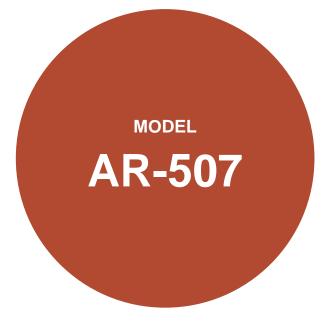
SHARP[®]

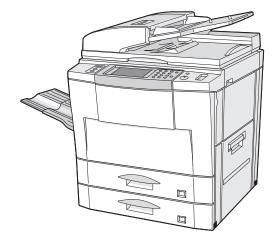


DIGITAL COPYING MACHINE

OPERATION MANUAL

• GETTING STARTED	Page 1-1
• MAKING COPIES	2-1
SPECIAL FUNCTIONS	3-1
• SUPPLIES	···· 4-1
COPIER TROUBLE?	···· 5-1
GENERAL INFORMATION	····6-1
• OPTIONAL EQUIPMENT	···· 7-1
• KEY OPERATOR'S	

GUIDE 8-1



Warning

This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

In some areas, the "POWER" switch positions are marked "I" and """ on the copier instead of "ON" and "OFF". The symbol """ denotes the copier is not completely de-energized but in a stand-by condition at this "POWER" switch position. If your copier is so marked, please read "I" for "ON" and """ for "OFF". Caution! For a complete electrical disconnection, pull out the main plug.

The socket-outlet shall be installed near the equipment and shall be easily accessible.

This equipment complies with the requirements of Directives 89/336/EEC and 73/23/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinien 89/336/EWG und 73/23/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans les directives 89/336/CEE et 73/23/CEE modifiées par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijnen 89/336/EEG en 73/23/EEG, gewijzigd door 93/68/EEG.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC og 73/23/EEC med tillæg nr. 93/68/EEC.

Quest' apparecchio è conforme ai requisiti delle direttive 89/336/EEC e 73/23/EEC, come emendata dalla direttiva 93/68/EEC.

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ενωσης 89/336/EOK και 73/23/EOK, όπως οι κανονισμοί αυτοί συμπληρώθηκαν από την οδηγία 93/68/EOK.

Este equipamento obedece às exigências das directivas 89/336/CEE e 73/23/CEE, na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de las Directivas 89/336/CEE y 73/23/CEE, modificadas por medio de la 93/68/CEE.

Denna utrustning uppfyller kraven enligt riktlinjerna 89/336/EEC och 73/23/EEC så som kompletteras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivene 89/336/EEC og 73/23/EEC i endringen 93/68/EEC.

Tämä laite täyttää direktiivien 89/336/EEC ja 73/23/EEC vaatimukset, joita on muutettu direktiivillä 93/68/EEC.

The CE mark logo label is affixed on an equipment in case that the directives described in the above sentence are applicable to the product. (This sentence is not applicable in any country where the above directives are not required.)

CONTENTS

Page

•	INTRODUCTION	2
•	USING THIS MANUAL	2

CHAPTER 1 GETTING STARTED

•	INSTALLATION REQUIREMENTS	1-2
•	CAUTIONS	1-3
•	POWER ON AND OFF	1-5
	Power save modes	1-6
•	INFORMATION FUNCTION	1-7
•	USING THE TOUCH PANEL	1-8
	How to use the touch panel	1-8
	Selection of function	1-8
	Function setting icons	1-9
•	FACE UP/FACE DOWN DELIVERY 1	

CHAPTER 2 MAKING COPIES

•	AUDITING ACCOUNTS 2-2
•	USING THE RSPF
•	COPYING FROM THE DOCUMENT
	GLASS 2-8
•	REDUCTION/ENLARGEMENT/ZOOM 2-11
•	SPECIAL PAPERS (manual feed) 2-14
•	EXPOSURE ADJUSTMENTS 2-16
•	SORT/GROUP 2-17
•	JOB MEMORY 2-18
•	INTERRUPTING A COPY RUN 2-20

CHAPTER 3 SPECIAL FUNCTIONS

•	XY ZOOM	. 3-2
•	MARGIN SHIFT	. 3-4
•	ERASE	. 3-6
•	DUAL PAGE COPYING	. 3-8
•	MULTI SHOT	
•	COVERS	3-13
•	TRANSPARENCY FILM WITH	
	INSERT SHEETS	3-15
•	PAMPHLET COPY	3-17
•	IMAGE EDITING FUNCTIONS	3-20
	Job build	3-20
	Centring	3-22
	Repeat copy	3-24
	B/W reverse	3-27
	Binding change	3-29
•	TEXT STAMP	3-32
	Date	3-32
	Select stamp	3-35
	Watermark	3-38
	Page number	3-41
•	TANDEM COPY	
•	SETTING REVIEW	3-46

Page CHAPTER 4 SUPPLIES	CHAPTER
 PAPER	
USED TONER DISPOSAL	CHAPTER
 COPIER TROUBLE? MISFEED REMOVAL	Ñ
• TROUBLESHOOTING 5-14 CHAPTER 6 GENERAL INFORMATION	CHAPTER 5

_		
•	PART NAMES AND FUNCTIONS 6-2	
	Exterior 6-2	
	Interior 6-3	
	Operation panel 6-4	CH
	Touch panel (Basic screen) 6-5	₽
•	USER MAINTENANCE 6-6	IAPTER
•	TOUCH PANEL CONTRAST	
	ADJUSTMENT 6-7	4
•	SPECIFICATIONS 6-8	

CHAPTER 7 OPTIONAL EQUIPMENT

CHAPTER 8 KEY OPERATOR'S GUIDE

- KEY OPERATOR CODE NUMBER 8-2 Registering the key operator code number 8-2
- KEY OPERATOR PROGRAMS 8-4 Using the key operator programs 8-7
- KEY OPERATOR ASSISTANCE CALL . . 8-31
 KEY OPERATOR CODE NUMBER: FACTORY SETTING 8-33

CHAPTER 5

CHAPTER

တ

INTRODUCTION

The AR-507 copier is a digital image processing copier which provides high productivity and convenient features including intelligent image-editing functions.

Amongst its many useful features and functions are the document feeder, various special functions such as dual page copying, margin shift, erase, XY zoom, and black and white reverse functions, photo copying, and an internal auditor. If this copier is connected with another copier of the same model equipped with the same options through the tandemconnection cable (AR-CA1), copying can be performed using the two copiers allowing copying to be twice as fast as copying on one copier when making multiple copies. Also, the JOB BUILD mode allows copies to be made of multipage documents of up to 120 pages (the limit, however, might be up to 60 pages of B4 or A3 (8-1/2" x 14" or 11" x 17") paper size when the copier is equipped with some option) by dividing the document into sections small enough (50 pages or less) and sequentially feeding through the document feeder.

The digital processing system of the copier allows multiple sets of copies to be sorted without the aid of a sorter. This copier can be equipped with an optional large capacity tray which holds 3,000 sheets of copy paper. The machine can also be equipped with an optional finisher to provide finished copy sets ready for distribution.

This copier was also designed with ease of use in mind. The easy-to-understand operation panel with touch panel system and INFORMATION function will guide the user through most operations. To gain the maximum benefit of all the features of the copier, however, it is recommended that users first read this manual to become familiar with all the features of the copier.

NOTE:

This manual describes only copier features. For a description of optional printer features and scanner features, see the separate relevant manual.

USING THIS MANUAL

This manual is intended as an operation guide for both general users and key operators.

For General Users

It is recommended that you read the GETTING STARTED, MAKING COPIES, and SPECIAL FUNCTIONS sections to become familiar with the available features and functions of your copier. Then refer to the manual as needed to become thoroughly familiar with those features you will normally use.

For Key Operators

Please read all sections thoroughly to become familiar with all features and functions of your copier. Throughout the manual, information which is relevant to key operator functions is noted by "***** *KEY OPERATOR*." Please pay close attention to these notes and to the SUPPLIES, COPIER TROUBLE?, GENERAL INFORMATION, and OPTIONAL EQUIPMENT sections so you can ensure smooth and efficient operation of your machine.

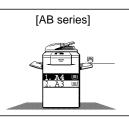
The KEY OPERATOR'S GUIDE section has been written especially for you. It contains the programs and programming information that will enable you to tailor functions for maximum benefit to your company.

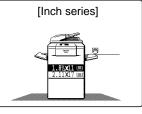
AB series (metric) and inch series references

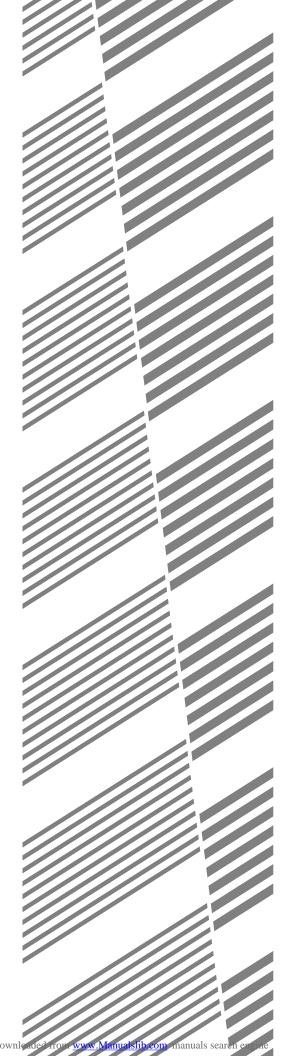
Both specifications are quoted where applicable.

- The inch series specifications are quoted in brackets. For example:
 - Page 2-3 ----- B4 and A3 (8-1/2" x 14" and 11" x 17")
 - Page 2-12, step 3, Menu 1-A ----- 86%, 81%, and 70% (77% and 64%)
- Although AB series size indications are shown on the touch panel of this manual, inch series indications are displayed on the inch series machines.

Depending on the country or area, some keys of this copier will be indicated with either an English name or a symbol. —Example: INFORMATION (\underline{i}) key, PROGRAM ((\widehat{P})) key, START ($\langle \hat{i} \rangle$) key.







CHAPTER 1

Page

CHAPTER 1

GETTING STARTED

This chapter describes the basic information on the use of this copier.

INSTALLATION REQUIREMENTS CAUTIONS POWER ON AND OFF 1-5 Power save modes 1-6 INFORMATION FUNCTION 1-7 USING THE TOUCH PANEL How to use the touch panel Selection of function 1-8 Function setting icons 1-9 FACE UP/FACE DOWN DELIVERY 1-10

INSTALLATION REQUIREMENTS

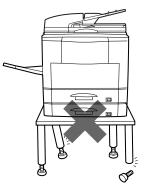
To ensure safety and proper machine performance, please note the following before initial installation and whenever the machine is to be relocated.

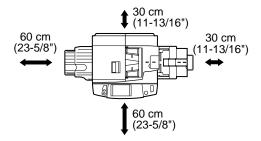
- 1. The copier should be installed near an accessible power outlet for easy connection.
- Be sure to connect the power cord only to a power outlet that meets the specified voltage and current requirements.
 - Also make certain the outlet is properly grounded.
 - For this copier's power supply requirements, see the name plate located on the left hand side at the rear corner of the copier.
- 3. Do not install the machine where it is:
 - damp or humid,
 - exposed to direct sunlight,
 - extremely dusty,
 - poorly ventilated,
 - subject to extreme temperature or humidity changes (e.g., near an air conditioner or heater).
- 4. Since a hard disk drive is built into this copier, place the copier on a firm, level surface. Choose an area which is not subject to any vibration.
- 5. Be sure to allow the required space around the machine for servicing and proper ventilation.

Downloaded from <u>www.Manualslib.com</u> manuals search engine









CAUTIONS

- 1. Do not touch the photoconductive drum. Scratches or smudges on the drum will cause dirty copies.
- 2. The fusing unit is extremely hot. Exercise care in this area.
- 3. Since a hard disk drive is built into the copier, be sure to turn the power switch to the "OFF" position when moving the copier. Take care not to subject the copier to any vibration or shock.
- 4. Do not look directly at the light source. Doing so may damage your eyes.
- Four installation adjusters are provided on the optional stand/500-sheet paper drawer.
 When moving the machine with the optional stand/500sheet paper drawer, be sure to raise the installation adjusters. After moving the machine, lower the four installation adjusters until they reach the floor and lock the two casters at the front of the copier.
- 6. When copying is interrupted (for example, because the INTERRUPT function has been used, paper or toner has run out, a misfeed has occurred, etc.), this copier will store the image data of the originals read prior to the interruption. If copying of secret documents is interrupted due to the above reasons, be sure to either resume the interrupted copying by pressing the START (()) key, or clear the image data by pressing the CLEAR

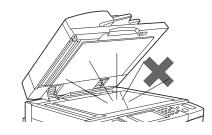
ALL ((GA)) key after the interrupt copying is completed or the trouble is cleared, because the stored data may be printed by other operators.

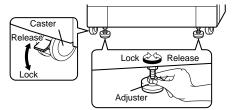
Cautions on laser

Wave length	785 nm +10 nm -15 nm
Pulse times	North America: (1.9 µs ±1.9 ns)/7 mm Europe: (2.6µs ±2.6 ns)/7 mm
Output power	0.24 - 0.60 mW

At the production line, the output power of the scanner unit is adjusted to 0.6 MILLI-WATT PLUS 8 PCTS and is maintained constant by the operation of the Automatic Power Control (APC).

Fusing unit Photoconductive drum





Caution

This product contains a low power laser device. To ensure continued safety do not remove any cover or attempt to gain access to the inside of the product. Refer all servicing to qualified personnel.

1-3

CHAPTER

GETTING STARTED Cautions

CAUTIONS



CAUTION

INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCKS DEFEATED. AVOID EXPOSURE TO BEAM.

VORSICHT UNSICHTBARE LASERSTRAHLUNG WENN ABDECKUNG GEÖFFNET UND SICHERHEITSVERRIEGELUNG ÜBERBRÜCKT. NICHT DEM STRAHL AUSSETZEN.

ADVARSEL

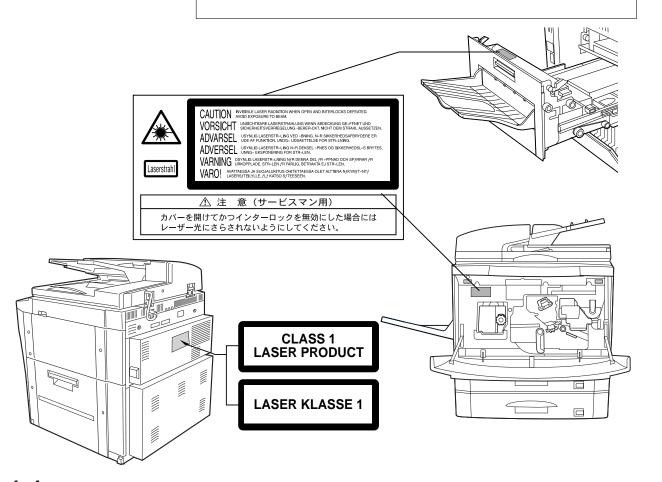
USYNLIG LASERSTRÅLNING VED ÅBNING, NÅR SIKKERHEDSBRYDERE ER UDE AF FUNKTION. UNDGÅ UDSAETTELSE FOR STRÅLNING.

VAROITUS!

LAITTEEN KÄYTTÄMINEN MUULLA KUIN TÄSSÄ KÄYTTÖOHJEESSA MAINITULLA TAVALLA SAATTAA ALTISTAA KÄYTTÄJÄN TURVALLISUUSLUOKAN 1 YLITTÄVÄLLE NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE.

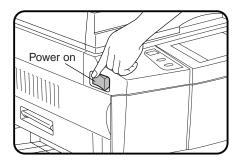
VARNING

OM APPARATEN ANVÄNDS PÅ ANNAT SÄTT ÄN I DENNA BRUKSANVISNING SPECIFICERATS, KAN ANVÄNDAREN UTSÄTTAS FÖR OSYNLIG LASERSTRÅLNING, SOM ÖVERSKRIDER GRÄNSEN FÖR LASERKLASS 1.

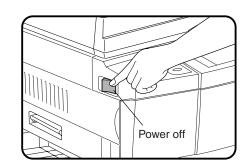


1-4

POWER ON AND OFF



The power switch is located on the left side of the copier. When the power switch is turned to the "ON" position, the message "WARMING UP. PLEASE WAIT." will appear in the message display. Warming up takes less than 150 seconds. Once the copier is ready, the message display will change to "READY TO COPY.", and the START $(\langle 1 \rangle)$ key indicator will light up, indicating that copying is possible. If the copier has been programmed in the auditing mode, the message "ENTER YOUR ACCOUNT NUMBER. ----" will appear. Once a valid account number has been entered, copying will become possible.



Power save modes

The copier has two power save modes to reduce overall power consumption and thereby reduce the cost of operation and to conserve natural resources to help reduce environmental pollution. The two power save modes are preheat mode and auto power shut-off mode.

★ KEY OPERATOR

The preheat activation time and the auto power shut-off time have been preset at the factory to 15 min. for preheat mode and 90 min. for auto power shut-off mode. These times can be changed as described in the key operator's guide section. It is suggested that you set appropriate times according to the actual usage of the copier.

Auto power shut-off mode

If the auto power shut-off mode is enabled, the copier will automatically turn off the power once a programmed length of time has elapsed without any copier operation after the last copy of a run is made or the power is first turned on. The power switch will automatically be turned to the "OFF" position.

To turn the power back on, simply turn the power switch to the "ON" position.

★ KEY OPERATOR See page 8-23 for setting the auto power shut-off timer. See page 8-29 for enabling or disabling the auto power shut-off mode.

Preheat mode

The copier will enter the mode once the set time has elapsed without any copier operation after the last copy of a run is made or power is turned on.

When the copier enters the preheat mode, the message "PREHEAT MODE. PLACE ORIGINALS." will appear.

In this condition, the fuser in the copier is maintained at a lower heat level thereby saving power. The preheat level is, however, high enough to allow the copier to come to a ready condition or begin copying approximately 60 seconds after any key input is made. To copy from the preheat mode, make desired copier selections and

press the START ($\langle i \rangle$) key using the normal copying procedure.

★ KEY OPERATOR See page 8-24 for information on setting the preheat mode.



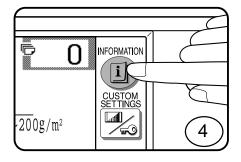
The ENERGY STAR® guidelines are applied to the products only in Europe, Australia and New Zealand. The products that meet the ENERGY STAR[®] guidelines carry the logo shown above. The products without the logo may not meet the ENERGY STAR[®] guidelines.

INFORMATION FUNCTION

1

The information function provides a quick reference guide to the use of the various features and functions of this copier. The information mode can be entered when the copier is in the standby mode.

EXIT



COPIER

INFORMATION

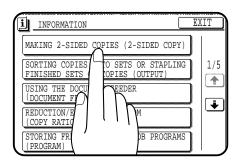
SELECT INFORMATION.

餇

ADDING

- Press the INFORMATION (1) key in the standby mode.
- The screen for the information categories will appear.

- Select the "COPIER" key to display the first screen of the copier feature items.
 - If the toner supply is not low, this screen is not displayed. Proceed to step 3.

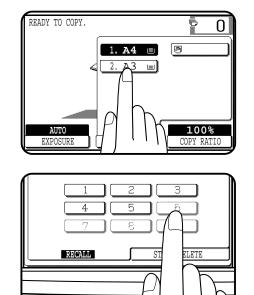


Select the feature you would like to know about by pressing a copier feature item key on the touch panel.

- If the feature you would like to know about is not displayed on the touch panel, press the scroll () key on the touch panel until the feature is displayed.
- If a copier feature item key is pressed, the description for that feature will appear. Use the scroll () key to display additional information until all information for that feature has been displayed.
- To return to the copier feature item screen, press the "INDEX" key.
- To exit the INFORMATION mode, press the "EXIT" key on the touch panel.

USING THE TOUCH PANEL

How to use the touch panel

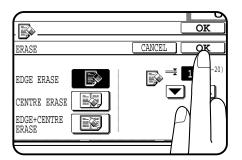


You can set or cancel a function displayed on the touch panel by pressing (touching) a key with a finger. The touch key operation can be confirmed with a beep tone (and highlighted display).

★ KEY OPERATOR For the beep tone to be heard, the beep tone must be enabled by a key operator program. See page 8-29.

If any keys are displayed gray, the keys have been disabled. If you press these keys, two short beeps will be sounded.

Selection of function



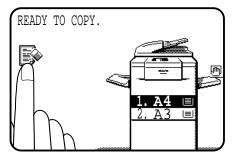
To register the selected settings for a function, press the "OK" key on the setting screen. The settings indicated by a highlighted display will be registered as a selected function.

READY TO COPY. P 0 SPECIAL MODES OK er du MARGIN SHIFT ERASE TRANS MULTI SHOT COVERS TEXT PAMPHLET COPY IMAGE EDIT AUTO AUTO A4 EXPOSURE PAPER SELECT

Some special functions can be selected by pressing the relevant keys on the SPECIAL MODES screen (page 3-4) or on the IMAGE EDIT menu (page 3-21) to highlight the keys. To cancel these functions, press the relevant keys again to return the keys to the normal display. These functions are: Dual page copying, Centring, B/W reverse, and Binding change.

CHAPTER GETTING STARTED Using the touch panel

Function setting icons



Selected special functions are indicated with their icons on the basic screen. The setting screen for a selected function can be easily called by pressing its icon.

If multiple special functions are selected, up to six icons will be displayed.

READY TO COPY. ē 0 OK B CANCEL ERASE ок (0~20) 10 EDGE ERASE CENTRE ERASE EDGE+CENTRE ERASE

The function setting icons are listed below. The content of the icons indicated by *1 will change depending upon the particular settings for these functions.



*1 Margin shift (p.3-4)

*1 Erase (p.3-6)



*1 Repeat copy (p.3-24)



B/W reverse (p.3-27)



Binding change (p.3-29)



Dual page copying (p.3-8)

*1 Transparency film with insert sheets



*¹ Multi shot (p.3-10)

*1 Covers (p.3-13)

(p.3-15)



Date (p.3-32)



Select stamp (p.3-35)



Watermark (p.3-38)



Page number (p.3-41)



Job build (p.3-20)

Pamphlet copy (p.3-17)



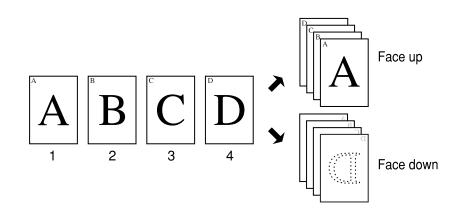
Tandem copy (p.3-44)



Centring (p.3-22)

FACE UP/FACE DOWN DELIVERY

In this copier, copies will be delivered face up or face down depending on the features and paper type to be used.

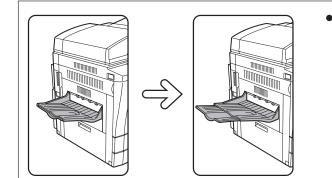


When normal copying is performed in the sort or group mode using plain paper, copies will be delivered face down. In the following cases, copies will be delivered face up.

- Special paper is used through the bypass tray.
- The COVERS feature or TRANSPARENCY INSERTS feature is used. When this feature is used, cover stock or transparency film must be fed through the bypass tray.
- Copying is performed from the document glass in the NON-SORT mode (neither SORT nor GROUP is specified).

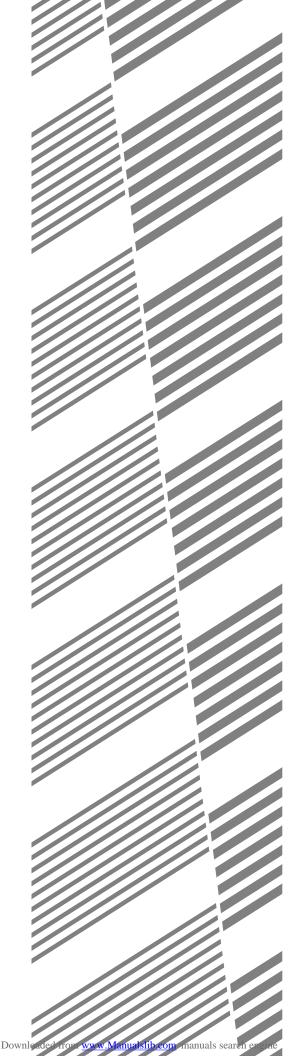
When an optional finisher (AR-FN3) is installed, the specifications of face up/face down delivery are different from those without the finisher.

- When the offset tray is selected, copies will always be delivered face down. Face up/down will be controlled in the copier so that copies are always delivered face down regardless of the functions and paper to be used.
- When the top tray is selected, face up/down control is the same as that of the copier without the optional finisher.



• Be sure to extend the tray when feeding B4 or A3 (8-1/2" x 14" or 11" x 17") sized paper.

Downloaded from <u>www.Manualslib.com</u> manuals search engine



CHAPTER 2

MAKING COPIES

Page

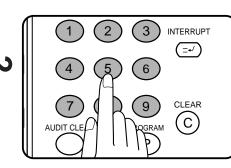
This chapter describes the basic copying functions such as normal copying, reduction/enlargement, and exposure adjustments.

• AUDITING ACCOUNTS	. 2-2
• USING THE RSPF	. 2-3
• COPYING FROM THE DOCUMENT GLASS	. 2-8
• REDUCTION/ENLARGEMENT/ZOOM	2-11
• SPECIAL PAPERS (manual feed)	2-14
• EXPOSURE ADJUSTMENTS	2-16
• SORT/GROUP	2-17
• JOB MEMORY	2-18
• INTERRUPTING A COPY RUN	2-20

2-1 =

AUDITING ACCOUNTS

If this copier has been programmed in the auditing mode, it will not function until an assigned 5-digit account number has been entered. ★ KEY OPERATOR See page 8-9 for setting the auditing mode.



The initial status of the message display will be:

- ENTER YOUR ACCOUNT NUMBER. -----
- Enter your account number using the 10-key pad.
- As each digit is entered, the dashes in the display will change to asterisks.

The following message will appear after the number is entered.

ACCOUNT	STATUS:	COPIES	MADE	000,000	
	COPIE	ES REMAI	INING	000,000	

"COPIES REMAINING" will appear only if account limit has been set using a key operator program.

★ KEY OPERATOR See page 8-14 for account limit settings.

The message, however, will not be displayed when the printer auditing mode is enabled by the key operator program with the optional printer expansion kit installed. Then the account limit setting will be cancelled.

- ★ KEY OPERATOR See page 46 of the AR-PB2A operation manual for the printer auditing mode setting.
- The message will be displayed for several seconds, then change to the following message.

READY TO COPY.

• When a copy run is performed, the following message will appear.

READY	TO COPY.
PRESS	[AUDIT CLEAR] WHEN FINISHED.

• In the interrupt copy mode (see page 2-20), the following message will appear instead of the message above.

```
READY TO COPY. WHEN COPYING IS
FINISHED, PRESS [INTERRUPT].
```

NOTE:

If an unassigned number is entered, the message display will show "ENTER YOUR ACCOUNT NUMBER.----", indicating that the number was not accepted.

When the key operator program of account number security has been set:

If an unassigned number is entered three successive times, the copier will not accept another number for one minute, and the following message will appear.

PLEASE SEE YOUR KEY OPERATOR FOR ASSISTANCE.

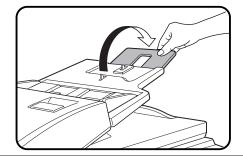
★ KEY OPERATOR See page 8-15 for account number security.

USING THE RSPF

The RSPF (reversing single pass feeder) will handle multiple originals.

- Before loading originals into the document feeder tray, be sure to remove any staples or paper clips from them.
- Damaged or crumpled originals or originals which have been folded may misfeed in the RSPF or cause incorrect size detection. It is recommended that these be copied from the document glass and the copies be used as original documents.
- When feeding originals which have closely spaced binding holes punched along an edge, place the originals so that the punched edge is positioned to the right or along the side guides.
- Special originals such as transparency film and tracing paper should not be fed from the RSPF, but should be placed on the document glass.
- Duplex copying will not work when a non-standard sized paper (or 5-1/2" x 8-1/2" paper) is used.
- If the orientation of the originals does not match that of the copy paper when both the originals and copy paper are of standard sizes and the auto paper select mode or automatic copy ratio select mode is on, the image of the originals will be automatically rotated to match the copy paper. If enlargement copying onto a paper size larger than A4 (8-1/2" x 11") is performed and in case of 100% copying onto a paper size larger than B4 (8-1/2" x 14"), however, the image will not be rotated.
- Image loss (max. 5mm (13/64")) can occur along the leading and trailing edges of the copies. Also image loss (max. 5mm (13/64") in total) can occur along the other edges of the copies.

- The RSPF can handle a maximum of 50 originals in A4 (8-1/2" x 11") paper size.
- 1-sided to 2-sided, 2-sided to 1-sided, and 2-sided to 2-sided copying can be performed.
- The originals must be set face up in the document feeder trav.
- Different size originals with the same width can be placed in the document feeder tray and automatically copied onto copy paper of their respective sizes. The automatic copy ratio selection will not function in this case. Also, active this case. Also, some special functions might not be properly activated.
- CHAPT
- When using large originals such as B4 and A3 (8-1/2" x 14" and 11" x 17") sizes, unfold the auxiliary tray.



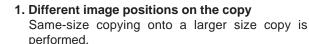
Stream feeding mode

If the stream feedng mode has been enabled using a key operator program, the message "NEWLY PLACED ORIGINALS WILL BE FED AND COPIED **AUTOMATICALLY.**" will appear for approximately 5 seconds after feeding of all originals is completed. While this message is displayed, any new originals placed in the document feeder tray will be fed and copied automatically.

★ KEY OPERATOR See page 8-19 for information on setting the stream feeding mode.

NOTE:

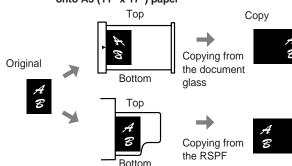
 The original image positions on the copies are different concerning the leading edge position between copying from the RSPF and copying from the document glass. In some cases, the desired copy cannot be obtained from the normal orientation of the originals. The image position can be changed by rotating the original. When the optional staple sort mode is used, however, the stapling position may not be proper.



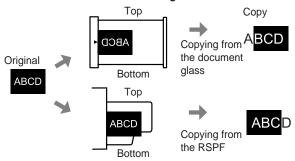
2. Different copy image ranges

Enlargement copying is performed onto copy paper of the same size as the original and part of image is out of the copy.

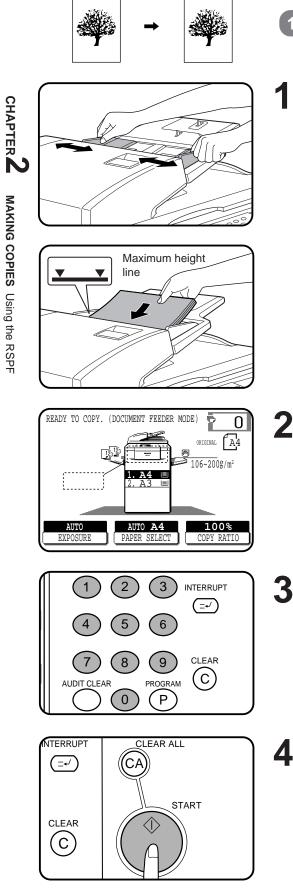
Example) Same-size copying from A4 (8-1/2" x 11") original onto A3 (11" x 17") paper



Example) Enlargement copying onto copy paper of the same size as the original



USING THE RSPF



1-sided copies of 1-sided originals

Adjust the original guides to the size of the originals and set the originals face up in the document feeder tray.

- The original size will be indicated on the touch panel, and the paper tray with the corresponding paper size will be automatically selected.
- Be sure to remove any original from the document glass before setting the originals in the document feeder tray. However, if an original has been placed on the document glass, copying will be performed from the RSPF when the START (()) key is pressed.
- If copy paper of the required size is not installed in any of the trays, the following message will appear.

LOAD 🗌 PAPER.

If a tray of the required size is not installed, use the bypass tray and press the "PAPER SELECT" key on the touch panel to select the bypass tray.

• To copy onto a different size paper, use the "PAPER SELECT" key to make the selection.

Ensure that the 1-sided to 1-sided copying mode is selected on the touch panel.

- When no icon is displayed in the area indicated in the illustration (:.....), the 1-sided to 1-sided copying mode is selected.
- If the 1-sided to 1-sided mode is not selected, press the 2-SIDED COPY key and then press the 1-sided to 1-sided key (1)) on the touch panel. Press the "OK" key to return to the basic screen.

Use the 10-key pad to enter the desired number of copies.

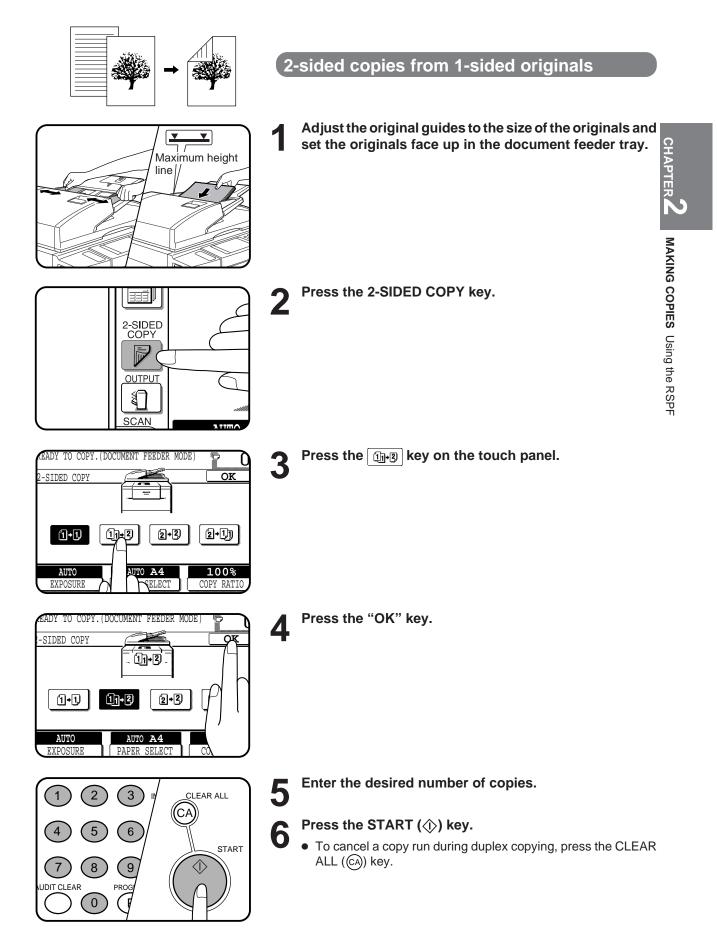
- The number will be shown in the copy quantity display of the touch panel.
- Use the CLEAR (ⓒ) key to cancel an entry if a mistake has been made.
- If you set a multiple number of copies, the copies will be delivered collated. To deliver in the GROUP mode, press the OUTPUT key and then select "GROUP" on the touch panel. See page 2-17.

Press the START (۞) key.

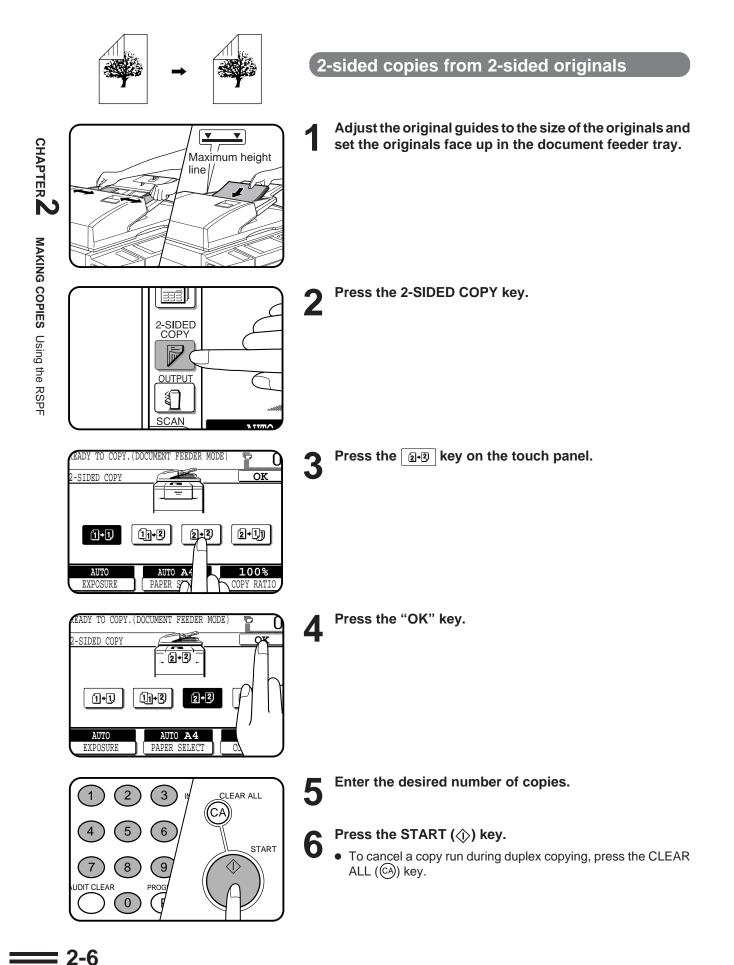
 To cancel a copy run, press the CLEAR ALL (A) key. Copying will stop and the RSPF will output any originals which have been fed. Also, the number in the copy quantity display will be reset to 0.

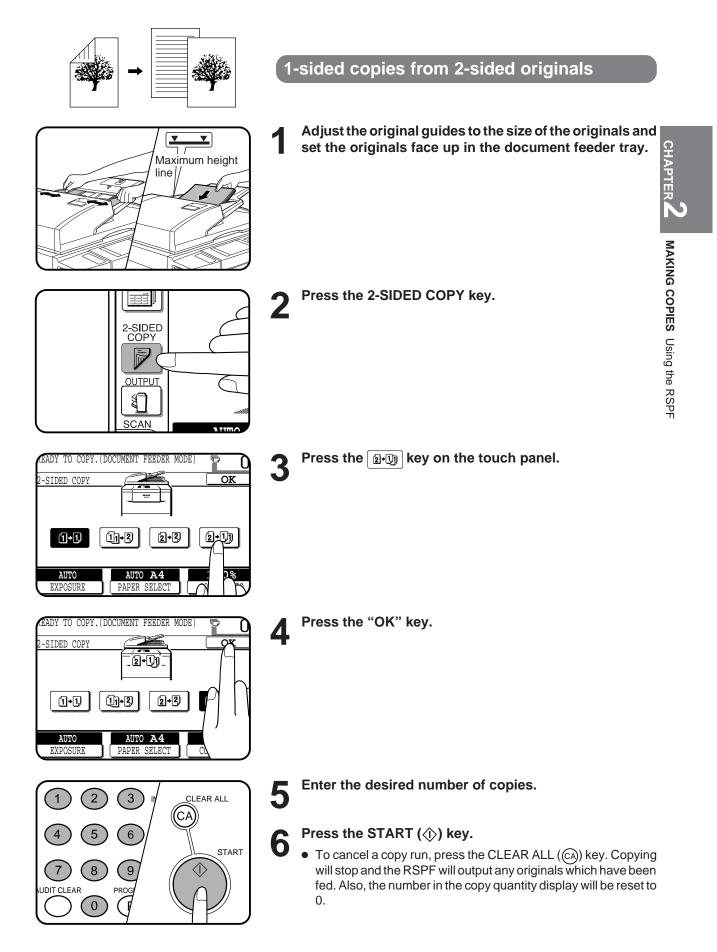
Downloaded from www.Manualslib.com manuals search engine

2-4



USING THE RSPF



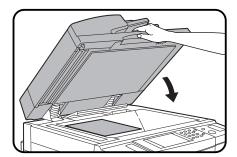


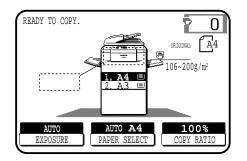
COPYING FROM THE DOCUMENT GLASS

Use the document glass for copying single originals, bound documents, and other originals that cannot be set in the RSPF.

- Only 1-sided to 1-sided and 1-sided to 2-sided copying can be selected when copying from the document glass.
- Duplex copying will not work when a non-standard sized paper (or 5-1/2" x 8-1/2" paper) is used.
- 2-sided to 2-sided or 2-sided to 1-sided copying cannot be selected when copying from the document glass. These operations can, however, be performed simply by turning over the original manually.
- If the orientation of the original does not match that of the copy paper when both the original and copy paper are of standard sizes and the auto paper select mode or automatic copy ratio select mode is on, the image of the original will be automatically rotated to match the copy paper. If enlargement copying onto a paper size larger than A4 (8-1/2" x 11") is performed and in case of 100% copying onto a paper size larger than B4 (8-1/2" x 14"), however, the image will not be rotated.
- Image void (max. 5 mm (13/64")) can occur along the leading and trailing edges of the copies. Also image void (max. 5 mm (13/64") in total) can occur along the other edges of the copies.

Original size detector





1-sided copies of 1-sided originals

Open the document feeder cover and place an original face down on the document glass, using the centring scale to position it.

- When copying multi-page documents, copy from the first page to the last page. When copying onto special paper placed on the bypass tray, however, copy from the last page to the first page because copies will be delivered face up.
- If the copier is in the SORT or GROUP mode, copies will be delivered face down unless the bypass tray is used to feed special paper. If the copier is not in the SORT or GROUP mode, copies will be delivered face up.

NOTE:

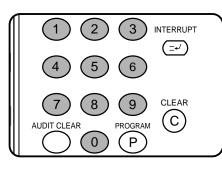
Do not place objects under the original size detector, because they may damage it.

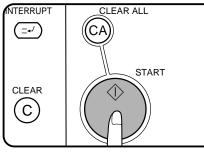
Close the document feeder cover.

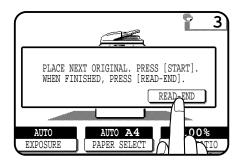
• The original size will be indicated on the touch panel, and the paper tray with the corresponding paper size will be automatically selected.

Ensure that the 1-sided to 1-sided copying mode is selected on the touch panel.

- When no icon is displayed in the area indicated in the illustration (:....:), the 1-sided to 1-sided copying mode is selected.
- If the 1-sided to 1-sided mode is not selected, press the 2-SIDED COPY key and then press the 1-sided to 1-sided key (1)) on the touch panel. Press the "OK" key to return to the basic screen.





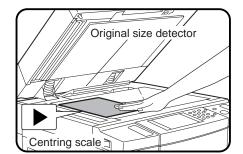


Use the 10-key pad to enter the desired number of copies.

- **H** The number will be shown in the copy quantity display of the touch panel.
- A single copy can be made with the initial setting, i.e., when "0" is displayed.
- Use the CLEAR ((c)) key to cancel an entry if a mistake is made.
- If you set a multiple number of copies, the copies will not be delivered collated in the default setting. To deliver in the SORT mode, press the OUTPUT key and then select the SORT mode If you set a multiple number of copies, the copies will not be on the touch panel. See page 2-17.

Press the START (()) key.

- If the copier is not in the SORT mode (the sort icon is not displayed on the touch panel), copying will start and the number is made. To repeat the same copy sequence with a different in the copy quantity display will decrease by 1 each time a copy original, simply replace the original and press the START ($\langle 1 \rangle$) kev.
- If the copier is in the SORT mode, the original will be scanned when the START ($\langle i \rangle$) key is pressed but copying will not begin. Proceed to step 6.
- To cancel a copy run, press the CLEAR ALL ((CA)) key. Copying will stop and the number in the copy quantity display will be reset to 0.
- Replace the first original with the next original after the 6 START ($\langle \uparrow \rangle$) key indicator lights up, and then press the START ($\langle 1 \rangle$) key. Repeat this step until all the originals have been scanned. Then, press the "READ-END" key on the touch panel.
 - Copying will start after the "READ-END" key is pressed.
 - Up to 120 sheets of A4 (8-1/2" x 11") originals or up to 60 sheets of originals larger than A4 (8-1/2" x 11") can be scanned.



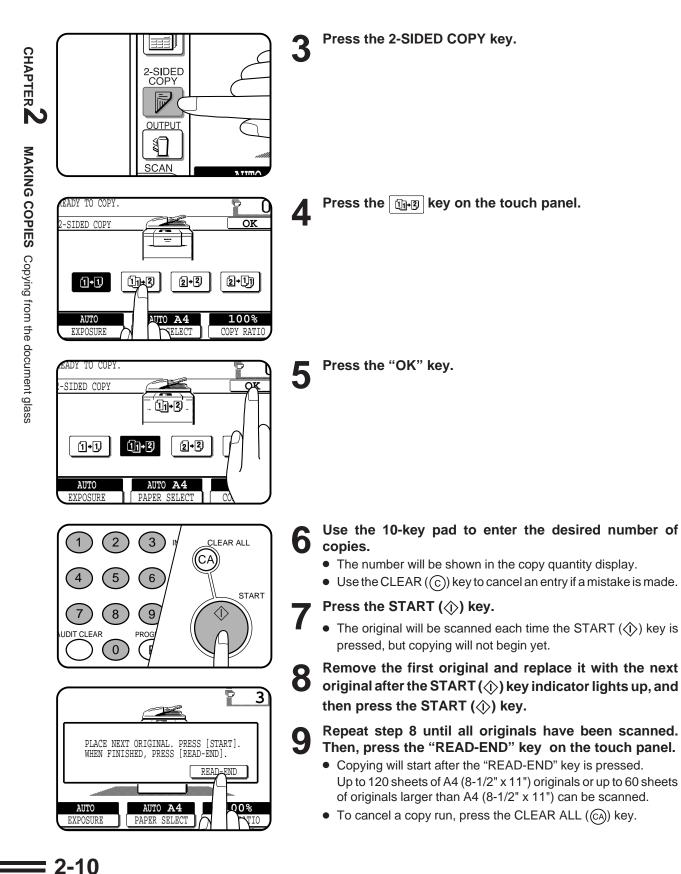
2-sided copies from 1-sided originals

Set the first page of the document onto the document glass, using the centring scale to position it. NOTE:

Do not place objects under the original size detector, because they may damage it.

- Close the document feeder cover.
 - The original size will be indicated on the touch panel, and the paper tray with the corresponding paper size will be automatically selected.

Downloaded from www.Manualslib.com manuals search engine



Downloaded from <u>www.Manualslib.com</u> manuals search engine

REDUCTION/ENLARGEMENT/ZOOM

Automatic selection

Reduction and enlargement ratios can be selected either automatically with the "AUTO IMAGE" key or manually with the reduction, enlargement or "ZOOM" keys on the touch panel. The zoom function enables precise copy ratio selection from 25% to 400% in 1% increments.

★ KEY OPERATOR A total of four extra preset copy ratios, two each for reduction and enlargement, can be added. See page 8-17.

0

M

100%

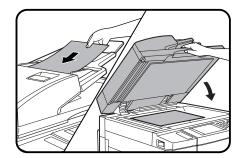
COPY RATIO

150

REVIEW

CHAPTER





1. A4 🗉

AUTO

IMAGE

)%

READY TO COPY.

AUTO

A4 🗉 A3 🖻

A3

ER SELECT

2

8

0

- Place the original in the document feeder tray or on the document glass.
 - The original size will be detected and indicated on the touch panel.
- Press the "PAPER SELECT" key on the touch panel and select the paper tray with the desired paper size.

Press the "AUTO IMAGE" key on the touch panel.

- The best reduction or enlargement ratio for the selected paper size will be automatically set and displayed on the touch panel.
- If the originals and the selected copy paper are not facing the same direction, the image will be automatically rotated to match the copy paper. If enlargement copying onto a paper size larger than A4 (8-1/2" x 11") is performed and in case of 100% copying onto a paper size larger than B4 (8-1/2" x 14"), however, the image will not be rotated.

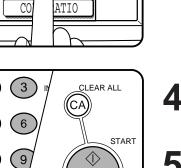
NOTE:

This feature will not work when original or copy paper is of nonstandard size.

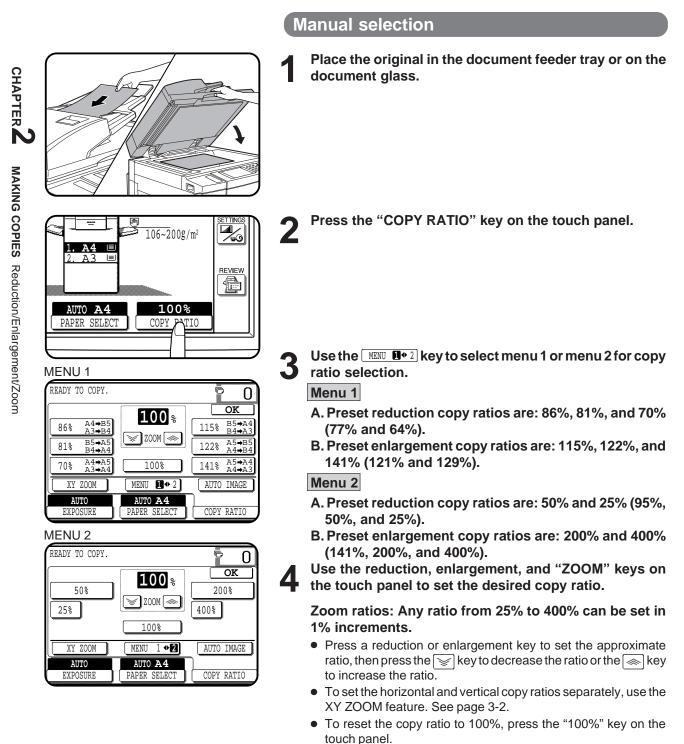
Enter the desired number of copies.

Press the START (\diamondsuit) key.

• To cancel the automatic reduction/enlargement mode, press the "AUTO IMAGE" key again.

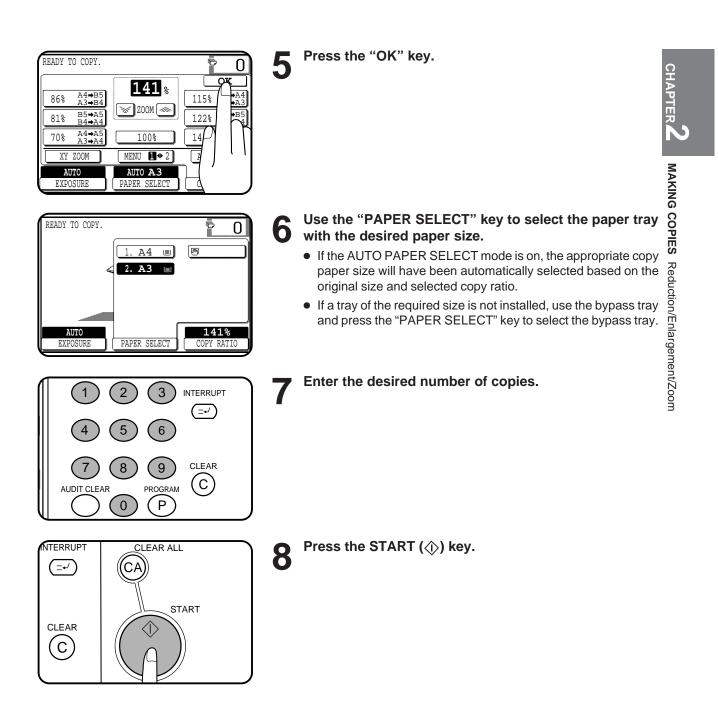


UDIT CLEAR



- The message "IMAGE IS LARGER THAN THE COPY PAPER." may appear, indicating that the selected copy ratio is too large for the copy paper size. However, if you press the START (()) key, a copy will be made.
- The image of the original may be rotated to match the copy paper orientation if the original and copy paper are of standard sizes.

2-12 Downloaded from www.Manualslib.com manuals search engine



SPECIAL PAPERS (manual feed)

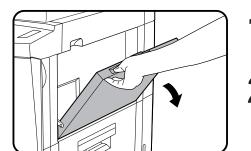
The bypass tray is used to copy onto transparency film, labels, tracing paper, and other special purpose papers. Up to 50 sheets of standard copy paper can be set in the bypass tray.

 Automatic duplex copying will not work when a nonstandard sized paper is used. If a duplex copying mode is selected and a non-standard sized paper is used from the bypass tray, the corresponding onesided mode will be selected automatically when the START (⟨i⟩) key is pressed.

NOTE:

In this copier, copies are normally delivered face down. When copying onto special paper (including transparency film) placed in the bypass tray, however, copies will be delivered face up. When copying multipage documents from the document glass onto special paper, copy from the last page to the first page. Also, if an optional finisher (AR-FN3) is installed and the top tray output is selected, copy from the last page to the first page and then press the "READ-END" key on the touch panel. Copying will start after the "READ-END" key is pressed. In the default setting, paper placed in the bypass tray is always regarded as special paper and auto paper selection for the bypass tray is disabled.

★ KEY OPERATOR If the selection of paper type placed in the bypass tray is enabled, the type of copy paper can be specified on the touch panel after the "PAPER SELECT" key is pressed. Plain paper placed in the bypass tray can be regarded as plain paper and copies can be delivered face down. See page 8-22. And if auto paper selection from the bypass tray is enabled, paper placed in the bypass tray will be one of the alternatives of auto paper selection adding to other paper trays. See page 8-28. This function is available only when the selection of paper type placed in the bypass tray is enabled.

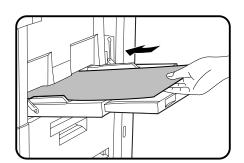


Place the original in the document feeder tray or on the document glass.

Open the bypass tray.

3



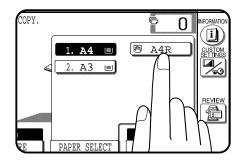


Set the bypass tray guides to the width of the copy paper.

Be sure to extend the tray when feeding A4R, B4 or A3 (8-1/2" x 11"R, 8-1/2" x 14" or 11" x 17") sized paper.
 When feeding A3 (11" x 17") sized paper, pull out the metallic support.

Insert the copy paper all the way into the bypass tray.

- Labels, tracing paper, and other special purpose papers other than SHARP recommended transparency film must be fed individually. Multiple sheets of SHARP recommended transparency film can be loaded in the bypass tray.
- Up to 50 sheets of standard copy paper measuring from A6 to A3 (5-1/2" x 8-1/2" to 11" x 17") can be loaded into the bypass tray.
- For automatic two-sided copying of A5 paper, position the side guides against the copy paper's longest side.
- A6 size paper must be fed narrow side into the feed slot and must be fed individually.
- When adding paper, first remove remaining paper, combine it with the paper to be added and then reload as a single stack.



2

8

0

3

6

9

CLEAR ALL

START

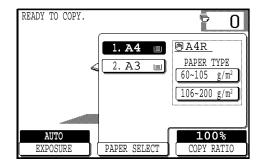
h

(CA)

5

Press the "PAPER SELECT" key on the touch panel and then select the bypass tray.

 If paper type selection has been enabled, select "60 ~ 105 g/m²" ("16 ~ 28 lbs.") or "106 ~ 200 g/m²" ("28+ ~ 55 lbs.").



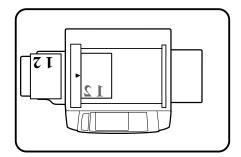
 If "60 ~ 105 g/m²" ("16 ~ 28 lbs.") is specified and heavier paper is used, a misfeed may occur.

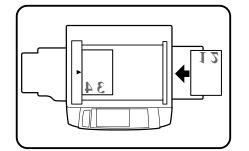
Set the number of copies.

Press the START (()) key.

Two-sided copying with bypass tray

Two-sided copies can be made manually using the bypass tray, when the heavy paper which is out of specification for duplex module is used.





Place the first original face down on the document glass and make a copy.

• The first side of the copy can be made using any of the paper feed stations.

2 Replace the first original with the second original and close the document cover.

- Make sure the first and second originals are oriented in the same way on the document glass.
- The first and second originals can be set in the document feeder tray. They must, however, be set and fed individually.

Turn the first copy over without changing its top-bottom orientation and place it into the bypass tray.

• Be sure to feed the copies one sheet at a time.

Press the "PAPER SELECT" key and select the bypass tray.

 If paper type selection has been enabled, select "60 ~ 105 g/m²" ("16 ~ 28 lbs.") or "106 ~ 200 g/m²" ("28+ ~ 55 lbs.").

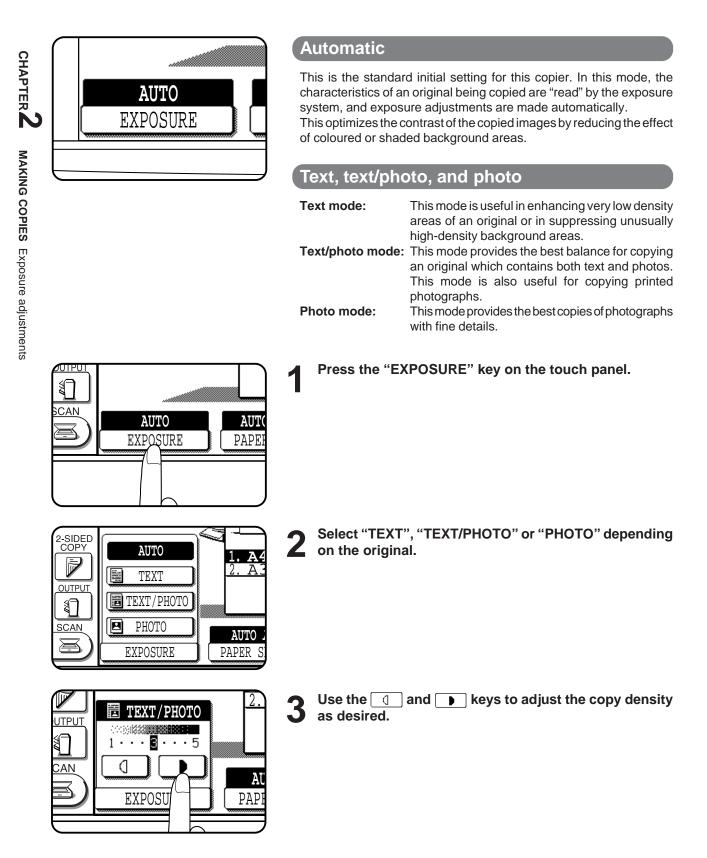
Press the START ($\langle i \rangle$) key.

5

CHAPTER.

EXPOSURE ADJUSTMENTS

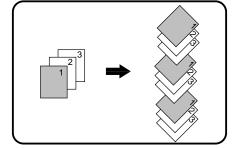
This copier has four exposure modes to choose from: AUTOMATIC, TEXT, TEXT/PHOTO and PHOTO.



SORT/GROUP

When the SORT (\square) icon is indicated on the touch panel, copies will be collated by sets and then delivered to the exit tray. When the GROUP (\square) icon is indicated, copies will be grouped by originals.

- When the RSPF is used for copying, copies will be collated in the default setting. To copy in the GROUP mode, press the OUTPUT key and then select the GROUP mode on the touch panel. When the GROUP mode is selected, the GROUP (2010) icon is indicated on the touch panel.
- When the document glass is used for copying, the copier is not in the SORT nor GROUP mode. Copies will be delivered face up each time the START (<) key is pressed. To copy in the SORT or GROUP mode, press the OUTPUT key and then select the SORT mode or GROUP mode on the touch panel. Copies will be delivered face down.



SORT mode

Each set of copies will be sequentially delivered to the exit tray.

GROUP mode

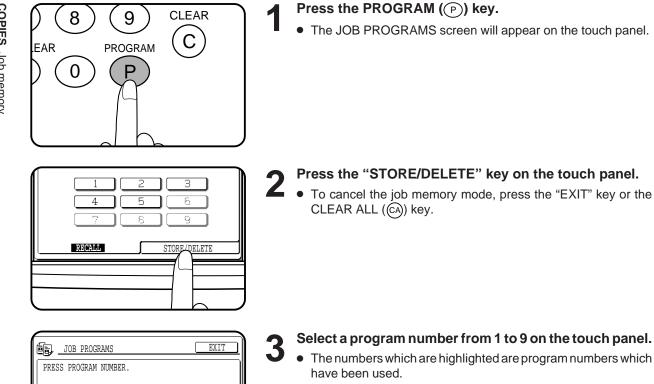
All copies of the same original will be grouped in the exit tray.



JOB MEMORY

Frequently used job programs can be stored in each of nine storage registers. This is convenient for quick job recall without losing time manually reprogramming each aspect of the job.

- All functions that can be set in the copy mode except the copy quantity setting can be stored in the job memory.
- If any function which has been stored in a job program is modified by a key operator program, the key operator settings will supercede the previous setting.
- ★ KEY OPERATOR Job memory replacement/deletion can be prohibited. See page 8-27.



Δ

- have been used.
 If a program number which has been used is entered, a message will appear to confirm the selection. To replace with the new
 - will appear to confirm the selection. To replace with the new program, press the "STORE" key and proceed to the next step. To cancel replacement, press the "CANCEL" key.
- MAKE COPIER SELECTIONS AND PRESS [OK]. 1. A4 2. A3 AUTO AUTO

ST

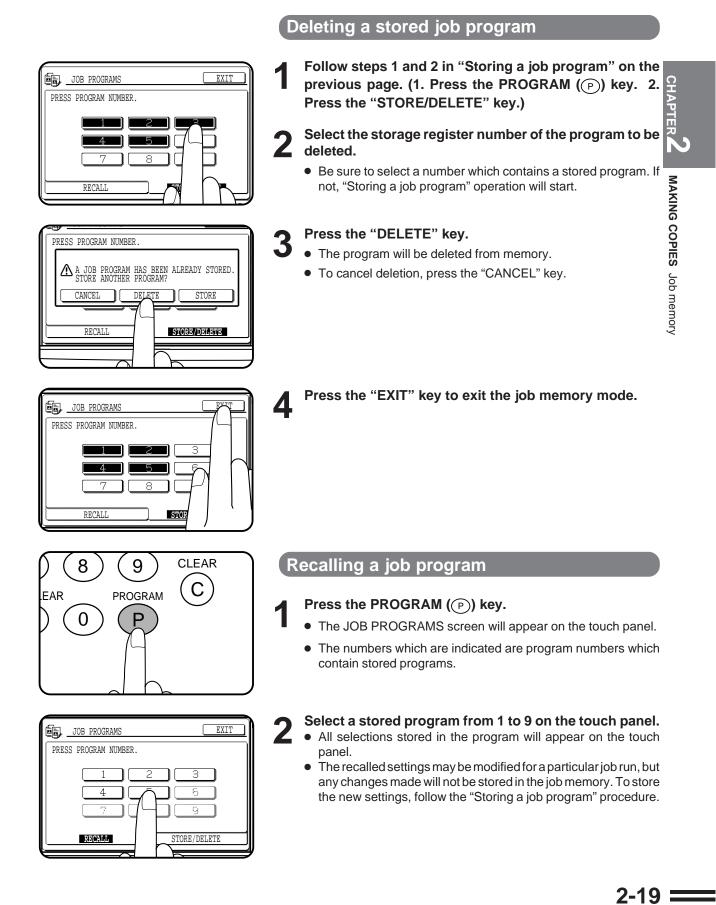
Make all copier selections to be stored.

Storing a job program

Press the "OK" key to complete the storage.

Downloaded from <u>www.Manualslib.com</u> manuals search engine

RECALL

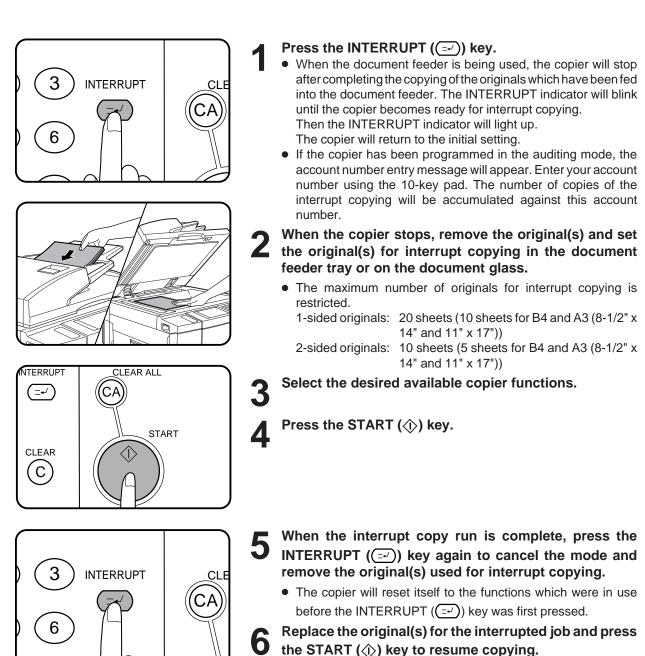


Downloaded from www.Manualslib.com manuals search engine

INTERRUPTING A COPY RUN

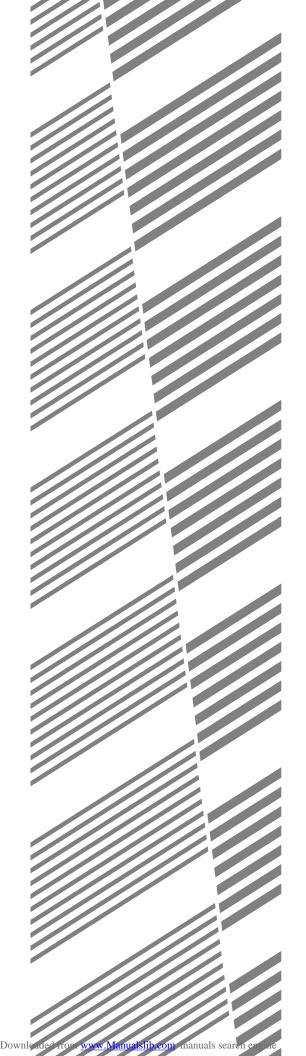
INTERRUPT can be used to temporarily stop a long copy run so that another job can be run.

- INTERRUPT will not function during duplex copying.
- Duplex copying, tandem copying and the JOB BUILD function can not be selected during interrupt copying.



• If scanning of originals has been already complete, the original need not be replaced.

Downloaded from <u>www.Manualslib.com</u> manuals search engine



CHAPTER 3

SPECIAL FUNCTIONS

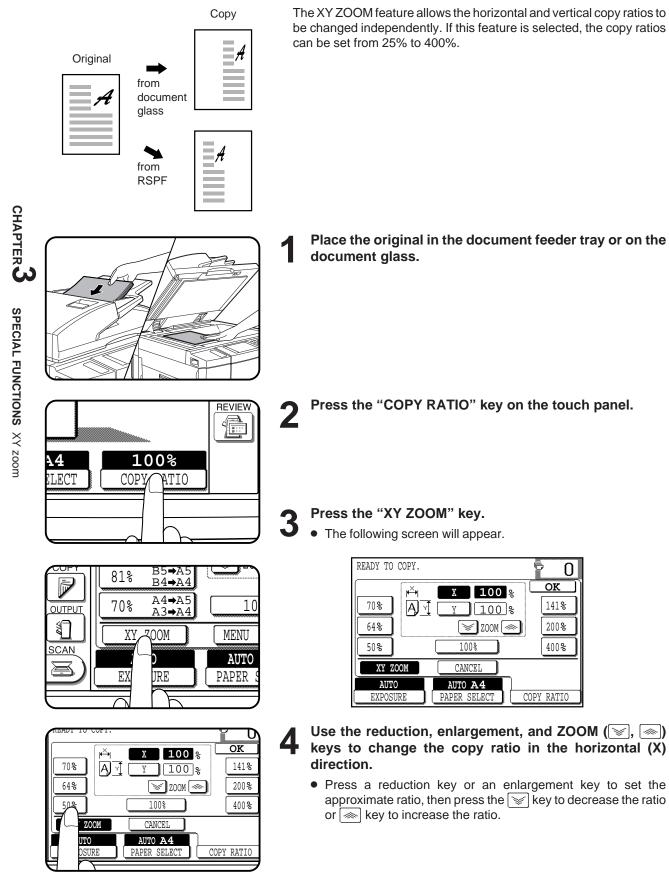
This chapter describes the special copying functions including various image editing functions which have been made possible by digital image processing technology.

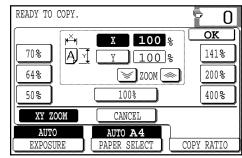
C C
T
⋗
5
3
1 67

	Page
• XY ZOOM	. 3-2
MARGIN SHIFT	. 3-4
• ERASE	3-6
• DUAL PAGE COPYING	. 3-8
• MULTI SHOT	3-10
• COVERS	3-13
• TRANSPARENCY FILM WITH INSERT SHEETS	3-15
• PAMPHLET COPY	3-17
• IMAGE EDITING FUNCTIONS	3-20
Job build	3-20
Centring	3-22
Repeat copy	3-24
B/W reverse*	3-27
Binding change	3-29
• TEXT STAMP	3-32
Date	3-32
Select stamp	3-35
Watermark	3-38
Page number	3-41
• TANDEM COPY	3-44
• SETTING REVIEW	3-46

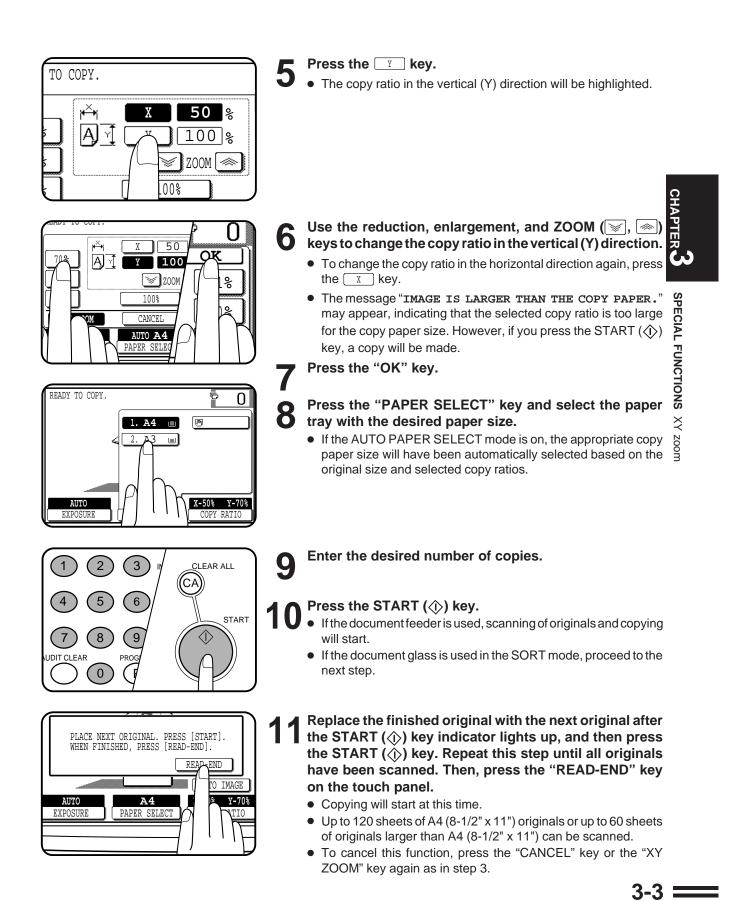
* In some regions, the B/W reverse feature is not provided.

XY ZOOM

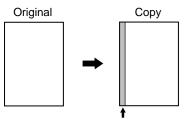




• Press a reduction key or an enlargement key to set the approximate ratio, then press the we to decrease the ratio



MARGIN SHIFT



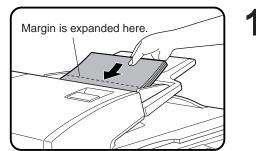
Expanded margin

(Initial setting: copy image shifted to the right) The MARGIN SHIFT feature, in its initial setting, automatically shifts the text or image to the right both on one-sided copies and on the front side of twosided copies. The text or image is shifted to the left on the reverse side of two-sided copies. Shift direction can be changed to left, right, up or down as described in step 4 below.

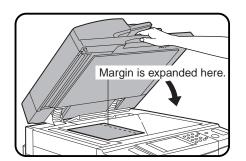
- The standard shift amount is 10mm (1/2"), but can be changed from 0mm to 20 mm in 1mm increments (from 0" to 1" in 1/8" increments).
- When copying originals from the RSPF onto extra size copy paper, the expanded margin might not be properly made.
- ★ KEY OPERATOR The initial shift setting can be changed from 0mm to 20 mm in 1mm increments (from 0" to 1" in 1/8" increments). See page 8-18.

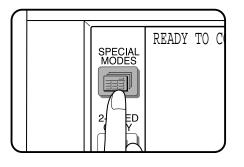
NOTE:

The front side and reverse side are referred to as "SIDE 1" and "SIDE 2" respectively on the touch panel.



Place the original in the document feeder tray or on the document glass.



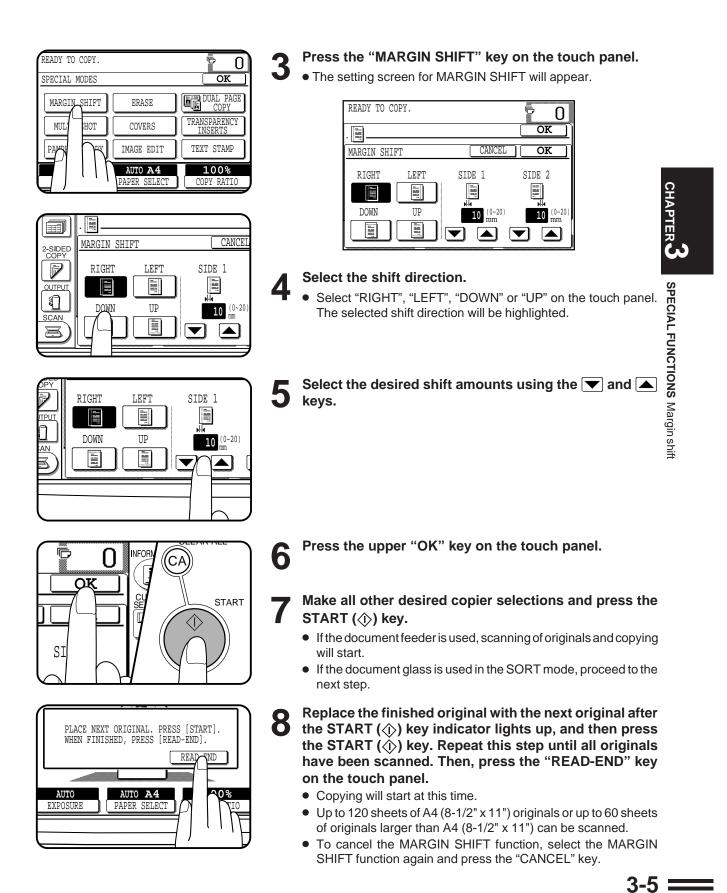


2 Press the SPECIAL MODES key.

• The SPECIAL MODES screen will appear.

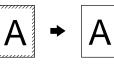
READY TO COPY.		۵
SPECIAL MODES		OK
MARGIN SHIFT	ERASE	DUAL PAGE COPY
MULTI SHOT	COVERS	TRANSPARENCY INSERTS
PAMPHLET COPY	IMAGE EDIT	TEXT STAMP
AUTO EXPOSURE	AUTO A4 PAPER SELECT	100% COPY RATIO

CHAPTER 3 SPECIAL FUNCTIONS Margin shift

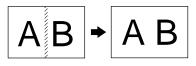


ERASE

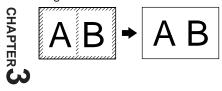
Edge erase



Centre erase



Edge + centre erase



This copier has an edge erase mode and a centre erase mode.

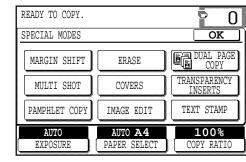
- Edge erase can be used to eliminate shadow lines around the edges of copies caused when thick paper or a book is used as an original.
- Centre erase can be used to eliminate the shadow produced by the bindings of bound documents.
- Edge + centre erase can be used to eliminate shadow lines around the edges of copies and to eliminate the shadow at the centre of copies.
- The standard erase width is 10mm (1/2"), but can be changed from 0mm to 20 mm in 1mm increments (from 0" to1" in 1/8" increments).
- **★** KEY OPERATOR The initial setting of the width for edge erase and centre erase can be changed. See page 8-18.

1

Place the original in the document feeder tray or on the document glass.

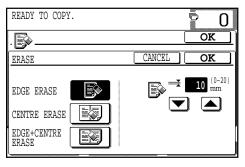
Press the SPECIAL MODES key.

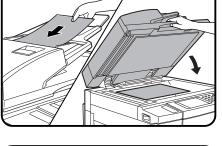
Z The SPECIAL MODES screen will appear.

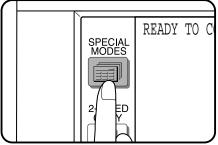


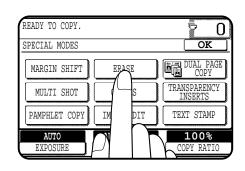
Press the "ERASE" key on the touch panel.

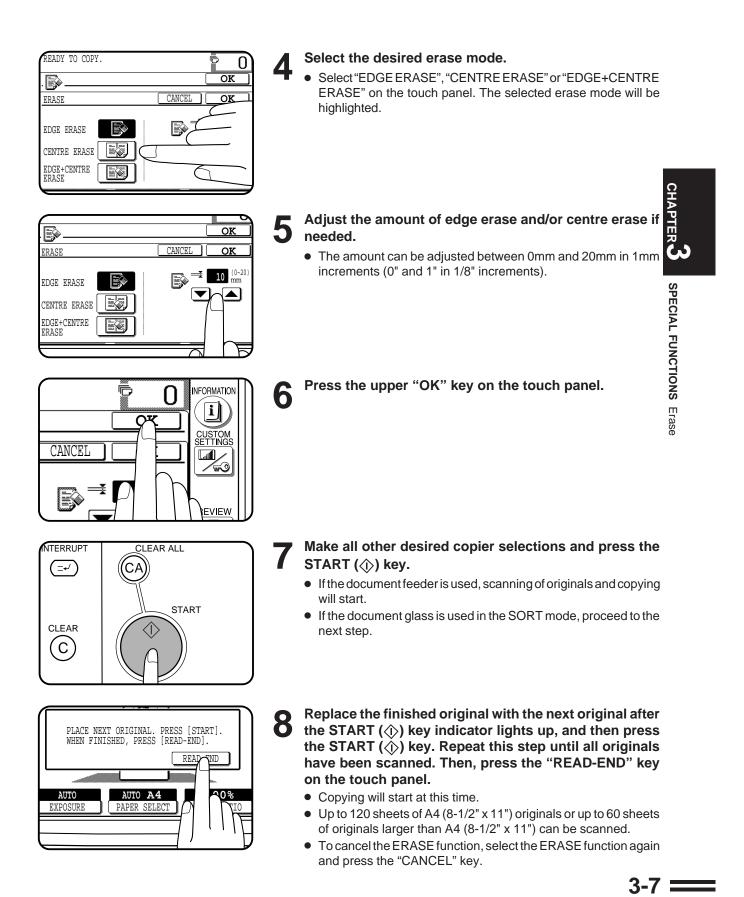
• The setting screen for ERASE will appear.



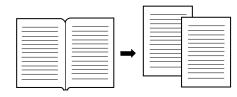




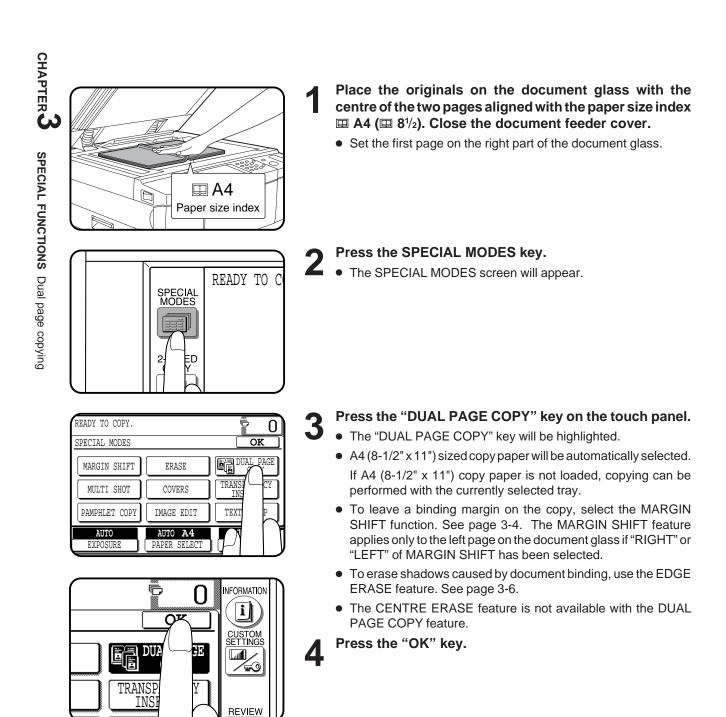




DUAL PAGE COPYING

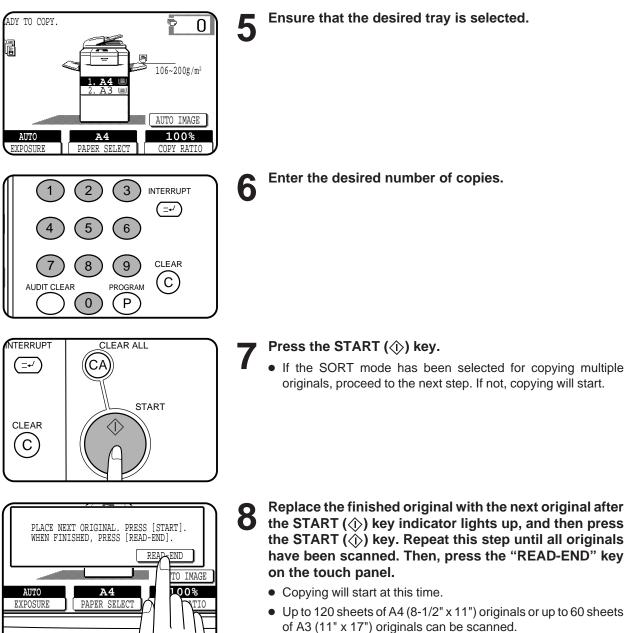


The DUAL PAGE COPY feature produces separate copies of two documents placed side by side on the document glass. It is especially useful when copying books and other bound documents. This feature can be used in the one-sided to two-sided copying mode.



3-8 Downloaded from www.Manualslib.com manuals search engine

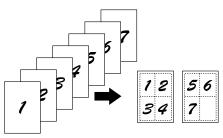




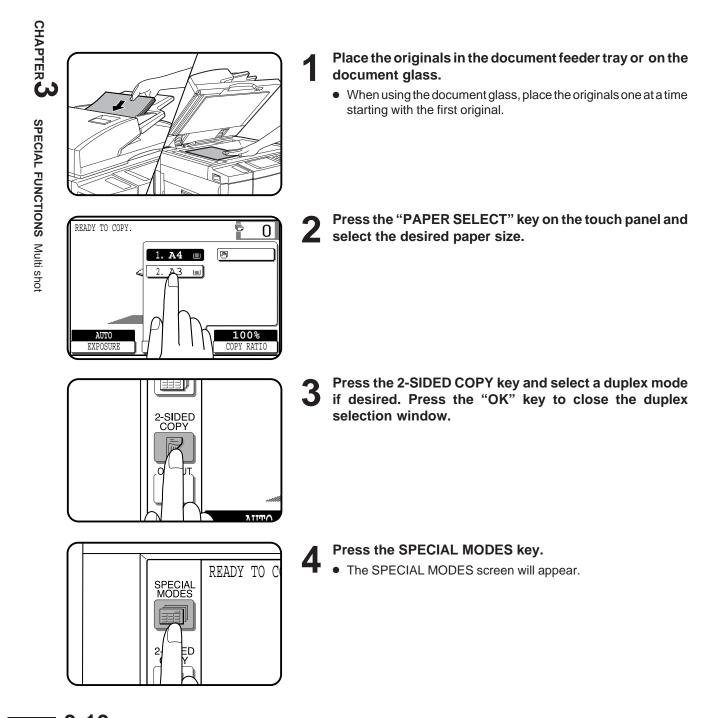
 To cancel the DUAL PAGE COPY function, press the "DUAL PAGE COPY" key again on the SPECIAL MODES screen.



MULTI SHOT

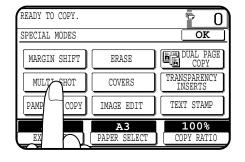


The MULTI SHOT function is used to copy several originals, collectively in a specified order, onto one sheet.

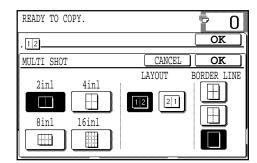


3-10 Downloaded from <u>www.Manualslib.com</u> manuals search engine

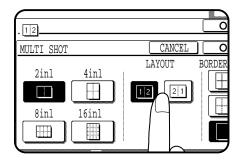
5 Press the "MULTI SHOT" key on the touch panel.

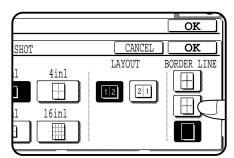


• The function setting screen for MULTI SHOT will appear.



. [1]2]			
MULTI SHOT		CANCEL	0
2inl	4inl	LAYOUT	
8inl			_





6 Select the number of originals to be included on one sheet of copies.

- Select "2in1", "4in1", "8in1" or "16in1" on the touch panel.
- The copy ratio will be calculated automatically.
- Portions of original images may not be copied depending on the original and copy paper sizes and the number of images to be copied onto a page.
- Depending on the number of originals and the orientation of the originals and copy paper, the image of the originals may be rotated.

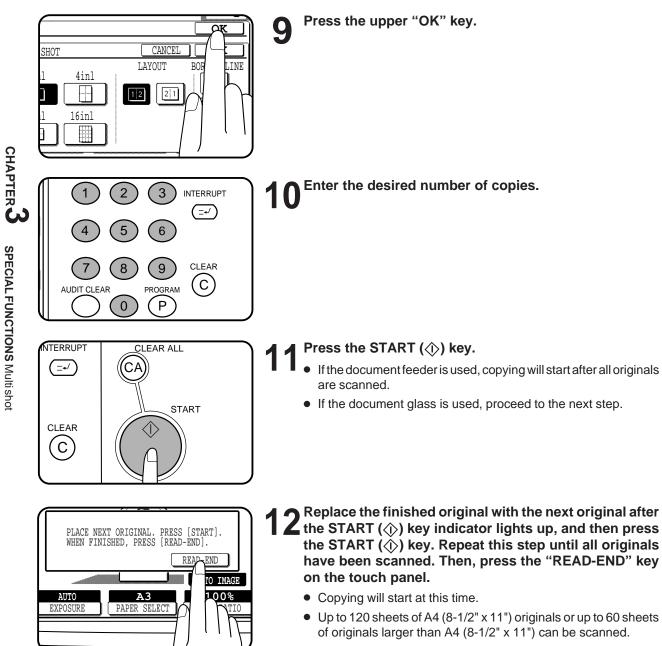
Select the layout of originals on the copy.

- Select the order of originals which will be arranged on the copy.
- For example, the following types are provided for "4in1".



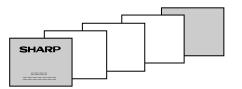
Select a type of border line.

• Select the solid line, broken line or no border line.



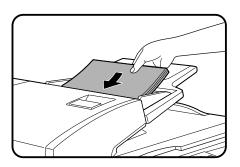
• To cancel the MULTI SHOT function, select the MULTI SHOT function again and press the "CANCEL" key.

COVERS



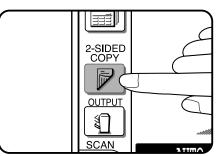
The COVERS mode is used to place covers on the front, back, or both the front and back of multipage documents.

- Front cover sheets can be copied on, but only on the front side even in the 1-sided to 2-sided and 2-sided to 2-sided copy modes. The back side of the original designated as the cover will not be copied.
- Back cover sheets cannot be copied on, either on the front side or on the back side.
- Cover sheets must be fed from the bypass tray and must be the same size as the copy paper being used to copy the document.
- When the COVERS mode is selected, the stream feeding mode of the RSPF will always be off.

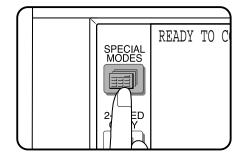


Place the originals in the document feeder tray.

Press the 2-SIDED COPY key and select the desired duplex mode if needed. Press the "OK" key to close the



2 duplex selection window.



ERASE

DIT

4

ΙM

PΔ

ē

DUAL PAGE COPY

TRANSPARENCY INSERTS

TEXT STAMP

100%

COPY RATIO

OK

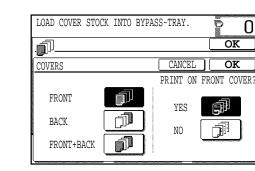
0

READY TO COPY. (DOCUMENT FEEDER MODE)

Press the SPECIAL MODES key. The SPECIAL MODES screen will appear.

Press the "COVERS" key on the touch panel. Δ

• The setting screen for COVERS will appear.



SPECIAL MODES

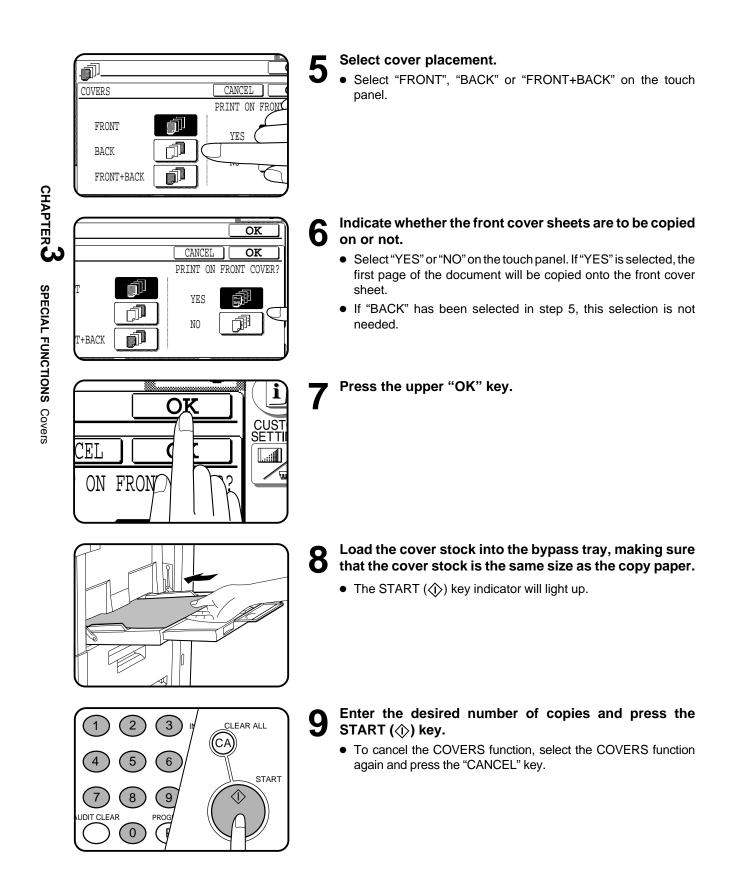
MARGIN SHIFT

MULTI SHOT

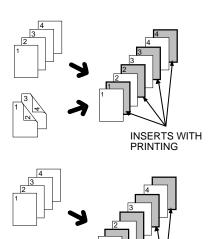
PAMPHLET COPY

AUTO

EXPOSURE



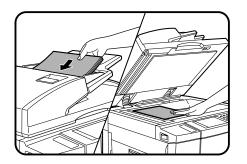
TRANSPARENCY FILM WITH INSERT SHEETS



INSERTS WITHOUT

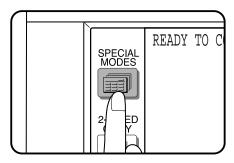
When copying onto transparency film, insert sheets can be placed following each transparent sheet. The insert sheets can be processed blank or can be copied with the same image as the transparent sheets.

- This mode can be selected only in the 1-sided to 1-sided and 2-sided to 1-sided modes.
- A multiple number of copies cannot be selected in this mode.
- Transparency film must be fed from the bypass tray.
- Insert sheets must be the same size as the transparency film.
- When this function is used, copies will be delivered face up. When copying multi-page documents from the document glass with this mode, copy from the last page to the first page.



Place the originals in the document feeder tray or on the document glass.

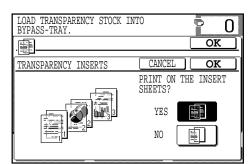
- Press the SPECIAL MODES key.
- The SPECIAL MODES screen will appear.

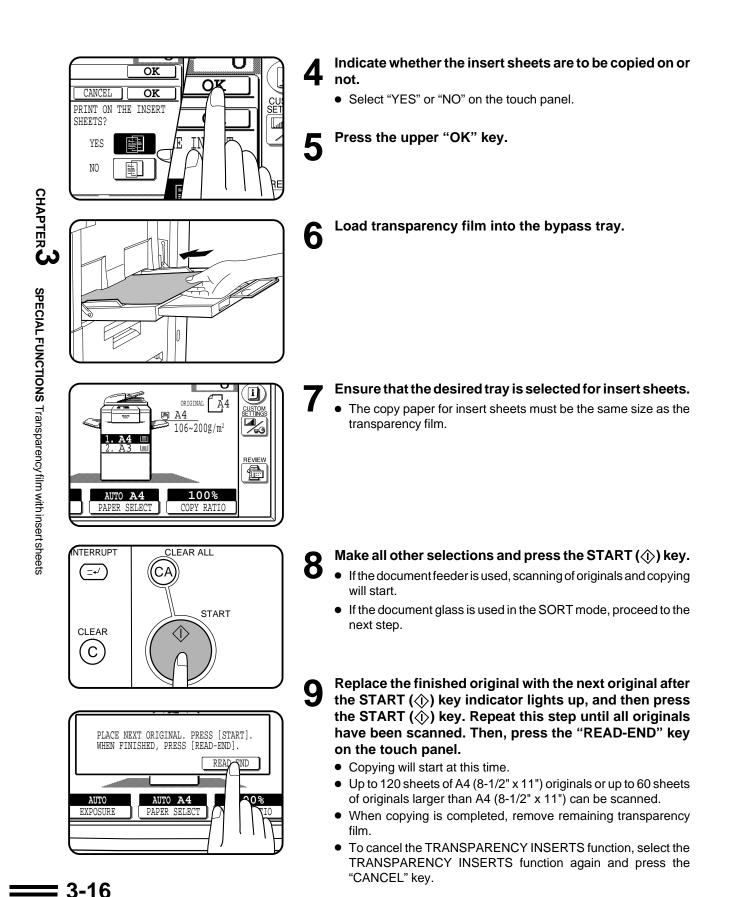


3

READY TO COPY. 0 SPECIAL MODES OK DUAL PAGE COPY MARGIN SHIFT ERASE TRANSPARENCY MULTI SHOT COVERS IMAGE EDIT ΤF 'AMP PAMPHLET COPY AUTO A4)% AUTO EXPOSURE PAPER SELECT ЪΤ

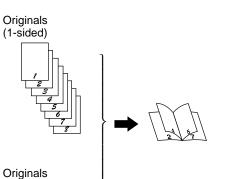
- Press the "TRANSPARENCY INSERTS" key on the touch panel.
 - The setting screen for TRANSPARENCY INSERTS will appear.





Downloaded from www.Manualslib.com manuals search engine

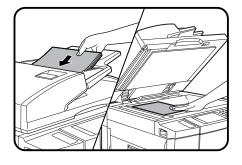
PAMPHLET COPY



(2-sided)

The PAMPHLET COPY function is used to arrange copies in proper order for eventual centre-stapling and folding into a booklet. Four pages will be copied onto one sheet.

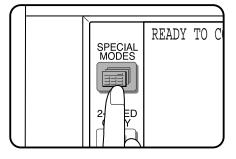
- Centre stapling cannot be performed by this copier. Even if PAMPHLET COPY is selected and an optional finisher (AR-FN3) is installed, centre-stapling cannot be performed.
- This function will not work when non-standard size originals or copy paper are used.



1

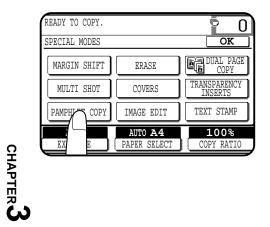
Place the originals in the document feeder tray or on the document glass.

• When using the document glass, place the originals one at a time starting with the first original.



Press the SPECIAL MODES key.

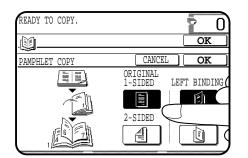
• The SPECIAL MODES screen will appear.



Press the "PAMPHLET COPY" key on the touch panel. 3

- The setting screen for PAMPHLET COPY will appear.
- Depending on the setting of the tandem copying, the "PAMPHLET COPY" function may be included in the "IMAGE EDIT" menu. In this case, press the "IMAGE EDIT" key and then press the "PAMPHLET COPY" key.

READY TO COPY.	6
	OK
PAMPHLET COPY	CANCEL OK
	ORIGINAL 1-SIDED LEFT BINDING
	2-SIDED RIGHT BINDING



Select the type of originals. Δ

Indicate whether the originals are 1-sided or 2-sided using the "1-SIDED" or "2-SIDED" key on the touch panel.

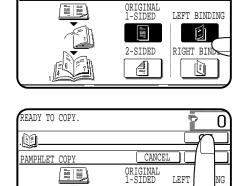
5 ē 0 OK

Select the binding position.

Select "LEFT BINDING" or "RIGHT BINDING" on the touch panel.

Press the upper "OK" key. 6

SPECIAL FUNCTIONS Pamphlet copy



2-SIDED A

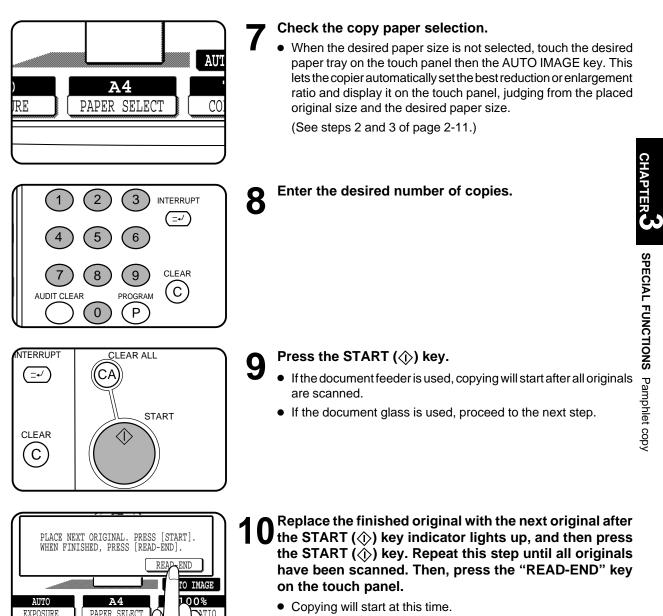
CANCEL

OK

READY TO COPY.

PAMPHLET COPY

.



- Up to 120 sheets of A4 (8-1/2" x 11") originals or up to 60 sheets of originals larger than A4 (8-1/2" x 11") can be scanned.
- If originals of different sizes are used, the copy paper size will be determined based on the original that is scanned first. If originals larger than the first original are used, a portion of the images may not be copied.
- You can make a pamphlet by folding the copies in two and stapling them.
- To cancel the PAMPHLET COPY function, select the PAMPHLET COPY function again and press the "CANCEL" key.

IMAGE EDITING FUNCTIONS

The image editing functions include the following functions.

- Job build: Makes copies from a large volume of originals (up to 120 pages of A4 (8-1/2" x 11") paper size) using the document feeder.
- Centring: Shifts the image to the centre of copy paper when the original and the copy paper are of different sizes.
- Repeat copy: Produces repeated copies on a single sheet of copy paper.
- B/W reverse: Reverses the black and white areas. (In some regions, this function is not provided.)
- Binding change: Rotates the image of originals for the second side in the 1-sided to 2-sided copy mode.

These functions are selected by pressing the "IMAGE EDIT" key on the SPECIAL MODES screen and pressing the key of each function.

JOB BUILD

SPECIAL FUNCTIONS Image editing functions

CHAPTER 3





20 sheets

1

50 sheets

50 sheets

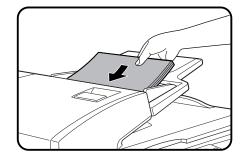
Original

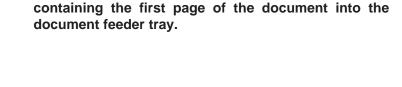
Divide the original containing more than 50 pages into some sections as shown above and feed them in the order of $\mathbf{a} \rightarrow \mathbf{b} \rightarrow \mathbf{c}$. The original should be less than 120 pages in total. If the total page exceeds 120 (if the above section "c" exceeds 20 pages), the pages in excess of the limit will be output to the exit area without being copied.

The JOB BUILD function allows copying of multipage documents containing up to 120 pages (the limit, however, might be up to 60 pages of B4 or A3 (8-1/2" x 14" or 11" x 17") paper size when the copier is equipped with some option) using the RSPF. The original must be divided into sections of up to 50 pages per section. Each section can be fed separately through the RSPF for eventual copying into a complete set(s).

- Once a copy job is set in this mode, the copy mode can not be changed between the simplex and duplex modes except for INTERRUPT copying.
- When the JOB BUILD function is selected, the below mentioned functions can not be selected simultaneously. GROUP MODE/TRANSPARENCY INSERTS/DUAL PAGE COPY/REPEAT COPY.
- The JOB BUILD mode has priority over the stream feeding mode. Stream feeding will not operate while the JOB BUILD mode is selected.

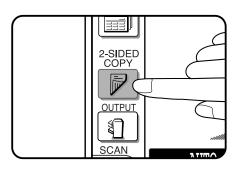
The illustration shows an example when copying 120 pages of original.





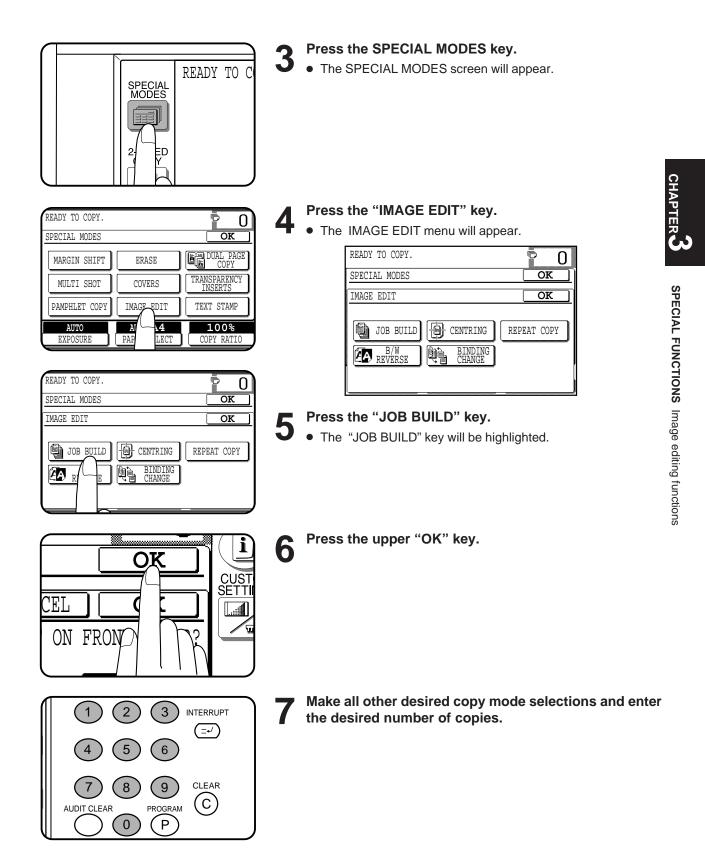
Divide the multipage document (maximum 120 pages)

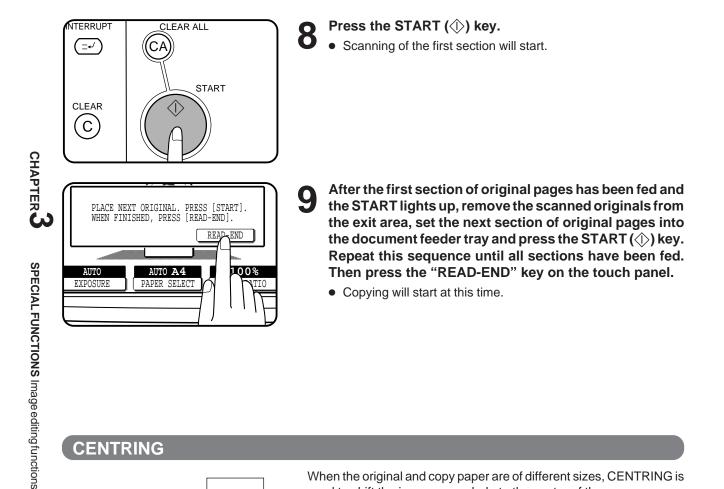
into sections of 50 pages or less and place the section



If a duplex copy mode is required, it must be selected at this time by pressing the 2-SIDED COPY key.

3-20 Downloaded from <u>www.Manualslib.com</u> manuals search engine



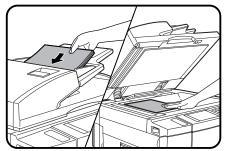


CENTRING



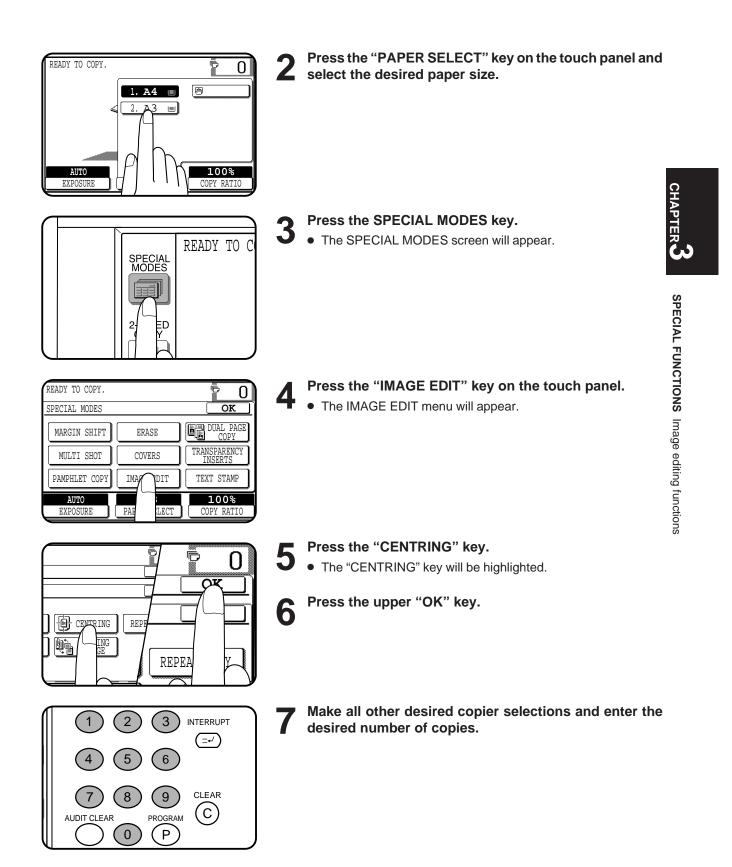
When the original and copy paper are of different sizes, CENTRING is used to shift the image as a whole to the centre of the copy paper. The image will shift only in the left to right direction, not in the top to bottom direction.

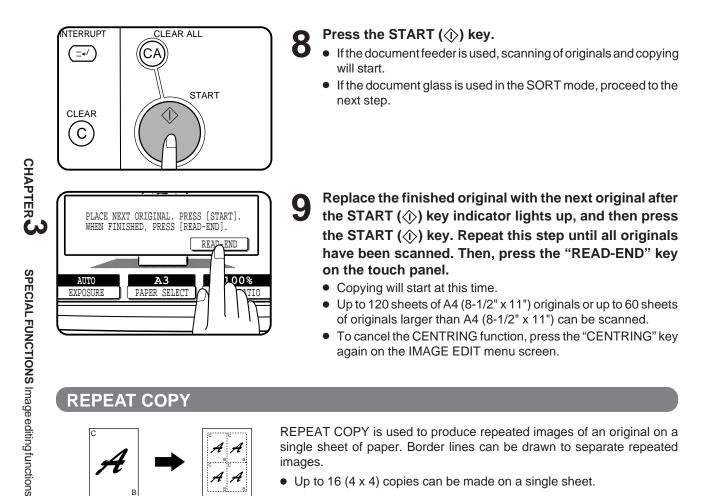
• This function will not work when non-standard size originals or copy paper are used. This function cannot be selected when enlargement copying has been selected.



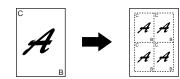
1

Place the originals in the document feeder tray or on the document glass.



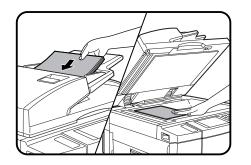


REPEAT COPY

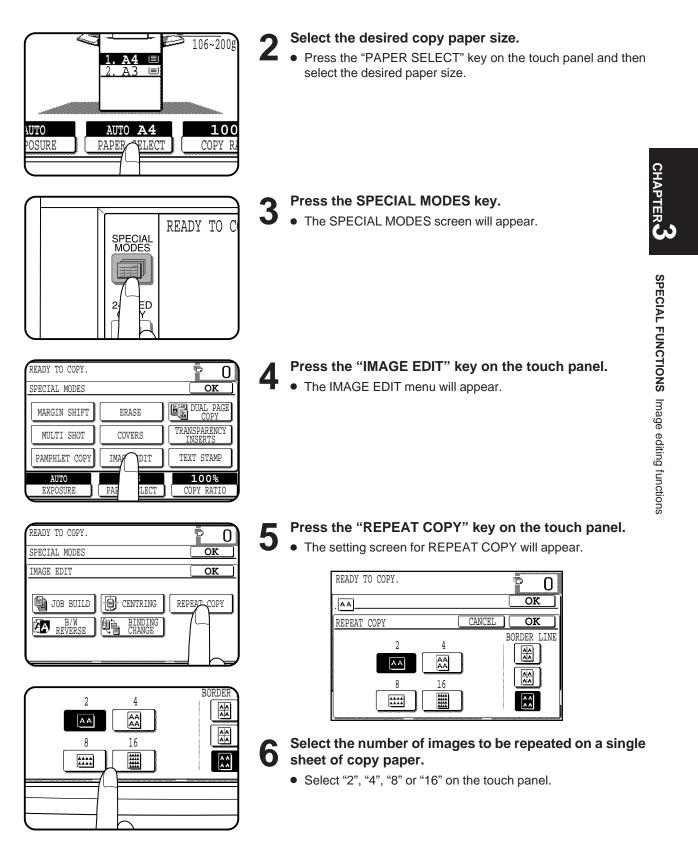


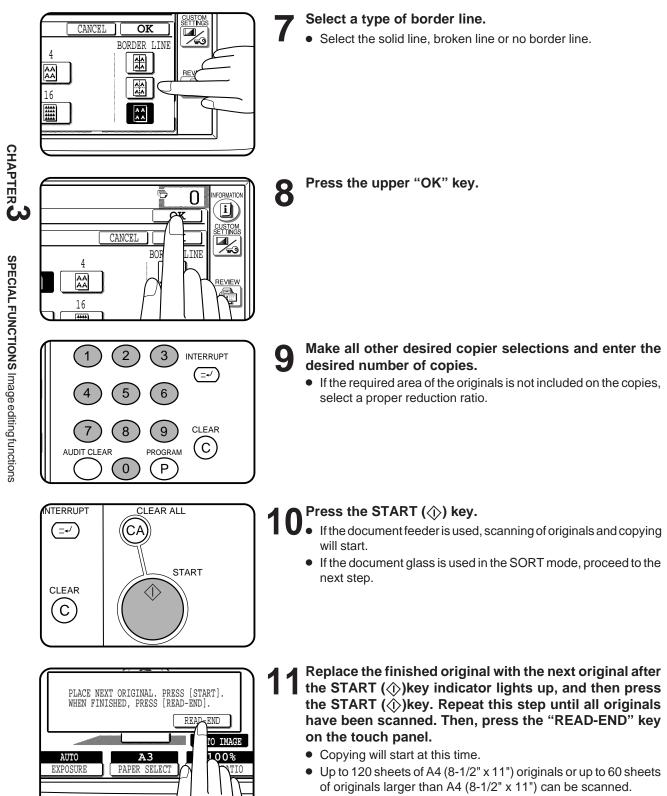
REPEAT COPY is used to produce repeated images of an original on a single sheet of paper. Border lines can be drawn to separate repeated images.

- Up to 16 (4 x 4) copies can be made on a single sheet.
- When a standard size original is copied onto a standard size paper, copy ratio will be automatically calculated based on the original size and the number of the images required in single sheet of paper. When the copier cannot detect the size of original, however, copy ratio will be automatically set to 100%.
- If the proper reduction ratio is calculated as less than 25%, part of the original will not be copied. In that case the reduction ratio will be set to 25% showing the following message on the display. "IMAGE DOES NOT FIT INTO THE IMAGE AREA. COPY RATIO WILL BE SET TO 25%."



Place the originals in the document feeder tray or on the document glass.

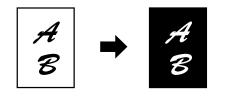




• To cancel the REPEAT COPY function, select the REPEAT COPY function again and press the "CANCEL" key.

3-26 Downloaded from <u>www.Manualslib.com</u> manuals search engine

B/W REVERSE



SPECIAL MODES

ERASE

COVERS

CENTRING

9ì.

BINDING CHANGE

DIT

Α4

LECT

OK OK

REPEAT COPY

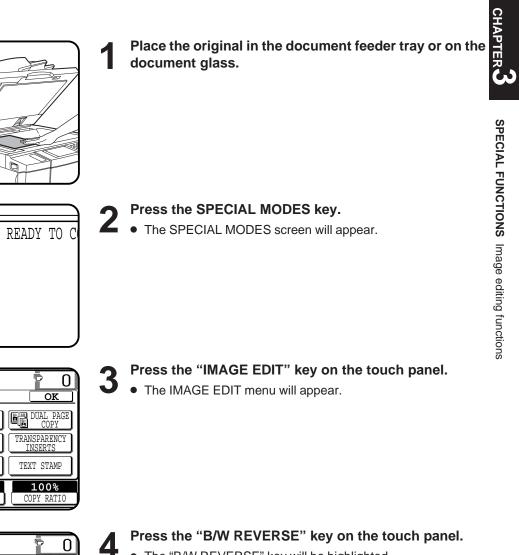
IMA

AÜ

PA

D

- The B/W REVERSE feature is used to reverse black and white areas.
- When the B/W REVERSE feature is selected, the exposure mode will be automatically set to the TEXT mode. Other exposure modes cannot be selected.
- Even if this feature is cancelled, the TEXT mode will not automatically be cancelled.
- In some regions, the B/W REVERSE feature is not provided.



• The "B/W REVERSE" key will be highlighted.

READY TO COPY.

SPECIAL MODES

MARGIN SHIFT

MULTI SHOT

PAMPHLET COPY

AUTO EXPOSURI

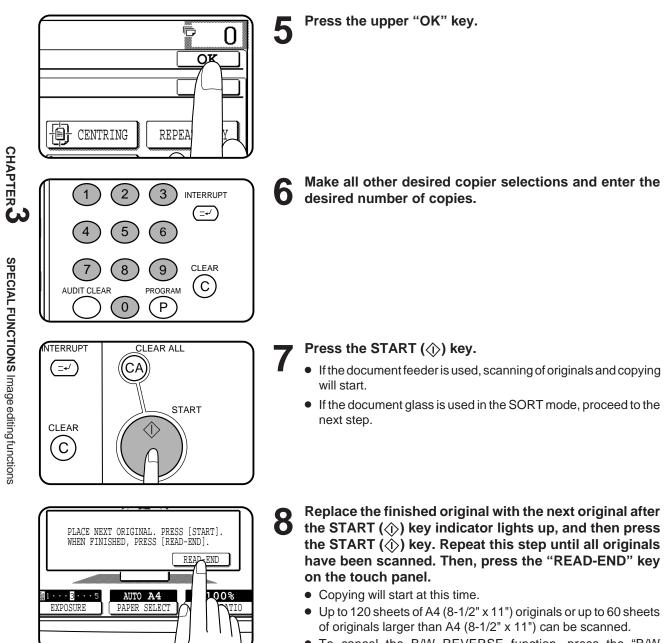
READY TO COPY.

SPECIAL MODES

JOB BUILD

IMAGE EDIT

ΈΑ, _{RI}



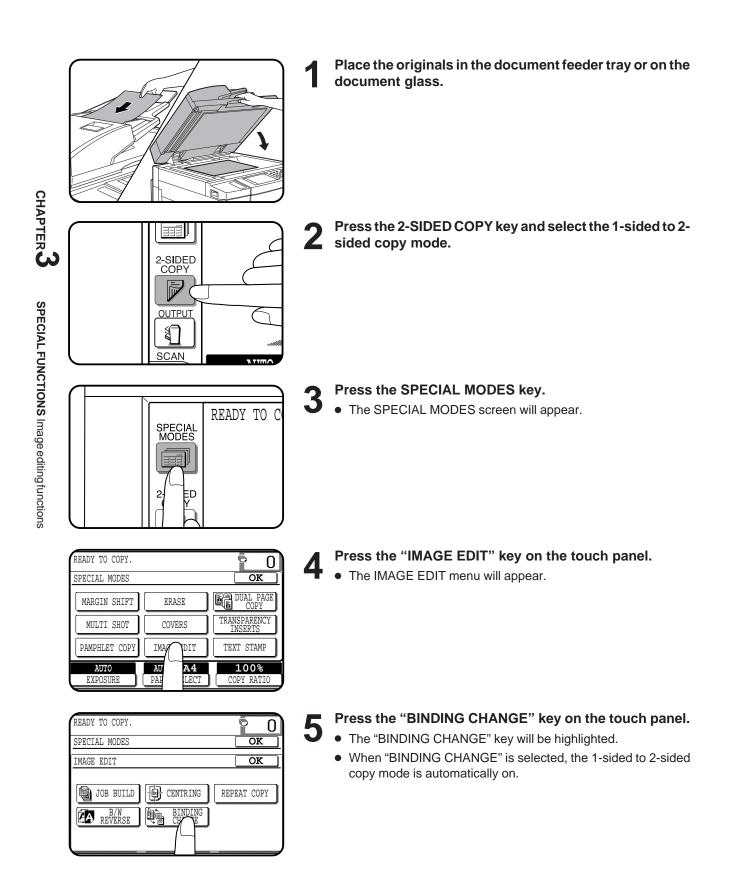
• To cancel the B/W REVERSE function, press the "B/W REVERSE" key again on the IMAGE EDIT menu screen.

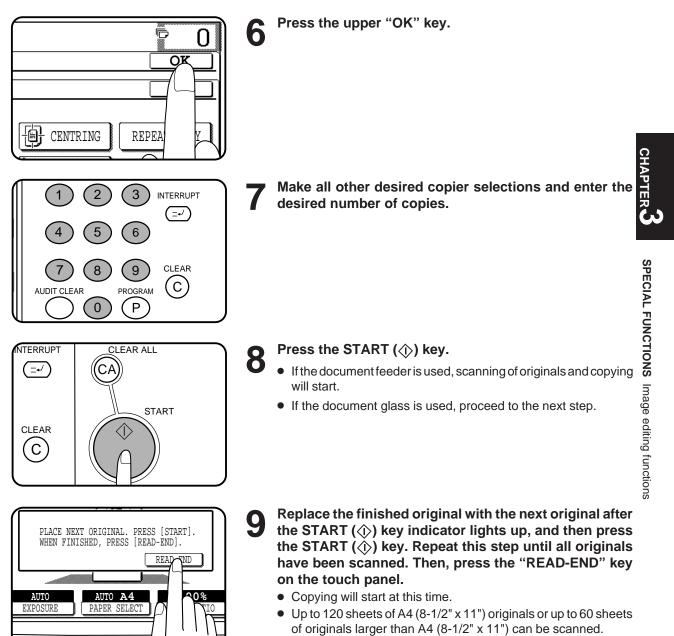
BINDING CHANGE

This function rotates the image of originals of the second side in the 1-sided to 2-sided copy mode. This function is useful for copying B4 or A3 (8-1/2" x 14" or 11" x 17") originals in the 1-sided to 2-sided copy mode to allow left side binding.

Original	Setting of originals	Copies	
	Portrait orientation setting Normal 1-sided to 2-sided copying		
		The binding edge is at the left side.	CHAPTER 3
		1-sided to 2-sided copying with binding change Binding edge	
A B C D E F		A B The binding edge is at the top. E F Image: Constraint of the binding edge is at the top.	SPECIAL FUNCTIONS
G H ₂	Landscape orientation setting	Normal 1-sided to 2-sided copying	
	Bottom 93 84	Binding edge AB CEF The binding edge is at the top.	Image editing functions
	Top	1-sided to 2-sided copying with binding change The binding edge is at the left side.	
		Binding edge	

• This function will not work when non-standard size paper (or 5-1/2" x 8-1/2" paper) is used.





• To cancel the BINDING CHANGE function, press the "BINDING CHANGE" key again on the IMAGE EDIT menu screen.

TEXT STAMP

The text stamp functions include the following functions.

- Date: Adds the current date to the copies.
- Select stamp: Adds a selected stamp to the copies. The stamp will be printed in white on a shaded background.
- Watermark: Adds a selected watermark to the copies. The watermark will be printed in gray tone.
- Page number: Adds page numbers to the copies.

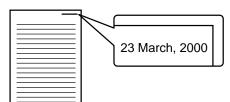
These functions are selected by pressing the "TEXT STAMP" key on the SPECIAL MODES screen and then selecting from the "TEXT STAMP" menu.

- These functions will not work when non-standard size paper is used.
- Multiple text stamp functions can be selected at the same time except for SELECT STAMP and WATERMARK. These functions cannot be selected together.
- Depending upon the original image type, the watermark may obscure some of the copied image or vice versa.
- The size of printed characters is fixed. The size will not vary even in reduction or enlargement copying.

DATE

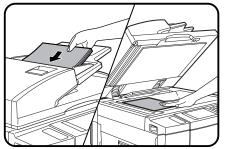
CHAPTER 3

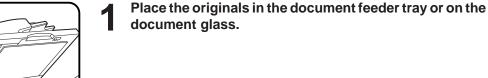
SPECIAL FUNCTIONS Text stamp

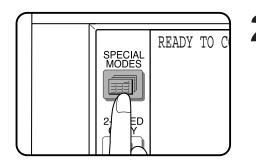


The DATE function adds the current date to the copies. The date will be printed at the upper right of the copies.

- If reduction or enlargement is used with this function, the print position may move or the date may not be printed.
- ★ KEY OPERATOR To use the DATE function, set the current date and time. See page 8-21. The initial setting of the date format can be changed. See page 8-20.

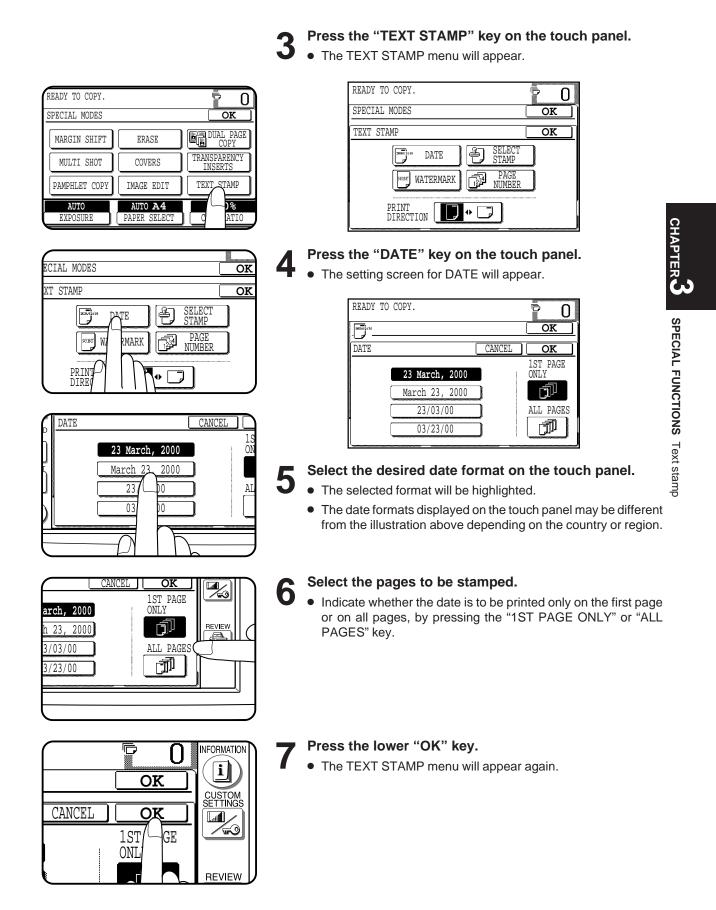


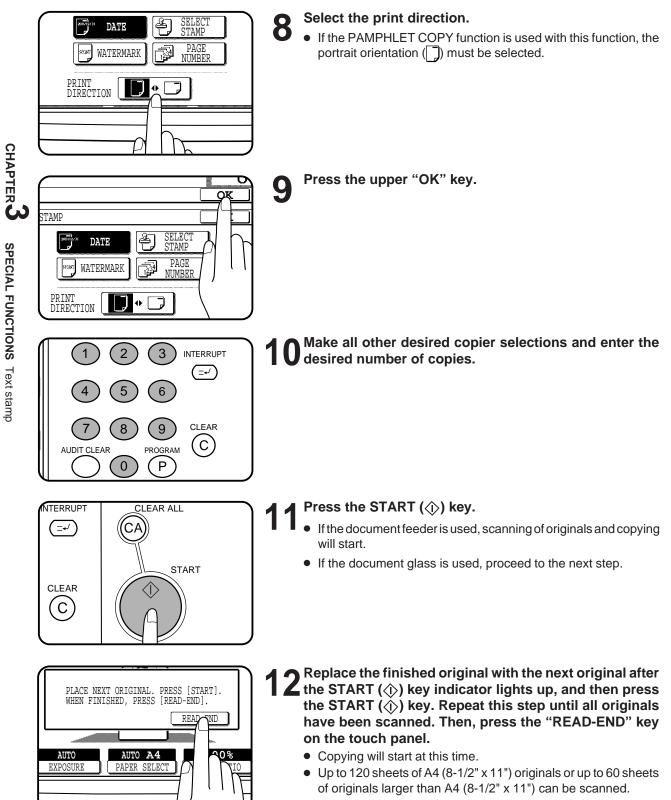




- Press the SPECIAL MODES key.
- The SPECIAL MODES screen will appear.

3-33 🚃



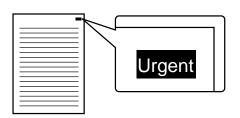


• To cancel the DATE function, select the DATE function again and press the "CANCEL" key.

Downloaded from www.Manualslib.com manuals search engine

3-34

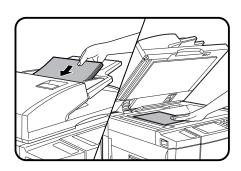
SELECT STAMP



The SELECT STAMP function adds a selected stamp such as "Confidential" or "Urgent" to the copies. The stamp will be printed in white on a shaded background.

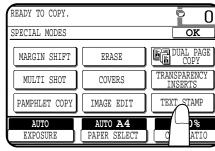
- The stamps which can be selected are: "Confidential", "Urgent", "Copy", "Preliminary", "Draft", and "Final".
- The darkness of the shaded background can be adjusted in three levels.
- The print position can be selected from six positions.
- If reduction or enlargement is used with this function, the print position may move or the stamp may not be printed.

Place the originals in the document feeder tray or on the document glass.



SPECIAL MODES 2 2 ED Press the SPECIAL MODES key.

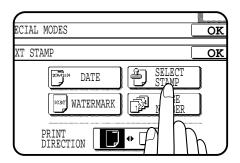
• The SPECIAL MODES screen will appear.





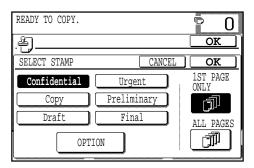
WERS TRANSPARENCY INSERTS BE EDIT TEXT STAMP O A4 R SELECT C ATIO ATIO • The setting screen fr

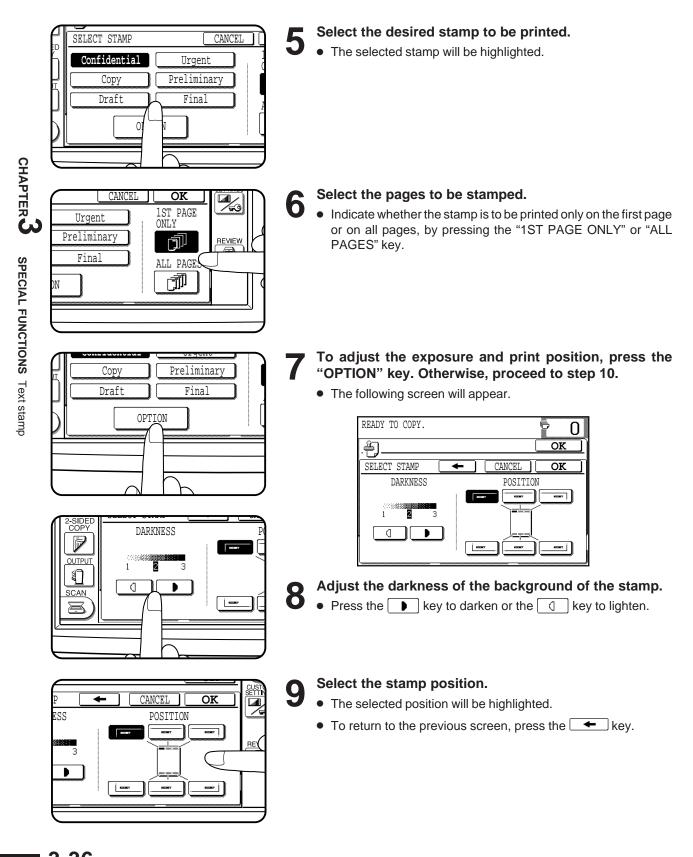
1

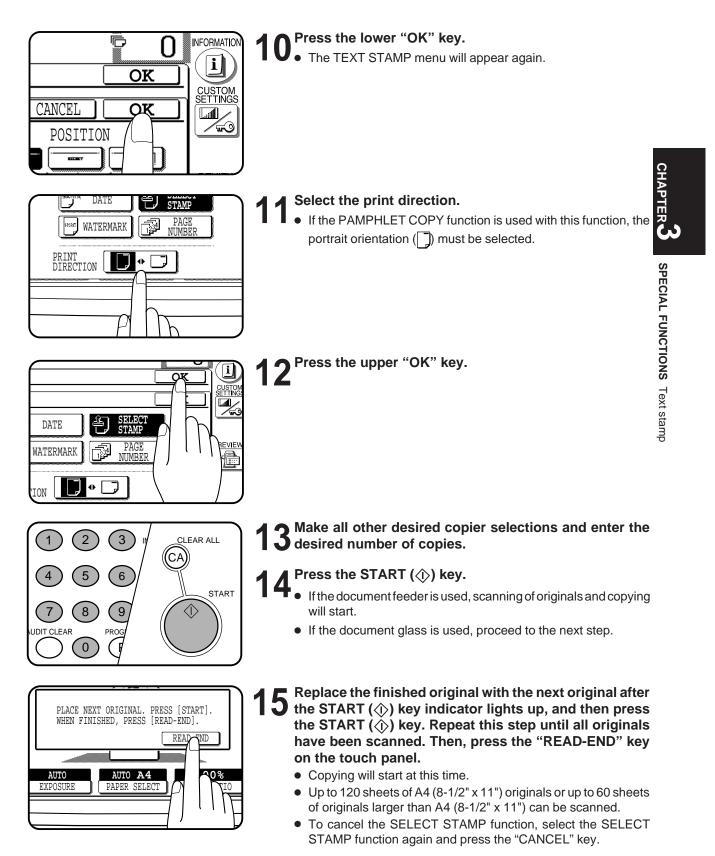


Press the "SELECT STAMP" key on the touch panel.

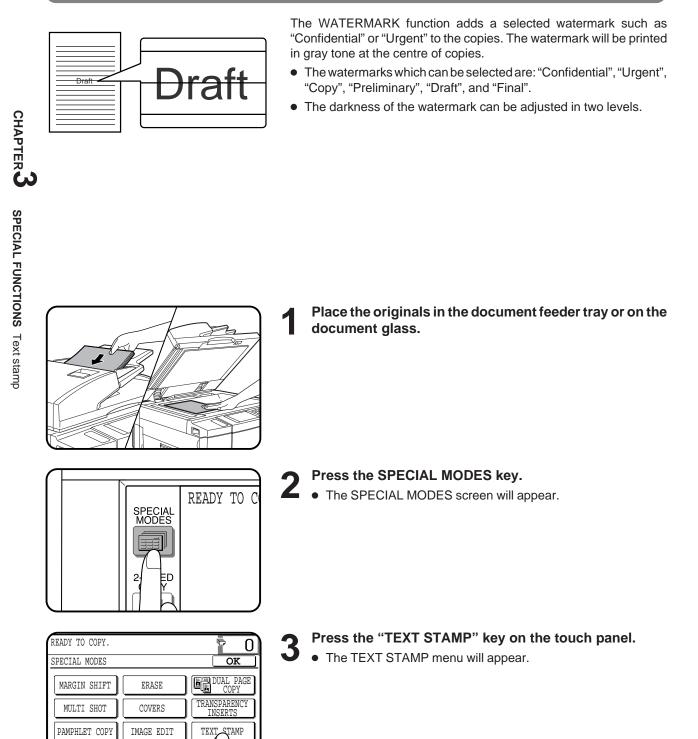
• The setting screen for SELECT STAMP will appear.







WATERMARK

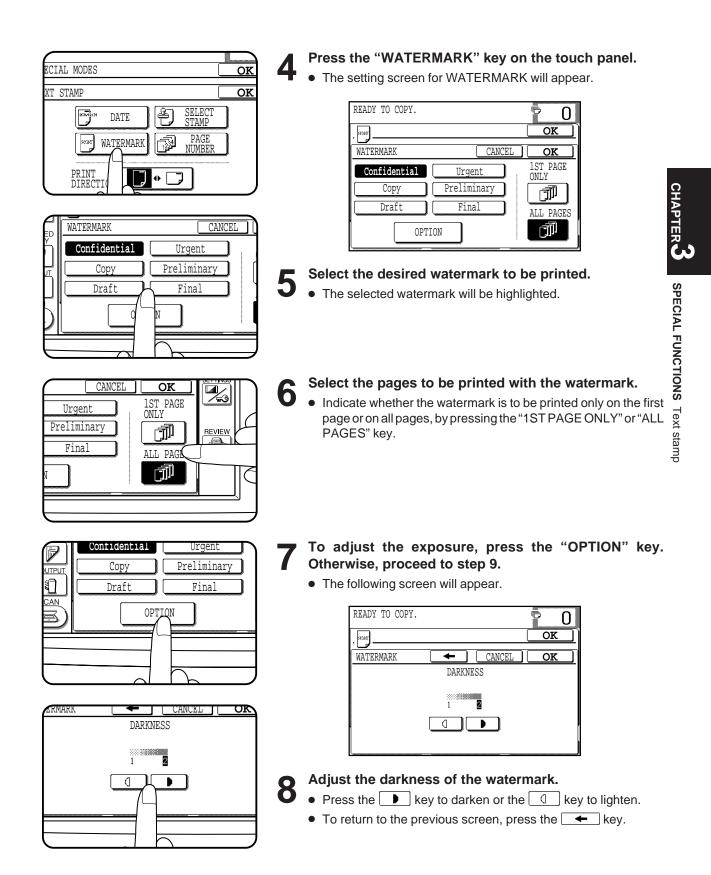


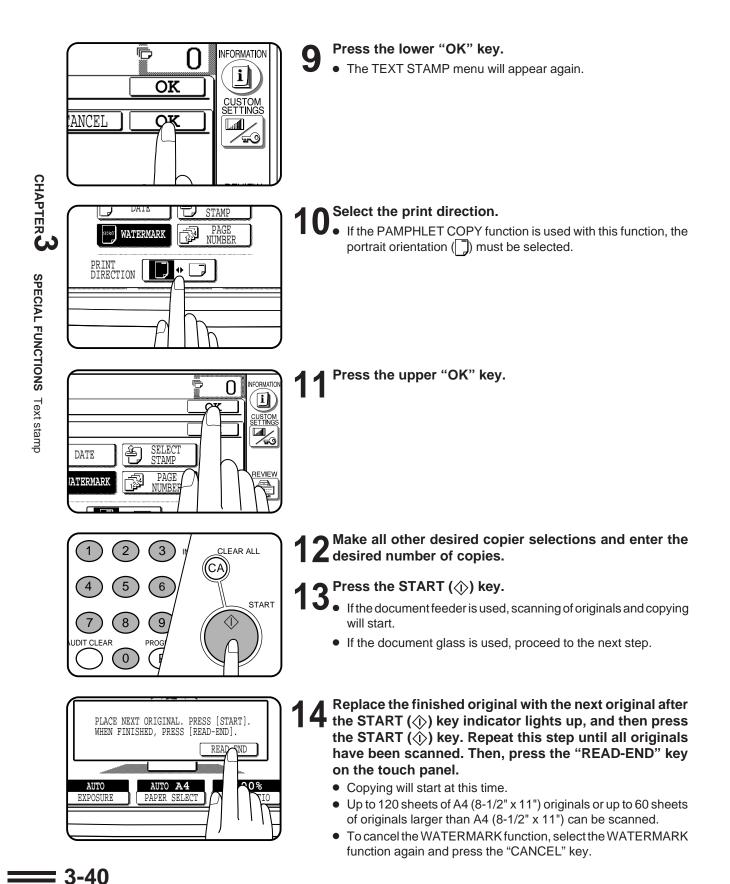
AUTO EXPOSURE AUTO A4

PAPER SELECT

)%

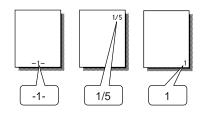
ATIO





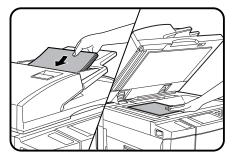
Downloaded from www.Manualslib.com manuals search engine

PAGE NUMBER



The PAGE NUMBER function adds page numbers to the copies.

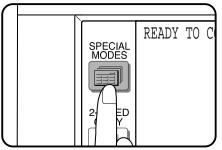
- The page number format can be selected from three types.
- The page number print position is automatically selected depending on the selected page number format.
- If reduction or enlargement is used with this function, the print position may move or the page numbers may not be printed.



Place the originals in the document feeder tray or on the document glass.

Press the SPECIAL MODES key. Z

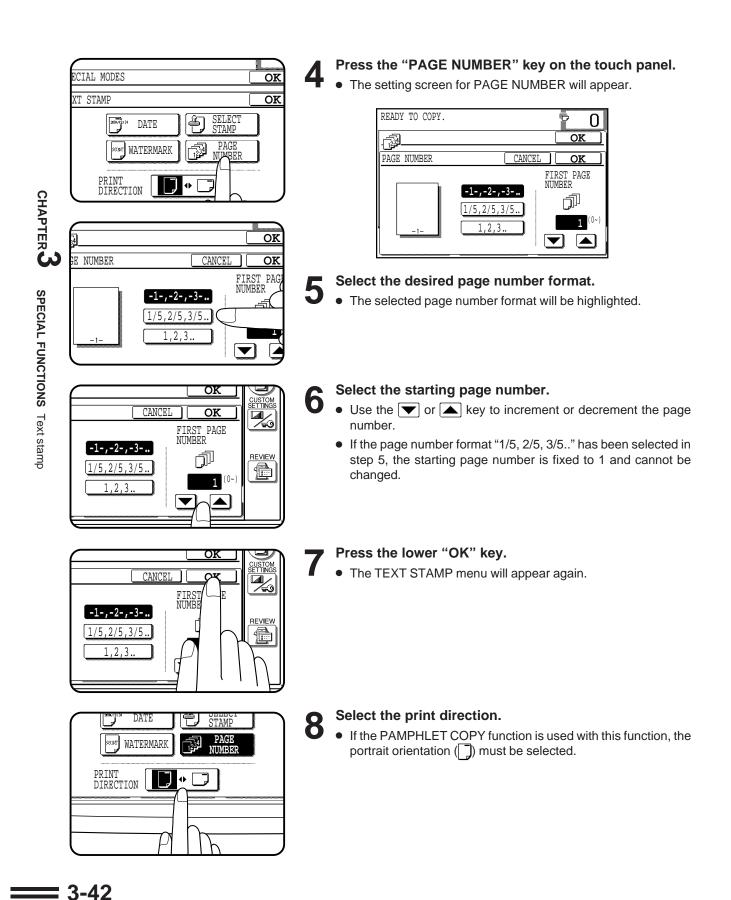
1



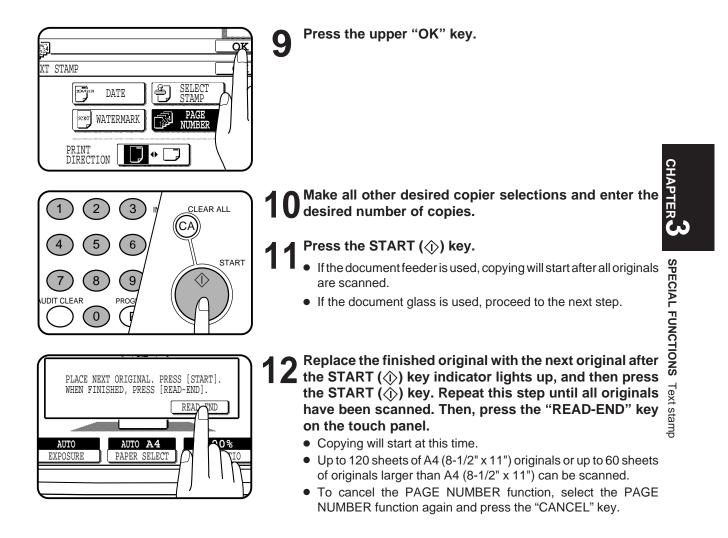
• The SPECIAL MODES screen will appear.

Press the "TEXT STAMP" key on the touch panel. 3

• The TEXT STAMP menu will appear.



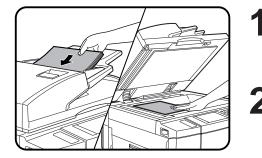
Downloaded from www.Manualslib.com manuals search engine



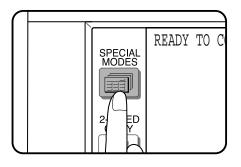
TANDEM COPY

If this copier is connected with another copier of the same model equipped with the same options through the tandem-connection cable (AR-CA1), copying with the two machines can be performed eventually making the total copy time for multiple copies one-half of the case when using a single copier.

- A dedicated tandem-connection cable AR-CA1 is required for tandem copying.
- The tandem copying can be used only in the sort mode or staple sort mode. The group mode cannot be selected.
- The transparency inserts function cannot be used with this function because the number of copies must be 1 when the transparency inserts function is used.
- The TANDEM COPY key will only be displayed on the touch panel of the machine set as the main copier, (an authorised Sharp Service Technician will do the setting of the main and sub copiers at the time of installation). When the tandem function is selected, (only available on the main copier) the other will then become the sub copier.
- The setting procedure is described below.
- INTERRUPT will not function during tandem copying.



- Ensure that the two copiers are connected through the tandem-connection cable and they have been turned on.
- 2 On the copier that will be set as the main copier, place the originals in the document feeder tray or on the document glass.



ERASE

COVERS IMAGE EDIT

AUTO A4

PAPER SELECT

p

TRANSPARENCY

TEXT STAMP

100%

COPY RATIO

OK DUAL PAGE COPY

0

- Press the SPECIAL MODES key.
- The SPECIAL MODES screen will appear.

4 Press the "TANDEM COPY" key on the touch panel.
• The "TANDEM COPY" key will be highlighted.

CHAPTER 3

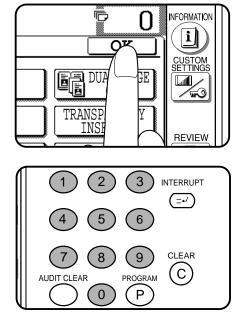
3-44 Downloaded from <u>www.Manualslib.com</u> manuals search engine

READY TO COPY.

SPECIAL MODES

MARGIN SHIFT

MULTI SHOT



Press the "OK" key.

6 Make all other desired copier settings and enter the number of copies.

- The functions selected on the main copier will be used by both copiers.
- (1) The key operator programs of which settings at the main copier are given priority (the settings at the sub copier are disregarded): Exposure Adjustment, Toner Save Mode, Initial Margin Shift, Erase Width Adjustment, Initial Status Setting, Staple Position Setting, Date Format Setting, Date and Time Adjustment and Disabling of Covers Mode.
- (2) The key operator programs for which the same settings between the main and sub copiers are required:

Disabling of Duplex Copying and Disabling of Stapler.

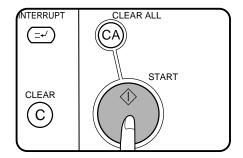
- (3) The key operator program that can only be set at the main copier: Disabling of Auto Paper Selection.
- (4) In case of the other key operator programs than mentioned above, different settings on the main and sub copiers respectively do not matter even when the tandem copying is activated.

Ensure that paper of the same size selected in the main copier is installed in the sub copier.

• Paper of the same size and same orientation must be installed in the two copiers. Even if the image of the original is rotated to match the copy paper in the main copier, the orientation of the copy paper in the sub copier must be the same as that in the master copier.

On the main copier, press the START (\diamondsuit) key.

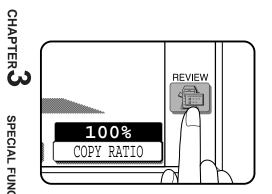
- Images scanned by the main copier will be stored in both copiers. Half the number of copies selected will be made simultaneously on both copiers. When the number of copies selected is odd, one more copy will be made on the main copier than the sub copier.
- If the message "CHECK THE SUB MACHINE." appears on the main machine, an error has occurred in the sub machine. Check the message on the sub machine and clear the error.
- If the message "THE SYSTEM IS NOT CONFIGURED TO PERFORM TANDEM JOB. CODE: XX" appears on the main machine, refer to the tandem copy related descriptions in the TROUBLESHOOTING (see page 5-15).
- To cancel a copy run after starting, press the CLEAR ALL (CA) key on the main copier.
- To cancel the TANDEM copying, press the "TANDEM COPY" key again on the SPECIAL MODES screen of the main copier.



8

SETTING REVIEW

The current settings of copier functions can be displayed on the touch panel.

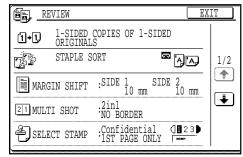


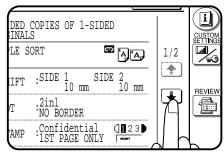
Press the REVIEW () key.

The REVIEW screen will appear.

The settings of the duplex mode (1-sided to 1-sided, etc.), sort/ group mode, and special functions will be displayed. The exposure, paper size, and copy ratio which are displayed on the basic screen will not be displayed on the REVIEW screen.

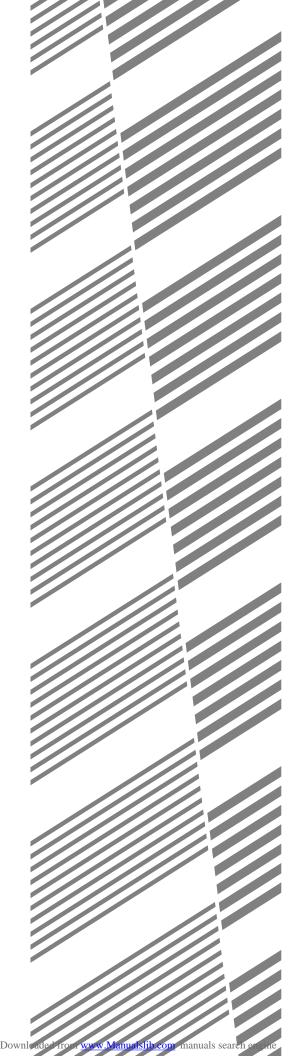
Example





2 To review all setting information, it may be necessary to scroll between review screens. To scroll between screens, use the \mathbf{i} or \mathbf{f} key.

- ΓV FORMATIO i ED COPIES OF 1-SIDED CUSTON SORT ര A SIDE :SIDE 1 10 mm Τ EVIEW .2inl 'NO BORDER പ Confide
- To exit the review screen, press the "EXIT" key. 3
 - The basic screen will appear again.



CHAPTER 4

SUPPLIES

This chapter describes the supplies for this copier such as paper and toner.

	Page	
• PAPER	. 4-2	
Types and sizes of copy paper		
Loading copy paper		
ADDING TONER	· 4-5	
• USED TONER DISPOSAL	. 4-7	i
STORAGE OF SUPPLIES	. 4-8	

Types and sizes of copy paper

		Size	Weight	Capacity (80 g/m² (21lb.) paper)	Special paper
Paper trays 1 and 2		A5 to A3 (5-1/2" x 8-1/2" to 11" x 17")	56 to 105 g/m ² (15 lbs. to 28 lbs.)	500 sheets	
Bypass tray	Face up delivery	A6 to A3 (5-1/2" x 8-1/2" to 11" x 17")	52 to 128 g/m ² (14 lbs. to 34 lbs.)* (Ordinary paper)	50 sheets	Transparency film, labels, tracing paper, 176 g/m ² (65 lb.) paper**, 200 g/m ² (110 lb.) paper**
	Face down delivery	A5 to A3 (8-1/2" x 11" to 11" x 17")	56 to 105 g/m ² (15 lbs. to 28 lbs.)	50 sheets	

• For best results, use only paper recommended by SHARP.

* For paper weighing from 105 to 128 g/m² (28 to 34 lbs.), A4 (8-1/2" x 11") is the maximum size that can be fed through the bypass tray.

** Paper heavier than 128 g/m² (34 lbs.) must be fed narrow side into the feed slot of the bypass tray.

★ KEY OPERATOR To enable face down delivery from the bypass tray, paper type setting in the bypass tray must be enabled. See page 8-22.

Loading copy paper

"OPEN TRAY D AND ADD PAPER." will be displayed when there is no copy paper in a selected paper feed station.

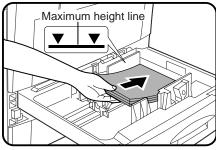
When a selected paper tray is not installed or is improperly installed, "PUSH PAPER TRAY [] INTO THE MACHINE UNTIL IT LATCHES." will be displayed. Install it or push it back firmly into place.

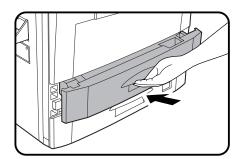
For best results, use only Sharp recommended paper.

Gently lift and pull out the paper tray. CHAPTER 4 2 Only use paper within the only operating follow the paper manufacturer's instructions regarding Only use paper within the Sharp specification and SUPPLIES Paper fanning and loading the paper. • The tray holds 500 sheets of paper. Maximum height line Do not load paper above the maximum height line.

Loading paper in paper trays 1 and 2

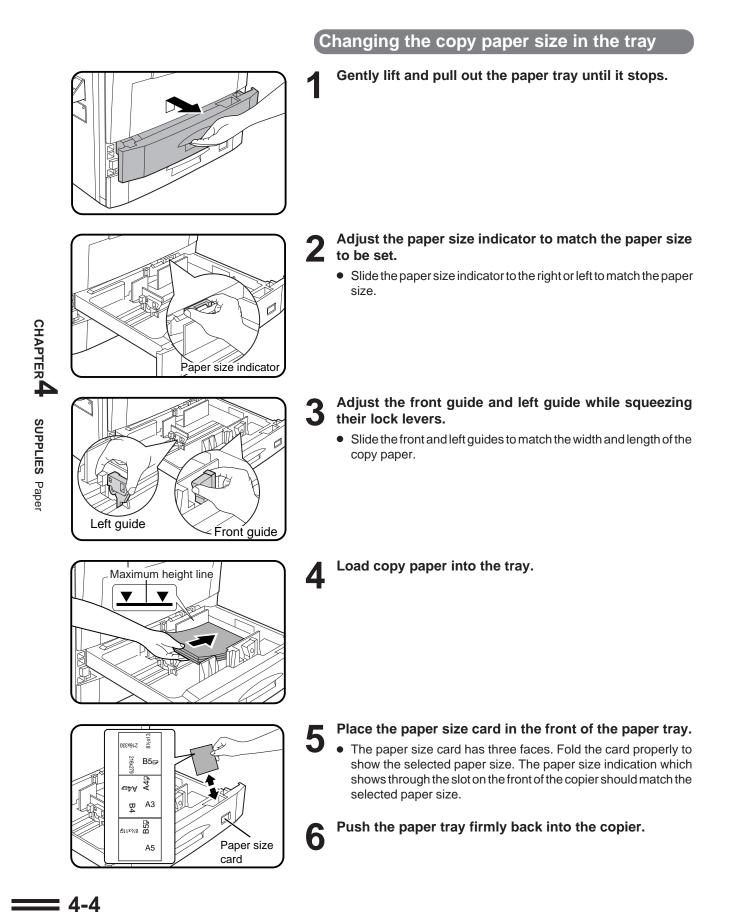
4-3 💳





Push the paper tray firmly back into the copier. 3

Downloaded from www.Manualslib.com manuals search engine



Downloaded from www.Manualslib.com manuals search engine

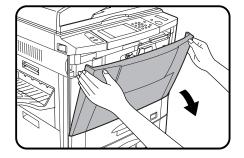
ADDING TONER

The message "(TONER SUPPLY IS LOW. PRESS **i**) FOR GUIDANCE.)" will appear in the message display before the toner supply is completely empty. If copying is continued, copies will gradually become lighter until the copier stops and the message display changes to "ADD TONER. PRESS **i**] FOR GUIDANCE." indicating that the toner supply is empty. Toner can be added any time after the message "(TONER SUPPLY IS LOW. PRESS **i**] FOR GUIDANCE.)" appears. To add toner, stop the copier and proceed as below. When either message appears, you can use the INFORMATION (**i**) key for detailed information as necessary.

During long copy runs of multiple originals containing many images and/or dark shades, "TONER REPLENISHMENT IN PROGRESS." will appear and the copier will stop making copies even though toner is left. The copier will automatically cycle and replenish the toner to the normal level and then the START (()) key indicator will light up. Press the START (()) key to resume copying. For best copying results, be sure to use only Sharp products. The package of Sharp toner has the Genuine Supplies label.



SUPPLIES Adding tone

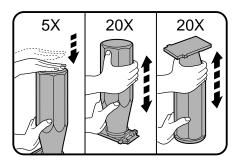


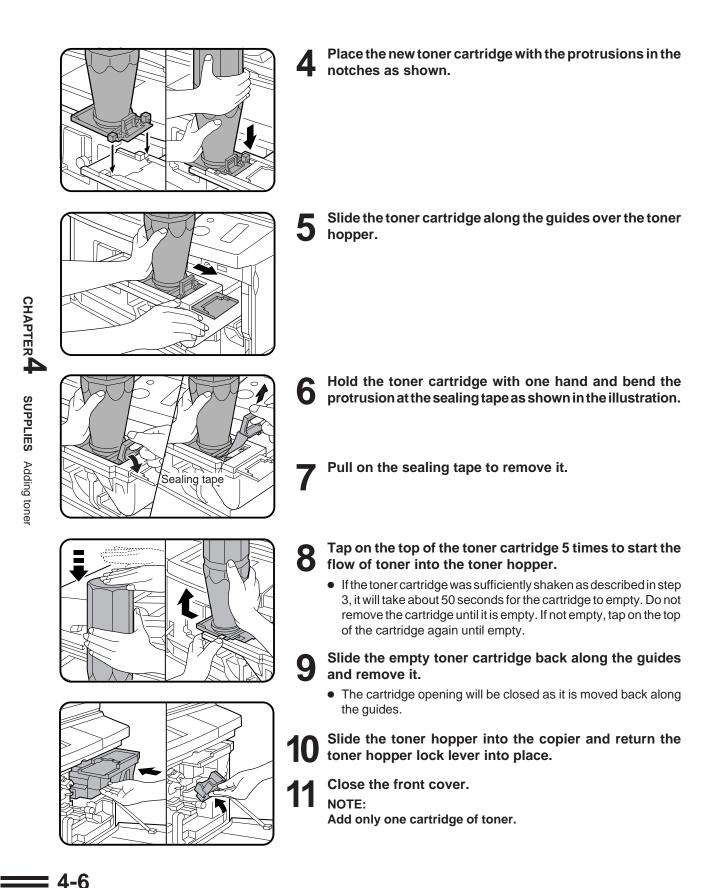
Open the front cover.

2 Pull down the toner hopper lock lever and pull the toner hopper out slowly until it stops.

- **3** Tap on the top of the toner cartridge 5 times. Hold the new toner cartridge vertically and vigorously shake it up and down about 20 times, then invert the cartridge and again shake it up and down about 20 times. This will loosen the toner and allow it to flow more easily into the toner hopper.
 - When any caution label is attached to the new toner cartridge, read it carefully and remove it.

4-5 :

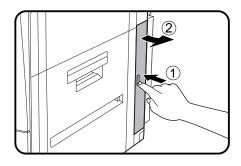




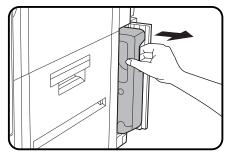
Downloaded from <u>www.Manualslib.com</u> manuals search engine

USED TONER DISPOSAL

"REPLACE USED TONER CONTAINER. PRESS **i** FOR GUIDANCE." will appear when the toner collecting container is full. The copier will stop and will not operate until a new container has been installed. Replace the toner collecting container as described below. When the above message is displayed, you can use the INFORMATION $([\mathbf{i}])$ key for detailed information as necessary.



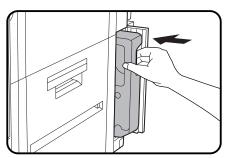
- Open the toner collecting container cover.
- Push once on the door to unlatch and open it.



Disengage and remove the container from the copier.

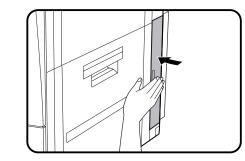
- Toner cannot be reused. Do not transfer used toner to the toner hopper.
- SUPPLIES • Remove the cap from a new toner collecting container and use it to cover the full toner collecting container.
- Used • Keep the full toner collecting container until the next regular service call. Your authorised Sharp Service Technician will toner disposa collect the container for disposal.

Install a new toner collecting container until it clicks into 3 place.



Δ

Close the toner collecting container cover.



STORAGE OF SUPPLIES

The supplies of this copier replaced by the user include copy paper, toner, toner collecting container, and staple cartridges for the optional finisher (AR-FN3).

For best copying results, be sure to use only Sharp products. The package of Sharp toner has the Genuine Supplies label.



Photoconductive drum

The AR-507 Copier has advanced process control technology which improves copy quality uniformity. This feature stabilizes copy quality throughout the life of the photoconductive drum by automatically compensating for the changes in drum characteristics due to wear, operator use patterns, and environmental conditions. The automatic adjustments are made in response to a sensor that detects the reflectance characteristics of the drum.

WARNING

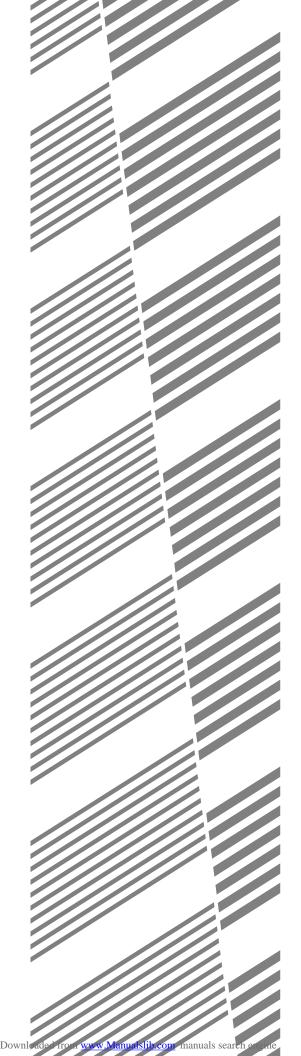
This feature requires drums containing the special reflectance area (recommended Sharp genuine photoconductive drum), to prevent low image density copies from poor process control and possible damage to the machine. If you use other drums, the process control system cannot run properly.

Proper storage

- Store the supplies in a location that is:
- clean and dry,
- at a stable temperature,
- not exposed to direct sunlight.

Store copy paper in the wrapper and lying flat.

• Paper stored in packages standing up or out of the wrapper may curl or become damp, resulting in paper misfeeds.



CHAPTER 5

COPIER TROUBLE?

This chapter describes how to remove misfed originals and paper and other common trouble remedies.

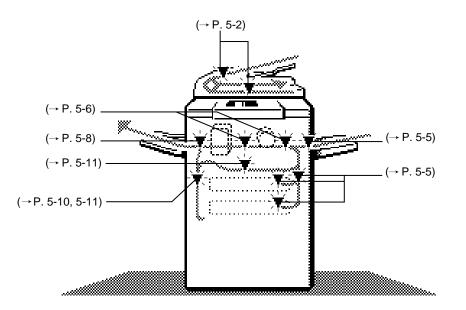
	Page
• MISFEED REMOVAL	. 5-2
• MAINTENANCE REQUIRED	5-13
• TROUBLESHOOTING	5-14

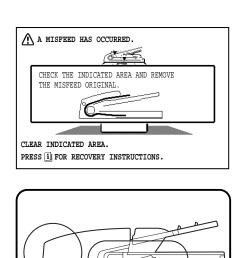
5-1

MISFEED REMOVAL

When a misfeed occurs, the copier will stop. The message "A MISFEED HAS OCCURRED. CLEAR INDICATED AREA. PRESS I FOR RECOVERY INSTRUCTIONS." will appear with a display of paper misfeed locations. Press the INFORMATION (i) key for more detailed information as necessary. If paper becomes accidentally torn during removal, be sure to remove all pieces. Be careful not to damage the photoconductive drum or the corona wires.

First confirm the misfeed locations. For misfeeds in optional equipment, see their respective sections. (pages 7-14, 7-21, and 7-25)





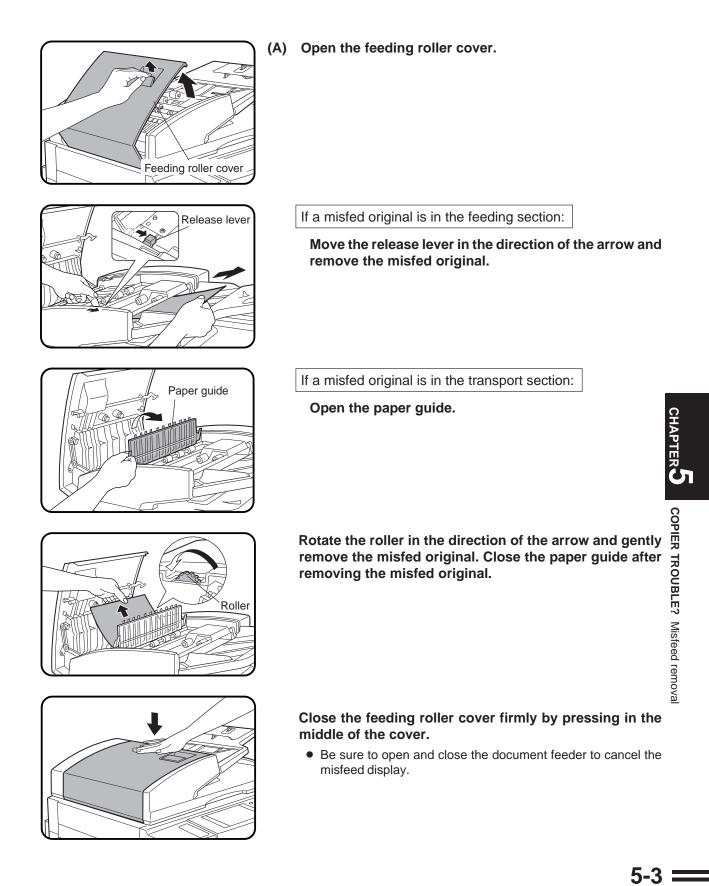
В

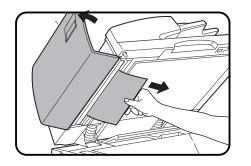


When the RSPF misfeeds an original sheet, the copier will stop and the misfeed message will appear.

The misfeed message display varies with the misfed area.

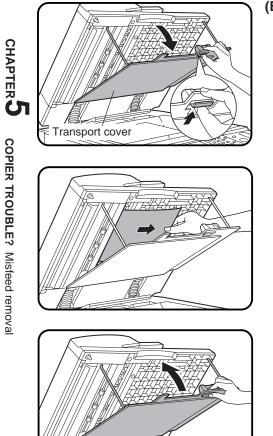
An original misfeed may occur at one of two locations: (A) in the RSPF feed section or (B) in the exit section.





Open the document feeder and gently remove the misfed original.

• If the misfed original cannot be easily removed, open the feeding roller cover. Close the feeding roller cover firmly by pressing in the middle of the cover after removing the misfed original.



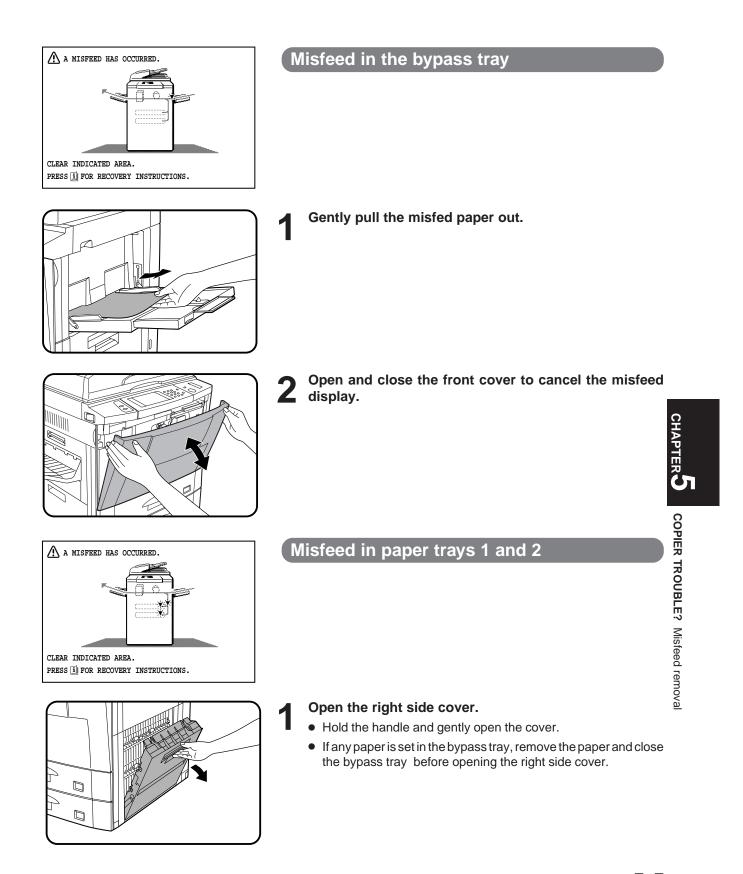
(B) Unlock the lever and open the transport cover.

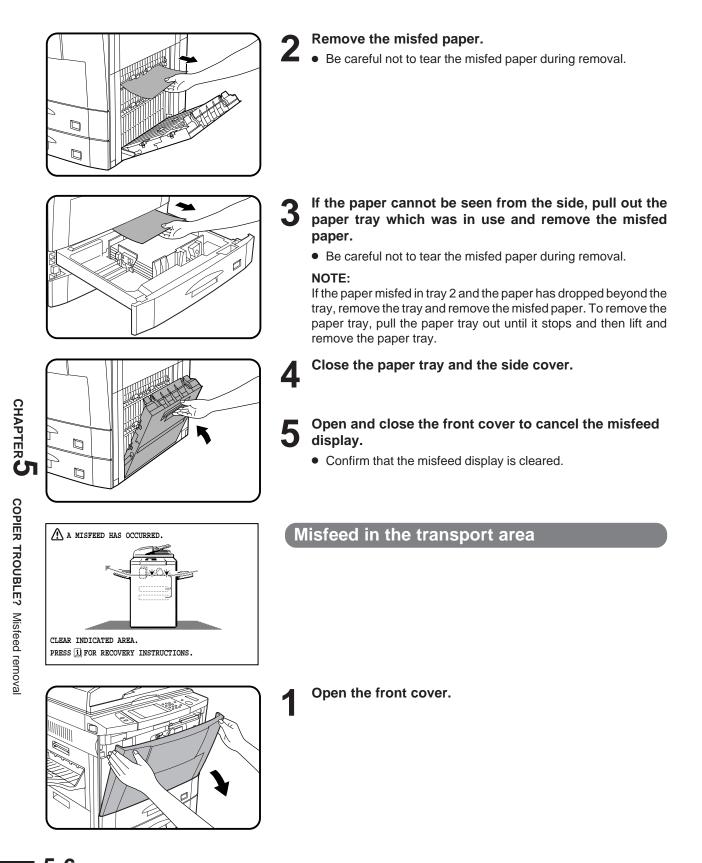
Gently remove the misfed original.

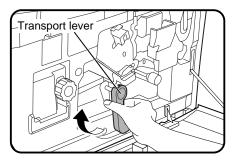
Close the transport cover and close the document feeder.

NOTE:

After misfed originals are removed from locations A and/or B, a message may appear indicating to return the originals to the document feeder tray. Return the originals and press the START (\diamondsuit) key to resume copying.







Remove the misfed paper.

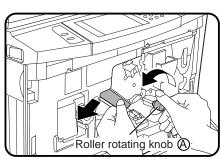
① Turn the transport lever to the left.

CAUTION

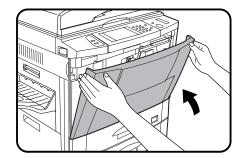
2

The area behind the transport lever is hot. Use sufficient care in handling this lever.

(2) Turn roller rotating knob (A) in the direction of the arrow to remove the misfed paper.

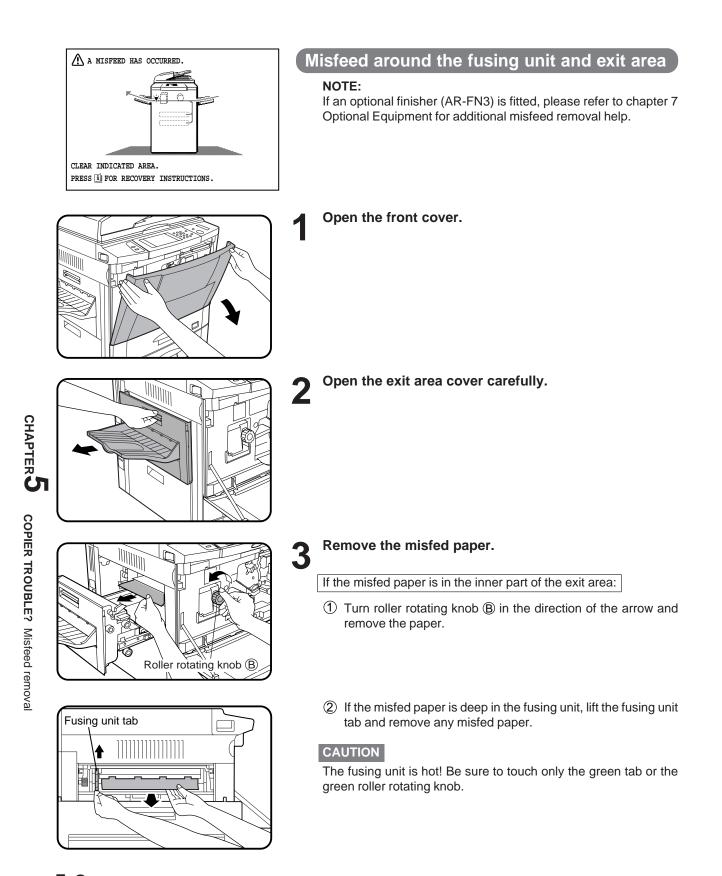


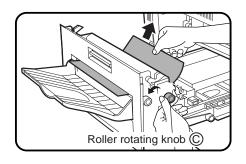
- Push down the paper guide and remove any misfed paper.
- Paper guide
- Transport lever



③ Turn the transport lever back into place.

- Close the front cover.
- Confirm that the misfeed display is cleared.

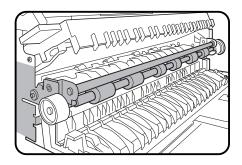




If the misfed paper is in the exit area:

① Turn roller rotating knob ② and remove the paper.

② If the misfed paper cannot be removed in step ①, raise exit area lever ⑥ and remove the paper.



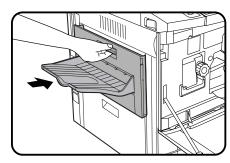
Exit area lever C

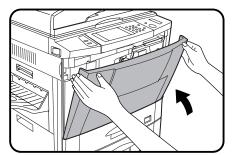
CAUTION

Δ

The part of exit area shown in the illustration may be hot. Use sufficient care not to touch it.

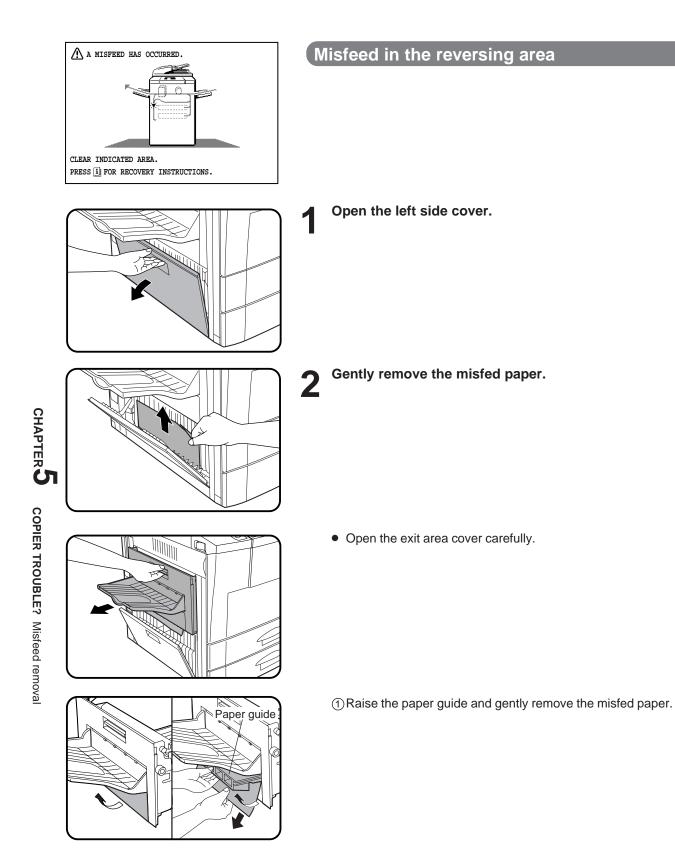
Close the exit area cover.



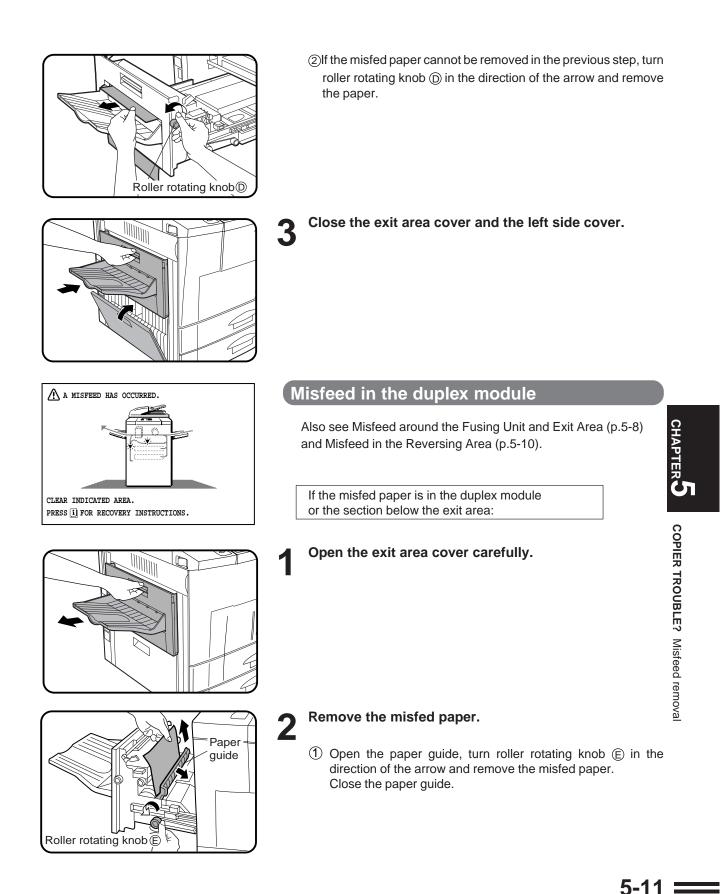


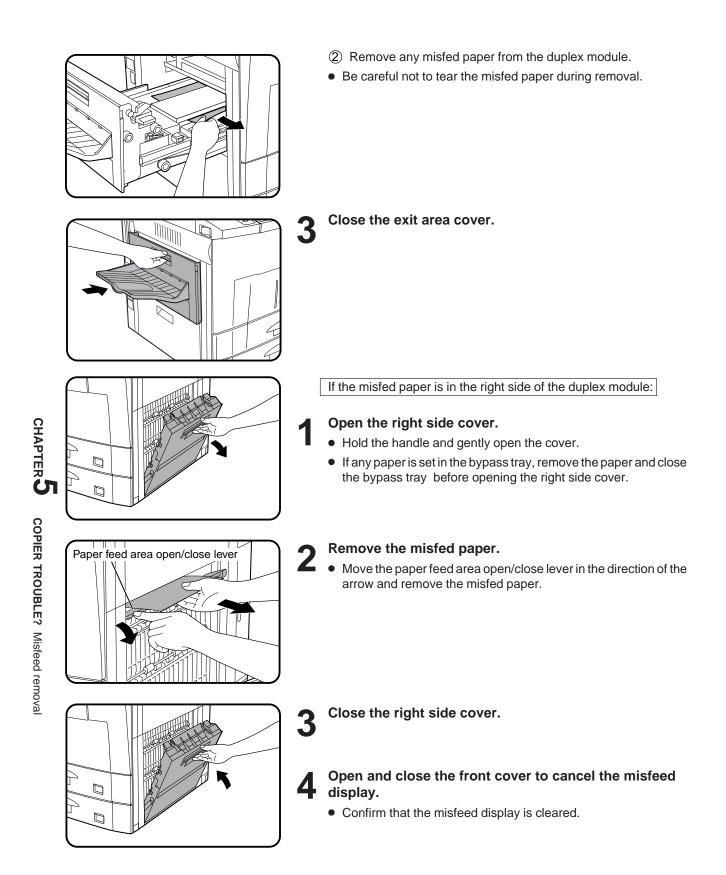
5 Close the front cover.

• Confirm that the misfeed display is cleared.



5-10 Downloaded from <u>www.Manualslib.com</u> manuals search engine





5-12 Downloaded from <u>www.Manualslib.com</u> manuals search engine

MAINTENANCE REQUIRED

When the message "**READY TO COPY**. (MAINTENANCE REQUIRED)" appears in the message display, service by an authorised Sharp Service Technician will be required soon. Contact your Service Centre as soon as possible.

TROUBLESHOOTING

Always check the message display whenever the copier stops or operation is not possible. The messages will give you easy-to-follow directions. If the messages do not give specific instructions, check the list below.

Problem	Solution		
Copier does not operate.	Copier plugged in?	Plug the copier into a grounded outlet.	
Copier does not operate.	• Power switch on?	Turn the power switch on.	
Copies are too dark or too light.	 Copy density properly adjusted? 	See page 2-16.	
Blank copies.	 Is the original placed face up in the document feeder tray or face down on the document glass? 	Place the original face up in the document feeder tray or face down on the document glass.	
Copies smear if rubbed.	Paper too heavy?	Use copy paper within the specified range. See page 4-2.	
	• Paper damp?	Replace with dry copy paper. Be sure to store copy paper in a dry location.	
Copy size is different from the selected paper size.	 Paper size indicator properly set? 	When changing the copy paper size in a tray, be sure to adjust the paper size indicator. See page 4-4.	
Desired image position on copy cannot be obtained.	 Is same-size copying onto different size paper or enlargement copying performed? 	Rotate the original in the RSPF or on the document glass. See page 2-3. Be careful if using the optional staple sort mode.	
Paper misfeeds frequently.	• Non-standard paper used?	Use standard paper. If using special papers, feed the paper through the bypass tray.	
	Is paper properly installed?	See pages 2-14 and 4-2.	
	• Pieces of paper inside copier?	Remove all pieces of misfed paper. See page 5-2.	
	Paper curled or damp?	Store copy paper flat in the wrapper in a dry location. See page 4-8.	

CHAPTER

COPIER TROUBLE? Troubleshooting

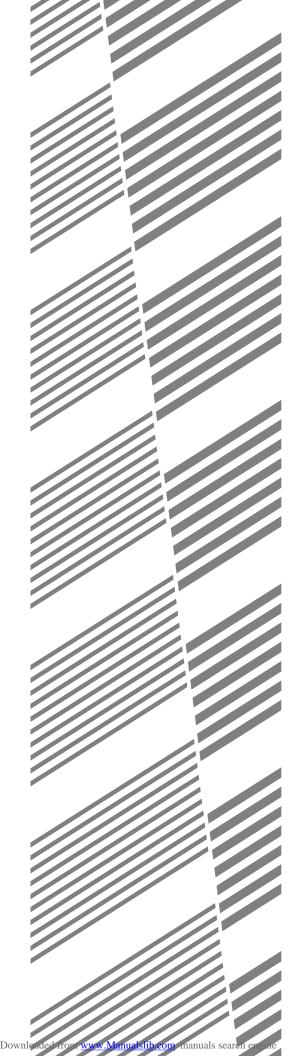
Problem	Solution	
Dust, dirt, smudges appear on copies.	 Document glass, documentfeeder dirty? 	Clean regularly. See page 6-6.
Black lines appear on copies when using RSPF.	 Is the scanning section glass or the scanning guide of the RSPF dirty? 	Clean regularly. See page 6-6.
Touch panel is too dark or too light.	 Is LCD contrast properly adjusted? 	Adjust the LCD contrast. See page 6-7.
"CHECK THE SUB MACHINE." message appears and the tandem copying does not start.	 Some message appears on the touch panel of the sub copier? 	Follow the message on the sub copier to solve the problem.
"THE SYSTEM IS NOT CONFIGURED TO PERFORM TANDEM JOB. CODE: XX" message appears and the tandem copying can not be performed.	 The same options are equipped for the main and sub copiers? 	Tandem copying is not performed unless the same options are equipped for both main and sub copiers.
	 The settings in the following key operator programs are different on the main and sub copiers: * Disabling of Duplex Copying (error code No. 51) 	Tandem copying is not performed unless the settings in these key operator programs are the same on both main and sub copiers.
	 * Disabling of Stapler (error code No. 52) * HDD-Data Auto Clear Function (with an optional Data Security Kit) 	checking the above, please consult your key
If a problem persists after checking the above, please consult your key operator prior to contacting your authorised Sharp Service Centre.		
Self-diagnostic function An automatic self-diagnostic function is built into this copier. Should the		
An automatic self-diagnostic function is built into this copier. Should the copier malfunction, the self-diagnostic function will locate the problem		

copier malfunction, the self-diagnostic function will locate the problem and stop the copier to prevent damage. An alphanumeric code will appear in the message display.

Example

Should the copier stop completely, and the message "CALL FOR **SERVICE.** CODE: **D**" appear in the message display, contact your authorised Sharp Service Centre.

★ KEY OPERATOR See page 8-31.



CHAPTER 6

GENERAL INFORMATION

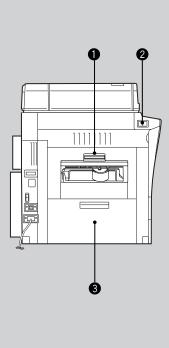
This chapter describes general information for using this copier.

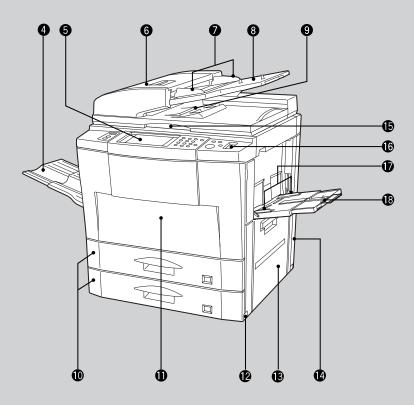
	Page
• PART NAMES AND FUNCTIONS	6-2
Exterior	6-2
Interior	6-3
Operation panel	6-4
Touch panel (Basic screen)	6-5
• USER MAINTENANCE	6-6
• TOUCH PANEL CONTRAST ADJUSTMENT	6-7
• SPECIFICATIONS	6-8

6-1

PART NAMES AND FUNCTIONS

Exterior





- Exit area cover Open to remove misfed paper.
- Power switch Press to turn copier power on and off.
- Left side cover
 Open to remove misfed paper.

CHAPTER 6

GENERAL INFORMATION Part names and functions

- Exit tray (optional)
 Finished copies are deposited in the exit tray.
- **6 Operation panel** All copier controls are located here for easy operation.
- **6 RSPF feeding section cover** Open to remove misfed originals.
- Original guides Adjust to the size of the originals.
- 8 Document feeder tray Holds up to 50 originals.
- RSPF exit area
 Finished originals are output here.

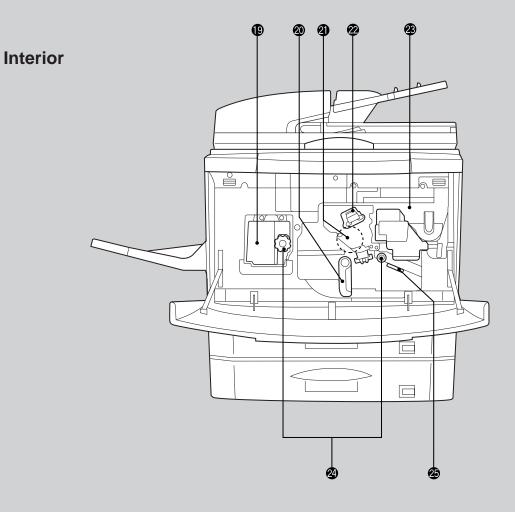
Paper trays

Each tray holds 500 sheets of paper.

Front cover

Open to remove misfeeds and to service the copier.

- Handles
- Right side cover Open to remove misfeeds in the paper feed area.
- Toner collecting container cover
 Open to replace the toner collecting container.
- Document glass All originals which cannot be copied from the RSPF must be copied here.
- Paper clip tray
 Keep paper clips here.
- Bypass tray paper guides Adjust to the width of the copy paper.
- Bypass tray Special papers (including transparency film) and copy paper can be fed from the bypass tray.



- Fusing unit The fusing unit is hot. Exercise care in this area.
- Transport lever Turn to open the transport section.
- Photoconductive drum

Copy images are formed on the photoconductive drum.

Corona unit

The unit is used to charge the photoconductive drum.

Toner hopper

Contains toner.

- Roller rotating knobs Turn to remove misfed paper.
- Paper guide

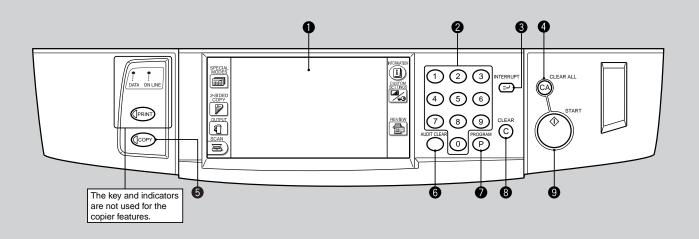
Push down to remove misfed paper.

	GENERAL IN Part names ar
Accessories	nd fur
Operation manual 1 Toner collecting containers	INFORMATION and functions
(including 1 pre-installed at the factory) 3	∞ <mark>0</mark>

CHAPTER 6

PART NAMES AND FUNCTIONS

Operation Panel



LCD touch panel

Displays information to assist the operator. Various operation keys are included in the touch panel depending on the particular screen being displayed.

2 10-key pad

Used to set the copy quantity.

INTERRUPT (____) key and indicator (p. 2-20) Interrupts a copy run.

4 CLEAR ALL (CA) key

Clears all selected settings and returns the copier to the initial settings.

COPY key

Press during standby to display the total output count.

AU
 Clo
 Clo
 Clo
 PR
 Pre
 Pre

CHAPTER 6

AUDIT CLEAR (ACC.#-C) key
 Closes an open account.

PROGRAM (P) key (p. 2-18) Press to select the job memory mode.

CLEAR (^C) key

Press to clear the copy quantity display, or press during a copy run to terminate copying. The copier will stop after copies in progress are finished. START (()) key and indicator Copying is possible when the indicator is on. Press to start copying.

SPECIAL MODES key (p.3-1) Press to select special functions.

Message display

Messages are displayed regarding copier status and operation.

Function setting icons (p.1-9)

Icons appear depending on the special functions selected.

Paper size display

The sizes of loaded copy paper are displayed and the selected paper feed location is highlighted. i indicates the amount of copy paper.

Copy quantity display

Displays the specified number of copies.

Original size display

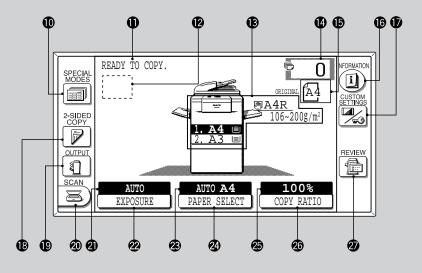
The original paper size is displayed.

(b. 1-7) **INFORMATION**

Press for operation guidance on use of various features of this copier.

Press for guidance when a misfeed occurs, when adding toner, or when used toner must be disposed of.

Touch Panel (Basic screen)



CUSTOM SETTINGS (

Press to set key operator programs or adjust the contrast of the touch panel.

2-SIDED COPY key

Press to select the 1-sided to 1-sided, 1-sided to 2-sided, 2-sided to 1-sided or 2-sided to 2-sided copy mode.

OUTPUT key

Press to select the finisher mode: SORT or GROUP.

SCAN key

Press to select the network scanner function. (Optional Printer Expansion Kit and Network Scanner Expansion Kit must be installed.)

EXPOSURE display

Indicates the selected exposure mode.

2 EXPOSURE key (p. 2-16)

Press to select the exposure mode: AUTO, TEXT, TEXT/PHOTO, or PHOTO.

PAPER SELECT display

Displays the selected paper size. When "AUTO" is displayed, paper size matching the original and copy ratio will be automatically selected.

PAPER SELECT key

Press to select the desired paper tray.

COPY RATIO display

Displays the copy ratios for reductions or enlargements.

COPY RATIO key

Press to select a reduction or enlargement copy ratio or select the automatic copy ratio selection mode.

🖉 REVIEW (💮) key

Press to check the settings of selected functions.

Initial settings

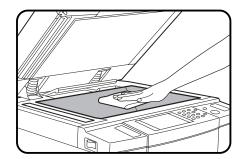
CHAPTER 6 Part names and functions

The copier assumes the initial settings when it is turned on, when the CLEAR ALL ((A)) key is pressed, and approximately 1 minute after the last copy is made in any mode.

- Copy ratio: 100%
- Automatic exposure
- Copy quantity: 0
- All special copier modes are set to off.
- Tray select: Paper tray 1 Optional large capacity tray will be selected when installed.
- ★ KEY OPERATOR Initial settings can be programmed as desired. The auto clear time can also be changed. See pages 8-19 and 8-23.

USER MAINTENANCE

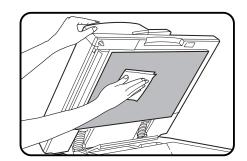
The document glass and the document feeder cover must be kept clean to avoid dirty areas from being copied onto the copies.

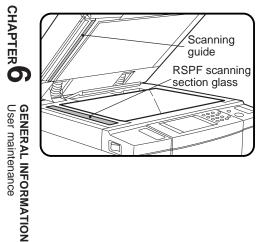


Document glass and document feeder cover

Wipe the document glass and the document feeder cover with a soft, clean cloth.

• If necessary, dampen the cloth with water. Do not use thinner, benzene, or similar volatile cleaning agents.



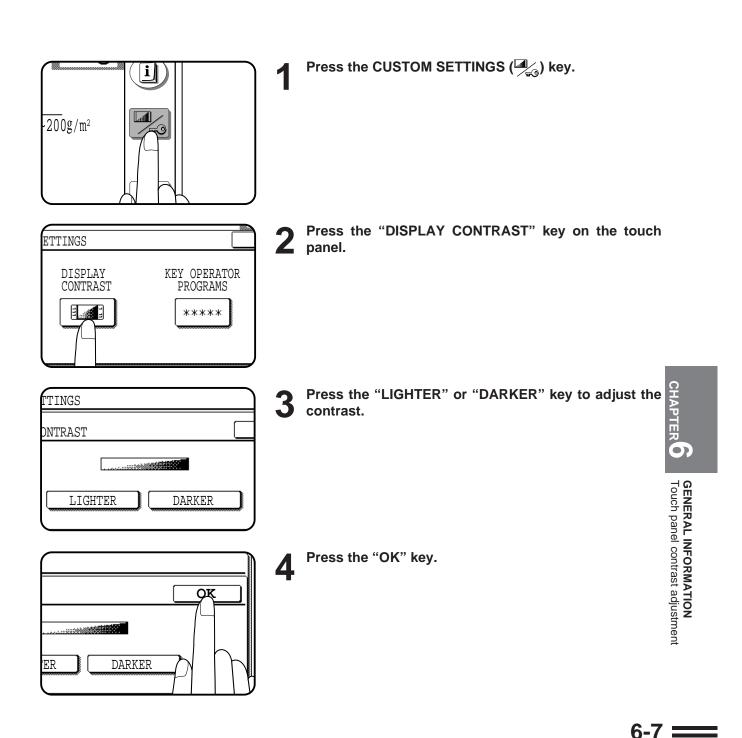


RSPF scanning section

• If black lines appear on copies when copying with the RSPF, wipe the parts shown in the illustration with a soft, clean cloth dampened with plain water or water containing a small amount of neutral detergent.

TOUCH PANEL CONTRAST ADJUSTMENT

The contrast of the touch panel can be adjusted as below.



SPECIFICATIONS

COPIER

Туре	Desktop			
Copy system	Dry, electrostatic transfer system			
Originals	Sheets, bound documents			
Original feed system	Reversing single pass feeder (RSPF)			
Original sizes	Max. A3 (11" x 17")			
Copy sizes	Max. A3 (11" x 17"), min. A6 (5-1/2" x 8-1/2") Image loss: Max. 5 mm (13/64") (both leading and trailing edges) Max. 5 mm (13/64") (along all other edges in total) For paper weight, see page 4-2.			
Copying speed (at 100% copy ratio)	50 copies/min. (A4 (8-1/2" x 11")) 35 copies/min. (A4R (8-1/2" x 11"R)) 29 copies/min. (B4 (8-1/2" x 14")) 25 copies/min. (A3 (11" x 17"))			
Continuous copy	Max. 999 copies; subtractive counter			
First-copy time*	Approx. 4.3 sec.			
Warm-up time	Less than 150 sec.			
Copy ratio	Variable: 25 to 400% in 1% increments, total 376 steps (can be set in the horizontal and vertical directions independently) Fixed presets: 25%, 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200%, 400% (25%, 50%, 64%, 77%, 95%, 100%, 121%, 129%, 141%, 200%, 400%)			
Exposure system	Document glass:Moving optical source (stationary platen) with automatic exposure functionRSPF:Moving original			
Copy paper feed	Two paper trays with automatic paper feed (500 sheets each); one bypass tray with 50-sheet automatic feed capability			
Fusing system	Heat rollers			
Developer system	Magnetic brush development			
Light source	Xenon lamp			
Resolution	Scan: 400 dpi Output: 600 dpi			
Gradation	Scan: 256 levels Output: 2 levels (normal copying)			
Required power supply	Local voltage $\pm 10\%$ (For this copier's power supply requirements, see the name plate located on the left hand side at the rear corner of the copier.)			

* When the copier is in the noise level reduce mode, the first copy time will be several seconds longer.

Power consumption	Max. 1.94 kW	
Overall dimensions	1292 mm (W) x 700 mm (D) (50-7/8" (W) x 27-9/16" (D))	
Weight	Approx. 102 kg (225 lbs.)	
Copier dimensions	600 mm (W) x 700 mm (D) x 773 mm (H) (23-5/8" (W) x 27-9/16" (D) x 30-7/16" (H))	
Operating conditions	Temperature: 15°C to 30°C (59°F to 86°F)Humidity:20% to 85%	
Optional equipment	Finisher (AR-FN3) Large capacity tray (AR-LC1N) Stand/500-sheet paper drawer (AR-DE7) 500-sheet paper drawer (AR-CS3) Exit tray (AR-TE1) Tandem-connection cable (AR-CA1) Printer expansion kit (AR-PB2A) Printer server card (AR-NC3D) Network scanner expansion kit (AR-NS1)	

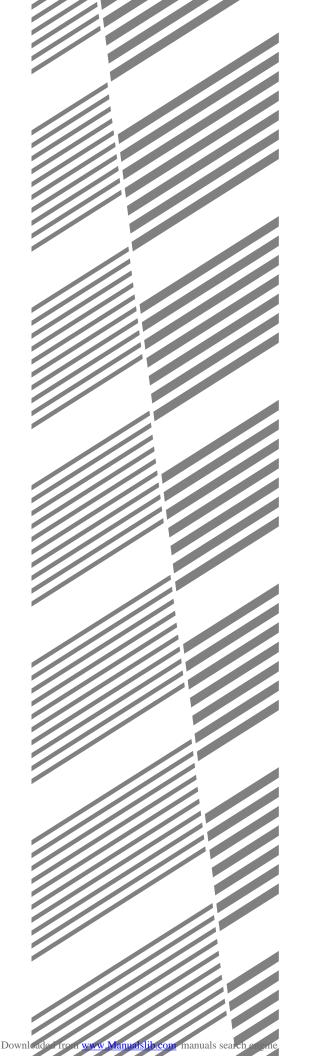
DOCUMENT FEEDER

Туре	Reversing single pass feeder (RSPF)]
Acceptable originals Weight:	Single-sided originals: 50 to 128 g/m ² (14 to 34 lbs.) Two-sided originals: 50 to 110 g/m ² (14 to 29 lbs.)	
Size: A5 to A3 (5-1/2" x 8-1/2" to 11" x 17")		1
Capacity:	Up to 50 sheets for 50 to 80 g/m^2 (14 to 21 lb.) originals. For originals heavier than 80 g/m^2 (21 lbs.), the total aggregate thickness must not exceed 6mm or 15/64".	CHAPTI

DUPLEX MODULE

Paper type	Ordinary paper only
Number of copies	1 (trayless system)
Copy paper size	A5, A4, A4R, B4, A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17")
Copy paper weight	56 to 105 g/m ² (15 lbs. to 28 lbs.)

Specifications are subject to change for improvement without notice.



CHAPTER 7

OPTIONAL EQUIPMENT

This chapter describes operating instructions for the Finisher (AR-FN3), Large Capacity Tray (AR-LC1N) and Stand/500-sheet Paper Drawer (AR-DE7) .

	9-
• SYSTEM CONFIGURATION 7	-2
• FINISHER (AR-FN3)	-3
Part names	-3
Specifications	-3
Offset stack	'- 4
Sort and group 7	-5
Staple sort	-6
Staple cartridge replacement 7-	10
Staple jam removal	12
Misfeed removal	14
• LARGE CAPACITY TRAY (AR-LC1N)	19
Part names	19
Specifications	19
Loading copy paper 7-2	20
Misfeed removal	21
STAND/500-SHEET PAPER DRAWER (AR-DE7) 7-2	23
Part names	23
Specifications	23
Loading copy paper	24
Misfeed removal	25

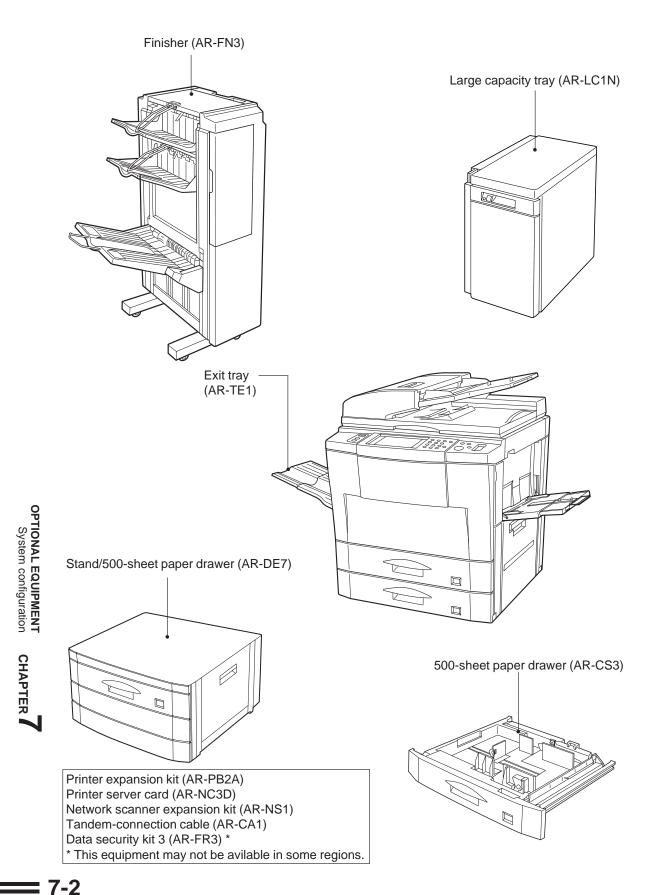
CHAPTER **7**

Page

7-1 =

SYSTEM CONFIGURATION

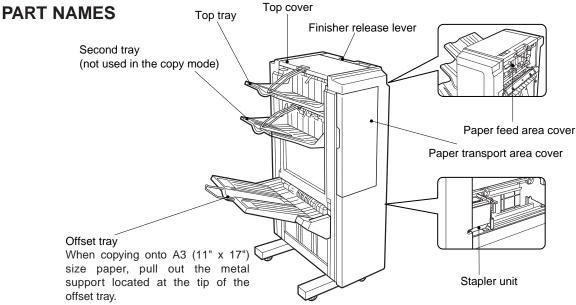
The options which are available for this copier are shown below.



Downloaded from www.Manualslib.com manuals search engine

FINISHER (AR-FN3)

The copier has two different finisher modes: one sorts copies into sets matching the sequence of the originals and the second groups copies by original. When an optional finisher (AR-FN3) is installed, copy sets can be automatically stapled. Unstapled sets or groups of copies can be stacked offset from the previous set or group.



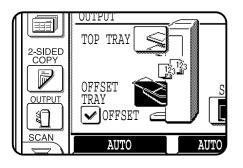
The top tray and second tray are each furnished with an extendable component, which is to be used when copying
onto A3 (11" x 17") size paper.

Specifications	

Tray capacity	Top tray: Second tray: Offset tray:	500 sheets 500 sheets 1,500 sheets (A4 (8-1/2" x 11")) 750 sheets (larger than A4 (8-1/2" x 11"))	
Paper size	Top tray: Second tray: Offset tray:	A6 to A3 (5-1/2" x 8-1/2" to 11" x 17") A5 to A3 (5-1/2" x 8-1/2" to 11" x 17") A4 to A3 (8-1/2" x 11" to 11" x 17")	OPTIO
Paper weight		52 to 128 g/m ² , 176 g/m ² , 200 g/m ² (14 lbs. to 34 lbs., 47 lbs., 53 lbs.) 64 to 105 g/m ² (17 lbs. to 28 lbs.) 64 to 128 g/m ² (17 lbs. to 34 lbs.) ghing more than 105 g/m ² (28 lbs.), A4 s the maximum size.	OPTIONAL EQUIPMENT Finisher (AR-FN3)
Offset	30 mm (1.2 inc	ch)	ဂ္
Paper size for stapling	A4, A4R, B4, A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17")		
Stapling capacity	50 sheets (80 g/m ² (21 lbs.)) (25 sheets for B4 and A3 (8-1/2" x 14" and 11" x 17") paper)		
Power supply	Drawn from the	e copier]
Weight	Approx. 52 kg	(115 lbs.)	_
Dimensions	(23-15/64"(Ŵ)	560 mm (D) x 998 mm (H) x 22-1/16"(D) x 39-19/64"(H))	

Specifications are subject to change for improvement without notice.

Offset stack



In the initial setting, the offset tray will move from side to side so that each copy set is offset by approximately 30 mm (1.2 inch).

When the offset stack function is disabled, the offset tray will not move from side to side.

The offset stack function can be enabled or disabled by pressing the OUTPUT key and then the "OFFSET" check mark box on the touch panel.

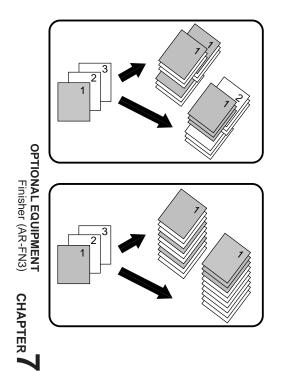
When the STAPLE SORT mode is selected, the offset stack function will be disabled.

The top tray cannot be used to offset copies.

To select the top tray, press the "TOP TRAY" key on the touch panel. If the offset tray is selected, copies will be always delivered face down. If the top tray is selected, copies will be delivered face up or face down depending on copying settings.

NOTE:

When copying from the bypass tray onto special papers, be sure to select the top tray. If the offset tray is selected, a misfeed may occur.



OFFSET mode

When copying in the SORT mode, each collated set of copies will be stacked offset approximately 30 mm (1.2 inch) from the previous set. When copying in the GROUP mode, copies will be offset stacked in groups of multiple copies from the same original.

NON-OFFSET mode

All copies will be aligned in one stack in the offset tray or the top tray with no offset.

Sort and group

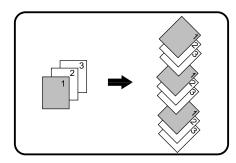
When SORT is selected, the SORT ($\hfill \ensuremath{\mathbb{D}}\hfill \ensuremath$

When STAPLE SORT is selected, the STAPLE SORT (()) icon will be indicated and collated copies will be stapled automatically.

When the GROUP (\square^{2}) icon is indicated on the touch panel, copies will be grouped by originals.

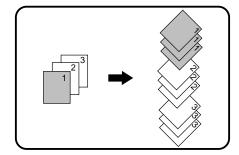
To change the finisher mode, press the OUTPUT key and then select the desired mode on the touch panel.

 When the RSPF is used for copying, copies will be collated in the OFFSET mode as the default setting.
 When the document glass is used for copying, copies will be grouped in the OFFSET mode as the default setting.



SORT mode

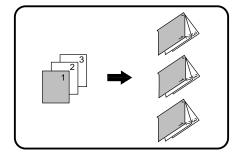
Each set of copies will be sequentially delivered to the offset tray or the top tray as selected.



GROUP mode

All copies of the same original will be grouped in the offset fray or the top tray.

OPTIONAL EQUIPMENT Finisher (AR-FN3) CHAPTER



STAPLE SORT mode

Collated sets of copies will be stapled and delivered to the offset tray.

• See next page for details.

NOTE:

Rotation copy (image of original will be rotated when the orientation of the original does not match that of the copy paper) will not function when the STAPLE SORT mode is set.

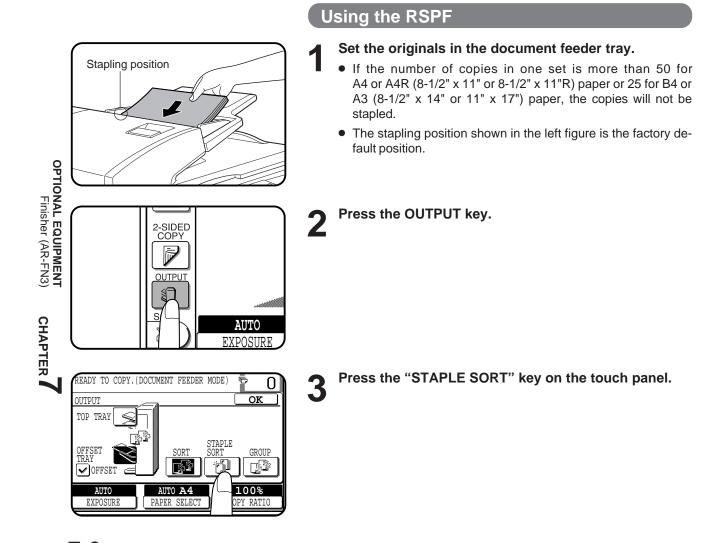
Staple sort

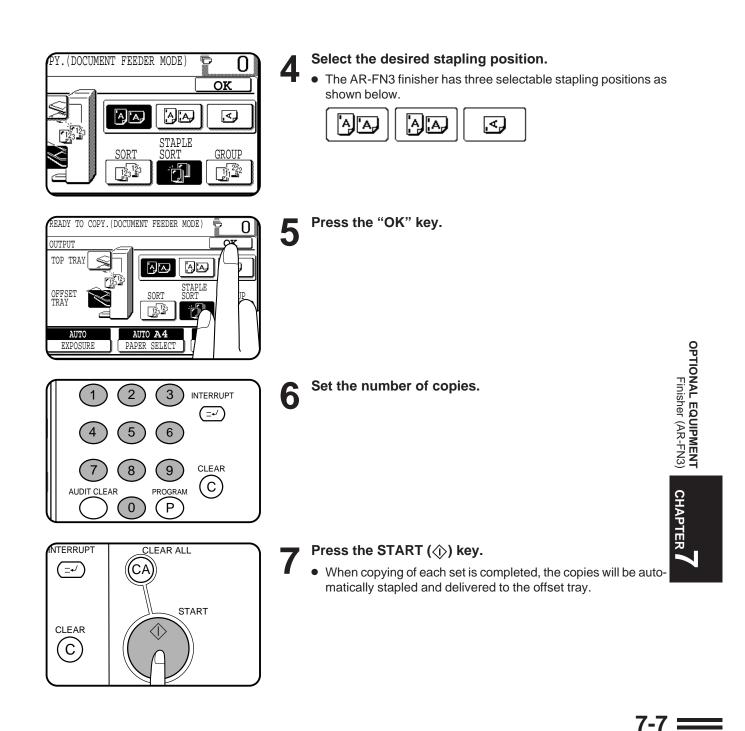
The STAPLE SORT mode staples A4, A4R, B4, and A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", and 11" x 17") size copies. Stapled sets cannot be delivered to the top tray.

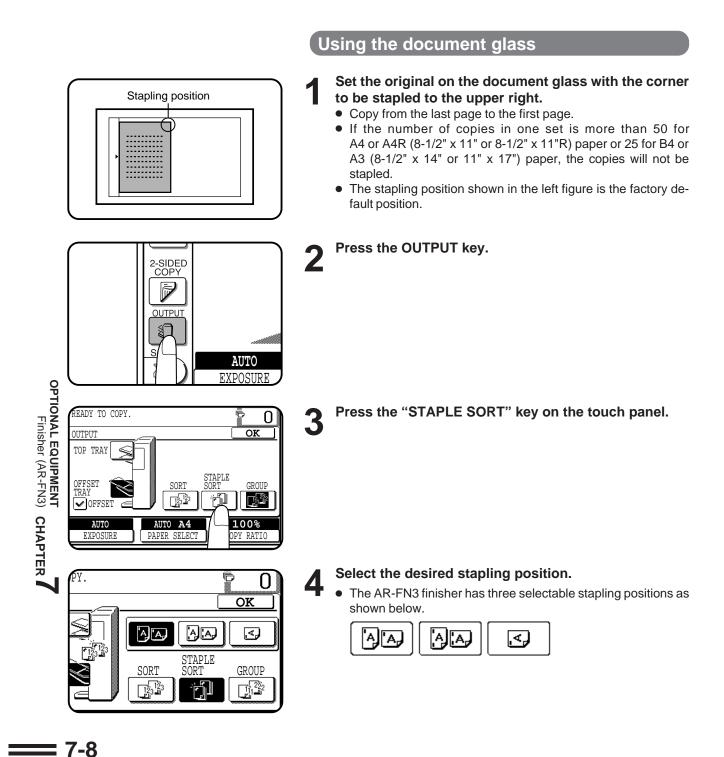
 In the STAPLE SORT mode, copying will automatically stop when the number of copies output in the offset tray exceeds certain limits regardless of the tray capacity. In that case, follow the message on the screen. Such limits vary with the size of copy paper.

NOTE:

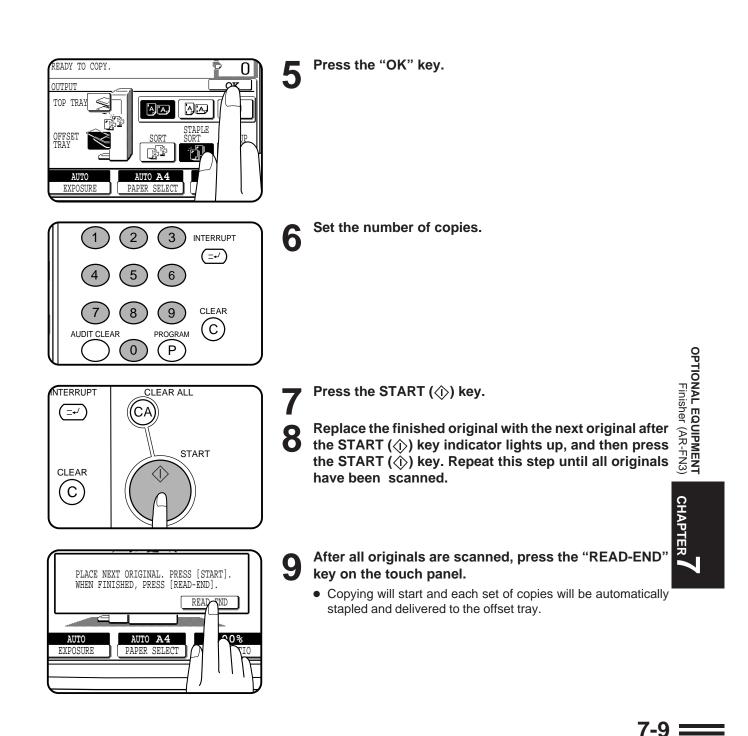
Different size originals cannot be copied onto copy paper of their respective sizes in the STAPLE SORT mode. The paper size selected for the first scanned original will be used for all originals. To copy different size originals in the STAPLE SORT mode, select the paper size for the largest original.





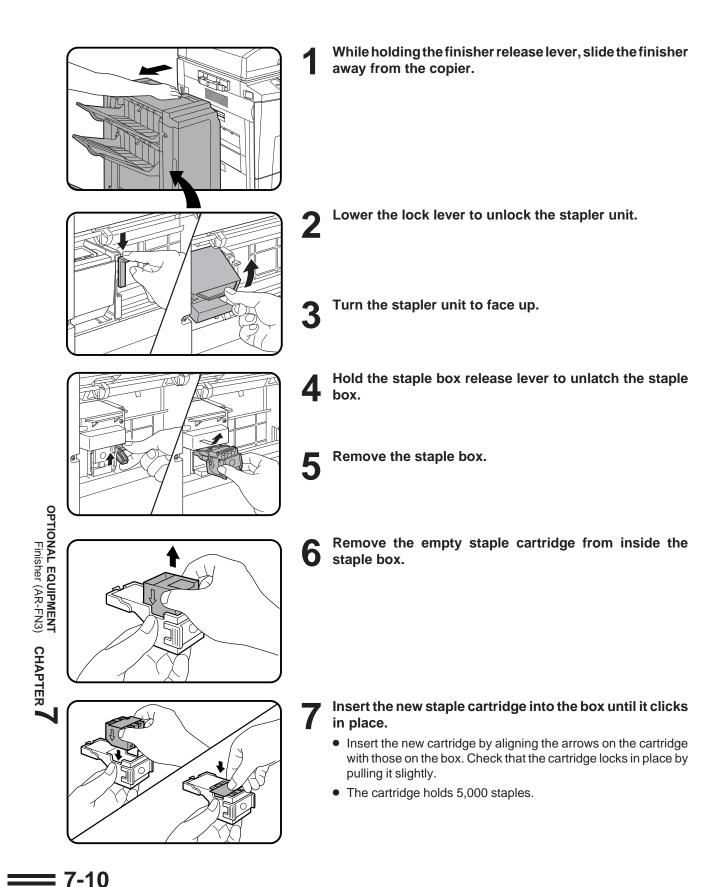


Downloaded from www.Manualslib.com manuals search engine

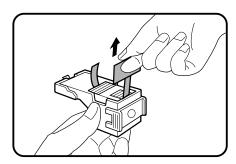


Staple cartridge replacement

The message "SLIDE THE FINISHER AWAY FROM THE COPIER AND ADD STAPLES." will appear when the staple cartridge is empty. Replace the staple cartridge as follows:

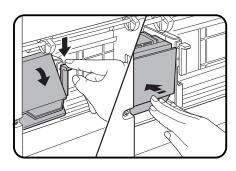


Downloaded from <u>www.Manualslib.com</u> manuals search engine

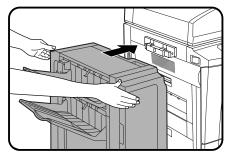


Remove the rear paper and tape from the cartridge. 8 • Pull the tape straight. If not, the tape may tear.

- Insert the staple box into the stapler unit until it clicks 9 into place.
 - **OPTIONAL EQUIPMENT** Finisher (AR-FN3) **O** Lower the lock lever and return the stapler unit to face down. Push the stapler unit until it locks.



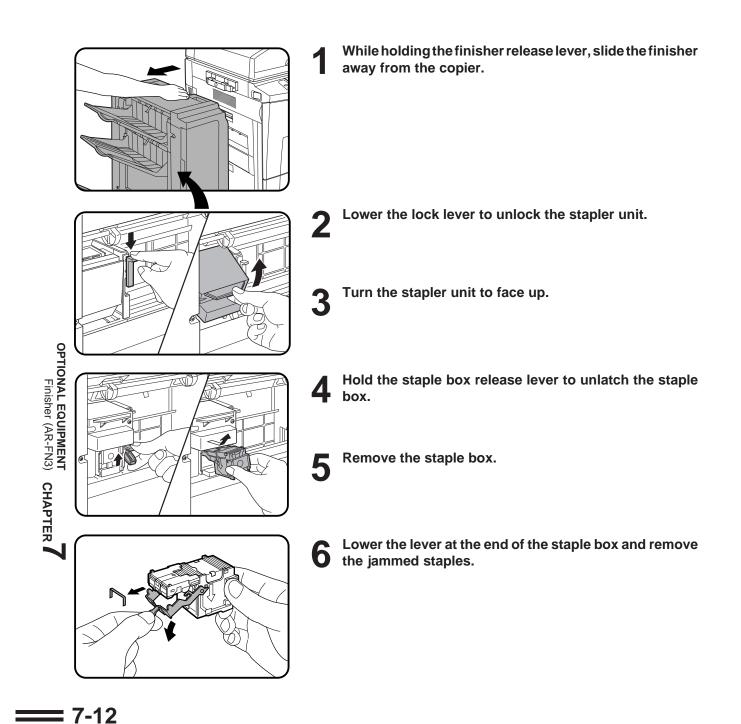
- - CHAPTER Push the finisher toward the copier and latch it in place.



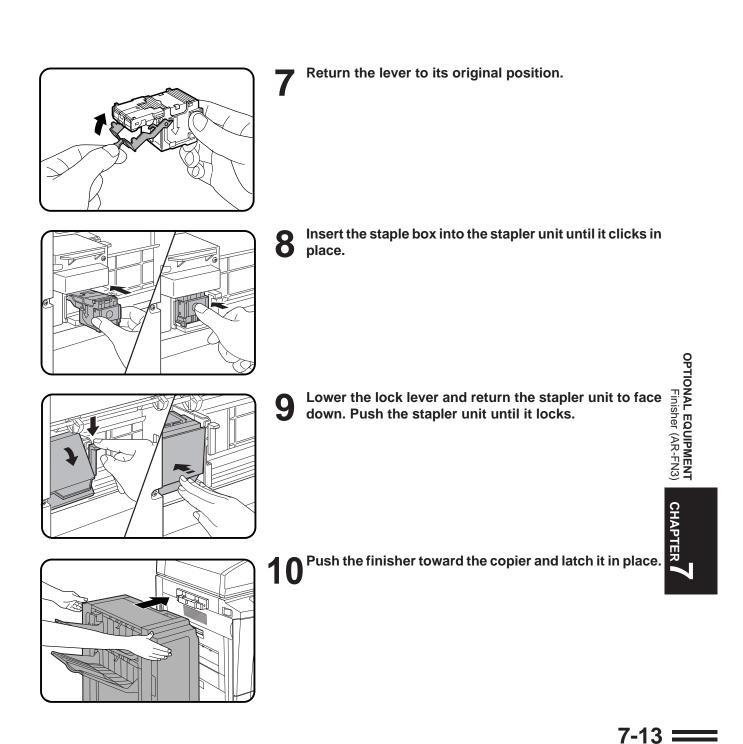
FINISHER (AR-FN3)

Staple jam removal

If staples become jammed in the stapler, "CHECK STAPLER POSITION OR STAPLE JAM." will be displayed. Remove the jammed staples in the manner described below.



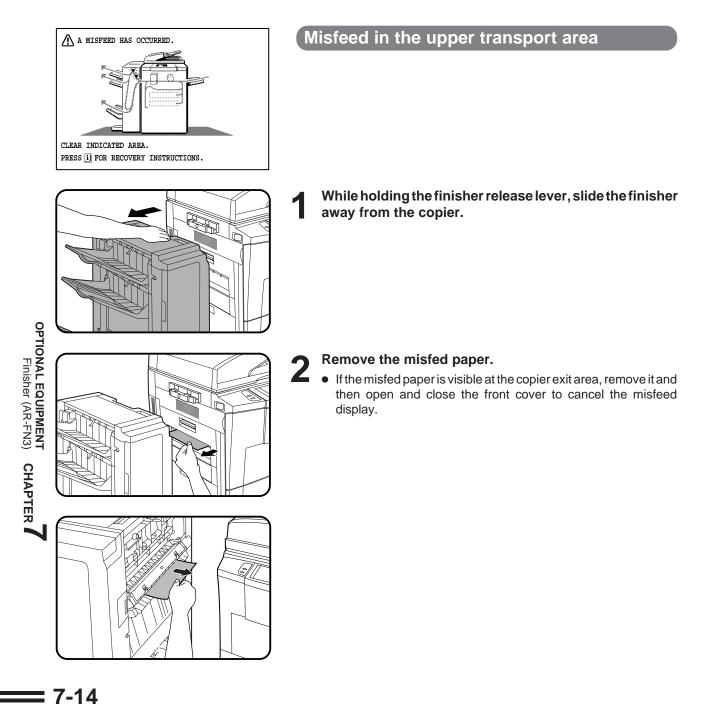
Downloaded from <u>www.Manualslib.com</u> manuals search engine



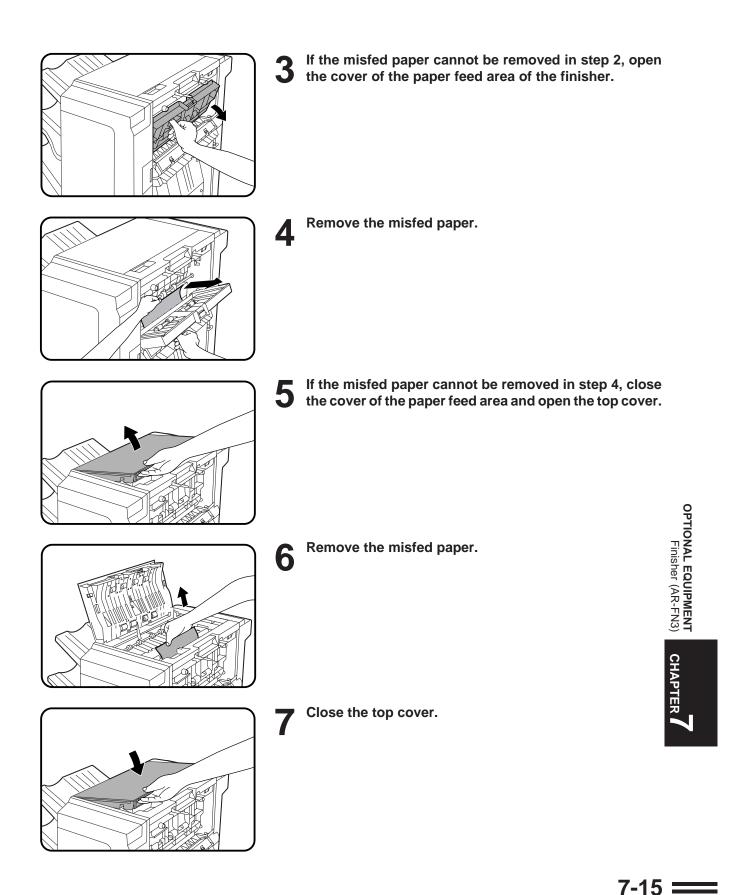
Misfeed removal

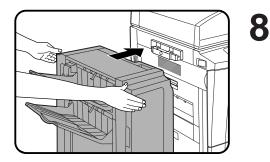
The copier will stop when a misfeed occurs.

The message "A MISFEED HAS OCCURRED. CLEAR INDICATED AREA. PRESS **i** FOR RECOVERY INSTRUCTIONS." will appear with a display of paper misfeed locations. Press the INFORMATION (**i**) key for more detailed information as necessary.

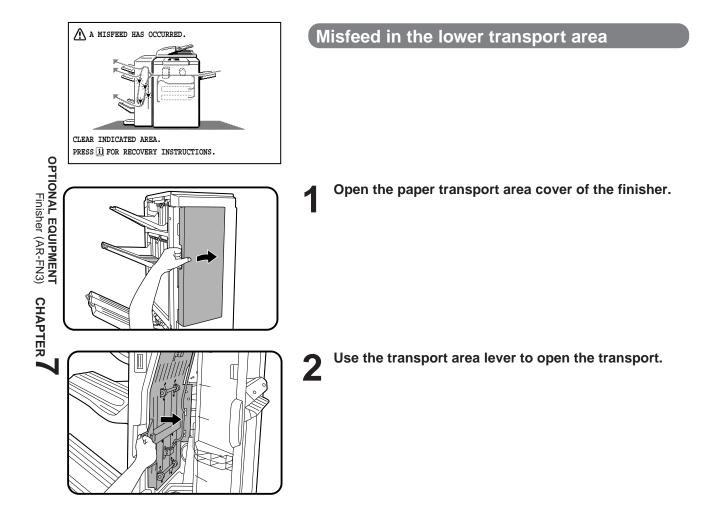


Downloaded from <u>www.Manualslib.com</u> manuals search engine

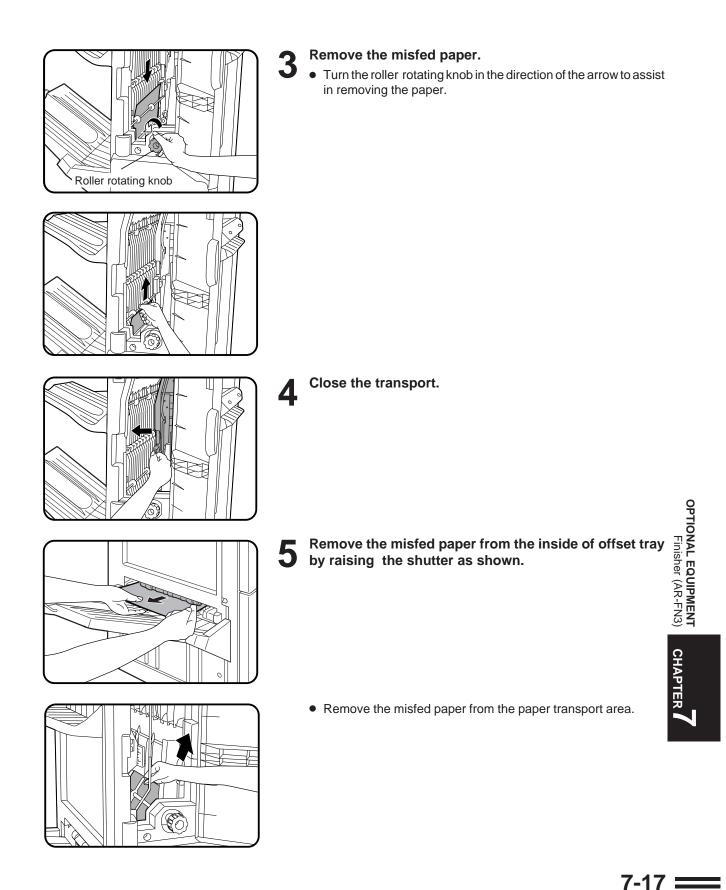


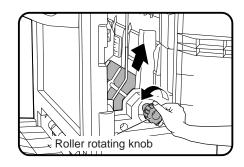


Push the finisher toward the copier and latch it in place.Confirm that the misfeed display is cleared.

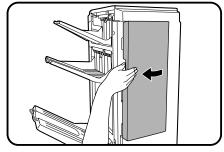


7-16Downloaded from <u>www.Manualslib.com</u> manuals search engine





• If the misfed paper is not seen in the paper transport area, turn the roller rotating knob to feed the paper.



Close the paper transport area cover.

6

• Confirm that the misfeed display is cleared.

OPTIONAL EQUIPMENT Finisher (AR-FN3)

CHAPTER

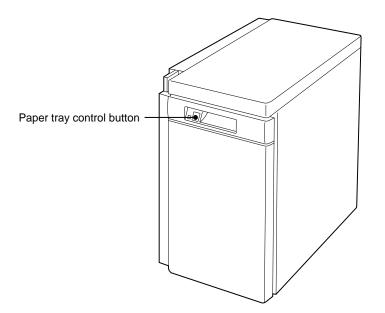
LARGE CAPACITY TRAY (AR-LC1N)

The large capacity tray provides the added convenience of having 3,000 additional sheets of A4 (8-1/2" x 11") paper available.

NOTE:

To install the large capacity tray, an optional stand/500-sheet paper drawer (AR-DE7) or an equivalent stand must be installed.

PART NAMES



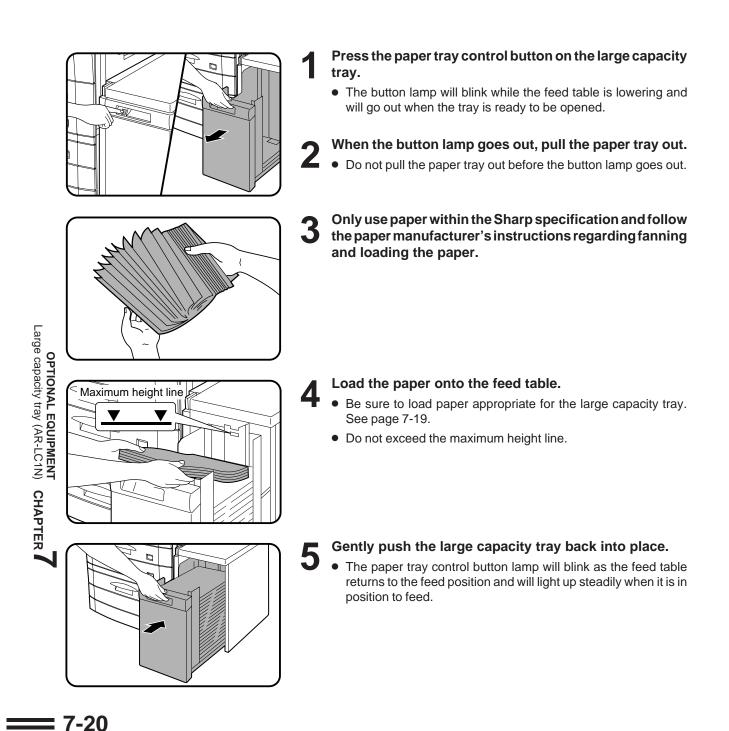
Specifications

		 10
Paper size	A4 (8-1/2" x 11")	R-LC1
Paper weight	56 to 105 g/m ² (15 lbs. to 28 lbs.)	Z:
Paper capacity	3,000 sheets	СНА
Weight	Approx. 32 kg (70.6 lbs.)	PTER
Dimensions	330 mm (W) x 540 mm (D) x 583 mm (H) (13" (W) x 21-17/64" (D) x 22-61/64" (H))	

Specifications are subject to change for improvement without notice.

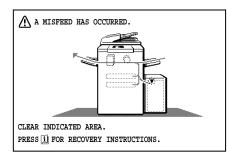
Loading copy paper

The large capacity tray will automatically lower when the tray runs out of paper.



Downloaded from <u>www.Manualslib.com</u> manuals search engine

Misfeed removal



The copier will stop when a misfeed occurs.

The message "A MISFEED HAS OCCURRED. CLEAR INDICATED AREA. PRESS i FOR RECOVERY INSTRUCTIONS." will appear with a display of paper misfeed locations. Press the INFORMATION (i) key for more detailed information as necessary.



Upper

right side

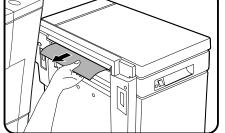
1

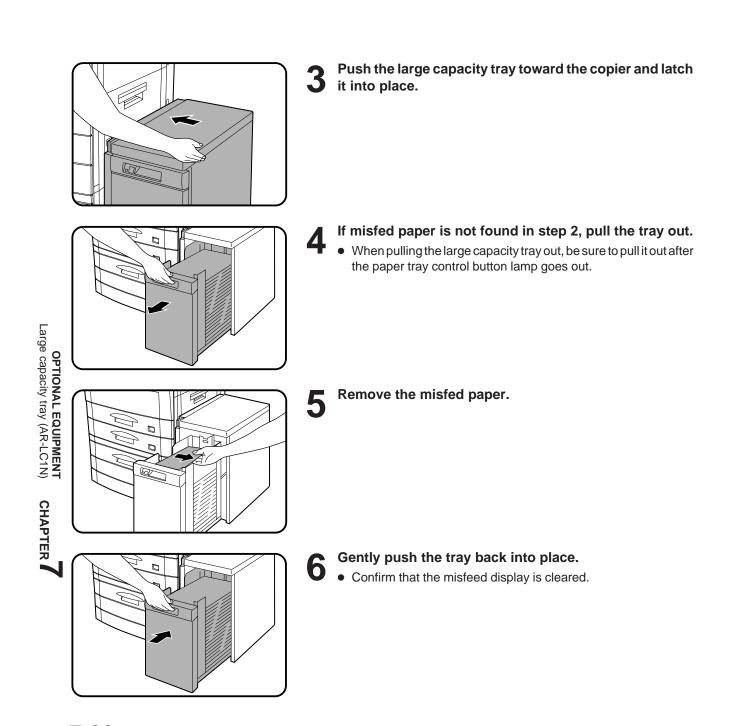
While holding the tray release lever, carefully slide the large capacity tray away from the copier until it stops.

- **2** Remove any misfed paper from the copier and the large capacity tray.
 - Be sure not to tear the misfed paper during removal.
 - Open and close the upper right side cover of the copier after removing the misfed paper from the copier.

If the misfed paper cannot be removed easily, open the upper right side cover to remove the paper.







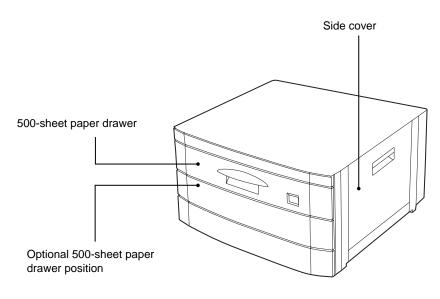
Downloaded from <u>www.Manualslib.com</u> manuals search engine

STAND/500-SHEET PAPER DRAWER (AR-DE7)

This optional stand with a paper tray provides the convenience of increased paper capacity for the copier and a greater choice of paper sizes readily available for copying. Even greater paper capacity and size flexibility are available when the stand is equipped with an optional auxiliary 500-sheet paper drawer (AR-CS3).

The AR-DE7 is available with a 500-sheet paper drawer alone or with an optional auxiliary 500-sheet paper drawer for the additional flexibility of two feeds with a total capacity of 1,000 sheets.

PART NAMES



Specifications

Paper size	A4 to A3 (8-1/2" x 11" to 11" x 17")
Paper weight	56 to 105 g/m ² (15 lbs. to 28 lbs.)
Paper capacity	500 sheets of paper Total of 1,000 sheets of paper with an optional 500-sheet paper drawer installed
Weight	Approx. 25 kg (55.2 lbs.)
Dimensions	600 mm (W) x 604 mm (D) x 403 mm (H) (23-5/8" (W) x 23-25/32" (D) x 15-7/8" (H))

Specifications are subject to change for improvement without notice.

OPTIONAL EQUIPMENT
Stand/500-sheet paper drawer (AR-DE7)
CHAPTER

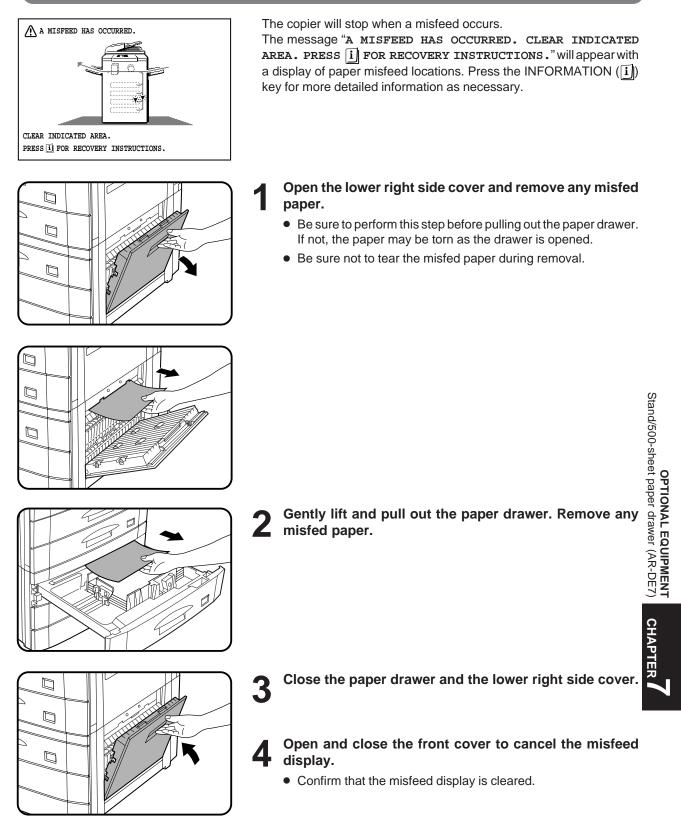
Loading copy paper

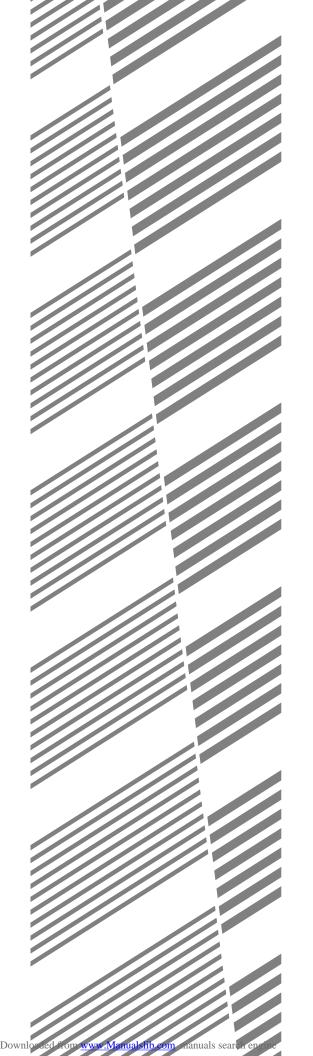
The method of loading of copy paper for the paper tray of the 500sheet paper drawer is the same as for the paper trays in the copier. See page 4-3.

The method of changing the copy paper size is also the same for the paper trays in the copier. See page 4-4.



Misfeed removal





CHAPTER 8

KEY OPERATOR'S GUIDE

This chapter contains information on all of the programs for use by the key operator. The programs allow the key operator to tailor many functions of the AR-507 for specific modes of operation. These programs can only be accessed after a key operator code number has been entered.

Please familiarise yourself with this chapter and refer to it for the information you need to keep the copier operating smoothly.

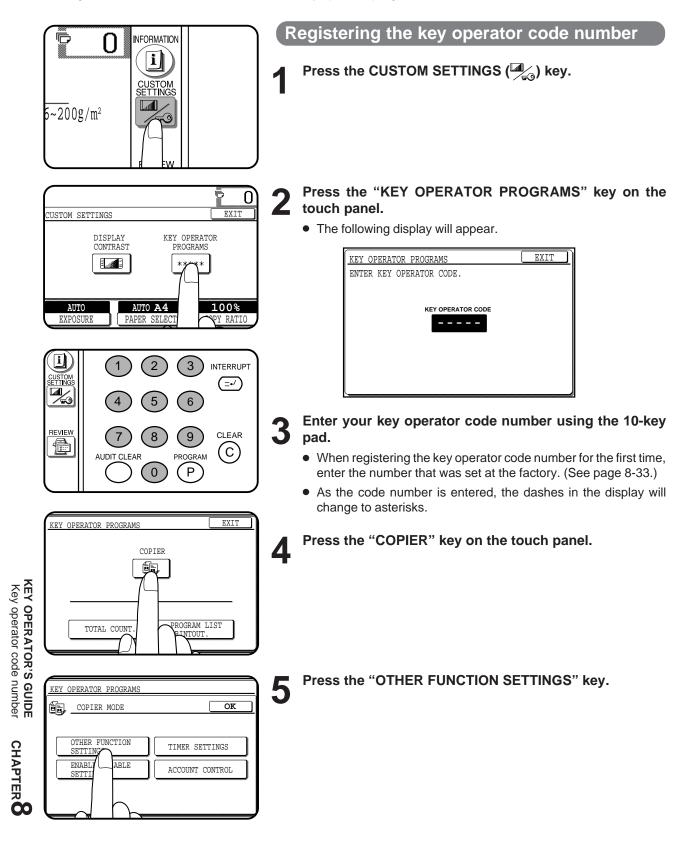
	Page
• KEY OPERATOR CODE NUMBER	. 8-2
Registering the key operator code number	. 8-2
• KEY OPERATOR PROGRAMS	. 8-4
Using the key operator programs	. 8-7
• KEY OPERATOR ASSISTANCE CALL	8-31
• KEY OPERATOR CODE NUMBER:	
FACTORY SETTING	8-33

CHAPTER 8

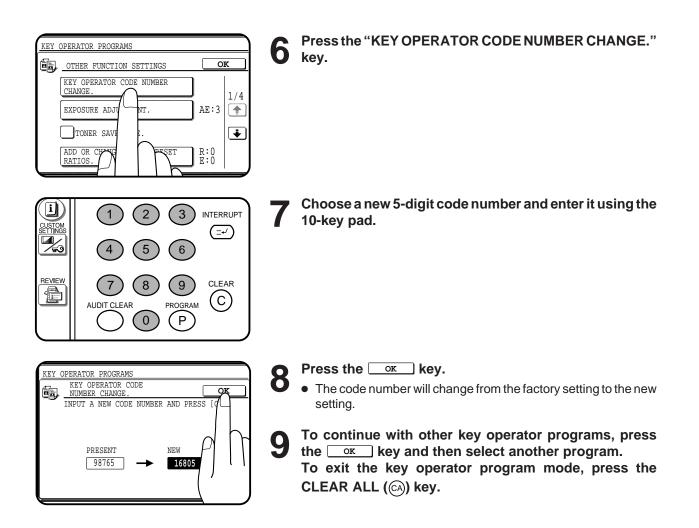
8-1

KEY OPERATOR CODE NUMBER

A key operator code number must be registered before a key operator program can be used. The key operator must remember this number. Only this registered number will allow access to the key operator programs.



B-2 Downloaded from <u>www.Manualslib.com</u> manuals search engine



KEY OPERATOR'S GUIDE Key operator code number

CHAPTER 8

KEY OPERATOR PROGRAMS

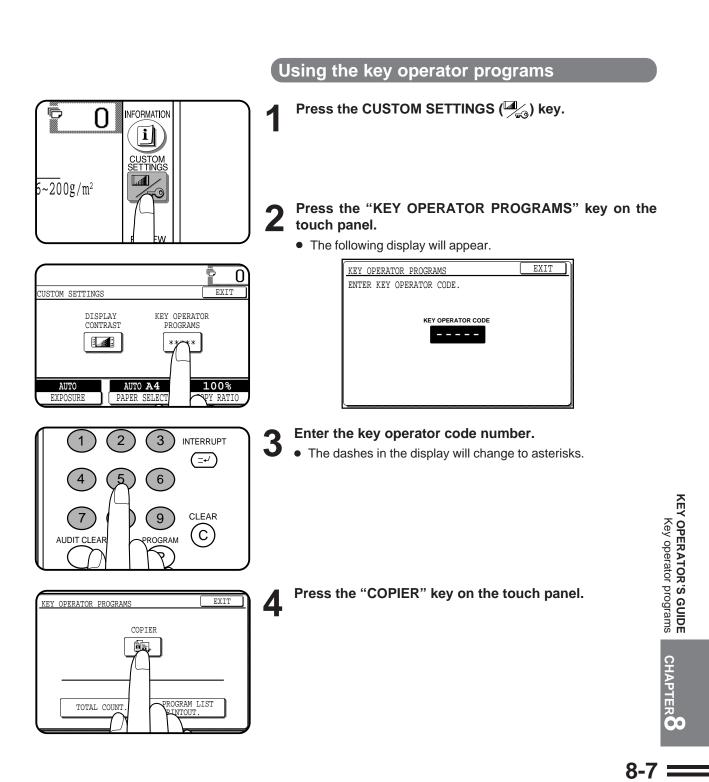
A complete list of all key operator programs is provided below. These programs can only be accessed by first entering the key operator code number. The key operator programs are grouped into four categories: account control, other function settings, timer settings, and enable/disable settings.

Category	Program Name	Function	Page N
Account Control	Auditing Mode	Enables or disables the basic auditing mode, which controls access to copier.	8-9
	Number of Copies per Account	Displays the total number of copies made against account numbers.	8-9
	Billing by Account	Displays the accumulated cost of copies against account numbers.	8-10
	Resetting Account	Resets all audit accounts or selectively resets individual accounts.	8-11
	Account Number Control	Registers accounts, deletes accounts, changes an account number, or prints all registered account numbers.	8-12
	Price/Copy Setting	Sets up to 3 levels of price per copy against account numbers.	8-13
	Account Limit Setting	Sets the maximum number of copies which can be made against a registered account number.	8-14
	Account Number Security	Guards against trial and error entering of audit account numbers.	8-15
Other Function Settings	Key Operator Code Number Change	Changes the key operator code number.	8-16
	Exposure Adjustment	Lightens or darkens copies in the automatic exposure mode.	8-16
	Add or Change Extra Preset Ratios	Adds or changes reduction and enlargement preset copy ratios.	8-17
	Setting a Maximum Number of Copies	Sets the maximum number of copies that can be selected.	8-17
	Initial Margin Shift Setting	Sets the initial margin shift values.	8-18
	Erase Width Adjustment	Sets the initial amount of the erase area.	8-18
	Initial Status Setting	Sets the copier's initial settings in the ready condition.	8-19
	Stream Feeding Mode	Enables the stream feeding mode for copying from the document feeder.	8-19
	Staple Position Setting	Sets the initial stapling position setting for an optional finisher (AR-FN3).	8-20

Category	Program Name	Function	Page No.
	Date Format Setting	Sets the initial date format.	8-20
	Date and Time Adjustment	Adjusts the date and time.	8-21
	Rotation Copy Setting	Enables/disables rotation of original images.	8-21
	Size Setting for [EXTRA]	Sets a paper size in each tray with [EXTRA] setting.	8-22
	Heavy Paper on the Bypass Tray	Enables/disables selection of paper type placed in the bypass tray.	8-22
Timer Settings	Auto Power Shut-off Timer	ate Format etting Sets the initial date format. ate and Time djustment Adjusts the date and time. otation Copy etting Enables/disables rotation of original images. izz Setting for EXTRA] Sets a paper size in each tray with [EXTRA] setting. eavy Paper on the Bypass Tray Enables/disables selection of paper type placed in the bypass tray. uto Power hut-off Timer Sets a time interval after which the copier automatically turns off. uto Clear Setting Sets a time interval after which the copier returns to the initial settings. reheat Mode Sets the time that elapses before the copier enters the preheat mode after copying is completed. oise Level Sets the time that elapses before the copier enters the noise level reduce mode after copying is completed. essage Time etting Sets the length of time that messages are displayed. etting Prevents automatic paper selection. To disable auto paper selection from the bypass tray, see page 8-28, Prohibit Auto Paper Selection from the Bypass-Tray. isabling of Auto aray Switching Prevents automatic switching between the paper trays. isabling of Muto argams Prevents stored programs from being replaced or deleted. rograms Prevents the use of the document feeder when it malfunctions.	8-23
	Auto Clear Setting		8-23
	Preheat Mode Setting		8-24
	Noise Level Reduce Mode	Sets the time that elapses before the copier enters the noise level reduce mode after copying is completed.	8-24
	Message Time Setting	Sets the length of time that messages are displayed.	8-25
Enable/Disable Settings	Disabling of Auto Paper Selection	paper selection from the bypass tray, see page 8-28,	8-26
	Disabling of Auto Tray Switching	÷	8-26
	Disabling of Bypass-Tray in Duplex Copy		8-26
	Disabling Deletion of Job Programs		8-27
	Disabling of Document Feeder		8-27
	Disabling of Duplex Copying	Temporarily prevents the duplex system from operating when it malfunctions. Allows the use of the copier but not the duplex system.	8-27

8-5 =

Category	Program Name	Function	Page No.
	Disabling of Stapler	Prevents damage to the stapler while awaiting repair service. (The stapler is included in an optional finisher (AR-FN3).)	8-28
	Disabling of Covers Mode	Prevents the selection of COVERS mode.	8-28
	Prohibit Auto Paper Selection from the Bypass-Tray	Prevents automatic paper selection from the bypass tray.	8-28
	Disabling of PC/Modem Access	Provides or prevents access to key operator programs through a PC/modem without key operator code entry	
	Disabling of Auto Power Shut-off Mode	Disables the auto power shut-off mode.	8-29
	Disabling of Beep When Keys Touched	Enables or disables sounding of beep when keys are touched.	8-29
Other Programs	Total Count	Recalls the total counts, including counts of the copier, document feeder, duplex module, and stapler.	8-30
	Program List Printout	Sequentially prints available key operator programs.	8-30



KEY OPERATOR PROGRAMS	
COPIER MODE	OK
OTHER FUNCTION SETTINGS	TIMER SETTINGS
ENABLE/DISABLE SETTINGS	ACCOUNT CONTROL

KEY OPERATOR PROGRAMS ACCOUNT CONTROL OK AUDITING MODE. 1/2 NUMBER OF COPIES PER ACCOUNT. Image: Comparison of Copies Per Account. BILLING BY AC F. RESETTING ACC Image: Comparison of Copies Per Account.

6

Select the desired category on the touch panel.

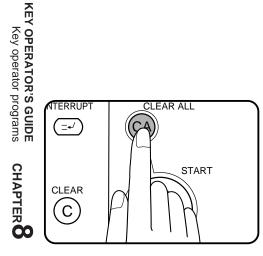
Example: To select the account control category, press the "ACCOUNT CONTROL" key.

Press the key of the desired program on the touch panel.

- **Example:** To see the number of copies per account, press the "NUMBER OF COPIES PER ACCOUNT." key.
- For some programs, a check box is displayed to the left of the program name. If the box is pressed, a check mark will appear and the program will be set. If the box is pressed again, the check mark will disappear and the program will be cancelled.
- For other programs, the program setting screen of the program will appear when the program key is pressed.
- If ind/or index are displayed, additional programs can be displayed using these keys.

Follow instructions for the program.

- If a mistake is made during entry, press the CLEAR (ⓒ) key to clear the entry.
- To continue with other key operator programs, press the "OK" key and then select another program.



8 To exit the key operator program mode, press the CLEAR ALL ((GA)) key.

ACCOUNT CONTROL

The programs of this category are used to set the internal auditor functions. These programs can be selected by pressing the "ACCOUNT" CONTROL" key and then selecting the desired program key.

Auditing Mode

This program is used to enable or disable the basic auditing mode. When disabled, the message in the display will be "READY TO COPY." Access to copying is open to any operator. When enabled, the message in the display will be "ENTER YOUR ACCOUNT NUMBER. ----". Copying in this state is limited to operators with an assigned 5-digit account number. A maximum of 500, 5-digit account numbers (00001 to 99999) can be assigned. Use key operator program "Account Number Control" (page 8-12) to assign account numbers.

> To enable the auditing mode, press the check box of "AUDITING MODE." to display a check mark in the check box.

> To disable the auditing mode, press the check box of this program again to clear the check mark in the check box.

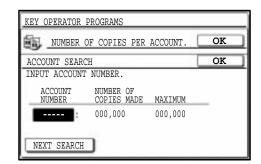
Number of Copies per Account

This program is used to display or print the total number of copies made against each account number. An A3 (11" x 17") copy is counted as two copies. When the "NUMBER OF COPIES PER ACCOUNT." key is pressed, the following display will appear.

KEY	OPERATO	R Pi	ROGRAMS				
	, NUMBEI	r of	COPIES	PER	ACCOUNT.		ĸ
	ACCOUNT NUMBER		NUMBER (COPIES N		MAXIMUM		1/2
	16805	:	001,100		600,000		
	16850	:	002,200		500,000		(
	16900	:	003,500		500,000		
	17806	:	004,400		800,000		
AC	ACCOUNT SEARCH PRINT						

Press the 🗼 key to advance through the accounts. 1.

- Press the key to advance through the accounts.
 To print all accounts, press the "PRINT" key. To stop printing after starting, press the "CANCEL" key.
 If "000,000" is displayed in a column of MAXIMUM, the account limit has not been set for the account.
 To display the number of copies for a specified account, press the "ACCOUNT SEARCH" key.



- Enter the desired account number using the 10-key pad. Press the "NEXT SEARCH" key to enter another account number or press the lower "OK" key to return to the initial screen.
- 2. Press the "OK" key to exit the program.

Billing by Account

This program is used to display or print the accumulated cost of copies made when a relevant price per copy has been set using program "Price/Copy Setting".

When the "BILLING BY ACCOUNT." key is pressed, the following display will appear.

BILLING BY AC	CCOUNT	OK
ACCOUNT NUMBER	BILLING	1/2
16805	600000.000000	+
16850 :	500000.000000	-
16900 :	500000.000000	•
17806 :	800000.000000	
ACCOUNT SEARCH	P	RINT

1. Press the 🗼 key to advance through the accounts.

- To print all accounts, press the "PRINT" key. To stop printing after starting, press the "CANCEL" key.
- To display the billing for a specified account, press the "ACCOUNT SEARCH" key.

KEY OPERATOR PROGR	RAMS	
BILLING BY A	CCOUNT	OK
ACCOUNT SEARCH		OK
INPUT ACCOUNT NUM	IBER.	
ACCOUNT NUMBER	BILLING	
	000000.000000	
v		
NEXT SEARCH		

- Enter the desired account number using the 10-key pad. Press the "NEXT SEARCH" key to enter another account number or press the lower "OK" key to return to the initial screen.
- 2. Press the "OK" key to exit the program.

Resetting Account

This program is used to reset all audit accounts or to selectively reset individual accounts. When the "RESETTING ACCOUNT." key is pressed, the following display will appear.

KEY OPERATOR PROGRAMS	
E RESETTING ACCOUNT.	OK
ACCOUNT NUMBER OF NUMBER COPIES MADE	MAXIMUM 1/2
16805 : 001,100	600,000
16850 : 002,200	500,000
16900 : 003,500	500,000
17806 : 004,400	800,000
ACCOUNT SEARCH ALL ACC	OUNTS RESET

• If "000,000" is displayed in a column of MAXIMUM, the account limit has not been set for the account.

To reset all accounts

- 1. Press the "RESET" (ALL ACCOUNTS) key on the touch panel.
- 2. Press the "YES" key.
- 3. Press the "OK" key to exit the program.

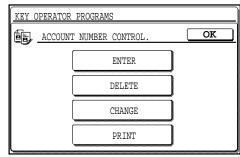
To reset a single account

- 1. Press the key of an account to be reset.
 - To display other account numbers, press the 1 or 4 key.
 - A single account can be also specified by pressing the "ACCOUNT SEARCH" key, then entering the desired account number using the 10-key pad and pressing the key of the number of copies made.
- 2. Press the "YES" key.
- 3. Continue with steps 1 and 2 for other account numbers. Press the "OK" key to exit the program.

Key operator programs CHAPTER

Account Number Control

This program is used to register accounts, delete accounts, change an account number, or print all account numbers. When the "ACCOUNT NUMBER CONTROL." key is pressed, the following display will appear.



To register accounts

- 1. Press the "ENTER" key.
- 2. Enter a 5-digit account number (00001 to 99999) using the 10-key pad.
 - Select a number different from the key operator code number.
- 3. Press the "ENTER" key.
 - If a number that is already registered is entered, the message "THIS NUMBER IS ALREADY USED." will appear. Press the "OK" key and enter another number.
- 4. To enter other account numbers, repeat steps 2 and 3. Press the "OK" key twice to exit the program.

To delete accounts

- 1. Press the "DELETE" key.
- 2. To delete all accounts, press the "DELETE" (ALL ACCOUNTS) key on the touch panel.
 - A message will appear to confirm the selection. Press the "YES" key to delete all accounts. If you decide not to delete all accounts, press the "NO" key.
- 3. To delete an individual account, enter the account number to be deleted using the 10-key pad.
- 4. Press the "ENTER" key.
- 5. Continue with steps 3 and 4 for other account numbers. Press the "OK" key twice to exit the program.

To change an account number

- 1. Press the "CHANGE" key.
- 2. Enter the account number to be changed using the 10-key pad.
- 3. Enter a new account number.
- 4. Press the "ENTER" key.
 - If a number that is already registered is entered, the message "THIS NUMBER IS ALREADY USED." will appear. Press the "OK" key and enter another number.
- 5. To change other account numbers, repeat steps 2 to 4. Press the "OK" key twice to exit the program.

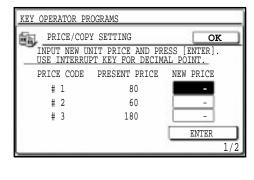
To print all registered account numbers

- 1. Press the "PRINT" key.
 - The copier will start printing. To stop printing after starting, press the "CANCEL" key.
- 2. Press the "OK" key to exit the program.

Price/Copy Setting

This program is used to set the price per copy. Three price per copy values can be set (#1, #2, and #3). As copies are made, the cumulative cost of the copies is kept in memory.

When the "PRICE/COPY SETTING." key is pressed, the following display will appear.



- 1. Enter the new price for price code #1 by using the 10-key pad and then press the "ENTER" key.
 - Use the INTERRUPT ((=)) key for decimal points.
 - If the "ENTER" key is pressed without entering a value, the price per copy will not be changed.
- 2. Similarly enter the prices for price codes #2 and #3.
 - The following display will appear.

KEY OPERATOR'S GUIDE

CHAPTER

KEY OPERATOR PRO	GRAMS		
PRICE/COPY	SETTING	OK	וכ
PRICE CODE	PRESENT PRICE		
#1	80		
#2	60		
#3	180		
ACCOUNT NUM	BER	PRICE CODE	
		# 📃	
ALL ACCOUNTS		ENTER	ו
		2/2	

- 3. Enter the account number for which the price code is set, and then press the "ENTER" key.
 - To set a single price code for all accounts, press the "ALL ACCOUNTS" key and then press the "ENTER" key.
- 4. Enter the price code (#1 #3) and then press the "ENTER" key.
 - If only the "ENTER" key is pressed without entering any price code, no price per code will be set.

5. Continue with steps 3 and 4 for other individual accounts.

• Press the "OK" key to exit the program.

Account Limit Setting

This program is used to set the maximum number of copies which can be made against a registered account number. When an optional printer expansion kit is installed, enabling of key operator program "RECORD COPY AND PRINT PER ACCOUNT" will disable the "ACCOUNT LIMIT SETTING".

★ KEY OPERATOR See page 46 of the AR-PB2 A operation manual for the setting of key operator program "RECORD COPY AND PRINT PER ACCOUNT".

When the "ACCOUNT LIMIT SETTING." key is pressed, the following display will appear.

KEY	OPERATOR PROGRAMS	
i,	ACCOUNT LIMIT SETTING.	OK
	INPUT ACCOUNT NUMBER TO BE LIMI	TED.
	ACCOUNT NUMBER OF NUMBER COPIES MADE MAXI	MUM
	L ACCOUNTS	ENTER

To set a limit

1. Enter the account number to be limited.

- 2. Enter the upper limit (max. 999,999) for the account.
 - If a limit for the account has been already set, the limit will be displayed. Press the CLEAR (C) key before entering a new upper limit.
 - To cancel a limit, press the CLEAR ((C)) key and proceed to step 3 without entering a limit.
- 3. Press the "ENTER" key.
- 4. To limit other accounts, repeat steps 1 to 3. Press the "OK" key to exit the program.

To set a limit for all accounts

- 1. Press the "LIMIT" (ALL ACCOUNTS) key on the touch panel.
 - "ALL" will appear under "ACCOUNT NUMBER".
- 2. Enter the upper limit (max. 999,999) for all accounts.
 - To cancel the limit for all accounts, proceed to step 3 without entering a limit.
- 3. Press the "ENTER" key.
- 4. Press the "OK" key to exit the program.

Account Number Security

This program is used to make it difficult for users to gain access to accounts by entering code numbers through trial and error. If this program is selected and an operator enters three successive invalid account numbers, the copier will not accept another number for one minute and the message "PLEASE SEE YOUR KEY OPERATOR FOR ASSISTANCE." will appear.

To enable the account number security function, press the check box of "ACCOUNT NUMBER SECURITY." to display a check mark in the check box.

To disable this function, press the check box of this program again to clear the check mark in the check box.

Key operator programs CHAPTER

OTHER FUNCTION SETTINGS

The programs of this category are used to adjust various settings of copier functions. These programs can be selected by pressing the "OTHER FUNCTION SETTINGS" key and then selecting the desired program key.

Key Operator Code Number Change

See page 8-2, KEY OPERATOR CODE NUMBER.

Exposure Adjustment

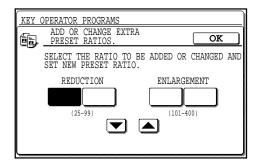
Use this program to lighten or darken copies in the automatic exposure mode. The factory setting is level 3. When the "EXPOSURE ADJUSTMENT." key is pressed, the following display will appear.

KEY OPERATOR PROGRAMS					
EXPOSU	IRE ADJUSTMENT.	OK			
AUTO		▶			

- 1. Adjust the exposure using the and keys.
- 2. Press the "OK" key.

Add or Change Extra Preset Ratios

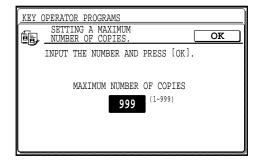
Two extra preset copy ratios can be added within both the reduction range (25% to 99%) and the enlargement range (101% to 400%). Only added preset copy ratios can be changed. The standard preset copy ratios are fixed in memory and cannot be changed. When the "ADD OR CHANGE EXTRA PRESET RATIOS." key is pressed, the following display will appear.



- 1. Press a key under "REDUCTION" or "ENLARGEMENT" on the touch panel.
 - The selected key will be highlighted.
- 2. Use the \blacksquare and \blacksquare keys to set the desired copy ratio.
 - To decrease or increase the copy ratio rapidly, press and hold the or key.
 - To add or change other extra preset copy ratios, repeat steps 1 and 2.
 - To cancel an extra preset ratio, select the copy ratio and press the CLEAR ((c)) key.
- 3. Press the "OK" key.

Setting a Maximum Number of Copies

Use this program to limit the maximum number of copies per copy run which can be input in the copy quantity display. When the "SETTING A MAXIMUM NUMBER OF COPIES." key is pressed, the following display will appear.



- 1. Input the number using the 10-key pad.
 - A number from 1 to 999 can be set.
- 2. Press the "OK" key.

KEY OPERATOR'S GUIDE Key operator programs

CHAPTER

Initial Margin Shift Setting

Set the initial margin shift value with this program. When the "INITIAL MARGIN SHIFT SETTING." key is pressed, the following display will appear.

KEY (DPERATOR PROGRAMS INITIAL MARGIN SHIFT SETTING.	OK
~	SET THE INITIAL MARGIN S	HIFT.
	SIDE 1	SIDE 2
	10 (0~20)	10 (0~20)

- 1. Adjust the value for each side using the \bigtriangledown and \bigtriangleup keys.
 - The value can be set from 0mm to 20mm in 1mm increments (0" to 1" in 1/8" increments).
- 2. Press the "OK" key.

Erase Width Adjustment -

Set the initial setting of the amount of the erase area with this program. When the "ERASE WIDTH ADJUSTMENT." key is pressed, the following display will appear.

KEY ()PER/	ATOR I	PROGRAMS			
		ASE W. JUSTM				OK
	SET	THE I	INITIAL E	RASE WIDTH	Ι.	
		EDGE	ERASE	CENTRE	ERASE	
			E\$	E		
			10 ^(0~20)		0 (0~20)	
		<u> </u>	_	ىپ	<u> </u>	

- 1. Adjust the values for the edge erase mode and centre erase mode using the **▼** and **▲** keys.
 - The values can be set from 0mm to 20mm in 1mm increments (0" to 1" in 1/8" increments).
- 2. Press the "OK" key.

Initial Status Setting

The copier will assume the initial settings when it is turned on, when the CLEAR ALL ((CA)) key is pressed, or when the auto clear interval has elapsed after a copy run. Use this program to establish the initial settings.

When the "INITIAL STATUS SETTING." key is pressed, the following display will appear.

KEY (OPERATOR PROGRAMS	
í۳.	INITIAL STATUS SETTING. OK	<u>ר</u>
[SET THE INITIAL STATUS.	
	ESTABLISH NEW INITIAL SETTINGS.	
	RETURN TO THE FACTORY DEFAULT SETTINGS.	

To establish new initial settings

- Press the "ESTABLISH NEW INITIAL SETTINGS." key. 1.
- 2. Select all initial settings on the operation panel.
 - The following functions cannot be set: Number of copies, XY zoom, automatic copy ratio selection, interrupt, special functions, information, stapling position (for an optional finisher (AR-FN3)) and LCD contrast.
- Press the "OK" key. 3.

To return to the factory default settings

Press the "RETURN TO THE FACTORY DEFAULT SETTINGS." key.

Stream Feeding Mode

This program is used to enable the stream feeding mode of the document feeder. When the stream feeding mode is enabled, additional originals which are set in the document feeder tray within 5 seconds after the previous original was fed will be fed and copied automatically.

Key operator programs To enable the stream feeding mode, press the check box of "STREAM FEEDING MODE." to display a check mark in the check box.

To disable this mode, press the check box of this program again to clear the check mark in the check box.

• The stream feeding mode will only function when the group mode has been selected.

KEY OPERATOR'S GUIDE CHAPTER 8

KEY OPERATOR PROGRAMS

Staple Position Setting

This program is used to select the initial stapling position for an optional finisher (AR-FN3). When the "STAPLE POSITION SETTING." key is pressed, the following display will appear.

KEY OPERATOR PROG STAPLE POSI SETTING.		OK
AA	AA	Ø

- 1. Select the desired stapling position on the touch panel.
- 2. Press the "OK" key.

Date Format Setting

This program is used to set the initial date format for the date function. When the "DATE FORMAT SETTING." key is pressed, the following display will appear.

KEY OPERATOR PROGRAMS	
DATE FORMAT SETTING.	OK
23 March, 2000	
March 23, 2000	
23/03/00	
03/23/00	

- 1. Select the desired date format on the touch panel.
 - The date formats displayed on the touch panel may be different from the illustration above depending on the country or region.
- 2. Press the "OK" key.

Date and Time Adjustment

This program is used to adjust the date and time which will be used for printing date. When the "DATE AND TIME ADJUSTMENT." key is pressed, the following display will appear.

KEY OPERATOR PROGRAMS			
í٩,	DATE AND TIME ADJUSTMENT.	OK	
	YEAR MONTH DAY HOUR 2000 3 23 00 (00-23)	MINUTE	

- Select an item to be adjusted and adjust the value using the ▼ and ▲ keys.
 - Repeat this step for all desired items.
- 2. Press the "OK" key.
 - If an invalid date (example: February 31) has been entered in step 1, the "OK" key will be disabled.

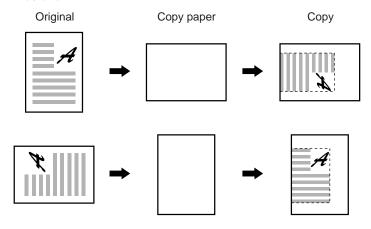
Rotation Copy Setting

If this program is set, the image of originals will rotate when the orientation of the originals does not match that of the copy paper. Rotation copy will function only when the auto paper select or auto copy ratio mode has been selected.

When the STAPLE SORT function is used, rotation copy will not be performed even if this program has been set.

NOTE:

If the image is rotated in reduction copying, the position of the image in relation to copy paper will vary with the orientations of the originals and copy paper.



Key operator programs

CHAPTE

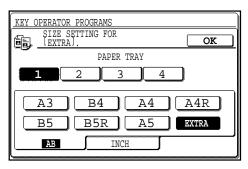
To enable rotation copy, press the check box of "ROTATION COPY SETTING." to display a check mark in the check box. To disable this mode, press the check box of this program again to clear the check mark in the check box.



Size Setting for [EXTRA]

The paper sizes in the paper trays (except an optional large capacity tray) can be changed by the users. The copier senses the paper sizes with the paper size indicators in the paper trays. If a paper size indicator is set to [EXTRA] and this program is used, the copier can sense paper sizes as selected on the setting screen.

When the "SIZE SETTING FOR [EXTRA]." key is pressed, the following display will appear.



- 1. Select a paper tray on the touch panel.
- 2. Select a paper size for [EXTRA] setting. To select a size of INCH series, press the "INCH" key and select a paper size.
 - Select the paper size which matches the paper to be loaded into the paper tray.
 - This setting can also be used for paper trays in an optional stand/ 500-sheet paper drawer (AR-DE7).
- 3. Press the "OK" key.

Heavy Paper on the Bypass Tray

In this copier, copies are normally delivered face down. Special paper including transparency film, however, cannot be delivered face down. If this program is set, any paper placed in the bypass tray will be regarded as special paper. Copies from the bypass tray will always be delivered face up. If this program is not set, paper type in the bypass tray can be specified. If plain paper is specified, copies will be delivered face down.

To regard paper placed in the bypass tray as special paper, press the check box of "HEAVY PAPER ON THE BYPASS TRAY." to display a check mark in the check box. To enable selection of paper type placed in the bypass tray, press the check box of this program again to clear the check mark in the check box.

TIMER SETTINGS

The programs of this category are used to set the timers for some functions. These programs can be selected by pressing the "TIMER SETTINGS" key and then selecting the desired program key.

Auto Power Shut-off Timer

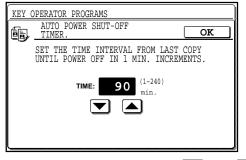
The auto power shut-off mode is a function to turn off the power automatically once a programmed length of time has elapsed without any copier operation after the last copy of a run is made or power is turned on.

This function lowers the user's electricity bill, reduces waste of natural resources, and cuts down on environmental pollution.

The programmed time is set to 90 minutes for this function on completion of shipment from the factory. The default time can be changed optionally within the prescribed range of time. We suggest you set the most appropriate time according to your usage pattern.

Use this program to set the time interval. The time until auto power shut-off occurs can be set in 1 minute increments up to a 4 hour maximum.

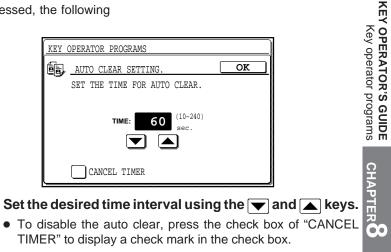
When the "AUTO POWER SHUT-OFF TIMER." key is pressed, the following display will appear.



- 1. Enter the time interval using the \frown and \bigtriangleup keys.
- 2. Press the "OK" key.

Auto Clear Setting

Use this program to set the time interval to return the copier to the initial settings after the last copy of a run has been completed. The time can be set from 10 to 240 seconds in 10 second increments. When the "AUTO CLEAR SETTING." key is pressed, the following display will appear.



8-23

2. Press the "OK" key.

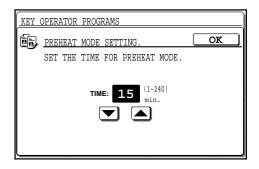
1.

Preheat Mode Setting

Preheat mode functions to control the power consumption by lowering the temperature of the fusing unit to a programmed level once a programmed length of time has elapsed without any copier operation after the last copy of a run is made or power is turned on. This function lowers user's electricity bill, reduces waste of natural resources, and cuts down on environmental pollution. The programmed time is set to 15 minutes for this function on completion of shipment from the factory. The default time can be changed optionally within the prescribed range of time. We suggest you set the most appropriate time according to your usage pattern.

This program is used to set the time that elapses before the copier enters the preheat mode after copying is completed. The interval can be set between 1 and 240 minutes in 1 minute increments.

When the "PREHEAT MODE SETTING." key is pressed, the following display will appear.



- 1. Set the desired time interval using the \frown and \frown keys.
- 2. Press the "OK" key.

Noise Level Reduce Mode

When the copier is programmed to enter the noise level reduce mode, the noise level will be reduced in the standby mode, however, the first copy time will be several seconds longer when the copier is in this mode. This program is used to set the time that elapses before the copier enters the noise level reduce mode after copying is completed. When the "NOISE LEVEL REDUCE MODE." key is pressed, the following display will appear.

KEY OPERATOR PROGRAMS	
NOISE LEVEL REDUCE MODE	OK
SET THE TIME FOR NOISE LEVEL RED	JCE MODE.
TIME: (10~240) sec.	
CANCEL TIMER	

- 1. Set the time using the \frown and \bigtriangleup keys.
 - To enable the time setting, press the check box of the "CANCEL TIMER" to clear the check mark in the check box.
- 2. Press the "OK" key.

Key operator programs

CHAPTER

Message Time Setting

This program is used to adjust the length of time that messages are displayed in the range of 1 to 12 seconds in 1 second increments. When the "MESSAGE TIME SETTING." key is pressed, the following display will appear.

KEY (OPERATOR PROGRAMS]
í٩,	MESSAGE TIME SETTING.	OK
	SET THE TIME FOR MESSAGES.	
	TIME: 6 (1-12) sec.	

- 1. Set the time using the \bigcirc and \bigcirc keys.
- 2. Press the "OK" key.

KEY OPERATOR'S GUIDE Key operator programs

CHAPTER 8

ENABLE/DISABLE SETTINGS

The programs of this category are used to enable or disable some functions. These programs can be set or cancelled by pressing the check box of each program.

Disabling of Auto Paper Selection

This program is used to prevent automatic paper selection. When disabled, the copier will not automatically select a paper tray containing paper that matches the size of the original placed on the document glass or in the document feeder.

To disable auto paper selection, press the check box of "DISABLING OF AUTO PAPER SELECTION." to display a check mark in the check box.

To restore this function, press the check box of this program again to clear the check mark in the check box.

Disabling of Auto Tray Switching

This program prevents automatic switching between the paper trays.

To disable auto tray switching, press the check box of "DISABLING OF AUTO TRAY SWITCHING." to display a check mark in the check box.

To restore this function, press the check box of this program again to clear the check mark in the check box.

Disabling of Bypass-Tray in Duplex Copy

This program is used to disable the use of the bypass tray when making duplex copies.

To disable use of the bypass tray when making duplex copies, press the check box of "DISABLING OF BYPASS-TRAY IN DUPLEX COPY." to display a check mark in the check box.

To restore use of the bypass tray, press the check box of this program again to clear the check mark in the check box.

Disabling Deletion of Job Programs

This program is used to prevent stored programs from being replaced or deleted. If this program is set, storing of job programs is also disabled.

> To prevent job programs stored in memory from being replaced or deleted, press the check box of "DISABLING DELETION OF JOB PROGRAMS." to display a check mark in the check box.

> To allow replacement/deletion, press the check box of this program again to clear the check mark in the check box.

Disabling of Document Feeder

This program is used to prevent the use of the document feeder when it malfunctions.

To prohibit use of the document feeder, press the check box of "DISABLING OF DOCUMENT FEEDER." to display a check mark in the check box.

To enable use of the document feeder, press the check box of this program again to clear the check mark in the check box.

Disabling of Duplex Copying

This program is used to enable or disable the duplex system. If a malfunction occurs within the duplex system of the copier, the system can be disabled until it is serviced. The rest of the copier in the meantime will remain operable.

To disable the duplex system, press the check box of "DISABLING OF DUPLEX COPYING." to display a check mark in the check box.

To enable the duplex system, press the check box of this program again to clear the check mark in the check box.

Key operator programs CHAPTER

Disabling of Stapler

This program is used to enable or disable the stapler of the optional finisher (AR-FN3). If the stapler malfunctions, it can be disabled to prevent further malfunction or possible damage to the stapler until it is serviced.

To disable the stapler, press the check box of "DISABLING OF STAPLER." to display a check mark in the check box. To enable the stapler, press the check box of this program again to clear the check mark in the check box.

Disabling of Covers Mode

This program is used to prevent selection of the COVERS mode.

To disable the COVERS mode, press the check box of "DISABLING OF COVERS MODE." to display a check mark in the check box.

To enable use of the mode, press the check box of this program again to clear the check mark in the check box.

Prohibit Auto Paper Selection from the Bypass-Tray

This program is used to prevent automatic paper selection from the bypass tray. In the default setting, auto paper selection from the bypass tray is disabled.

To disable auto paper selection from the bypass tray, press the check box of "PROHIBIT AUTO PAPER SELECTION FROM THE BYPASS-TRAY." to display a check mark in the check box.

To restore this function, press the check box of this program again to clear the check mark in the check box.

NOTE:

Auto paper selection from the bypass tray is available only when Heavy Paper on the Bypass Tray program (see page 8-22) is not set and Prohibit Auto Paper Selection from the Bypass-Tray program is not set, either.

Disabling of PC/Modem Access ·

This program is used to determine whether persons other than persons who know the key operator code number will be permitted access via a computer or other equipment, either directly or through a telephone line, to the copier's key operator programs.

Key operator programs CHAPTER

To require key operator code entry for access to key operator programs, press the check box of "DISABLING OF PC/ MODEM ACCESS." to display a check mark in the check box. To permit remote access to key operator programs without key operator code entry, press the check box of this program again to clear the check mark in the check box.

NOTE:

The customers must choose the setting of this program by themselves. If this program is not set, external operators can access the key operator programs from a computer or other equipment without key operator code entry. If this program is set, external operators must enter the key operator code to access the key operator programs. (This program is set in the factory default setting.)

Disabling of Auto Power Shut-off Mode

The auto power shut-off mode is used to turn off the power automatically once a programmed length of time has elapsed without any copier operation after the last copy of a run is made or power is turned on. This mode lowers the user's electricity bill, reduces waste of natural resources, and cuts down on environmental pollution.

Depending on how the machine is to be used, you may wish for some reasons to disable this mode. This can be done using this program. NOTE:

Since we would like you to fully understand the purpose of this mode, we suggest that you enable this mode and set the most appropriate time using program "AUTO POWER SHUT-OFF TIMER" (page 8-23).

> To disable the auto power shut-off mode, press the check box of "DISABLING OF AUTO POWER SHUT-OFF MODE." to display a check mark in the check box. To restore the mode, press the check box of this program again to clear the check mark in the check box.

Disabling of Beep When Keys Touched

This program is used to enable or disable the beep function. If this function is enabled, a beep sound will be produced when you press a key on the operation panel including the touch panel.

To disable the beep function, press the check box of Cev operator "DISABLING OF BEEP WHEN KEYS TOUCHED." to display a check mark in the check box. To enable the beep function, press the check box of this program again to clear the check mark in the check box.

CHAPTER

OTHER PROGRAMS

The following two programs are not included in the four categories. The programs can be selected by pressing the relevant key on the touch panel after the key operator program mode is selected.

Total Count

This program is used to display the total counts, including counts of the copier,

document feeder, duplex module, and stapler. An A3 (11" x 17") copy is counted as two copies.

Covers and transparency inserts are counted as one copy even if they are blank.

The lists printed with the key operator programs are included in "OTHERS". When the "TOTAL COUNT." key is pressed, the following display will appear.

KEY OPERATO	OR PROGRAMS	
TOTAL COUNT	ſ.	OK
COPIES	: 022,500	
DOCUMENT FEEDER	: 012,000	
DUPLEX	: 007,500	
STAPLER	: 003,000	
OTHERS	: 000,500	
l		

The total counts for all units in use will be displayed. To print these counts, press the "PRINT" key. Press the "OK" key to exit the program.

Program List Printout

This program is used to print out the list of available key operator programs.

Press the "PROGRAM LIST PRINTOUT." key.

• The copier will start printing. To stop printing after starting, press the "CANCEL" key.

KEY OPERATOR ASSISTANCE CALL

When the copier is in need of service or care not usually performed by general users, the copier will stop and one of the following messages listed below will appear.

Message	Remedy
CHECK STAPLER POSITION OR STAPLE JAM.	See page 7-12 for staple jam removal. If the trouble cannot be easily remedied, use key operator program "DISABLING OF STAPLER" (page 8-28) to prevent the use of the stapler. Contact your authorised Sharp Service Centre for service.
THE FINISHER IS OUT OF SERVICE. PRESS [CA] TO CANCEL JOB.	Contact your authorised Sharp Service Centre for service. (This message will appear when an optional finisher (AR- FN3) malfunctions.)
DUPLEX SYSTEM IS OUT OF SERVICE.	Use key operator program "DISABLING OF DUPLEX COPYING" (page 8-27) to prevent the use of the duplex system. Contact your authorised Sharp Service Centre for service.
THE DOCUMENT FEEDER IS OUT OF SERVICE. PRESS [CA] TO CANCEL JOB.	Use key operator program "DISABLING OF DOCUMENT FEEDER" (page 8-27) to prevent the use of the document feeder. Contact your authorised Sharp Service Centre for service.
SELECTED PAPER TRAY IS OUT OF SERVICE. PLEASE SELECT ANOTHER PAPER TRAY.	Contact your authorised Sharp Service Centre for service.
CALL FOR SERVICE. CODE:	With this message, an alphanumeric code will appear to indicate a malfunction has occurred which cannot be corrected by the key operator. Contact your authorised Sharp Service Centre for service. Be sure to report the alphanumeric code information as well. This will enable the Service Centre to prepare to correct the malfunction associated with the code.

Key Operator assistance call CHAPTER

MEMO			

KEY OPERATOR CODE NUMBER: FACTORY SETTING

The following is the factory setting of the Key Operator Code Number, which must be used to access the Key Operator Program.

Factory setting = 00000

This number must be entered when accessing the Key Operator Program for the first time. (See page 8-2.)

NOTE:

The Key Operator Code Number is an important security number allowing the Key Operator to configure the copier's functions and auditor's settings.

You should register your own code number — different from the factory setting above — immediately after your copier is installed.

★ KEY OPERATOR Detach this page and store it in a safe place.

2000C DSC1 CINSE1982FC51 Required in IEC-950 (EN 60 950) - Europe

• The equipment should be installed near an accessible socket outlet for easy disconnection.

Required in Appendix ZB of BS 7002 (En 60 950) - United Kingdom

MAINS PLUG WIRING INSTRUCTIONS

The mains lead of this equipment is already fitted with a mains plug which is either a non-rewireable (moulded) or a rewireable type. Should the fuse need to be replaced, a BSI or ASTA approved fuse to BS1362 marked or and of the same rating as the one removed from the plug must be used.

Always refit the fuse cover after replacing the fuse on the moulded plug. Never use the plug without the fuse cover fitted.

In the unlikely event of the socket outlet in your home not being compatible with the plug supplied either cut-off the moulded plug (if this type is fitted) or remove by undoing the screws if a rewireable plug is fitted and fit an appropriate type observing the wiring code below.

DANGER: The fuse should be removed from the cut-off plug and the plug destroyed immediately and disposed of in a safe manner. Under no circumstances should the cut-off plug be inserted elsewhere into a 13A socket outlet as a serious electric shock may occur.

To fit an appropriate plug to the mains lead, follow the instructions below:

IMPORTANT: The wires in this mains lead are coloured in accordance with the following code: **GREEN-AND-YELLOW:** Farth

GREEN-AND-YELLOW:	Earth
BLUE:	Neutral
BROWN:	Live

As the colours of the wires in this mains lead may not correspond with coloured markings identifying the terminals in your plug, proceed as follows:

The wire which is coloured **GREEN-AND YELLOW** must be connected to the terminal in the plug

which is marked with the letter E, or by the safety earth symbol \doteq , or coloured green or greenand-yellow.

The wire which is coloured **BLUE** must be connected to the terminal which is marked with the letter ${\bf N}$ or coloured black.

The wire which is coloured ${\sf BROWN}$ must be connected to the terminal which is marked with the letter ${\sf L}$ or coloured red.

If you have any doubt, consult a qualified electrician.

WARNING: THIS APPARATUS MUST BE EARTHED.



SHARP ELECTRONICS (U.K.) LTD.

Sharp House, Thorp Road, Newton Heath, Manchester M40 5BE

SHARP CORPORATION