



KONICA MINOLTA

Giving Shape to Ideas

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Operation Quick Guide



- Chapter 1 : Preparation for Use
- Chapter 2 : Copy Operation
- Chapter 3 : Print Operation
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- Chapter 5 : Troubleshooting
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Introduction



Welcome

Thank you for purchasing this machine.

This User's Guide describes frequently-used functions and their operating instructions. For quick use and comprehension of various features available on this machine, please read this User's Guide as necessary.

Important:

- To ensure correct and safe usage of the product, please read Safety Information included with the machine before starting any operations.

Composition of User's Guide

Printed manuals	Overview
[User's Guide - Security]	This guide describes the security functions. Please read this guide for comprehension of how to use the Enhanced Security mode and detailed machine operation in Enhanced Security mode.
[Operation Quick Guide]	This guide mainly describes how to use frequently used functions. Please read this guide for quick comprehension of various features available on the machine.
[Safety Information]	This guide provides precautions and requests that should be followed to ensure safe usage of this machine. Please be sure to read this guide before using the machine.

User's guide CD manuals	Overview
[User's Guide - Copier]	This guide describes an outline of the machine and copy operations. <ul style="list-style-type: none"> • Configuration and specifications of the main body and options • Turning on/off the machine • Paper information • Making a basic copy and setting procedures • Supplies and disposals • Application, Output Setting, and Job List • Troubleshooting
[User's Guide - POD Administrator's Reference]	This guide provides you with detailed information on machine management and how to customize the machine according to your daily use. <ul style="list-style-type: none"> • Tray Setting • Both Sides Adjust • Controller Settings • Adjustment, Utility Menu screen • Network Setting • PageScope Web Connection • Web Utilities
[User's Guide - Printer]	This guide describes the settings of the printer drivers and utility tools. <ul style="list-style-type: none"> • PCL driver • PS Plug-in driver • PS PPD driver • PageScope Web Connection



User's guide CD manuals	Overview
[User's Guide - Network Scanner]	<p>This guide describes operations of the network scanner functions.</p> <ul style="list-style-type: none">• Storing data to and outputting data from the HDD for the machine• Sending via e-mail• Storing data to HDD for controller• Sending to FTP server• Sending to SMB server• Sending to group
[Trademarks/Copyrights]	<p>This guide describes trademarks, licenses, and copyrights concerning this machine. Please be sure to refer to this guide before using the machine.</p>

About Operation Quick Guide

This user's guide is targeted for a customer who uses this machine.

It describes basic machine operations and simple troubleshooting.

Note that basic technical knowledge about the product is required to enable users to perform troubleshooting operations. Also, please refer to the User's Guide - Copier. Should you experience any problems, please contact your service representative.



Conventions Used in This Manual



Symbols Used in This Manual

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

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

To use this machine safely



WARNING

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



CAUTION

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

A convenient function to use well

Combination Examples

Z-Fold + Mixed
The Fold function can be set in combination with the Mixed function which copies originals (from ADF) of different sizes to the one paper size with automatic magnification function.

Z-Fold + Staple/Punch
The Fold function can be set in combination with the Punch function which makes punch holes on the output papers. When the optional Staple Finisher (FS-S21/FS-612) is installed, it can be set in combination with the Staple function which makes stapling on the output papers.

Multi Half Fold (Trimming) + Booklet
Multi Half Fold + Saddle + Center Staple + (Saddle Stitch Trimming)
The Booklet function prints the original documents on both sides of output paper two pages per one side and arranges the pages to be the orders of reading like the weekly magazine with center stapling.

You can understand the operation purpose and the function image by the title and illustration.

Describes convenient functions in combination.

Indicates the pages to refer for details.

Describes additional explanations as help for your understanding.

Describes matters you should check before the operation.

Describes procedures of operations with the flow chart.

Key names on the touch panel or computer screen, or a name of user's guide are indicated by these brackets.

MEMO

- This page does not exist in the document.

Chapter 5: Application About the network setting (Fiery controller)

SMB Setting
To enable SMB setting is necessary to use the SMB printing function and the Scan to SMB function.

Check

- To reflect the modified settings, reboot the Fiery controller.

1. Start Configure. [▶ p.5-8](#)
2. Select [Network] - [Services] - [Windows Printing (SMB)].
3. Click [Enable Windows Printing (SMB)] check box.
4. Click [Apply].
5. Set the other settings as required and click [Reboot].

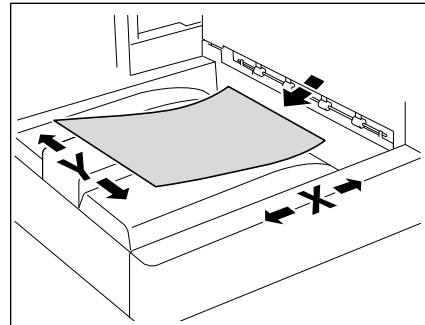
MEMO

- About the details of settings, refer to User's Guide - Main Body.
- If you don't want to reboot immediately, click [Cancel] after clicking [Apply]. In this case, modified settings are saved and will be available after the next restart of the controller.

Original and Paper Indications

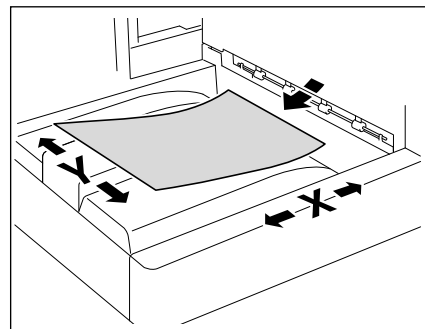
Paper size

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

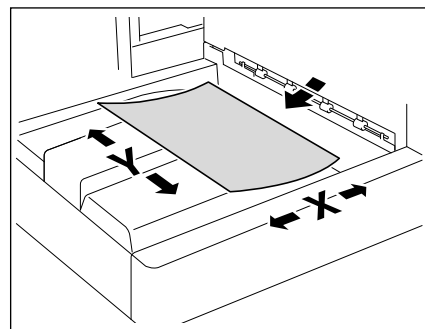


Paper indication

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



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



Tabbed paper

The marks for tabbed paper are ☐ and ☐ for both original and paper on the touch panel, while indicated by ☐ and T ☐ in this manual.

Example: A4 ☐ -> A4T ☐, A4 ☐ -> A4T ☐



A Convenient Function To Use Well

The following explains the convenient function to use well among functions of copy, printer, and scanner.

You can identify by the following icons which function is explained. When multiple icons are indicated, the description explains the common function.

- **C**: indicates the description is for copy function.
- **P**: indicates the description is for printer function.
- **S**: indicates the description is for scanner function.

MEMO

- For the details about the function without reference page, please refer the User's Guide respectively.

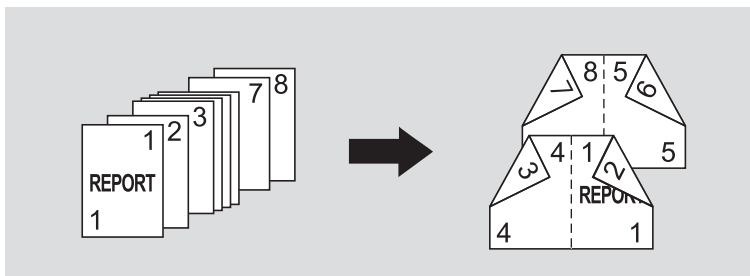
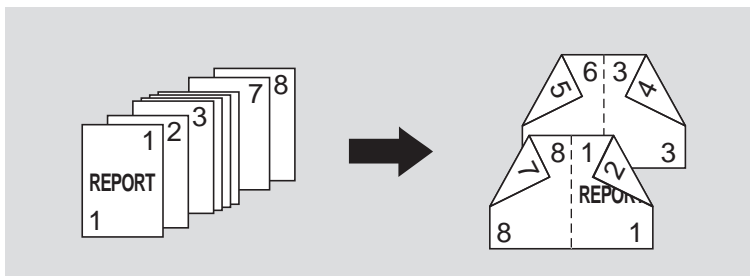


Booklet



This function prints the original documents on both sides of output paper two pages per one side and arranges the pages to be the orders of reading like the weekly magazine with center stapling. A booklet can be made by folding the output paper.

» Booklet
 <Copy>
 Refer to page 2-2.
 <Printer>
 Refer to page 3-12.

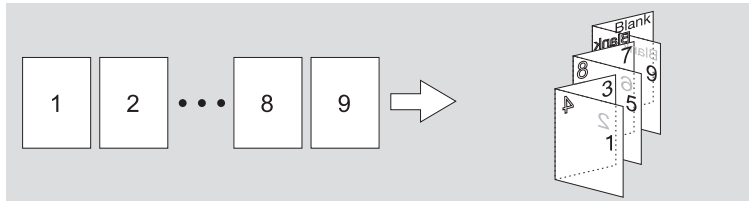
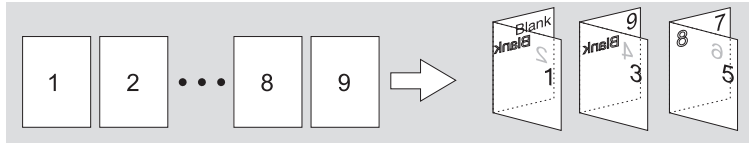


Check

- The Booklet function is for the page imposition. To bind/trim the output paper, it is necessary to use this function in combination with another functions that use some device options.
- When the Booklet function is set, the automatic magnification function is automatically set at the same time.
- In printer function, the Booklet function corresponds to “Saddle” (booklet type).

MEMO

- The blank pages of the number of which the original pages is insufficient to the multiple of 4 is automatically inserted in the end of the booklet.

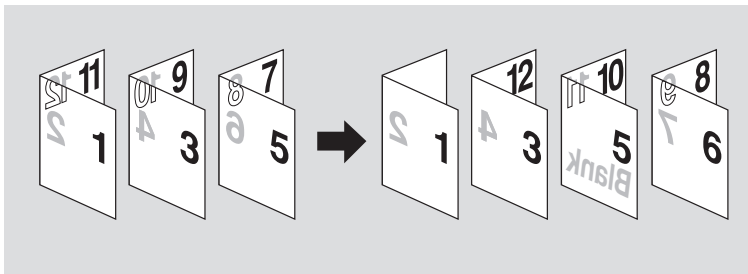


Combination examples of Booklet

Booklet + Chapters



The Booklet function can be set in combination with the Chapters function which outputs the specified pages on the right side (front pages). In this case, some blank pages are automatically inserted to the necessary position. (For example, if the Chapters function is specified on page 6, page 6 will be printed at the front side and a blank page will be inserted after page 5.)

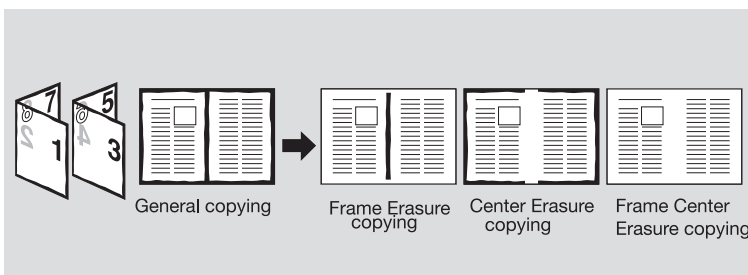


▶▶ Chapters
<Printer>
Refer to Sections 10 and 11 of User's Guide - Printer.

Booklet + Frame Center Erase



The Booklet function can be set in combination with the Frame Center Erasure function which erases border shadow or folding shadow (at the center).



▶▶ Frame Center Erase
<Copy>
Refer to Section 7 of User's Guide - Copier.



Booklet + Stamp



The Booklet function can be set in combination with the Stamp function which adds stamps such as set numbering, page number, date/time, and specified text onto the output paper.



Stamp

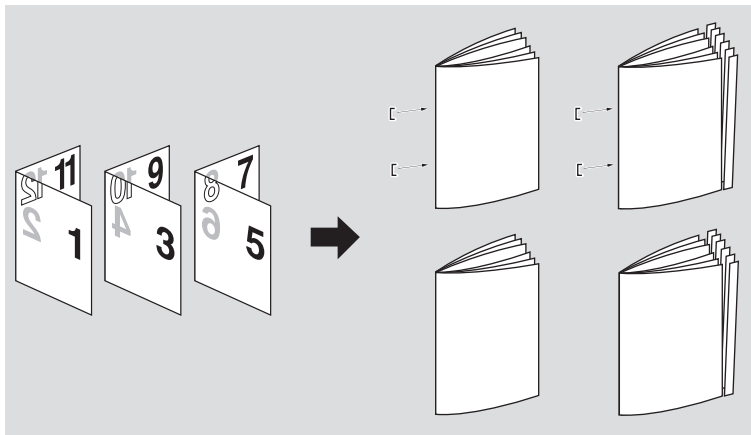
<Copy>
Refer to Section 7 of User's Guide - Copier.
<Printer>
Refer to Sections 10 and 11 of User's Guide - Printer.

Booklet + Fold & Staple (Fold & Staple + Trimming) / Multi Half-Fold (Multi Half-Fold + Trimming)



When Saddle Stitcher SD-506 is mounted on the main body, the Booklet function can be set in combination with the Fold & Staple, Multi Half-Fold, Fold & Staple + Trimming, and Multi Half-Fold + Trimming functions.

And when Finisher FS-532 is mounted with optional Saddle Stitcher SD-510, the Booklet function can be set in combination with the Fold & Staple/Multi Half-Fold function.



Fold & Staple (Fold & Staple + Trimming)

<Copy>
Refer to Section 8 of User's Guide - Copier.
<Printer>
Refer to Sections 10 and 11 of User's Guide - Printer.

Multi Half-Fold (Multi Half-Fold + Trimming)

<Copy>
Refer to page 2-5.
<Printer>
Refer to Sections 10 and 11 of User's Guide - Printer.

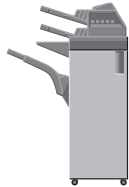
Option
Refer to page 6-10.

Fold

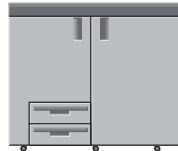


By using Folding Unit FD-503, Saddle Stitcher SD-506, or Finisher FS-532 with optional Saddle Stitcher SD-510, the following fold option can be specified for copies.

FD-503



SD-506

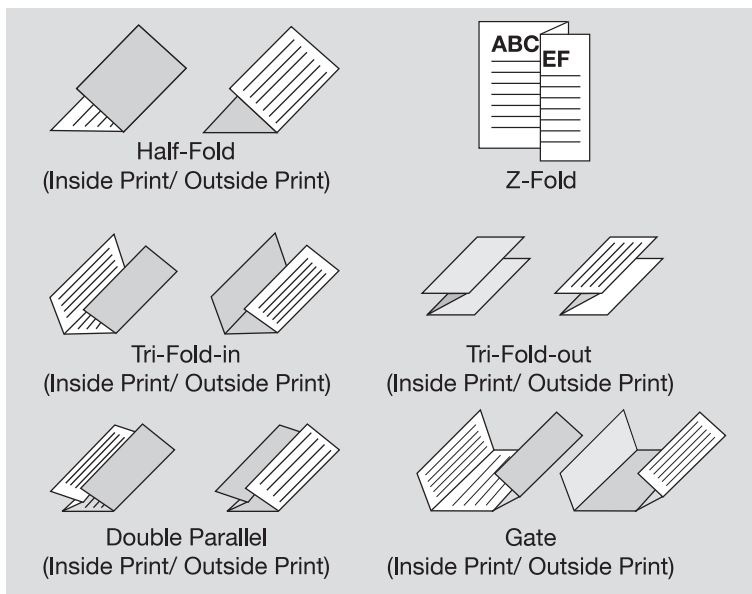


FS-532+SD-510

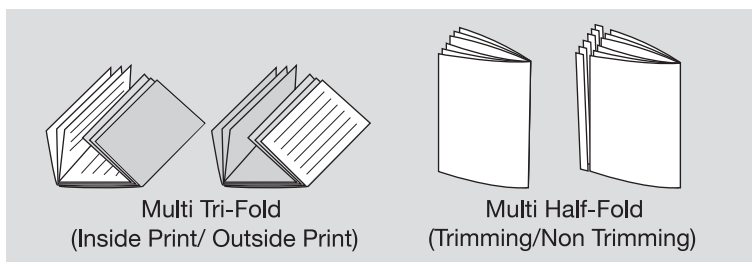


»» Fold
 <Copy>
 Refer to page 2-4.
 <Printer>
 Refer to Sections 10
 and 11 of User's
 Guide - Printer.
 »» Option
 Refer to page 6-10.

When Folding Unit FD-503 is used:

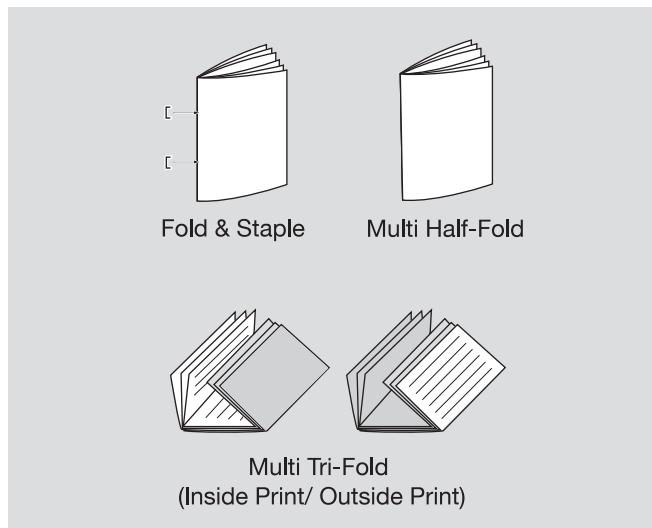


When Saddle Stitcher SD-506 is used:





When Finisher FS-532 + Saddle Stitcher SD-510 is used:



MEMO

- About the Paper Weight of the device options, refer to "Chapter 6: Appendix".
- When using the Fold function for the Printer function, refresh the device information and confirm that Folding Unit FD-503, Saddle Stitcher SD-506, or Finisher FS-532 with optional Saddle Stitcher SD-510 has been installed. For details, refer to page 3-10.

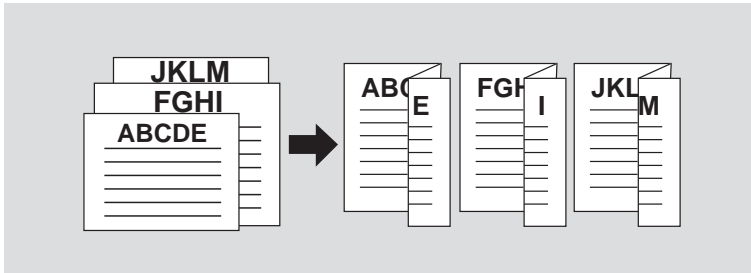


Combination examples of Z-Fold or Multi Half-Fold

Z-Fold + Mixed



When Folding Unit FD-503 is mounted, the Z-Fold function can be set in combination with the Mixed function. The Mixed function copies originals (from ADF) of different sizes to the one paper size with automatic magnification function.



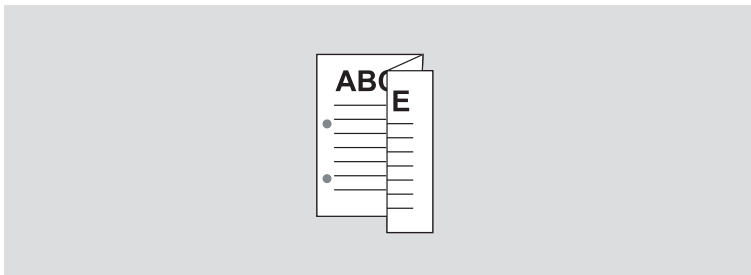
»» Mixed
<Copy>
Refer to Section 6 of User's Guide - Copier.

»» Option
Refer to page 6-10.

Z-Fold + Punch



When Folding Unit FD-503 is mounted, the Z-Fold function can be set in combination with the Punch function.



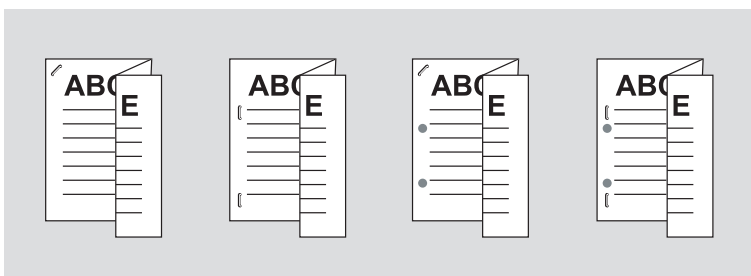
»» Punch
<Copy>
Refer to Section 8 of User's Guide - Copier.
<Printer>
Refer to Sections 10 and 11 of User's Guide - Printer.

»» Option
Refer to page 6-10.

Z-Fold + Staple



When Folding Unit FD-503 and Finisher FS-532 are mounted, the Z-Fold function can be set in combination with the Staple function or with the Punch function.



»» Staple
<Copy>
Refer to Section 8 of User's Guide - Copier.
<Printer>
Refer to Sections 10 and 11 of User's Guide - Printer.

»» Option
Refer to page 6-10.

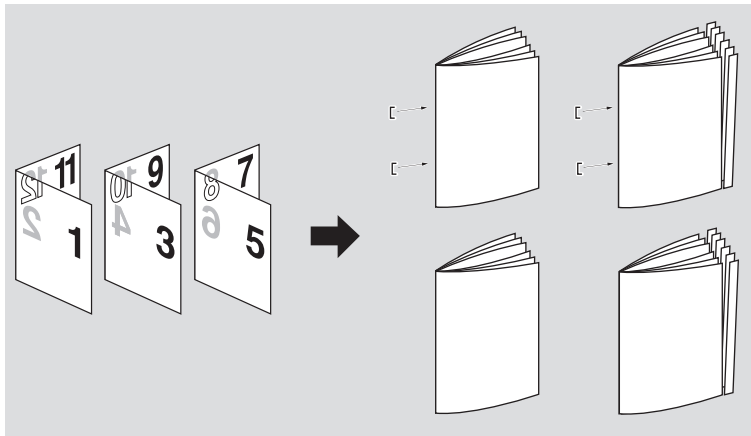


Fold & Staple (Fold & Staple + Trimming) / Multi Half-Fold (Multi Half-Fold + Trimming) + Booklet



When Saddle Stitcher SD-506 is mounted, the Fold & Staple, Fold & Staple + Trimming, Multi Half-Fold, or Multi Half-Fold + Trimming functions can be set in combination with the Booklet function.

When Finisher FS-532 is mounted with optional Saddle Stitcher SD-510, the Fold & Staple, Multi Half-Fold, or Booklet function, which prints the original documents on both sides of output paper two pages per one side and arranges the pages to be the orders of reading like the weekly magazine with center stapling, can be set in combination.



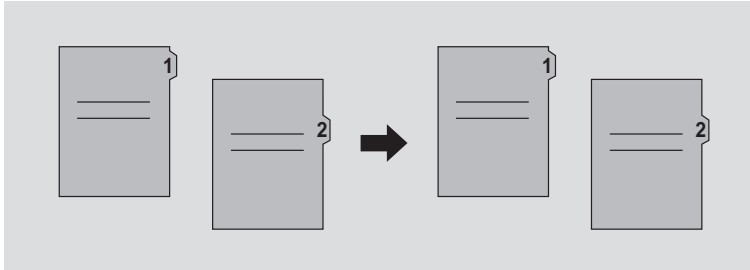
»» Booklet
<Copy>
Refer to page 2-2.
<Printer>
Refer to page 3-12.

»» Fold & Staple (Trimming), Multi Half-Fold (Trimming)
<Copy>
Refer to Section 8 of User's Guide - Copier.
<Printer>
Refer to Sections 10 and 11 of User's Guide - Printer.

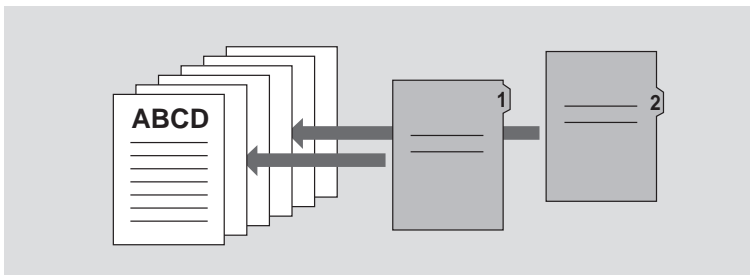
Tab Paper



The Tab Paper specified in the Original setting can be copied as whole including the tab parts to the tabbed paper loaded in the paper feed tray.



As for the printer function, the tabbed paper can be inserted to the specified pages to have printed sets including both tabbed paper and sheets of standard/custom size.



Check

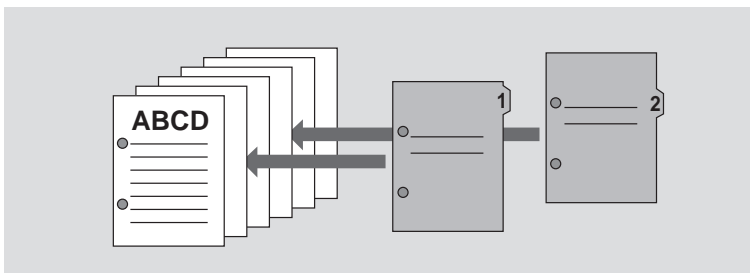
- The Tab Paper is available for simplex printing only.

Combination examples of Tab Paper

Insert Tab Paper + Punch-Hole



When Folding Unit FD-503 or Finisher FS-532 with optional Punch Kit PK-522 is mounted, the Punch function can make punch holes on the inserted tabbed paper and sheets.



- When you print to the tabbed paper to be inserted, place the tabbed paper in the Tray 1 to 8.

» Tab Paper
<Copy>
Refer to page 2-10.
<Printer>
Refer to page 3-16.

» Option
Refer to page 6-10.

» Punch
<Printer>
Refer to Sections 10
and 11 of User's
Guide - Printer.

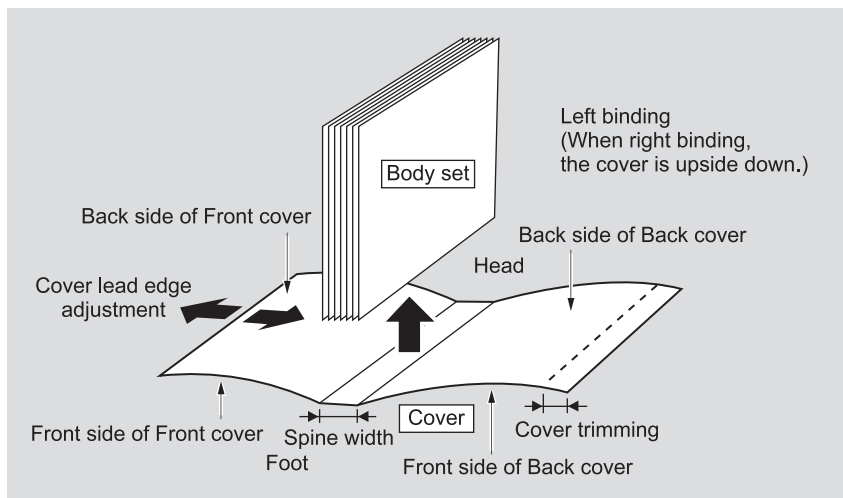
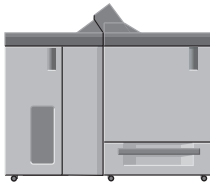


Perfect Bind



The machine with Perfect Binder PB-503 installed automatically attaches a copied set with a cover sheet to make a perfect-bound book, applying a dab of glue to the spine.

PB-503



Check

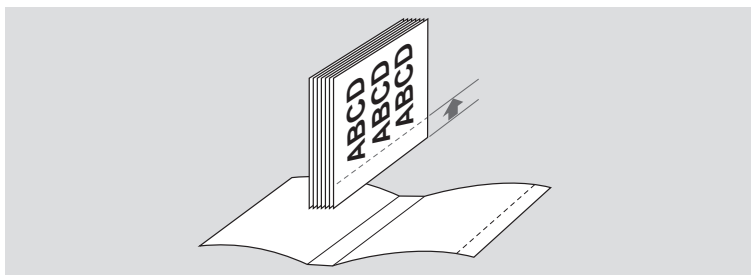
- When using the Perfect Bind function for the Printer function, refresh the device information and confirm that Perfect Binder PB-503 has been installed.

Combination examples of Perfect Bind

Perfect Bind + Page Margin



The Copy function can be set in combination with the Page Margin function which shifts images to set page margins. The Printer function can be set in combination with the Image Shift function which shifts images in vertical/horizontal direction to adjust printing position. Use this combination to make space on spine side of the body.



» Perfect Bind
<Copy>
Refer to page 2-12.
<Printer>
Refer to page 3-23.

» Option
Refer to page 6-10.

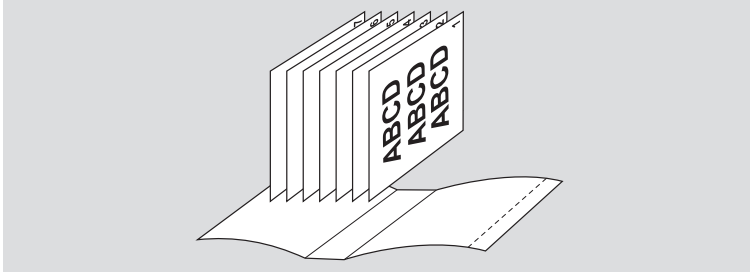
» Page Margin
<Copy>
Refer to Section 7 of
User's Guide - Copier.
<Printer>
Refer to Sections 10
and 11 of User's
Guide - Printer.



Perfect Bind + Stamp



The Perfect Bind function can be set in combination with the Stamp function which adds stamps such as set numbering, page number, date/time, and specified text onto the output paper.



Stamp

<Copy>

Refer to Section 7 of User's Guide - Copier.

<Printer>

Refer to Sections 10 and 11 of User's Guide - Printer.

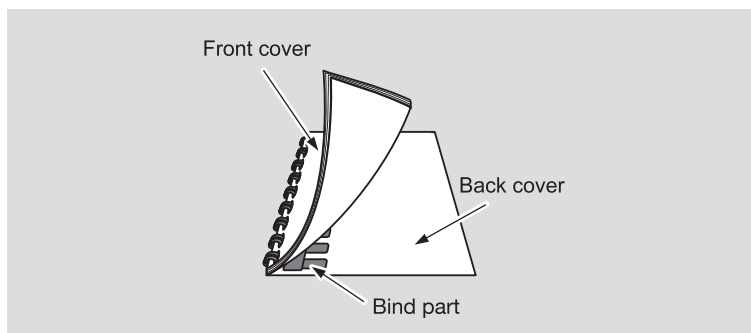
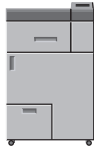


Ring Bind



The machine with Auto Ring Binder GP-502 installed punches file holes in output sheets to make a booklet bound with a bind part through the holes.

GP-502



Check

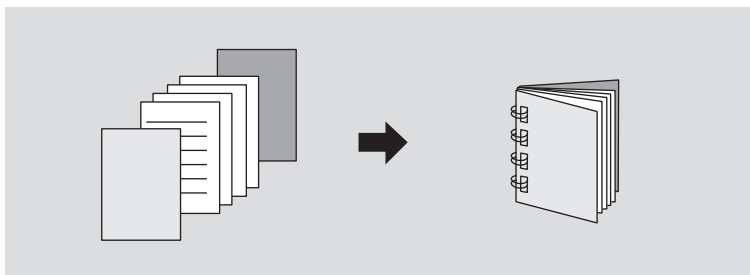
- When using the Ring Bind function for the Printer function, refresh the device information and confirm that Auto Ring Binder GP-502 has been installed.

Combination examples of Ring Bind

Ring Bind + Insert Sheet



Using the Insert Sheet function in combination, you can use different types of paper for each of the body sheets, covers, and insert sheets to make a bound booklet.



Ring Bind + Stamp



The Ring Bind function can be set in combination with the Stamp function which adds stamps such as set numbering, page number, date/time, and specified text onto the output paper.

» Ring Bind
<Copy>
Refer to page 2-17.
<Printer>
Refer to page 3-28.

» Option
Refer to page 6-10.

» Insert Sheet
<Copy>
Refer to Section 7 of
User's Guide - Copier.
<Printer>
Refer to Sections 10
and 11 of User's
Guide - Printer.

» Stamp
<Copy>
Refer to Section 7 of
User's Guide - Copier.
<Printer>
Refer to Sections 10
and 11 of User's
Guide - Printer.



Per Page Settings



You can set output settings (paper type, punch-holes, etc.) per page.

»» <Printer>
Refer to page 3-20.



To transmit scanned data as an attachment to an E-mail

You can transmit the scanned data as the attached file for the E-mail.

»» <Scanner>
Refer to page 4-3.



To transmit scanned data to a shared server of your computer

You can transmit the scanned data to the Shared Server of your computer.

»» <Scanner>
Refer to page 4-7.

Chapter 1: Preparation for Use

This chapter describes the preparation for use of this machine.

Turning On/Off the Power Switch	1-2
Set Paper to the Tray.....	1-5
Paper Setting	1-16



Turning On/Off the Power Switch

The machine has two power switches, namely, main power switch and sub power switch.

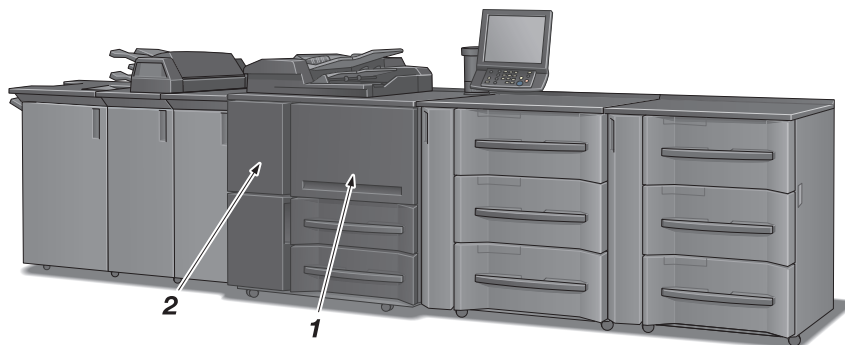
Check

- Usually, keep the main power switch being turned ON.
The main power switch needs to be turned OFF then ON in the following operations.
(Be sure not to turn OFF/ON the main power switch in usual operation excluding the following cases):
When you change the network settings.
When the Service Call screen is displayed.
- The machine can be set to automatically turn the main power switch OFF. The following settings are configured in the Utility Menu screen by the administrator. Contact your administrator, if desired.
Main Power Auto OFF Setting
ErP Setting
- The procedure to turn ON the main power of the machine which has been automatically turned off is the same as the normal operation.

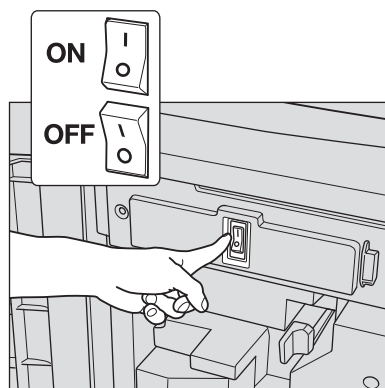


To turn on the power

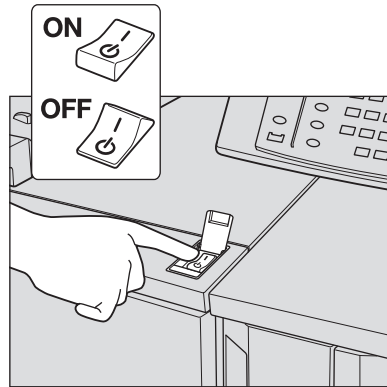
- 1. It can be reached by first opening the front door, then the left side door of the main body.**



- 2. Turn ON the main power switch.**



 [Next Page]

3. Turn ON the sub power switch.

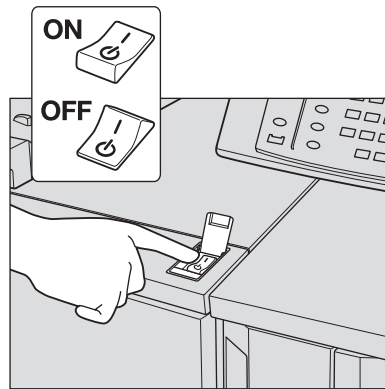
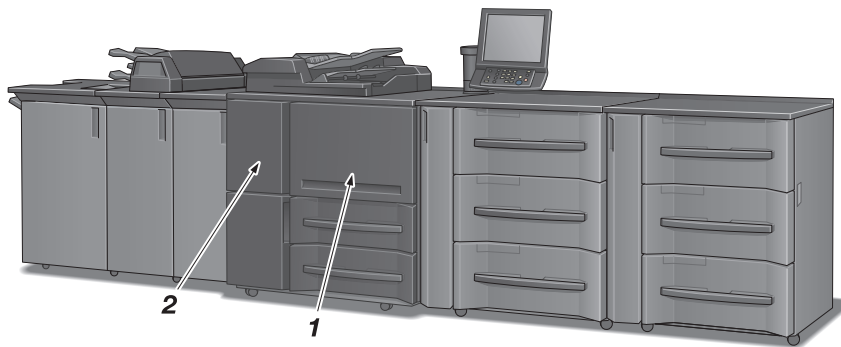
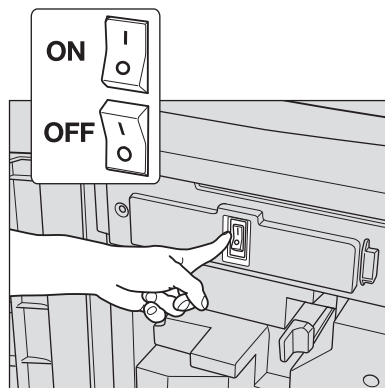
- The Wake-up screen and Warm-up screen will be displayed.
- The warm up takes approximately 7 minutes.

MEMO

- You can scan the original to set reserve jobs while the machine is warming up.
- When the machine becomes available, the message [Ready to print] on the Machine screen or [Ready to copy] on the Copy screen will be displayed.

To turn off the power**Check**

- Be sure not to turn off the main power switch while the following messages are displayed after turning off the sub power switch. It may cause machine trouble.
[Cooling in progress / Power will be off when completed]
[Power off in progress / Please do not turn the main power off]
- When a certain period of time passes after the sub power switch is turned off, the machine may automatically turn off the main power switch. Please contact your administrator.
- If Auto Shut OFF or Auto Low Power is activated, the machine may automatically turn off the main power switch after a certain period of time. Please contact your administrator.
- Turning off the sub power switch will deactivate the Weekly Timer function.

1. Turn OFF the sub power switch.**2. Confirm that the control panel displays nothing, then open the front door and the left side door.****3. Turn OFF the main power switch.****MEMO**

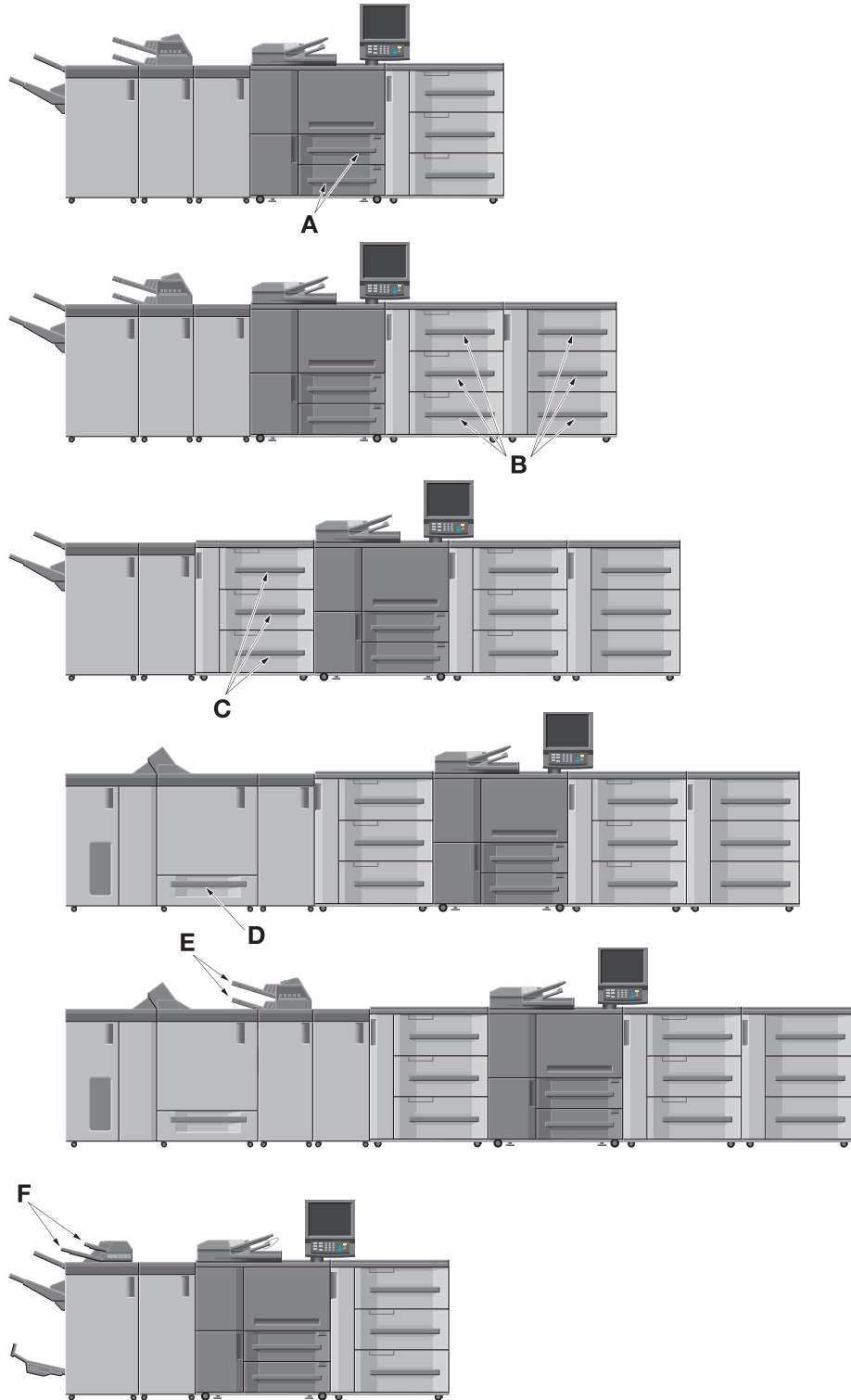
- When turning the main power switch OFF then back ON, be sure to wait 10 seconds or longer before turning the main power switch on again. Otherwise, the machine may not operate properly.

Set Paper to the Tray



About paper

This machine is equipped with the following trays for loading paper.



- A: Tray 1 and Tray 2: Main body trays
 B: Trays 3 to 8: Paper Feeder Unit PF-703/PF-706
 C: PI-PFU1 to PI-PFU3: Large Capacity Post Inserter PI-PFU
 D: PB: Perfect Binder PB-503
 E: PI1, PI2: Post inserter of Folding Unit FD-503
 F: PI1, PI2: Post Inserter PI-502

About paper weight and paper type

Device Options:

Device		Main body trays	Paper Feeder Unit PF-703 ^{*1} /PF-706		Large Capacity Post Inserter PI-PFU	
Tray		Tray 1, Tray 2	Trays 3, 5, 6, 8	Trays 4, 7	PI-PFU 1, PI-PFU 3	PI-PFU 2,
Paper Weight		40 to 300 g/m ² (11 to 80 lb Bond)	40 to 300 g/m ² (11 to 80 lb Bond)	40 to 350 g/m ² (11 to 93 lb Bond)	40 to 300 g/m ² (11 to 80 lb Bond)	40 to 350 g/m ² (11 to 93 lb Bond)
Paper Type	Fine	✓	✓	✓	✓	✓
	Plain	✓	✓	✓	✓	✓
	Coated	✓	✓	✓	✓	✓
	PrePrinted	×	✓ ^{*2}	✓ ^{*2}	✓	✓
	Book/News	40 to 216 g/m ² (11 to 57 lb Bond)	40 to 216 g/m ² (11 to 57 lb Bond)	40 to 216 g/m ² (11 to 57 lb Bond)	40 to 216 g/m ² (11 to 57 lb Bond)	40 to 216 g/m ² (11 to 57 lb Bond)
	Embossed	40 to 216 g/m ² (11 to 57 lb Bond)	40 to 216 g/m ² (11 to 57 lb Bond)	40 to 216 g/m ² (11 to 57 lb Bond)	40 to 216 g/m ² (11 to 57 lb Bond)	40 to 216 g/m ² (11 to 57 lb Bond)
	Blank insert	✓	✓	✓	✓	✓
	Embossed2	75 to 216 g/m ² (21 to 57 lb Bond)	75 to 216 g/m ² (21 to 57 lb Bond)	75 to 216 g/m ² (21 to 57 lb Bond)	75 to 216 g/m ² (21 to 57 lb Bond)	75 to 216 g/m ² (21 to 57 lb Bond)
	Tabbed paper	✓	✓	✓	✓	✓
	Postcard	✓ ^{*3}	✓	✓	✓	✓

^{*1}: Envelope can be specified as the paper type for Paper Feeder Unit PF-703. Please contact your service representative for details.

^{*2}: For PF-706, Pre-printed Paper Feeding Kit PP-701 must be attached to it.

^{*3}: A postcard adapter must be installed.

MEMO

- About the conveying/processing/delivering options, see "Chapter 6: Appendix".
- For the details on specifications of paper to be loaded in Perfect Binder PB-503, Post inserter of Folding Unit FD-503, and Post Inserter PI-502, refer to the User's Guide - Copier.

Paper size and sheet

Device Options:

Device	Main body trays	Paper Feeder Unit PF-703		Paper Feeder Unit PF-706	Large Capacity Post Inserter PI-PFU	
		Trays 3, 6	Trays 4, 5, 7, 8		PI-PFU 1,	PI-PFU 2, PI-PFU 3
Tray	Tray 1, Tray 2	Trays 3, 6	Trays 4, 5, 7, 8	Trays 3 to 8	PI-PFU 1,	PI-PFU 2, PI-PFU 3
Sheet	1,600 sheets (64 g/m ² or 18 lb Bond) for each tray 1,500 sheets (80 g/m ² or 22 lb Bond) for each tray	1,300 sheets (80 g/m ² or 22 lb Bond) for each tray Load height: 150 mm (5.89 inches)	1,850 sheets (80 g/m ² or 22 lb Bond) for each tray Load height: 203.5 mm (8.00 inches)	2,000 sheets (80 g/m ² or 22 lb Bond) for each tray Load height: 217 mm (8.53 inches)	1,300 sheets (80 g/m ² or 22 lb Bond) for each tray Load height: 150 mm (5.89 inches)	1,850 sheets (80 g/m ² or 22 lb Bond) for each tray Load height: 203.5 mm (8.00 inches)
Paper size	Min: 182 × 139 mm (7.15 × 5.46 inches) Max: 324 × 463 mm (12.76 × 18.23 inches)	Min: 150 × 133 mm (5.89 × 5.26 inches) Max: 324 × 483 mm (12.76 × 18.98 inches) Using small size guides: Min: 95 × 133 mm (3.73 × 5.26 inches)		Min: 182 × 139 mm (7.15 × 5.46 inches) Max: 324 × 463 mm (12.76 × 18.23 inches) Using small size guides: Min: 95 × 139 mm (3.73 × 5.46 inches)	Min: 150 × 133 mm (5.89 × 5.26 inches) Max: 324 × 483 mm (12.76 × 18.98 inches) Using small size guides: Min: 95 × 133 mm (3.73 × 5.26 inches)	

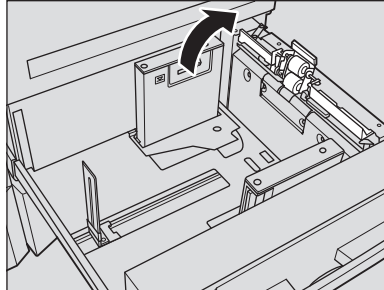
MEMO

- About the conveying/processing/delivering options, see "Chapter 6: Appendix".
- For the details on specifications of paper to be loaded in Perfect Binder PB-503, Post inserter of Folding Unit FD-503, and Post Inserter PI-502, refer to the User's Guide - Copier.

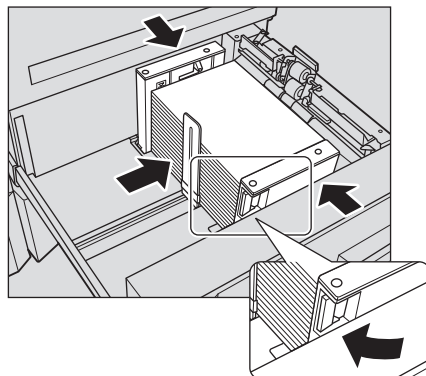
Loading paper in main body trays (Trays 1 and 2)



Check

- Trays cannot be withdrawn from the main body when the machine is turned OFF. Be sure that the main and sub power switches are turned ON.
- Only one tray can be withdrawn at a time.
- Load paper with print side face down in the tray.
- Do not load above the limit line indicated on the side guide of the tray. Carefully load paper to be seated under the paper control lever at the air nozzle.
- Be sure that the side guides and rear guide of the trays are securely aligned to the paper, leaving no gap. Otherwise, the machine cannot detect the correct paper size, or paper jam or machine trouble may occur.
- Do not bump the tray into the main body. Otherwise, machine trouble may be caused due to unexpected shock.

1. Withdraw the tray to be supplied with paper.**2. Open the feed roller.****3. Place paper on the tray and align the side guides and rear guide to the edge of the paper.**

- Align the stack of paper to the feed roller side of the tray with the print side face down. Press the lock release lever of the front side guide to move the side guides. Move the rear guide to the edge of the paper.
- Do not load above the limit level indicated on the side guide of the tray. Carefully load paper to be seated under the paper control lever at the air nozzle.

**4. Push in the tray until it locks into place.**

- The indicator  on the Machine screen or the Copy screen will change to .



Loading paper in Paper Feeder Unit PF-703/PF-706 (Trays 3 to 8)

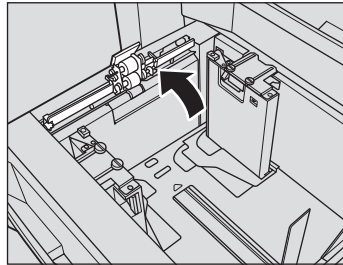
Check

- Trays cannot be withdrawn from the main body when the machine is turned OFF. Be sure that the main and sub power switches are turned ON.
- Only one tray can be withdrawn at a time.
- Load paper with print side face up in the tray.
- Do not load above the limit line indicated on the side guide of the tray. Carefully load paper to be seated under the paper control lever at the air nozzle.
- Be sure that the side guides and rear guide of the trays are securely aligned to the paper, leaving no gap. Otherwise, the machine cannot detect the correct paper size, or paper jam or machine trouble may occur. For details on how to adjust the side guides, refer to the User's Guide - Copier.
- Do not bump the tray into the main body. Otherwise, machine trouble may be caused due to unexpected shock.
- In order to load small size paper whose width is over 95 mm (3.73 inches) but less than 150 mm (5.89 inches) for PF-703 and 95 mm (3.73 inches) but less than 182 mm (7.15 inches) for PF-706 in the crosswise direction, open the small size guides. In such a case, refer to the User's Guide - Copier.

1. Withdraw the tray to be supplied with paper.

2. Open the feed roller (only for PF-706).

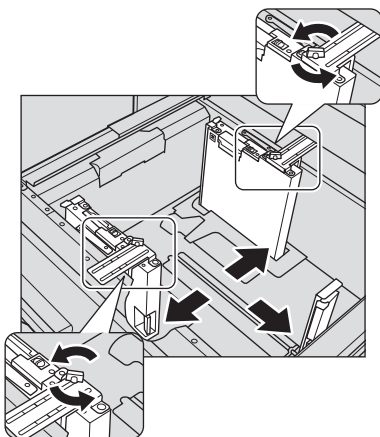
PF-706



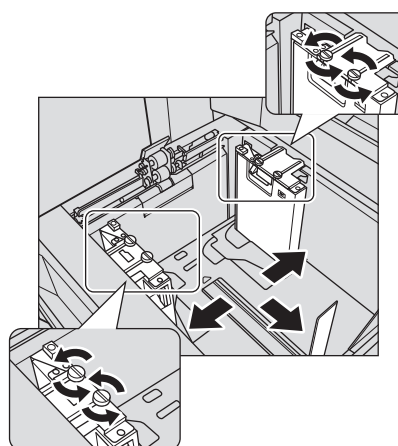
3. Widen the side guides and rear guide.

- Turn the guide fixing knobs (PF-703: 2 pieces, PF-706: 4 pieces) of the side guides counterclockwise to loosen them.
- Fully widen the side guides and rear guide while pressing the lock release lever. PF-703 has a lock release lever on the rear guide. Widen the guides while pressing the lever. To slide the rear guide of PF-706, hold the bottom of the guide.

PF-703



PF-706

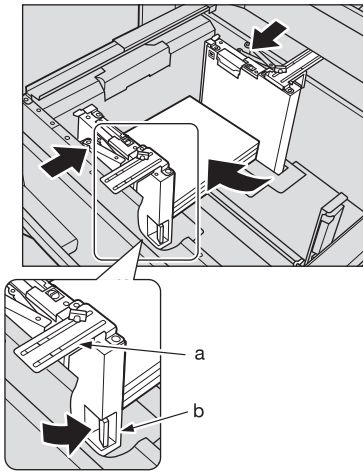


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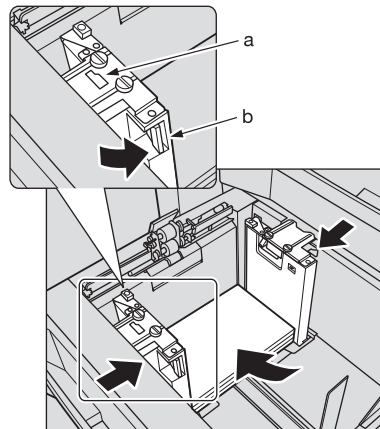
4. Fix the position of side guides.

- Load about 100 sheets of paper with the print side up. Press the lock release lever of the side guides to move it to the edge of the paper.

PF-703



PF-706

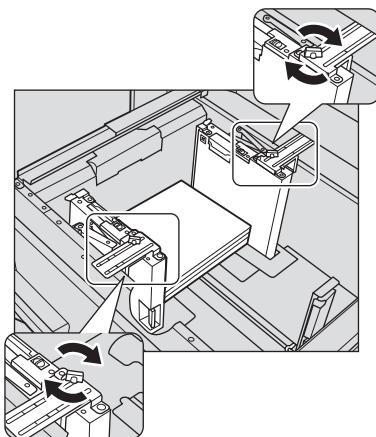


a: Paper size indicator

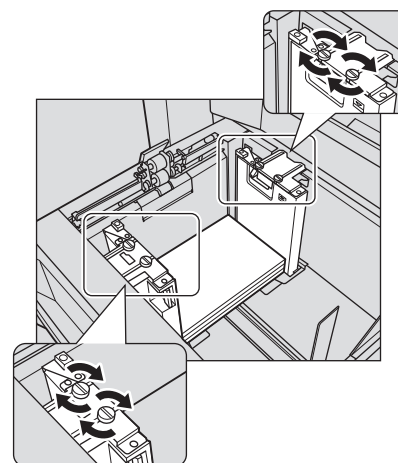
b: Lock release lever

- Turn the guide fixing knobs (PF-703: 2 pieces, PF-706: 4 pieces) of the side guides clockwise to fix them.

PF-703



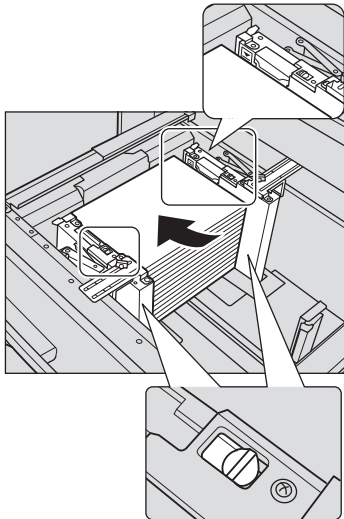
PF-706


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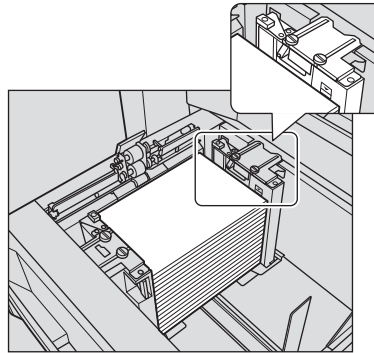
5. Load paper.

- Do not load above the limit level indicated on the side guide of the tray. Carefully load paper to be seated under the paper control lever at the air nozzle.
- The side guides on both sides of PF-703 have fixing levers of the paper control panels. Under normal circumstances, set the levers to the right. When the small size guides are opened, slide them to the left to fix the paper control lever.

PF-703



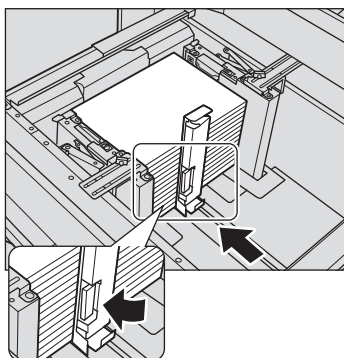
PF-706



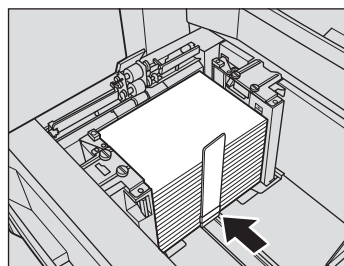
6. Align the rear guide to the paper.

- PF-703 has a lock release lever on the rear guide. Press the lock release lever to move it to the edge of the paper.
- To align the rear guide of PF-706 to the edge of the paper, hold the bottom of the guide.



PF-703



PF-706



7. Push in the tray until it locks into place.

- The indicator  on the Machine screen or the Copy screen will change to .

MEMO

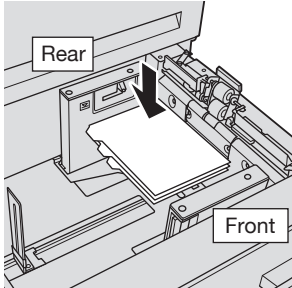
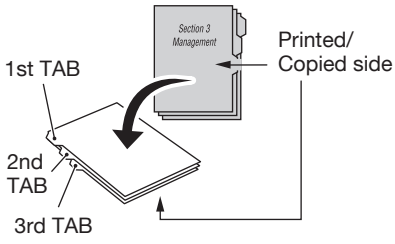
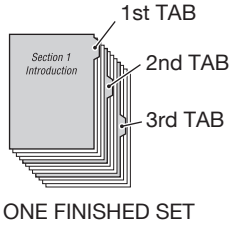
- When [Scan Stop by Pull Out Tray] is set to OFF, paper can be supplied to the tray which is not used for the current output even if the machine operation is in process.
- When [Scan Stop by Pull Out Tray] is set to ON and you pull out the tray while scanning the document from the ADF, the message [Please insert the tray] appears on the screen and the scanning operation stops. In this case, first return the tray to the original position. When the message [Press [Start] to restart] appears on the screen, press the [Start] key to restart scanning.

Loading tabbed paper**Check**

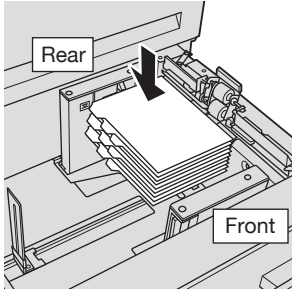
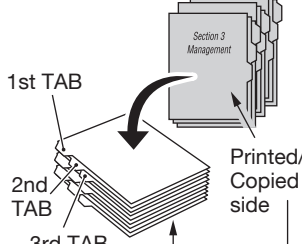
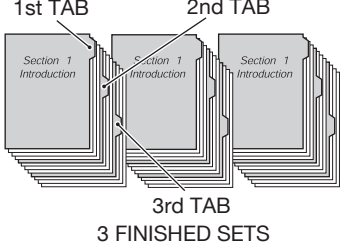
- In case of main body trays and Paper Feeder Unit PF-703/PF-706, trays cannot be withdrawn from the main body when the machine is turned OFF. Be sure that the main and sub power switches are turned ON.
- Only one tray can be withdrawn at a time.
- In case of the main body trays (Tray 1, Tray 2), load tabbed paper with print side face down in the tray.
- In case of Paper Feeder Unit PF-703/PF-706, load tabbed paper with print side face up in the tray.
- Do not load above the limit line indicated on the side guide of the tray.
- Be sure that the side guides and rear guide of the trays are securely aligned to the tabbed paper, leaving no gap. If 1 mm or more of a gap is found or tabbed paper skew in the tray, feeding trouble may be caused.

Loading tabbed paper in the main body trays (Tray 1, Tray 2)

Example: 3 tabbed sheets loaded in position for one finished set

Loading orientation	Stacking order	Finished set
		

Example: 3 tabbed sheets loaded in position for each of 3 finished sets (9 sheets in total).

Loading orientation	Stacking order	Finished set
		

1. Withdraw the tray which has been set to the size of tabbed paper in [Paper Size] of the Tray Setting.

2. Open the feed roller.

3. Place tabbed paper on the tray.

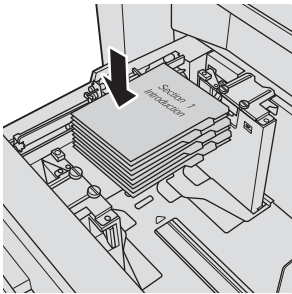
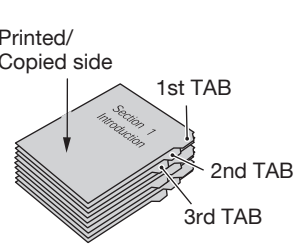
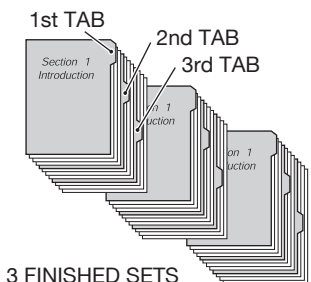
4. Align the side guides and rear guide to the edge of the tabbed paper.

- Press the lock release lever of the side guide to move it to the edge of the tabbed paper.
- Move the rear guide to the edge of tabbed paper.

5. Push in the tray until it locks into place.

Loading tabbed paper in Paper Feeder Unit PF-703/PF-706 (Trays 3 to 8)

Example: 3 tabbed sheets loaded in position for each of 3 finished sets (9 sheets in total).

Loading orientation	Stacking order	Finished set
		

1. Withdraw the tray which has been set to the size of tabbed paper in [Paper Size] of the Tray Setting.



2. Open the feed roller and widen the side guides and rear guide.

- PF-703 does not have a feed roller.
- Turn the guide fixing knobs (PF-703: 2 pieces, PF-706: 4 pieces) of the side guides counterclockwise to loosen and widen them.



3. Place tabbed paper on the tray.



4. Align the side guides and rear guide to the edge of the tabbed paper.

- Move the side guides to the edge of tabbed paper and turn the guide fixing knobs (PF-703: 2 pieces, PF-706: 4 pieces) clockwise to fix them.
- Move the rear guide to the edge of tabbed paper.



5. Push in the tray until it locks into place.

MEMO

- When [Scan Stop by Pull Out Tray] is set to OFF, paper can be supplied to the tray which is not used for the current output even if the machine operation is in process.
- When [Scan Stop by Pull Out Tray] is set to ON and you pull out the tray while scanning the document from the ADF, the message [Please insert the tray] appears on the screen and the scanning operation stops. In this case, first return the tray to the original position. When the message [Press [Start] to restart] appears on the screen, press the [Start] key to restart scanning.
- To use tabbed paper, you need to change the tray setting of the tray to be used. About the tray setting, see page 1-19.



Paper Setting

This section describes how to modify the paper settings.

Paper settings for each tray can be made in [Tray Setting] on the Machine screen or [Paper Presetting] on the Copy screen. You can recall pre-registered paper conditions to be used for the paper setting. Paper conditions can be registered in [Paper Set Reg./Del.] on the Machine screen. The paper setting which is made from [Tray Setting] on the Machine Screen is used for printing by default.

The paper settings configured in [Paper Presetting] from the Copy screen are temporary settings which are used to print on the paper other than the one specified in the tray setting. The settings in [Paper Presetting] is reset to the paper settings configured in [Tray Setting] when the reset function is activated. The paper settings in [Paper Presetting] cannot be saved for later use.



Paper setting outlines

The following four setting items are provided as the paper setting:

- Paper Tray
- Paper Size
- Paper Conditions
- Air Assist (the Air Assist function is not provided to the post inserter of Folding Unit FD-503 and Post Inserter PI-502.)

There are three operations in the paper setting:

Operation	Menu item	Description
Paper Setting Register/Delete	Paper Conditions	Register only the paper conditions out of the four setting items in advance. You can recall and modify the pre-registered conditions to ease the setting operation in Tray Setting or Paper Presetting. Also, you can delete the stored paper conditions.
Tray Setting	Paper Tray Paper Size Paper Conditions Air Assist	Specify a paper size, paper conditions and air assist settings for each tray. You can register the paper conditions specified.
Paper Presetting	Paper Tray Paper Size Paper Conditions	Specify a paper size and paper conditions for the tray to be used when temporarily printing on the paper other than the one specified in Tray Setting. The air assist setting is unavailable. These settings of paper conditions cannot be registered.

Registering paper conditions: Paper Setting Register/Delete

You can register paper conditions in advance in order to perform the recall and setting operations in Tray Setting and Paper Presetting easily and properly.

Check

- Only paper conditions can be registered; you cannot register the settings for the paper trays, paper size, or air assist.

1. Press [Paper Set Reg./Del.] on the Machine screen.



2. Select the destination to register paper conditions.

- Use the keys ([▲] and [▼]) to display the desired destination, then select that row.



3. Press [Add/Edit].

▼ [Next Page]

4. Press [Paper Type], [Name], [Weight], [Colored Paper], [Punch], [Both Sides Adj.], [Process Adj.], [Mis-center Detect], [Curl Adjustment], [Dfeed Detection], [Skew Detect Set.], or [RU Curl Adj.] to make a setting for each item.

- The screen to register paper name will be displayed when [Name] is pressed. If [Name] is left blank, the paper type will be registered as the name of the paper.



5. Press [OK].

MEMO

- The Chart Adjustment setting in [Both Sides Adj.] cannot be registered. Chart Adjustment is set for the tray which you selected in Tray Setting or Paper Presetting.
- In [Process Adj.], you can configure the settings for [Transfer Offset Adjustment], [Pressure Power Setting], [Process Speed Setting] and [Embossed2 Density Level]. For details, refer to the User's Guide - POD Administrator's Reference.

Setting a default paper setting for a tray: Tray Setting

Specify a paper size, paper conditions, and air assist as a default setting for each tray.

Check

- In Tray Setting, you can recall and modify pre-registered paper conditions.
- Paper conditions specified in Tray Setting can be registered.
- The Air Assist function is not provided to the post inserter of Folding Unit FD-503 and Post Inserter PI-502. Therefore, it cannot be set.

1. Press [Tray Setting] on the Machine screen.



2. Press the key for the tray to be configured.

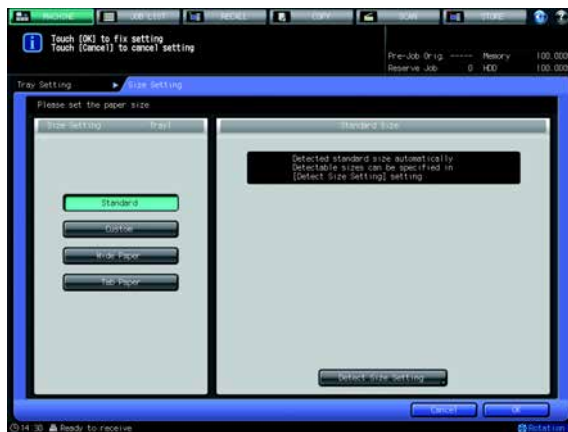


▼ [Next Page]

3. Press [Change Set] on the right of [Paper Size].



4. Select a desired size setting and press [OK].



5. Press [Recall] to configure a pre-registered paper condition.

- To change the tray settings of the selected tray, proceed to step 7.



▶ [Next Page]

6. Select a registered paper condition and press [OK].

- Use the keys ([▲] and [▼]) to display the list of registered conditions, then select the desired row.



7. Press [Change Set] to change the tray settings of the selected tray.



8. Press [Paper Type], [Weight], [Colored Paper], [Punch], [Both Sides Adj.], [Process Adj.], [Mis-center Detect], [Curl Adjustment], [Dfeed Detection], [Skew Detect Set.] or [RU Curl Adj.] to make changes, then press [OK].



[Next Page]

9. If you need to register the tray settings changed in steps 7 and 8, press [Register].

- If you need to register the tray settings, proceed to step 12.



10. Select the destination to register paper conditions.

- Use the keys ([▼] and [▲]) to display the desired destination, then select that row.



▼ [Next Page]

11. Enter a name and press [OK] twice.

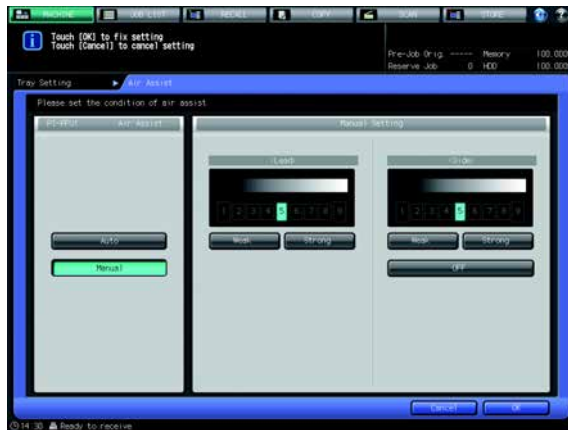
- The screen to register paper name will be displayed when [Name] is pressed. If [Name] is left blank, the paper type will be registered as the name of the paper.

**12. Press [Change Set] on the right of [Air Assist], as necessary.****13. Configure the Air Assist settings and press [OK].**

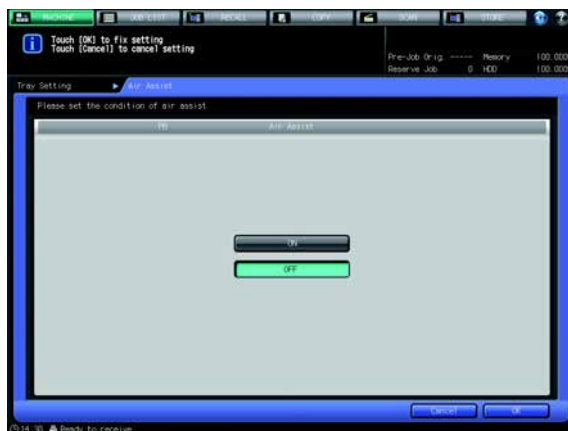
- When the main body tray or Paper Feeder Unit PF-706 tray is selected:



- When Paper Feeder Unit PF-703 tray or PI-PFU tray is selected.



- When the cover tray for perfect binder is selected:



14. Press [Close].

MEMO

- In Tray Setting, you cannot delete the registered paper conditions. In order to delete a registered condition, press [Paper Set Reg./Del.] on the Machine screen.
- For details on Both Sides Adjustment and Chart Adjustment, see page 1-29.
- In [Process Adj.], you can configure the settings for [Transfer Offset Adjustment], [Pressure Power Setting], [Process Speed Setting] and [Embossed2 Density Level]. For details, refer to the User's Guide - POD Administrator's Reference.

Configure another paper setting than one specified in the Tray Setting: Paper Presetting

Use this function to temporarily specify paper which is not loaded in the tray and to reserve jobs while copying. Even if you want to make copies of the original whose size is not the same as the paper loaded in the tray, the machine cannot start scanning. By using this function, however, the machine can scan the original for the reserved jobs.

Check

- In Paper Presetting, you can recall and modify pre-registered paper conditions.
- The paper settings in [Paper Presetting] cannot be registered.
- The Air Assist function is not provided to the post inserter of Folding Unit FD-503 and Post Inserter PI-502. Therefore, it cannot be set.
- Settings made in Tray Setting will be restored when the reset function is activated.

1. Press [Paper Presetting] on the Copy screen.



2. Select the tray for which you want to change the paper settings temporarily.



▶ [Next Page]

3. Press [Change Set] on the right of [Paper Size].



4. Select a paper size and press [OK].



5. Press [Recall] to configure a pre-registered paper condition.

- To change the tray settings of the selected tray, proceed to step 7.



▼ [Next Page]

6. Select a registered paper condition and press [OK].

- Use the keys ([▲] and [▼]) to display the list of registered conditions, then select the desired row.

**7. Press [Change Set] to change the tray settings of the selected tray.****8. Press [Paper Type], [Weight], [Colored Paper], [Punch], [Both Sides Adj.], [Process Adj.], [Mis-center Detect], [Curl Adjustment], [Dfeed Detection], [Skew Detect Set.] or [RU Curl Adj.] to make changes, then press [OK].**

▶ [Next Page]

**9. Press [Close].****MEMO**

- For details on Both Sides Adjustment and Chart Adjustment, see page 1-29.
- In [Process Adj.], you can configure the settings for [Transfer Offset Adjustment], [Pressure Power Setting], [Process Speed Setting] and [Embossed2 Density Level]. For details, refer to page 1-37 and the User's Guide - POD Administrator's Reference.

Both Sides Adjustment

When you press [Both Sides Adj.], you can specify the values of [Zoom] for [Front] and [Back] and [UP/Down]/[Right/Left] for [Image Shift] to adjust the length-width ratio and position of output images.

In [Zoom] (Vertical/Horizontal), you can change the vertical zoom and horizontal zoom individually in 0.05% increments .

In [Image Shift] ([UP/Down]/[Right/Left]) of [Front], you can adjust the image position on the sheet in 0.1 mm increment. And in [Back], you can adjust the image position against the settings is [Front].

Press one of the following keys to display the Both Sides Adjust screen to adjust the settings.

- (1) [Both Sides Adjust] on the Machine screen.
- (2) [Both Sides Adj.] on the Change Set screen displayed from [Tray Setting] on the Machine screen.
- (3) [Both Sides Adj.] on the Change Set screen displayed from [Paper Presetting] on the Copy screen.
- (4) [Both Sides Adj.] in the Add/Edit screen displayed from [Paper Set Reg./Del.] on the Machine screen.

Check

- In [Both Sides Adjust] of (1) and [Both Sides Adj.] of (2), you can adjust the values for each paper tray. No matter which screen you choose, the result will be the same.
- The settings in [Both Sides Adj.] of (3) is temporary; the adjustment made here will be invalid when the reset function is activated.
- The settings in [Both Sides Adj.] of (4) apply to the paper conditions to be configured. These settings can be configured for each paper condition to be registered.
- In [Both Sides Adjust] of (1) and [Both Sides Adj.] of (2), you can also configure Chart Adjustment. For details on Chart Adjustment, see page 1-32.

1. Display the [Both Sides Adj.] key.

- On the Machine screen, it is displayed at the bottom of the screen.
- By pressing [Tray Setting] on the Machine screen, selecting a tray key under [Paper Tray], and pressing [Change Set] in the lower right of the screen, it will be displayed.
- By pressing [Paper Presetting] on the Copy screen, selecting a tray key under [Paper Tray], and pressing [Change Set] in the lower right of the screen, it will be displayed.
- By pressing [Paper Set Reg./Del.] on the Machine screen, selecting the desired row, and pressing [Add/Edit], it will be displayed.

▼ [Next Page]

2. Press the [Both Sides Adj.] key.



- When you pressed [Both Sides Adjust] on the Machine screen, select a tray key under [Paper Tray].



▼ [Next Page]

3. Select [Front], then select [Vertical], [Horizontal], [Up/Down], or [Left/Right] to specify the adjustment value.



4. Select [Back], then select [Vertical], [Horizontal], [Up/Down], or [Left/Right] to specify the adjustment value.



5. Press [OK].
 - When the Tray Setting screen or Paper Presetting screen is displayed, press [Close].



Chart Adjustment

In the Chart Adjustment screen, you can output a chart and measure the distance and gap between two given points. The result values can be used to adjust the Both Sides Adjustment settings.

Perform one of the following operations to display the Both Sides Adjust screen to configure Chart Adjustment.

- Press [Both Sides Adjust] on the Machine screen.
- Press [Both Sides Adj.] on the Change Set screen displayed from [Tray Setting] on the Machine screen.

Check

- The Chart Adjustment settings can be made for each paper tray. No matter which screen you choose, the result will be the same. The Chart Adjustment settings cannot be made in the Paper Presetting screen or in the Both Sides Adjust screen of [Paper Set Reg./Del.].
- For details of Both Sides Adjust, see page 1-29.

1. Display the [Both Sides Adj.] key.

- On the Machine screen, it is displayed at the bottom of the screen.
- By pressing [Tray Setting] on the Machine screen, selecting a tray key under [Paper Tray], and pressing [Change Set] in the lower right of the screen, it will be displayed.

▼ [Next Page]

2. Press the [Both Sides Adj.] key.



- When you pressed [Both Sides Adjust] on the Machine screen, select a tray key under [Paper Tray].



3. Select [Front] and press [Chart Adjustment].



▼ [Next Page]

4. Press [Print Mode].



5. Press [Start] on the control panel and press [Close].



6. Measure each distance between the points on the output chart and enter the values.



▼ [Next Page]

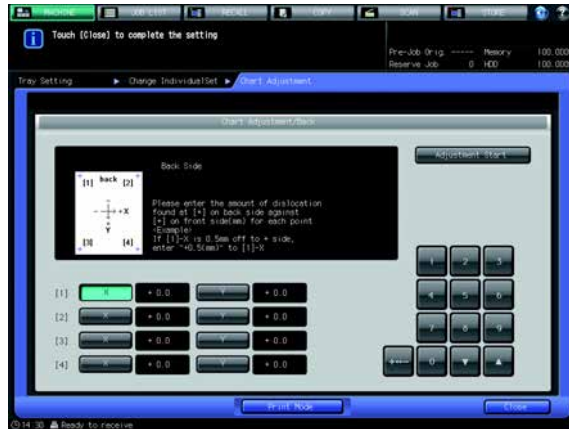
7. Press [Adjustment Start].

- The Both Sides Adjust screen will be restored.

**8. Select [Back] and press [Chart Adjustment].****9. Press [Print Mode].****10. Press [Start] on the control panel and press [Close].**

▼ [Next Page]

11. On the output chart, measure the gap between the four points with [+] marked on the front page and those on the back page. Then enter the measured values in the X coordinate and Y coordinate.



12. Press [Adjustment Start].

- The Both Sides Adjust screen will be restored.

13. Repeat the procedure of Both Sides Adjustment.

Process Adjustment

You can configure the settings for Transfer Offset Adjustment and Process Speed Setting for each tray or paper condition.

Perform one of the following operations to display the Process Adjustment screen.

- (1) Press [Process Adj.] on the Change Set screen displayed from [Tray Setting] on the Machine screen.
- (2) Press [Process Adj.] on the Change Set screen displayed from [Paper Presetting] on the Copy screen.
- (3) Press [Process Adj.] on the Paper Setting Register/Delete screen displayed from [Paper Set Reg./Del.] on the Machine screen.

Check

- The settings in [Process Adj.] of (1) apply to each paper tray.
- The settings in [Process Adj.] of (2) is temporary; the adjustment made here will be invalid when the reset function is activated.
- The settings in [Both Sides Adj.] of (3) applies to the paper conditions to be configured. These settings can be configured for each paper condition to be registered.

1. Display the [Process Adj.] key.

- By pressing [Tray Setting] on the Machine screen, selecting a tray key under [Paper Tray], and pressing [Change Set] in the lower right of the screen, it will be displayed.
- By pressing [Paper Presetting] on the Copy screen, selecting a tray key under [Paper Tray], and pressing [Change Set] in the lower right of the screen, it will be displayed.
- By pressing [Paper Set Reg./Del.] on the Machine screen, selecting the desired row, and pressing [Add/Edit], it will be displayed.

2. Press the [Process Adj.] key.



▼ [Next Page]

3. Press [Transfer Offset Adjustment].



4. Press the key to be adjusted on the left side of the screen.



5. Use the touch panel keypad to enter the adjustment value and press [Set].

6. Repeat steps 4 and 5 to change the current data to be adjusted.

7. Press [OK].

▶ [Next Page]

8. Press [Pressure Power Setting].**9. Select the desired key displayed on the screen.**

- This is set to [Default] under normal circumstances.
- If fusing is not adequate, increase the pressure level. And if paper curl is too large, decrease the pressure level.

**10. Press [OK].****11. Press the [Process Speed Setting] key.**

- This function will be activated when a paper type other than Embossed2 or Blank Insert is selected and 40 to 49 g/m² (11 to 13 lb Bond), 50 to 61 g/m² (14 to 16 lb Bond), or 62 to 74 g/m² (17 to 20 lb Bond) is selected for the weight.

▼ [Next Page]

12. Select the desired key.

- bizhub PRESS 1250 displays the following screen.



- bizhub PRESS 1052 displays the following screen.



13. Press [OK].

14. Press [Embossed2 Density Level].

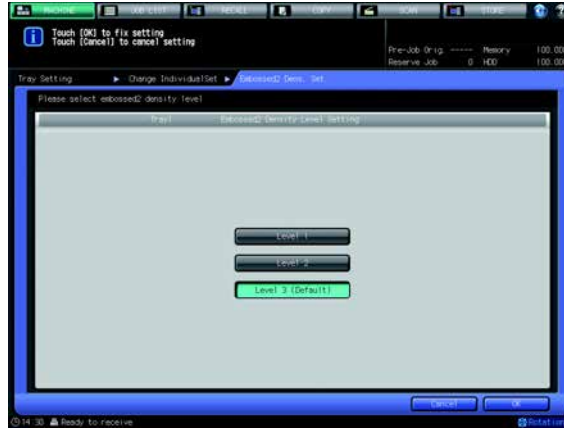
- [Embossed2 Density Level] becomes available when Embossed2 is selected for Paper Type.



▼ [Next Page]

15. Select the desired key displayed on the screen.

- This is set to [Level 3 (Default)] under normal circumstances.
- If voids are found due to the asperities of Embossed2, increase the density level. And if the density is found to be higher than expected, decrease the level.

**16. Press [OK].**

- When the Tray Setting screen or Paper Presetting screen is displayed, press [Close].



Mis-centering Detection and Curl Adjustment

In [Mis-center Detect], specify whether or not to detect paper misalignment and perform automatic correction.

In [Curl Adjustment], specify whether or not to correct the curl of output paper.

The Curl Adjustment function cannot be set for paper whose weight is over 245 g/m² (66 lb Bond).

Perform one of the following operations to display the screen.

- (1) Press either [Mis-center Detect] or [Curl Adjustment] on the Change Set screen displayed from [Tray Setting] on the Machine screen.
- (2) Press either [Mis-center Detect] or [Curl Adjustment] on the Change Set screen displayed from [Paper Presetting] on the Copy screen.
- (3) Press either [Mis-center Detect] or [Curl Adjustment] on the Paper Setting Register/Delete screen displayed from [Paper Set Reg./Del.] on the Machine screen.

Check

- The settings in [Mis-center Detect] and [Curl Adjustment] of (1) apply to each paper tray.
- The settings in [Mis-center Detect] and [Curl Adjustment] of (2) is temporary; the adjustment made here will be invalid when the reset function is activated.
- The settings in [Mis-center Detect] and [Curl Adjustment] of (3) apply to the paper conditions to be configured. These settings can be configured for each paper condition to be registered.
- When [Mis-center Detect JAM Setting] on the Utility Menu is set to [Detect] and paper is fed from the tray for which [Mis-center Detect] of Tray Setting is set to [ON], the machine stops if misalignment of 5 mm or more is detected and it performs automatic correction if misalignment is less than 5 mm.

1. Display the [Mis-center Detect] and [Curl Adjustment] keys.

- By pressing [Tray Setting] on the Machine screen, selecting a tray key under [Paper Tray], and pressing [Change Set] in the lower right of the screen, it will be displayed.
- By pressing [Paper Presetting] on the Copy screen, selecting a tray key under [Paper Tray], and pressing [Change Set] in the lower right of the screen, it will be displayed.
- By pressing [Paper Set Reg./Del.] on the Machine screen, selecting the desired row, and pressing [Add/Edit], it will be displayed.

▼ [Next Page]

2. Press [Mis-center Detect].**3. Select [ON] or [OFF], then press [OK].****4. Press [Curl Adjustment].****5. Select the desired key.****6. Press [OK].**

- When the Tray Setting screen or Paper Presetting screen is displayed, press [Close].



Air Assist Setting

This section describes how to make the Air Assist setting in Tray Setting.

Check

- The Air Assist setting is not available in [Paper Presetting] on the Copy screen and [Paper Set Reg./Del.] on the Machine screen.
- The Air Assist setting cannot be registered.
- The Air Assist function is not provided to the post inserter of Folding Unit FD-503 and Post Inserter PI-502. Therefore, it cannot be set.

1. Press [Tray Setting] on the Machine screen.

- The Tray Setting Screen will be displayed.



2. Select [Tray 1], [Tray 2], or one from [Tray 3] to [Tray 8] when PF-706 is equipped, and press [Change Set] to the right of "Air Assist."

- Select [Auto], [ON], or [OFF], then press [OK].



 [Next Page]

3. Select one from [Tray 3] to [Tray 8] when PF-703 is equipped, and press [Change Set] to the right of "Air Assist."

- Select [Auto] or [Manual].
- Select [Manual] to adjust the air flow manually.
- Press [OK].



4. Select one from [PI-PFU1] to [PI-PFU3] and press [Change Set] to the right of "Air Assist."

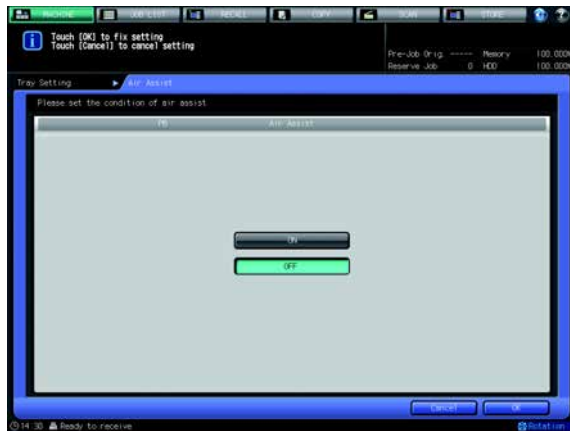
- Select [Auto] or [Manual].
- Select [Manual] to adjust the air flow manually.
- Press [OK].



▼ [Next Page]

5. Select [PB] and press [Change Set] to the right of "Air Assist."

- Select [ON] or [OFF], then press [OK].

**MEMO**

- When you are adjusting the air flow in Paper Feeder Unit PF-703, you can open the air blow access window of the tray to confirm the condition of the paper feeding. For details on the Air Assist settings, refer to the User's Guide - POD Administrator's Reference.

Chapter 2: Copy Operation

This chapter describes the frequently-used copy function.

Booklet Function	2-2
Fold Function	2-4
Using Tabbed Paper	2-10
Binding Books.....	2-12
Ring Binding Booklets	2-17



Booklet Function



Copying using the Booklet function

1. Position the original, then load paper into the desired tray.

▶▶ Refer to page 1-5.



2. Display the Copy screen, then press [Application].



3. Press [Booklet].



4. Make the Booklet settings and press [OK].



5. Select another application function to be used with the Booklet function, then press [OK].

▶▶ Refer to page ix.

- The Copy Screen will be restored.

▶▶ [Next Page]

6. Press [Output Setting] to select another output function to be used with the Booklet function.



7. Press [OK].

- The Copy Screen will be restored.



8. Select the tray in which you loaded paper in step 1.



9. Select [1->2] or [2->2] under [Simplex/Duplex] in accordance with the original document positioned in step 1.



10. Press [Start] on the control panel.

Combination examples

It is convenient to use Booklet function in combination with the following functions:

- Booklet + Frame Center Erase (Refer to page ix.)
- Booklet + Stamp (Refer to page x.)
- Booklet + Fold & Staple (Fold & Staple + Trimming) / Multi Half-Fold (Multi Half-Fold + Trimming) (Refer to page x.)



Fold Function



Z-folding paper

In order to use the Z-Fold function, Folding Unit FD-503 needs to be mounted.

1. Position the original.



2. Display the Copy screen, then press [Output Setting].



3. Press [Fold].



4. Select [Z-Fold], then press [OK].



5. Select another output function to be used with the Z-Fold function.

▶▶ Refer to page xiii.



6. Press [OK].

- The Copy Screen will be restored.

▼ [Next Page]

7. Press [Application] to select another function to be used with the Z-Fold function.

▶▶▶ Refer to page xiii.

8. Press [OK].

- The Copy Screen will be restored.

9. Press [Start] on the control panel.

Multi Half-Folding paper

In order to use the Multi Half-Fold function, Saddle Sticher SD-506 or Finisher FS-532 with optional Saddle Sticher SD-510 needs to be mounted.

1. Position the original.

2. Display the Copy screen, then press [Output Setting].

3. Press [Multi Half].

- If Saddle Sticher SD-506 is mounted, the following screen will be displayed. Press [Multi Half] to display the screen to specify the Trimming mode. Select [Trimming] or [Non Trimming], then press [OK].





- If Finisher FS-532 with optional Saddle Stitcher SD-510 is mounted, the following screen will be displayed.



4. Press [OK].

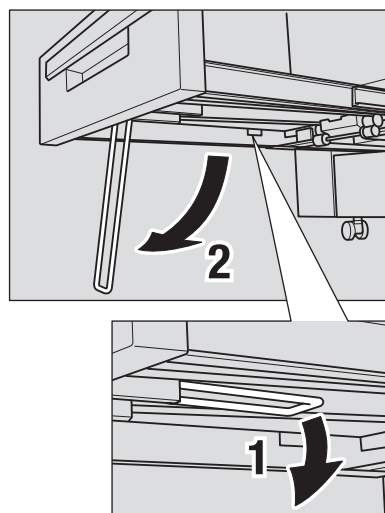
5. Press [Application] to select another function to be used with the Multi Half-Fold function.

6. Press [OK].

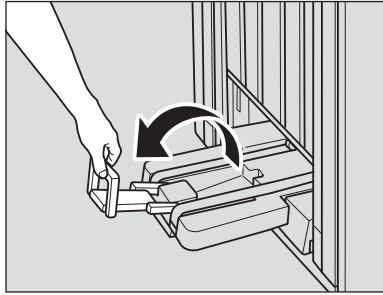
- The Copy Screen will be restored.

7. Prepare an folder tray.

- When Saddle Stitcher SD-506 is used, make sure to withdraw the folder tray completely and open the stand from underneath for support.



- When Finisher FS-532 with optional Saddle Sticher SD-510 is used, open the paper delivery handle of the folder tray.



8. Press [Start] on the control panel.

Multi tri-folding paper

In order to use the Multi Tri-Fold function, Saddle Sticher SD-506 or Finisher FS-532 with optional Saddle Sticher SD-510 needs to be mounted.

1. Position the original.



2. Display the Copy screen, then press [Output Setting].



3. Press [Multi 3-Fold].

- If Saddle Sticher SD-506 is mounted, the following screen will be displayed.





- If Finisher FS-532 with optional Saddle Stitcher SD-510 is mounted, the following screen will be displayed.



4. Select [Outside Print] or [Inside Print].



5. Press [OK] twice.

- The Copy Screen will be restored.



6. Press [Application] to select another function to be used with the Multi Tri-Fold function.



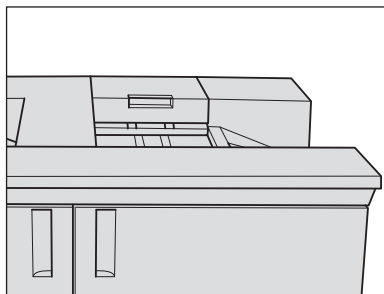
7. Press [OK].

- The Copy Screen will be restored.

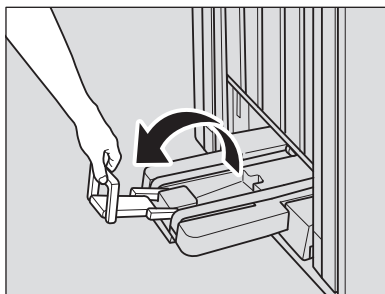
▼ [Next Page]

8. Prepare an folder tray.

- When Saddle Stitcher SD-506 is used, sets are delivered onto the Tri-fold tray.



- When Finisher FS-532 with optional Saddle Stitcher SD-510 is used, open the paper delivery handle of the folder tray.



9. Press [Start] on the control panel.



Combination examples

The punching function is available when Folding Unit FD-503 or Finisher FS-532 with optional Punch Kit PK-522 is mounted.

It is convenient to use a folding function in combination with the following functions:

- Z-Fold + Mixed (Refer to page xiii.)
- Z-Fold + Punch (Refer to page xiii.)
- Z-Fold + Staple (Refer to page xiii.)
- Fold & Staple (Fold & Staple + Trimming) / Multi Half-Fold (Multi Half-Fold + Trimming) + Booklet (Refer to page xiv.)

Using Tabbed Paper

Copying onto tabbed paper

1. Position the original.

2. Load tabbed paper into the desired tray.

Refer to page 1-13.

- Configure the paper type of the tray which is loaded with tabbed paper to [Tab Paper].

3. Display the Copy screen, then press [Original Setting].

4. Press [Tab Paper Size] provided under [Original Size].



5. Select the size of tabbed paper for the original.



6. Press [OK] twice.

- The Copy Screen will be restored.

[Next Page]

7. Press [Output Setting] to select another output function to be used with the tabbed paper function.



8. Press [OK].

- The Copy Screen will be restored.



9. Press [Application] to select another function to be used with the tabbed paper function.



10. Press [OK].

- The Copy Screen will be restored.



11. Press [Start] on the control panel.



Binding Books

Check

- Perfect Binder PB-503 takes approximately 20 minutes to warm up. It is recommended to turn the heater ON at least 20 minutes before start using the machine.
- It is recommended to print a test copy in order to determine the appropriate spine width.



Setting for Perfect Bind

1. Position the original.



2. Load paper for body sets in a tray.

Refer to page 1-5.

- Load paper for body sets in a main body tray (Tray 1, Tray 2) or Paper Feeder Unit PF-703/PF-706 (Trays 3 to 8).



3. Load paper for covers in a tray.

- When printing on covers, load paper in a main body tray (Tray 1, Tray 2) or Paper Feeder Unit PF-703/PF-706 (Trays 3 to 8).
- When not printing on covers, load paper in the cover tray for Perfect Binder PB-503, the post inserter of Folding Unit FD-503, or Large Capacity Post Inserter PI-PFU in addition to the trays above.



4. Display the Copy Screen, then select the tray loaded with paper for the body sets.



5. Modify the paper setting of the tray loaded with paper for the body sets in step 2 as necessary.

Refer to page 1-16.

- The modification of paper setting can be made in the Tray Setting or Paper Presetting.



6. Press [Output Setting], then press [Perfect Bind].

[Next Page]

7. Press [Change Set] on the right of [Cover Tray].



8. Select the tray in which you loaded cover paper in step 3.



9. Press [Change Paper Setting] and modify the paper setting of the cover tray as necessary.



10. Press [Close], then press [OK].

▼ [Next Page]

11. Set [Cover Print], [Cover Print Side], [Cover Trim], [Bind Direction], [Spine Width], and [Fine Adjustment] as necessary.

Refer to page 2-15.



12. Press [OK] twice.

- The Copy Screen will be restored.

13. Press [Application] to select another function to be used with the Perfect Bind function.

Refer to page xvi.

14. Press [OK].

- The Copy Screen will be restored.

15. Press [Start] on the control panel.

About the Perfect Bind modes

Cover Blank

This mode performs perfect binding operations on paper loaded into the cover tray without printing them as a cover.

Select [OFF] for [Cover Print].

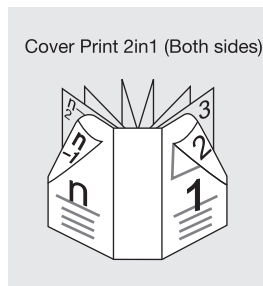


Cover Print 2in1

This mode prints two pages of the original onto one side of paper loaded in the cover tray and performs the perfect binding operations. The spine will not be printed.

Select one of [Tray 1] to [Tray 8] in [Cover Tray], then select [ON] for [Cover Print].

The first page of original becomes the front cover and the last one (page n) becomes the back cover. And the rest of the original (the second page through page n-1) becomes the body.



MEMO

- In the Cover Print 2in1 Mode, Trays 1 through 8 will be available. [PB] (the cover tray of the perfect binder), [PI1], and [PI2] (the post inserter tray of Folding Unit FD-503) will not be available.

Cover Tray

Select a tray to be loaded with covers.

Cover Print

Specify whether or not to print on the covers when an available tray is selected.

Cover Print Side

Specify whether or not to print the perfect bind covers in duplex mode when [ON] is selected for [Cover Print].

Cover Trim

Select [ON] to trim the covers of the perfect binding.

Bind Direction

Select [Left Bind] or [Right Bind].

Spine Width

Specify the width in the range from 1 to 30 mm in 0.1 mm increments.



Fine Adjustment

Adjust the position of the cover, trimming width, and image position when printing cover .



Combination examples

It is convenient to use the Perfect Bind function in combination with the following functions:

- Perfect Bind + Page Margin (Refer to page xvi.)
- Perfect Bind + Stamp (Refer to page xvii.)

Ring Binding Booklets

Check

- Make a sample copy to check the pagination of a bound booklet. The sample copy is output, without being bound, to the secondary tray of a downstream device next to the ring binder.

Setting for Ring Bind

1. Position the original.



2. Load paper into the tray.

Refer to page 1-5 and page 6-10.

- Load paper for body sheets in a main body tray (Tray 1, Tray 2) or Paper Feeder Unit PF-703/PF-706 (Trays 3 to 8).
- When using the Insert Sheet function, you can also use Large Capacity Post Inserter PI-PFU (PI-PFU1 to PI-PFU3) for loading covers or insert sheets, in addition to the trays mentioned above. Paper loaded in a PI-PFU tray, however, cannot be printed.



3. Modify the paper setting of the tray loaded with paper.

Refer to page 1-16.

- The modification of paper setting can be made in Tray Setting or Paper Presetting.



4. Display the Copy Screen, then select the tray loaded with paper for body sheets.



5. Press [Output Setting], then press [Ring Bind].

[Next Page]

6. Specify the print side for the top sheet and the last sheet.

- When making a simplex-printed booklet without using the Insert Sheet function, select [Outside Print] or [Inside Print] for each of the top and last sheets.



7. Select either [Left Bind] or [Right Bind] for the bind direction of the booklet.

8. When using the Insert Sheet function, press [Insert Sheet].

- If not, proceed to step 11.

9. Make the Insert Sheet setting.

▶▶ Refer to page xviii.

- Make the settings for the front cover, back cover, and/or insert sheets when using paper other than that for body.



10. Press [OK].

- The Ring Bind Screen will be restored.

11. Press [OK] twice.

- The Copy Screen will be restored.

▶ [Next Page]

12. Press [Application] to select another function to be used with the Ring Bind function.



13. Press [OK].

- The Copy Screen will be restored.

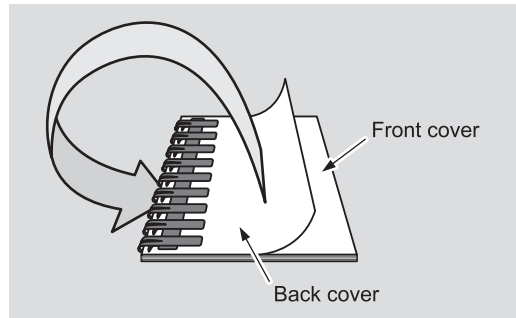


14. Press [Start] on the control panel.

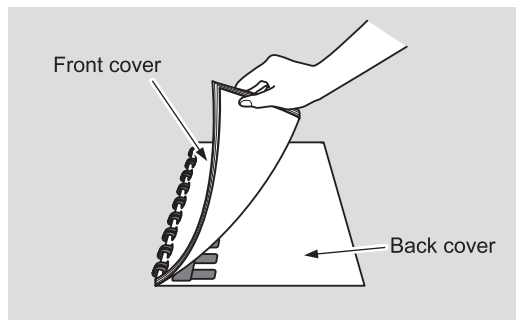


To complete the bound booklets

An output booklet is bound in order of the back cover, front cover, and body sheets as shown in the illustration below.



To arrange the bound booklet in correct page order, flip the back cover over so that the spine of the bind part should be hidden between the back cover and the last page of body sheets.



Combination examples

It is convenient to use Ring Bind function in combination with the following functions:

- Ring Bind + Insert Sheet (Refer to page xviii.)
- Ring Bind + Stamp (Refer to page xviii.)

Chapter 3: Print Operation

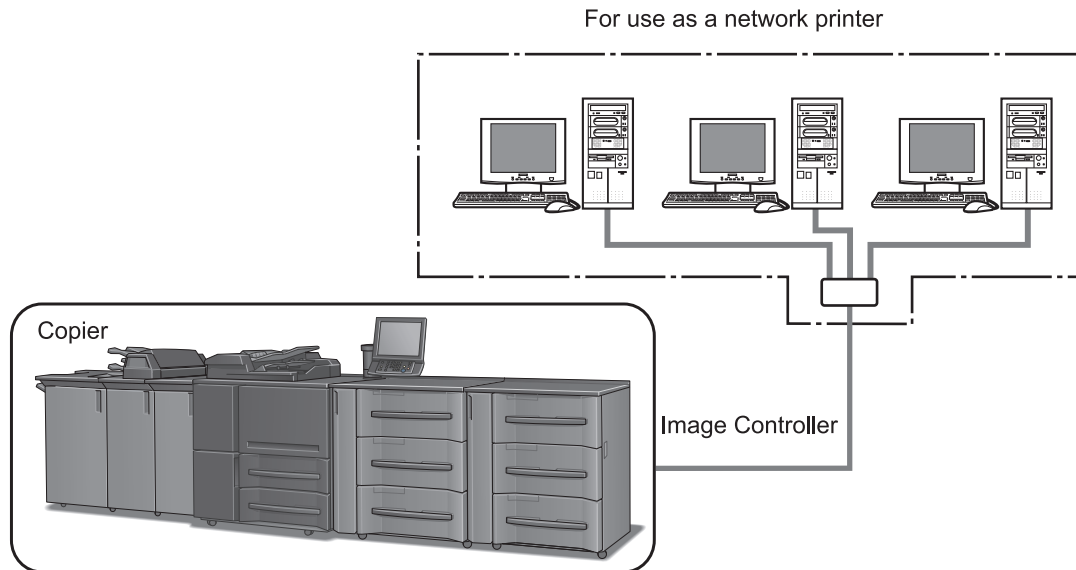
This chapter describes how to install and operate the Printer Driver which enables the machine to be used as a printer and details its functions.

About the Printer Driver.....	3-2
Installing Printer Driver	3-3
Printing Preferences Window.....	3-9
Booklet Function	3-12
Fold Function	3-14
Inserting Tabbed Paper.....	3-16
Per Page Settings.....	3-20
Binding Books.....	3-23
Ring Binding Booklets	3-28



About the Printer Driver

This section outlines the printer driver when this machine is used as a printer.



Check

- You need to set up a network before using this machine as a printer. For details, see User's Guide - POD Administrator's Reference. For details on the local network environment including this machine, contact your network administrator.

MEMO

- About installing the Printer Driver, refer to page 3-3.

Installing Printer Driver

This machine can be used as a printer by installing the printer driver on your computer with "Driver CD-ROM" which comes with this product.

This product has the following printer drivers:

- PS Plug-in driver for Windows/Mac OS X
- PCL driver for Windows
- PS PPD driver for Windows/Mac OS X

Supported OS

The printer drivers of this product support the following Operating Systems.

- Windows 2000/XP/Vista/7
- Windows Server 2003/Server 2008
- Mac OS X v10.4 through v10.6

Installing printer driver

In this guide, we'll explain the procedure to install the PS Plug-in driver or PCL driver using the installer.

Check

- Before installing the driver on a computer, you need to set up a network connection on this machine and connect the computer to the network. For details on network settings, see User's Guide - POD Administrator's Reference.
- Be sure that you have "Driver CD-ROM" that comes with this product ready before installation.
- It is recommended that the installation would be performed by the system administrator or printer administrator who has the authority for it.
- This section describes how to install the driver on a computer running Windows 7. For the other operating systems, refer to the guide of the operating system respectively.

To install the PS Plug-in driver

1. Insert the Driver CD-ROM into the CD-ROM drive of your computer.

- If the User Account Control screen is displayed, click [Allow] or [Continue].
- If the installer is not launched, open the folder of the printer driver within the CD-ROM and double click the Autorun.exe file.

2. Follow the instruction on the screen to select the required printer driver.

- The installer of the printer driver will be launched.

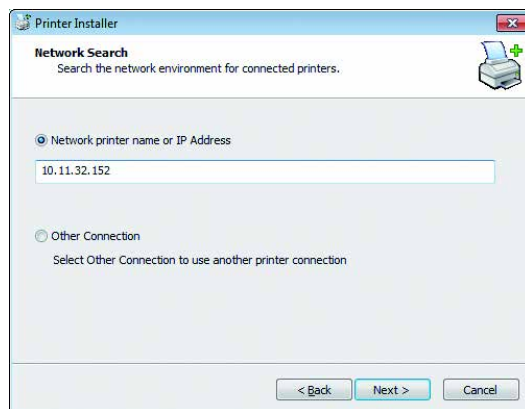
▼ [Next Page]

3. Click [Next].

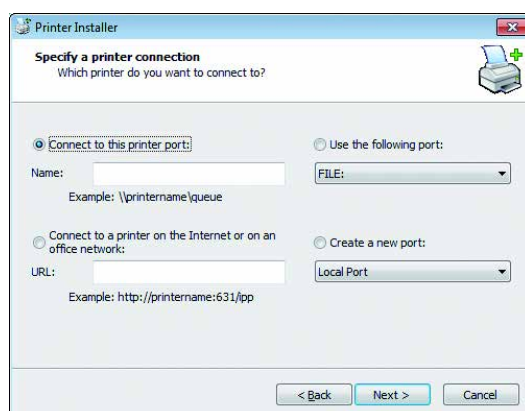


4. Enter a printer name or an IP address and click [Next].

- Enter a printer name or an IP address in the [Network printer name or IP Address] field. The machine will be configured as a printer for Windows.



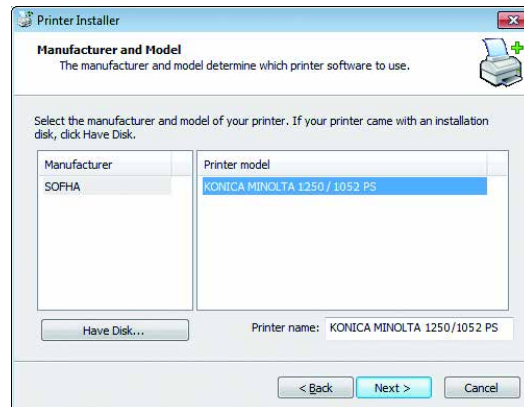
- Select [Other Connection] to set up this machine as another printer. Specify the printer connection settings and click [Next]. Specify either NetBIOS or port9100.



- If your network uses DNS, confirm that the network name assigned to this machine corresponds to the network name configured for the DNS.

▼ [Next Page]

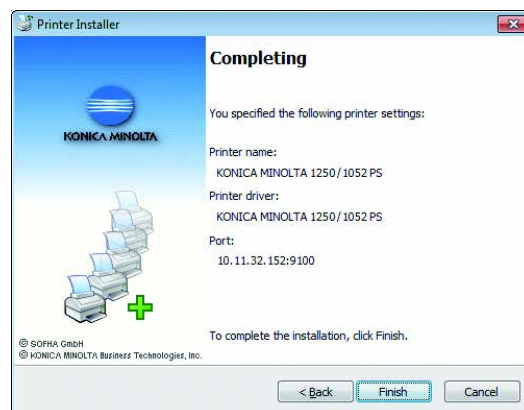
5. Select a printer name and click [Next].



- The names of the printers that are available for installation are displayed.
- If the names of the printers on which you want to install the driver are not displayed, click [Have Disk] and select the [Setup.inf] file.



6. Click [Finish].



- The installation process is completed.
- Now this machine can be selected as a printer from the Print window of your application.

7. After completing installation, update the device information.

To install the PCL driver

1. Insert the Driver CD-ROM into the CD-ROM drive of your computer.

- If the User Account Control screen is displayed, click [Allow] or [Continue].
- If the installer is not launched, open the folder of the printer driver within the CD-ROM and double click the Autorun.exe file.

▼ [Next Page]

2. Follow the instruction on the screen to select the required printer driver.

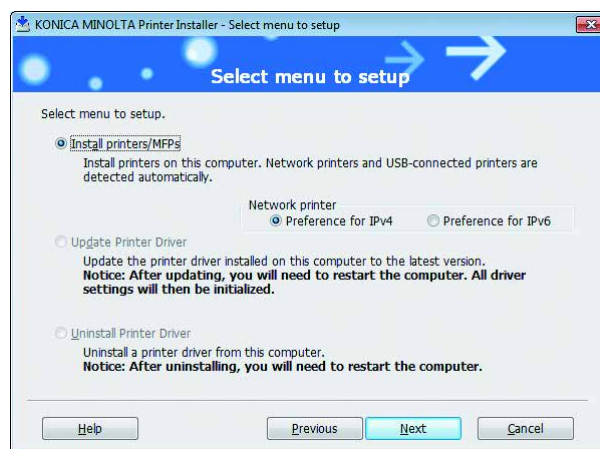
- The installer of the printer driver will be launched.

3. Click [AGREE].

- The language used in the installer can be changed in the language display box.



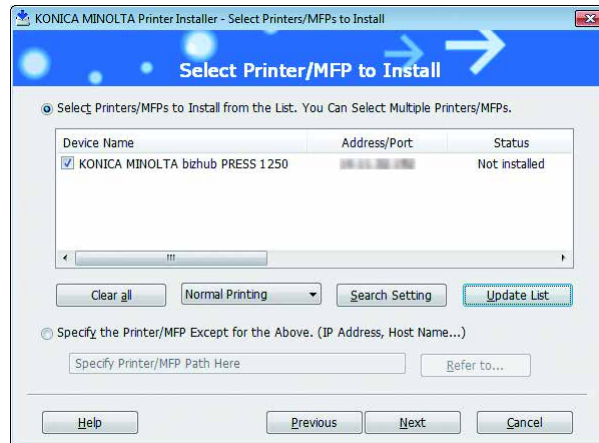
4. Select [Install printers/MFPs] and click [Next].



- If the printer driver detects both IPv4 and IPv6 for this machine, you can choose which protocol to be prioritize. Select a radio button for either [Preference for IPv4] or [Preference for IPv6].

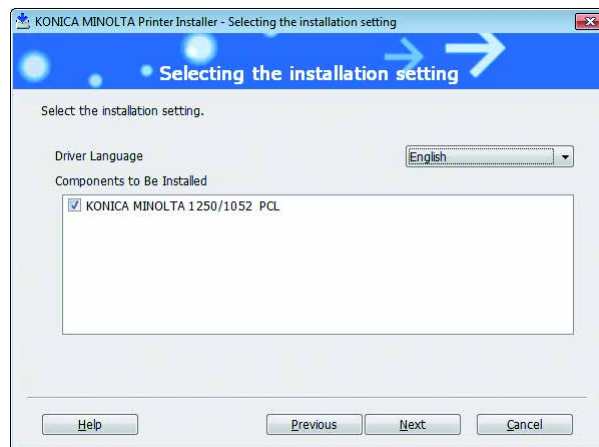
▼ [Next Page]

5. Select this machine and click [Next].



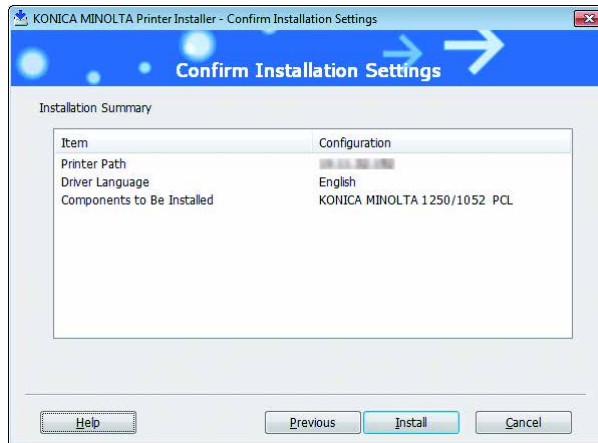
- The list only show the devices which are connected to the network and support the printer driver If more than one device is listed, identify the device with its IP address.
- If this machine is not included in the list, select the radio button [Specify the Printer/MFP Except for the Above. (IP Address, Host Name...)] to specify your printer manually.

6. Select the components to be installed and click [Next].

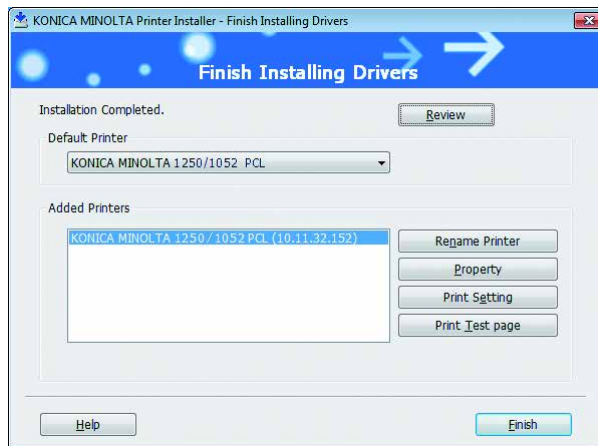


▼ [Next Page]

7. Check the contents to be installed and click [Install].



8. Click [Finish].



- The installation process is completed.
- On the [Installation Completed.] page, you can confirm the installed items or change settings.

[Review]	Click this button to check the installed items.
[Rename Printer]	Click this button to rename the printer.
[Property]	Click this button to configure property settings for the printer. For details, see User's Guide - Printer.
[Print Setting]	Click this button to display the [Printing Preferences] page of the printer driver and to configure various function settings. For details, see User's Guide - Printer.
[Print Test page]	Click this button to perform test print.

Printing Preferences Window

The Printing Preferences screen can be displayed by using the printing command of the applications in which the original documents are created.

Check

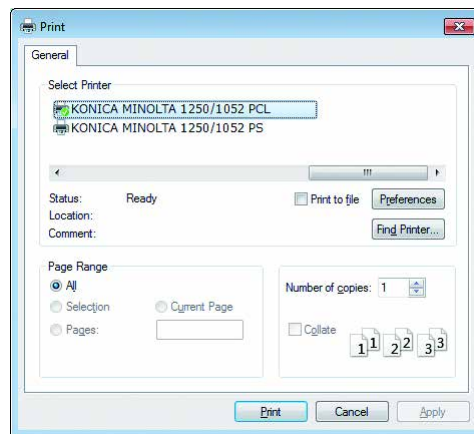
- Command name may be different depending on the application. The procedures described in this section are in the case of using Windows 7 and Notepad.

To display the Printing Preferences window

1. Select [Print] from [File] menu in your application.

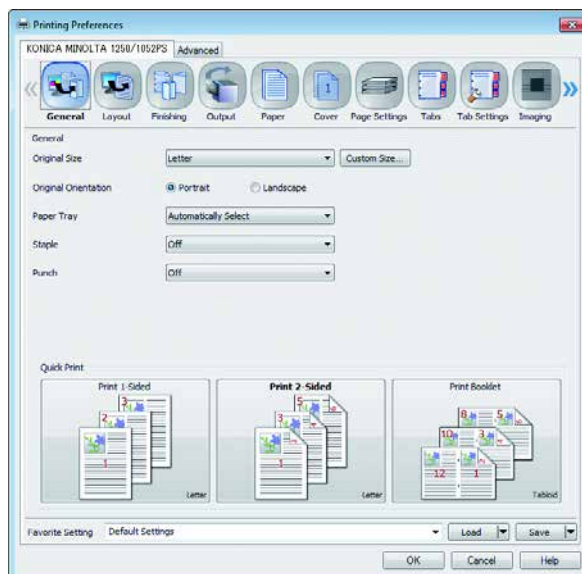


2. Select the printer and click [Preferences].



- The screen may be different depending on the application.

3. Make necessary changes in the Printing Preferences window.



4. Click [OK] and click [Print].

- The machine starts printing.



Update the device information

It is recommended to update the device information on the drive after completing installation of the printer driver.

Check

- Without updating the device information on the installed driver, only some of the functions of this machine supported by the driver will be available.
- This section describes how to install the driver on a computer running Windows 7. For the other operating systems, refer to the guide of the operating system respectively.

To update the device information on the PS Plug-in driver

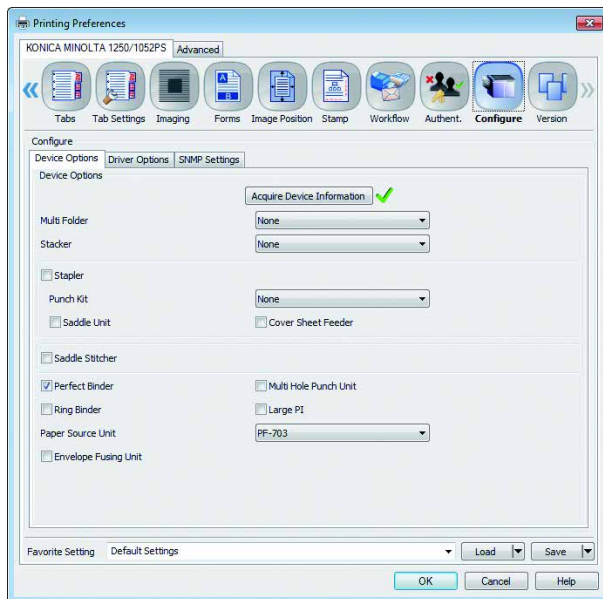
1. Select the printing command of your application and display the Printing Preferences window for the printer driver.



2. Click [Configure].



3. Click [Acquire Device Information].



- Retrieve the device information from the main body. If is displayed on the right of the [Acquire Device Information] button, the device information has been acquired. If you cannot retrieve the device information from the main body, please check your network settings.



4. Click [OK].

To update the device information on the PCL driver

1. Select [Start] - [Devices and Printers].



2. Right-click the icon for the printer to be configured and select [Printer properties].

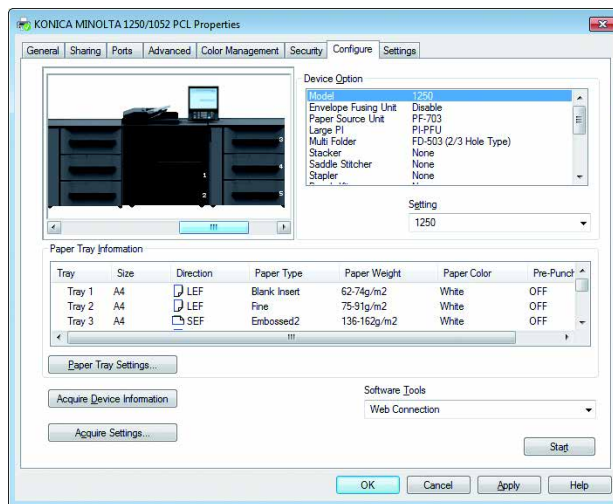


3. Click the [Configure] tab.



4. Click [Acquire Device Information] to display the confirmation window, then click [Yes].

- The device information will be updated.



5. Set the other items as required.



6. Click [OK] to close the properties window.



Booklet Function



To print using the Booklet function

PS Plug-in driver:

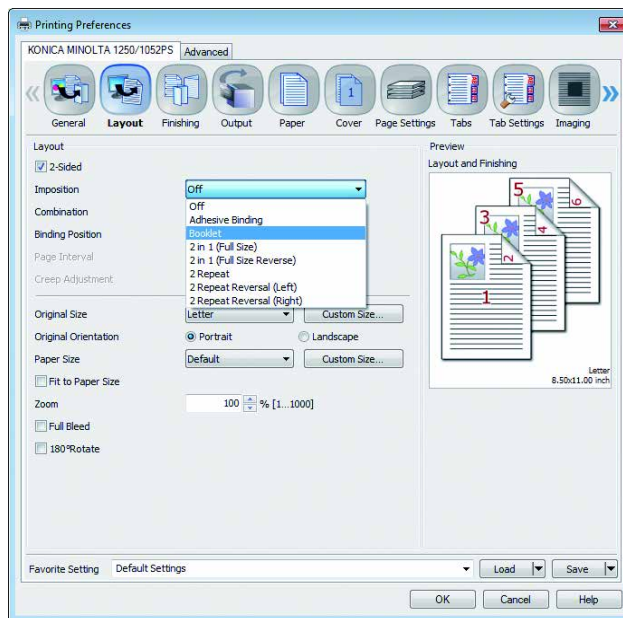
1. Select the printing command of your application and display the Printing Preferences window for the printer driver. ▶▶ Refer to page 3-9.



2. Click [Layout].



3. Pull down the menu on the right of [Imposition] and select [Booklet].



4. Set the other items as required. ▶▶ Refer to page ix.



5. Click [OK].



6. Click [Print].

PCL driver:

1. Select the printing command of your application and display the Printing Preferences window for the printer driver.

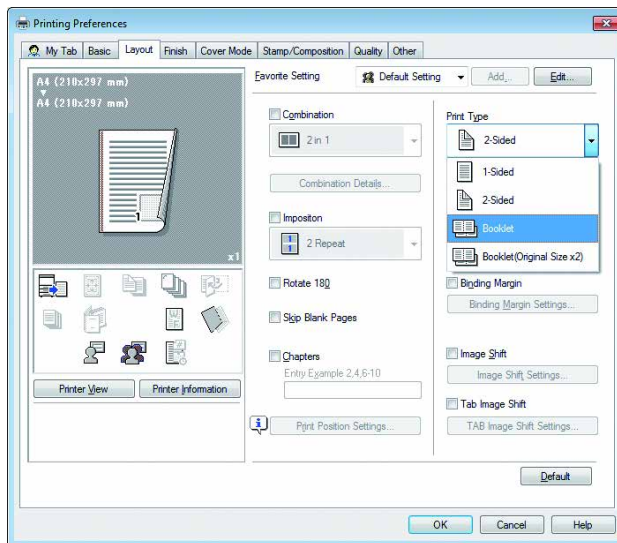
▶▶▶ Refer to page 3-9.



2. Click the [Layout] tab.



3. Select [Booklet] for [Print Type].



4. Set the other items as required.

▶▶▶ Refer to page ix.



5. Click [OK].



6. Click [Print].

Combination examples

It is convenient to use the Booklet function in combination with the following functions:

- Booklet + Chapters (Refer to page ix.)
- Booklet + Stamp (Refer to page x.)
- Booklet + Fold & Staple (Fold & Staple + Trimming) / Multi Half-Fold (Multi Half-Fold + Trimming) (Refer to page x.)



Fold Function



To print using the Fold function

PS Plug-in driver:

1. Select the printing command of your application and display the Printing Preferences window for the printer driver. ▶▶ Refer to page 3-9.

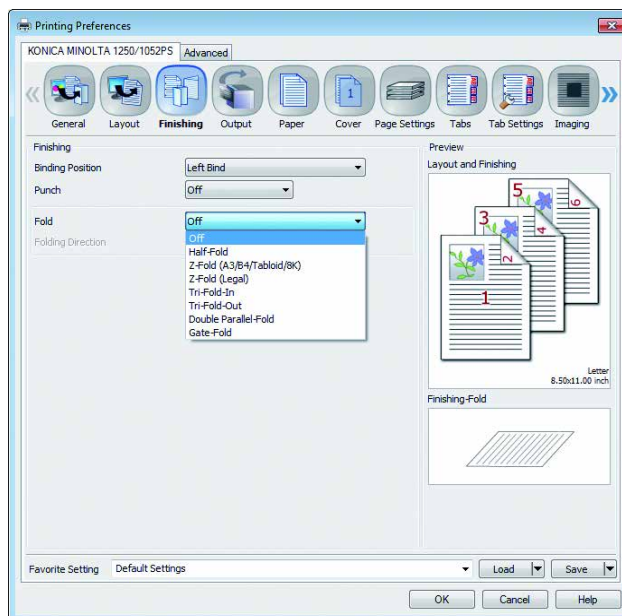


2. Click [Finishing].

- The [Finishing] tab may not appear on the printer driver depending on the device option setting.



3. Pull down the menu on the right of [Fold] and select a fold option.



- If [Fold] is not displayed, please set the necessary options in the [Configure] panel. (Refer to page 3-10.)



4. Set the other items as required.

▶▶ Refer to page xiii.



5. Click [OK].



6. Click [Print].

PCL driver:

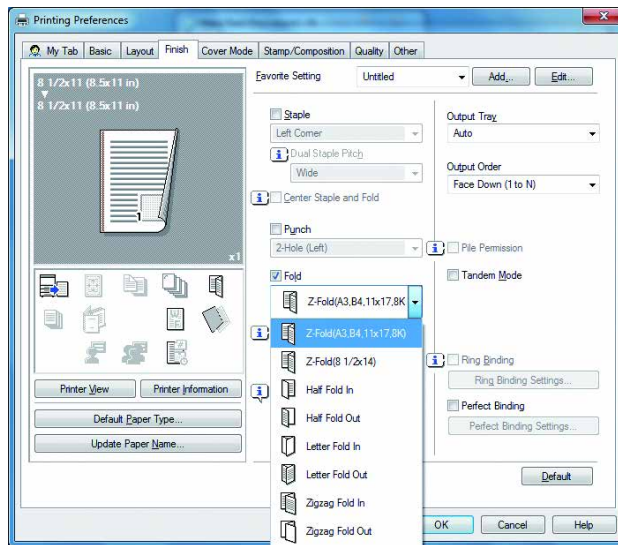
1. Select the printing command of your application and display the Printing Preferences window for the printer driver. ▶▶▶ Refer to page 3-9.



2. Click the [Finish] tab.



3. Select the desired folding option from [Fold].



4. Set the other items as required. ▶▶▶ Refer to page xiii.



5. Click [OK].



6. Click [Print].

Combination examples

The Center Staple function can be used when Saddle Stitcher SD-506 or Finisher FS-532 with optional Saddle Stitcher SD-510 is mounted.

The Punch function can be used to punch holes when Saddle Stitcher SD-506 or Finisher FS-532 with optional Punch Kit PK-522 is mounted.

It is convenient to use a folding function in combination with the following functions:

- Z-Fold + Punch (Refer to page xiii.)
- Z-Fold + Staple (Refer to page xiii.)
- Fold & Staple (Fold & Staple + Trimming) / Multi Half-Fold (Multi Half-Fold + Trimming) + Booklet (Refer to page xiv.)



Inserting Tabbed Paper



To insert tabbed paper every 10 pages

PS Plug-in driver:

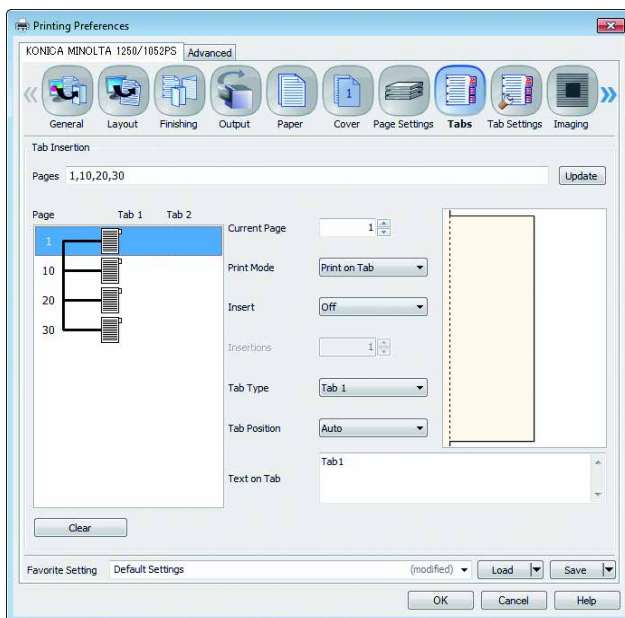
1. Select the printing command of your application and display the Printing Preferences window for the printer driver. ▶▶ Refer to page 3-9.



2. Select [Tabs].



3. Enter [1,10,20,30] for [Page] as tab insertion and click [Update].



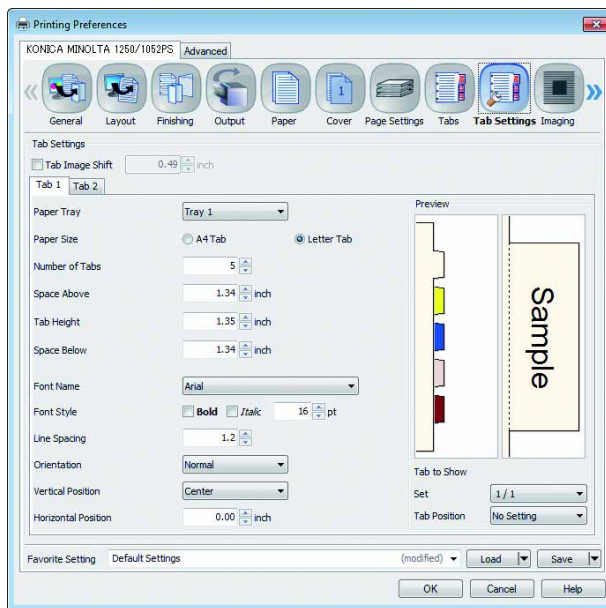
4. Modify settings for [Print Mode], [Insertions], [Tab Position] and [Text on Tab] as necessary.



5. Click [Tab Setting].

▶▶ [Next Page]

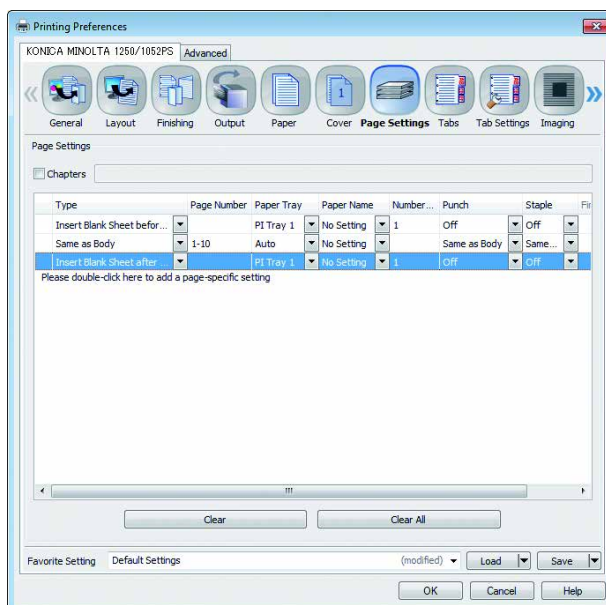
6. Modify settings in the [Tab Setting] panel as necessary.



7. Click [Page Settings].

Refer to page 3-20.

8. Confirm settings for each page.



9. Set the other items as required.

Refer to page xv.

10. Click [OK].

11. Click [Print].

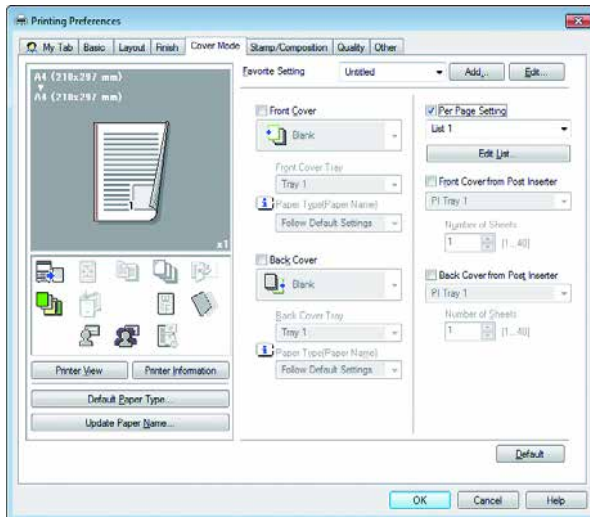


PCL driver:

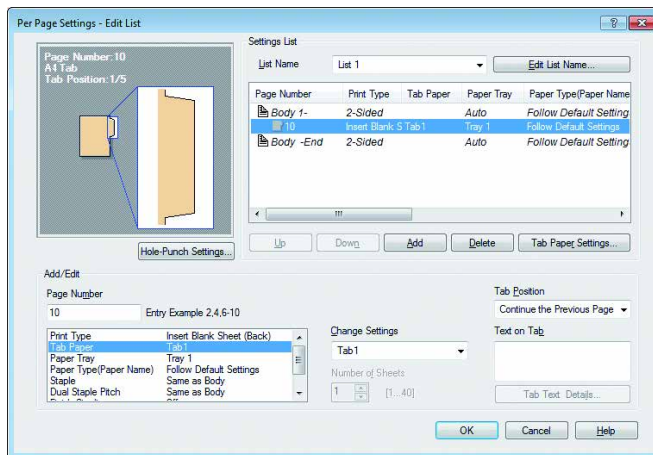
- 1. Select the printing command of your application and display the Printing Preferences window for the printer driver.** ▶▶ Refer to page 3-9.

- 2. Click the [Cover Mode] tab.**

- 3. Select [Per Page Setting] and click [Edit List].**



- 4. Click [Add] and enter [10] for the page number.**



- 5. Select [Tab Paper], then select [Tab 1] or [Tab 2] in [Change Settings].**

- 6. Modify settings for [Tab Paper Settings], [Tab Position], [Text on Tab] and [Tab Text Details] as necessary. Click [OK].**

▶▶ [Next Page]

7. Set the other items as required.

Refer to page ix.



8. Click [OK].



9. Click [Print].

Combination examples

The Punch function can be used to punch holes in tabbed paper when Saddle Stitcher SD-506 or Finisher FS-532 with optional Punch Kit PK-522 is mounted.

It is convenient to use tabbed paper in combination with the following function:

- Insert Tab Paper + Punch-Hole (Refer to page xv.)

Per Page Settings

Check

- Before using the Punch function per page, confirm that Punch Kit PK-522 or Z-Folding Unit ZU-608 is mounted on Finisher FS-532. For details, refer to page 3-10.

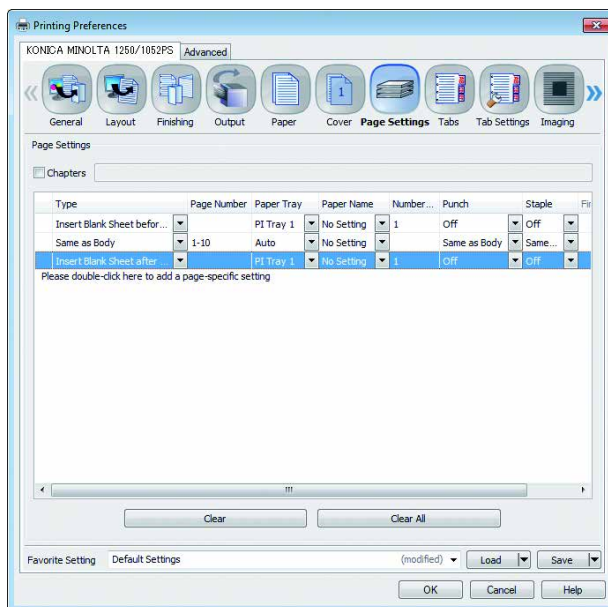
Per Page settings (in case of changing the settings of the 5th page)

PS Plug-in driver:

1. Select the printing command of your application and display the Printing Preferences window for the printer driver. ▶▶ Refer to page 3-9.

2. Click [Page Settings].

3. Double-click [Please double-click here to add a page-specific setting] and enter [5] in [Page Number].



4. Set the other items as required.

5. Click [OK].

6. Click [Print].

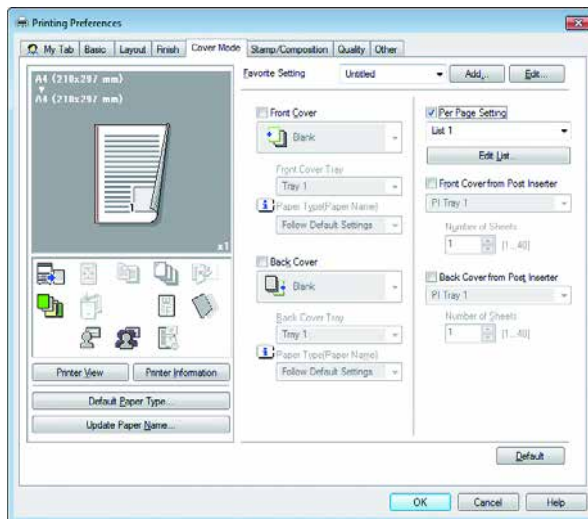
PCL driver:

1. Select the printing command of your application and display the Printing Preferences window for the printer driver.

▶▶▶ Refer to page 3-9.

2. Click the [Cover Mode] tab.

3. Select [Per Page Setting] and click [Edit List].



4. Click [Add] and enter [5] for the page number.



5. Select an item to be modified from the list and select the value from the [Change Settings] list.

6. Click [OK] to close the [Per Page Setting] - [Edit List] window.

▶▶▶ [Next Page]



7. Set the other items as required.



8. Click [OK].



9. Click [Print].

Binding Books

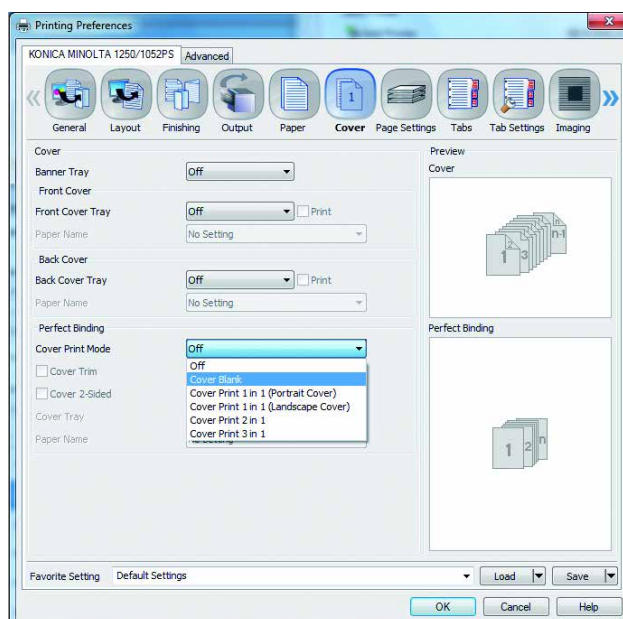
Using PS Plug-in driver

1. Select the printing command of your application and display the Printing Preferences window for the printer driver.

Refer to page 3-9.

2. Click [Cover].

3. Select the desired bind mode from the drop-down list on the right of [Mode] under [Perfect Bind].



- If [Perfect Bind] is not displayed, select [Perfect Binder] in the [Configure] panel. (Refer to page 3-10.)

4. Modify settings for [Cover Trim], [Cover 2-Sided], [Cover Tray], [Cover Size], and [Paper Type] as necessary.

5. Set the other items as required.

Refer to page xvi.

6. Click [OK].

7. Click [Print].

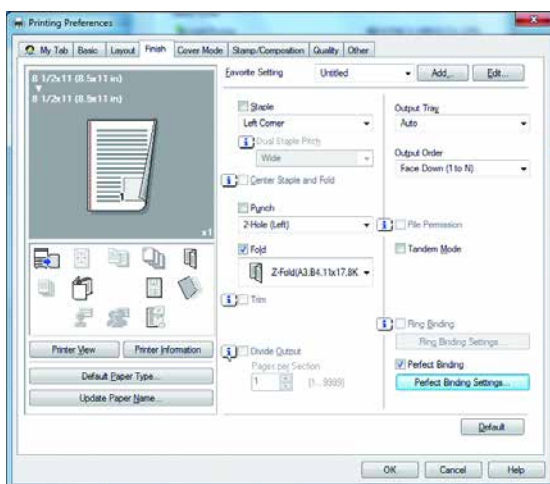


Using PCL driver

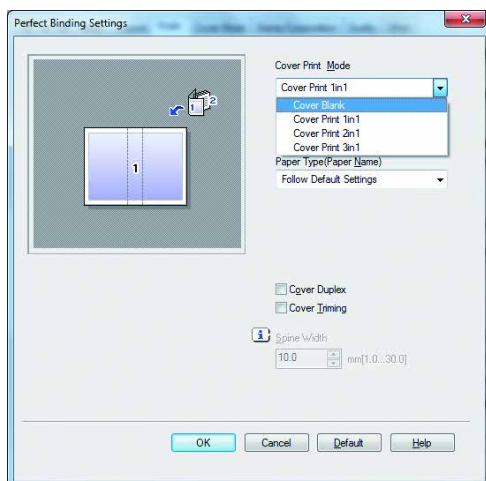
1. Select the printing command of your application and display the Printing Preferences window for the printer driver. ▶▶ Refer to page 3-9.

2. Click the [Finish] tab.

3. Select [Perfect Binding], then click [Perfect Binding Settings].



4. Select the desired bind mode from the drop-down list under [Mode]. ▶▶ Refer to page 3-26.



5. Select the tray loaded with paper for the covers from the drop-down list under [Cover Tray].

▶▶ [Next Page]

6. Modify settings for [Paper Type], [Cover 2-Sided], [Cover Trim] and [Spine Width] as necessary. Click [OK].



7. Set the other items as required.

Refer to page xvi.



8. Click [OK].



9. Click [Print].



About the Perfect Bind modes

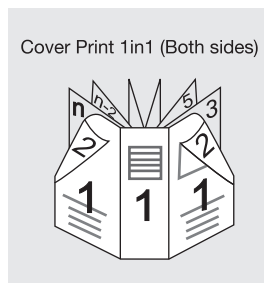
Cover Blank

This mode performs perfect binding operation on paper loaded into the cover tray without printing them as a cover.



Cover Print 1in1

This mode imposes the front cover, back cover, and spine which have been prepared to be the same size as the paper for the cover and performs the perfect binding operations.



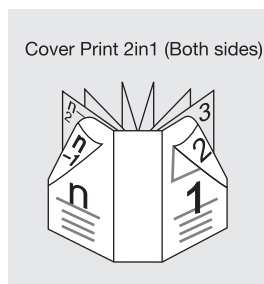
Cover Print 2in1

This mode prints two pages of the original onto one side of paper loaded in the cover tray and performs the perfect binding operations. The spine will not be printed.

Select one of [Tray 1] to [Tray 8] in [Cover Tray].

The first page of original becomes the front cover and the last one (page n) becomes the back cover. And the rest of the original (the second page through page n-1) becomes the body.

The width of spine can be set from the printer driver. Specify the width in the range from 1 to 30 mm in 0.1 mm increments.



MEMO

- In the Cover Print 2in1 Mode, Trays 1 through 8 will be available.

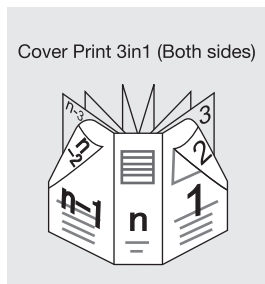
Cover Print 3in1

This mode prints three pages (the front cover, back cover, and spine) onto one side of paper loaded in the cover tray and performs the perfect binding operations.

Select one of [Tray 1] to [Tray 8] in [Cover Tray].

The first page of original becomes the front cover, the second-to-last one (page n-1) the back cover, and the last one (page n) the spine. And the rest of the original (the second page through page n-2) becomes the body.

The width of spine can be set from the printer driver. Specify the width in the range from 1 to 30 mm in 0.1 mm increments.



MEMO

- In the Cover Print 3in1 Mode, Trays 1 through 8 will be available.

Cover Tray

Select a tray to be loaded with covers.

Cover 2-Sided (Cover Duplex)

Select [ON] to print covers of Perfect Bind in duplex mode.

Cover Trim (Cover Trimming)

Select [ON] to trim the covers of the perfect binding.

Spine Width

Specify the width in the range from 1 to 30 mm in 0.1 mm increments.

Paper Name (Paper Type)

Select a name of paper registered on the main body.



Combination Examples

It is convenient to use the Perfect Bind function in combination with the following functions:

- Perfect Bind + Page Margin (Refer to page xvi.)
- Perfect Bind + Stamp (Refer to page xvii.)



Ring Binding Booklets



Using PS Plug-in driver

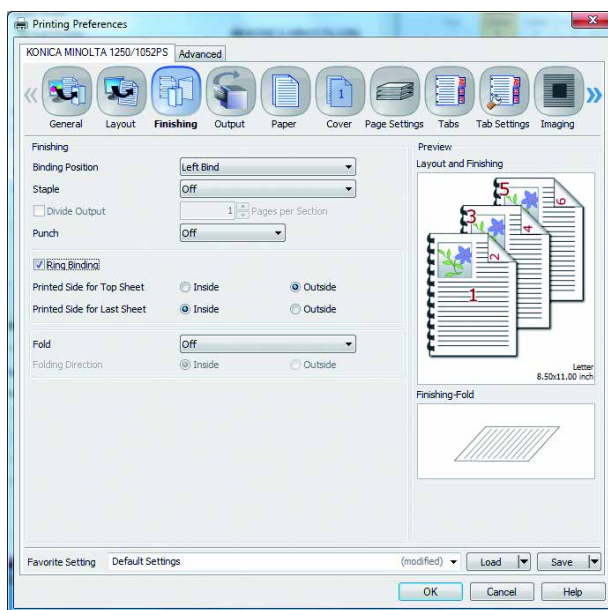
1. Select the printing command of your application and display the Printing Preferences window for the printer driver. ▶▶ Refer to page 3-9.



2. Click [Finishing].



3. Check [Ring Binding].



- If [Ring Bind] is not displayed, select [Ring Binder] in the [Configure] panel. (Refer to page 3-9.)
- When print on 1-sided, the printed side for the top sheet and the last sheet can be changed.



4. Click [OK].



5. Click [Print].

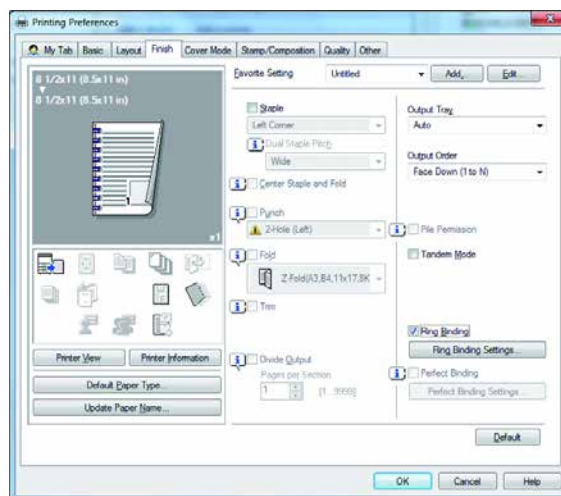
Using PCL driver

1. Select the printing command of your application and display the Printing Preferences window for the printer driver.

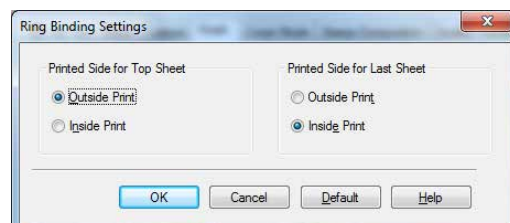
Refer to page 3-9.

2. Click the [Finish] tab.

3. Select [Ring Binding], then click [Ring Binding Settings].



- When print on 1-sided, the printed side for the top sheet and the last sheet can be changed.



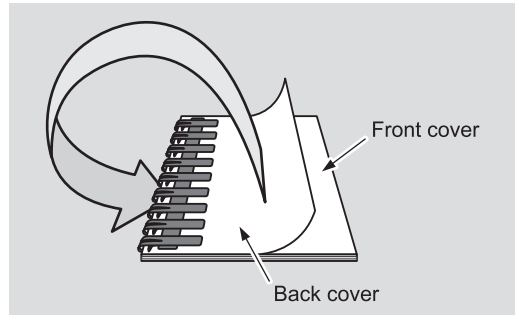
4. Click [OK].

5. Click [Print].

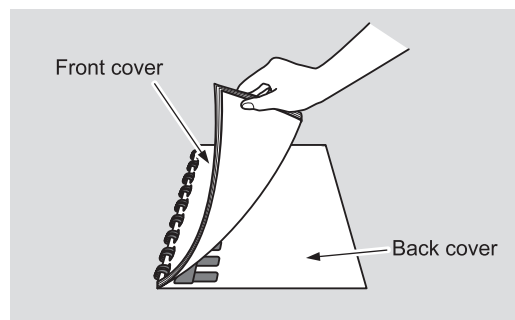


To complete the bound booklets

An output booklet is bound in order of the back cover, front cover, and body sheets as shown in the illustration below.



To arrange the bound booklet in correct page order, flip the back cover over so that the spine of the bind part should be hidden between the back cover and the last page of body sheets.



Combination examples

It is convenient to use Ring Bind function in combination with the following functions:

- Ring Bind + Insert Sheet (Refer to page xviii.)
- Ring Bind + Stamp (Refer to page xviii.)

Chapter 4: Scan Operation

This chapter describes the network function.

Network Scanner Function.....	4-2
Sending Data to E-mail Address.....	4-3
Sending Data to SMB Server.....	4-7



Network Scanner Function

This machine has functions to send data scanned from the ADF or the original glass to the following destinations:

- E-mail address
- HDD
- FTP server
- SMB server

This chapter describes how to send data to E-mail addresses or SMB servers.

Check

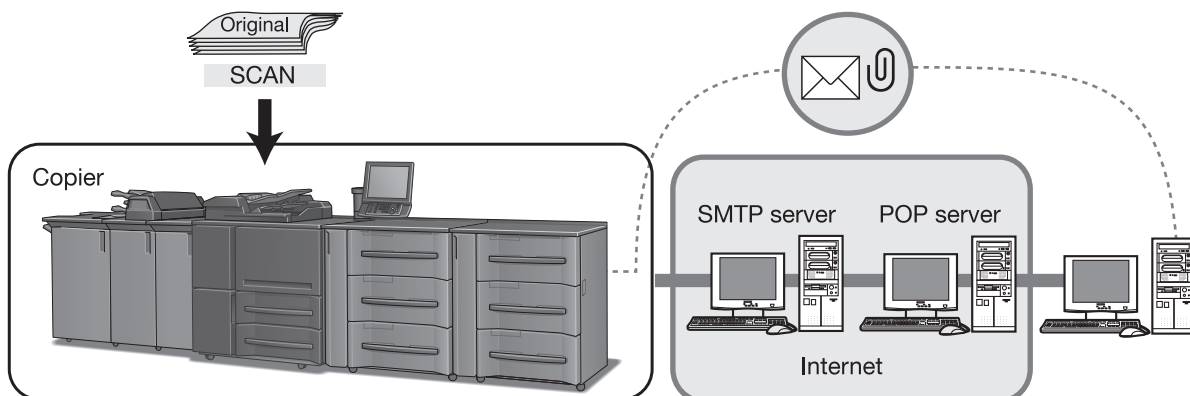
- In order to send scanned data to a given destination, you need to set up a network connection on this machine. For details on network settings, see User's Guide - POD Administrator's Reference.

MEMO

- For details on other functions of network scanner, refer to the User's Guide - Network Scanner.

Sending Data to E-mail Address

You can send scanned data to an E-mail address as an attached file.



To transmit scanned data as an attachment to an E-mail

1. Set the network setting of this machine.



2. Set the original to be scanned.



3. Select [SCAN] on the touch panel.



4. Make sure that [E-mail] is selected.



▼ [Next Page]



5. Specify a destination.

- To send to a registered destination:
 Select a destination.
 To display destinations, press [A to Z], [Others], or [Main].
 To search a destination, press [Search] and then enter its reference name.
 You may select more than one destination.



- To send to an unregistered destination:
 Press [Input Address].
 In the Input Address screen, press [Address], [Register Name], and [Reference Name] to enter data respectively.
 Press [OK] to set the data as a destination.
 Press [Register] to register the data as a destination.



▼ [Next Page]

6. Specify the title and text of the E-mail.

- To specify the title:

Press [Title Setting].

In the Title Setting screen, select whether to use a pre-defined title or to enter a title manually.

To use a pre-defined title, select one from [1] to [5] and then press [OK].

To enter a title manually, press [Manual Setting], enter the title, and then press [OK].



- To specify the text:

Press [Text Setting].

In the Text Setting screen, select whether to use a pre-defined text or to enter a text message manually.

To use a pre-defined text, select one from [1] to [5] and then press [OK].

To enter a text message manually, press [Manual Setting], enter the text, and then press [OK].



7. Press [Scan Setting].

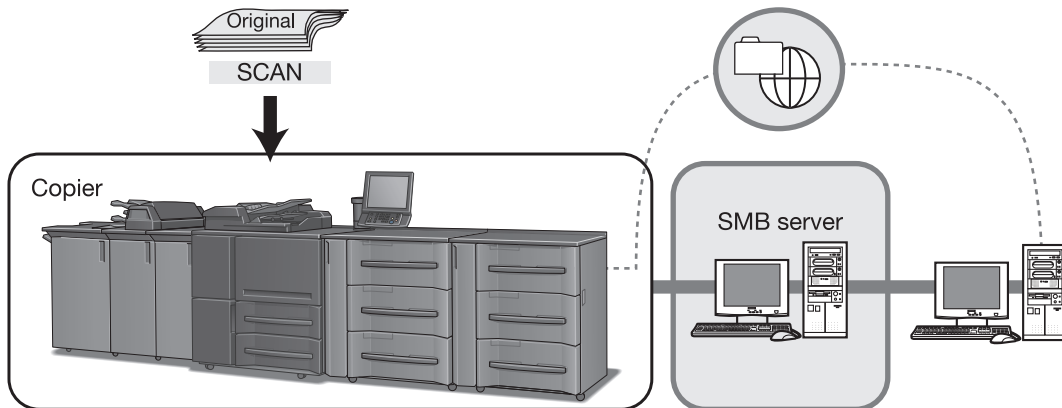
▼ [Next Page]

8. Set the scanning mode as necessary.**9. Press [Start] on the control panel.****MEMO**

- For the details on how to register a destination, refer to the User's Guide - Network Scanner.
- For the details on how to register a title or text, refer to the User's Guide - POD Administrator's Reference.

Sending Data to SMB Server

You can send scanned data to a shared server of your computer.



To transmit scanned data to a shared server of your computer

1. Set the network setting of this machine.

2. Prepare an SMB folder on the desktop of your computer as necessary.

3. Set the original to be scanned.

4. Select [SCAN] on the touch panel.

5. Press [SMB].



▼ [Next Page]



6. Specify a destination.

- To send to a registered destination:
 Select a destination.
 To display destinations, press [A to Z], [Others], or [Main].
 To search a destination, press [Search] and then enter its reference name.
 You may select more than one destination.



- To send to an unregistered destination:
 Press [Input Address].
 In the Input Address screen, press [Register Name], [Reference Name], [Host Address], [File Path], [Login Name] and [Password] to enter data respectively.
 Press [OK] to set the data as a destination.
 Press [Register] to register the data as a destination.



7. Press [Scan Setting].

▼ [Next Page]

8. Set the scanning mode as necessary.**9. Press [Start] on the control panel.****MEMO**

- For the details on how to register a destination, refer to the User's Guide - Network Scanner.

Chapter 5: Troubleshooting

This chapter describes how to troubleshoot.

Adding Toner.....	5-2
Clearing Mishandled Paper	5-4
Preventing Moire	5-8
Using ToneCurve Utility	5-9
Troubles of Paper Feed and Paper Exit.....	5-12
Both Sides Adjustment	5-13
Finisher Adjustment	5-14
How To Troubleshoot	5-16

Adding Toner

This machine is equipped with a toner hopper (toner container) to store a bottle stock of toner. When toner in the toner bottle is used up and toner supply from the toner hopper becomes low, the message [Please add toner] will be displayed in the message area, and the toner supply icon will be displayed in the machine status indicator area at the bottom-right corner of the screen.

When toner in the toner hopper also runs out, the message will change to [Toner is used up / Exchange toner bottle].

In the Supply/Scrap Parts area of the Machine screen, the message displayed will also change depending on the amount of toner remaining in the toner hopper.

[Toner bottle can be exchanged (Residue in Hopper: 3/4)]

[Exchange toner bottle (Residue in Hopper: 1/4)]

[Toner is used up / Exchange toner bottle]



Check

- Before changing a toner bottle, be sure to check the toner type number indicated on the front of the toner unit lever, and use a toner bottle of the same number. Using wrong toner bottles may cause machine trouble.
- Use the cap of new toner bottle for the used one, then place it into the package. For the subsequent treatment, please contact your service representative.

! WARNING

DO NOT THROW a toner bottle (including an empty one) into a fire!
If thrown into a fire, toner may ignite and cause a dangerous situation.

- For handling an empty toner bottle, please contact your service representative.




! CAUTION

Be careful in storing or handling toner bottles.

If too much of toner is inhaled or toner gets in your eyes, your health may be affected.

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

Displaying the instruction to add toner

1. Press [] at the upper right corner of the touch panel or press [Help] on the control panel.
2. Press [Consumable/Scrap].
3. Select [Toner Supply].
4. Press [] or [] to review the procedures to supply toner.





Clearing Mishandled Paper

When a paper misfeed occurs while printing, the machine displays the message [Mishandled paper] and misfeed area(s) on the screen.

The [Start] LED turns orange on the control panel, and the machine will not operate until all the misfeed locations are cleared.

All the misfeed locations will be indicated by flashing/lighting numbers and arrows on this screen.

Flashing number and arrow indicate the jammed position of the highest priority.

Action to remove mishandled paper is displayed in the message area.

The JAM Position screen



Pressing [Illustration] on the JAM Position screen will display a disposal instruction screen that explains the first preference method of fixing a problem. Press [Next] or [Previous] to view the subsequent screens describing the disposal action.

The JAM handling screen



Press [JAM Position] to return to the Jam Position screen.

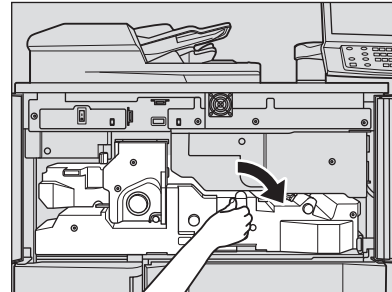
When all the mishandled paper is removed, the Machine Screen will be restored.

The main power switch

Do not turn off the main power switch while removing mishandled paper. Otherwise, the trays or conveyance fusing unit cannot be withdrawn.

Operation of Lever [M4].

If mishandled paper is left in the feeding inlet/outlet of the main body, the lever [M4] cannot be turned down rightward to draw out the conveyance fusing unit. Do not turn the lever [M4] forcibly.

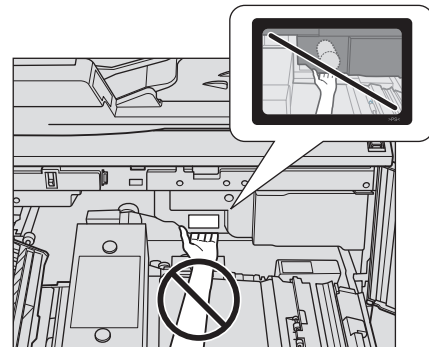


Handling of jammed paper

When removing mishandled paper, be sure to leave no torn paper inside the machine. Otherwise, mishandling of paper may occur repeatedly.

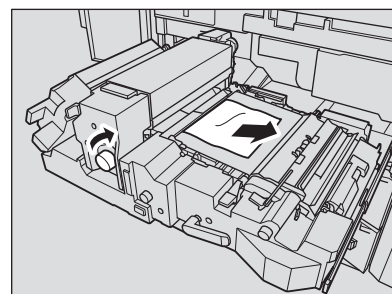
Drum

With the conveyance fusing unit pulled out, your hand may touch the drum surface if you put your hand as shown in the figure. Do not touch the drum surface, as it may be damaged.



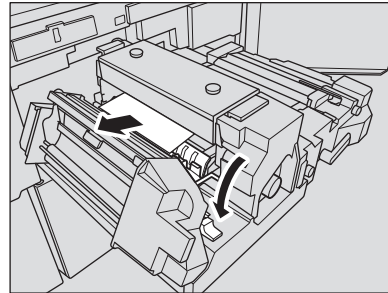
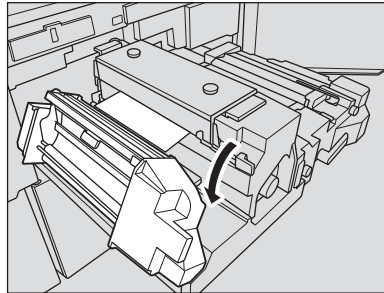
Directions for pulling the jammed paper from the fusing unit

If paper is jammed at the right of the fusing unit, turn Knob [M6] clockwise to feed the paper to the right, then remove it.

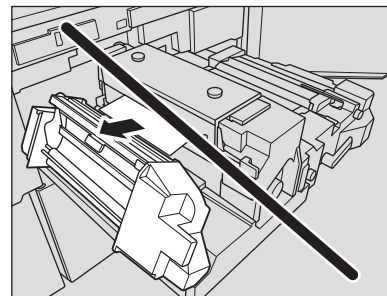




If you cannot remove mishandled paper from the right side of the fusing unit, remove it from the left side. In such a case, first open the lever [M8], then open the lever [M9]. Then, remove the jammed paper from the left side without turning Knob [M6].



Do not try to remove jammed paper from the left without first opening the lever [M9]. It may cause machine trouble.

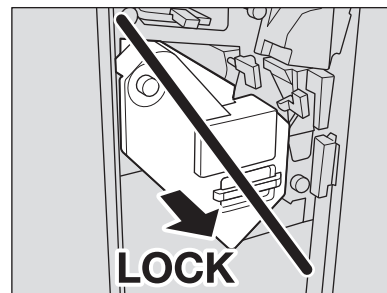


Withdrawing Paper Feeder Unit PF-703

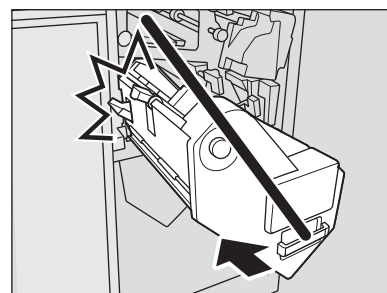
Since Paper Feeder Unit PF-703 sucks in sheets of paper, the mishandled paper may not be easily removed. Make a pause before withdrawing the tray. Please note that Large Capacity Post Inserter PI-PFU has the same mechanism.

Pulling out and pushing back the stacker of Finisher FS-532

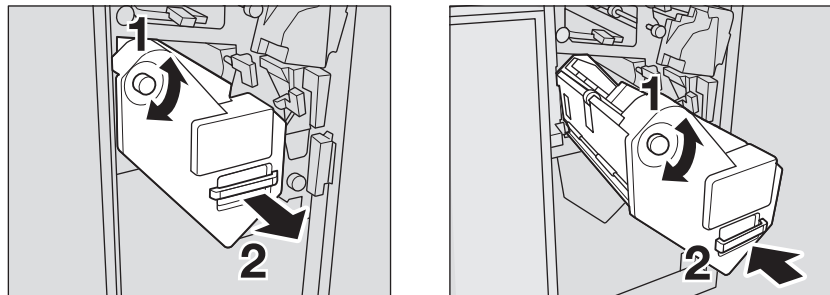
You may not be able to pull out the stacker because it is automatically locked.



Also, at times you may not be able to push the pulled-out stacker back into place.



In either case, turn Knob [FS8] of the stacker. It will allow for the pulling out and pushing back operations.



CAUTION

DO NOT put your hand on the fusing unit. Otherwise, you may get burned.

- Please be careful when you withdraw the conveyance fusing unit. Also, please be especially careful when you open the lever [M8] or [M9] because the exposed part is very hot.

CAUTION

DO NOT put your hand or arm between the main body and conveyance fusing unit. Connecting terminals of electric parts are located on the rear side of the conveyance fusing unit, and touching them may damage the machine. Also, if you put your hand or arm between the main body and conveyance fusing unit, unexpected trouble may be caused.

- Please do not try to work yourself, but contact your service representative.

CAUTION

DO NOT insert your fingers into the two ADF hinge portions. Otherwise, you may be injured.

- Please be careful when opening or closing the ADF.

CAUTION

Staples are very sharp!
You may be injured by stuck staples.

- Be careful in handling stucked staples.

CAUTION

DO NOT touch the glue tank unit.
The internal glue tank unit is very hot. If you touch them, you may get burned.

- Please be especially careful when you push the glue tank unit backward in place.

CAUTION

NEVER put your hand on the display panel when closing the top cover of the ring binder.

- Otherwise, you may get your hand caught and injured. Please be careful when closing the top cover of the ring binder. When opening the top cover of the ring binder, make sure to open it all the way until it locks in place.

CAUTION

When the top cover or bypass deck of the ring binder is opened, be careful of your head.

- Otherwise, you may be injured getting bumped on your head. Please be especially careful when removing mishandled paper.



Preventing Moire

The moire is the pattern inadvertently printed on the output image, also called as "interference fringe"

As for this machine, the moire may appear on the output image depending on the scanned original when "transparency" is specified in applications, such as MS Office.

There are three ways to prevent this moire from appearing by using the driver functions as follows:

1. Change the screening method. (PS Plug-in/PCL driver)

- The default value is [Photo] (120lpi).
Change it to [Text and Photo] (170lpi) or [Text] (212lpi).



2. Change the resolution. (PS Plug-in/PCL driver)

- The default value is 1200dpi.
Change it to 600dpi.



3. Change the settings of [Screen Frequency], [Screen Angle], and [Dot Shape] in the screen settings. (only with PS Plug-in driver)

MEMO

- Please note that changing the screen setting may affect the image quality.

Using ToneCurve Utility

Using the ToneCurve Utility allows you to adjust the brightness and contrast of the document to be printed by using the PS Plug-in driver on your computer. The tone curve registered can also be used by other computers on the network.

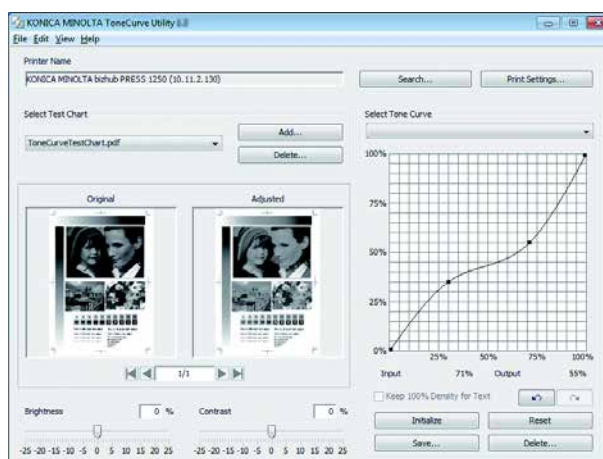
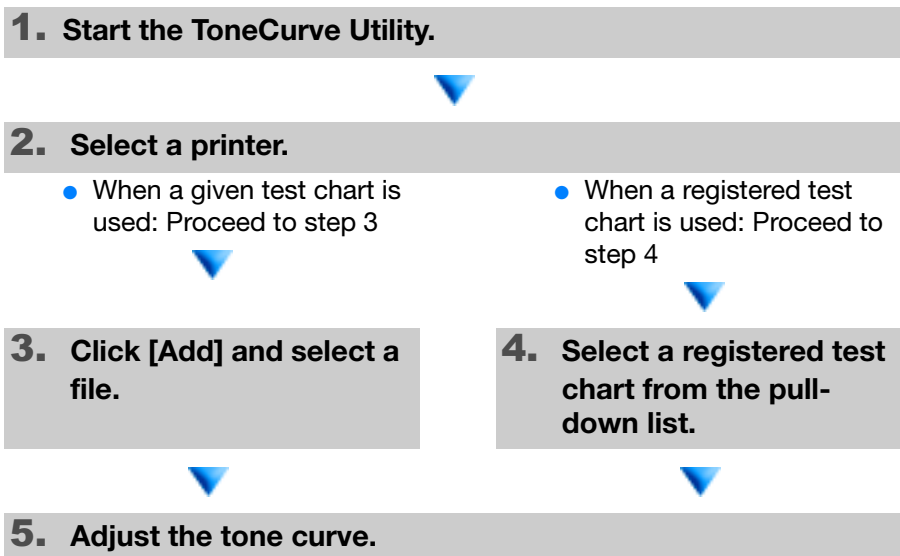
Check

- The tone curve that has been created by the ToneCurve Utility and registered with the image controller can be selected only by the PS Plug-in driver and used for printing.
- For details of the ToneCurve Utility, refer to the help file.

MEMO

- The ToneCurve Utility outputs the test chart to confirm the tone curve before actually printing.

The flowchart for the operation of the ToneCurve Utility:



▼ [Next Page]

7. Save the tone curve and finish the setting.

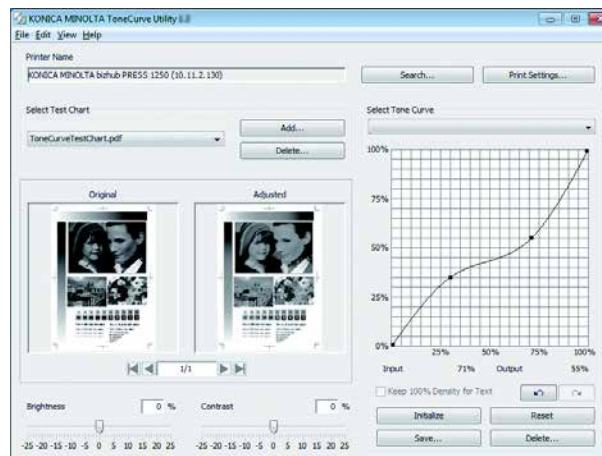
8. Open the document file that you want to print and display the PS Plug-in Driver window.

9. Select [Imaging] and click [Acquire Image Controller Default].

10. Select [Tone Curve].

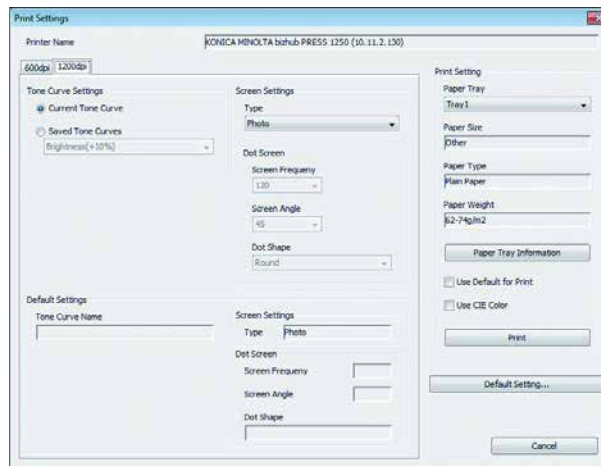
11. Click [OK] and click [Print].

Main window of the ToneCurve Utility



- Click [Add] and select a file to add a test chart.
- To adjust the tone curve, slide the slider of [Brightness]/[Contrast] or drag and drop the mouse at the adjustment point in the tone curve area.
- Click [Save] to save the settings of the tone curve.
- The checkbox [Keep 100% Density for Text] becomes active only when the output value of the tone curve is set below 100%. When [Keep 100% Density for Text] is not selected, take note of the density of the text.

Print Settings window



- Clicking [Print Settings] with the tone curve adjusted displays the Print Settings window. In this window, the screen settings and the print settings can be made.
- Click [Print] to make a print for verification.
- Click [Default Setting] to specify the tone curve and the screen to be used as default. The default setting simplifies the settings in the PS Plug-in driver.
- Selecting the checkbox [Use CIE Color] causes a color conversion process to be conducted through the XYZ color space; the level of gradient can be raised, however, the outputting process may take longer.



Troubles of Paper Feed and Paper Exit

If the paper misfeed often occurs, you can reduce the frequency by performing the following adjustments.

- Air Assist
- Curl Adjustment
- RU Curl Adjustment
- Humidifier Setting



Air Assist

This Air Assist function blows air towards the paper when the machine feeds them from the main body tray, paper feeder unit tray, PI-PFU tray or the cover tray of perfect binder. Unstable paper feeding may be improved by using this function.

For details, refer to page 1-44.



Curl Adjustment

The Curl Adjustment function reduces the curl of output paper. This function may improve the image quality as well as the efficiency of paper feed.

For details, refer to page 1-42.



RU Curl Adjustment

The RU Curl Adjustment function can be set on the machine equipped with Relay Unit RU-509.



Humidifier Setting

This function humidifies both front and back sides of paper evenly in order to flatten it out. It can be set on the RU Curl Adjustment Screen.

Check

- This function becomes available only when Relay Unit RU-509 is equipped with Humidifier HM-102.

Both Sides Adjustment

Specify the magnification ratios and positions of images for both front and back pages in order to align the images printed on the front and back pages in duplex printing.



[Both Sides Adj.] setting

When you use the Both Sides Adj. function, [Zoom] (Vertical/Horizontal) and [Image Shift] (Up/Down, Right/Left) can be specified. For the front page, the printing positions of images against the paper can be adjusted. For the back page, the printing positions of images against the front page can be adjusted.

MEMO

- For details on Both Sides Adj. settings, refer to page 1-29.



Finisher Adjustment

On the Finisher Adjustment screen accessed from the Adjustment screen, adjustments can be made for the fold, staple position, and trimming width options.

The adjustment items are as follows;

Finishing Option	Adjustment Screen		
Finisher FS-532	[02 Finisher Adjustment] - [01 Stapler (Main) Adjustment]	01 Staple Position Adjustment	
		02 Staple Paper Width Adj.	
		03 FD Alignment Plate Adjustment	
		04 Exit Guide Unit Paper Width Adj.	
		05 Rewind Paddle Descent Adj.	
		06 Operation for Rewind Function	
		07 Upper Gripper Operation	
		08 Output Alignment Operation	
Finisher FS-532 + Saddle Stitcher SD-510	[02 Finisher Adjustment] - [02 Stapler (Fold) Adjustment]	01 Fold & Staple Pitch Adjustment	
		02 Fold & Staple Paper Width Adj.	
		03 Fold & Staple Staple Pos. Adj.	
		04 Fold & Staple Fold Pos. Adj.	
		05 Half-Fold Fold Position Adj.	
		06 Tri-Fold Adjustment - 01 Tri-Fold Position Adj.	
		06 Tri-Fold Adjustment - 02 Double Fold Plate Adjustment	
		07 Half-Fold Strength Adjustment	
Finisher FS-532 + Punch Kit PK-522	[02 Finisher Adjustment] - [03 Stapler (Punch) Adjustment]	01 Vert. Position Adj.(CD)	
		02 Horiz. Position Adj.(FD)	
		03 Registration Adjustment	
Finisher FS-532 + Post Inserter PI-502	[02 Finisher Adjustment] - [04 Stapler (PI) Adjustment]	01 PI Registration Adjustment	
Folding Unit FD-503	[02 Finisher Adjustment] - [05 Multi Folder (Punch) Adjustment]	01 Paper Width Adjustment	
		02 Punch Vertical Position Adjustment	
	[02 Finisher Adjustment] - [06 Multi Folder (Fold) Adjust- ment]	01 Half-Fold Position Adjustment	
		02 Tri-Fold-in Position Adjustment	
		03 Tri-Fold-out Pos. Adj.	
		04 Double Parallel Pos. Adj.	
		05 Z-Fold Position Adj.	
		06 Gate Position Adj.	
	Large Capacity Stacker LS-505	[02 Finisher Adjustment] - [07 Stacker Adjustment]	01 Paper Width Adjustment
			02 Paper Length Adjustment

Finishing Option	Adjustment Screen	
Saddle Stitcher SD-506	[02 Finisher Adjustment] - [08 Saddle Stitcher Adjustment]	01 Staple Center Position
		02 Staple Paper Width Adj.
		03 Staple Pitch Adjustment
		04 Half-Fold Position Adj.
		05 Tri-Fold Position Adjustment
		06 Fold Paper Width Adjustment
		07 Trimming Adjustment
		08 Trimmer Receiver Adjustment - 01 Count Select for Move
		08 Trimmer Receiver Adjustment - 02 Moving Pitch Select
Perfect Binder PB-503	[02 Finisher Adjustment] - [09 Perfect Binder Adjustment]	01 Cover Trimming Adjustment
		02 Cover Lead Edge Adj.
		03 Spine Corner Forming Pos.
		04 Glue Start Position Adjustment
		05 Glue Finish Position
		06 Temperature Adjustment
		07 Sub Compile CD Width Adj.
		08 Clamp CD Width Adjustment
		09 Cover Up/Down CD Width Adj.
		10 Clamp FD Position Adj.
Relay Unit RU-510	[02 Finisher Adjustment] - [10 Relay Stacker Adjustment]	01 Paper Width Adjustment
		02 Paper Length Adjustment



How To Troubleshoot

This section describes the basic flow to troubleshoot the malfunctions of settings.

MEMO

- For details, refer to each User's Guide.



Network connection

About the network troubles, follow the procedures below.

1. Check that the power of the machine is turned ON.

- If the main and sub power switches are turned ON, go on to the next step.



2. Check the connections of network cables.

- If the setting is correct, go on to the next step.



3. Check whether the IP address of this machine is correct.

- If the setting is correct, go on to the next step.



4. From the DOS prompt of your PC, execute "ping" to the IP address of the address to which a connection is made to see if the connection is established properly.

- Example: C:¥>ping 192.168.0.1
If the ping test is successful, go on to the next step.



5. Check whether the IP router is correctly set.

- If the setting is correct, go on to the next step.



6. Trace the routing to the scanner to check to see there is no error condition within the network.

- If the setting is correct, go on to the next step.



7. Contact your service representative.



About other troubles

For other troubles, follow the procedures below.

In case of copy function

1. Check that the power of the machine is turned ON.

- If the main and sub power switches are turned ON, go on to the next step.



2. Confirm that the Service Call screen is not displayed.

- When the Service Call screen is displayed, turn the power of the copier OFF then ON. If the machine is not restored after being turned ON, proceed to step 6.
If the ping test is successful, go on to the next step.

▶▶ Refer to page 1-2.



3. Confirm that the [Start] LED on the control panel is not orange.

- If the [Start] LED on the control panel is orange, follow the message displayed on the screen to solve the troubles.
If the ping test is successful, go on to the next step.



4. Confirm that the [MACHINE] tab is not orange.

- If the [MACHINE] tab is orange, follow the message displayed on the screen to solve the troubles.
If the ping test is successful, go on to the next step.



5. Confirm that no other messages are displayed on the control panel.

- If the setting is correct, go on to the next step.



6. Contact your service representative.



In case of printer function

1. Check that the power of the machine is turned ON.

- If the main and sub power switches are turned ON, go on to the next step.

**2. Confirm that the printer driver has been installed on your computer.**

- If the setting is correct, go on to the next step.

**3. Confirm that the correct device information has been acquired on the Printer Driver Preference screen.**

- If the setting is correct, go on to the next step.

**4. Follow the procedures described in steps 2 through 5 in page 5-17.**

- If the setting is correct, go on to the next step.

**5. Follow the procedures described in steps 2 through 6 in page 5-16.**

- If the setting is correct, go on to the next step.

**6. Contact your service representative.**

In case of scanner function

1. Check the available capacity of the HDD on the screen.

- If the setting is correct, go on to the next step.

**2. Check the available capacity of the HDD for the printer on the PageScope Web Connection screen.**

- If the setting is correct, go on to the next step.

**3. Follow the procedures described in steps 1 through 6 in page 5-16.**

- If the setting is correct, go on to the next step.

**4. Confirm with your administrator that the administrative settings of the related network are correct.**

- If the setting is correct, go on to the next step.

**5. Contact your service representative.**

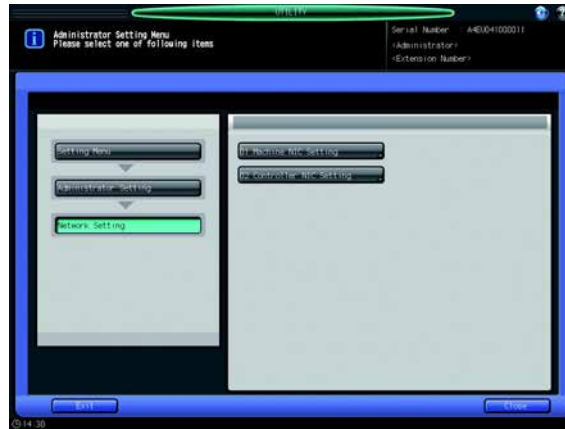
Chapter 6: Appendix

This chapter describes about the network settings, Paper Weight/Ream Weight and the specification of the options.

About the Network Setting	6-2
SMB Folder	6-8
Paper Weight Conversion Chart	6-9
Specification of the Options.....	6-10

About the Network Setting

This section describes the network settings necessary to use the Network Printer function and the Network Scanner function.



MEMO

- For details on the Network Setting screen, refer to the User's Guide - POD Administrator's Reference.

TCP/IP setting

Enabling TCP/IP setting is necessary to use the Network Printer function and the Network Scanner function.

1. Press [Utility/Counter] on the control panel.
2. Press [Administrator Setting] - [Network Setting] - [Controller NIC Setting] - [TCP/IP Setting].
3. From [IP Address Setting Method], select [Auto Setting] or [Direct Setting].

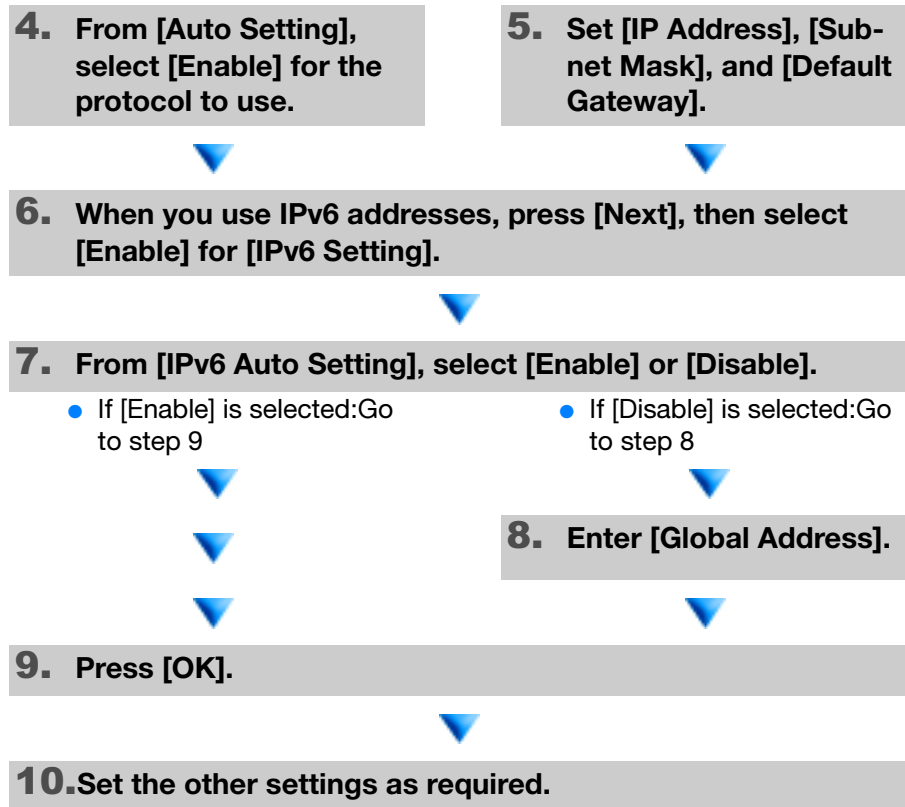


- If [Auto Setting] is selected:Go to step 4

▼ [Next Page]

- If [Direct Setting] is selected:Go to step 5

▼ [Next Page]

**MEMO**

- A message may appear depending on the setting change you made, informing you that the change will be enabled after the power switch of the machine is turned off then on.
- For details on these settings, refer to the User's Guide - POD Administrator's Reference.



SMB setting

Enabling the SMB setting is necessary to use the SMB printing function and the Scan to SMB function.

1. Press [Utility/Counter] on the control panel.



2. Press [Administrator Setting] - [Network Setting] - [Controller NIC Setting] - [SMB Setting].



3. Select [Enable] for [SMB Send Setting] and [Print Setting].



4. Set the other settings as required and press [OK].

MEMO

- For details on these settings, refer to the User's Guide - POD Administrator's Reference.

E-mail setting

These settings are necessary to use the Scan to E-mail function.

1. Press [Utility/Counter] on the control panel.



2. Press [Administrator Setting] - [Network Setting] - [Controller NIC Setting] - [E-mail Setting].



3. Select [Enable] for [SMTP Setting].



4. Enter the address of SMTP server in [SMTP Server Address].



5. To encode communication between the machine and SMTP server using SSL, select [SMTP over SSL] or [START TLS] for [SSL Setting].



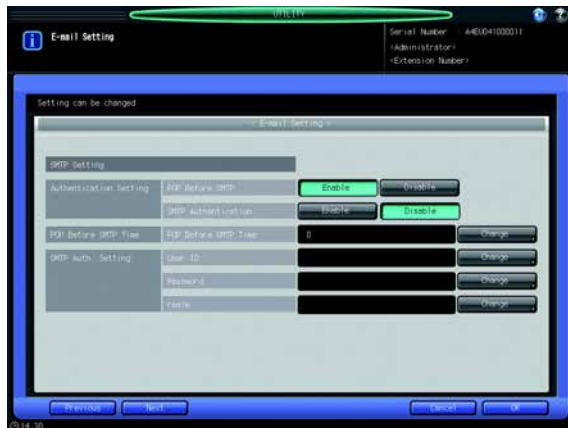
6. Enter the port number of the SMTP server into [Port Number].



7. Press [Next].

▼ [Next Page]

8. To use POP Before SMTP authentication, select [Enable] for [POP Before SMTP].



9. To use SMTP authentication, select [Enable] for [SMTP Authentication], then enter [User ID], [Password], and [realm].

10. Press [Next].

- If not using POP Before SMTP authentication: Go to step 16

- If using POP Before SMTP authentication: Go to step 11

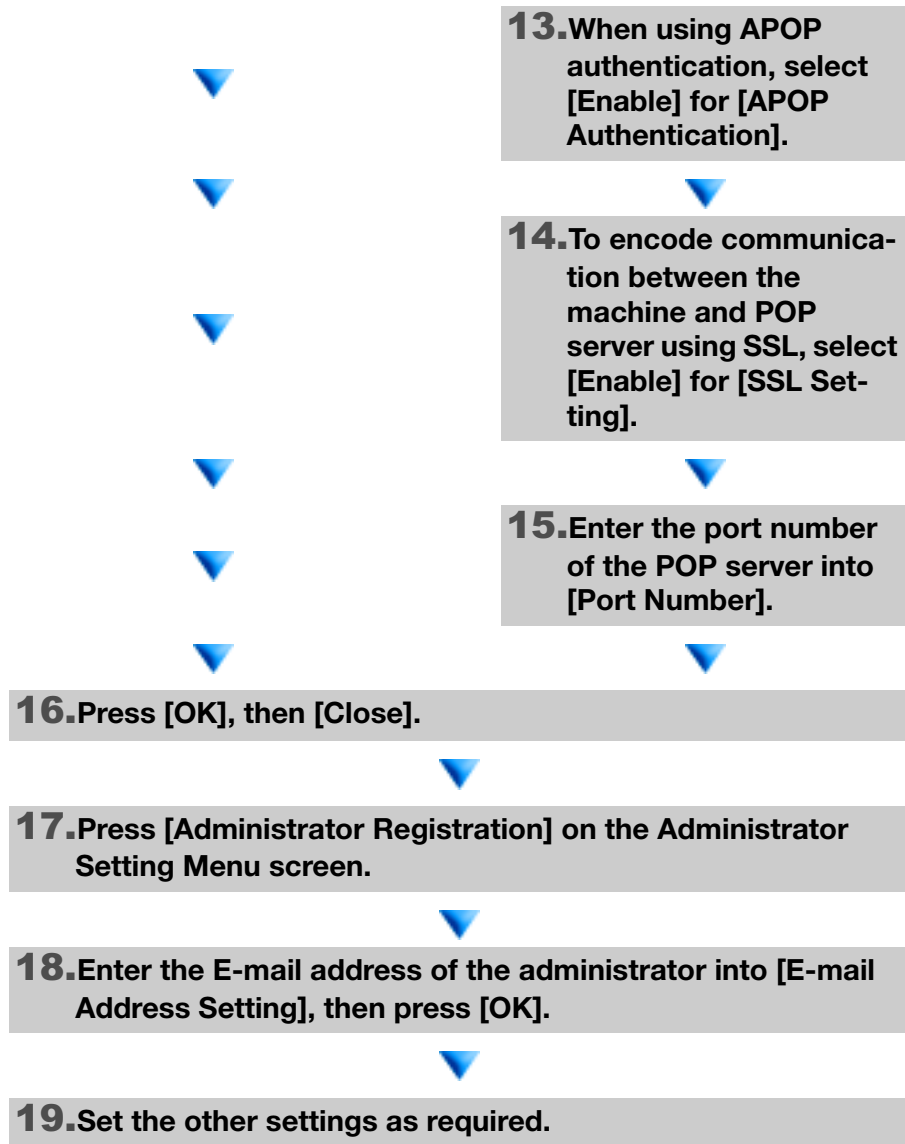
11. Enter the address of POP server into [POP Server Address].



12. Enter the login name and password into [Login Name] and [Password], to be used in communicating with the POP Server.

▼ [Next Page]

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**MEMO**

- For details on these settings, refer to the User's Guide - POD Administrator's Reference.



SMB Folder

To transfer the scanned data to the shared folder on your computer (SMB folder) by using of the Scan to SMB function of this machine, you need to create the shared folder beforehand.

Check

- This section describes the procedures to create the shared folder (SMB folder) in the case of Windows 7.



To create the shared folder

1. Right-click on the desktop and select [New] - [Folder].



2. Change the folder name as necessary.



3. Right-click on the folder and select [Share] without lock.



4. Select [Change sharing permissions].



5. Enter the User Account in the text field and click [Add].



6. Select the permission level from the list displayed by clicking [Permission Level] of the added User Account.



7. Click [Share].

Paper Weight Conversion Chart




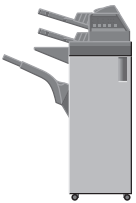



Paper weight (g/m ²)	Bond (lb)	Book (lb)	Bristol (lb)	Cover (Lb)	Index (Lb)
40 - 49 g/m ²	11 - 13 lb	27 - 33 lb	18 - 22 lb	15 - 18 lb	22 - 27 lb
50 - 61 g/m ²	14 - 16 lb	34 - 41 lb	23 - 28 lb	19 - 23 lb	28 - 34 lb
62 - 74 g/m ²	17 - 20 lb	42 - 50 lb	29 - 34 lb	24 - 27 lb	35 - 41 lb
75 - 91 g/m ²	21 - 24 lb	51 - 61 lb	35 - 42 lb	28 - 34 lb	42 - 50 lb
92 - 135 g/m ²	25 - 36 lb	62 - 91 lb	43 - 62 lb	35 - 50 lb	51 - 75 lb
136 - 162 g/m ²	37 - 43 lb	92 - 109 lb	63 - 74 lb	51 - 60 lb	76 - 90 lb
163 - 216 g/m ²	44 - 57 lb	110 - 146 lb	75 - 99 lb	61 - 80 lb	91 - 119 lb
217 - 244 g/m ²	58 - 65 lb	147 - 165 lb	100 - 111 lb	81 - 90 lb	120 - 135 lb
245 - 300 g/m ²	66 - 80 lb	166 - 203 lb	112 - 137 lb	91 - 111 lb	136 - 166 lb
301 - 350 g/m ²	81 - 93 lb	204 - 237 lb	138 - 160 lb	112 - 129 lb	167 - 194 lb


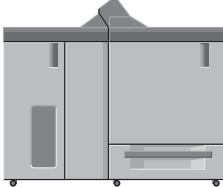
Paper weight (g/m ²)	Tag (lb)	A-Book (kg)	B-Book (kg)	Duodecimo (kg)	Octavo (kg)
40 - 49 g/m ²	25 - 30 lb	22 - 27 kg	33 - 40.5 kg	34.5 - 42 kg	24 - 29 kg
50 - 61 g/m ²	31 - 37 lb	27.5 - 33.5 kg	41 - 50.5 kg	42.5 - 52.5 kg	29.5 - 36.5 kg
62 - 74 g/m ²	38 - 45 lb	34 - 40.5 kg	51 - 61.5 kg	53 - 63.5 kg	37 - 44 kg
75 - 91 g/m ²	46 - 56 lb	41 - 50 kg	62 - 75.5 kg	64 - 78 kg	44.5 - 54.5 kg
92 - 135 g/m ²	57 - 83 lb	50.5 - 74 kg	76 - 112 kg	78.5 - 116 kg	55 - 80.5 kg
136 - 162 g/m ²	84 - 100 lb	74.5 - 89 kg	112.5 - 134.5 kg	116.5 - 139 kg	81 - 96.5 kg
163 - 216 g/m ²	101 - 133 lb	89.5 - 119 kg	135 - 179 kg	139.5 - 185.5 kg	97 - 129 kg
217 - 244 g/m ²	134 - 150 lb	119.5 - 134 kg	179.5 - 202.5 kg	186 - 209.5 kg	129.5 - 145.5 kg
245 - 300 g/m ²	151 - 184 lb	134.5 - 165 kg	203 - 249 kg	210 - 258 kg	146 - 179 kg
301 - 350 g/m ²	185 - 215 lb	165.5 - 192.5 kg	249.5 - 290.5 kg	258.5 - 301 kg	179.5 - 209 kg




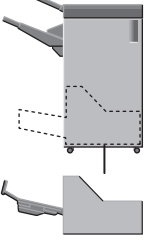
Specification of the Options

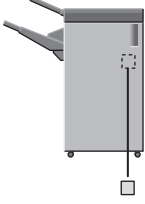










Main options are as follows;

Option	Paper Weight	Sheet	Maximum Paper Size	Functions
 Paper Feeder Unit PF-703	Upper tray/ Lower tray: 40 to 300 g/m ² (11 to 80 lb Bond) Middle tray: 40 to 350 g/m ² (11 to 93 lb Bond)	Upper tray: 1,300 sheets (80 g/m ² or 22 lb Bond) Middle tray/ Lower tray: 1,850 sheets (80 g/m ² or 22 lb Bond)	324 × 483 mm (12.76 × 18.98 inches)	Paper Feed
 Paper Feeder Unit PF-706	Upper tray/ Lower tray: 40 to 300 g/m ² (11 to 80 lb Bond) Middle tray: 40 to 350 g/m ² (11 to 93 lb Bond)	2,000 sheets × 3 trays (80 g/m ² or 22 lb Bond)	324 × 463 mm (12.76 × 18.23 inches)	Paper Feed
 Large Capacity Post Inserter PI-PFU	Upper tray/ Lower tray: 40 to 300 g/m ² (11 to 80 lb Bond) Middle tray: 40 to 350 g/m ² (11 to 93 lb Bond)	Upper tray: 1,300 sheets (80 g/m ² or 22 lb Bond) Middle tray/ Lower tray: 1,850 sheets (80 g/m ² or 22 lb Bond)	324 × 483 mm (12.76 × 18.98 inches)	Cover/Sheet Insert
 Folding Unit FD-503	PI Upper tray/ Lower tray: 75 to 216 g/m ² (21 to 57 lb Bond) Primary tray: 40 to 350 g/m ² (11 to 93 lb Bond) 64 to 216 g/m ² (18 lb to 57 lb Bond) 64 to 91 g/m ² (18 lb to 24 lb Bond) (Punched double sheets) Folder tray: 50 to 130 g/m ² (14 to 34 lb Bond) 50 to 91 g/m ² (14 to 24 lb Bond) (Double parallel/Gate)	PI Upper tray/ Lower tray: 500 sheets × 2 trays (80 g/m ² or 22 lb Bond) Primary tray: 2,500 sheets (80 g/m ² or 22 lb Bond, Medium size paper) 1,500 sheets (80 g/m ² or 22 lb Bond, Large size paper) 500 sheets (80 g/m ² or 22 lb Bond, Small size paper) Folder tray: 30 copies	PI Upper tray/ Lower tray: 307 × 483 mm (12.06 × 18.98 inches) Primary tray: 331 × 483 mm (13.00 × 18.98 inches) Folder tray: 305 × 458 mm (11.98 × 18.00 inches)	Cover/Sheet Insert Punch (2 holes/ 3 holes) Half-Fold Tri-Fold-in Tri-Fold-out Z-Fold Double Parallel Gate
 Large Capacity Stacker LS-505	Stacker: 50 to 244 g/m ² (14 to 65 lb Bond) Secondary tray: 50 to 350 g/m ² (14 to 93 lb Bond)	Stacker: 5,000 sheets (80 g/m ² or 22 lb Bond) 2,000 sheets (B5  , A5 ) Secondary tray: 200 sheets (80 g/m ² or 22 lb Bond) 20 sheets (Z-Fold) 40 sheets (Half-Fold)	Stacker: 331 × 483 mm (13.00 × 18.98 inches) Secondary tray: 331 × 488 mm (13.00 × 19.17 inches)	Horizontal Stack

Option	Paper Weight	Sheet	Maximum Paper Size	Functions
 <p>Saddle Stitcher SD-506</p>	<p>Secondary tray: 50 to 350 g/m² (14 to 93 lb Bond)</p> <p>Folder tray: 50 to 244 g/m² (14 to 65 lb Bond)</p> <p>Tri-fold tray: 50 to 91 g/m² (14 to 24 lb Bond)</p>	<p>Secondary tray: 200 sheets (80 g/m² or 22 lb Bond)</p> <p>Folder tray (Fold & Staple): 2 to 10 sheets: 50 copies 11 to 20 sheets: 30 copies 21 to 40 sheets: 20 copies 41 to 50 sheets: 15 copies</p> <p>Folder tray (Multi Half-Fold): 30 copies</p> <p>Tri-fold tray (Multi Tri-Fold): 20 copies</p>	<p>Secondary tray: 331 × 488 mm (13.00 × 19.17 inches)</p> <p>Folder tray: 324 × 463 mm (12.76 × 18.23 inches)</p> <p>Tri-fold tray: A4 □, 8.5 × 11 □ (Supports only standard size)</p>	<p>Fold & Staple Trimming Multi Half-Fold Multi Tri-Fold</p>
 <p>Perfect Binder PB-503</p>	<p>Cover tray: 82 to 216 g/m² (23 to 57 lb Bond)</p> <p>Binder tray (Body): 64 to 91 g/m² (18 lb to 24 lb Bond)</p> <p>Secondary tray: 40 to 350 g/m² (11 to 93 lb Bond)</p> <p>Conveyance section: 40 to 350 g/m² (11 to 93 lb Bond)</p>	<p>Cover tray: 1,000 sheets (82 g/m² or 23 lb Bond)</p> <p>Binder tray (Body): 500 sheets (216 g/m² or 57 lb Bond)</p> <p>Binder tray: 6,600 sheets equivalent (80 g/m² or 22 lb Bond)</p> <p>50 copies (Booklet of 10 to 30 sheets)</p> <p>35 copies (Booklet of 31 to 150 sheets)</p> <p>Until the machine detects tray full (Booklet of 151 to 300 sheets)</p> <p>Secondary tray: 200 sheets (80 g/m² or 22 lb Bond)</p> <p>Conveyance section: No limit</p>	<p>Cover tray: 307 × 472 mm (12.06 × 18.55 inches)</p> <p>Binder tray: 307 × 221 mm (12.06 × 8.68 inches)</p> <p>Secondary tray: 331 × 488 mm (13.00 × 19.17 inches)</p> <p>Conveyance section: 331 × 488 mm (13.00 × 19.17 inches)</p>	<p>Perfect binding</p>



Option	Paper Weight	Sheet	Maximum Paper Size	Functions
 <p>Finisher FS-532</p>	<p>40 to 350 g/m² (11 to 93 lb Bond)</p>	<p>Secondary tray: 300 sheets (80 g/m² or 22 lb Bond) 20 sheets (Z-Fold)</p> <p>Primary tray (Saddle Stitcher SD-510 unmounted): 2,000 sheets (320 mm or more (12.57 inches or more), or 72 to 81 g/m² (20 to 23 lb Bond)) 4,200 sheets (250 to 319 mm (9.82 to 12.53 inches), or 72 to 81 g/m² (20 to 23 lb Bond)) 750 sheets (249 mm or less (9.78 inches or less), or 72 to 81 g/m² (20 to 23 lb Bond)) 50 sheets (Z-Fold, 64 to 90 g/m² or 18 to 24 lb Bond)</p> <p>Primary tray (Saddle Stitcher SD-510 mounted): 2,000 sheets (320 mm or more (12.57 inches or more), or 72 to 81 g/m² (20 to 23 lb Bond)) 3,000 sheets (250 to 319 mm (9.82 to 12.53 inches), or 72 to 81 g/m² (20 to 23 lb Bond)) 750 sheets (249 mm or less (9.78 inches or less), or 72 to 81 g/m² (20 to 23 lb Bond)) 50 sheets (Z-Fold, 64 to 90 g/m² or 18 to 24 lb Bond)</p>	<p>Secondary tray: 331 × 488 mm (13.00 x 19.17 inches)</p> <p>Primary tray: 331 × 488 mm (13.00 x 19.17 inches)</p>	<p>Sort Offset Sort Group Offset Group Staple Offset Staple</p>
 <p>Saddle Sticher SD-510</p>	<p>Fold & Staple (Body): 50 to 216 g/m² (14 to 57 lb Bond) Fold & Staple (Cover): 50 to 300 g/m² (14 to 80 lb Bond) Multi Half-Fold (Body): 50 to 216 g/m² (14 to 57 lb Bond) Multi Half-Fold (Cover): 50 to 300 g/m² (14 to 80 lb Bond) Multi Tri-Fold: 50 to 105 g/m² (14 to 28 lb Bond)</p>	<p>Folder tray: <Fold & Staple> 2 to 5 sheets: 35 copies 6 to 10 sheets: 25 copies 11 to 25 sheets: 15 copies <Multi Half-Fold> 1 to 5 sheets: 35 copies <Multi Tri-Fold> (Paper length: less than 330 mm (less than 12.97 inches)) 1 sheet: 50 copies 2 sheets: 40 copies 3 sheets: 30 copies</p>	<p>331 × 488 mm (13.00 x 19.17 inches)</p>	<p>Fold & Staple Multi Half-Fold Multi Tri-Fold</p>

Option	Paper Weight	Sheet	Maximum Paper Size	Functions
 Punch Kit PK-522	60 to 300 g/m ² (15 to 80 lb Bond)	According to the secondary and primary trays of Finisher FS-532.	A3  (Supports only standard size)	Punch (2 holes/3holes)
 Post Inserter PI-502	50 to 200 g/m ² (14 to 53 lb Bond)	Upper tray/ Lower tray: 200 sheets (80 g/m ² or 22 lb Bond) × 2 trays or 300 mm or less (11.79 inches or less)	Upper tray: 216 × 297 mm (8.49 × 11.67 inches) Lower tray: 314 × 458 mm (12.34 × 18.00 inches)	Cover/Sheet Insert Manual Staple (+ FS-532) Manual Fold & Staple (+ FS-532 + SD-510) Manual Punch (+ FS-532 + PK-522)
 Multi Puncher GP-501	74 to 216 g/m ² 20 to 57 lb Bond (80 lb Cover)	According to the output tray currently selected.	Supports A4  (or 8.5 × 11 ) only.	Punch (multiple holes)
 Auto Ring Binder GP-502	Body: 75 to 135 g/m ² (21 lb to 36 lb Bond) Cover: 136 to 216 g/m ² (37 to 57 lb Bond) Tabbed paper: max. 163 g/m ² (44 lb Bond)	Booklet tray: 5-sheet body booklets: 50 sets or full load 100-sheet body booklets: 9 sets or full load	A4  and A4T  (or 8.5 × 11  and 8.5 × 11T ) Bypass: 331 × 488 mm (13.00 × 19.17 inches)	Ring binding

MEMO

- The paper types supported by options mentioned in the table are Plain, Fine, Coated, PrePrinted, Book/News, Embossed, Blank Insert, Embossed2, Tab Paper, and Postcard. For more detailed information on paper types corresponding to each device option, refer to the User's Guide - Copier or the User's Guide - POD Administrator's Reference.



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