner of the message area. Select between 1 - 999.

### Tab

Feature Tabs displayed on the Touch Screen contain the programmable selections available for each feature.

### Selection Buttons

Allow for the selection of feature / functions required for the desired output. Buttons identified, as More... have additional features, which will be displayed when this button is selected.

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## Power Switch

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The power switch is located on the right top corner of the machine. Press the switch to the ( | ) position to turn the power on.

### Ground Fault Protector

Located at the rear of the machine where the power cord attaches. The Ground Fault Protector removes all power from the machine if a fault is detected in the power to the printer/copier. To reset the GFI, press the switch in.

## Audio Tones

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Tone volume may be adjusted or turned off in System Settings mode. Three types of Audio Tones are available to assist the operator in selecting features and functions.

- Single Tone** Acknowledges when a feature is selected, or a job has been completed.
- Double Tone** Acknowledges an alert, such as a paper jam or consumable replacement.
- Triple Tone** Acknowledges an improper selection or an error in button selection has occurred.

## Duplex Automatic Document Feeder (DADF)

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Automatically feeds up to 50 documents onto the glass for copying. Documents must be placed face up into the Document Handler.

## Document Glass

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When using the Document Glass the original document must be placed face down and in the upper left-hand corner of the Document Glass.

**NOTE:** *The DADF must be closed for the Auto Color option to function*

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## Paper Trays

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Trays 1,2,3 and 4 are located at the lower front of the printer/copier. Tray 5 (Bypass) is located on the left side of the printer/copier.

There are two possible tray configurations on the DocuColor 3535. Option 1 is a 3-Tray module. Option 2 is a Tandem Tray module.

### 3-Tray Module

---

**Trays 1 - 4** The 3-Tray Module consists of Trays 1 - 4. Trays 1 - 4 are all adjustable from 5.5x8.5 in. through 11x17 in. (A5 through A3), and can each accommodate up to 520 sheets based on paper weight.

### Tandem Tray Module

---

The Tandem Tray Module consists of 4 paper trays.

With the Tandem Tray Module:

**Trays 1 and 2** Adjustable from 5.5x8.5 in. through 11x17 in. (A5 through A3), and can each accommodate up to 520 sheets based on paper weight.

**Trays 3 and 4** High capacity paper trays accommodating a total of 2080 sheets, (8.5x11 in., A4, and B5) based on paper weight.

### All Tray Modules

---

Trays 1 - 4 can feed Transparencies and paper weights 18 lb. to 110 lb. (64 to 220 gsm). The machine automatically detects the size and orientation of loaded paper. The paper type must be set in System Setting mode.

Trays 1 - 4 can accommodate approximately 300 striped transparencies and approximately 450 stripeless transparencies. Both striped and stripeless transparencies can be used, but stripeless transparencies are recommended. It is not recommended that you output more than 20 transparencies at a time. If your job is larger than 20 pages, use the Transparency Separators feature.

**NOTE:** *Transparencies cannot be delivered to the Finisher (optional accessory). Transparencies cannot be used for 2 Sided output.*

**NOTE:** *When making copies you can select Transparencies from Tray 5 (Bypass). If you want to select Transparencies from Trays 1-4, your System Administrator must change the Paper Type setting in System Settings mode. To select Transparencies for print jobs, you can select the correct paper type in the printer driver at the client.*

*For more information on selecting paper type, refer to the Machine Administrator chapter.*

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## Tray 5 (Bypass)

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Feeds specialty papers, non-standard sizes, and 12x18 in., and can accommodate up to 95 sheets based on paper weight. Approximately 20 transparencies should be loaded in Tray 5 (Bypass) at a time.

## Output Trays

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The Center Output Tray delivers output face down, and holds up to 400 sheets. The Center Output Tray holds up to 200 sheets when the Finisher (optional accessory) is installed.

The Finisher Tray (optional accessory) holds up to 1000 sheets, and can staple dual and single staples.

**NOTE:** *The DocuColor printer/copier should not be moved after it has been installed. Moving may damage the equipment, carpet or floor. If equipment must be moved, please contact your Xerox representative for assistance.*

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## Power Saver Mode

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Power Saver Mode automatically cuts off the electricity to the machine if it is left unused for a certain duration. The Power Saver feature has two modes, a Low Power mode and Sleep mode. The machine enters the Low Power mode after the preset time has elapsed if the machine is left unused for a fixed period of time. The machine then enters the Sleep mode if a further preset time elapses.

- **Low Power mode**

In this mode, the power to the control panel and fuser unit is lowered to save power. The display goes out, and the Power Saver button on the control panel lights. To use the machine, press the Power Saver button. Power Saver goes out to indicate that the Power Saver feature is canceled. The default is 15 minutes.

- **Sleep mode**

In this mode, the power is lowered more than in the Low Power mode. The display goes out, and the Power Saver button on the control panel lights. To use the machine, press the Power Saver button. Power Saver goes out to indicate that the Power Saver feature is canceled. The Sleep mode default is 45 minutes after Low Power mode is engaged.

*For more information on setting Power Saver mode timers, refer to the Machine Administrator chapter in this guide.*

## Exiting the Power Saver Mode

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The Power Saver mode can be exited in two ways:

- By pressing the Power Saver button
- By receiving a print job

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## Quick Start Guide to Copying

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This section will lead you quickly through a number of features and steps used in making copies.

*For more information about copy features, refer to the section entitled Copier Features, in this chapter.*

### Making Copies Using the DADF

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- 1** Place original in the Original Input Area face up. A stack of up to 50 originals may be placed in the tray.
- 2** Slide the documents forward until the green indicator lights, indicating the document is inserted correctly.
- 3** Adjust the side guide to the size of the paper. The guide should just touch the side of the document.
- 4** Press the **Start** button.
- 5** Remove the copies from the output tray. Remove the originals from the Original Catch Tray of the DADF.

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## Making Copies from the Document Glass

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- 1** Open the Document Cover.
- 2** Place the original face down on the Document Glass, aligning the left rear corner with the registration guide.
- 3** Close the cover before making a copy.
- 4** Press the **Start** button.
- 5** Remove the copies from the output tray. Remove the original document from the Document Glass.

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## Making Copies Using Features

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The feature tabs on the Touch Screen enable you to configure the printer/copier to suit your copying needs.

The procedure below leads you quickly through a number of features you may want to use in making copies. It assumes that the feature tabs are in the default configuration.

*For more information about copy features, refer to the section entitled Copier Features, in this chapter.*



- 1** Press **Clear All** to clear any previous programming  
Use any of the following steps that apply to your job and desired outcome.
- 2** Use the Numeric Keypad to enter the desired quantity. If you make a mistake, press the **Clear** button on the numeric keypad to clear an incorrect quantity
- 3** Select the option in Output Color if a setting other than the default, Auto Color, is desired.

Perform one of the following:

- Press the desired Output Color option on the *Basic Copying* tab.
- Press **More...** to see additional options

Press the desired option and press the **Save** button to return to the *Basic Copying* screen.



- 
- 4** Select an option under 2 Sided if a setting other than the default, 1 to 1 Sided, is desired.

If another option is desired, perform one of the following:

- **1 to 1 Sided** for default one-sided copies.
- **1 to 2 Sided** for two-sided copies from one-sided input.
  - Press **Head to Head** for two-sided, head-to-head output, as for books.
  - Press **Head to Toe** for two-sided, head to toe output, as for calendars.
- **2 to 2 Sided** for two-sided copies from two-sided input.

You must specify the original orientation and the copy orientation.

- Press **Head to Head** for two-sided head-to-head output, as for books.
- Press **Head to Toe** for two-sided, head-to-toe output, as for calendars.
- **2 to 1 Sided** for one-sided copies from two-sided originals.
  - Press **Head to Head** if your original documents are two-sided, head-to-head.
  - Press **Head to Toe** if your original documents are two-sided head-to-toe.

Select the icon that most closely resembles the Original Orientation for the loaded document(s). Press **Save**.

- 5** Select an option in Reduce/Enlarge if a setting other than the default, 100%, is desired.

If another option is desired, perform one of the following:

- Press the desired Reduce/Enlarge option on the *Basic Copying* screen.
- Press **More...** to see additional options.

Press the desired option and touch the **Save** button to return to the *Basic Copying* screen.

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**6** Select an option in Paper Supply if a tray other than the default, Auto Paper, is desired.

If another option is desired, perform one of the following:

- Press the desired Paper Supply option on the *Basic Copying* screen.
- Press **More...** to see additional options.

Press the desired option and touch the **Save** button to return to the *Basic Copying* screen.

**7** On the *Added Features* tab, select **Output** to program the desired copy output option.

- Press **Collated** for collated output. Collated will automatically be selected when the DADF is used.
- Press **Collated / Stapled** to direct output to the Finisher (optional Accessory). Press **Finisher Tray** to set the Output Destination. Press **Stapling** on the *Output* screen to select the Original Orientation and Staple Position on the output.

Select the desired option and press the **Save** button to return to the *Basic Copying* screen.

**8** On the *Image Quality* tab, select **Original Type** to display the *Original Type* screen.

- Press an option for Original Type if a setting other than the default is desired.

Press the **Save** button to return to the *Image Quality* screen.

---

**9** If other features are desired, select the appropriate feature tab and feature button on the Touch Screen.

**10** Perform one of the following:

- If you use the Duplex Automatic Document Feeder, place the document face up into the Original Input Area. The Document Feeder Lamp lights when the document is in the correct position. Ensure that the paper guide is against the original document.
- Raise the Duplex Automatic Document Feeder (DADF) and place the document face down on the Document Glass.
  - Ensure that the document lies against the registration area at the left rear corner of the glass.
  - Lower the Duplex Automatic Document Feeder (DADF).

**11** Press the **Start** button.

**12** When copying is completed, perform the following:

- Remove the copies from the Center Output Tray or Finisher Tray on the right side of the printer/copier.
- Remove the original document(s) from the Document Glass or Original Catch Tray.

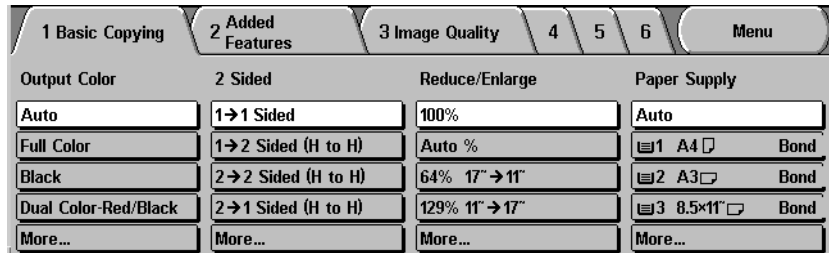
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## Copier Features

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### Basic Copying Tab

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Below is a brief description of each feature available on the *Basic Copying* tab. Each feature is explained in detail on the following pages.

**Output Color** Allows you to select the colors to be used for copying.

**2 Sided** Allows you to select one or two-sided originals, with options for one or two-sided output.

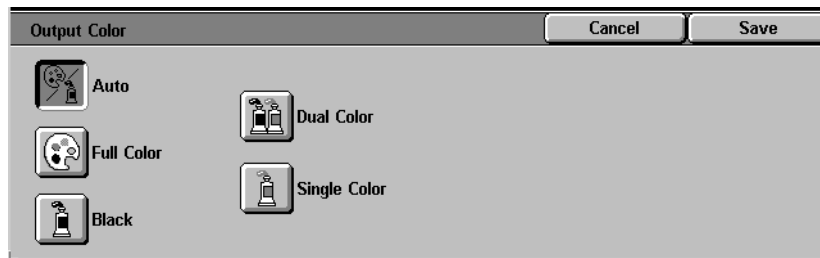
**Reduce/Enlarge** Allows you to select the size of the output image from automatic reduction/enlargement, preset values, or variable independent ratios for the image length and width.

**Paper Supply** Allows you to select the tray that contains the correct output paper size and type.

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## Output Color

---



The Output Color feature allows you to select the desired output color.

The following options are available:

**Auto** The Auto Color option enables the copier to determine if the document is black and white or color. If the document is black and white, the Black option is selected automatically. If the document is colored, the Full Color option is selected.

The DADF must be closed for the Auto Color option to function. In order for the scanner to accurately sense color on a document, the color area must be greater than 50 mm<sup>2</sup> (approximately 2 inches<sup>2</sup>). If the color area is less, select the Full Color option. Also some very dark colors may be sensed as black. In this case, select the Full Color option as well.

**NOTE:** With Auto selected, the printer/copier runs at the speed for color copying, even if the originals are B/W.

**NOTE:** The sensitivity of Auto for detecting color vs. B/W can be adjusted in System Settings mode under Output Color Recognition.

**Full Color** Enables the copier to make copies using all four toner colors: Yellow, Magenta, Cyan and Black.

**Black** The Black option should be selected when the desired output is a black and white copy. Black and white copies can be made from any original. With Black selected only Black toner is used.

**Dual Color** The Dual Color option enables the copier to make copies in two preset colors. The color of colored areas and black areas of the document can be specified.

**Single Color** The color setting Red, Green, Blue, Yellow, Magenta, or Cyan can be selected.

**NOTE:** Custom colors can be programmed in System Settings mode under Setting Custom Colors.

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You can select several Output Color options from the *Basic Copying* tab or select the **More...** button to get a complete set of options.

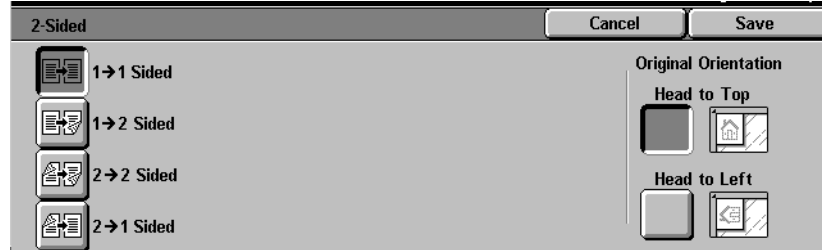


- 1** On the *Basic Copying* tab select **More...** under Output Color to display the *Output Color* screen.
- 2** Select the desired option:
  - **Auto**
  - **Full Color**
  - **Black**
  - **Dual Color**
  - **Single Color**
- 3** Select **Start** to make copies or **Save** to select additional features.  
**NOTE:** *Dual Color cannot be used with Negative Image.*  
**NOTE:** *When Single Color or Dual Color is selected, Original Type cannot be selected.*

---

## 2 Sided

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Use the 2-Sided feature to select one or two-sided originals, with options for one or two-sided output.

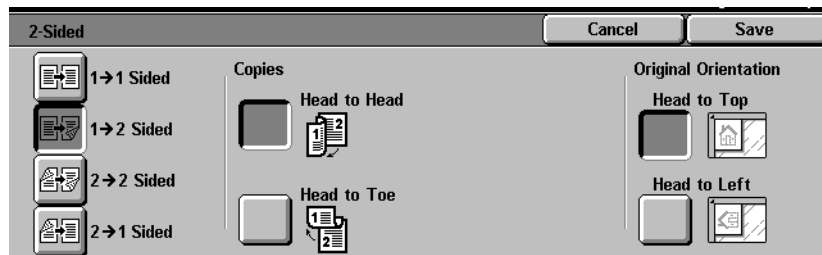
The following options are available:

- 1 to 1 Sided** Makes one-sided copies from one-sided input. This is the default setting.
- 1 to 2 Sided** Makes two-sided copies from one-sided input.
- 2 to 2 Sided** Makes two-sided copies from two-sided input.
- 2 to 1 Sided** Makes one-sided copies from two-sided input.

You can select several 2 Sided options from the *Basic Copying* tab or use the *Added Features* tab.

123...

- 1 On the *Basic Copying* tab select **More...** under 2 Sided.
- 2 Select the desired option:
  - **1 to 1 Sided**
  - **1 to 2 Sided**
    - Select **Head to Head** for two-sided, head-to-head output, as for books.
    - Select **Head to Toe** for two-sided, head-to-toe output, as for calendars.





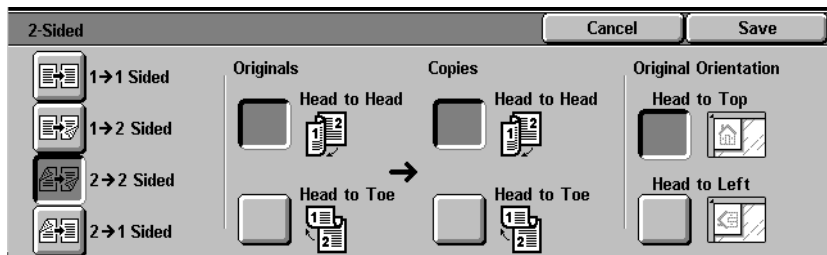
- **2 to 2 Sided**

Select the option for your Originals

- **Head to Head** if your originals are two-sided, head-to-head.
- **Head to Toe** if your originals are two-sided, head-to-toe.

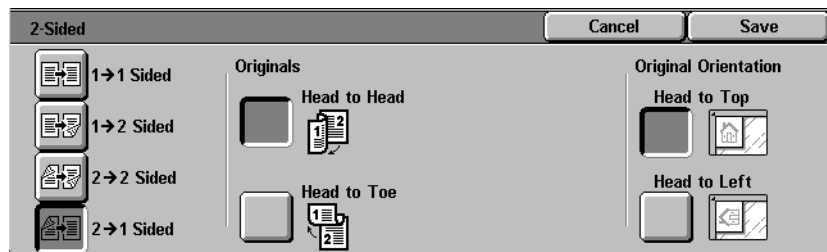
Select the option for your Copies

- **Head to Head** for two-sided, head-to-head output, as for books.
- **Head to Toe** for two-sided, head-to-toe output, as for calendars.



- **2 to 1 Sided**

- Select **Head to Head** if your originals are two-sided, head-to-head.
- Select **Head to Toe** if your originals are two-sided, head-to-toe.



**3** Select the icon that most closely resembles the Original Orientation for the loaded document(s).

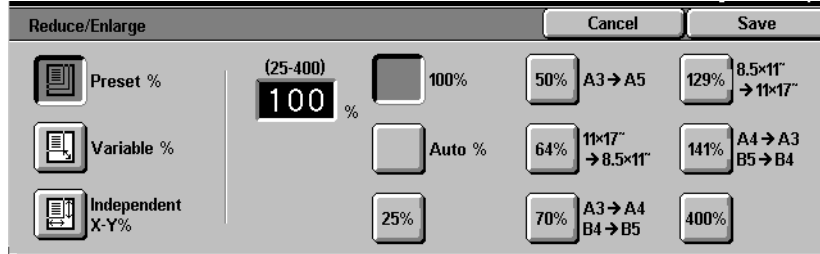
**4** Select **Start** to make copies or **Save** to select additional features.

**NOTE:** 1 to 2 Sided or 2 to 2 Sided cannot be selected when using Auto Size Detect for Tray 5 (Bypass), Repeat Image, Book Duplex, Transparency Separators, Poster, or Booklet Creation.

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## Reduce/Enlarge

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The Reduce/Enlarge feature allows you to copy the image at different magnifications. Copies may be reduced to 25% or enlarged to 400%, in 1% increments.

The following options are available:

**100%** Copies are the same size as the original. This is the default setting.

**Auto%** This option automatically reduces or enlarges the copy, based on the size and orientation of the document and the paper supply selected. This option is applied only to standard size documents.

The copy image will be reduced or enlarged in the same proportions for X (horizontal) and Y (vertical) directions.

Auto Paper selection is not available when Auto% is selected.

**Presets%** There are 7 preset percentages to choose from. The selected percentage displays in the value box on the Reduce/Enlarge screen. These presets can be changed in System Settings mode.

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**Variable%** Select the Variable% option to enter the desired percentage for Reduce/Enlarge. Use either the up and down arrows or the number buttons that display on the Touch Screen.

**Independent X-Y%** Select the Independent X-Y% option to copy the image at different, independent magnifications from 25% to 400% for the X and Y directions.

For example, you can enlarge the image to 129% in the X direction and reduce it to 64% in the Y direction by using the Touch Screen arrows.

**Independent X-Y% Auto** The Auto option automatically calculates the reduction and enlargement based on the original document size and on the output paper size when using Independent X-Y%. The copy image will be reduced or enlarged in the different proportions for X and Y directions.

You can select several Reduce/Enlarge options from the *Basic Copying* tab or select the More... button to get a complete set of options.

### Using Presets%

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- 1** On the *Basic Copying* tab select **More...** under Reduce/Enlarge.
- 2** On the *Reduce/Enlarge* screen, select the **Presets%** option.
- 3** Select **100%**, **Auto%**, or the desired preset percentage.
- 4** Select **Start** to make copies or **Save** to select additional features.

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## Using Variable%

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123...

- 1 Under Reduce/Enlarge on the *Basic Copying* tab select **More...**
- 2 On the *Reduce/Enlarge* screen, select the **Variable%** option.



- 3 Perform one of the following:
  - Press the arrow buttons to increase or decrease the percentage value in increments of 1.
  - Use the Numeric Keypad on the Touch Screen to enter a specific percentage from 25 through 400. Press the **Clear (C)** button to clear the value entered.
- 4 Select **Start** to make copies or **Save** to select additional features.

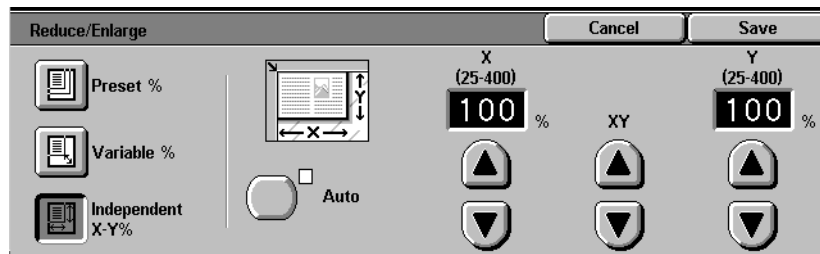
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## Using Independent X-Y%

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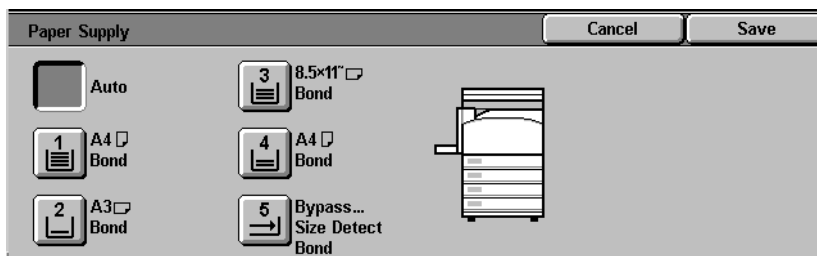
123...

- 1 Under Reduce/Enlarge on the *Basic Copying* tab select **More...**
- 2 On the *Reduce/Enlarge* screen, select the **Independent X-Y%** option.



- 3 Perform one of the following:
  - Press the up arrow to increase the percentage value for X, X&Y, or Y in increments of 1.
  - Press the down arrow to decrease the percentage value for X, X&Y or Y in decrements of 1.
  - Press **Auto**.
- 4 Select **Start** to make copies or **Save** to select additional features.

## Paper Supply



The Paper Supply option enables you to select output paper size and type.

The *Basic Copying* tab displays the Auto Paper selection feature. This option enables the copier to automatically detect the original document size and select the same standard size paper from Trays 1, 2, 3, or 4.

The *Basic Copying* tab also displays the contents of three other trays enabling you to specify your selection for output size. The Paper Supply More... button enables you to access the *Paper Supply* screen.

The paper size displayed for Trays 1, 2, 3, and 4 is set when you adjust the paper guides as part of the process of loading paper. The paper type for the trays can be set in System Settings mode.

You may select both the paper size and paper type on the detail screen when loading paper into Tray 5 (Bypass).

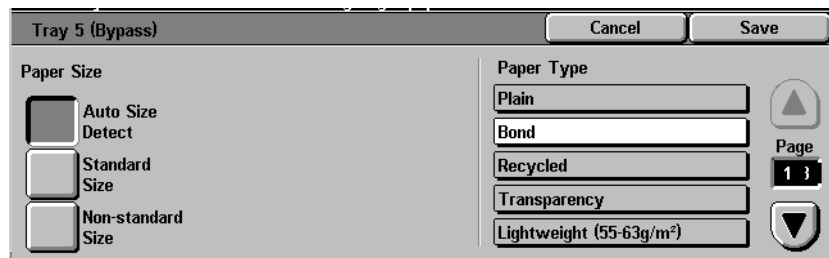
### 123...

- 1** On the *Basic Copying* tab under Paper Supply, select one of the following:
  - Select **Auto** to enable the copier to automatically select the appropriate paper.
  - Select **More...** to display the *Paper Supply* screen.
- 2** If More... is selected, select the tray that displays the desired paper.
- 3** Select **Start** to make copies or **Save** to select additional features.

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## Programming Paper Supply for Tray 5 (Bypass)

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You must select the paper size and paper type when loading paper into Tray 5 (Bypass). Auto Size Detect can be used with standard size paper.



- 1** On the *Basic Copying* tab select **More...** under Paper Supply.
- 2** Select **Tray 5 (Bypass)** to display the *Tray 5 (Bypass)* screen.
- 3** Perform one of the following to select Paper Size:
  - Select **Auto Size Detect**.
  - Select **Standard Size**.
    - Select the paper size from the list. Use the up and down arrows to see more selections.
  - Select **Non-standard Size** and enter in the X (width) and Y (length) dimensions by using the arrows.
    - Press the left or right arrows to decrease or increase the X dimension (140-483mm or 5.5-19.0 inches).
    - Press the up or down arrows to increase or decrease the Y dimension (100-305mm or 3.9-12.0 inches).

---

**4** Select the appropriate Paper Type using the up and down arrow buttons. You can select Plain, Bond, Recycled, Transparency, and Lightweight - Extra Heavyweight paper.

**5** Select **Save** to return to the *Paper Supply* screen.

**6** Select **Start** to make copies or **Save** to select additional features.

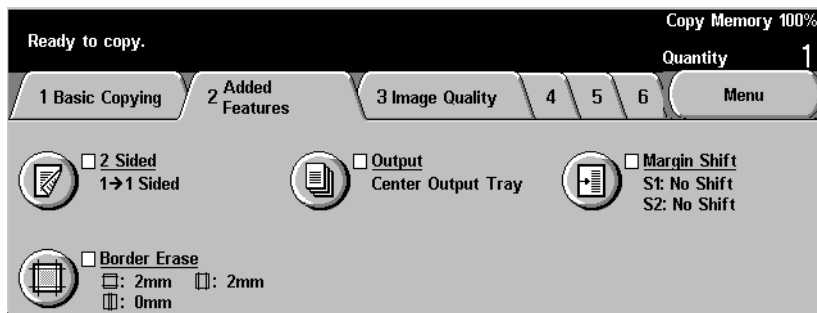
**NOTE:** *Paper Tray 5 cannot be used with the following features: Auto Size Detect with 1 to 2-Sided and 2 to 2-Sided, Auto Reduction/Enlargement, Auto Center, Corner Shift, Negative Image, Mirror Image, Book Duplex, Booklet Creation, Multiple Up, Repeat Image, Bound Originals and Poster.*



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## Added Features Tab

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Below is a brief description of each feature available on the *Added Features* tab. Each feature is explained in detail on the following pages.

**2 Sided** Allows you to select one or two-sided originals, with options for one or two-sided output.

**Output** Enables you to select the desired output order and destination of the output.

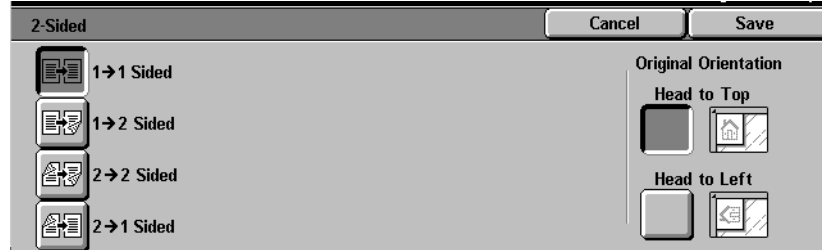
**Margin Shift** Enables you to center a document image, shift the image to one edge or move the image to a specified edge of the output copy.

**Border Erase** Allows you to erase any undesired images around the border or center of a document.

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## 2 Sided

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Use the 2 Sided feature to select one or two-sided originals, with options for one or two-sided output.

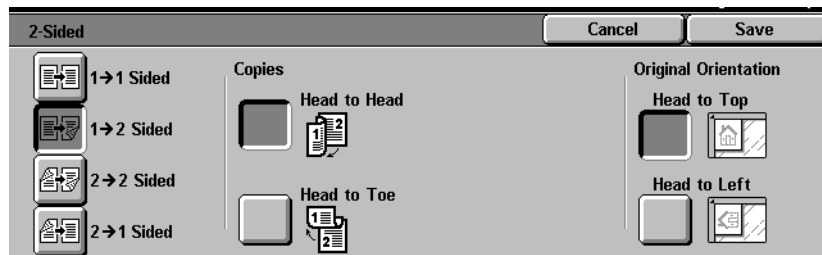
The following options are available:

- 1 to 1 Sided** Makes one-sided copies from one-sided input. This is the default setting.
- 1 to 2 Sided** Makes two-sided copies from one-sided input.
- 2 to 2 Sided** Makes two-sided copies from two-sided input.
- 2 to 1 Sided** Makes one-sided copies from two-sided input.

You can select several 2 Sided options from the *Basic Copying* tab or the *Added Features* tab.

123...

- 1 On the *Added Features* tab select **2 Sided**.
- 2 Select the desired option:
  - **1 to 1 Sided**
  - **1 to 2 Sided**
    - Select **Head to Head** for two-sided, head-to-head output, as for books.
    - Select **Head to Toe** for two-sided, head-to-toe output, as for calendars.



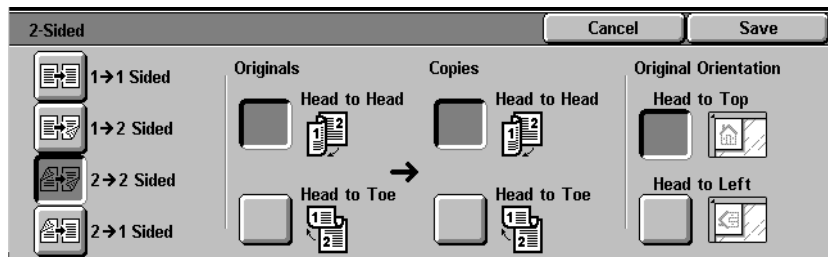
- **2 to 2 Sided**

Select the option for your Originals

- **Head to Head** if your originals are two-sided, head-to-head.
- **Head to Toe** if your originals are two-sided, head-to-toe.

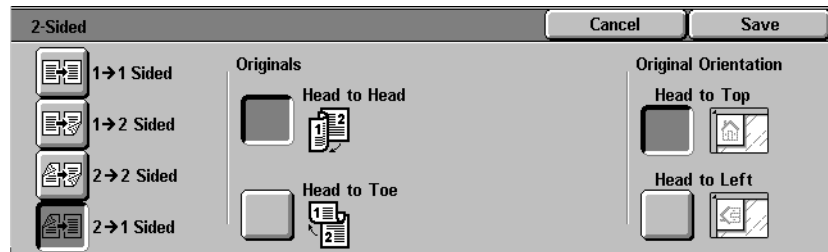
Select the option for your Copies

- **Head to Head** for two-sided, head-to-head output, as for books.
- **Head to Toe** for two-sided, head-to-toe output, as for calendars.



- **2 to 1 Sided**

- Select **Head to Head** if your originals are two-sided, head-to-head.
- Select **Head to Toe** if your originals are two-sided, head-to-toe.



**3** Select the icon that most closely resembles the Original Orientation for the loaded document(s).

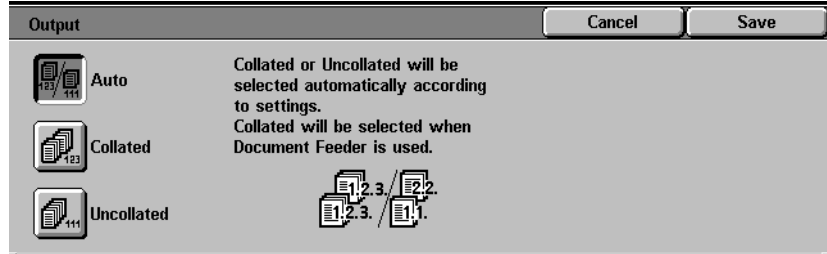
**4** Select **Start** to make copies or **Save** to select additional features.

**NOTE:** 1 to 2-Sided or 2 to 2-Sided cannot be selected when using Auto Size Detect for Tray 5 (Bypass), Repeat Image, Transparency Separators, Poster, or Booklet Creation.

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## Output

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The Output feature enables you to select the destination of the output and determine whether it will be collated or uncollated.

The following options are available:

**Auto** The copier automatically determines which output mode (collated or uncollated) for the job and delivers the copies to the output tray.

**Collated** Collated sets are delivered to the output tray.

**Uncollated** Uncollated sets are delivered to the output tray.

Collated refers to copies that are delivered as sets. Each copy set is in the order in which the originals were placed in the DADF. For example, if the originals are placed in the DADF in 1, 2, 3 order and you want to make 3 copies, the copy sets will output in 1, 2, 3 order.

Uncollated refers to copies that are delivered in the order in which they were copied. For example, if the originals are placed in the DADF in 1, 2, 3 order and you want to make 3 copies, the copy sets will output in 1, 1, 1, 2, 2, 2, 3, 3, 3 order.

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123...

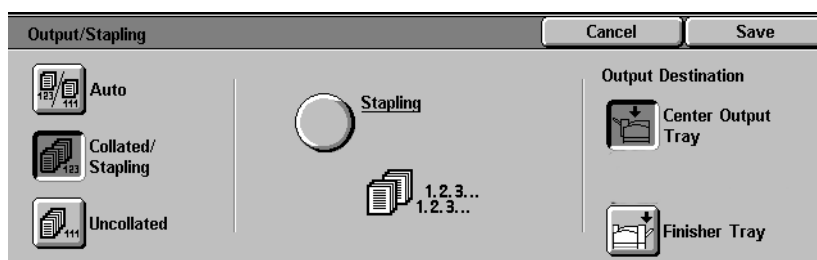
- 1** On the *Added Features* tab select **Output**.
- 2** Select the desired option:
  - **Auto**
  - **Collated**
  - **Uncollated**
- 3** If you have a Finisher (optional accessory), select the desired Output Destination:
  - **Center Output Tray**
  - **Finisher Tray**
- 4** Select **Start** to make copies or **Save** to select additional features.

## Stapling

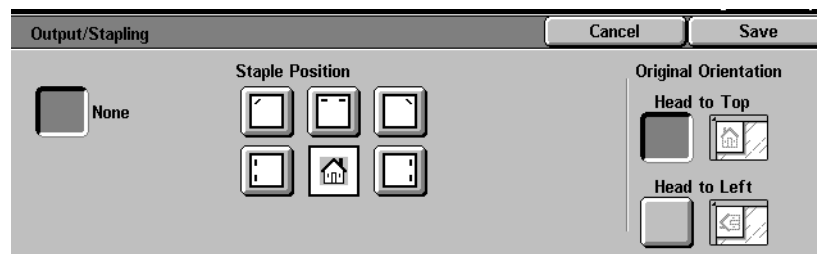
This section describes the procedure for programming the Output feature to staple output. You must have a Finisher (optional accessory) to staple output.

123...

- 1 On the *Added Features* tab select **Output/Stapling**.



- 2 Select **Collated/Stapling**.
- 3 Select **Stapling**. The *Stapling* screen is displayed.

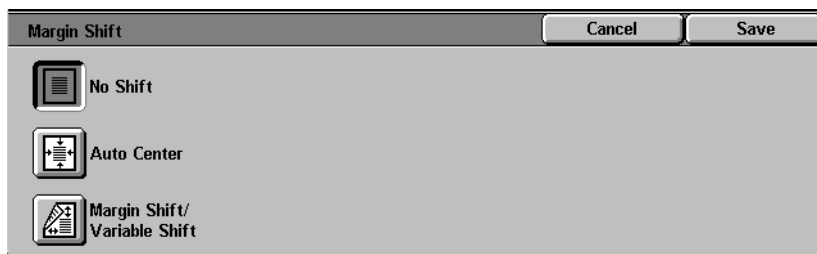


- 4 Select the desired stapling position.  
The Finisher Tray is automatically selected as the Output Destination.
- 5 Select the desired Original Orientation:
  - **Head to Top**
  - **Head to Left**Select **Save**.
- 6 Select **Start** to make copies or **Save** to select additional features.

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## Margin Shift

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The Margin Shift feature allows you to shift the position of the image on the copy. The image can be centered on the copy or moved to the top, bottom, left or right. When copying both sides, different settings can be set for Side 1 and Side 2.

The following types of Margin Shift are available:

**No Shift** Copies are made without shifting the original. This is the default setting.

**Auto Center** Select this to center an image on the copy when the original and copy paper are a different size. It may also be used to center a reduced or enlarged image on the output paper.

**Corner Shift** Select this to move your image to a specified corner.

**Variable Shift** Select this to move your image up, down, left or right by entering in a value. The range is from 0 to 50mm (0.0-2.0 inches) in 1mm (0.1 inch) increments.



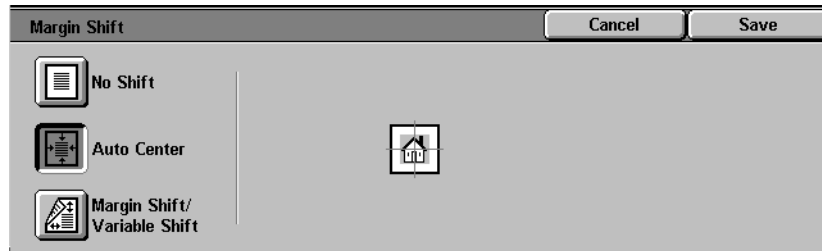
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## Using the Auto Center Feature

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123...

- 1 On the *Added Features* tab select **Margin Shift**.
- 2 Select **Auto Center**.

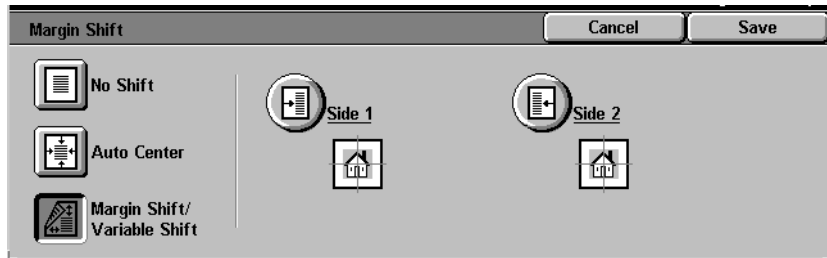


- 3 Select **Start** to make copies or **Save** to select additional features.

123...

## Using the Margin Shift/Variable Shift Feature

- 1 On the *Added Features* tab select **Margin Shift**.
- 2 Select **Margin Shift/Variable Shift**.
- 3 Select the desired option:

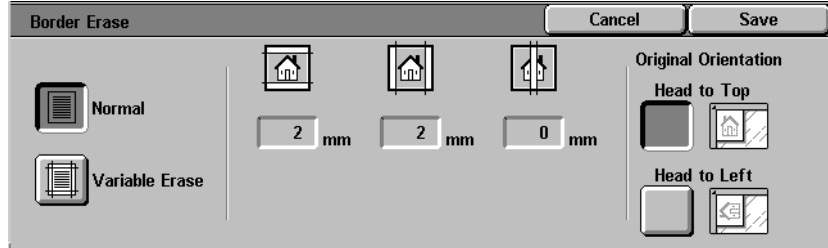


- **Side 1**
  - **Side 2**
- 4 Select the desired shift option:
    - **No Shift**
    - **Auto Center**
    - **Corner Shift**
      - Press the arrow icon that illustrates the desired location of the image on the output copy.
    - **Variable Shift**
      - Press the left arrow to shift the image toward the left edge. Press the right arrow to shift the image toward the right edge.
      - Press the up arrow to shift the image toward the top edge. Press the down arrow to shift the image toward the bottom edge.
  - 5 Select the icon that most closely resembles the Original Orientation for the original.
  - 6 Select **Start** to make copies or **Save** to select additional features.

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## Border Erase

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The Border Erase feature enables you to eliminate unwanted marks near the edges of the original from the output copy. The range for Border Erase is 0 through 50mm (0.0 through 2.0 inches) in 1mm (0.1 inch) increments.

Border Erase options can be used individually or combined together:

- Top & Bottom** For Normal the default is 2mm (0.1 inch). For Variable Erase the default is 5mm (0.2 inch).
- Left & Right** For Normal the default is 2mm (0.1 inch). For Variable Erase the default is 5mm (0.2 inch).
- Center** The default is 0mm (0 inches).

The selected settings are applied to both sides of 2-sided copies.

When the image is reduced or enlarged, the selected percentage will be applied to the Border Erase.

When making copies the copier adds a margin of 2mm (0.1 inch) to all sides. This cannot be eliminated.

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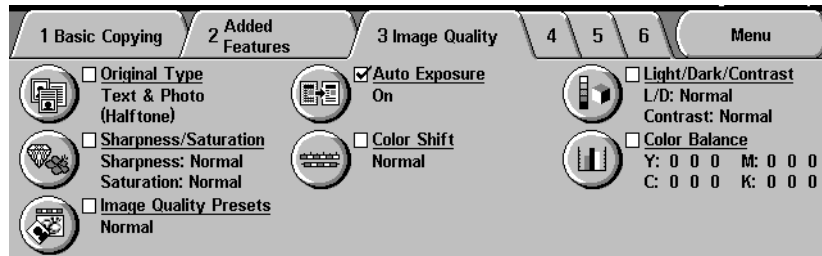
123...

- 1** On the *Added Features* tab select **Border Erase**.
- 2** Select **Variable Erase**.
- 3** Press the up or down arrows to increase or decrease the Border Erase amount(s) for Top & Bottom, Left & Right, and Center.
- 4** Select the icon that most closely resembles the Original Orientation for the loaded document(s).
- 5** Select **Start** to make copies or **Save** to select additional features.

---

## Image Quality Tab

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Below is a brief description of each feature available on the *Image Quality* tab. Each feature is explained in detail on the following pages.

- Original Type** Enables you to select the type of original document you wish to copy to ensure optimum copy quality.
- Auto Exposure** Prevents the background color of an original from appearing on the output copies.
- Lighter/Darker/Contrast** Allows you to adjust the lightness, darkness and contrast of the output copy.
- Sharpness/Color Saturation** Allows you to adjust the amount of edge definition and the overall richness of the color of the output copy.
- Color Shift** Allows you to shift all of the copy colors toward the adjacent hue.
- Color Balance** Enables you to set the balance of Yellow, Magenta, Cyan and Black by varying degrees of density for each color.
- Image Quality Presets** Automatically adjusts the image quality settings to produce output with various predetermined effects.

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## Original Type

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The Original Type feature enables you to define the kind of original document you wish to copy. The copier automatically makes adjustments to optimize the copy based on the original type.

The following types are available:

### Text & Photo

Use for original documents that contain pictures and printed text, as you often see in magazines or professional journals.

**NOTE:** *This is the default setting. Originals do not have to contain photographs and text. Simply use this setting to apply the best sharpness and density levels automatically for optimum color quality on all your color copies.*

### Text

Use for text documents composed of fine line characters or other high contrast documents with bright, dense colors. Selecting this option suppresses background color.

### Photo

Use for photographs or lithographs.

### Other Color Originals

Use for original documents containing colored background such as maps, originals marked by highlighter pens, and documents printed on inkjet printers.



**1** On the *Image Quality* tab select **Original Type**.

**2** Select the type of Original:

- **Text & Photo**

Select the Photo Type that best describes the photo in the original document

- **Halftone:** Use this option when copying from newspapers or magazines
- **Photograph:** Use this option when copying photos
- **Color Copies:** Use this option when copying Xerographic reproductions

- **Text**

- **Photo**

Select the Photo Type that best describes the photo in the original document

- **Halftone:** Use this option when copying from newspapers or magazines
- **Photograph:** Use this option when copying photos
- **Color Copies:** Use this option when copying Xerographic reproductions

- **Other Color Originals**

Select the option that best describes the original document

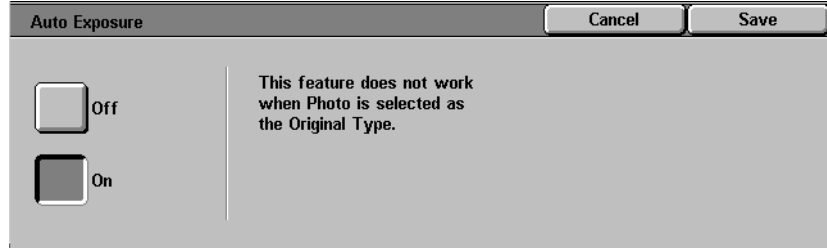
- **Map:** Use this option when copying from originals with colored backgrounds such as maps
- **Highlighted Originals:** Use this option when copying from originals marked with highlighter pen
- **Inkjet Originals:** Use this option when copying from originals made on Inkjet printers

**3** Select **Start** to make copies or **Save** to select additional features.

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## Auto Exposure

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This feature prevents the background color of an original from appearing on the output copy. A newspaper or colored paper are examples of this type of original.



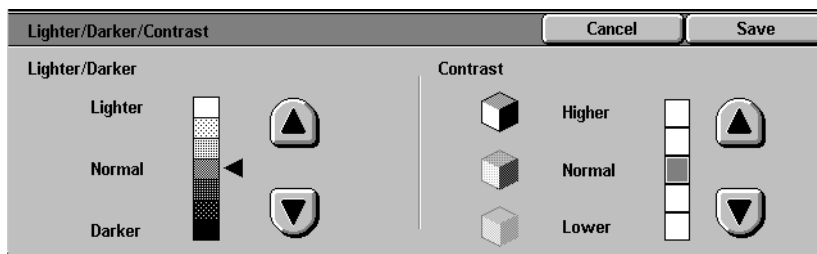
- 1** On the *Image Quality* tab select **Auto Exposure**.
- 2** Select **On**.
- 3** Select **Start** to make copies or **Save** to select additional features.



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## Lighter/Darker/Contrast

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The Lighter/Darker feature enables you to adjust the overall lightness or darkness of the output copy. Contrast allows you to adjust the clearness of the image. If you increase the Contrast, the copy appears sharp & vivid and is composed of mainly high and low density elements. If you decrease the Contrast, the copy is softer and renders more uniformly using mid-tones.

There are seven levels of adjustment for Lighter/Darker and five levels of adjustment for Contrast.

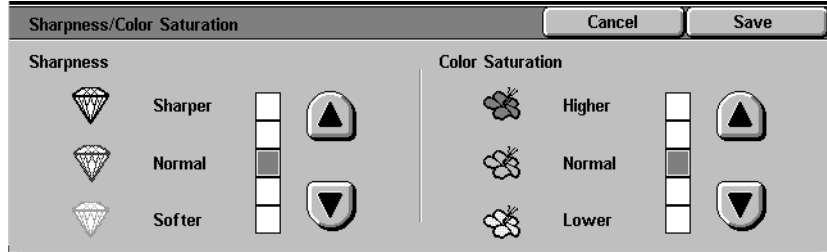


- 1** On the *Image Quality* tab select **Lighter/Darker/Contrast**.
- 2** Press the up and down arrows to Lighten or Darken the original.
- 3** Press the up and down arrows to adjust the Contrast the original.
- 4** Select **Start** to make copies or **Save** to select additional features.

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## Sharpness/Saturation

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The Sharpness feature allows you to adjust the amount of edge definition on the copies. The Color Saturation feature allows you to adjust the overall richness of color on the copy. There are five levels of adjustment for each feature.

123...

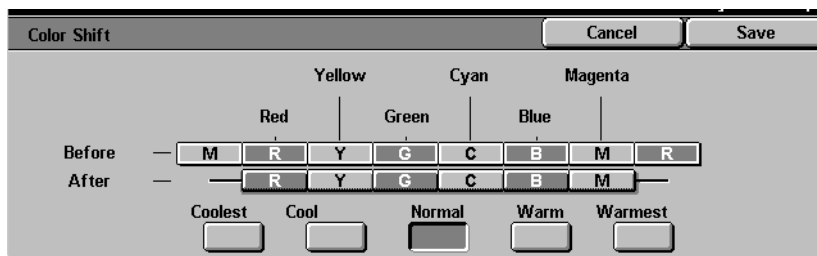
- 1** On the *Image Quality* tab select **Sharpness/Saturation**.
- 2** Press the up and down arrows to increase or decrease the Sharpness of the original.
- 3** Press the up and down arrows to adjust the Color Saturation of the original.
- 4** Select **Start** to make copies or **Save** to select additional features.

**NOTE:** *Color Saturation cannot be adjusted when the Black is selected for Output Color.*

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## Color Shift

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The Color Shift feature allows you to shift all of the copy colors toward the adjacent hue.

If you select one of the Warm buttons, the red colors shift toward the yellow hue, the green colors shift toward the cyan hue, and the blue colors shift toward the magenta hue. All colors between these original colors also shift in the same direction.

If you select one of the Cool buttons, the red colors shift toward the magenta hue, the blue colors shift toward the cyan hue, and the green colors shift toward the yellow hue. Again, all colors between these original colors also shift in the same direction.

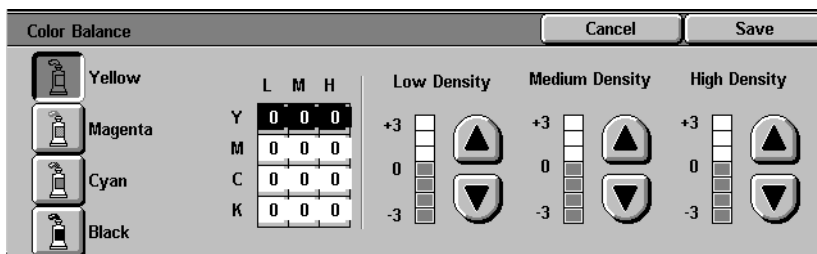


- 1** On the *Image Quality* tab select **Color Shift**.
  - 2** Press the button for the desired Color Shift ranging from Coolest to Warmest.
  - 3** Select **Start** to make copies or **Save** to select additional features.
- NOTE:** *Color Shift cannot be adjusted when Black is selected for Output Color.*

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## Color Balance

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The Color Balance feature allows you to adjust the balance between colors and the overall amount of color on the output copies. You can adjust the levels of all four process colors (Yellow, Magenta, Cyan, and Black) for their low, medium and high density ranges.

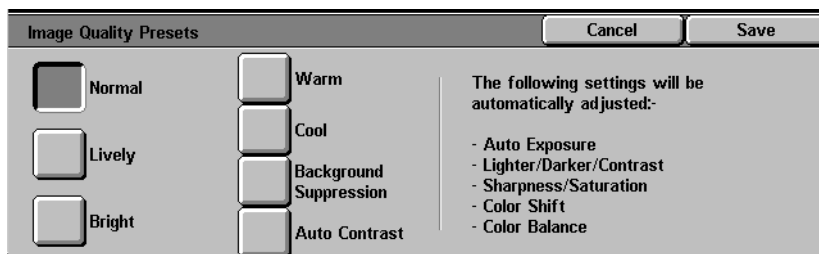
123...

- 1** On the *Image Quality* tab select **Color Balance**.
- 2** Select the button for the color you want to adjust.
- 3** Select the desired density (Low, Medium, High) and perform one of the following:
  - Press the up arrow to increase the amount of color to be added.
  - Press the down arrow to decrease the amount of color to be added.
- 4** Select **Start** to make copies or **Save** to select additional features.

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## Image Quality Presets

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The Image Quality Presets feature automatically changes Image Quality settings to produce various predetermined effects.

The following options are available:

- Normal** Makes no changes to the image quality and produces copies with the same quality and density of the original. This is the default setting.
- Lively** Uses the highest color saturation to produce rich, vivid output colors.
- Bright** Produces a sharp, clear image on the copy.
- Warm** Produces a soft image on the copy by transforming low density colors into light and reddish colors. Use this setting to apply a light pink tone to skin colors and to give a soft tone to dark, warm colors.
- Cool** Produces a strong, clear blue tone on the copy. This setting can be used to make the blue color of water stronger and to make dark, cold colors clearer.
- Background Suppression** Prevents undesired marks or images that are printed on the back of an original from appearing on the output copies.
- Auto Contrast** Adjusts brightness and saturation to produce clearer looking images.

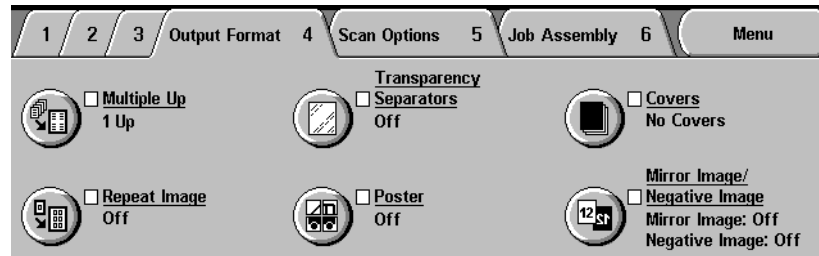


- 1** On the *Image Quality* tab select **Image Quality Presets**.
- 2** Press the button for the desired option.
- 3** Select **Start** to make copies or **Save** to select additional features.

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## Output Format Tab

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Below is a brief description of each feature available on the *Output Format* tab. Each feature is explained in detail on the following pages.

### Multiple Up

Allows you to copy 2 or 4 images from multiple originals onto a single page.

### Transparency Separators

Allows you to insert blank paper separators between transparencies. Also copy sets can be made in conjunction with the transparencies.

### Covers

Allows you to add covers to your copied sets using paper drawn from a different tray than your copies.

### Repeat Image

Allows you to copy a single image multiple times onto one page.

### Poster

Allows you to create a poster size reproduction of the original document by creating multiple images that can be trimmed and joined together after.

### Mirror Image/Negative Image

Enables you to create negative, mirror or negative mirror images on your output copy.

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## Multiple Up

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The Multiple Up feature enables you to copy 2 or 4 images from multiple originals onto a single page.

**NOTE:** *When using this feature place the originals in the DADF.*

**NOTE:** *Depending on the size of the original, some image loss might occur along the edge of the image.*

The following options are available:

- 1 Up** Copies one image on each output copy.
- 2 Up** Copies two images on each output copy.
- 4 Up** Copies four images on each output copy.

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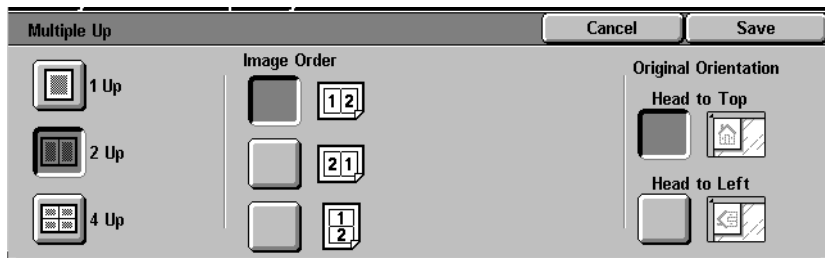
**1** On the *Output Format* tab select **Multiple Up**.

**2** Select the desired option:

- **1 Up**
- **2 Up**

Select the desired Image Order:

- **Left to Right**
- **Right to Left**
- **Top to Bottom**

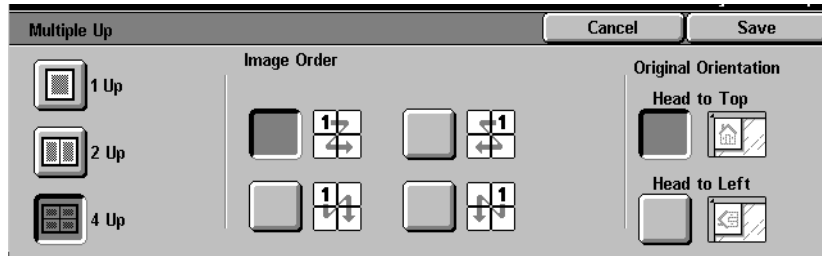




- **4 Up**

Select the desired Image Order:

- Horizontally from the upper left corner
- Horizontally from the upper right corner
- Vertically from the upper left corner
- Vertically from the upper right corner



**3** Select the icon that most closely resembles the Original Orientation for the loaded documents.

**4** Select **Start** to make copies or **Save** to select additional features.

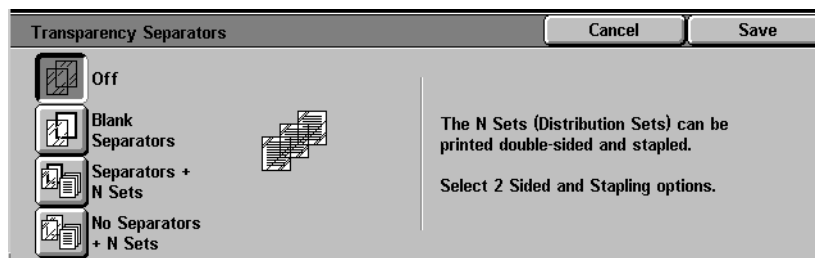
**NOTE:** *Multiple Up cannot be used with the following features: Auto Paper Tray Selection, Bound Originals, Book Duplex, Poster, Repeat Image, Booklet Creation, and Mixed Size Originals.*

**NOTE:** *When Border Erase or Margin Shift is used with Multiple Up, the erase or shift amount is reflected on each original document.*

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## Transparency Separators

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When the Transparency Separators feature is used, the copier automatically inserts a blank sheet of paper between the transparency copies. In addition to the transparency set, you may also select copy sets.

The following options are available:

- Off** Copies are made without transparency separators.
- Blank Separators** A blank sheet of paper is inserted between every transparency. Only one set can be made.
- Separators + N Sets** A blank sheet of paper is inserted between every transparency. In addition the quantity selected determines how many copy sets (N sets) will also be made as part of the job.
- No Separators + N Sets** A transparency set is made without blank separators. In addition the quantity selected determines how many copy sets (N sets) will also be made as part of the job.

**NOTE:** When using this feature, load transparencies into a Paper Tray. Make sure that there is paper of the same size and orientation in another tray for the separators and/or copy sets.

**NOTE:** Separators are blank sheets of paper and are not added to the Meter count.

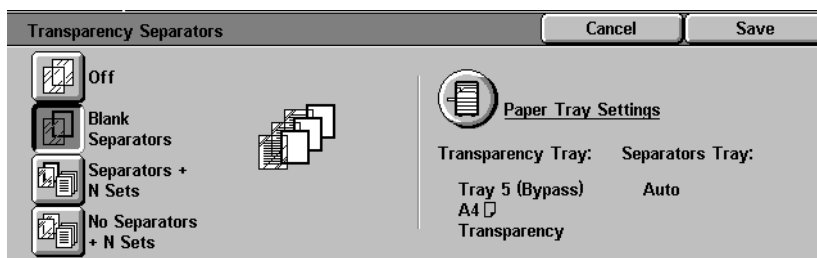
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## Selecting Blank Separators

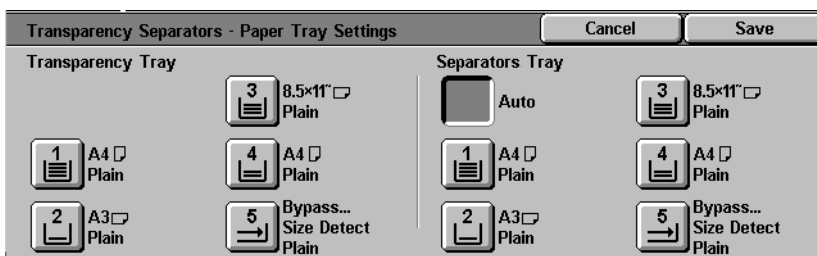
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- 1 On the *Output Format* tab select **Transparency Separators**.
- 2 Select **Blank Separators**.



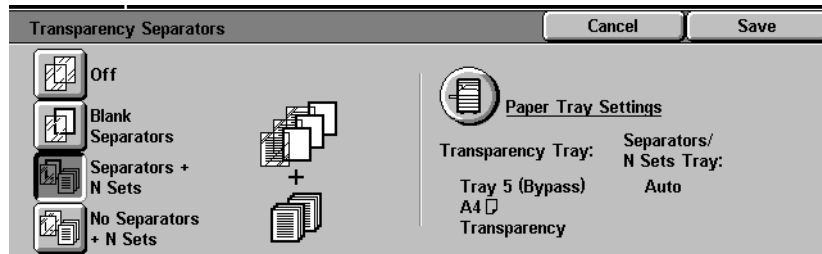
- 3 Select **Paper Tray Settings**.



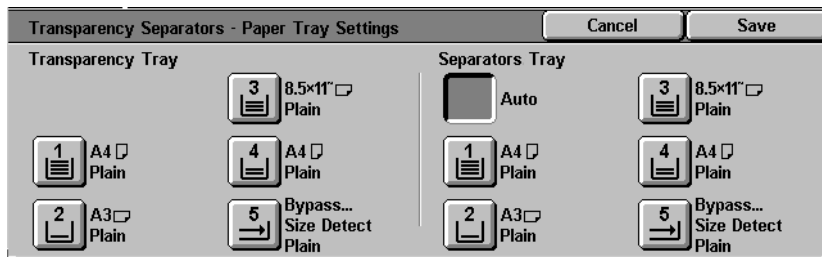
- 4 Select the size/orientation of the transparencies loaded in the Paper Tray.
- 5 Select the paper tray to use for the Blank Separators.
- 6 Select **Start** to make copies or **Save** to select additional features.

## Selecting Separators + N Sets

- 1 On the *Output Format* tab select **Transparency Separators**.
- 2 Select **Separators + N Sets**.



- 3 Select **Paper Tray Settings**.



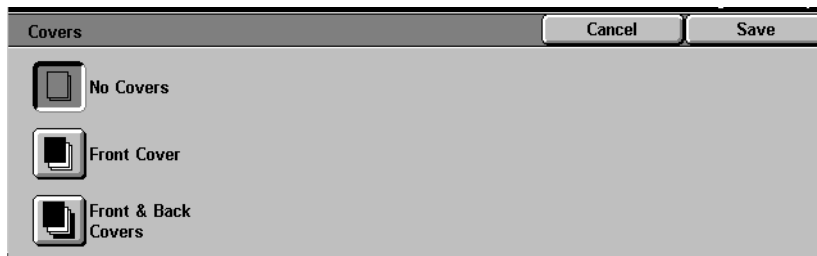
- 4 Select the size/orientation of the transparencies loaded in the Paper Tray.
- 5 Select the paper tray to use for the Separators and N sets.
- 6 Select **Save**.
- 7 Select **Start** to make copies or **Save** to select additional features.

**NOTE:** *Transparency Separators cannot be used with the following features: Uncollated, Reduce/Enlarge, Covers, Booklet Creation, Book Duplex, and 2-Sided output.*

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## Covers

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This feature allows you to add covers to your copied sets, using paper drawn from a different tray than your copies. You can have blank or printed covers.

The following options are available:

**No Covers**

No Covers are added to the copy set. This is the default setting.

**Front Covers**

A Front Cover is added to the copy set with or without an image.

**Front & Back Covers**

A Front & Back Cover is added to the copy set with or without an image.

To copy an image on only one side of the cover when making 2-Sided copies, insert a blank sheet in the original set of documents in the appropriate position before making copies.

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- 1 On the *Output Format* tab select **Covers**.
- 2 Select the desired option:
  - **No Covers**
  - **Front Covers**
  - **Front & Back Covers**
- 3 If you selected Front Covers or Front & Back Covers, select the desired Printed Covers option.
- 4 Select **Paper Tray Settings**.



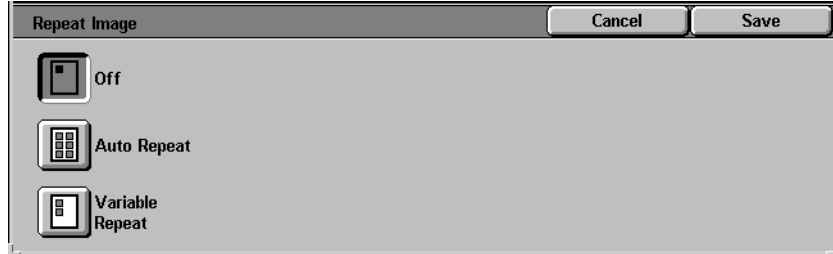
- 5 Select the correct paper tray for the Body Pages and Covers.
- 6 Select **Save**.
- 7 Select **Start** to make copies or **Save** to select additional features.

**NOTE:** Covers cannot be used with the following features:  
*Uncollated, Repeat Image, Poster, Transparency Separators, Booklet Creation, and Auto Paper selection.*

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## Repeat Image

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The Repeat Image feature enables you to copy a single image multiple times onto one page.

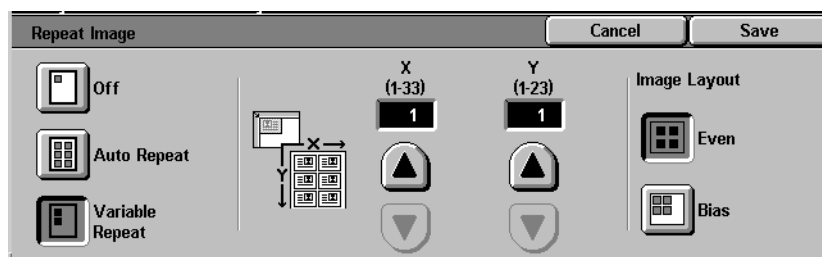
The following options are available:

- Off** This is the default setting, which produces only one image per output page.
- Auto Repeat** This option enables the copier to automatically determine the number of output images that will fit on a single page.
- Variable Repeat** With this option you can specify the number of images that will print on a single sheet by selecting the number of rows and columns.

**1** On the *Output Format* tab select **Repeat Image**.

**2** Select the desired option:

- **Off**
- **Auto Repeat**
- **Variable Repeat**



- Press the up arrow to increase the number of images to print in a column, or press the down arrow to decrease the number. The range is from 1 through 33.
- Press the up arrow to increase the number of images to print in a row, or press the down arrow to decrease the number. The range is from 1 through 23.

**3** For Auto Repeat and Variable Repeat select the Image Layout for the output copy.

- **Even:** Centers all the images on the output copy.
- **Bias:** Places the images one after the other on the output copy.

**4** Select **Start** to make copies or **Save** to select additional features.

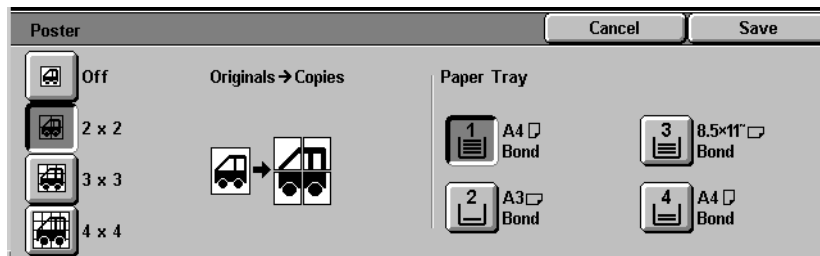
**NOTE:** Repeat Image cannot be used with the following features: Auto Paper selection, Multiple Up, Bound Originals, Poster, Book Duplex, Covers, and Booklet Creation.



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## Poster

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This feature allows you to create a poster size reproduction of the original document by creating multiple images that can be trimmed and joined together after. There will be a 10mm image overlap on the copies to allow for the trimming and joining required to assemble the copies into a poster.

When using this feature place the original on the Document Glass in the same orientation as the orientation of the paper loaded in the selected paper tray. The DADF cannot be used.

The following options are available:

- 2 x 2** The document is copied and divided onto a total of four sheets, two in the X direction and two in the Y direction.
- 3 x 3** The document is copied and divided onto a total of nine sheets, three in the X direction and three in the Y direction.
- 4 x 4** The document is copied and divided onto a total of sixteen sheets, four in the X direction and four in the Y direction.



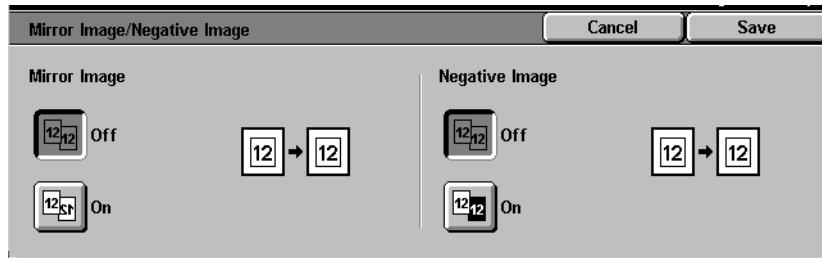
- 1** On the *Output Format* tab select **Poster**.
- 2** Select the desired option:
  - **2 x 2**
  - **3 x 3**
  - **4 x 4**
- 3** Select the desired Paper Tray.
- 4** Select **Start** to make copies or **Save** to select additional features.

**NOTE:** *Poster cannot be used with the following features: Tray 5 (Bypass), Auto Paper Tray selection, 1 to 2 Sided, 2 to 2 Sided, Multiple Up, Collated, Repeat Image, Bound Originals, Covers, Book Duplex, Transparency Separators, Booklet Creation, and Build Job.*

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## Mirror Image/ Negative Image

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When the Mirror Image feature is selected, the output copy appears as a mirror image reflection of the original document. The Negative Image feature reverses the colors of the whole document image.

**NOTE:** *Negative Image cannot be used with Dual Color.*

**NOTE:** *When Negative Image is used with Border Erase, the Border Erase area becomes white.*

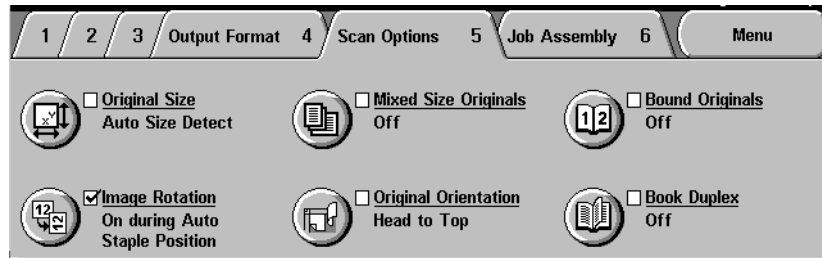


- 1** On the *Output Format* tab select **Mirror Image/ Negative Image**.
- 2** Select the desired options:
  - Select **On** or **Off** for Mirror Image.
  - Select **On** or **Off** for Negative Image.
- 3** Select **Start** to make copies or **Save** to select additional features.

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## Scan Options Tab

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Below is a brief description of each feature available on the *Scan Options* tab. Each feature is explained in detail on the following pages.

- |                             |  |
|-----------------------------|--|
| <b>Original Size</b>        | Enables you to specify the size of the original document to be copied.   |
| <b>Mixed Size Originals</b> | Allows you to place documents of mixed sizes into the DADF for copying.  |
| <b>Bound Originals</b>      | Automatically scans two adjoining pages of a bound document and copies them onto two separate sheets of paper.                 |
| <b>Image Rotation</b>       | Automatically rotates the image to match the copy output paper when the original orientation and the copy paper are different. |
| <b>Original Orientation</b> | Allows you to indicate the top of the original so that your output will be oriented as desired.                                |
| <b>Book Duplex</b>          | Allows you to make two-sided copies from a bound original.   |

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## Original Size

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Use the Original Size feature to specify the original document size.

The following options are available:

### Auto Detect

The copier automatically recognizes the size of standard documents in the DADF or on the Document Glass. This is the default setting.

### Standard Sizes

Select the document size from one of the 11 preset sizes. These presets can be changed in System Settings mode. You must place the original on the Document Glass.

### Non-standard Sizes

Allows you to manually enter the size of the document placed on the Document Glass.

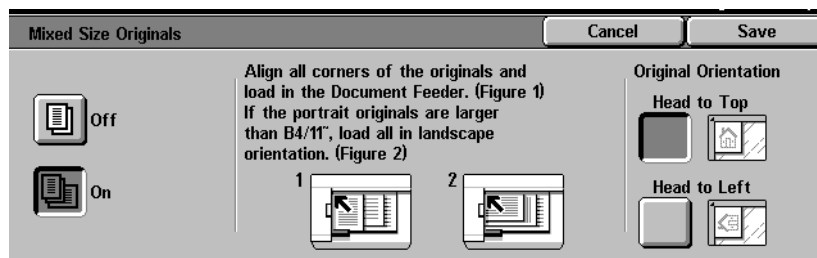


- 1** On the *Scan Options* tab select **Original Size**.
- 2** Perform one of the following:
  - Select **Auto Size Detect** to have the copier identify the size of the original document.
  - Select the appropriate size of the document from one of the preset size buttons.
  - Enter the width (X) and length (Y) dimensions of the original document.
    - Press the arrow buttons to decrease or increase the X and Y dimensions. X dimensions range from 15 to 432mm (0.6 to 17.0 inches) in 1 mm (0.1 inch) increments. Y dimensions range from 15 to 297mm (0.6 to 11.7 inches) in 1 mm (0.1 inch) increments.
- 3** Select **Start** to make copies or **Save** to select additional features.

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## Mixed Size Originals

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This option allows you to place documents of standard mixed sizes into the DADF for copying. When the Mixed Size Originals feature and Auto Paper selection are selected, the copier automatically identifies each document size and selects the appropriate paper tray. You can also specify a paper tray so that all copies are made on the same size paper.



- 1** On the *Scan Options* tab select **Mixed Size Originals**.
- 2** Select the desired option:
  - **Off**: when documents are all the same size.
  - **On**: when documents are different sizes.
- 3** Load the mixed size originals with one edge of every sheet aligned evenly against the top left corner of the DADF to avoid misfeeds.
- 4** Select the icon that most closely resembles the Original Orientation for the loaded documents.
- 5** Select **Start** to make copies or **Save** to select additional features.

**NOTE:** *Mixed Size Originals cannot be used with the following features: Covers, Transparency Separators, Multiple Up, Auto Repeat Image, and Booklet Creation.*

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## Bound Originals

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The Bound Originals feature enables you to copy a bound document such as books, magazines, notebooks, or stapled sets. When this feature is selected, each page is copied onto a separate sheet of paper.

You must place your bound document face down in the upper left corner of the Document Glass. The DADF cannot be used.

The following options are available:

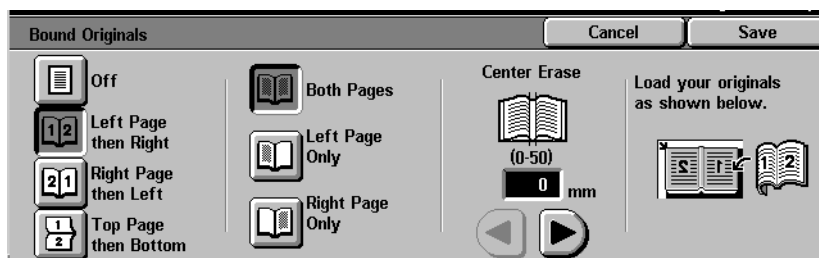
- |                             |   |
|-----------------------------|---|
| <b>Off</b>                  | This is the default.  |
| <b>Left Page then Right</b> | Copies are made starting from the left page of a bound document.  |
| <b>Right Page then Left</b> | Copies are made starting from the right page of a bound document. |
| <b>Top Page then Bottom</b> | Copies are made starting from the top page of a bound document.   |

When using the Bound Originals feature, the Center Erase option is available. This option allows you to remove the shadow caused by the center binding of bound documents when they are copied.



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- 1 On the *Scan Options* tab select **Bound Originals**.
- 2 Select the desired format:
  - **Left Page then Right**
  - **Right Page then Left**
  - **Top Page then Bottom**
- 3 Select which pages are to be copied:



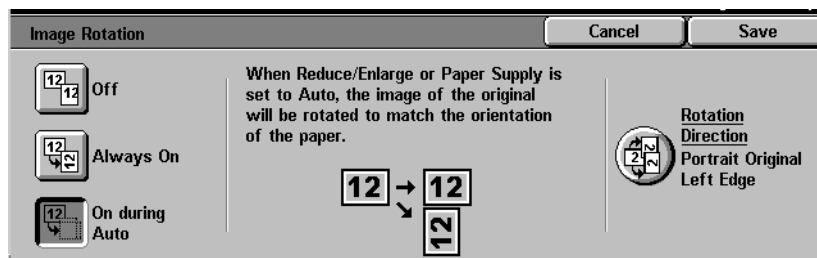
- **Both Pages**
  - **Left Page Only**
  - **Right Page Only**
- 4 Press the left and right arrows to decrease or increase the Center Erase amount from 0 to 50mm (0.0 to 2.0 inches).
  - 5 Select **Start** to make copies or **Save** to select additional features.

**NOTE:** *Bound Originals cannot be used with the following features: Auto Size Detect for Tray 5, Multiple Up, Repeat Image, Book Duplex, and Poster.*

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## Image Rotation

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This feature allows the machine to automatically rotate the image so that the orientation of the document matches the output paper.

The following options are available:

- Off** The copier will not rotate the image even if the orientation differs from the output paper.
- Always On** The copier will automatically rotate the image if the orientation differs from the output paper.
- On during Auto** The copier will automatically rotate the image if the orientation differs from the output paper only when Auto Paper selection is selected, or Auto % is selected in Reduce/Enlarge. If a specific paper tray is selected without Auto %, image rotation will not occur.



- 1** On the *Scan Options* tab select **Image Rotation**.
- 2** Select the desired option:
  - **Off**
  - **Always On**
  - **On during Auto**
- 3** If using Mixed Size Originals, select **Rotation Direction**. Select the desired option:
  - **Portrait Original - Left Edge**
  - **Portrait Original - Right Edge**

---

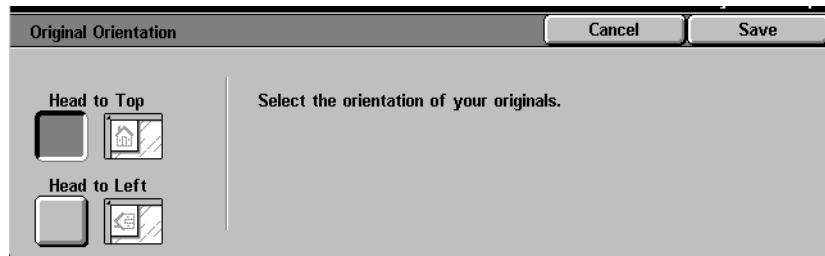
**4** Select **Start** to make copies or **Save** to select additional features.

**NOTE:** *Image Rotation cannot be used with the following features: Auto Size Detect for Paper Tray 5, Repeat Image and Poster.*

**NOTE:** *When Booklet Creation is selected, Image Rotation occurs automatically regardless of the Image Rotation setting.*

## Original Orientation

---



The document orientation must be set to indicate the top of the original when using the following features: 2-Sided, Margin Shift, Border Erase, Multiple Up, Repeat Image, Mixed Size Originals, and Independent X-Y%.

Original Orientation is designed as follows:

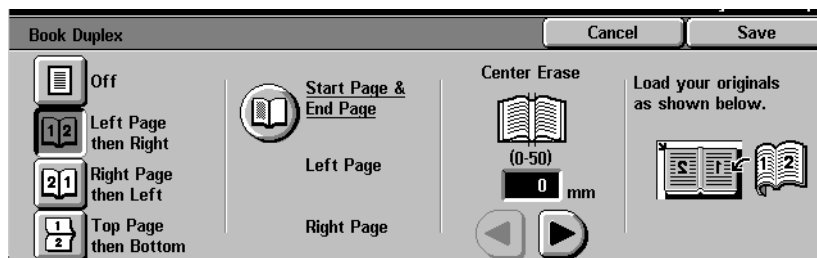
**Head to Top** Select this when placing the top of the document at the top of the DADF or Document Glass.

**Head to Left** Select this when placing the top of the document towards the left of the DADF or Document Glass.

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## Book Duplex

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The Book Duplex feature enables you to make 2 Sided copies of a bound document such as books, magazines, notebooks, or stapled sets.

You must place your bound document face down in the upper left corner of the Document Glass. The DADF cannot be used.

The following options are available:

**Left Page then Right**

Copies are made starting from the left page of a bound document.

**Right Page then Left**

Copies are made starting from the right page of a bound document.

**Top Page then Bottom**

Copies are made starting from the top page of a bound document.

Along with the Book Duplex feature, Center Erase is offered. This option allows you to remove the shadow caused by the center binding of bound documents when they are copied.

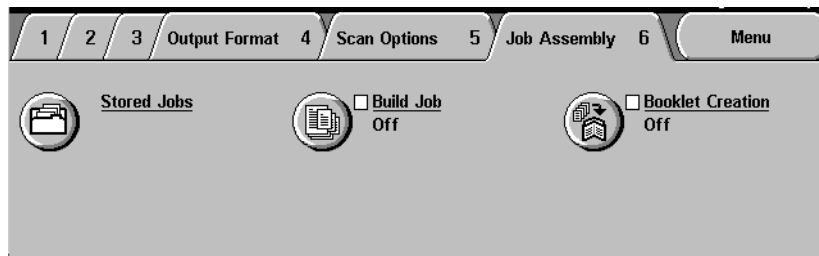


- 1** On the *Scan Options* tab select **Book Duplex**.
- 2** Select the desired option:
  - **Left Page then Right**
  - **Right Page then Left**
  - **Top Page then Bottom**
- 3** Select **Start Page & End Page** and select the desired options. Press **Save** to return to the *Book Duplex* screen.
- 4** Press the left and right arrows to decrease or increase the Center Erase amount from 0 to 50mm (0.0 to 2.0 inches).
- 5** Select **Start** to make copies or **Save** to select additional features.

---

## Job Assembly Tab

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Below is a brief description of each feature available on the *Job Assembly* tab. Each feature is explained in detail on the following pages.

### **Stored Jobs**

Allows you to program various feature settings in the built-in copier memory as a single job.

### **Build Job**

Allows you to build a job using different settings for each page or segment of a job.

### **Booklet Creation**

Automatically copies your originals such that the output set can be folded into a booklet.

---

## Stored Jobs

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The Stored Jobs feature allows you to program various feature settings in the built-in copier memory as a single job. Up to 8 jobs can be stored and up to 18 characters can be entered for each job name. This feature is especially helpful for complex jobs that you run frequently.

You can retrieve stored jobs and apply their programming features to a new copy job. Deleting stored jobs frees that memory position for storing different jobs.



### Storing a Job

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- 1** Program the features and options you want to save for future use.
- 2** On the *Job Assembly* tab select **Stored Jobs**.
- 3** Select **Store**.
- 4** Select the desired icon to identify the job number.
- 5** Select **Enter/Change Name** to name the job.
- 6** Select the job number.
- 7** Enter a name up to 18 characters long for the stored job and select **Save**.
- 8** Select **Close**.

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123...

## Deleting a Job

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- 1** On the *Job Assembly* tab select **Stored Jobs**.
- 2** Select **Delete**.
- 3** Select the job number you want to delete.
- 4** Select the desired option:
  - **Yes:** to confirm the deletion.
  - **No:** to cancel the deletion.
- 5** Select **Close**.  
You can now store a new job in place of the job you deleted.

123...

## Retrieving a Job

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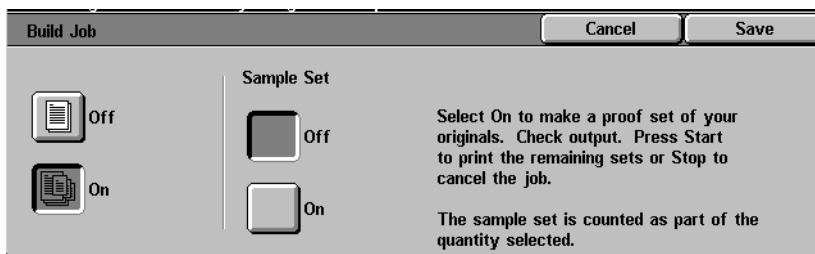
- 1** On the *Job Assembly* tab select **Stored Jobs**.
- 2** Select the job number you want to retrieve.
- 3** Select **Close**.
- 4** Select **Start** to make copies.



---

## Build Job

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Build Job enables you to program, scan, and store individual job segments of a large or complex job, and then print all the segments as one complete job.



- 1** On the *Job Assembly* tab, select **Build Job**.
- 2** Select **On**.
- 3** To make a sample set of your originals, select **On** for Sample Set. Select **Save**.
- 4** Load your originals for the first segment of the job.
- 5** Set the desired features for the job and press **Start**.
- 6** Check that **Next Original** is selected while the document is being copied.

---

**7** Load the next segment of the job, and set the desired features.

- **Chapter Division** - If you select Chapter Division, the next document will be copied onto Side 1, if 2 Sided is selected.
- **Change Settings** - Select **Change Settings** to change job features for the next segment of the job. When you select Change Settings, the *Basic Copying* screen is displayed. Select the desired features.

**8** Select **Start**. Repeat steps 5 through 7 for each job segment.

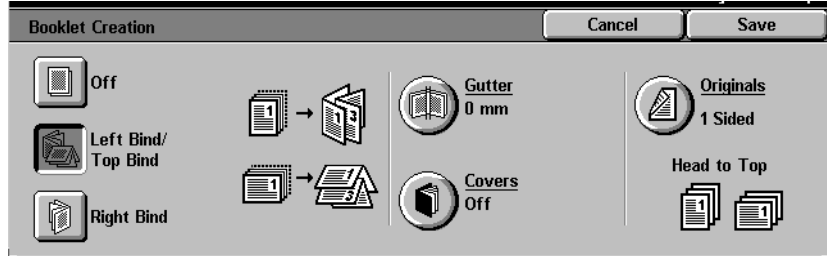
**9** Select **Last Original** after the last segment is scanned.

- **Sample Set Off** - If you selected **Off** for Sample Set, the entire job will be output.
- **Sample Set On** - If you selected **On** for Sample Set, one copy of the job will be output.
  - Check the sample set, and select whether or not to output the remaining number of copies. Select **Start**.

---

## Booklet Creation

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This feature copies your originals to make a booklet. The maximum number of originals that can be used is 100.

If the number of originals is not a multiple of four, blank pages will be automatically added.

The following options are available to indicate binding location:

### Left Bind / Top Bind

Use this for a booklet that will be bound in a left to right format or top to bottom format, such as a calendar.

### Right Bind

Use this for output that will be bound in a right to left format.



- 1** On the *Job Assembly* tab select **Booklet Creation**.
- 2** Select the required binding location.
  - **Left Bind/Top Bind**
  - **Right Bind**
- 3** Select **Gutter** if you want to add space in the center of your output for a gutter ranging from 0 to 50mm (0.0 to 2.0 inches).
- 4** Select **Covers** if you want to add a cover to the job.
- 5** Select **Originals** to specify 1 or 2 Sided originals and their orientation.
- 6** Select **Start** to make copies or **Save** to select additional features.

**NOTE:** *Booklet Creation cannot be used with Auto Paper selection, Mixed Size Originals, 2 Sided, Uncollated, Multiple Up, Repeat Image, Poster, Covers, and Transparency Separators.*

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## Duplex Automatic Document Feeder (DADF)

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This section describes the Duplex Automatic Document Feeder (DADF) for the DocuColor Series printer/copier.

The DADF automatically feeds up to 50 sheets of the same size documents or mixed size documents, one at a time, onto the Document Glass, feeding the top sheet first. Documents are delivered to the Original Catch Tray after they have been copied.

**NOTE:** *If the DADF belt is dirty and the original is a thin or transparent document, background may appear on the output. This may also occur when copies are made using the Document Glass. Place a white sheet of paper of the same size on top of the document being copied to eliminate background until the belt is cleaned.*

### Component Names and Functions

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The following items are the principal components of the Duplex Automatic Document Feeder.

<b>Document Feed Lamp</b>	This lamp displays a green arrow when a document is inserted correctly into the feeder. This light can also indicate a document jam.
<b>Original Catch Tray</b>	Documents are delivered to this tray.
<b>Original Input Area</b>	Place documents here to start copying.

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## Document Specifications

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Always use the recommended types of input documents so that the Duplex Automatic Document Feeder operates within the design specifications. Documents jams may occur if non-standard documents are used, resulting in damaged documents.

Standard DADF document specifications

**Weight** The document should be 16 lb. to 32 lb. (64 to 128 gsm)

**Size** North and South America:

8.5x5.5 in., 8.5x11 in., 8.5x14 in., 11x17 in., A4

European market:

A5, A4, A3, 8.5x13 in., 8.5x14 in., 8.5x11 in., 11x17 in.

If the DADF senses non-standard size documents in the feeder, a message is displayed and the printer/copier stops. Place such non-standard documents on the Document Glass, or enter the document size using the Original Size feature on the *Scan Output* tab.

*For more information about Original Size, refer to the section entitled Scan Output Tab in this chapter.*

If the input document is slightly smaller or larger than a standard size document, the Duplex Automatic Document Feeder may detect it as a standard size document. Dark areas or an image loss along the edges may occur. Enter the document size using the Original Size feature, or use the Border Erase feature on the *Added Features* tab.

*For more information about Border Erase, refer to the section entitled Added Features Tab, in this chapter.*

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## Documents Not Recommended

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The following document types cause document jams or malfunction of the printer/copier. Make copies of these documents by placing them directly onto the Document Glass.

- Book, pamphlet, and booklet documents
- Broken, creased, or paste-up documents
- Documents with clips and staples
- Transparent documents (the document size cannot be detected automatically, or the DADF belt is copied)
- Coated paper or carbon-backed documents
- Documents smaller than A5 size (8.5 x 5.5 inches)
- Documents with glossy surfaces such as photographs

## Loading the Documents

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### Placing Documents on the Document Glass

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- 1** Open the DADF.
- 2** Place the document face down, and align it against the inside left cover of the Document Glass.
- 3** Close the DADF.

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## Loading Documents in the DADF

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You can load up to 50 documents from 16 lb. to 32 lb. (64 to 128 gsm) into the DADF.



- 1** Remove any paper clips or staples from the documents. Align the documents.
- 2** Place the documents face up in the Original Input Area of the DADF. Slide the documents to the left until the green Document Feed Lamp lights.  
If the lamp does not light, readjust the alignment and or the placement of the documents until the lamp lights.
- 3** Slide the document guide toward the stack of documents until the guide lightly touches the side edges of the documents. If the document guide is set too tight, the documents may not feed or may become damaged. If the guide is set too loose, the documents may skew as they feed, which could cause a document jam.
- 4** Extend the DADF Original Catch Tray to accommodate the size of the documents.
- 5** Press the **Start** button.  
The documents automatically feed one by one, onto the Document Glass. The feeding begins from the top of the stack of documents.

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## Job Status

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This section describes how to check currently copying, printing, queued, or completed jobs. It also describes how to change print schedules to cancel print jobs, or to change the print priority of queued jobs.

### Checking Current Jobs

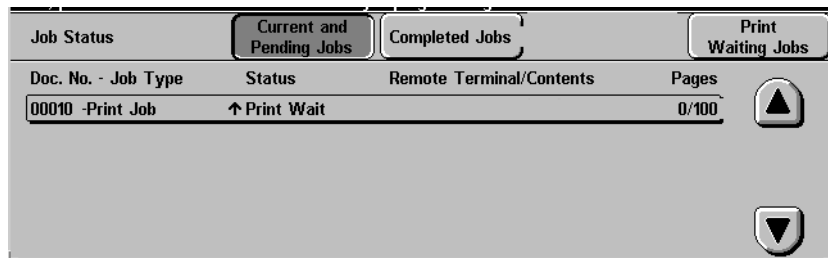
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This section describes the procedure for checking currently copying, printing or queued jobs.

123...

- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Current and Pending Jobs**. The *Current and Pending Jobs* screen is displayed.

A job list is displayed if jobs are stored to memory. The list displays currently printing or queued jobs and documents stored to memory. It also displays the current status of each job.



Doc. No.	Job Type	Status	Remote Terminal/Contents	Pages
00010	-Print Job	↑ Print Wait		0/100

- 3 Display the desired job using the up and down arrow buttons, and select the desired item from the list. The screen for checking the job status is displayed.



- 
- 4** Check the status of the selected job.
- To cancel a job select **Stop**. This cancels processing of the currently printing, copying, or queued job.
  - You can change the print priority when there are two or more queued jobs. To change the print priority:
    - Select **Promote Job**. The print order will be changed so that the job you instructed higher print priority to will be printed after the current job.

**NOTE:** *If you continue to change the print priority again after changing the print order in the print schedule, priority will be given to the job that you last instructed.*

## Changing the Print Priority

---

The print order of jobs queued for printing can be changed. If there are two or more queued jobs in the list, you can change the print order so that jobs are printed in the order that they were received.



- 1** Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2** Select **Print Waiting Jobs**. Queued jobs in the list are printed according to the print priority. If there are no queued jobs in the list, Print Waiting Jobs cannot be selected.

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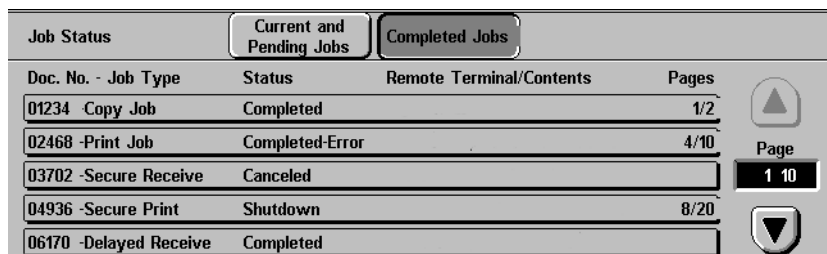
## Checking Completed Jobs

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This section describes how to check completed jobs. A list displays whether jobs have been completed normally or not. This list also allows you to check details of completed jobs in more detail.

123...

- 1 Select the **Job Status** button on the Control Panel. The *Job Status* screen is displayed.
- 2 Select **Completed Jobs**. The *Completed Jobs* screen is displayed. A job list is displayed if there are completed jobs.

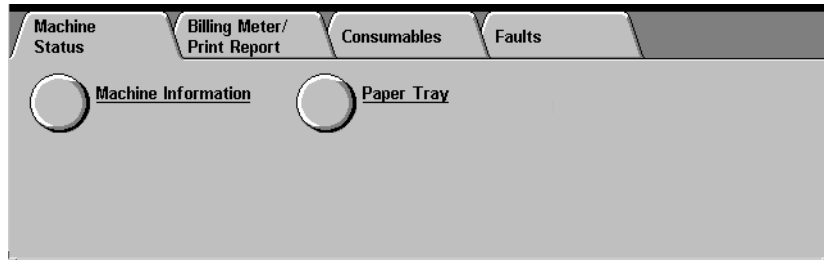


The screenshot shows a software interface for job status. At the top, there are three buttons: 'Job Status', 'Current and Pending Jobs', and 'Completed Jobs'. The 'Completed Jobs' button is selected. Below the buttons is a table with the following columns: 'Doc. No. - Job Type', 'Status', 'Remote Terminal/Contents', and 'Pages'. The table contains five rows of job data. To the right of the table, there are navigation arrows (up and down) and a 'Page' indicator showing '1 10'.

Doc. No. - Job Type	Status	Remote Terminal/Contents	Pages
01234 - Copy Job	Completed		1/2
02468 - Print Job	Completed-Error		4/10
03702 - Secure Receive	Canceled		
04936 - Secure Print	Shutdown		8/20
06170 - Delayed Receive	Completed		

- 3 Select the job you want to check using the up and down arrow buttons. The screen for checking the job status is displayed.
- 4 Select **Close**. The screen returns to the *Job Status* screen.

## Machine Status



Machine status can be checked by selecting the Machine Status button on the Control Panel. The following items are on the *Machine Status* screen:

- [Serial Number](#)
- [Machine Configuration](#)
- [Software Version](#)
- [Consumable Status](#)
- [Paper Tray Information](#)
- [Billing Meters](#)
- [Error Reports](#)

Machine information, Consumable status, Paper Tray information, Billing Meters, and Error Reports can be checked by selecting the appropriate tab on the *Machine Status* screen.

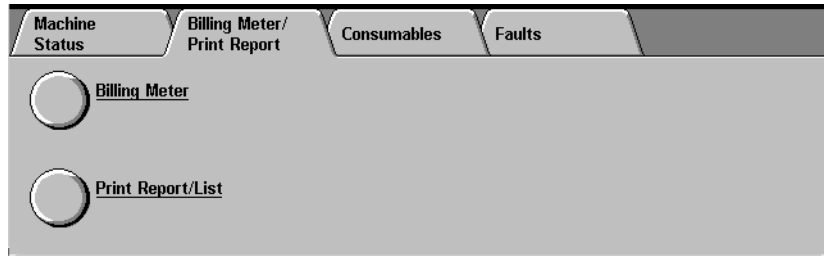
### Checking Paper Trays

To check the status of the Paper Trays, select the Paper Tray button on the *Machine Status* screen.

Paper Tray					Close
Items	Status	Filled	Paper Size	Paper Type	
Tray 1	OK	100%	A4 <input type="checkbox"/>	Bond	
Tray 2	OK	25%	A3 <input type="checkbox"/>	Bond	
Tray 3	OK	75%	8.5x11" <input type="checkbox"/>	Bond	
Tray 4	OK	50%	A4 <input type="checkbox"/>	Bond	
Tray 5	-	-	Size Detect	Bond	

## Billing Meters and Printing Reports

Select the *Billing Meter/Print Report* tab to check the current meter readings and to print reports.



## Checking Consumables

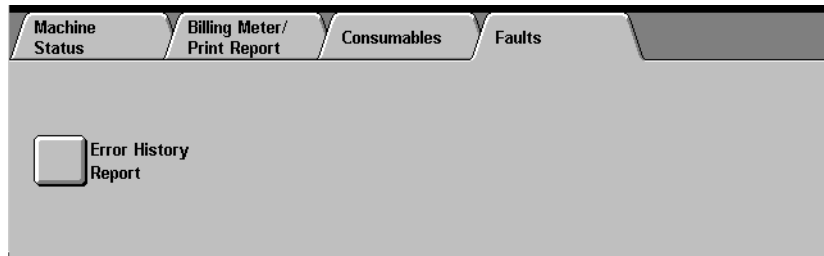
Select the *Consumables* tab to check the status of the machine consumables.

The screenshot shows the Consumables tab selected. It displays a table with two columns: Consumables and Status. The table lists five items: Yellow Toner (Y), Magenta Toner (M), Cyan Toner (C), Black Toner (K), and Yellow Drum Cartridge (A4). The status for the first four items is "100% Full" and for the last item is "OK". There are navigation arrows and a page indicator showing "Page 1 3".

Consumables	Status
1. Yellow Toner (Y)	100% Full
2. Magenta Toner (M)	100% Full
3. Cyan Toner (C)	100% Full
4. Black Toner (K)	100% Full
5. Yellow Drum Cartridge (A4)	OK

## Error History Report

Select the *Faults* tab to print the Error History Report.



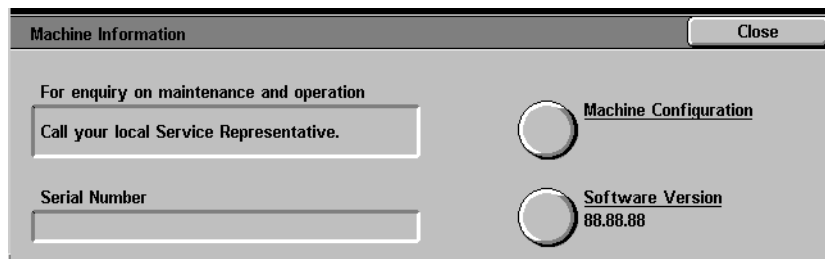
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## Machine Information

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123...

- 1 Press **Machine Status**. The *Machine Status* screen is displayed.
- 2 Select **Machine Information**. The *Machine Information* screen is displayed.



- 3 The Serial Number will be displayed.
- 4 Select **Close** to return to the *Machine Status* screen.



## 2. Print

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### Overview

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The DocuColor 3535 works with a Network Controller to process and output print jobs. Print jobs are submitted from the client workstation and processed (Raster Image Processed, or RIPPed) through the machine's Network Controller. Print jobs are then transferred to the DocuColor 3535 for printing.

*For more information on print functions and features, refer to the Network Controller user documentation.*





## 3. Scan

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### Overview

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Your printer/copier can also be used as a scanner. You can select a job template that you have created, or you can use one of the default job templates on the machine. The job template will determine the characteristics of your scanned job and its destination.

*For more information on scanning functions, refer to the Network Controller user documentation.*

**NOTE:** *The Network Controller user documentation may refer to Job Templates as Mailboxes.*

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## How to Scan

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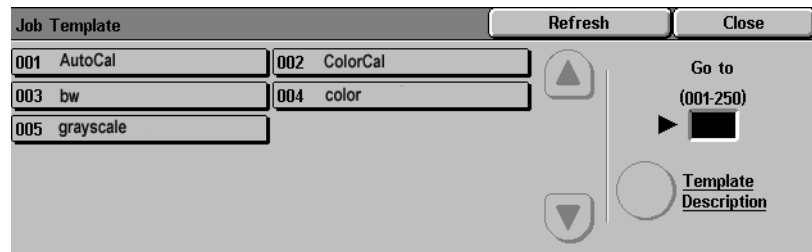
You can scan originals using one of the default job templates on the machine, or you can use a job template that you have created.

*For more information on creating job templates, refer to the Network Controller user documentation.*

**NOTE:** *The Network Controller user documentation may refer to Job Templates as Mailboxes.*

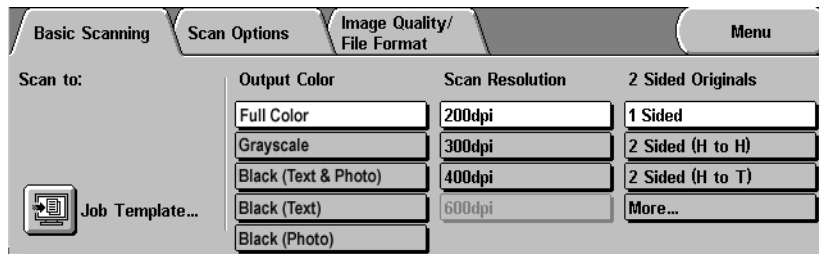
123...

- 1 Place the document in the DADF or on the Document Glass.
- 2 Select **Scan** from the *Menu* screen. The *Job Template* screen is displayed.



- 3 Select the desired template by selecting it on the screen, or enter the Job Template number using the numeric keypad on the Control Panel.
  - Select **Refresh** on the *Job Template* screen to refresh the list of job templates.
  - Select **Template Description** on the *Job Template* screen to view a description of the selected job template.

- 
- 4 Press **Close** on the *Job Template* screen. The *Basic Scanning* Screen is displayed.



- 5 Select the desired scanning features on the feature tabs.
- 6 Press **Start** to begin scanning, or press **Save** to select additional scanning features.
- For more information on scanning features, refer to the Network Controller user documentation.*

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## Creating Job Templates

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Job Templates can be created, edited, copied, and deleted at the client using the software supplied with the Network Controller. You can create these templates with different features and settings that will be applied to specific scan jobs on the machine.

*For more information on creating job templates, refer to the Network Controller user documentation.*

**NOTE:** *The Network Controller user documentation may refer to Job Templates as Mailboxes.*

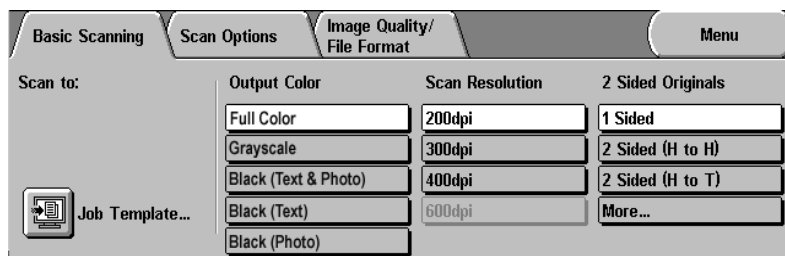
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## Scanning Features

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### Basic Scanning Tab

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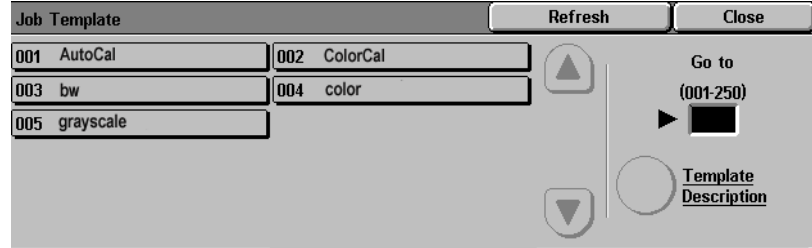
Below is a brief explanation of each feature available on the *Basic Scanning* tab. Each feature is explained in detail on the following pages.

- Job Template** Allows you to apply preexisting job templates to jobs on the machine.
- Output Color** Allows you to select the output color for specific types of originals. You can choose from Full Color, Grayscale, Black (Text & Photo), Black (Text), or Black (Photo).
- Scan Resolution** Allows you to select the desired scan resolution. Select from 200 dpi, 300 dpi, 400 dpi, or 600 dpi.
- 2 Sided Originals** You can scan both sides of 2-sided originals automatically.

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## Job Template

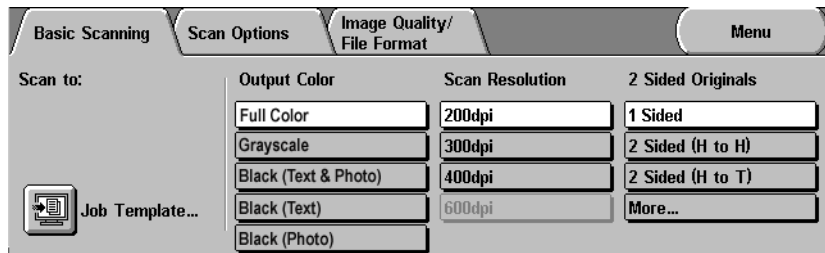
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Scanned documents can be saved in JPEG or TIFF format. The Job Template must be configured before you can scan. Contact your Network or System Administrator to setup a personal job template.

123...

- 1 Load your originals and select the desired job template.
- 2 Select **Job Template** on the *Basic Scanning* tab.

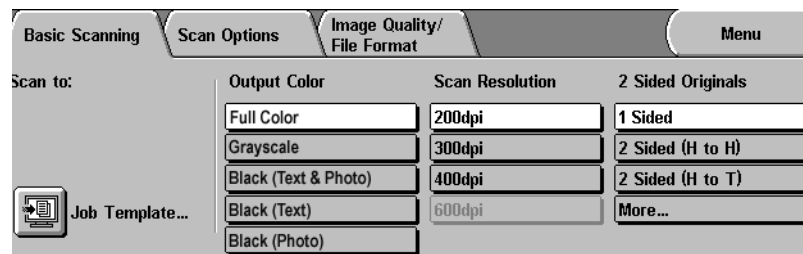


- 3 Select the desired Job Template.
- 4 Select **Start** to begin scanning, or **Save** to select additional scanning features.

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## Output Color

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Output Color allows you to define the kind of original document you wish to scan. The default is Auto.

The following options are available:

- Full Color** Best used when scanning color originals. The text in the document will be clearer, and the color graduation will be represented in greater detail.
- Grayscale** Select when scanning originals with different shades of black and white. This option can be used for originals that cannot be scanned in black and white only.
- Black** Select when the desired output is a black and white copy. Black and white copies can be made from any original. With Black selected only Black toner is used. Select Black (Text & Photo) when you are scanning documents that contain both text and photos. Select Black (Text) when you are scanning text documents. Select Black (Photo) when you are scanning photos.

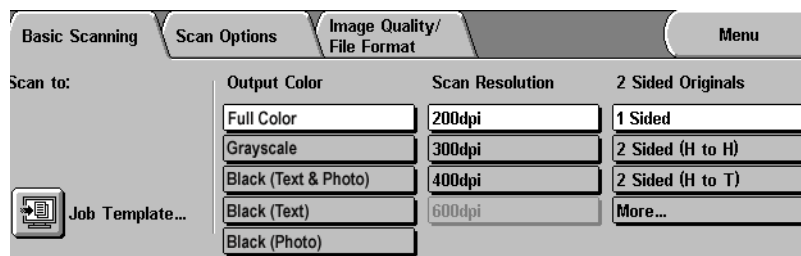


- 1** Load your originals and select the desired job template.
- 2** Select the desired **Output Color** on the *Basic Scanning* tab.
- 3** Select **Start** to begin scanning, or **Save** to select additional scanning features.

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## Scanning Resolution

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Scan Resolution allows you to select the desired scan resolution. Select from 200 dpi, 300 dpi, 400 dpi, or 600 dpi.

The higher the scanning resolution, the larger the image file created.

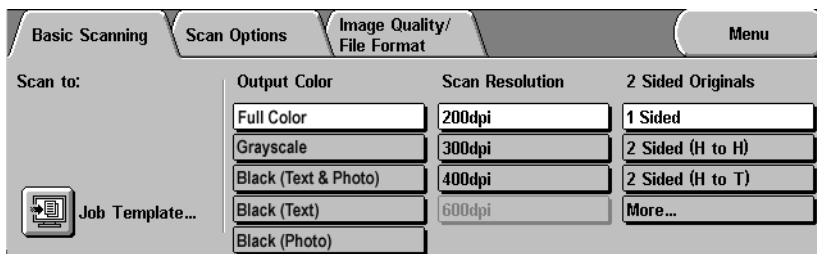


- 1** Load your originals and select the desired job template.
- 2** Select the desired **Scan Resolution** on the *Basic Scanning* tab.
- 3** Select **Start** to begin scanning, or **Save** to select additional scanning features.

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## 2 Sided Originals

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2 Sided Originals allows you to select 1 Sided or 2 Sided originals and output. You can select 2-Sided options from the *Basic Scanning* tab or select the **More...** button to get a complete set of options.

The 2 Sided Originals feature can be set on the *Basic Scanning* tab and the *Scan Options* tab.

- 2 Sided (H to H)** Select 2 Sided Head to Head if your originals are two-sided, head-to-head.
- 2 Sided (H to T)** Select 2 Sided Head to Toe if your originals are two-sided, head-to-toe.
- More...** Select the **More...** button to get a complete set of options.



- 1** Load your originals and select the desired job template.
- 2** Select the desired **2 Sided** option on the *Basic Scanning* tab.
- 3** Select the desired option:
  - **1 Sided**
  - **2 Sided (Head to Head)**
  - **2 Sided (Head to Toe)**
  - **More...**

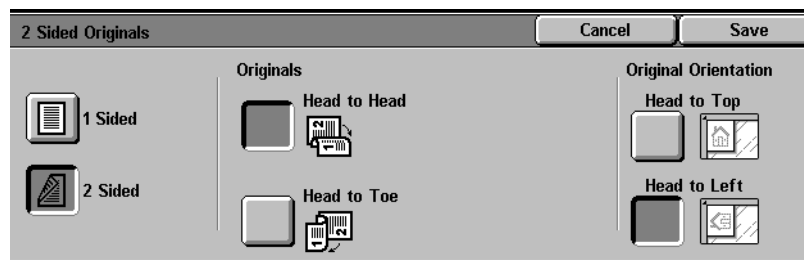


When **More...** is selected the *2 Sided Originals* screen is displayed.



**4** Select **1 Sided** or **2 Sided**.

- If **1 Sided** has been selected, proceed to the next step.
- If **2 Sided** has been selected, select **Head to Head** or **Head to Toe** for the Original.



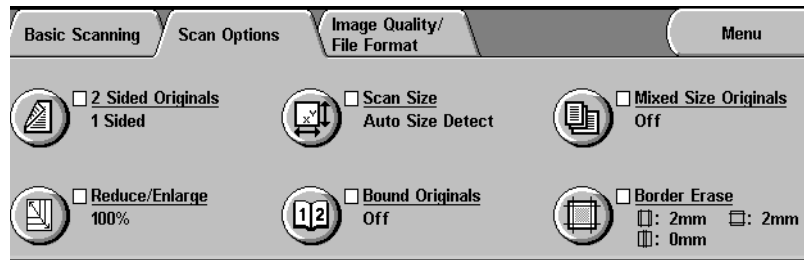
**5** In Original Orientation, select the icon that most closely resembles the orientation for the loaded document(s), **Head to Top** or **Head to Left**.

**6** Select **Start** to begin scanning, or **Save** to select additional scanning features.

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## Scan Options Tab

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Below is a brief explanation of each feature available on the *Scan Options* tab. Each feature is explained in detail on the following pages.

### **2 Sided Originals**

Use this setting to specify the original orientation when using the DADF for scanning.

When the DADF is used for scanning, the original orientation must be set in order to specify the “Head” position of the document.

### **Scan Size**

Allows you to scan the original for automatic size detection, or the size may be input manually.

### **Mixed Size Originals**

Automatically determines the correct paper size, based on the original size and the selected reduction/enlargement.

### **Reduce/Enlarge**

The Reduce/Enlarge feature allows you to copy the image at different magnifications.

### **Bound Originals**

Allows you to scan the original for automatic size detection, or the size may be input manually.

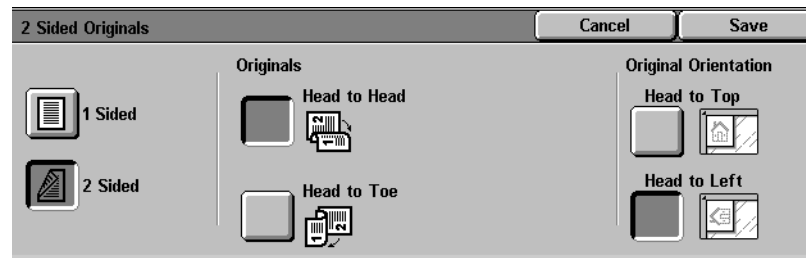
### **Border Erase**

Allows you to erase unwanted edge markings from the original on the scanned image.

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## 2 Sided Originals

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When the DADF is used for scanning, the original orientation must be set in order to specify the “Head” position of the document.

2 Sided Originals can be set on the *Basic Scanning* tab and the *Scan Options* tab.

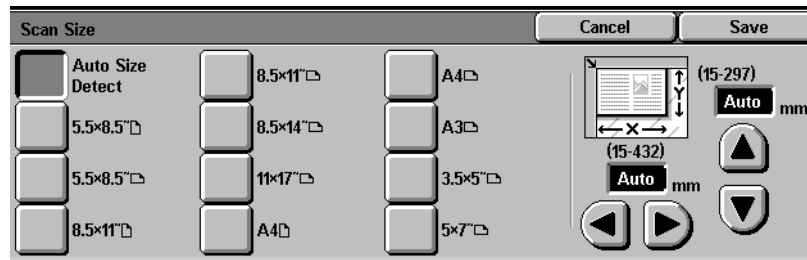


- 1** Load your originals and select the desired job template.
- 2** Select **2 Sided Originals** on the *Scan Options* tab. The *2 Sided Originals* screen is displayed.
- 3** Select **1 Sided** or **2 Sided** on the *2 Sided Originals* screen.
- 4** Based on how the originals are loaded, select either **Head to Top** or **Head to Left** from Original Orientation.
- 5** Select **Start** to begin scanning, or **Save** to select additional scanning features.

---

## Scan Size

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The Scan Size feature lets you to specify how the size of the original document is determined.

### Auto Size Detect

The copier automatically recognizes the size of standard originals in the DADF. This is the default setting.

### Standard Sizes

Select the document size from one of the 11 preset sizes. These presets can be changed in System Settings mode. You must place the original on the Document Glass.

### Non-standard Sizes

Allows you to manually enter the size of the document placed on the Document Glass.



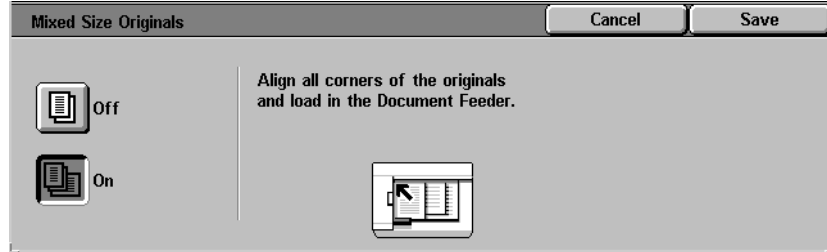
- 1** Load your originals and select the desired job template.
- 2** Select **Scan Size** on the *Scan Options* tab. The *Scan Size Input* screen is displayed.
- 3** Select the desired option:
  - Select **Auto Size Detect** to have the machine identify the size of the original document.
  - Select the appropriate size from one of the preset buttons.
  - Enter the width (x) and the length (y) dimensions of the original document.

Press the arrows to decrease or increase the X and Y dimensions. X dimensions range from 15 to 432 mm (0.6 to 17.0 inches). Y dimensions range from 15 to 297 mm (0.6 to 11.7 inches) in 1 mm (0.1 inch) increments.
- 4** Select **Start** to begin scanning, or **Save** to select additional scanning features.

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## Mixed Size Originals

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This feature automatically determines the correct paper size when scanning different size documents. The correct paper size will be determined based on the original size and the selected reduction/enlargement.



- 1** Load your originals and select the desired job template.
- 2** Select **Mixed Size Originals** on the *Scan Options* tab. The *Mixed Size Originals* screen is displayed.
- 3** Select **On**.
- 4** Select **Start** to begin scanning, or **Save** to select additional scanning features.

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## Reduce/Enlarge

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The Reduce/Enlarge feature allows you to copy the image at different magnifications.

The following options are available:

**Preset %** There are 7 preset percentages to choose from. The selected percentage displays in the value box on the *Reduce/Enlarge* screen. These presets can be changed in System Settings mode.

**Variable %** Select the Variable% option to enter the desired percentage for Reduce/Enlarge. Use either the up and down arrows or the number buttons that display on the Touch Screen.

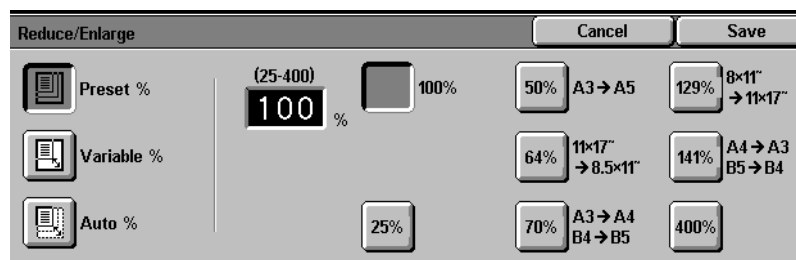
**Auto %** This option automatically reduces or enlarges the copy, based on the size and orientation of the document and the paper supply selected. This option is applied only to standard size documents.

### Using Presets

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- 1 Load your originals and select the desired job template.
- 2 Select **Reduce/Enlarge** on the *Scan Options* tab. The *Reduce/Enlarge* screen is displayed.



- 3 Select **Preset %**.
- 4 Select the desired percentage.
- 5 Select **Start** to begin scanning, or **Save** to select additional scanning features.

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## Using Variable%

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123...

- 1 Load your originals and select the desired job template.
- 2 Select **Reduce/Enlarge** on the *Scan Options* tab. The *Reduce/Enlarge* screen is displayed.



- 3 Select **Variable%**.
- 4 Perform one of the following:
  - Press the arrow buttons to increase or decrease the percentage value.
  - Use the Numeric Keypad on the Control Panel to enter a specific percentage. Use C to clear the value entered.
- 5 Select **Start** to begin scanning, or **Save** to select additional scanning features.

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## Using Auto %

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123...

- 1 Load your originals and select the desired job template.
- 2 Select **Reduce/Enlarge** on the *Scan Options* tab. The *Reduce/Enlarge* screen is displayed.



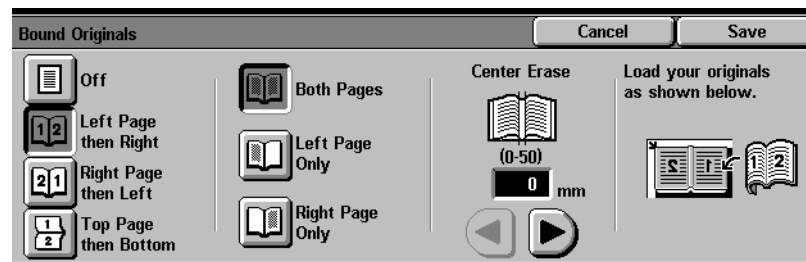
- 3 Select **Auto %**.
- 4 Select the desired Output Size.
- 5 Select **Start** to begin scanning, or **Save** to select additional scanning features.



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## Bound Originals

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The Bound Originals feature enables you to scan bound originals such as books, magazines or journals, notebooks, glued forms, or stapled sets.

When this feature is selected, each page is scanned into a separate file.

The pages of the book may be any size up to 8.5 x 11 inches (A4).

The **Center Erase** option allows you to remove the shadow caused by the center binding of bound originals when they are scanned.

**CAUTION:** Do not force the DADF down onto the book. Forcing the DADF down could damage it. Instead, leave the DADF open and apply a slight pressure with your hand to the book to keep it flat against the Document Glass.

123...

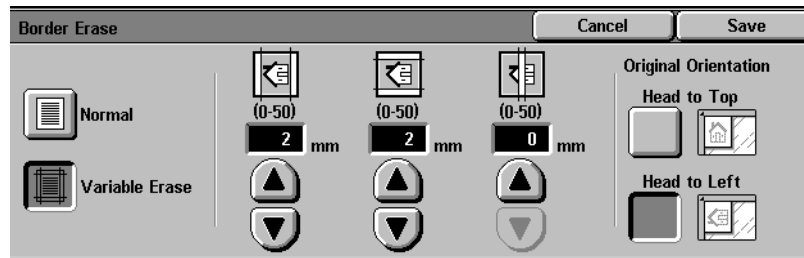
- 1 Load your originals and select the desired job template.
- 2 Select **Bound Originals** on the *Scan Options* tab. The *Bound Originals* screen is displayed.
- 3 Select the desired option:
  - **Left Page then Right**
  - **Right Page then Left**
  - **Top Page then Bottom**

- 
- 4** Select the pages that you want scanned:
    - **Both Pages**
    - **Left Page only**
    - **Right Page only**
  - 5** Enter the value for the Center Erase, if necessary.
    - Center Erase is used to delete the center shadow from the output. Use the arrows to adjust the amount of erase. Center Erase values range from 0 to 50 mm (0.0 to 2.0 inches).
  - 6** Place the open document face down with the upper outside corner of the right page in the upper left corner of the document glass.
  - 7** Select **Start** to begin scanning, or **Save** to select additional scanning features.

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## Border Erase

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The Border Erase feature enables you to eliminate unwanted marks near the edges of the original from the output copy. The range for Border Erase is 0 through 50 mm (0.0 to 2.0 inches) in 1mm (0.1 inch) increments.

Border Erase offers the following options which can be used individually or combined together:

- Top & Bottom** The default is 5mm (0.1 inches).
- Left & Right** The default is 5mm (0.1 inches).
- Center (Gutter)** The default is 5mm (0.0 inches).

The selected settings are applied to both Side 1 and Side 2 of 2-sided copies.

When the image is reduced or enlarged, the selected percentage will be applied to the border erase.

When scanning, the machine adds a margin of 2mm (0.1 inches) to all sides. This cannot be eliminated.

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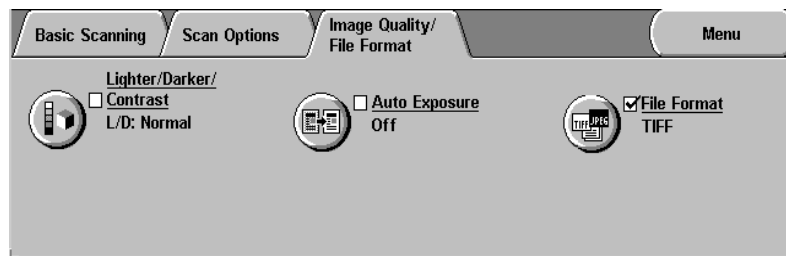


- 1** Load your originals and select the desired job template.
- 2** Select **Border Erase** on the *Scan Options* tab. The *Border Erase* screen is displayed.
- 3** Select **Normal** or **Variable Erase**.
- 4** Press the up or down arrows to increase or decrease the Border Erase amount for Top & Bottom, Left & Right, and Center.
- 5** Select the icon that most closely resembles the Original Orientation.
- 6** Select **Start** to begin scanning, or **Save** to select additional scanning features.

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## Image Quality / File Format Tab

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### Lighter/Darker/Contrast

Allows you to adjust the lightness, darkness and contrast of the scanned original.

### Auto Exposure

Prevents undesired marks or images that are printed on the back of an original from appearing on the scanned images.

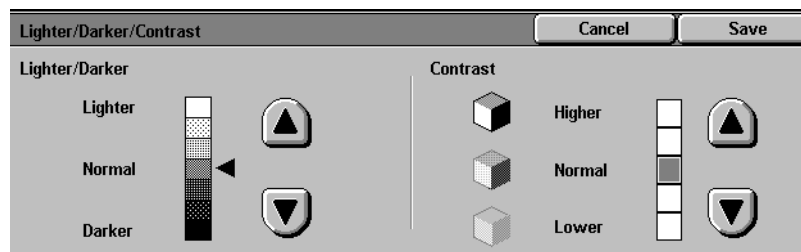
### File Format

Allows you to select the desired file format and image compression of your scanned document.

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## Lighter/Darker/Contrast

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Lighter/Darker enables you to adjust the overall lightness or darkness of the output image.

**NOTE:** *If Full Color or Grayscale is selected in Output Color, the contrast level can be set as well.*

Contrast allows you to adjust the clarity of the image. If you increase the Contrast, the copy appears sharp & vivid. If you decrease the Contrast, the copy is softer.

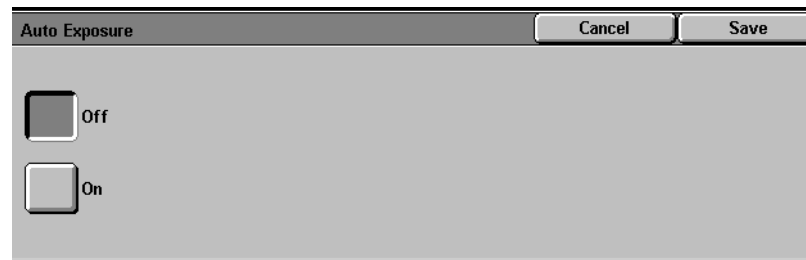


- 1** Load your originals and select the desired job template.
- 2** Select **Lighter/Darker/Contrast** on the *Image Quality/File Format* tab. The *Lighter/Darker/Contrast* screen is displayed.
- 3** Press the up or down arrow to lighten or darken the original.
- 4** Press the up and down arrow to adjust the Contrast of the original.  
**NOTE:** *Contrast can only be set when Full Color or Grayscale is selected in Output Color.*
- 5** Select **Start** to begin scanning, or **Save** to select additional scanning features.

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## Auto Exposure

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Auto Exposure automatically reduces or eliminates undesired marks or images that are printed on the back of an original from appearing on the scanned image.

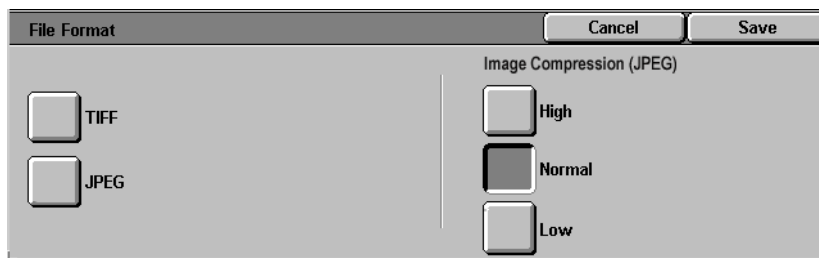


- 1** Load your originals and select the desired job template.
- 2** Select **Auto Exposure** on the *Image Quality/File Format* tab. The *Auto Exposure* screen is displayed.
- 3** Select **On**
- 4** Select **Start** to begin scanning, or **Save** to select additional scanning features.

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## File Format

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File Format allows you to select the format for your scanned document. You can also select how to compress the files.

**High** Files will be saved at a high compression rate. The file size will be small, but may impact image quality.

**Normal** Files will be saved at a standard compression rate. This is the best balance between image quality and file size.

**Low** Files will be saved at a low compression rate. Image quality will be optimum, but file size will be large.



- 1** Load your originals and select the desired job template.
- 2** Select **File Format** on the *Image Quality/File Format* tab. The *File Format* screen is displayed.
- 3** Select the desired format.
- 4** Select **Start** to begin scanning, or **Save** to select additional scanning features.



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## How to Pause or Cancel a Scanning Job

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You can cancel a scan job during the scanning process or delete scan jobs that are stored in the machine. In order to pause or cancel a scan job the procedure below:

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- 1 Press **Stop** to pause scanning. The machine will stop.
- 2 Press **Stop** to end scanning, or press **Start** to resume scanning.

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## Scanning in Batches

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This section describes how to scan multiple originals as one scan job if you have more originals to be scanned than can fit into the DADF.

123...

- 1 Begin scanning your first original, then select **Next Original**.  
**NOTE:** *When using the DADF, wait until the machine has completed scanning the first batch of originals before loading the next batch.*  
**NOTE:** *If no action is carried out after the above screen has been displayed, the machine will assume that there are no more originals to be scanned and end the job.*
- 2 Load the next original and then press **Start**.
- 3 Select **Last Original** after all originals have been scanned.

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## Managing Scanned Documents

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Scanned documents can be viewed, manipulated, printed, and deleted on the client using the software provided with the Network Controller.

*For more information about managing scanned documents, refer to the Network Controller user documentation.*

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## Configuring the Client for Scanning

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The client must be setup for scanning before scanned documents can be viewed, managed, printed, or deleted. The software provided with the Network Controller must be installed and configured properly.

*For more information about configuring the client for scanning, refer to the Network Controller user documentation.*

## 4. Machine Administrator

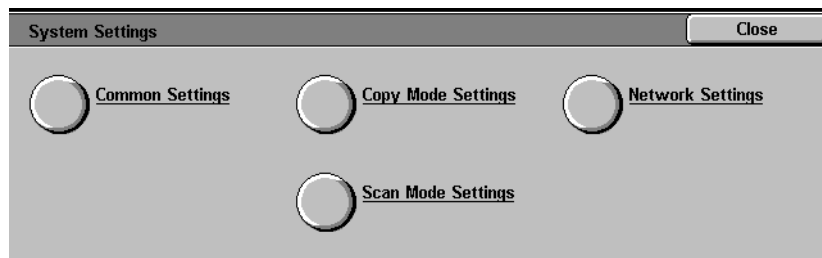
---

This chapter describes the features found in the System Settings Mode.

### Overview

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The System Settings Mode allows you to change the machine default settings, and the image quality settings.



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## System Settings

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System Settings allows you to change the default of the following features:

**Common Settings :** Change the default settings for:

- [Date/Timers](#)
- [Audio Tones](#)
- [Screen Defaults](#)
- [Paper Trays](#)
- [Printing Priority](#)
- [Image Quality/Auto Gradation Adjustment](#)
- [Sleep Mode](#)

**Copy Mode Settings:** Change the default settings for:

- [Copy Defaults](#)
- [Control of Copy Operation](#)
- [Original Size](#)
- [Reduce/Enlarge](#)
- [Custom Colors](#)

**Network Settings:** Set the default settings for:

- [Protocol Settings](#)

**Scan Mode Settings:** Change the default settings for:

- [Scanner Settings](#)
- [Other Scan Settings](#)

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## Setting and Changing the Administrator Password

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This section explains how to set and change the System Settings Mode password. The default password is set to "11111". You cannot enter System Settings Mode unless the password is entered. Setting a password also allows you to output total reports and a list of registered mailboxes.

123...

- 1** Press the **Access** button. The *Password Entry* screen is displayed.



- 2** Enter the password using the numeric keypad on the Control Panel, and select **Confirm**. The *System Administrator Menu* screen is displayed.

**NOTE:** Your password will be displayed by an asterisk (\*). If you make a mistake, press **Clear (C)** and re-enter the password.

- 3** Select **System Settings**. The *System Settings* screen is displayed.

- 
- 4** Select **System Administrator Password**. The *System Administrator Password* screen is displayed.



- 5** Select **Off** to disable entering a password.
- 6** Select **On**, and enter the new password using the numeric keypad on the Control Panel.
- 7** Select **Enter**.
- 8** Re-enter the password, exactly as you did in Step 6, and select **Enter**.
- NOTE:** Enter the exact same number in Step 6 and Step 8. If you make a mistake, select **Reset** and return to Step 6.
- 9** Select **Close**. You will be returned to the *System Settings* screen.
- 10** Select **Exit** to exit the System Settings Mode.

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## Entering and Exiting the System Settings Mode

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This section explains how to enter and exit System Settings Mode.

### Entering the System Settings Mode

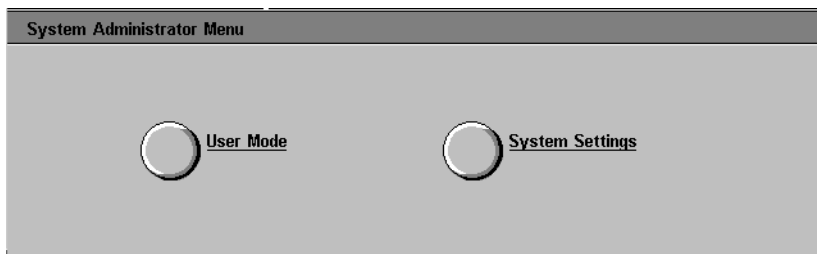
---

This section explains how to enter the System Settings Mode.

**NOTE:** *The machine will not enter the System Settings Mode when an error message is displayed.*

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- 1** Press the **Access** button. The *Enter Password* screen is displayed. The default password is 11111.
- 2** Enter the password and select **Confirm**. The machine enters System Settings Mode, and the *System Administrator Menu* screen is displayed.



**NOTE:** *Your password will be displayed by an asterisk (\*). If you make a mistake, press the **Clear** button and re-enter the password.*

If you want to cancel the operation, select **Cancel**.

- 3** Select either **User Mode** or **System Settings**.
  - [User Mode](#) - make copies and scan documents in the System Settings Mode. If you select Machine Status or Job Status while in the System Settings Mode, printer and copier total reports can be printed.
  - [System Settings](#) - you can change the settings of features.

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## Exiting System Settings Mode

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This section outlines the procedure for exiting the System Settings Mode.

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- 1 When you finish performing the desired operations, select **Close** until the *System Settings* screen is displayed.
- 2 Select **Exit**.

## Changing Settings in System Settings Mode

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This section provides an example of the basic procedures required to change settings in System Settings Mode using the System Clock Setting feature. Please follow these procedures for all the features in System Settings Mode.

123...

- 1 Press the **Access** button.
- 2 Enter the password, and select **Confirm**. The *System Administrator Menu* screen is displayed.
- 3 Select **System Settings**. The *System Settings* screen is displayed. Select **System Settings**.
- 4 Select **Common Settings**. The *Common Settings* screen is displayed.  
**NOTE:** *If you are setting a feature in Copy Mode Settings, Network Settings, Print Mode Settings, or Scan Mode Settings, press the desired button.*
- 5 Select **Machine Clock / Timers**. The *Machine Clock / Timers* screen is displayed.



- 
- 6 Select **Date**, then select **Change Settings**. The *Date* screen is displayed.
  - 7 Select the desired Date format.
  - 8 Use the up and down arrow buttons to enter the year, month, and date.  
**NOTE:** If **Cancel** is selected, the machine will return to the previous screen without saving any changes.
  - 9 Select **Save**. You are returned to the *Machine Clock / Timers* screen.
  - 10 To make changes to other settings, repeat the procedure.
  - 11 When you are finished making changes, select **Close** until the *System Settings* screen is displayed.
  - 12 Select **Exit**. System Settings Mode closes.

## Common Settings

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This section describes the Common Setting items, which relate to the main features on the machine.

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## Machine Clock/Timers

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This setting allows you to set the time and date. You can also determine the duration of time until the Power Saver Mode or reset functions engage.

Machine Clock/Timers allows you to set the following items.

**Date** Sets the Date (Month/Day/Year) of the machine's system clock to:

- [Date Format - Y/M/D, M/D/Y, or D/M/Y](#)
- [Month - 1 to 12](#)
- [Day - 1 to 31](#)
- [Year - 2000 to 2099](#)

The date set here is printed on lists and reports. The default is 2001, January 1.

**Time** Sets the system clock time (H / M) by 12-hour clock display or 24-hour clock display.

- [Hours - 0~23 \(24-hour clock\) OR 1~12 \(12-hour clock\)](#)
- [Minutes - 0~59.](#)
- [Set AM or PM if it is a 12-hour clock display.](#)

The time set here will be printed on lists and reports. The default is 12-hour clock display, 0:00 AM.

**Time Zone** Sets the time zone that you are in. Use the up and down arrow buttons to set the time difference from Greenwich Mean Time.

**Daylight Savings** Sets whether or not to apply daylight savings to the system clock time.

- [Adjust Off](#)
- [Adjust On](#)

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**Auto Clear** Sets the time to wait before returning the Control Panel to the default screen. The amount of time until reset can be set to:

- 0

OR

- 60 ~ 240 seconds, in 60-second increments.

Enter the value using the numeric keypad on the Control Panel. The default is 60 seconds.

**Auto Job Release** Tells the machine to release the current job to enable the execution of the next job when a fault occurs during copying or scanning. The job can be executed only in parts of the machine that are functioning normally. Set the time to:

- 0 - do not automatically release the job.
- 240 ~ 5940 seconds (4 ~ 99 minutes) in 60-second increments.

Enter the value using the numeric keypad on the Control Panel. The default is 600 seconds.

**Auto Print** Allows the machine to automatically start print jobs when there has been no activity for a set amount of time. Set the time to:

- 1 ~ 240 seconds in 1-second increments.

Enter the value using the number keys on the Control Panel. The default setting is 10 seconds.

**Auto Power Saver** Low Power Mode and Sleep Mode are part of the energy-saving mode. As time lapses, the machine lowers power consumption: Last Operation -> Low Power Mode -> Sleep Mode.

- Set the time to Low Power Mode from 6 ~ 240 minutes and
- Set the time to Sleep Mode from 0 ~ 234 minutes

Both are set in 1 minute increments.

**NOTE:** *Low Power Mode cannot be disabled. The total set time of both Low Power Mode and Sleep Mode must be between 15 - 240 minutes.*

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## Audio Tone

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This determines the conditions under which Audio Tones are used.

Audio Tone Settings allows you to set the following items.

### Control Panel Select Tone

Sets the tone when a button is selected on the display. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

### Control Panel Alert Tone

Sets the tone when an incorrect button was selected, or an operation was attempted during an error. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

### Machine Ready Tone

Sets the tone when the machine is ready for copying or printing. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

### Copy Job Complete Tone

Sets the tone when copying has been completed successfully. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

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**Non-Copy Job Complete  
Tone**

Sets the tone when a job other than copying has been completed successfully. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

**Fault Tone**

Sets the tone when a fault occurs and the job is held in a faulted state. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

**Alert Tone**

Sets the tone when a job finishes abnormally. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Off.

**Low Toner Alert Tone**

Sets the tone when the Drum Cartridge or Toner Cartridge has to be replaced. It can be set to:

- Off
- Soft
- Normal
- Loud

The default is Normal.

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## Screen Defaults

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This allows you to choose the default screen that is displayed when the machine is turned on.

Screen Defaults allows you to set the following items.

### Screen Default at Power On

Select one of the following screens to display as the default screen when the machine is turned on:

- [Features](#)
- [Job Status](#)
- [Machine Status](#)

The default is the *Features* screen.

### Features Screen Default

Select one of the following screens to display as the default screen when Features is selected:

- [Menu](#) - gives you the option to select copy or scan.
- [Copy](#) - displays the copy feature tabs.
- [Scan](#) - displays the scan feature tabs.

The default is the *Copy* Screen.

### Default Language

Select the desired language to appear on the Touch Screen. The selected language will be displayed until the machine is powered off/on. It will then return to the language set by your System Administrator.

## Paper Tray Attributes

This enables you to set the type and priority of paper loaded in trays, image quality processing settings by paper type, and other paper tray related settings.

Paper Tray Attributes allows you to set the following items.

### Custom Paper Name

Allows you to set up to 4 custom paper types. The paper must be plain, bond, or recycled. Set a name up to 12 characters long for custom paper 1 to 4 using letters and symbols. Custom 5 has been set to Bond S as the default.

### Paper Type - Trays 1-4

Sets up the type of paper loaded in Trays 1-4. The Paper Type setting affects the image quality and speed of output from the specific tray.

**NOTE:** *It is very important that you set the correct paper type for the paper you are using. Setting the correct paper type will improve the image quality of your output, and will reduce the probability of paper jams and other machine problems.*

Enter the setting on the Numeric Keypad using the numbers listed in the following table. Refer to the table for specific information and recommendations for the type of paper you are using.

The default is 14, or Bond Paper.

*For more information on recommended paper types, refer to the Recommended Materials List.*

**NOTE:** *Coated papers are very susceptible to humidity. Multifeds are much more likely with humidity greater than 40%.*

*Environmental conditions may require that coated paper be fed one sheet at a time from Tray 5 (Bypass).*

Setting	Paper Type	Description
14	Bond Paper	24 lb. (81 - 98 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 35 pages per minute. *
0	Plain Paper	20 lb. (71 - 80 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 35 pages per minute. *
3	Recycled Paper	20 lb. (71 - 80 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 35 pages per minute. *
161	Custom Paper 1	24 lb. (81 - 98 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 35 pages per minute. *
162	Custom Paper 2	24 lb. (81 - 98 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 35 pages per minute. *
163	Custom Paper 3	24 lb. (81 - 98 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 35 pages per minute. *
164	Custom Paper 4	24 lb. (81 - 98 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 35 pages per minute. *

Setting	Paper Type	Description
165	Bond S (Custom 5)	28 lb. (99 - 105 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 35 pages per minute. This setting has a higher speed output than Heavyweight 1B paper for use with lower area coverage originals. *
5	Transparency	For use with transparencies. Transparencies can be fed from Trays 1 - 5, and have an output speed of 8 pages per minute for color and 16 pages per minute for black and white. For best results, do not send more than 20 transparencies at a time to the output tray.
17	Labels	Label special application media can be fed from Trays 1 - 5. Output speed for 8.5x11 inch (A4) paper is 22 pages per minute.
1	Heavyweight 1	28 lb., 32 lb., 90 lb. index, 60 lb. cover (99 - 169 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 22 pages per minute. *
25	Heavyweight 1A	90 lb. index, 60 lb. cover (127 - 169 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 22 pages per minute.
26	Heavyweight 1B	28 lb. (99 - 105 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 22 pages per minute. This setting has a slower output speed than Bond S thus providing a higher gloss than Bond S.
27	Heavyweight 1C	32 lb. (106 - 126 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 22 pages per minute.
28	Heavyweight 1S	Special media (99 - 169 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 22 pages per minute.
19	Heavyweight F	28 lb., 32 lb. (99 - 128 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 22 pages per minute. This setting should be used for Heavyweight paper that is delivered to the Finisher (optional accessory). *
29	Heavyweight FA	127 - 128 gsm paper. Output speed for 8.5x11 inch (A4) paper is 22 pages per minute. This setting should be used for Heavyweight 1A paper that is delivered to the Finisher (optional accessory).
30	Heavyweight FB	28 lb. (99 - 105 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 22 pages per minute. This setting should be used for Heavyweight 1B paper that is delivered to the Finisher (optional accessory).
31	Heavyweight FC	32 lb. (106 - 126 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 22 pages per minute. This setting should be used for Heavyweight 1C paper that is delivered to the Finisher (optional accessory).
32	Heavyweight FS	Special media (99 - 128 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 22 pages per minute. This setting should be used for Heavyweight 1S paper that is delivered to the Finisher (optional accessory).
8	Heavyweight 2	65 lb. cover, 110 lb. index, 80 lb. cover (170 - 220 gsm) paper. Output speed for 8.5x11 inch paper is 11 pages per minute. You are not able to Auto Duplex using this paper type setting. You may manually duplex. *
33	Heavyweight 2A	65 lb. cover, 110 lb. index, 80 lb. cover (170 - 220 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 11 pages per minute. You are not able to Auto Duplex using this paper type setting. You may manually duplex.
37	Heavyweight 2S	80 lb. cover (170 - 220 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 11 pages per minute. You are not able to Auto Duplex using this paper type setting. You may manually duplex.



Setting	Paper Type	Description
21	Coated 1	80 lb. text, 100 lb. text (120 - 169 gsm) Coated paper. Output speed for 8.5x11 inch (A4) paper is 22 pages per minute.
20	Coated F	80 lb. text (120 - 128 gsm) Coated paper. Output speed for 8.5x11 inch (A4) paper is 22 pages per minute. This setting should be used for Coated paper that is delivered to the Finisher (optional accessory).
23	Coated 2	80 lb. cover (170 - 220 gsm) Coated paper. Output speed for 8.5x11 inch (A4) paper is 11 pages per minute.
36	Coated 1 Gloss	80 lb. silk text, 100 lb. text, 8 pt. (120 - 169 gsm) Coated paper. Output speed for 8.5x11 inch (A4) paper is 11 pages per minute. This setting has a slower output speed than the Coated 1 setting thus providing a higher gloss than Coated 1. You are not able to Auto Duplex using this paper type setting. You may manually duplex.
34	Gloss 1C	32 lb. (106 - 126 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 11 pages per minute. This setting has a slower output speed than the Heavyweight 1C setting thus providing a higher gloss than Heavyweight 1C. You are not able to Auto Duplex using this paper type setting. You may manually duplex.
35	Gloss 1A	90 lb. index, 60 lb. cover (127 - 169 gsm) paper. Output speed for 8.5x11 inch (A4) paper is 11 pages per minute. This setting has a slower output speed than the Heavyweight 1A setting thus providing a higher gloss than Heavyweight 1A. You are not able to Auto Duplex using this paper type setting. You may manually duplex.

\* There are Image Quality options available for these paper types. Refer to the Image Quality information for details on the different options available.

**NOTE:** Any paper type designated with an "F" for the Finisher can also be delivered to the Center Output Tray.

## Paper Type - Tray 5 (Bypass)

Sets up the type of paper loaded in Tray 5 (Bypass). The Paper Type setting affects the image quality and speed of output from Tray 5 (Bypass).

**NOTE:** *It is very important that you set the correct paper type for the paper you are using. Setting the correct paper type will improve the image quality of your output, and will reduce the probability of paper jams and other machine problems.*

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

The default is 14, or Bond Paper.

*For more information on recommended paper types, refer to the Recommended Materials List.*

Setting	Paper Type	Media Weight
14	Bond Paper *	81-98 gsm
0	Plain Paper *	71-80 gsm
3	Recycled Paper *	71-80 gsm
161	Custom 1 *	81-98 gsm
162	Custom 2 *	81-98 gsm
163	Custom 3 *	81-98 gsm
164	Custom 4 *	81-98 gsm
165	Bond S (Custom 5) *	99-105 gsm
16	Lightweight	55-63 gsm
5	Transparency	
1	Heavyweight 1 *	99-169 gsm
8	Heavyweight 2 *	170-220 gsm
12	Heavyweight 1 - Side 2 *	99-169 gsm
13	Heavyweight 2 - Side 2 *	170-220 gsm
21	Coated 1	120-169 gsm
23	Coated 2	170-220 gsm
22	Coated 1 - Side 2	120-169 gsm
24	Coated 2 - Side 2	170-220 gsm
11	Labels	

\* There are Image Quality options available for these paper types. Refer to the Image Quality information for details on the different options available.

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### Paper Tray Priority

Select the order that Trays 1 - 4 are selected for Auto Tray Switching. You can select the priority of each tray: First, Second, Third, and Fourth.

The same tray cannot be selected twice. The default is Tray 1 -> Tray 2 -> Tray 3 -> Tray 4.

### Paper Type Priority

Set the priority of each of the paper types for Auto Tray Switching. Set the priority for:

- Bond Paper
- Plain Paper
- Recycled Paper
- Bond S (Custom 5)
- Custom Paper 1 - 4

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description
255	Auto Tray Switching Off
1	Highest priority
2	2nd priority
3	3rd priority
4	4th priority
5	5th priority
6	6th priority
7	7th priority
8	8th priority

## Image Quality

Different image quality settings can be selected for Bond, Plain, Recycled, Custom 1 to 4, Bond S (Custom 5), Heavyweight 1, Heavyweight 2, Heavyweight 1-Side 2, and Heavyweight 2-Side 2 Paper.

**NOTE:** *It is very important that you set the correct image quality setting for the paper type you are using. Setting the correct image quality setting will produce the best image quality of your output, and will reduce the probability of paper jams and other machine problems.*

The default settings are as follows:

- 1 for Bond paper
- 8 for Plain paper
- 32 for Recycled paper
- 128 for Bond S paper
- 1 for Custom paper
- For Heavyweight 1 paper, the range of settings is 19 to 21. The default is 19 for Heavyweight 1 paper and 21 for Heavyweight F paper.
- For Heavyweight 1 - Side 2 paper, the range of settings is 23 to 26. The default is 23 for Heavyweight 1 - Side 2 paper.
- For Heavyweight 2 paper, the range of settings is 27 to 31. The default is 27 for Heavyweight 2 paper.
- For Heavyweight 2 - Side 2 paper, the range of settings is 33 to 36, and 200. The default is 200 for Heavyweight 2 - Side 2 paper.
- For Heavyweight 2 and Heavyweight 2 - Side 2 paper, the settings include settings for Gloss 1C, Gloss 1A, and Coated 1 Gloss. These are alternative gloss settings for Heavyweight 1C, Heavyweight 1A, and Coated 1.

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description
1	Best suited for color-exclusive Bond paper 24 lb. (81 - 98 gsm).
2	Best suited for lighter paper used in office environments 18 lb. (64 - 70 gsm).
4	Best suited for lighter Recycled paper 18 lb. (64 - 70 gsm).
8	Best suited for paper used in office environments 20 lb. (71 - 80 gsm).
16	Best suited for paper used in offices for photos 20 lb. (71 - 80 gsm).
32	Best suited for Recycled paper 20 lb. (71 - 80 gsm).
64	Best suited for Recycled paper for photos 20 lb. (71 - 80 gsm).
128	Best suited to color-exclusive Bond paper 28 lb. (99 - 105 gsm).

Setting	Description
19	Best suited for Heavyweight 1A 90 lb. index, 60 lb. cover (127 - 169 gsm).
20	Best suited for Heavyweight 1B 28 lb. (99 - 105 gsm).
21	Best suited for Heavyweight 1C 32 lb. (106 - 126 gsm).
22	Best suited for Heavyweight 1S special media (99 - 169 gsm).
23	Best suited for Heavyweight 1A - side 2 90 lb. index, 60 lb. cover (127 - 169 gsm).
24	Best suited for Heavyweight 1B - side 2 28 lb. (99 - 105 gsm).
25	Best suited for Heavyweight 1C - side 2 32 lb. (106 - 126 gsm).
26	Best suited for Heavyweight 1S - side 2 special media (99 - 169 gsm).
27	Best suited for Heavyweight 2A 65 lb. cover, 110 lb. index, 80 lb. cover (170 - 220 gsm).
28	Best suited for Gloss 1C 32 lb. (106 - 126 gsm).
29	Best suited for Gloss 1A 90 lb. index, 60 lb. cover (127 - 169 gsm).
30	Best suited for Coated 1 Gloss 80 lb. silk text, 100 lb. text (120 - 169 gsm).
31	Best suited for Heavyweight 2S 80 lb. cover (170 - 220 gsm).
200	Best suited for Heavyweight 2A - side 2 65 lb. cover, 110 lb. index, 80 lb. cover (170 - 220 gsm).
33	Best suited for Gloss 1C - side 2 32 lb. (106 - 126 gsm).
34	Best suited for Gloss 1A - side 2 90 lb. index, 60 lb. cover (127 - 169 gsm).
35	Best suited for Coated 1 Gloss - side 2 80 lb. silk text, 100 lb. text, 8 pt. (120 - 169 gsm).
36	Best suited for Heavyweight 2S - side 2 80 lb. cover (170 - 220 gsm).

### Tray 5 (Bypass) Paper Size Defaults

Paper sizes can be assigned to Tray 5 Standard Size buttons 1 to 11. Eleven sizes can be assigned to this paper size list.

- **A/B Series Size** - A3, A4 SEF, A4 LEF, A5 SEF, A5 LEF, A6, B4, B5 SEF, B5 LEF, B6
- **Inch Size** - 12 x 18", 11 x 17", 11 x 15", 8.5 x 14", 8.5 x 13", 8.5 x 11" SEF, 8.5 x 11" LEF, 5.5 x 8.5" SEF, 5.5 x 8.5" LEF, SRA3, 8 x 10" SEF, 8 x 10" LEF
- **Others** - 8K, 16K LEF, 16K SEF
- **Variable** - Set the X (horizontal) range between 140 and 483mm (5.5 - 19.0 inches), and the Y (vertical) range between 100 and 305mm (3.9 - 12.0 inches) in 1mm (0.1 inch) increments.

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## Printing Priority

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Select which job will be prioritized when the machine receives a copy job and printer job at the same time. If both are set at the same priority, jobs are processed in the order they are received. Depending on the condition of the machine, they may not be processed according to this setting.

### Copy Job

Sets the priority that will be given to copy jobs.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 38, 3rd Priority.

### Print Job

Sets the priority that will be given to print jobs.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 48, No Priority.

Setting	Description
18	1st priority
28	2nd priority
38	3rd priority
48	No priority

### Promoted Job

Set whether or not to automatically overtake a job if there is another job that can be started when something on the machine prevents execution of a job.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Promote Disabled.

Setting	Description
0	Disables promotion of jobs
1	Enables promotion of jobs

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## Image Quality Adjustment

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You can set the default for Image Quality/Automatic Gradation Adjustment.

### Image Quality

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The following items can be set in Image Quality Setting.

#### Photo & Text Recognition

The level at which the machine judges text or photos during document scanning can be changed when making copies by selecting **Text&Photo** on the *Original Type* screen.

- **More Text** - fine text can be easily identified as text.
- **More Photo** - halftone images, such as newspapers or circulars, can be easily identified as photos.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
1	More Text
2	Text
3	Normal
4	Photo
5	More Photo

---

## Output Color Recognition

The level at which the machine judges B/W and color during document scanning can be changed when making copies by selecting **Auto** under Output Color.

- **More B/W** - a black & white original is easily identified.
- **More Color** - a color original is easily identified.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
1	More B/W
2	B/W
3	Normal
4	Color
5	More Color

## Photo Reproduction Level

You can adjust the color reproduction of images judged by the machine as photos when making copies by selecting **Text&Photo** on the *Original Type* screen.

- **Heavy Text** - the black areas of the image are intensified, creating a sharper looking copy.  
Select **Heavy Text** to emphasize black text in documents containing both text and photos.
- **Heavy Photo** - the tones in photo areas in the images are reproduced smoother.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
1	Heavy Text
3	Normal
5	Heavy Photo



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### Photo Image Quality

You can adjust the image quality when printing photos.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Sharper, clearer photos.

Setting	Description
0	Normal
1	Sharper, clearer photos

### Color Copy - Auto Exposure

You can set how the machine detects the density of background color and processes to remove the background color.

- **Speed Priority** - part of the original will be scanned to determine the background color level.
- **Image Quality Priority** - the machine pre-scans the document, and samples the entire document to detect the background color level.

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

### B/W Copy - Auto Exposure

Configure how background color is removed when making B/W copies.

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description
0	Speed Priority
1	Image Quality Priority

### Image Enhancement

Print data is smoothed to reproduce smoother images. This feature is enabled on print jobs only.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Image Enhance On.

Setting	Description
0	Image Enhance Off
1	Image Enhance On

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## Auto Gradation Adjustment

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Auto Gradation Adjustment is a color calibration for the copier and printer. An Auto Gradation Adjustment compensates for differences between the actual and the expected toner densities for each color. An Auto Gradation Adjustment should be performed whenever there is a noticeable change in the appearance (quality) of the output, particularly changes in color tones or densities. Performing an Auto Gradation Adjustment on a regular basis will help to maintain consistent color quality over time.

**NOTE:** *Since an Auto Gradation Adjustment can affect all jobs for all users, it is recommended that this procedure be performed only by the Machine Administrator.*

<b>Copy Job - Text</b>	Compensates tones when a text original is copied.
<b>Copy Job - Photo</b>	Compensates tones when a photo original is copied.
<b>Print Job</b>	Compensates tones when printing with controller line screen.
<b>Network Controller - 1</b>	Compensates tones when printing with Network Controller screen type 1.
<b>Network Controller - 2</b>	Compensates tones when printing with Network Controller screen type 2.

**NOTE:** *Printing the chart for Auto Gradation does not increase the meter count.*

**NOTE:** *When gradation adjustment is executed, the following changes will be made to default copy settings set in System Settings mode: Copy density = Normal or Auto, Color Shift = Normal, Saturation = Normal, Color Balance = 0, Sharpness = 0.*

**NOTE:** *When Print or Network Controller gradation adjustment is executed, the printer's output profiles for the available screen types are compensated.*

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- 1** On the *Image Quality Adjustment* screen, select **Auto Gradation Adjustment**.
- 2** Load 8.5x11 inch or A4 paper into Tray 5 (Bypass). Move the paper guide to gently touch the edge of the paper.
- 3** Select the desired gradation adjustment screen:
  - **Copy Job - Text**
  - **Copy Job - Photo**
  - **Print Job**
  - **Network Controller - 1**
  - **Network Controller - 2**Press **Start**. The Adjustment Chart is output.
- 4** Place the Adjustment Chart face down on the Document Glass with both Magenta color patches against the left side of the glass.
- 5** Place 5 sheets of white paper on top of the Adjustment Chart and close the DADF. Select **Start**.
- 6** To continue Auto Gradation Adjustment with other screens, repeat steps 2 to 5. When you are finished, select **Close** until the *System Settings* screen is displayed.
- 7** Select **Exit** to exit the System Settings mode.

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## Other Machine Settings

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The following items can be set in Other Settings.

### Sleep Mode

This sets up whether to allow machine to switch to the Sleep Mode.

When Sleep Mode is disabled, timers in Auto Power Saver on the *Machine Clock/Timers Settings* screen cannot be set. The default is Enabled.

**NOTE:** *Low Power Mode cannot be disabled.*

### Job Offset (Center Tray)

This sets up whether to offset jobs per set or per job when outputting to the Center Tray.

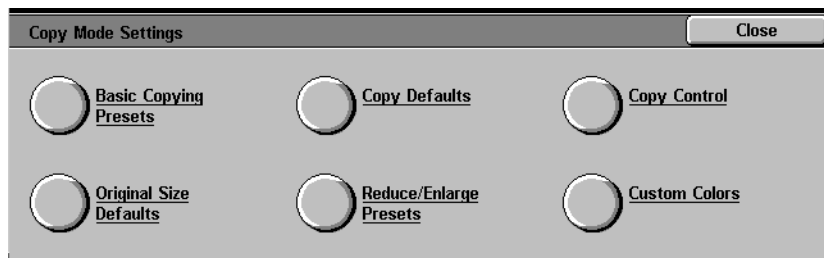
### Job Offset (Finisher Tray)

This sets up whether to offset jobs per set or per job when outputting to the Finisher Tray (optional).

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## Copy Mode Settings

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This section describes how to change the default for different copier settings.

*For more information on copying features, refer to the Copy chapter.*

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## Basic Copying Presets

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### Paper Supply - 2nd to 4th Buttons

You can increase efficiency for each copy job by setting frequently used trays and Reduce/Enlarge settings.

You can select which Paper Trays to display on the *Basic Copying* screen. You can set Trays 1, 2, 3, 4, 5 (Bypass) to appear in 3 of the 5 buttons displayed under Paper Supply on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is Tray 1 for the 2nd button from the top, Tray 2 for the 3rd button from the top, Tray 3 for the 4th button from the top.

Setting	Description
1	Tray 1
2	Tray 2
3	Tray 3
4	Tray 4
5	Tray 5 (Bypass)

### Reduce/Enlarge - 3rd to 4th Buttons

The 3rd and 4th buttons under Reduce/Enlarge can be changed on the *Basic Copying* screen. Select the ratio from the preset ratio buttons.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 64% for the 3rd button from the top, 129% for the 4th button from the top.

Setting	Description
1	Ratio set to R/E Preset 1
2	Ratio set to R/E Preset 2
3	Ratio set to R/E Preset 3
4	Ratio set to R/E Preset 4
5	Ratio set to R/E Preset 5
6	Ratio set to R/E Preset 6
7	Ratio set to R/E Preset 7

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## Copy Defaults

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Set up the defaults for different copy features. The machine returns to the defaults when the power is turned on, the machine is returned from the Power Saver mode, the Auto Clear timer times out, or the Clear All button is pressed.

The following items can be set in Copy Defaults.

### Output Color

Set the default for Output Color on the *Basic Copying* screen.

Select one of the following options:

- **No Default**
- **Auto**
- **Full Color**
- **Black**
- **Dual Color**
- **Single Color**

The default is Auto.

**NOTE:** *If No Default is selected, an Output Color must be selected for copy jobs, or the machine will not start copying.*

**NOTE:** *If Black is selected on the Basic Copying screen, the copy output will have the same image quality as Halftone, selected in Text&Photo.*

**NOTE:** *When Dual Colors or Single Color is selected on the Basic Copying screen, the Original Type cannot be set.*

---

**Single Color** Set the default for Single Color on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Red.

**Dual Color - Color Image** Sets the default for Color Image in Dual Color on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Red.

**Dual Color - B/W Image** Set the default for a B/W Image in Dual Color on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Black.

Setting	Description
0	Black (can be only be set when Dual Color is selected)
1	Red
2	Green
3	Blue
4	Yellow (Y)
5	Magenta (M)
6	Cyan (C)
7	Specified Color set to Custom Color 1
8	Specified Color set to Custom Color 2
9	Specified Color set to Custom Color 3
10	Specified Color set to Custom Color 4
11	Specified Color set to Custom Color 5
12	Specified Color set to Custom Color 6

**Reduce/Enlarge** Sets the default for Reduce/Enlarge on the *Basic Copying* screen. Select one of nine buttons. Seven buttons are registered as preset ratio buttons, 100%, and Auto %.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, 100%.

Setting	Description
0	100%
1	Ratio set to R/E Preset 1
2	Ratio set to R/E Preset 2
3	Ratio set to R/E Preset 3
4	Ratio set to R/E Preset 4
5	Ratio set to R/E Preset 5
6	Ratio set to R/E Preset 6
7	Ratio set to R/E Preset 7
8	Auto%

**NOTE:** If the default for Paper Supply is set to Auto, Auto% cannot be selected for Reduce/Enlarge.

**Paper Supply** This sets the default for Paper Supply on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Auto.

If the default for Reduce/Enlarge is set to Auto%, Auto cannot be selected.

Setting	Description
0	Auto
1	Tray 1
2	Tray 2
3	Tray 3
4	Tray 4
5	Tray 5 (Bypass)



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**2 Sided** This sets up the default for 2 Sided on the *Basic Copying* and *Added Features* screens.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, 1 to 1.

Setting	Description
0	1 to 1 Sided
1	1 to 2 Sided
2	2 to 1 Sided
3	2 to 2 Sided

**Output** This sets up the default for Output on the *Added Features* screen. Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Auto.

Setting	Description
0	Auto
1	Collated
2	Uncollated

**Output Destination** This sets up the Output Tray for copy and print jobs.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Center Output Tray.

Setting	Description
0	Center Output Tray
2	Finisher Tray

**NOTE:** *The Optional Finisher must be installed to use the Finisher Tray.*

---

### Margin Shift - Side 1

This sets up the default for Side 1 in Margin Shift on the *Added Features* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, No Shift.

Setting	Description
0	No Shift
1	Auto Center
2	Corner Shift (Top Right)
3	Corner Shift (Bottom Right)
4	Corner Shift (Top Left)
5	Corner Shift (Bottom Left)
6	Corner Shift (Top Center)
7	Corner Shift (Bottom Center)
8	Corner Shift (Left Center)
9	Corner Shift (Right Center)

---

### Margin Shift - Side 2

This sets up the default for Side 2 in Margin Shift on the *Added Features* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 10, Symmetrical with Side 1.

Setting	Description
0	No Shift
1	Auto Center
2	Corner Shift (Top Right)
3	Corner Shift (Bottom Right)
4	Corner Shift (Top Left)
5	Corner Shift (Bottom Left)
6	Corner Shift (Top Center)
7	Corner Shift (Bottom Center)
8	Corner Shift (Left Center)
9	Corner Shift (Right Center)
10	Symmetrical with Side 1

### Border Erase - Top & Bottom

This sets up the default for the top and bottom Border Erase.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 5mm (0.1 inches).

Setting	Description
0	None
1 ~ 50	Set the border erase amount in increments of 1mm
0 ~ 2.0	Set the border erase amount in increments of 0.1 inches

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### Border Erase - Left & Right

This sets up the default for the left and right Border Erase.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 5mm (0.1 inches).

Setting	Description
0	None
1 ~ 50	Set the border erase amount in increments of 1mm
0 ~ 2.0	Set the border erase amount in increments of 0.1 inches

### Center Erase

This sets up the default for Center Erase. It is distributed along the center of the original image.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0 mm (0 inches).

Setting	Description
0	None
1 ~ 50	Set the center erase amount in increments of 1mm
0 ~ 2.0	Set the center erase amount in increments of 0.1 inches

---

**Original Type (Auto/Full Color)**

This sets up the default for Original Type on the *Image Quality* screen, when Auto or Full Color is selected as the color mode on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Text & Photo (Halftone).

**Original Type (Black)**

This sets up the default for Original Type on the *Image Quality* screen, when Black is selected as the Output Color on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Text & Photo (Halftone).

Setting	Description
0	Text
1	Text & Photo (Halftone)
2	Text & Photo (Photograph)
3	Text & Photo (Color Copies)
4	Photo (Halftone)
5	Photo (Photograph)
6	Photo (Color Copies)
7	Color Originals (Map)
8	Color Originals (Highlighted Originals)
9	Color Originals (Inkjet Originals)

**NOTE:** *When Dual Color or Single Color is selected as the Output Color on the Basic Copying screen, the Original Type setting is ignored.*

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### Auto Exposure

This sets up the default for Auto Exposure, when Text&Photo, Text, or Color Originals is selected in Original Type on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Auto Exposure On.

Setting	Description
0	Auto Exposure Off
1	Auto Exposure On

### Lighter/Darker

This sets up the default for Lighter/Darker in Light/Dark/Contrast on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
0	Light (+3)
1	Light (+2)
2	Light (+1)
3	Normal
4	Darker (-1)
5	Darker (-2)
6	Darker (-3)

---

**Contrast** This sets up the default for Contrast in Light/Dark/Contrast on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Higher
1	High
2	Normal
3	Low
4	Lower

**Sharpness** This sets up the default for Sharpness in Sharpness/Saturation on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Sharper
1	Sharp
2	Normal
3	Soft
4	Softer

---

### Color Saturation

This sets up the default for Color Saturation in Sharpness/Saturation on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Higher
1	High
2	Normal
3	Low
4	Lower

### Color Shift

This sets up the default for Color Shift on the *Image Quality* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Coolest
1	Cool
2	Normal
3	Warm
4	Warmest



---

### Color Balance - Yellow, Magenta, Cyan, Black

This sets up the default for each density level, Low Density, Medium Density, and High Density, for Yellow, Magenta, Cyan and Black in Color Balance on the *Image Quality* screen.

The defaults are all 0.

**NOTE:** *The values set here will also be applied to Black and Single Color modes.*

### Original Orientation

This sets up the default for Original Orientation on the *Scan Options* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Head to Top.

Setting	Description
0	Head to Top
1	Head to Left

### Image Rotation

This sets up the default for Image Rotation on the *Scan Options* screen. On during Auto refers to Auto Paper selection for Paper supply or Auto % for Reduce/Enlarge.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, On during Auto.

Setting	Description
0	Always On
1	On during Auto
2	Off

---

### Rotation Direction

Set the default for Rotation Direction when Always On or On during Auto is selected in Image Rotation on the *Scan Options* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Portrait Original - Left Edge.

Setting	Description
0	Auto (can be selected only when the machine is equipped with Finisher)
1	Portrait Original - Left Edge
2	Portrait Original - Right Edge

**NOTE:** *When the machine is equipped with a Finisher, the default will be 0, Auto.*

---

## Copy Control

---

This is the setting for Copy Control.

The following items can be set in Copy Control.

### Auto Paper Off

Set which tray will be selected when Auto % or Independent X-Y Auto is selected in Reduce/Enlarge when Auto is selected in Paper Supply, on the *Basic Copying* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Select Tray 1.

Setting	Description
1	Select Tray 1
2	Select Tray 2
3	Select Tray 3
4	Select Tray 4

### Memory Full Procedure

Set the processing method when the hard disk runs out of memory during a job.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Disable.

Setting	Description
0	Disable (Discard stored documents)
1	Enables stored data

### Maximum Stored Pages

This determines the maximum number of stored pages when copying documents. It can be set from 1 to 999 pages.

Enter the number of the pages using the numeric keypad on the Control Panel. The default is 999.

---

## Original Size Defaults

---

This sets up the original sizes that will be displayed when the Original Size is displayed from the *Scan Options* tab.

An original size can be assigned to Original Size Buttons 1 ~ 11. Setting frequently used non-standard size in advance prevents you from having to input the size each time. When you set up non-standard sizes, the range for X direction is 15 ~ 432 mm (0.6 ~ 17.0 inches) and for Y direction is 15 ~ 297 mm (0.6 ~ 11.7 inches).

### Original Size Button 1 ~ 11

The sizes that can be selected for Original Size Buttons are as follows. Select a button and set the size.

The defaults are as follows. The order is from Original Size Button 1 (Left Upper): A3, A4 SEF, A4 LEF, A5 SEF, A5 LEF, B4, B5 SEF, B5 LEF, 11x17 in., 8.5x11 in. SEF, 8.5x11 in. LEF.

Setting	Description
A/B Series Size	A3, A4 SEF, A4 LEF, A5 SEF, A5 LEF, A6 SEF, A6 LEF, B4, B5 SEF, B5 LEF, B6 SEF, B6 LEF
Inch Size	11x17 in., 11x15 in., 8.5x14 in., 8.5x13 in., 8.5x11 in. SEF, 8.5x11 in. LEF, 5.5x8.5 in. SEF, 5.5x8.5 in. LEF
Others	5x7 in., 3.5x5 in., 8K, 16K SEF, 16K LEF
Variable	Setting ranges are: 15 ~ 432 mm (0.6 ~ 17.0 inches) for X direction, 15 ~ 297 mm (0.6 ~ 11.7 inches) for Y direction in increments of 1 mm (0.1 inches)

---

## Reduce/Enlarge Presets

---

This sets up the magnifications that will be displayed in Preset%, in Reduce/Enlarge on the *Basic Copying* screen. 18 different magnifications can be assigned to R/E Preset 1 ~ 7.

**R/E Preset 1 ~ 7** Assign magnifications to R/E Preset 1 ~ 7.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default for R/E Preset 1 is 25.0%.

Setting	Description
1	25.0%
2	35.3%
3	50.0%
4	57.7%
5	61.2%
6	64.7%
7	70.7%
8	81.6%
9	86.6%
10	115.4%
11	122.5%
12	129.4%
13	141.1%
14	163.2%
15	173.2%
16	200.0%
17	282.8%
18	400.0%
19	78.5%
20	94.0%
21	154.5%

---

## Custom Colors

---

This sets up the user registered colors used in Single Color and Dual Colors on the *Output Color* screen.

### Custom Colors 1 ~ 6

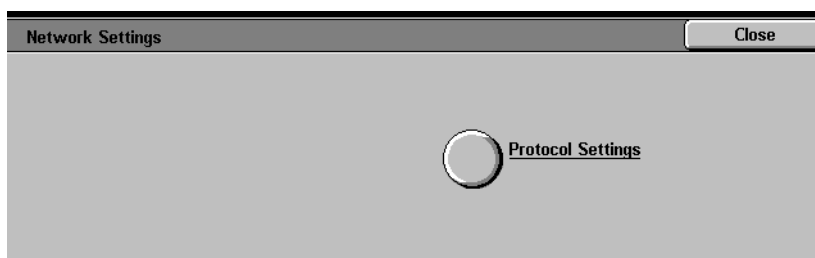
Assign user registered colors, Yellow (0~100%), Magenta (0~100%), Cyan (0~100%), to Custom Color Buttons 1 ~ 6. The default is 0.

**NOTE:** *Adjust the registered color so that the sum of Yellow, Magenta and Cyan is 240% or less.*

---

## Network Settings

---



Network Settings consists of Protocol Setting, which determines the necessary condition for the communication.

### Ethernet Setting

Sets the Ethernet Setting for the machine.

Select one of the following settings. The default is 0, Auto (10BASE-T/100BASE-TX).

- **Auto (10BASE-T/100BASE-TX)**
- **100BaseTX**
- **10BaseT**

### TCP/IP - Get IP Address

Select the procedure for setting the IP address on the machine.

Select one of the following settings.

- **DHCP** - The IP address, Subnet Mask, and Gateway address are automatically extracted from the DHCP server.
- **BOOTP** - The IP address, Subnet Mask, and Gateway address are automatically extracted from the BOOTP server.
- **Manual** - Enables you to manually enter the IP address, Subnet Mask, and Gateway address.

**NOTE:** *The Subnet Mask and Gateway address cannot be entered if the IP address is not set.*

---

**TCP/IP - IP Address**

Sets the IP address for the machine.

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description
0.0.0.0 - 255.255.255.255	Set the IP address in increments of 1

**TCP/IP - Subnet Mask**

Sets the Subnet Mask setting for the machine.

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description
0.0.0.0 - 255.255.255.255	Set the Subnet Mask in increments of 1

**TCP/IP - Gateway Address**

Sets the Gateway address for the machine.

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description
0.0.0.0 - 255.255.255.255	Set the Gateway address in increments of 1

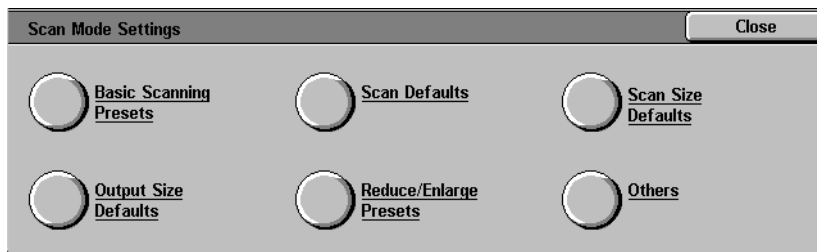
**TCP/IP - IP Address for Download**

Sets the IP address for download for the machine.

Enter the setting on the Numeric Keypad using the numbers listed in the following table

Setting	Description
0.0.0.0 - 255.255.255.255	Set the IP address in increments of 1

## Scan Mode Settings



These settings are enabled for the scan features.

*For more information on scanner features, refer to the Scan chapter.*

### Basic Scanning Presets

You can change the magnification percentages assigned to the buttons displayed in R/E Presets on the *Basic Scanning* screen. Setting frequently used scan ratios prevents you from having to change the setting each time you scan.

The following items can be configured in R/E Presets.

#### Reduce/Enlarge 2nd ~ 4th Buttons

Set the ratios displayed for the 2nd to 4th buttons from the top down, for each of the feature buttons. Select available ratios from those currently assigned to R/E Preset buttons.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The defaults are: 2 for the 2nd button from the top, 4 for the 3rd button, and 7 for the 4th button.

Setting	Description
1	Ratio set to R/E Preset 1
2	Ratio set to R/E Preset 2
3	Ratio set to R/E Preset 3
4	Ratio set to R/E Preset 4
5	Ratio set to R/E Preset 5
6	Ratio set to R/E Preset 6
7	Ratio set to R/E Preset 7

**NOTE:** *This setting is not used when there is a DADF on the machine.*



---

## Scan Defaults

---

This sets the defaults for the scan features. The machine returns to the defaults set here when the power is turned on, the machine returns from the Power Saver mode, or the Clear All button is pressed. Setting frequently used features prevents you from having to change settings each time you scan. The following items can be configured in Scan Defaults.

**Output Color** Set the default for Output Color on the *Basic Scanning* screen.

Select from Auto, Full Color, Grayscale, and Black. The default is Auto.

**Scan Resolution** Set the default for Scan Resolution on the *Basic Scanning* screen.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, 200 dpi.

Setting	Description
0	200 dpi
1	300 dpi
2	400 dpi
3	600 dpi

**Mixed Size Originals** Set the default for Mixed Size Originals on the *Scan Options* screen in Scan mode. Set whether or not to use the Mixed Size Originals feature when the DADF is used for scanning.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Off.

Setting	Description
0	Off
1	On

---

**Border Erase - Top & Bottom**

Set the default for the top and bottom Border Erase amounts.  
Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2mm (0.1 inches).

Setting	Description
0	None
1 ~ 50	Set top & bottom Border Erase amount in increments of 1mm
0 ~ 2.0	Set top & bottom Border Erase amount in increments of 0.1 inches

**Border Erase - Left & Right**

Set the default for the left and right Border Erase amounts.  
Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2mm (0.1 inches).

Setting	Description
0	None
1 ~ 50	Set left & right Border Erase amount in increments of 1mm
0 ~ 2.0	Set left & right Border Erase amount in increments of 0.1 inches

**Center Erase**

Set the default for Center Erase. The Center Erase will be distributed evenly along the center of the original image.  
Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0 mm (0 inches).

Setting	Description
0	None
1 ~ 50	Set Center Erase amount in increments of 1mm
0 ~ 2.0	Set Center Erase amount in increments of 0.1 inches

---

**Original Orientation**

Set the orientation of the document when it is scanned.

Determination of the top, bottom, left and right edges of the original changes according to this setting. If it is set to 0, Head to Top, the original image will always be saved rotated 90°.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Head to Top.

Setting	Description
0	Head to Top
1	Head to Left

**Lighter/Darker**

Set the default for Lighter/Darker in Lighter/Darker/Contrast on the *Image Quality/File Format* screen in Scan mode.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 3, Normal.

Setting	Description
0	Light (+3)
1	Light (+2)
2	Light (+1)
3	Normal
4	Darker (-1)
5	Darker (-2)
6	Darker (-3)

---

**Contrast** This sets up the default for Contrast in Lighter/Darker/Contrast on the *Image Quality/file format* screen in Scan mode. Set the contrast for the document to be scanned. The contrast setting is enabled if Output Color is not set to Black.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 2, Normal.

Setting	Description
0	Higher
1	High
2	Normal
3	Low
4	Lower

**Auto Exposure** Set the default for Auto Exposure on the *Image Quality/File Format* screen in Scan mode.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, Off.

Setting	Description
0	Off
1	On

---

## Scan Size Defaults

---

Set the sizes displayed on the *Scan Size* screen under the *Scan Options* tab. Any scan size can be assigned to Scan Size buttons 1 ~ 11, except for Auto Size Detect.

Setting frequently used scan sizes will prevent you from having to enter scanning size each time you scan. When entering non-standard sizes, set the size between 15 ~ 432 mm (0.6 ~ 17.0 inches) for the X direction, and 15 ~ 297 mm (0.6 ~ 11.7 inches) for Y direction, in increments of 1mm (0.1 inches).

### Scan Size 1 ~ 11

The following table shows the sizes that can be set to scan size defaults. Select a button, and choose a size.

Setting	Description
A/B Series Size	A3, A4 SEF, A4 LEF, A5 SEF, A5 LEF, A6 SEF, A6 LEF, B4, B5 SEF, B5 LEF, B6 SEF, B6 LEF
Inch Size	11x17 in., 11x15 in., 8.5x14 in., 8.5x13 in., 8.5x11 in. SEF, 8.5x11 in. LEF, 5.5x8.5 in. SEF, 5.5x8.5 in. LEF
Others	5x7 in., 3.5x5 in., 8K, 16K SEF, 16K LEF
Variable	Setting ranges are: 15 ~ 432 mm (0.6 ~ 17.0 inches) for X direction, 15 ~ 297 mm (0.6 ~ 11.7 inches) for Y direction in 1mm (0.1 inch) increments

The defaults are as follows. 5.5x8.5 in. LEF, 5.5x8.5 in. SEF, 8.5x11 in. LEF, 8.5x11 in. SEF, 8.5x14 in., 11x17 in., A4 LEF, A4 SEF, A3, 3.5x5 in., 5x7 in.

---

## Output Size Defaults

---

Set the sizes displayed for Output Size when selecting Auto % in Reduce/Enlarge on the *Scan Options* screen in Scan mode.

Any output size can be assigned to Output Size buttons 1 ~ 8.

Setting frequently used sizes prevents you from having to set sizes each time you scan.

**Output Size 1~8** Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description	Setting	Description
4	A6 SEF	9	5.5x8.5 SEF
68	A6 LEF	73	5.5x8.5 LEF
7	B6 SEF	20	8.5x11 in. SEF
71	B6 LEF	84	8.5x11 in. LEF
10	A5 SEF	28	8.5x13 in.
74	A5 LEF	29	8.5x14 in.
13	B5 SEF	33	11x15 in.
77	B5 LEF	34	11x17 in.
21	A4 SEF	31	8K
85	A4 LEF	52	16K SEF
30	B4	116	16K LEF
35	A3	54	3.5x5 in.
		6	5x7 in.

---

## Reduce/Enlarge Presets

---

Set the Preset % ratios displayed in Reduce/Enlarge on the *Scan Options* screen in Scan mode.

Any ratio can be assigned to R/E Preset 1 ~ 7, except for 100%.

Setting frequently used magnification ratio saves you from having to change the setting each time.

### R/E Preset 1 ~ 7

Enter the setting on the Numeric Keypad using the numbers listed in the following table.

Setting	Description	Setting	Description
1	25.0%	12	129.4%
2	35.3%	13	141.4%
3	50.0%	14	163.2%
4	57.7%	15	173.2%
5	61.2%	16	200.0%
6	64.7%	17	282.8%
7	70.7%	18	400.0%
8	81.6%	19	78.5%
9	86.6%	20	94.0%
10	115.4%	21	154.5%
11	122.5%		

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## Other Scan Settings

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This section describes how to set other scanner-related settings. The following items can be configured in Other Settings.

### Scan Service

Set whether or not to enable scan features. The default is Enabled.

### Memory Full Procedure

Set the processing method when the scanner runs out of memory during scanning. Set whether or not to enable documents stored so far.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 1, Enabled.

Setting	Description
0	Disabled (Discard stored documents)
1	Enables stored data

### Maximum Stored Pages

Set the maximum number of stored pages for scanning. Set any number between 1 ~ 999.

Enter the number of the pages using the Numeric Keypad. The default is 999.

### Lighter/Darker Level

Set the default for the density assigned to Lighter ~ Darker in Lighter/Darker/Contrast on the *Image Quality/File Format* screen in Scan mode. Set the density between -100 ~ +100 in increments of 1.

Lighter (+3) ~ Lighter (+1) must be set between -100 and -1, and Darker (+1) ~ Darker (+3) must be set between +1 ~ +100. Normal, 0, cannot be changed. Set so that the values increase from Lighter (+3) to Darker (+3).

Select scanning density using the up and down arrow buttons on the left, and set the value using the up and down arrow buttons on the right.



---

**Contrast Level** Set the default density assigned to Lower ~ Higher for Contrast in Lighter/Darker/Contrast on the *Image Quality* screen. Contrast Settings are not enabled when Output Color is set to Black. Set the density between -100 ~ +100 in increments of 1.

Lower ~ Slightly Lower must be set between -100 and -1, and Slightly Higher ~ Higher must be set between +1 ~ +100. Standard, 0, cannot be changed. Set so that the values increase from Lower to Higher.

Select Contrast using the up and down arrow buttons on the left, and set the values using the up and down arrow buttons on the right. The defaults from the top are, -50, -25, 0, 25, 50.

**Color Space** Set the default for Color Space.

Enter the setting on the Numeric Keypad using the numbers listed in the following table. The default is 0, sRGB.

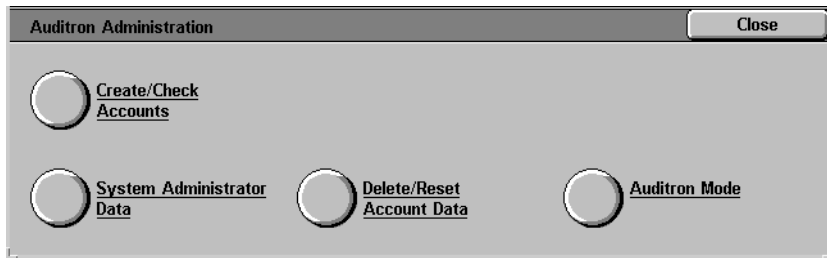
Setting	Description
0	sRGB output
1	Output by device RGB. This limits the file format to TIFF (with ICC profile). Profiles are used to enable output at tones close to those of the machine.

**NOTE:** *You can find profile data on the Driver CD.*

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## Auditron Administration

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Auditron Administration is an audit feature. This feature electronically records the number of copies or prints made for each user account and controls the access and use of the copier.

Auditron Administration allows you to:

- [Create, change, and delete up to 1000 user accounts.](#)
- [Control access to copy features.](#)
- [Control access to scan features.](#)
- [Limit copying to B/W, Color, or allow both.](#)
- [Limit the number of copies made per user account.](#)
- [Check the number of copies made per user account.](#)
- [Print account information.](#)
- [Reset account meters.](#)

---

## Create/Check Accounts

---

To setup Auditron you must create user accounts. Users will then be required to enter the password setup with their account to perform certain machine functions. You can create up to 1000 accounts. The following information is contained within each account.

<b>Password</b>	Set any password between 4 - 12 digits long.
<b>Account Name</b>	Set any account name up to 31 characters long, using letters and symbols.
<b>Color Access</b>	Set whether or not to restrict color copying or B/W copying.
<b>Account Limit</b>	Set the maximum number of copies that can be made with this account. The account limit can be set between 100 - 1999900, in 100 page increments.



- 1** Select **Create/Check Accounts** on the *Auditron Administration* screen. The *Create/Check Accounts* screen is displayed.
- 2** Select an item that is not in use, and select **Create/Delete**.
- 3** Enter a 4-digit number as the Password using the Numeric Keypad on the Control Panel. The password cannot be set if an identical password has already been registered to another account. When you have finished entering the Password, select Save. The screen for that account number is automatically displayed.
- 4** Enter the desired password for that account.
- 5** Select **Account Name**. The screen for entering text is displayed.

- 
- 6** Enter the account name, and select **Save**. The screen returns to the *Create/Delete* screen.
  - 7** Select **Color Access**. The *Color Access* screen is displayed. Select the desired option, and select **Save**.
    - **Free Access** - Allows both Color and B/W copies.
    - **Black Only** - Allows only B/W copies.
  - 8** Select **Change Account Limit**. The *Account Limit* screen is displayed. Enter the maximum number of color copies using Numeric Keypad, and select **Next**. Enter the maximum number of B/W copies using Numeric Keypad, and select **Save**. The screen returns to the *Create/Delete* screen.
  - 9** Select **Close**.

### Deleting/Resetting Data by Account

---

Information for individual user accounts can be deleted and reset.



- 1** Select **Create/Check Accounts** on the *Auditron Administration* screen. The *Create/Check Accounts* screen is displayed.
- 2** Select the account whose data is to be deleted or reset, and select **Create/Delete**. The *Create/Delete* screen is displayed.
- 3** Select **Change Account Limit** to change the limits for Color or B/W copying.
- 4** Select **Reset Total Pages Printed** or **Reset Account**.
  - When **Reset Total Pages Printed** is selected, the number of copies made for the selected account is reset and returned to 0. A reset cannot be undone.
  - When **Reset Account** is selected, account data and the settings of registered account data are deleted. When this button is selected, a confirmation screen is displayed. If you select **Yes**, the account will be deleted. To cancel, select **No**.

---

## Enabling Auditron Mode

---

You can enable Auditron Mode for copy, scan, or both. When Auditron Mode is enabled, the user must select the Access button and enter the appropriate user account password to start using the machine.



- 1** Select **Auditron Mode** on the *Auditron Administration* screen. The *Auditron Mode* screen is displayed.
- 2** Select **On** or **Off** for Copy and Scan, and select **Save**. The screen returns to the *Auditron Administration* screen.
- 3** Select **Close** until the *System Settings* screen is displayed.

---

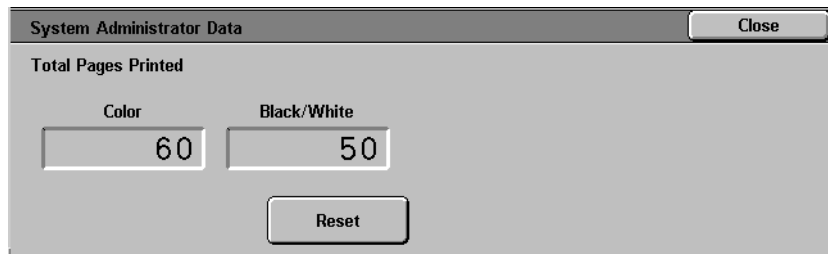
## System Administrator Data

---

You can check the total number of pages printed for color and B/W. You can also reset this data.

123...

- 1 Select **System Administrator Data** on the *Auditron Administration* screen. The *System Administrator Data* screen is displayed.



The screenshot shows a window titled "System Administrator Data" with a "Close" button in the top right corner. Below the title bar, the text "Total Pages Printed" is displayed. Underneath, there are two input fields: "Color" with the value "60" and "Black/White" with the value "50". A "Reset" button is located below these fields.

- 2 Check the total number of pages printed. To reset this data, select **Reset**.
- 3 Select **Close**.

---

## Delete/Reset All Account Data

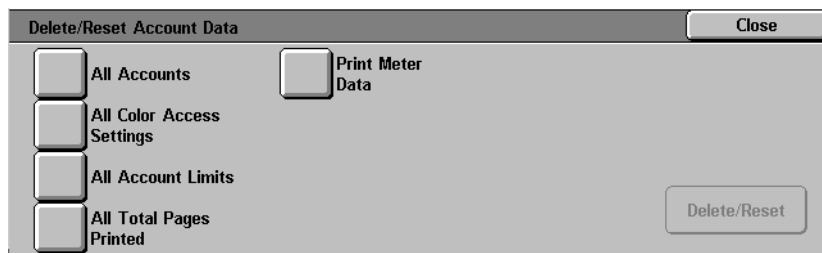
---

Five different types of data can be deleted from all accounts.

- All Accounts** Deletes all accounts and all account information associated with each account.
- All Copy Access Settings** Enables color copying for all accounts by setting the Color Access in all accounts to Free Access.
- All Account Limits** Sets all Account Limits to the maximum number on the machine, 1999900.
- All Total Pages Printed** Resets the Total Pages Printed for Color and B/W for each account to 0.
- Print Meter Data** Resets the meters in System Administrator Data for the total number of pages printed.



- 1** Select **Delete/Reset Account Data** on the *Auditron Administration* screen. The *Delete/Reset Account Data* screen is displayed.



- 2** Select the button for the desired operation, and select **Delete/Reset**. The *Confirmation* screen is displayed.
- 3** Select **Yes** in the *Confirmation* screen. The details you selected are cleared. Deleted data cannot be restored.

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## Printing Meter Reports

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When a password for entering System Settings mode is set, you can print Printer Meter Reports and Auditron Reports.

### Print Meter Report

Check the total number of pages printed on this machine. The number of printed pages is counted individually for color and for B/W.

### Auditron Report

Check the number of pages printed by individual user accounts. You can print a report for a certain account, or all the accounts set up on the machine.



- 1** Press the **Access** button. Enter the password and select **Confirm**.
- 2** Select **User Mode**.
- 3** Press the **Machine Status** button on the Control Panel. The *Machine Status* screen is displayed.
- 4** Select the **Billing Meter/Print Report** tab. The *Billing Meter/Print Report* screen is displayed.
- 5** Select **Print Report/List**. The *Print Report/List* screen is displayed.
- 6** Select **Auditron Administration**.
- 7** Select the desired report:
  - **Print Meter Report**
  - **Auditron Report**If you select Auditron Report, select the desired account number or **All Accounts**.

**NOTE:** 50 account numbers can be selected at a time or all accounts can be selected as the account number.
- 8** Press **Start**. The report is printed.
- 9** Select **Close**.



## 5. Specifications

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This chapter contains details on how to load the paper trays, and paper tray specifications. It also provides you with information on the DocuColor 3535 machine specifications and Finisher (optional accessory).

### Loading Paper

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This section contains basic information about loading paper and transparencies, and about using paper trays. It also includes some paper usage guidelines for the DocuColor Series.

*For more information about the materials you can use, refer to the Recommended Materials for the DocuColor Series.*

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## Trays 1, 2, 3, and 4

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Trays 1,2,3 and 4 hold the paper supply for the DocuColor printer/copier.

Trays 1 - 4 can feed Transparencies and paper weights 18 lb. to 110 lb. (64 to 220 gsm). The machine automatically detects the size and orientation of loaded paper. The paper type must be set in System Setting mode.

Trays 1 - 4 can accommodate approximately 300 striped transparencies and approximately 450 stripeless transparencies. Both striped and stripeless transparencies can be used, but stripeless transparencies are recommended. It is not recommended that you output more than 20 transparencies at a time. If your job is larger than 20 pages, use the Transparency Separators feature.

**NOTE:** *Transparencies cannot be delivered to the Finisher (optional accessory). Transparencies cannot be used for 2 Sided output.*

**NOTE:** *When making copies you can select transparencies from Tray 5 (Bypass). If you want to select transparencies from Trays 1-4, your System Administrator must change the Paper Type setting in System Settings mode. To select transparencies for print jobs, you can select the correct paper type in the printer driver at the client.*

### 3-Tray Module

Trays 1 through 4 can accommodate transparencies and an assortment of standard paper sizes, from 5.5x8.5 through 11x17 inch, and A5 through A3. Trays 1 and 2 have width and length adjustment guides that can be adjusted if the paper size in the tray needs to be changed.

### Tandem Tray Module

Trays 1 and 2 can accommodate transparencies and an assortment of standard paper sizes, from 5.5x8.5 through 11x17 inch, and A5 through A3. Trays 1 and 2 have width and length adjustment guides that can be adjusted if the paper size in the tray needs to be changed. Trays 3 and 4 can accommodate 8.5x11 inch, A4, or B5 paper. Trays 3 and 4 can feed Transparencies and paper weights 18 lb. to 110 lb. (64 to 220 gsm).

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## Tray 5 (Bypass)

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Tray 5 (Bypass) is located on the left side of the printer/copier. Tray 5 (Bypass) can accommodate transparencies and other specified paper stocks, and various paper sizes up to 12x18 in. or SRA3. Tray 5 (Bypass) has the capacity to hold up to 95 sheets. Approximately 20 transparencies should be loaded in Tray 5 (Bypass) at a time.

### Auto Size Detect for Tray 5 (Bypass)

---

Certain standard paper sizes can be automatically detected in Tray 5 (Bypass) by selecting Auto Size Detect on the Tray 5 programming screen. The following paper sizes can be used with the Auto Size Detect feature:

- US/Canada - 5.5x8.5 in. LEF/SEF, 8x10 in. LEF, 8.5x11 in. LEF/SEF, 8.5x13 in. SEF, 8.5x14 in. SEF, 11x17 in. SEF.
- Europe - A5 LEF/SEF, A4 LEF/SEF, A3 SEF, B5 LEF/SEF, B4, Postcard (100 x 148mm).

All other paper sizes must be specified using the selections under Standard Size, or by inputting the size under Non-standard size. For example, you must specify 12x18 inch when using that paper size.

**NOTE:** *A paper size mismatch message will be displayed if you try a job with Auto Size Detect selected and a paper size that is not included in the list above.*

## Auto Tray Switching

---

The Auto Tray Switching feature enables the printer/copier to automatically switch to another tray when a tray runs out of paper. The trays must be loaded with the same size paper in the same orientation (long edge feed or short edge feed).

Auto Tray Switching must be enabled in System Settings mode, with the same paper type assigned to two or more trays.

Auto Tray Switching may be enabled only for Trays 1, 2, 3, and 4. Tray 5 (Bypass) cannot be enabled for Auto Tray Switching.

The default for Auto Tray Switching is On with Trays 1, 2, 3, and 4 enabled. To use Auto Tray Switching with the default settings, load the trays you want to use with the same size paper in the same orientation. Select the paper tray button for the tray with the lowest number on the Control Panel. For example, if you load Trays 1 and 2 with the same size paper and the same orientation, select the Tray 1 Paper Supply button on the *Basic Copying* tab of the Touch Screen. The printer/copier draws from Tray 1 until it is empty, then switches automatically to Tray 2.

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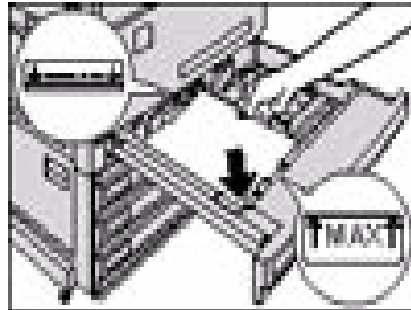
## Loading Stock

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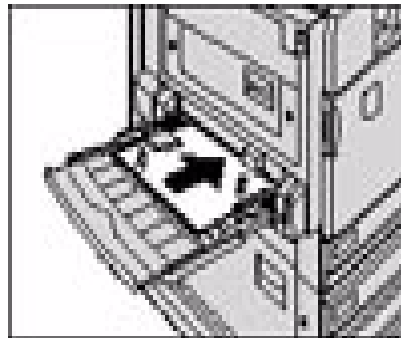
### Paper

---

Load the paper into Trays 1, 2, 3, and 4 with the preferred printing side up.



Load the paper into Tray 5 (Bypass) with the preferred printing side down.



The capacity of the tray varies with the paper weight that is loaded in the tray.

**NOTE:** *For the best results, use only the recommended paper sizes, paper weights, or paper types. If you do not use recommended papers, you may experience copy quality problems, paper jams, or possible component failures.*

If you are loading pre-drilled paper load it into Tray 5 (Bypass) with the undrilled long edge as the leading edge (holes to the left) for 1 sided output, the undrilled long edge as the trailing edge (holes to the right) for 2 sided output.

---

**NOTE:** *Do not load paper above the fill line of the paper tray edge guides.*

**NOTE:** *Fan the desired paper before loading it into the Tray.*

Straighten the paper stack each time the paper tray is opened. Close the paper tray slowly to avoid shifting the paper stack. This ensures that the paper is in the correct position when the paper tray is in the operating position.

If paper feeding or copy curl problems occur, flip the paper over in the tray and make the copies again. If the performance improves, continue to load the paper in this manner. Testing has shown that paper handling and copy performance vary with room temperature, humidity, paper quality, image area on copies, etc. All of these variables interact and, in some cases, you must decide which paper loading method works best.

**NOTE:** *Coated papers are very susceptible to humidity. Multifeeds are much more likely with humidity greater than 40%. Environmental conditions may require that coated paper be fed one sheet at a time from Tray 5 (Bypass).*

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## Transparencies

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Transparencies can be fed from Trays 1- 5 (Bypass). Stripeless transparencies are recommended. Striped transparencies must be loaded in Trays 1 - 4 with the stripe face down, on the right side of the tray. For Tray 5 (Bypass) striped transparencies must be loaded with the stripe face up, on the left side of the tray.

**NOTE:** *Use only the transparencies recommended in the Recommended Materials for the DocuColor Series.*

After loading the transparencies you can program the copier printer to insert a blank separator page between transparencies by using the Transparency Separators feature.

*For more information about the Transparency Separators feature, refer to the section entitled Transparency Separators, in this chapter.*

Follow these guidelines to prevent static build up when using transparencies:

- Place no more than twenty 8.5x11 inch or A4 transparencies in Tray 5 (Bypass) at one time.
- Place only one 11x17 in. or A3 transparency in Tray 5 (Bypass) at a time.
- Remove the transparencies from the Center Output Tray before running additional sets.
- It is not recommended that you output more than 20 transparencies at a time. If your job is larger than 20 pages, use the Transparency Separators feature.

**NOTE:** *Transparencies cannot be delivered to the Finisher Tray.*

*For more specific information about materials that have been tested and approved for use in the DocuColor 3535, refer to the Recommended Materials for the DocuColor Series. Current information is also available at the Xerox web site.*

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## Envelopes

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Envelopes can be fed from Tray 5 (Bypass). You can use envelopes for print jobs. Copying on envelopes is not supported.

Three types of envelopes are supported:

- Monarch 7 3/4 " (98.4 mm x 190.5 mm)
- Commercial #10 (104.8 mm x 241.3 mm)
- DL (110 mm x 220 mm)



- 1** Load a maximum of 10 envelopes into Tray 5 (Bypass) at a time. You may be able to fit a few more depending on the thickness of the envelope, but do not exceed the max fill line on the tray.
  - Envelopes must be loaded LEF, face down in Tray 5 (Bypass).
  - The flap should be closed, and enters the machine first.
  - The machine is not designed to handle high-capacity production envelope printing.
  - The envelope may wrinkle depending on its weight and stiffness.
- 2** In the Printer Driver, you must select Custom Paper Size to use envelopes.
- 3** Set the Media Type to Heavyweight 2.

---

## Loading Paper into Trays 1, 2, 3, and 4

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- 1** To load a paper tray, pull the tray out.
- 2** Fan the paper and load the desired paper into the tray by aligning the edge of the paper against the left edge of the tray. The side to be copied should be facing up.  
Do not fill the paper tray above the fill line.
- 3** Adjust the paper guides if necessary, until they lightly touch the paper.
- 4** Push the tray in gently until it comes to a stop.



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## Loading Stock into Tray 5 (Bypass)

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The number of sheets that can be loaded in Tray 5 (Bypass) varies with the weight of the stock.

**NOTE:** Paper stocks which exhibit difficulties when fed from Trays 1,2,3 and 4 may be fed more reliably from Tray 5 (Bypass).

Do not add paper during a copying job. Do not interleave transparencies with paper in Tray 5 (Bypass).

**NOTE:** Make sure to select the appropriate paper type (i.e. transparencies, heavyweight paper). This will ensure that the images are fused properly in the printing/copying process.



- 1** Open Tray 5 (Bypass) by grasping the tray and gently pushing it away and down from the printer/copier.
- 2** Check the position of the front edge paper guide for Tray 5 (Bypass).  
**NOTE:** The guide should only be set to the 12 inch position for papers wider than A3 (297 mm), such as 12x18 inches.
- 3** Fan the paper and load paper with the side to be copied or printed on facing down. Insert the paper lightly along the paper guide on the front side of the machine until it comes to a stop.
- 4** Adjust the back edge paper guide until it lightly touches the paper.  
**NOTE:** Do not load mixed size paper into the tray. Do not load materials above the fill line located on the paper guide
- 5** Select the appropriate size and type for the paper you have loaded.
- 6** Remove all stock from Tray 5 (Bypass) after the job is complete. Dust and moisture can cause copy quality defects.

---

## Loading 12 x 18 inch Paper

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Use Tray 5 (Bypass) for 12x18 inch (305 x 457 mm) paper.



- 1** Open Tray 5 (Bypass) by grasping the tray and gently pushing it away and down from the printer/copier.
- 2** Adjust the front edge paper guide for Tray 5 (Bypass) to the 12x18 position.
- 3** Load up to 100 sheets of 12x18 inch (305 x 457 mm) 20 lb. paper into Tray 5 (Bypass). Load paper with the side to be copied or printed on facing down.
- 4** Adjust the back edge guide until it lightly touches the paper.
- 5** Select 12x18 in. under Standard Size, and select the appropriate type for the paper you have loaded.
- 6** When the job is complete, return the paper guides for Tray 5 (Bypass) to their normal position.

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## Loading SRA3 Paper into Tray 5 (Bypass)

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123...

- 1** Open Tray 5 (Bypass) by grasping the tray and gently pushing it away and down from the printer/copier.
- 2** Adjust the front edge paper guide to the closest position forward beyond the 12 inch position.
- 3** Load the SRA3 paper into Tray 5 (Bypass). Load the paper with the side to be printed on facing down.
- 4** Adjust the back edge guide until it lightly touches the paper.

**NOTE:** *You can select SRA3 paper as one of the default paper sizes for Tray 5 (Bypass). Performance using this paper size may vary. The maximum image area is 302 x 476.6mm with a guaranteed area of 297 x 476.6mm.*



**CAUTION:** *Do not place any objects or materials other than the appropriate stock on Tray 5 (Bypass). Printer/copier damage may occur.*

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## Machine Specifications

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### Speed by Media

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**DocuColor 3535** Bond Paper (8.5x11 in./A4) 18 lb. - 24 lb. (64 gsm - 98 gsm):

- Black and white: 35 ppm
- Color: 35 ppm

Bond Paper (11x17 in./A3) 18 lb. - 24 lb. (64 gsm - 98 gsm):

- Black and white: 22 ppm
- Color: 22 ppm

Transparency (8.5x11 in./A4):

- Black and white: 16 ppm
- Color: 8 ppm

Heavyweight 1 (8.5x11 in./A4) 28 lb. bond - 90 lb. index (99 - 169 gsm):

- Black and white: 22 ppm
- Color: 22 ppm

Heavyweight 1 (11x17 in./A3) 28 lb. bond - 90 lb. index (99 - 169 gsm):

- Black and white: 11 ppm
- Color: 11 ppm

Heavyweight 2 (8.5x11 in./A4) 65 lb. cover- 110 lb. index (170 - 220 gsm):

- Black and white: 11 ppm
- Color: 11 ppm

Heavyweight 2 (11x17 in./A3) 65 lb. cover- 110 lb. index (170 - 220 gsm):

- Black and white: 5 ppm
- Color: 5 ppm

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Coated 1 (8.5x11 in./A4) 80 lb. text - 100 lb. text (120 gsm - 169 gsm):

- Black and white: 22 ppm
- Color: 22 ppm

Coated 1 (11x17 in./A3) 80 lb. text - 100 lb. text (120 gsm - 169 gsm):

- Black and white: 11 ppm
- Color: 11 ppm

Coated 2 (8.5x11 in./A4) 65 lb. cover - 80 lb. cover (170 gsm - 220 gsm):

- Black and white: 11 ppm
- Color: 11 ppm

Coated 2 (11x17 in./A3) 65 lb. cover - 80 lb. cover (170 gsm - 220 gsm):

- Black and white: 5 ppm
- Color: 5 ppm

## Dimensions and Weight

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### **DocuColor 3535**

The dimensions are: 26.0 x 30.7 x 45.1 inches (660 x 780 x 1145mm). Each size +/- 5mm.

### **Finisher (optional accessory)**

The dimensions are: 300 x 590 x 945mm. Each size +/- 5mm. The weight is: 35kg.

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## Finisher (Optional Accessory)

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	The DocuColor printer/copier may be equipped with an optional Finisher. The Finisher contains the following components:
<b>Finisher Cover Button</b>	Provides access to the Finisher paper path.
<b>Finisher Tray</b>	Completed jobs are delivered to this tray.
<b>Finisher Front Door</b>	Provides access to the Stapler area.
<b>Staple Cartridge</b>	Load a new staple pack when needed.
<b>Finisher Stand</b>	Supports the Finisher and may be used for storage.
<b>Finisher Interface</b>	Delivers the copies to the Finisher.
<b>Center Tray Exit Cover</b>	Provides access to the paper path.



**WARNING:** *Never cheat the safety interlock switch. Injury or a document jam may occur. This switch shuts off the Finisher power when you open the front door or when you move the Finisher to the right to clear a paper jam.*

### Using the Finisher

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










The Finisher can staple from 2 to 50 sheets (50-sheet maximum applies to up to 24lb / 90 gsm paper.) You can staple both portrait and landscape documents with single or dual staples. Output to the Finisher Tray is delivered face down. The Finisher Tray can hold up to 1000 sheets.

- [Jobs containing more than 50 sheets will not be stapled.](#)
- [Tray 5 \(Bypass\) cannot be selected as the paper source for a job going to the Finisher.](#)





























## Stapling Options

Stapling options are selected from the UI or from your printer driver and depend on the paper selected. The table below shows the acceptable paper sizes and stapling options.

### Copying

Paper Orientation	Paper Size	One Left	Two Left	Two Up	One Right	Two Right
LEF	B5, A4, 8.5x11 in.	 			 	
SEF	A4, 8x10 in., 8.5x11 in., 8.5x13 in., 8.5x14 in.	 			 	
SEF	B4, A3, 11x17 in.	 			 	

## Printing

Paper Orientation	Paper Size	One Left	Two Left	Two Up	One Right	Two Right
LEF	B5, A4, 8.5x11 in.	   		 	   	
SEF	A4, 8x10 in., 8.5x11 in., 8.5x13 in., 8.5x14 in.	   			   	
SEF	B4, A3, 11x17 in.	 		 	 	



## 6. Maintenance

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This chapter describes maintenance procedures that should be performed on your machine regularly. When replacing consumable items, such as Toner Cartridges, refer to the instructions in this chapter for information on how to replace them.

When consumable items need to be replaced the following message will appear: "Consumables need to be replaced." Press the Machine Status button on the Control Panel to view the status of the consumables in your machine. There are several pages of consumables listed along with their status. If a consumable needs to be replaced it will be highlighted in white. If you are able to replace it the status will say "Replace Now." If a service technician must replace it the status will say "Replace Now (Call for Service)." The consumables do not need to be replaced immediately when the status says "Replace Soon."

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## Ordering Consumables

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Consumable supplies can be ordered using the part numbers listed in the following table. To order consumable supplies call the supply number below:

United States: 1-800-822-2200

Part Number	Description
006R01122	Black Toner Cartridge
006R01123	Cyan Toner Cartridge
006R01124	Magenta Toner Cartridge
006R01125	Yellow Toner Cartridge
013R00579	Drum Cartridge
008R12904	Fuser (110 Volt)
008R12905	Fuser (220 Volt)
008R12903	Waste Toner Container
008R12915	Staple Cartridge

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## Cleaning the DADF and Document Glass

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Keep the DADF and Document Glass clean to ensure clean copies and acceptable copy quality. Clean the DADF and Document Glass as needed.



- 1** Open the DADF document cover.
- 2** Wipe off any dirt from the underside of the DADF document cover (belt section) with a dry cloth moistened with water. Wipe the cover with a soft, dry cloth until it is clean and dry.
- 3** Wipe off any dirt from the document glass with a soft cloth moistened with water. Wipe in a lengthwise direction making sure to keep your fingers off the glass. Repeat until the Document Glass has no visible marks or streaks.
- 4** Close the DADF document cover.

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## Cleaning the ROS Window

---

The following procedure describes how to clean the ROS (Raster Output Scanner) window.

**NOTE:** *This procedure is normally performed after replacing the Waste Cartridge or when image-quality defects, such as white or color streaks appear during copying or printing.*

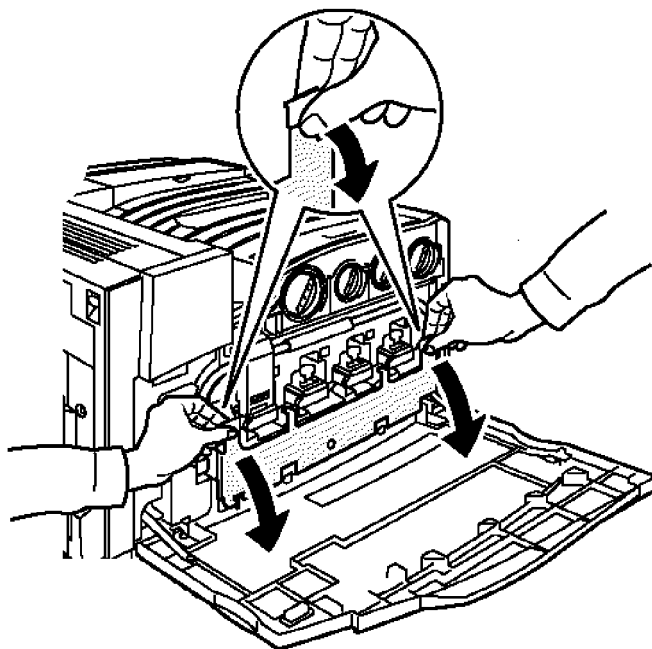
123...

- 1 Turn off the machine and open the Front Cover.

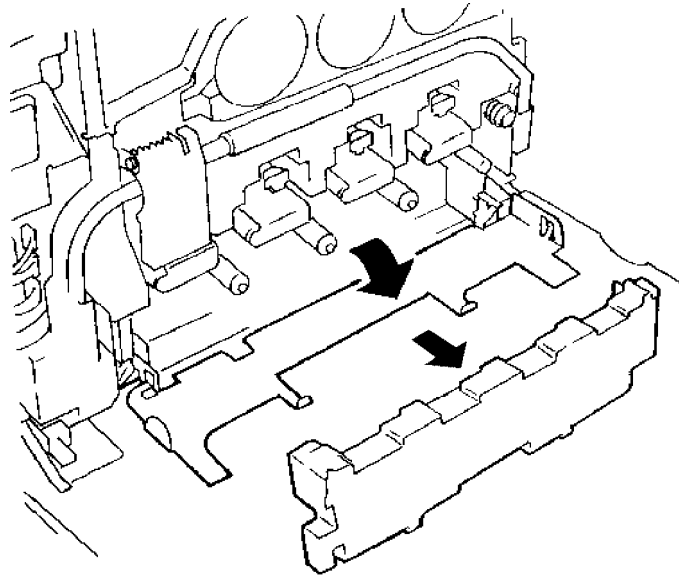


**CAUTION:** *Place a drop-cloth or other suitable protection on the floor or carpeting to catch any waste toner that may spill while performing the next step.*

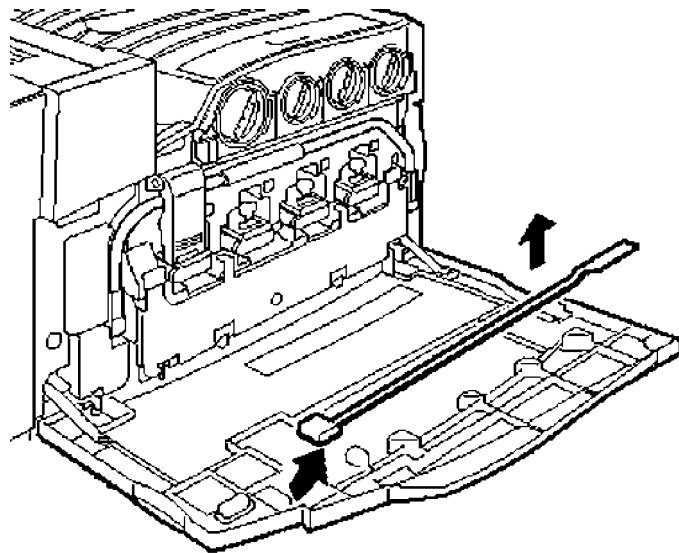
- 2 Lower the Waste Toner Cartridge Cover.



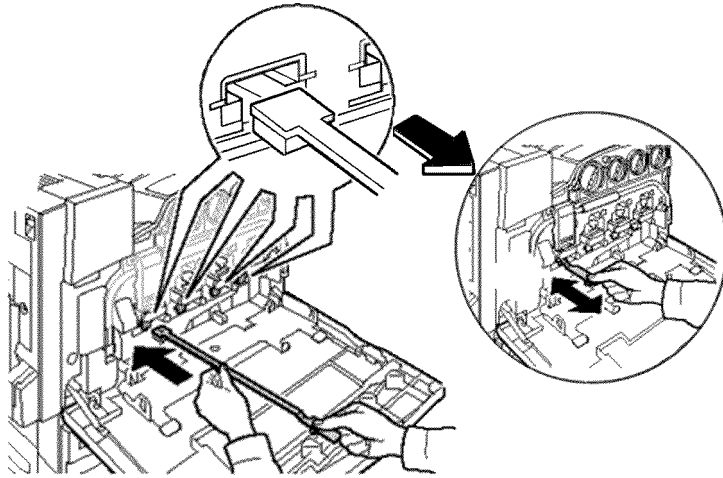
- 
- 3** Remove the Waste Toner Cartridge.
- Pull the Waste Toner Cartridge straight from the machine.



- 4** Remove the ROS Window Cleaning Tool from its storage area inside the Front Cover.



- 
- 5** Clean the ROS Windows. Perform this twice for each cleaning slot.
- Gently insert the cleaning tool into the cleaning slot with the pad facing down.
  - When the cleaning tool has gone in as far as possible, gently draw it out of the machine towards you.
  - Repeat for each of the three (3) cleaning slots.



- 6** Return the cleaning tool to its original position on the rear of the Front Cover.
- 7** Reinstall the Waste Toner Cartridge and Waste Toner Cartridge Cover.
- 8** Close the Front Cover.
- 9** Turn on the machine.

---

## Changing Toner Cartridges

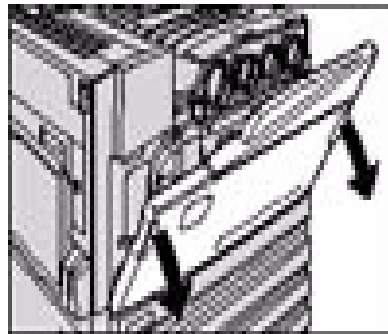
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When a message is displayed to replace a Toner Cartridge, follow the instructions provided here in addition to those on the labels surrounding the cartridges.

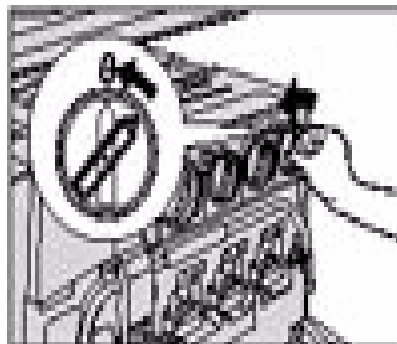
**NOTE:** *When a message appears indicating that a Toner Cartridge is low, the color that is low will be shown. If additional cartridges are low, a more generic message will be displayed and you will not know which cartridges require replacement. Press the Machine Status button on the Control Panel, then select the Consumables tab to view the status of all the consumables.*

123...

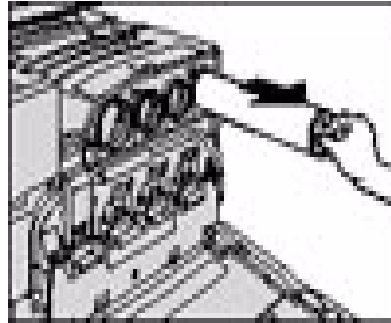
- 1** Open the Front Door of the printer/copier and locate the Toner Cartridges. From left to right the Toner Cartridge colors are Black, Cyan, Magenta, Yellow.



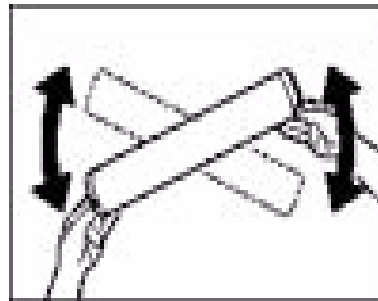
- 2** Place a few sheets of paper on the floor under the Toner Cartridges to catch any toner that may spill.
- 3** Remove the empty cartridge by rotating it counterclockwise until the arrow on the cartridge is aligned with the arrow and unlock position on the printer/copier.



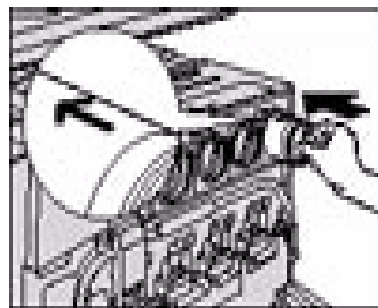
- 
- 4** Pull the cartridge completely out of the printer/copier. Dispose of the cartridge according to local regulations.



- 5** Remove the new cartridge from the box.
- 6** Shake the cartridge from side to side.

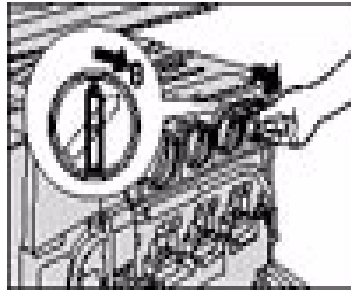


- 7** With the arrow on the cartridge facing upward, slide the cartridge into the printer/copier.

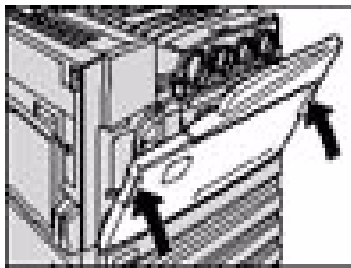


- 8** Rotate the cartridge clockwise until the arrow on the cartridge is aligned with the arrow and lock position on the printer/copier.





- 9** Close the Front Door of the printer/copier.



- 10** Remove the sheets of paper on the floor under the Toner Cartridge, and dispose of them according to local regulations.



**CAUTION:** *Do not use warm or hot water, or cleaning solvents, to remove toner from your skin or clothing. This will set the toner and make it difficult to remove. If any toner gets on your skin or clothing, use a brush to remove the toner, blow it off, or wash it off with cold water and mild soap.*



**CAUTION:** *If more than one Toner Cartridge needs to be replaced at the same time, be careful to place the new cartridges in their correct color locations.*

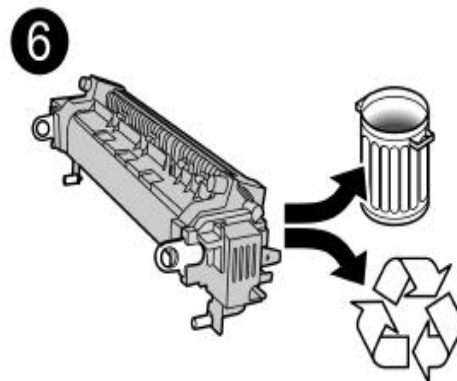
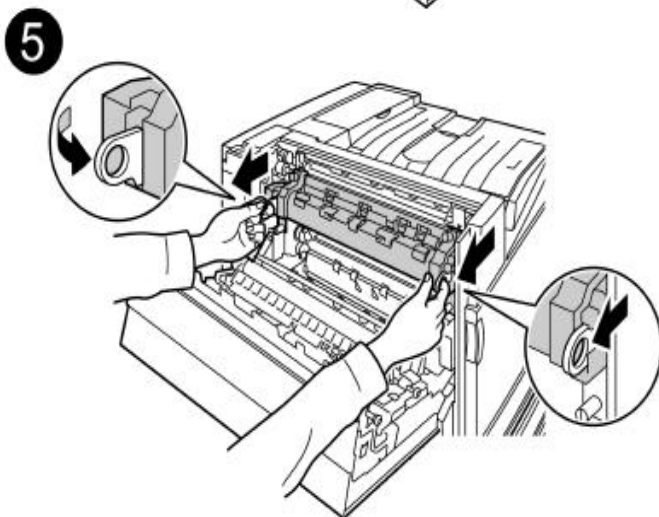
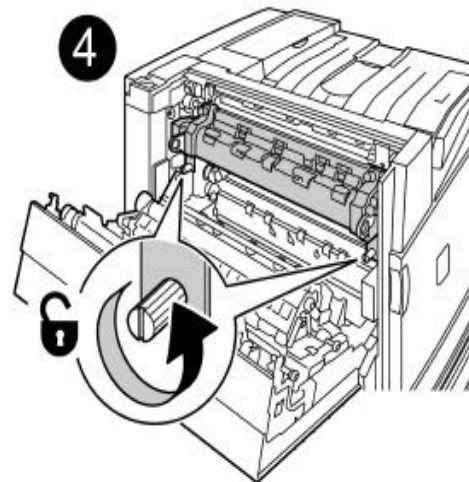
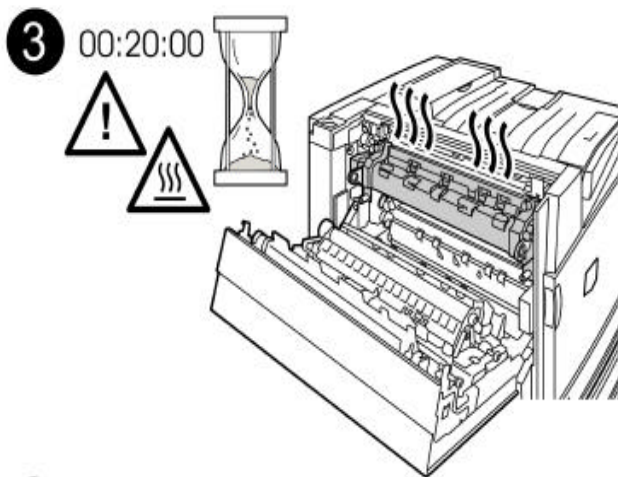
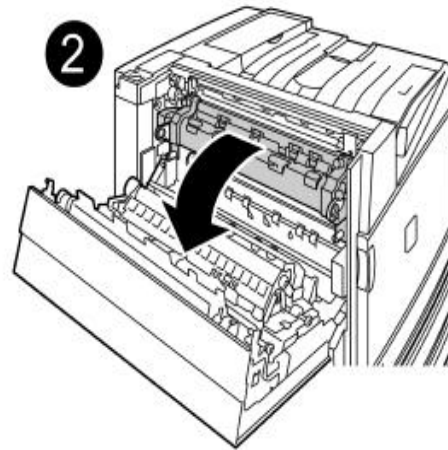
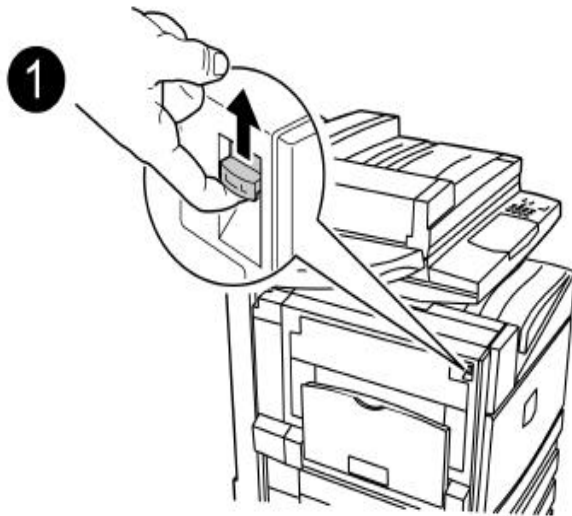
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## Changing Staple Cartridges

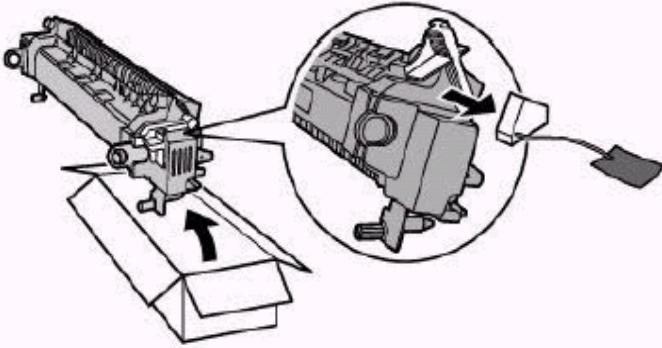
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If you have the optional Finisher on your machine, you will need to replace staple cartridges periodically. Open the Finisher Front Cover and replace the staple cartridges according to the instructions on the label located on the inside of the door.

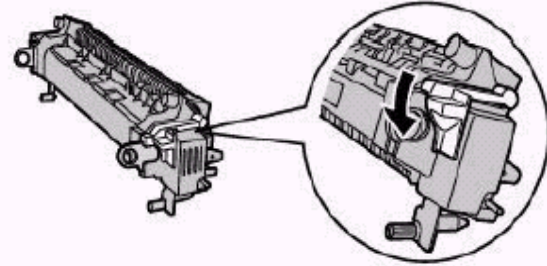
## Changing the Fuser



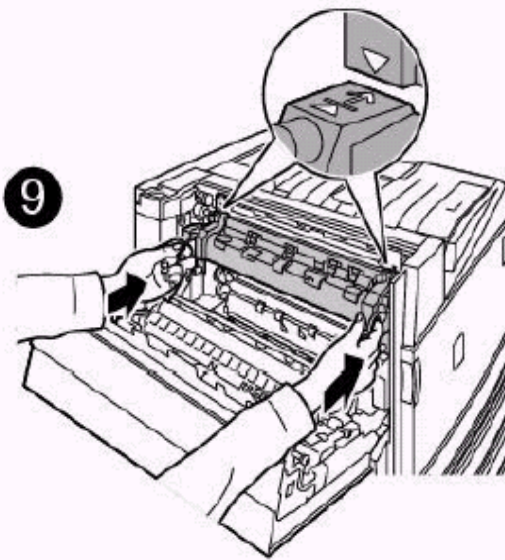
7



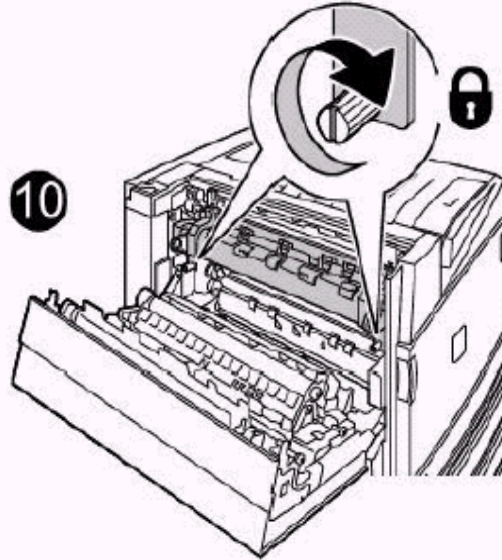
8



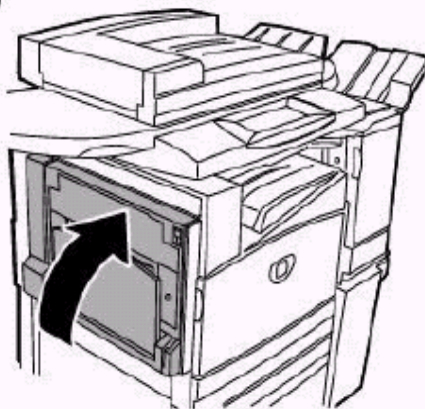
9



10



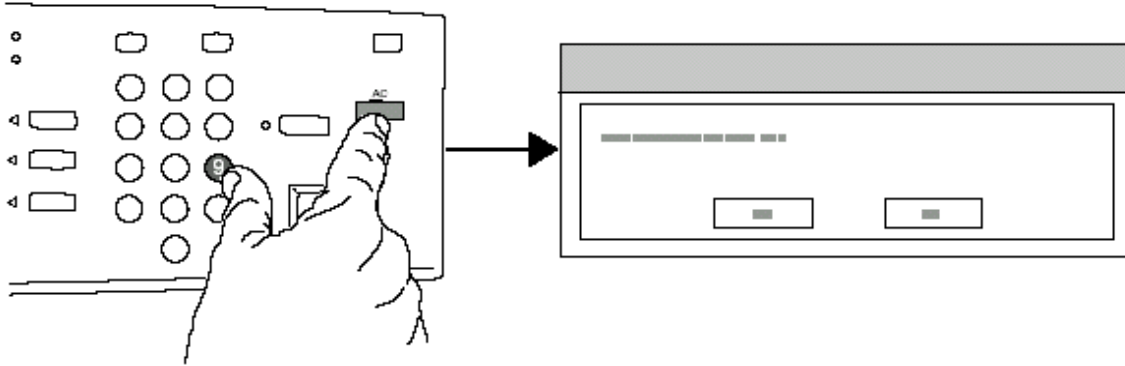
11



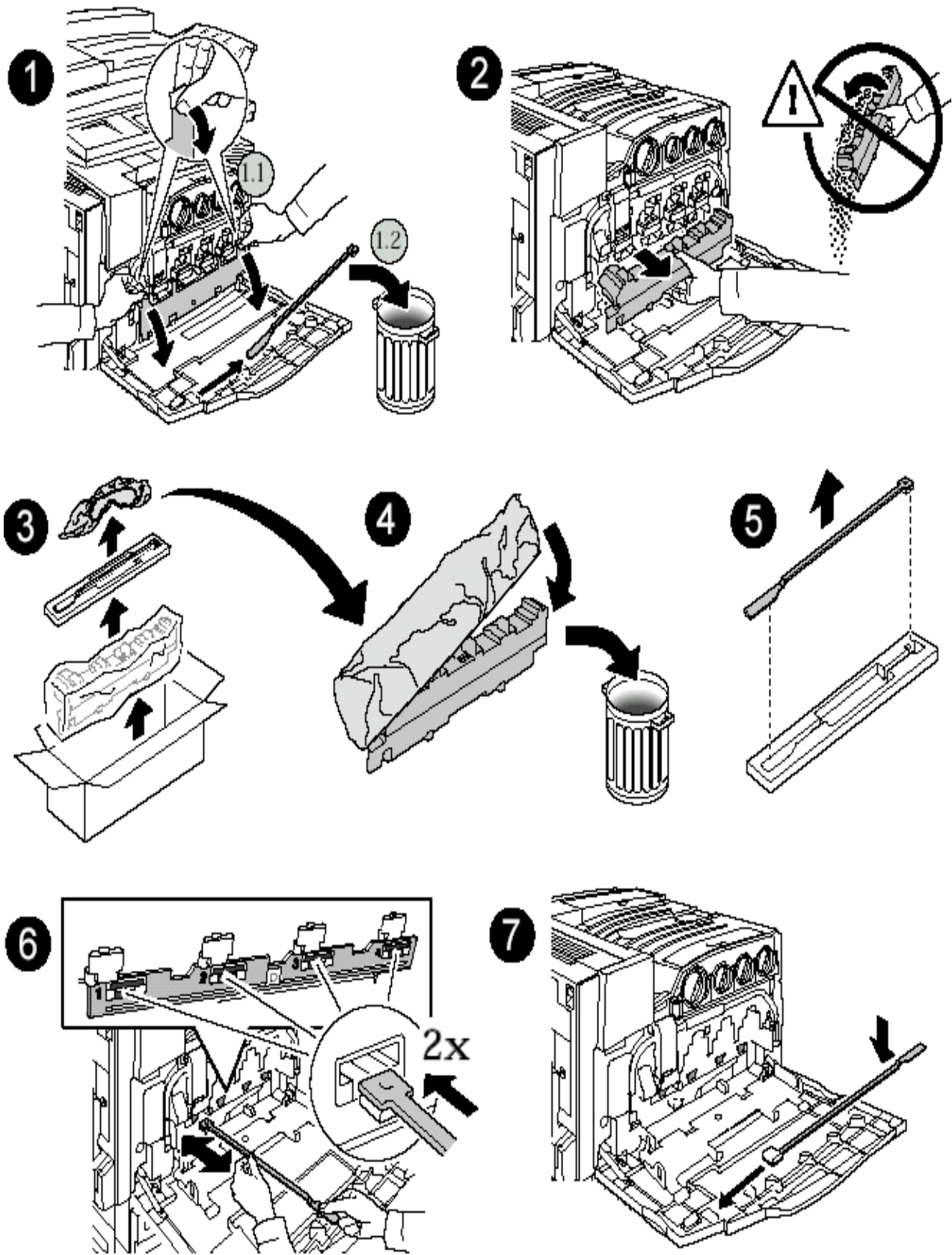
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12

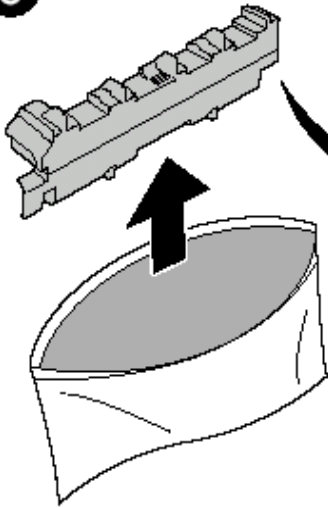
DocuColor 3535



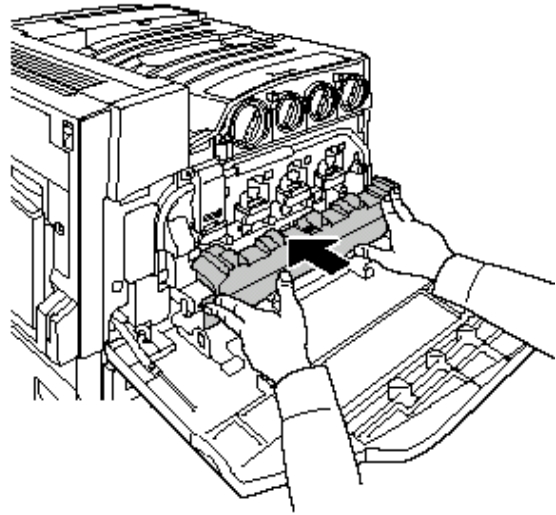
## Changing the Waste Toner Container



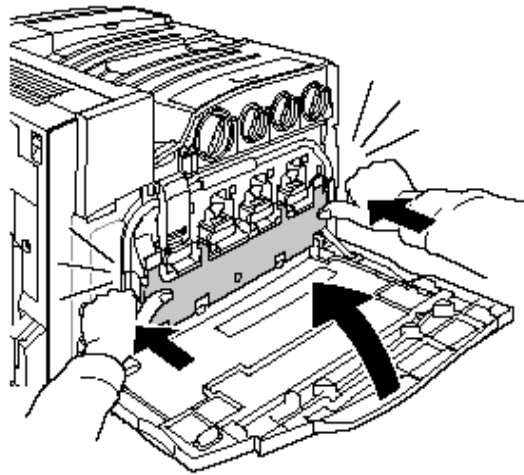
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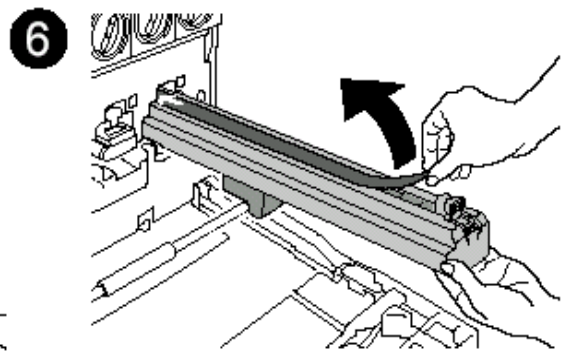
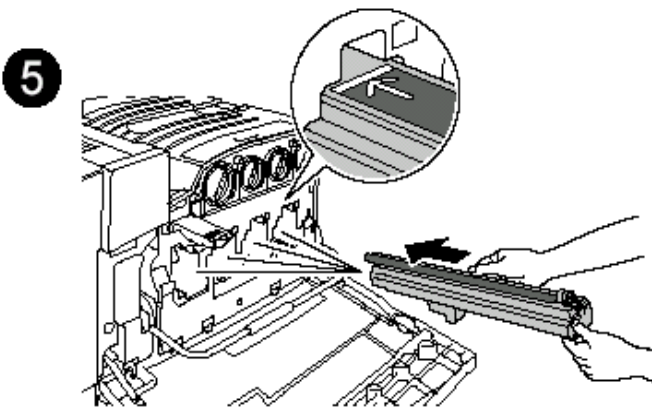
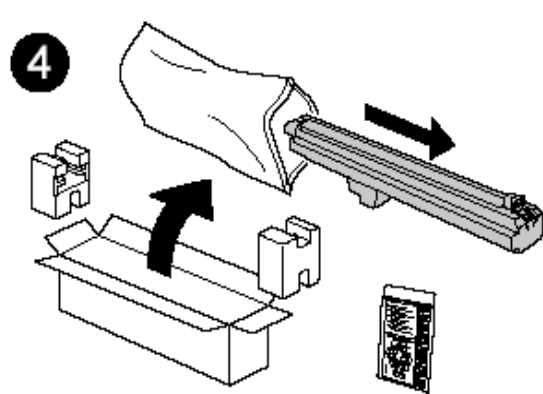
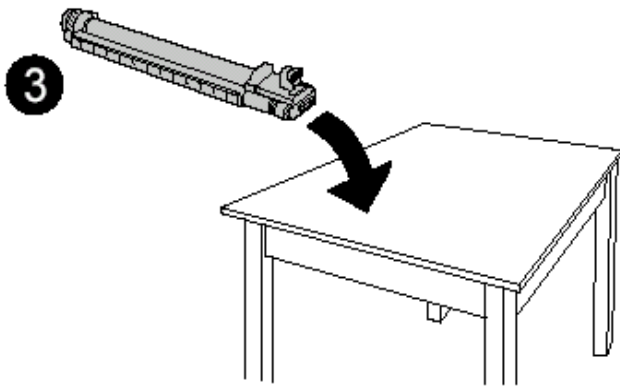
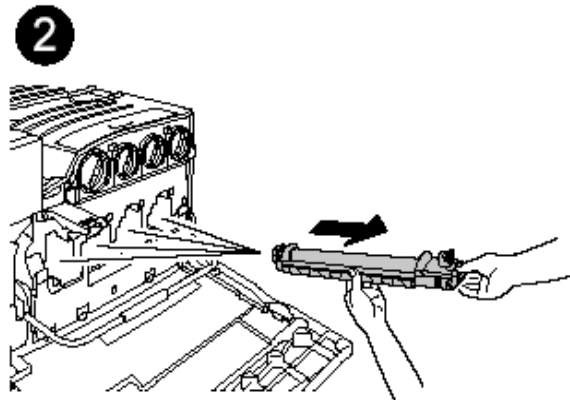
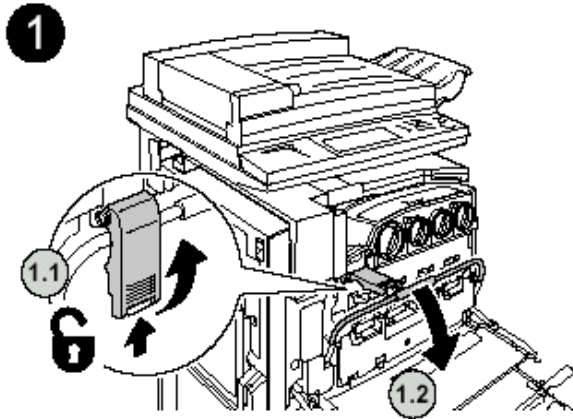
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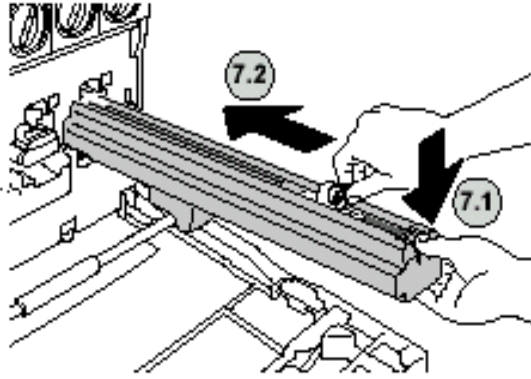


## Changing Drum Cartridges

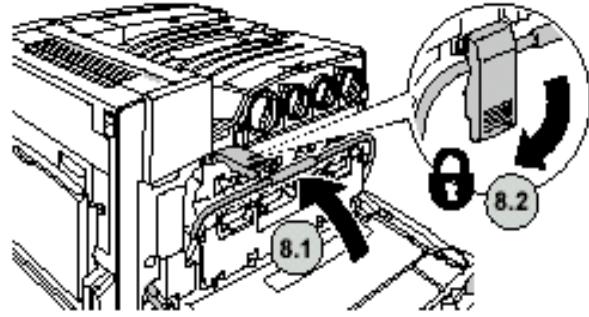




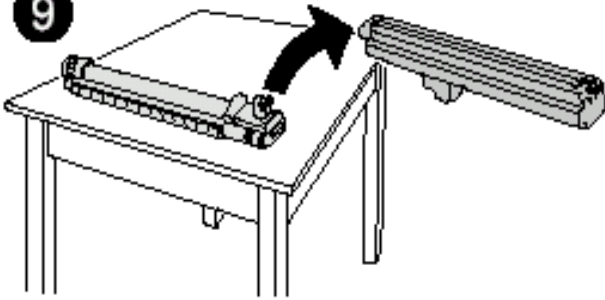
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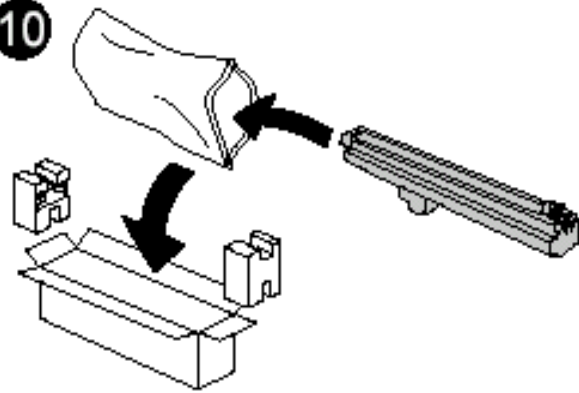
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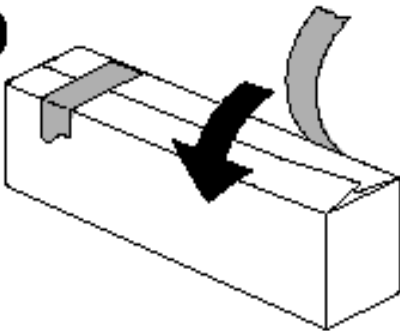
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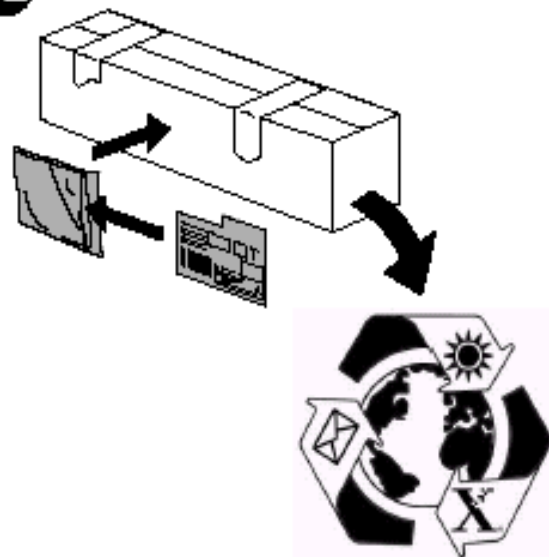
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## 7. Troubleshooting

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The DocuColor Series 3535 is designed to help you find and solve problems as they happen. The printer/copier can detect problems and display the corrective action on the screen.

This section describes the printer/copier faults and how to perform the appropriate recovery procedure.

Sometimes you may not succeed in your efforts to clear a fault. When this happens you should call Xerox. Before calling for assistance, perform the steps provided on the following pages.

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## Paper Jam Clearance

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When paper jams in the machine, the machine stops and a tone sounds. A message display in the message area of the Touch Screen with the corrective actions to take. Occasionally, simultaneous multiple paper jams occur or multiple sheets of paper jam during an extended copy job. A paper message displays until all paper jams in the printer/copier have been cleared. The Touch Screen displays the appropriate message screen for the area of the printer/copier, which needs to be checked until all jams are cleared.



**WARNING:** *When clearing the paper path in the Fuser area (located in the Paper Path Module), remember that the surfaces are hot. To avoid injury, proceed with caution when clearing the path.*

Paper may jam in several areas inside the printer/copier.

- Behind the Top Cover
- Behind the Left Center Cover
- Behind the Bottom Left Cover
- In Trays 1 to 4
- At Tray 5 (Bypass)
- In the Duplex Paper Path
- In the DADF
- In the Finisher (Optional Accessory)

**NOTE:** *Gradually remove the jammed paper so you do not rip it. If the jammed paper rips, be sure to remove all of the pieces.*

The action required to clear a paper jam varies with the location of the jam. Clearance procedures for each of these areas are provided in the actions that follow.

When the jam is cleared successfully and all doors are closed, printing is automatically resumed from the state before the paper jam occurred.

If the jam occurred during copying, press **Start**. Copying is resumed from the state before the jam occurred.

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## Paper Jams at the Top Left Cover

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This section describes how to clear paper jams that occur at the top left cover of the machine.

123...

- 1** Gently open the top left cover while lifting up the release lever.
- 2** If the edge of the jammed paper can be reached at the output tray, pull the jammed paper in the direction of the feed-out tray.



**WARNING:** *The fuser area is very hot. Be careful when clearing a jam in this area.*

- 3** Remove the jammed paper.  
**NOTE:** *If paper is torn, check for any torn pieces of paper inside the machine.*
- 4** If you cannot remove paper jammed inside the fuser unit, lift up the lever and remove the jammed paper.  
**NOTE:** *After you have removed the jammed paper, return the lever to its original position.*
- 5** Press the center section of the top left cover to gently close the cover, and lift up Tray 5 (Bypass).

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## Paper Jams at the Left Center Cover

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This section describes how to clear paper jams that occur at the left center cover of the machine.

123...

- 1** Gently open the left center cover while pulling the release lever.
- 2** Remove the jammed paper.  
**NOTE:** *If paper is torn, check for any torn pieces of paper inside the machine.*
- 3** Gently close the left center cover.

## Paper Jams at the Bottom Left Cover

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This section describes how to clear paper jams that occur at the bottom left cover of the machine.

123...

- 1** Gently open the bottom left cover while pulling the release lever.
- 2** Remove the jammed paper.  
**NOTE:** *If paper is torn, check for any torn pieces of paper inside the machine.*
- 3** Gently close the bottom left cover.

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## Paper Jams in Trays 1 to 4

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This section describes how to clear paper jams that occur in Trays 1 to 4.

123...

- 1** Open the Left Center Cover (for paper jams in Tray 1) or the Bottom Left Cover (for paper jams in Trays 2 to 4), and remove the jammed sheet by pulling on the lead edge, if present. If the lead edge is not present, perform steps 2 to 4.
- 2** Open the tray where the paper jam occurred.
- 3** Remove the jammed paper.  
**NOTE:** *If paper is torn, check for any torn pieces of paper inside the machine.*
- 4** Push the tray in gently until it comes to a stop.

## Paper Jams in Tray 5 (Bypass)

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This section describes how to clear paper jams that occur in Tray 5 (Bypass).

123...

- 1** Inspect the paper feed entrance of Tray 5 (Bypass), and remove any jammed paper.  
**NOTE:** *When two or more sheets of paper are loaded, remove all of the sheets from the tray.*  
**NOTE:** *If paper is torn, check for any torn pieces of paper inside the machine.*
- 2** Fan the paper you removed making sure that all four corners are neatly aligned.
- 3** Insert the paper into the Tray with the printed side facing down until its lead edge lightly touches the paper feed entrance.

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## Paper Jams in the Duplex Unit

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This section describes how to clear paper jams that occur on the duplex unit.

123...

- 1** Open the duplex cover above Tray 5 (Bypass).
- 2** Remove the jammed paper.  
**NOTE:** *If paper is torn, check for any torn pieces of paper inside the machine.*
- 3** Close the duplex unit cover, and lift up Tray 5 (Bypass).

## Paper Jams in the Finisher

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This section describes how to clear paper jams that occur inside the Finisher when the Finisher (optional accessory) is installed.

### Paper Jams on the Finisher Top Cover

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123...

- 1** Press the button on the Finisher top cover. Open the Finisher top cover.
- 2** Remove the jammed paper.  
**NOTE:** *If paper is torn, check for any torn pieces of paper inside the machine.*
- 3** Close the Finisher top cover.



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## Paper Jams on the Finisher Interface

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123...

- 1 Move the Finisher to the right.
- 2 Open the top cover on the Finisher.
- 3 Remove the jammed paper.  
**NOTE:** *If paper is torn, check for any torn pieces of paper inside the machine.*
- 4 Close the top cover on the Finisher.
- 5 Slide the Finisher back to the left.

## Paper Jams on the Center Tray Exit

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123...

- 1 Move the Finisher to the right.
- 2 Remove the jammed paper.  
**NOTE:** *If paper is torn, check for any torn pieces of paper inside the machine.*
- 3 If the jammed paper is hidden from view, open the exit cover and check inside.
- 4 Slide the Finisher back to the left.

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## Document Jams

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If a document jams on the DADF, the machine stops, and an error message appears on the display. Clear the document jam according to the instructions displayed, then reload the document.

### Document Jams on the Left Cover (Top)

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This section describes how to clear document jams on the left cover (top) of the DADF.



- 1** Pull up the handle at the center of the left cover on the DADF, and open the cover until it comes to a stop. The inside cover also rises up interlocked with the other cover.

**NOTE:** *Unlatch the document scanner cover completely to stabilize it. Gently open the covers.*

- 2** Remove the jammed paper.

- 3** Close the left cover of the DADF until you hear it click into place.

- 4** Make sure that the document is not torn, wrinkled, or folded, and load the document again following the instructions displayed.

**NOTE:** *After removing the jammed document, load the entire document again including delivered document sheets. Already scanned document sheets will automatically be skipped and scanning will resume from the previous document sheet.*

**NOTE:** *Torn, wrinkled, or folded documents may cause document jams and damage. To scan such documents, directly place the document on the document glass to make copies.*

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## Jams on Original Input Area and Document Glass

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A message is displayed if a document jam occurs in the Original Input Area of the DADF, or on the Document Glass. Follow the instructions displayed to clear the problem.



- 1** If there is a document jammed in the Original Input Area, remove it gently.
- 2** Gently lift up the DADF.
- 3** Remove the jammed paper.
- 4** Gently return the DADF to the original position.
- 5** Make sure that the document is not torn, wrinkled, or folded, and load the document again following the instructions displayed.

**NOTE:** *After removing the jammed document, load the entire document again including delivered document sheets. Already scanned document sheets will automatically be skipped, and scanning will resume from the previous document sheet.*

**NOTE:** *Torn, wrinkled, or folded documents may cause document jams and damage. To scan such documents, directly place the document on the document glass to make copies.*

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## Stapler Faults

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This section describes how to clear stapler faults. Follow the procedures on the following pages when copies are not stapled or when staples are bent.

**NOTE:** *To staple copies, the Finisher (optional accessory) must be installed.*



- 1** Make sure that the machine has stopped, then open the front cover in the Finisher.
- 2** Hold the staple cartridge by its lever, and pull the staple cartridge out to the right toward you.
- 3** Lift up the staple cartridge to remove it.
- 4** After removing the staple cartridge, check the inside of the Finisher for any remaining staples.
- 5** Pull up the lever on the front of the staple cartridge.
- 6** Remove the jammed staples together with the staple sheet.

**NOTE:** *When removing jammed staples, also remove the staple sheet. Do not remove unused staples from the staple cartridge.*

**WARNING:** *Be careful when removing jammed staples to avoid hurting your fingers.*



- 7** Close the lever on the front of the staple cartridge until you hear it click into place.
- 8** Return the staple cartridge to its original position until you hear it click into place.
- 9** Close the Finisher front cover.

**NOTE:** *A message will be displayed and the machine will not operate if the Finisher front cover is not closed completely.*

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## Resolving Hardware Problems

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### Toner Cartridge

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Problem	Suggested Solution
<ul style="list-style-type: none"><li data-bbox="172 499 522 632">– Operator mistakenly removed the wrong toner cartridge and wishes to reinsert it.</li> <li data-bbox="172 684 522 821">– Operator cannot reinsert a partially full toner cartridge after it has been removed.</li></ul>	<ul style="list-style-type: none"><li data-bbox="552 499 1372 646">– Reinstall the toner cartridge using the following procedure: <b>NOTE:</b> <i>The following procedure may result in dry ink spillage on the floor. To protect the floor, put a disposable covering or drop cloth beneath and in front of the printer/copier.</i></li> <li data-bbox="552 667 1372 762">– Reinstall the used and partially full toner cartridge by pushing in the cartridge until it is fully seated against the rear stop.</li></ul>

**NOTE:** *Inform the Xerox service representative at the next service call about the above action since he or she may need to clean up the dry ink on internal printer/copier components.*

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## Resolving Programming Problems

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Problem	Suggested Solution
The Control Panel Touch Screen does not respond to a touch command	<ul style="list-style-type: none"><li>– Press <b>Clear All</b> on the Control panel</li><li>– Touch a selectable button on the Touch Screen with one finger. A slight pressure is required to cause the printer/copier to react.</li><li>– If the problem persists, open the Front Door of the printer/copier. Close the Front Door and make a selection on the Touch Screen. If the Touch Screen does not respond to any touch commands, switch off the power. Wait 15 seconds, then switch on the power. Reprogram the printer/copier for the copy features that are desired.</li></ul>
You cannot program a job while a screen is open	<ul style="list-style-type: none"><li>– Jobs cannot be programmed or copies made while some screens, such as administration screens, jam clearance screens, or consumable status information screens, are open.</li><li>– Follow the directions on the information screen. Then program the desired job.</li></ul>
Printer/copier features are not selectable	Certain features cannot be selected because of the previous selections. Generally, features or buttons you can select appear selectable to indicate you can use them with the previous selection.
You cannot complete the programming. The printer/copier times out too quickly and resets to the default settings.	Attempt to complete all the programming more quickly. The time-out values have been exceeded during the programming. The values can be changed. <i>For more information about adjusting the machine timeouts, refer to the section entitled Setting the Common Settings, in the User Guide (Machine Administrator).</i>

## Resolving Processor Problems

Problem	Suggested Solution
Transparencies	Load transparencies by following the instructions in the section Loading Stock, in the User Guide (Copier).
11 x 17 (A3) transparencies jam when exiting the printer/copier to the output tray	Remove each copy of 11x17 inch (A3) transparencies from the Output Tray before subsequent copies exit the printer/copier
Transparencies stick together after copying	Select the Transparency Separators feature to eliminate the problem. <i>For more information about this feature refer to the section entitled Transparency Separators, in the User Guide (Copier).</i>
Multiple sheets feed from the Trays	<ul style="list-style-type: none"> <li>– Do not fill the paper trays above the MAX fill line indicator. Trays 1 and 2 hold approximately 520 sheets each of 24 lb. (90 gsm) paper. Tray 3 850 sheets 24 lb. (90 gsm) paper, Tray 4: 1150 sheets 24 lb. (90 gsm) paper</li> <li>– Remove the paper from the Tray and fan the sheets to separate the joined sheets.</li> <li>– Predrilled sheets may stick together at the holes. Remove the paper from the Tray and fan the sheets to separate the joined sheets</li> </ul>
Multiple sheets feed from Tray 5 (Bypass)	<ul style="list-style-type: none"> <li>– Paper and transparencies may stick together if environmental conditions are too dry and cause excessive static. Increase the humidity level in the printer/copier room to minimize static.</li> <li>– Do not overload Tray 5 (Bypass).</li> <li>– Gently fan transparencies to separate the sheets before you load them into Tray 5 (Bypass). If multiple sheet feeding continues, feed the transparencies one at a time from Tray 5 (Bypass).</li> </ul>
Sheets will not feed from the Tray 5 (Bypass)	<ul style="list-style-type: none"> <li>– Ensure that the height of the stack does not exceed the MAX fill line.</li> <li>– Check that the paper guide is not too tight. The paper guide should be adjusted to be just snug against the paper stack.</li> </ul>
Paper jams when exiting the Trays	<ul style="list-style-type: none"> <li>– Ensure that the edge guides of the paper trays fit snugly against the paper stack.</li> <li>– Do not fill the paper trays above the MAX fill line indicator. Tray 1 and 2 hold approximately 520 sheets of 24 lb. (90gsm) paper. Tray 3 holds approximately 850 sheets of 24 lb. (90gsm) paper and tray 4 holds approximately 1150 sheets of 24lb (90 gsm) paper. Close the Tray slowly to avoid shifting the paper stack.</li> </ul>

Problem	Suggested Solution
Output jams when exiting the printer/copier to the Center Output Tray (when the Finisher is installed)	<ul style="list-style-type: none"> <li>– Ensure the paper matches the type defined for the paper tray. When the Finisher Transport is present the Center Output Tray can hold up to 200 sheets of 24 lb. (90 gsm) paper. Empty the Tray when output approaches this limit, to ensure continuous production.</li> <li>– Ensure the first sheet is not blocking the paper exit, particularly for 11x17 inch output.</li> </ul>
Output jams when exiting the printer/copier to the Center Output Tray (when the Finisher is not installed)	<ul style="list-style-type: none"> <li>– Ensure the paper matches the type defined for the Tray.</li> <li>– The Center Output Tray has a capacity of 400 sheets of 24lb (90gsm) paper. Remove the output when it approached this limit to ensure continuous production. Ensure the first sheet is not blocking the paper exit, particularly for 11x17 inch output.</li> </ul>
11 x 17 inch output blocks exit	Ensure the first sheet of 11x17 inch output exits completely.
Copies originating from Tray 5 (Bypass) are skewed. Jams may be occurring	The paper guide on Tray 5 (Bypass) may not be set correctly or may be too tight against the paper stack. Ensure that the paper guide snugly touches the paper stack.
Printer/copier does not make copies when Auto Paper is selected.	For the Auto Paper selection to function correctly, the size of the original document must be the same size as the paper supply that is loaded in at least one of the trays. If not, select the paper tray size that best meets your needs. Or if you wish to continue to use the Auto Paper feature, load one of the trays with the same size paper as the original document.
Loss of information or image deletions on copies made on paper that has been folded or creased.	<ul style="list-style-type: none"> <li>– If you must use folded or creased paper, use a lightweight paper, 24 lb. (90 gsm). Also, avoid imaging the copy paper in the are of the fold or the crease.</li> <li>– Handle the copy paper carefully. Slight folds or creases may result in output deletions.</li> </ul>



Problem	Suggested Solution
Excessive paper curl	<ul style="list-style-type: none"> <li>- Paper curl may be a result of: <ul style="list-style-type: none"> <li>- The mass of toner coverage on the copy - the greater the toner mass, the greater the paper curl.</li> <li>- The paper weight.</li> <li>- The humidity conditions at the printer/copier.</li> </ul> </li> <li>- You can sometimes minimize curl problems by flipping the paper over in the tray and making the copies again. If excessive curl is still present, use a heavier paper.</li> <li>- Ensure the paper matches the type defined for the Paper Tray.</li> <li>- Attempt to minimize the amount of toner on the copy paper by selecting the Photo feature as the Original Type and /or the lighter and/or less contrast image quality options.</li> <li>- When the Finisher is present the Center Output Tray can hold up to 200 sheets of 24 lb. (90 gsm) paper. Empty the output tray when output approaches this limit to ensure continuous production.</li> <li>- The Center Output Tray has a capacity of 400 sheets of 24 lb. (90 gsm) paper. Remove the output when it approaches this limit to ensure continuous production.</li> <li>- Copying high density background areas or documents with alternating high and low density areas results in more curl. Attempt to reduce the amount of curl by adjusting the copy quality controls to reduce the amount of toner on the copies.</li> <li>- Place the printer/copier and paper in a room with air conditioning and low humidity to minimize the moisture in the environment.</li> <li>- Attempt to copy on thicker paper or on paper stock that is less sensitive to moisture.</li> </ul>
Wrinkled Copies or Prints	<ul style="list-style-type: none"> <li>- The following factors increase the likelihood of this problem: <ul style="list-style-type: none"> <li>- Lighter weight papers (i.e. 24 lb./90 gsm or lighter)</li> <li>- Larger papers (i.e. 11 x 17 inch / A3)</li> <li>- Short Grain 11 x 17 inch / A3 papers</li> <li>- Old (not freshly opened) paper</li> <li>- Humid environment</li> <li>- 2 Sided / Duplex copying or printing</li> </ul> </li> <li>- To eliminate / minimize this problem: <ul style="list-style-type: none"> <li>- Use fresh paper from a newly opened ream</li> <li>- Use Long Grain 11 x 17 inch / A3 paper</li> <li>- Use a heavier weight paper</li> </ul> </li> <li>- If the problem persists, contact your Xerox Customer Support Center.</li> </ul>

## Resolving Output Problems using *Basic Copying*, *Added Features*, and *Image Quality* Tabs

For more information on the features on these tabs, refer to the section entitled *Copier Features*, in the *Copy* chapter.

Problem	Suggested Solution
Moiré patterns on the copies	<p>This problem occurs when original documents have halftone images. Perform the suggested solutions in the following order:</p> <ul style="list-style-type: none"> <li>– Use the Sharpness feature to select Softer options until the moiré patterns are not visible.</li> <li>– If using Photo mode, switch to Text &amp; Photo mode.</li> <li>– Select <b>Halftone</b> as the Original Type.</li> <li>– Rotate the original on the Document Glass by 180 degrees.</li> <li>– Reduce or enlarge the output by 5%.</li> </ul>
The entire document is not being copied	<ul style="list-style-type: none"> <li>– Enter the Original Size.</li> <li>– Reduce the image.</li> <li>– Ensure that the document placement matches the Original Orientation setting.</li> </ul>
Scattered, very light show-through images occur when copying a document that is on thin paper	<ul style="list-style-type: none"> <li>– Select <b>Background Suppression</b> in the Preset Color Balance feature on the <i>Image Quality</i> tab.</li> <li>– To eliminate the unwanted show-through images, place the thin (translucent) document on the Document Glass. Cover the document with a black (or very dark) sheet of paper that is the same size as the document you are copying.</li> <li>– Place the 2-sided original document on the document Glass with a blank sheet of paper on top of it.</li> </ul>
A black border appears at the edge of the copy when a reduction option is selected	<p>Select <b>Auto Center</b> in the Margin Shift feature or <b>Border Erase</b> on the <i>Added Features</i> tab.</p>
A black border appears on the copy of a small document	<ul style="list-style-type: none"> <li>– Select <b>Auto Center</b> in the Margin Shift feature or <b>Border Erase</b> on the <i>Added Features</i> tab.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>– Program the Original Size on the <i>Scan Options</i> tab for the dark bordered document that you wish to copy.</li> </ul>
Colors are incorrect or have shifted over time.	<ul style="list-style-type: none"> <li>– Perform an Auto Gradation Adjustment.</li> </ul> <p>For more information on Auto Gradation Adjustment, refer to the User Guide (Machine Administrator).</p>

Problem	Suggested Solution
Deletions on the copy edges.	<ul style="list-style-type: none"> <li>– Edge deletion on all sides of the copy is normal, and is greatest on the lead edge of the copy. Set the Border Erase feature, Variable Erase option, to 4mm to minimize the deletion. Select the size for the original document on the <i>Scan Options</i> tab and an appropriate setting from the Reduce/Enlarge option from the <i>Basic Copying</i> tab.</li> <li>– Moisture may be present in the paper. Load a fresh supply of paper into the trays.</li> <li>– Some deletions may be caused by small pieces of paper remaining in the printer/copier components after a paper jam has been cleared. When clearing a paper jam, be sure to look for and remove any paper fragments.</li> </ul>
Copies made from photographs show color or background on output edges	<p>Most emulsions used to develop photographs have color. Sometimes this color shows on the border of the photograph. To prevent the color from being copied as part of the image or as background, use one of the following suggested solutions:</p> <ul style="list-style-type: none"> <li>– Select <b>Background Suppression</b> in the Image Quality Presets feature on the <i>Image Quality</i> tab.</li> <li>– Use the Border Erase feature on the <i>Added Features</i> tab to deliberately erase the unwanted color or background from the edge.</li> </ul>
The copies made using 100% Reduce/Enlarge feature do not include the entire image along the edge of the document.	Select the Original Size feature and program the exact size of the dark bordered document that you wish to copy.
Output is too light	Use the Lighter/Darker feature to select a darker level. Select the <b>Text</b> or <b>Maps</b> option in the Original Type feature.
Output is too dark	Use the Lighter/Darker feature to select a lighter level. Select the <b>Photo</b> option in the Original Type feature
Output has too much contrast	<ul style="list-style-type: none"> <li>– Select less Contrast (toward Lower) on the Light/Dark/Contrast feature on the <i>Image Quality</i> tab.</li> <li>– Select less Color Saturation (toward Lower) on the Sharpness/Saturation feature on the <i>Image Quality</i> tab.</li> </ul>
Output has low contrast	<ul style="list-style-type: none"> <li>– Select more Contrast (toward Higher) on the Light/Dark/Contrast feature on the <i>Image Quality</i> tab.</li> <li>– Select more Color Saturation (toward Higher) on the Sharpness/Saturation feature on the <i>Image Quality</i> tab.</li> </ul>

Problem	Suggested Solution
Background on copies	<ul style="list-style-type: none"> <li>– Examine the input document for the source of the problem.</li> <li>– Ensure that the document is held flat on the Document Glass and that the document cover is closed.</li> <li>– From the <i>Image Quality</i> tab, adjust the Lighter/Darker control to lighter.</li> <li>– When making Black copies, select <b>Black</b> as the output color. Reduce the color Balance-Low Density values so that the background does not appear on the copies.</li> <li>– When copying colors, set the Output Color to <b>Auto Color</b> and select <b>Auto Exposure</b> so that the background does not appear on the copies.</li> <li>– Determine the type of document you are copying. From the Original Type feature, indicate whether the original is Photo &amp; Text, Text, Photo or other color originals (Maps) for best copy quality.</li> </ul> <p><b>NOTE:</b> You can select the Photo option for documents other than photographs if the document contains areas of different density, from light to dark, and all levels of density need to be copied.</p>
The copies are blurred when copying thick documents, three-dimensional objects, or books	<ul style="list-style-type: none"> <li>– Increase the Sharpness.</li> <li>– Select the <b>Text</b> or <b>Other Color Originals</b> (Maps) option in the Original Type feature</li> <li>– Ensure that the document is held flat on the Document Glass and that the Document cover (DADF) is closed as much as possible. DO NOT force the cover closed.</li> </ul>
Copies have dark bands on the lead edge and a corner when 100% Reduce/Enlarge is selected.	<ul style="list-style-type: none"> <li>– The bands may be caused by curled edges on the document or by misregistration of the document on the Document Glass.</li> <li>– Ensure that the document is registered correctly.</li> <li>– Ensure that the Border Erase is at No Erase (2mm). Increasing the amount of the Border Erase should remove more of the dark bands. Increasing the amount of Border Erase, however, may eventually cause image loss.</li> </ul>
Copies have dark bands on the lead edge and a corner when 100% Reduce/Enlarge is selected and the DADF is used.	<ul style="list-style-type: none"> <li>– The bands may be caused by curled edges on the document or by misregistration of the document by the Duplex Automatic Document Feeder (DADF).</li> <li>– Ensure that the document is registered correctly.</li> <li>– Ensure that the Border Erase is at No Erase (2mm). Increasing the amount of the Border Erase should remove more of the dark bands. Increasing the amount of Border Erase, however, may eventually cause image loss.</li> </ul>

Problem	Suggested Solution
<p>Corner Shift appears in the wrong area on the copy</p>	<p>If the document is positioned on the Document Glass in the short edge direction, and the paper used for copying is in the long edge feed direction, the copy will appear to be positioning the corner shift selection in the wrong corner. Corner shift selections are referenced from the Document Glass location.</p> <p><b>NOTE:</b> <i>Corner Shift is also intended only for documents that are smaller than the copy paper selected.</i></p>
<p>Copies have black borders. Large black borders appear on the copies with documents smaller than the copy paper size.</p>	<ul style="list-style-type: none"> <li>– No shift is selected. Select <b>Auto Center</b> to eliminate the black borders.</li> <li>– Also, select the Auto Center feature to eliminate the black when using the Duplex Automatic Document Feeder (DADF).</li> </ul>
<p>Copies made from a newspaper, a map, or a photograph have background when Original Type is defined as Map or Photo.</p>	<ul style="list-style-type: none"> <li>– The DocuColor Series printer/copier detects low densities of color and reproduces them. This is especially true with the Maps and Photo options. The background can be reproduced or eliminated by adjusting the Lighter/Darker feature toward lighter.</li> <li>– Newspaper show-through can be reduced or eliminated by backing the document with a black sheet of paper.</li> <li>– Use the Auto Exposure option in the <i>Image Quality</i> tab.</li> </ul>
<p>The image density of the copy seems lighter toward the trail edge</p>	<p>This defect is noticeable only when the input document has large solid areas. To reduce or eliminate this defect, select the <b>Photo</b> option in the Original Type feature of the <i>Image Quality</i> tab.</p>

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## Calling for Service

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There is information and support available at [www.Xerox.com](http://www.Xerox.com). There you can find answers to many of your questions, solutions to problems, order toner and supplies, and request service support.

*For information on clearing fault codes, refer to the section entitled Fault Codes, in this chapter.*

There may be times when you will not be able to correct a problem. When this happens, you should call for service. The numbers for calling for service are as follows.

- [North America:](#) 1-800-821-2797
- [Europe:](#) \_\_\_\_\_

Be prepared to provide a complete description of the problem to the service operator. This includes the following information:

- **Machine Serial Number -**  
Press the **Machine Status** button, then select **Machine Information** to view the serial number.
- **Fault Codes**  
The Fault Code will appear on the screen when a fault occurs.

Defining the problem accurately may help to solve the problem over the phone and minimize downtime. If the problem cannot be resolved by telephone, a service representative will be dispatched to your machine promptly.

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## Fault Codes

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This section describes the fault codes that are displayed on the UI screen and refer you to the DocuColor 3535 User Guide for information. If the fault code is not specified in the table, refer to the information with fault code “xxx-xxx” at the end of the table for instructions.

Fault Code	Cause/Remedy
003-747	<ul style="list-style-type: none"><li>• <b>Cause</b> - An illegal print feature combination was set.</li><li>• <b>Remedy</b> - Check the print data.</li></ul>
003-761	<ul style="list-style-type: none"><li>• <b>Cause</b> - The paper size in the Tray selected by Auto Tray Switching is different from the paper in the Tray selected in Tray Selection.</li><li>• <b>Remedy</b> - Change the paper size for the Tray, or change the paper type priority setting.</li></ul>
003-795	<ul style="list-style-type: none"><li>• <b>Cause</b> - The Reduce/Enlarge ratio exceeds the setting range when the scanned document is enlarged/reduced to the specified paper size.</li><li>• <b>Remedy</b> - Enter the Reduce/Enlarge ratio, or change the paper size.</li></ul>
015-790	<ul style="list-style-type: none"><li>• <b>Cause</b> - The scanned document is a copy-prohibited document</li><li>• <b>Remedy</b> - See the section entitled Illegal Copies in the front section of the DocuColor 3535 User Guide to check the types of documents that can be copied.</li></ul>
016-450	<ul style="list-style-type: none"><li>• <b>Cause</b> - The SMB host name has been set twice.</li><li>• <b>Remedy</b> - Change the host name.</li></ul>
016-452	<ul style="list-style-type: none"><li>• <b>Cause</b> - The IP address has been set twice.</li><li>• <b>Remedy</b> - Change the IP address.</li></ul>
016-453	<ul style="list-style-type: none"><li>• <b>Cause</b> - Failed to acquire the IP address from the DHCP server.</li><li>• <b>Remedy</b> - Set the IP address manually.</li></ul>
016-454	<ul style="list-style-type: none"><li>• <b>Cause</b> - Could not acquire the IP address from DNS.</li><li>• <b>Remedy</b> - Confirm the DNS settings and IP address acquisition method setting.</li></ul>
016-735	<ul style="list-style-type: none"><li>• <b>Cause</b> - An attempt was made to print a job template while it was being updated.</li><li>• <b>Remedy</b> - Wait a while before instructing printing again.</li></ul>
016-737	<ul style="list-style-type: none"><li>• <b>Cause</b> - An error occurred during reading of data from the job template pool server.</li><li>• <b>Remedy</b> - Check the access rights of the directory to which the job template is stored.</li></ul>

Fault Code	Cause/Remedy
016-739	<ul style="list-style-type: none"> <li>• <b>Cause</b> - Could not find the specified job template pool server.</li> <li>• <b>Remedy</b> - Check the path name to the job template pool server.</li> </ul>
016-740	<ul style="list-style-type: none"> <li>• <b>Cause</b> - Could not log into the job template pool server.</li> <li>• <b>Remedy</b> - Check the login user name, password, and other information.</li> </ul>
016-741	<ul style="list-style-type: none"> <li>• <b>Cause</b> - Could not connect to the job template pool server.</li> <li>• <b>Remedy</b> - Ask the network administrator to check the network environment or server environment.</li> </ul>
016-742	<ul style="list-style-type: none"> <li>• <b>Cause</b> - The job template could not be stored to memory due to insufficient hard disk space.</li> <li>• <b>Remedy</b> - Delete unwanted data from the hard disk to increase hard disk space.</li> </ul>
016-743	<ul style="list-style-type: none"> <li>• <b>Cause</b> - The settings on the job template pool server are incorrect.</li> <li>• <b>Remedy</b> - Check the settings of the job template pool server.</li> </ul>
016-748	<ul style="list-style-type: none"> <li>• <b>Cause</b> - Printing is not possible due to insufficient hard disk space.</li> <li>• <b>Remedy</b> - Reduce the number of pages of print data, for example, by dividing up the print data or printing one copy at a time when making multiple copies.</li> </ul>
016-757	<ul style="list-style-type: none"> <li>• <b>Cause</b> - The entered password is wrong.</li> <li>• <b>Remedy</b> - Enter the correct password.</li> </ul>
016-758	<ul style="list-style-type: none"> <li>• <b>Cause</b> - The account is not registered as an authorized copy user.</li> <li>• <b>Remedy</b> - Contact the System Administrator.</li> </ul>
016-759	<ul style="list-style-type: none"> <li>• <b>Cause</b> - The maximum number of copies has been reached.</li> <li>• <b>Remedy</b> - Contact the System Administrator.</li> </ul>
016-778	<ul style="list-style-type: none"> <li>• <b>Cause</b> - Conversion of the scanned image was discontinued due to insufficient hard disk space.</li> <li>• <b>Remedy</b> - Delete unwanted data from the hard disk to increase hard disk space.</li> </ul>
016-779	<ul style="list-style-type: none"> <li>• <b>Cause</b> - An error occurred during conversion processing of the scanned image.</li> <li>• <b>Remedy</b> - Instruct scanning again.</li> </ul>
016-780	<ul style="list-style-type: none"> <li>• <b>Cause</b> - An error occurred on the hard disk during conversion processing of the scanned image.</li> <li>• <b>Remedy</b> - A probable cause is hard disk malfunction. For information about replacing hard disks, contact your Xerox Customer Support Center.</li> </ul>
016-781	<ul style="list-style-type: none"> <li>• <b>Cause</b> - Could not connect to the server during file forwarding by Scan Services.</li> <li>• <b>Remedy</b> - Ask the network administrator to check the network environment or server environment.</li> </ul>



Fault Code	Cause/Remedy
016-782	<ul style="list-style-type: none"> <li>• <b>Cause</b> - Could not login to the server during file forwarding by Scan Services.</li> <li>• <b>Remedy</b> - Check the login user name, password, and other information.</li> </ul>
016-783	<ul style="list-style-type: none"> <li>• <b>Cause</b> - Could not find the specified server path during file forwarding by Scan Services.</li> <li>• <b>Remedy</b> - Check the path name of the server currently set to the job template.</li> </ul>
016-784	<ul style="list-style-type: none"> <li>• <b>Cause</b> - A write to server error occurred during file forwarding by Scan Services.</li> <li>• <b>Remedy</b> - Confirm that there is sufficient space in the directory on the server, and that access rights are present.</li> </ul>
016-785	<ul style="list-style-type: none"> <li>• <b>Cause</b> - The file could not be sent due to insufficient space on the server's hard disk by Scan Services.</li> <li>• <b>Remedy</b> - Delete unwanted data from the server's hard disk to increase hard disk space.</li> </ul>
016-787	<ul style="list-style-type: none"> <li>• <b>Cause</b> - The server IP address set to the job template is illegal.</li> <li>• <b>Remedy</b> - Specify the correct job template.</li> </ul>
016-788	<ul style="list-style-type: none"> <li>• <b>Cause</b> - Failed to retrieve the file from the Web browser.</li> <li>• <b>Remedy</b> - Refresh the browser page, or restart the browser, or turn the machine off then on again. Try retrieving the file again.</li> </ul>
020-530	<ul style="list-style-type: none"> <li>• <b>Cause</b> - No correct operations were performed in a certain period of time.</li> <li>• <b>Remedy</b> - Perform an operation within a certain period of time.</li> </ul>
xxx-xxx (Fault Code) For all other Fault Codes not listed in the above table.	<ul style="list-style-type: none"> <li>• <b>Cause</b> - An error occurred.</li> <li>• <b>Remedy</b> - Turn the machine Off, wait for the display on the control panel to go out, then turn the machine back On again. If the same message is displayed, record the message in (**-***). Next, turn the machine Off, wait for the display on the Control Panel to go out, then contact your Xerox Customer Support Center.</li> </ul>
Abnormal End (**-***)	<ul style="list-style-type: none"> <li>• <b>Cause</b> - An error occurred causing the operation to end abnormally.</li> <li>• <b>Remedy</b> - Program the same operation again.</li> </ul>



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