

Océ 3121

Reference Manual

ENGLISH

Safety Information

1. Laser Safety

This Printer is certified as a Class 1 laser product under IEC825. This means that the printer does not produce hazardous laser radiation.

Since radiation emitted inside the printer is completely confined within protective housings and external covers, the laser beam can not escape from the machine during any phase of user operation.

2. Additional Information

When servicing or adjusting the optical system of the printer, be careful not to place screwdrivers or other shiny objects in the path of the laser beam. Also, accessories such as watches and rings should be removed before working on the printer. The reflected beam, though invisible, can permanently damage your eyes.

Since the beam is invisible, the following label is attached to the inside of covers where there is danger of exposure to laser radiation:

CAUTION:	LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO BEAM.
ATTENTION:	RAYONNEMENT LASER EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT:	LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
PRECAUCION:	RADIACION LASER CUANDO SE ABRE. EVITAR EXPONERSE AL BAYO.
ATTENZIONE:	RADIAZIONE LASER INVISIBILE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
VAROI:	AVATTAESSA OLET ALTTINA LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
VARNING!	LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. BETRÄKTA EJ STRÅLEN.
ADVARSEL:	LASERSTRÅLING, NÄR DENNE ER ÅBEN. UNNGÅ BESTRÅLING.
ADVARSEL:	LASERSTRÅLING, NÄR DEKSEL ÅPNES. UNNGÅ EKSPONERING FOR STRÅLEN.



CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPAREIL A RAYONNEMENT
LASER DE CLASSE 1

APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE 1
EN60825: 1991

[CAUTION]

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

PREFACE

Thank you for purchasing the Océ 3121 series. This Reference Manual describes the functions that are common to all models in this product series and methods of use. It also describes the various precautions to be observed in order to ensure safe operation. Please read this manual thoroughly before operating the Océ 3121 series in order to familiarise yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

▲ CAUTION:

In this manual, CAUTION MESSAGES with this ▲ symbol indicate that neglecting the suggested procedure or practice could result in personal injury.

NOTICE:

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, some of the data contained herein may not exactly reflect the current model of the particular product with which this manual has been included. If you have a need for an exact specification, please contact Océ for the current specification.

This apparatus complies with the requirements of Directive 76/889/EEC, 87/308/EEC and European Standard EN 55014.

Cet appareil est conforme aux Directives 76/889/CEE et 87/308/CEE, ainsi qu'à la Norme Européenne EN 55014.

Dieses Gerät entspricht den Vorschriften der EG-Richtlinie 76/889/EWG, 87/308/EWG und der Europäischen Norm EN 55014.

Dette apparat overholder bestemmelseme i EF-direktiverne 76/889/EEC, 87/308/EEC og Europæisk Standard EN 55014.

Denna apparat motsvarar kraven i EG-direktiv 76/889/EG och 87/308/EG samt Europeisk Standard EN 55014.

Tämä laite noudattaa EY-direktivejä 76/889/EEC, 87/308/EEC sekä Euroopan Standardia EN 55014.

Dette apparat etterkommer kravene i EF direktiv 76/889/EEC, 87/308/EEC og europeisk standard EN 55014.

Deze apparatuur voldoet aan de gestelde richtlijnen 76/889/EEC, 87/308/EEC en aan de Europese norm EN 55014.

Questo apparecchio è conforme alle direttive CEE/76/889, CEE/87/308 e alla normativa Europea EN 55014.

Este aparato cumple los requisitos de las directivas 76/889/CEE, 87/308/CEE y la Norma Europea EN 55014. Se han incorporado filtros de línea para la eliminación de interferencias, según las especificaciones requeridas.

Este aparelho está de acordo com os requisitos da Directiva 76/889/EEC, 87/308/EEC e Standard Europeu EN 55014.

Η συσκευή αυτή συμμόρφει με τις απαιτήσεις των οδηγιών 76/889/EEC, 87/308/EEC και τα Ευρωπαϊκά Standard EN 55014.

Aparat ustreza zahtevam navodil 76/889/EGS, 87/308/EGS in evropskemu standardu EN 55014.

A berendezés megfelel a 76/889/EEC, a 87/308/EEC és az EN 55014 szabványok előírásainak.

Niniejsze urządzenie spełnia wymagania zaleceń 76/889/EEC, 87/308/EEC i normy europejskiej EN 55014.

Zařízení vyhovuje požadavkům předpisů 76/889/EEC, 87/308/EEC a evropské normě EN 55014.

Seade vastab EÜ normidele 76/889 EEC, 87/308 EEC ja Euroopa Standardile EN 55014.

Iekārta atbilst Eiropas Savienības direktīvu 76/889/EEC, 87/308/EEC un Eiropas standartu EN 55014 prasībām.

Šis aparatas atitinka direktīvų 76/889/EEC ir 87/308/EEC reikalavimus ir Europos standartus EN 55014.

Этот аппарат соответствует требованиям директив 76/889/EEC, 87/308/EEC и Европейского стандарта EN 55014.

Copier 1.8

Manuals Provided with the Océ 3121 Series

A Copying Manual and Reference Manual are packaged together with the main unit. In the case that your main unit is also equipped with non-copy functions such as FAX functions, a manual for each respective function will also be packaged with the main unit. When FAX functions or printer functions are added on later, the required manual will be packed together with the following boards (optional).

Main unit and Options		Operator's Manual	Reference Manual	Copying Manual	Facsimile Manual	PostScript/PCL Operator's Manual	PCL Operator's Manual
Océ 3121			Yes	Yes			
Option	G3 FAX Board-C1				Yes		
	Multi-PDL Printer Board-B1					Yes	
	Printer Board-P3						Yes

Differences between Reference Manual and Other Manuals

The Océ 3121 Series machine can be expanded to support non-copy functions such as FAX and printer functions. Accordingly, you are provided with a Reference Manual, and in addition to the Reference Manual and other function related manuals, you are provided with a manual for each optional function your machine is equipped with.

Reference Manual: Describes operations common to all function such as how to turn the power ON, how to inspect and maintain machines, and how to handle and set common functions.

Function related manuals: Describes how to handle each of the functions such as copy and FAX functions.

We recommend that you use these manuals in combination according to your particular needs.

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How This Reference Manual is Organised

Chapter 1 Before You Start Using This Machine

This chapter describes items you should understand and be familiar with before using the machine, such as installation precautions, names and functions of parts, and how to handle the machine.

- Installation Precautions
- Handling Precautions
- Parts and Their Functions
- Control Panel Parts and Functions

Chapter 2 Operations and Functions Common to Océ 3121 Series

This chapter describes common operations and functions that you will need to know when operating the machine, such as how to turn the power ON and how to enter characters.

- Common Operations
- Common Functions

Chapter 3 Setting and Adjusting Custom Common Settings for Each Function

This chapter describes how to set and adjust custom settings common to the functions provided by your machine.

- What Are "Additional Functions"?
- Custom Common Settings
- Timer Settings
- Adjustment/Cleaning

Chapter 4 Clearing Paper Jams

This chapter describes how to clear paper jams in the machine, and in the paper drawers.

- Paper Jam Displays
- Clearing Paper Jams

Chapter 5 Maintenance

This chapter describes how to take care of your machine so that it is in optimum working order, and how to load paper and add toner.

- Loading Paper and Adding Toner
- Consumables and Options
- Adjusting the Brightness of the Touch Panel Display
- Routine Cleaning

Chapter 6 Handling Options and Accessories

This chapter describes how to use the options and accessories that comprise the Océ 3121 Series.

- System Configuration
- Océ 3121 Cassette Feeding Unit-M1
- Océ 3121 Cassette Feeding Unit-L1
- ADF-F1 (Automatic Document Feeder)
- RADF-G1 (Recirculating Document Feeder)
- Multi-output Tray-C1
- Multi-output Tray-B2

Chapter 7 Appendix

This chapter describes the main specifications of this machine.

- Main Specifications

How to Use This Manual

The descriptions in this manual are presented using the following general format:

Title (function name)

Adjusting a Paper Drawer to Hold a Different Paper Size

Before loading copy paper of a size different from the paper which was previously loaded in the paper drawer, the adjust the size which load the paper after the setting.

Pull out the drawer, and remove all loaded paper.



Release the lever on the length guide as shown in the figure. Without releasing the lever, slide the length guide to align it with the mark for the desired paper size.



When the lever is released, the length guide is locked.

Release the lever on the width guide as shown in the figure. Without releasing the lever, slide the width guide to align it with the mark for the desired paper size.



NOTICE

When setting the paper, always align the paper with the guide. If the paper is not aligned correctly, the paper may be damaged or the machine may stop.



Description of modes and operations

Illustrations

Illustrations help you identify keys and parts of the copier.

Operational Instructions

Numbered steps describe how to set and operate various functions.

Get the size which is the same as the size of the copy paper that you loaded.

NOTICE

If you are using A-series paper, set the width to the "A4" position.

If you are using B-series paper, set the width to the "B5" position.

NOTICE

If you are using paper that is not standard size, the paper may not be loaded correctly. In this case, the paper may be damaged or the machine may stop.

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NOTICE

Notes

Notes and restrictions regarding the use of a function are provided.

Supplementary Instructions

Supplementary instructions and reference pages are provided.

Reference

Page and chapter numbers containing related items are provided.

Symbols Used in This Operator's Manual

- ⚠ WARNING** Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
- ⚠ CAUTION** Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
- ℹ REQUEST** Indicates important items or prohibited actions that should always be followed when operating the machine. These should always be read to avoid damage to the machine or injury to persons.
- NOTICE** Indicates operational warnings. Be certain to read these items so that you operate the machine correctly.
- MEMO** Indicates notes for operation or additional explanations. Reading these is recommended.

The following symbols are used in this Manual.

Key on control panel Ⓢ key

Key on touch panel display [OK]

ADF-F1 (Automatic Document Feeder) ADF

RADF-G1 (Recirculating Document Feeder) RDF

Platen Cover Type C Platen cover

- When options or accessory boards are mounted on the machine, this manual refers to the machine including these options or boards simply as the "Océ 3121 Series".
- Screen shots of the touch panel display used in this manual are those taken when Multi-output Tray B2, Océ 3121 Cassette Feeding Unit-L1, RADF-G1 and G3 Fax Board-C1 are attached to the Océ 3121. Note that functions that cannot be used depending on the model or options and accessories are not displayed in the touch panel display.

Safety Considerations

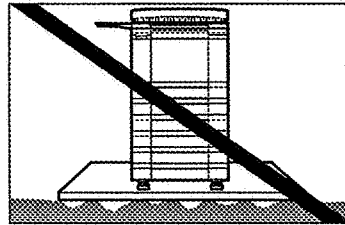
Installation

WARNING

- Do not install the machine near alcohol, paint thinner or other inflammable substances. If inflammable substances come into contact with electrical parts inside the machine, this may result in fire or electrical shock.

CAUTION

- Do not install the machine in unstable locations such as on unsteady platforms or on inclined floors, or in locations which are subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.

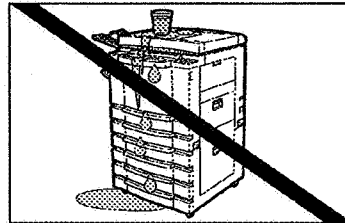


- Do not install the machine in such a way that the ventilation ports are blocked by objects. If the ventilation ports are blocked, heat will build up inside the machine and may result in a fire.

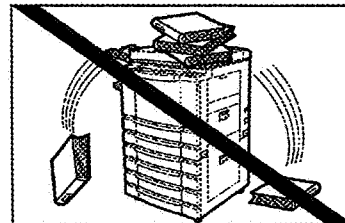
- Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.

- Necklaces and other metal objects
- Cups, vases, flowerpots and other containers filled with water or liquids

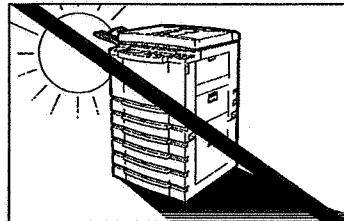
If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch and unplug the power plug from the socket. Then, contact your service representative.



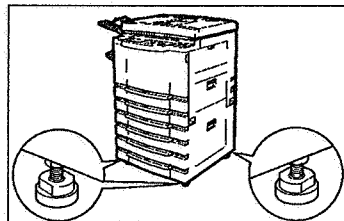
- Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.



- Do not install the machine in the following locations.
 - A damp or dusty location
 - A location which is exposed to direct sunlight
 - A location subject to high temperatures
 - A location that is subject to open flames



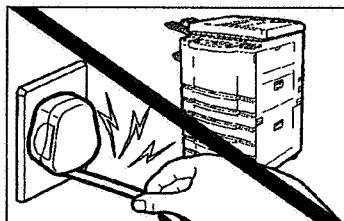
- Do not remove the machine's fixing stoppers after the machine has been installed, as this may cause the machine to fall or tip over, resulting in personal injury.



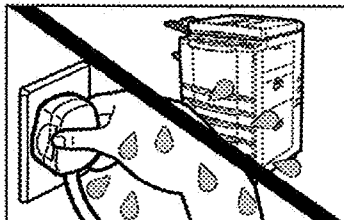
Power Supply

▲ WARNING

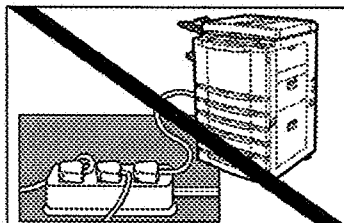
- Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.



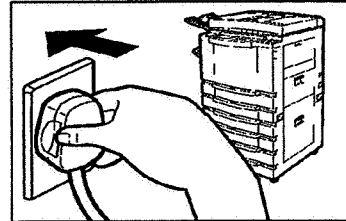
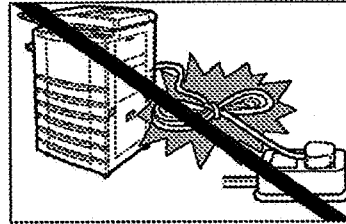
- Do not insert or unplug the power plug with wet hands, as this may result in electrical shock.



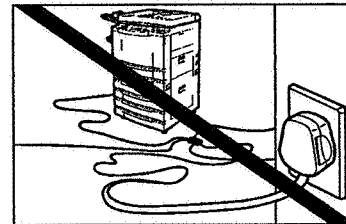
- Do not plug the machine into a multi-plug power strip, as this may cause fire or electrical shock.



- Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.
- Insert the power cord completely into the socket, as failure to do so may result in a fire or electrical shock.
- Do not use power cords other than the provided power cord, as this may result in a fire or electrical shock.

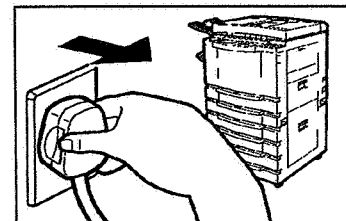


- As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, untie the cord binding and insert the power plug completely into the extension cord socket to ensure a firm connection between the power and extension cords.



▲ CAUTION

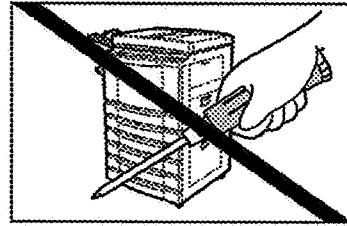
- Do not use power supplies with voltages other than AC 230 V, as this may result in a fire or electrical shock.
- Always grasp the plug portion when unplugging the power plug. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the cord is damaged, this could cause an electricity leak and result in a fire or electrical shock.
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.



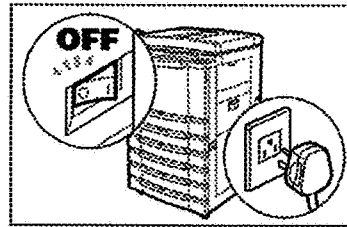
Handling

▲ WARNING

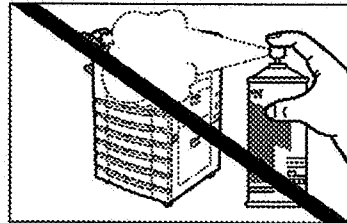
- Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.



- If the machine makes strange noises, or emits smoke, heat or unusual smells, immediately turn OFF the main power switch and unplug the power plug from the socket. Then, contact your service representative. Continued use of the machine in this condition may result in a fire or electrical shock.

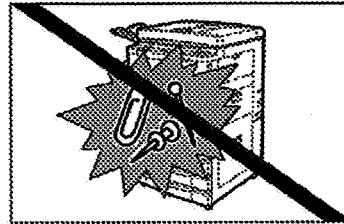


- Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, this may result in a fire or electrical shock.

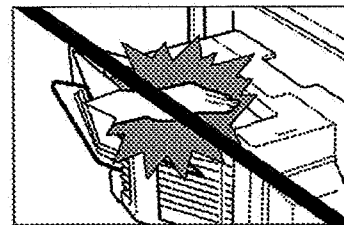
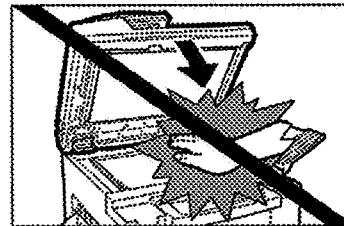


▲ CAUTION

Do not drop paper clips, staples or other metal objects inside the machine. Also, do not spill water, liquids or inflammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch and unplug the power plug from the socket. Then, contact your service representative.



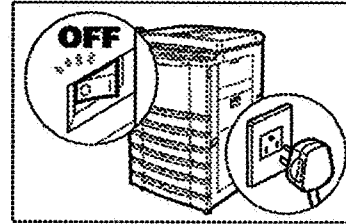
- Close the platen cover and feeder (ADF-F1/ RADF-G1) gently to avoid catching your hand, as this may result in personal injury.
- Do not touch the Multi-output Tray while making copies, as this may result in personal injury.
- Turn OFF the power switch for safety when the machine will not be used for a long period of time such as at night. Also, unplug the power plug for safety when the machine will not be used for an even longer period of time such as during consecutive holidays.
- Do not place your hand in the part of the bin where stapling is performed while a Multi-output Tray is attached, as this may result in personal injury.



Maintenance and Inspections

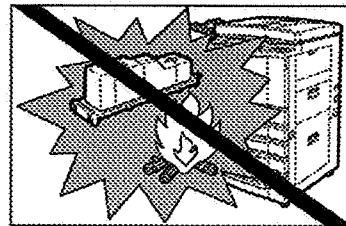
▲ WARNING

- When cleaning the machine, first turn OFF the main power switch and unplug the power plug. Failure to observe these items may result in a fire or electrical shock.



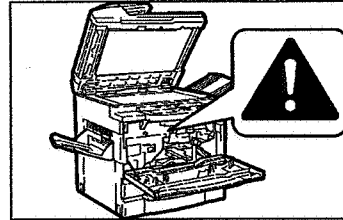
- Clean the machine using a firmly wrung-out cloth dampened with a mild cleansing detergent. Do not use alcohol, benzene, paint thinner or other inflammable substances. If inflammable substances come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.

- Do not throw used toner bottles into open flames, as this may ignite the toner remaining inside the bottles and result in burns or a fire.



▲ CAUTION

- There are some areas inside the machine which are subject to high voltages and high temperatures. Take adequate precautions when performing internal inspections to avoid burns or electrical shock.

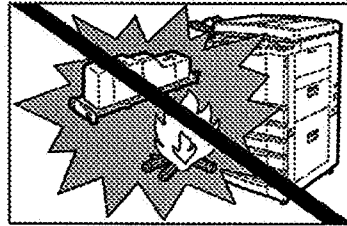


- When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- When removing copy paper which has become jammed inside the machine, take care not to allow the toner on the jammed copy paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and makes it impossible to remove the toner stains.
- When removing copy paper which has become jammed inside the machine, remove the jammed copy paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash immediately with cold water and consult a physician.
- When loading copy paper or removing jammed originals or copy paper, take care not to cut your hands on the edges of the original or copy paper.
- When removing used toner bottles from the toner supply port, remove the bottles carefully to prevent toner from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash immediately with cold water and consult a physician.

Consumables

⚠ WARNING

- Do not throw toner bottles into open flames, as this may cause the toner to ignite and result in burns or a fire.
- Do not store toner bottles or copy paper in places exposed to open flames, as this may cause the toner or copy paper to ignite and result in burns or a fire.

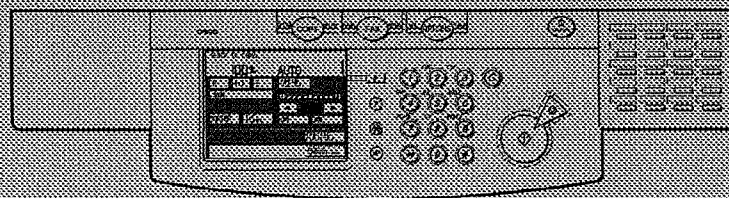


⚠ CAUTION

- Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

■ Installation Precautions	2
■ Handling Precautions	5
■ Parts and Their Functions	7
■ Control Panel Parts and Functions	10

This chapter describes items you should understand and be familiar with before using the machine, such as installation precautions, names and functions of parts, and how to handle the machine.

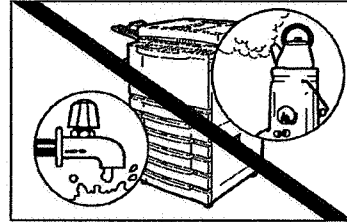


Installation Precautions

Avoid installing the machine in the following locations.

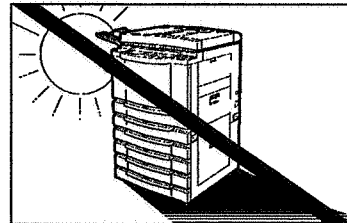
- **Avoid locations which are subject to low temperatures and low humidity, or high temperatures and high humidity.**

For example, avoid installing the machine near water taps, hot water heaters, humidifiers, air conditioners, heaters and stoves.



- **Avoid installing the machine in the direct sunlight.**

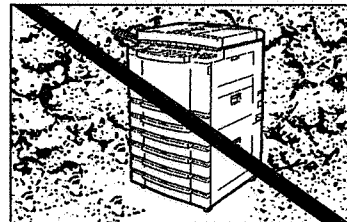
If unavoidable, shade the machine using curtains.



- **Avoid poorly ventilated locations.**

During use, the machine generates ozone. However, the amount of ozone generated is not enough to affect the human body. Nevertheless, if the machine is used for a prolonged period of time in a poorly ventilated room, or when making lots of copies, be sure to ventilate the room to make the working environment as comfortable as possible.

- **Avoid locations where a considerable amount of dust accumulates.**



- **Avoid locations where ammonia gas is emitted.**

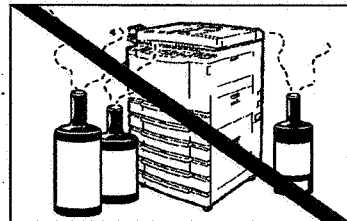
- **Avoid locations near volatile flammables, such as alcohol or paint thinner.**

- **Avoid locations which are subject to vibrations.**

For example, avoid installing the machine on unstable floors or stands.

- **Avoid rapid changes in temperature.**

If the room in which the machine is installed is rapidly heated from a low temperature, condensation may form inside the machine. This can adversely affect copy quality or result in an inability to obtain copy images.

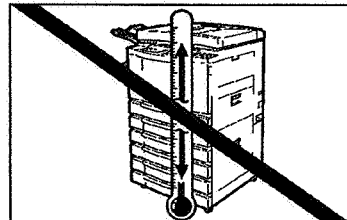


- **Avoid installing the machine near computers or other precision electronic equipment.**

Electrical interference and vibrations generated by the machine during copying can adversely affect the operation of such equipment.

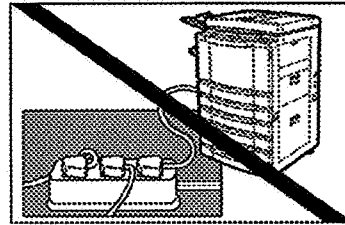
- **Avoid installing the machine near televisions, radios or other similar electronic equipment**

The machine might interfere with sound and picture signal reception, etc. Plug the machine into a dedicated power outlet and maintain as much space as possible between the machine and other electronic equipment.



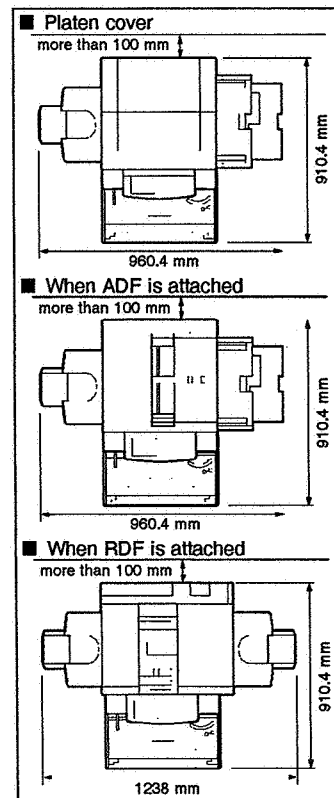
Select a safe power supply.

- Plug the machine into a 220/240 V, 50 Hz socket.
- Do not plug other electrical equipment into the socket to which the machine is connected.
- Do not plug the machine into a multi-plug power strip. Doing so might cause a fire.
- The power cable may become damaged if it is often stepped on or heavy objects are placed on it. Continued use of a damaged power cable can lead to an accident.



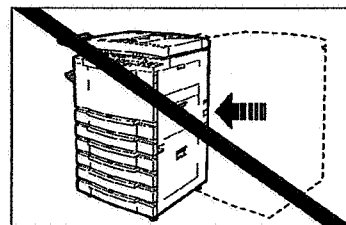
Provide adequate installation space.

- Provide enough space on each side of the machine for unrestricted operation.



Moving the machine

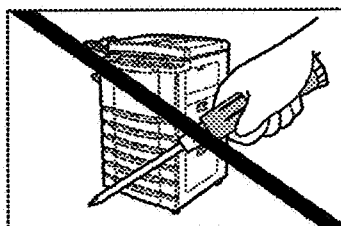
- If you intend to move the machine, contact your service representative beforehand.



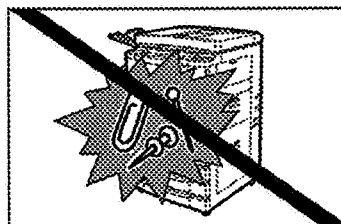
Handling Precautions

- Do not attempt to disassemble or modify the machine.

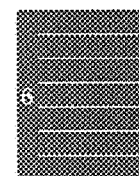
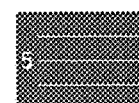
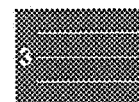
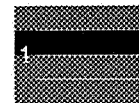
- Some parts inside the machine are subject to high voltages and temperatures. Take adequate precaution when inspecting the inside of the machine. Do not carry out any inspections not described in this Reference Manual.



- Be careful not to drop any foreign objects such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it might cause a short circuit and result in a fire or electrical shock.



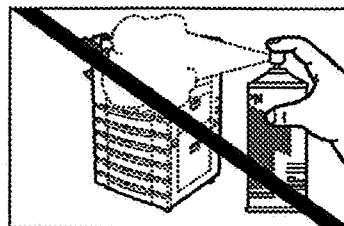
- If there is unusual noise or smoke, immediately turn the main power switch OFF, then call your service representative. Using the machine in this state might cause a fire or electrical shock. Also, avoid placing objects around the plug so that the machine can be unplugged whenever necessary.



- Do not turn the main power switch OFF or open the front door during copying. This might result in paper jams.

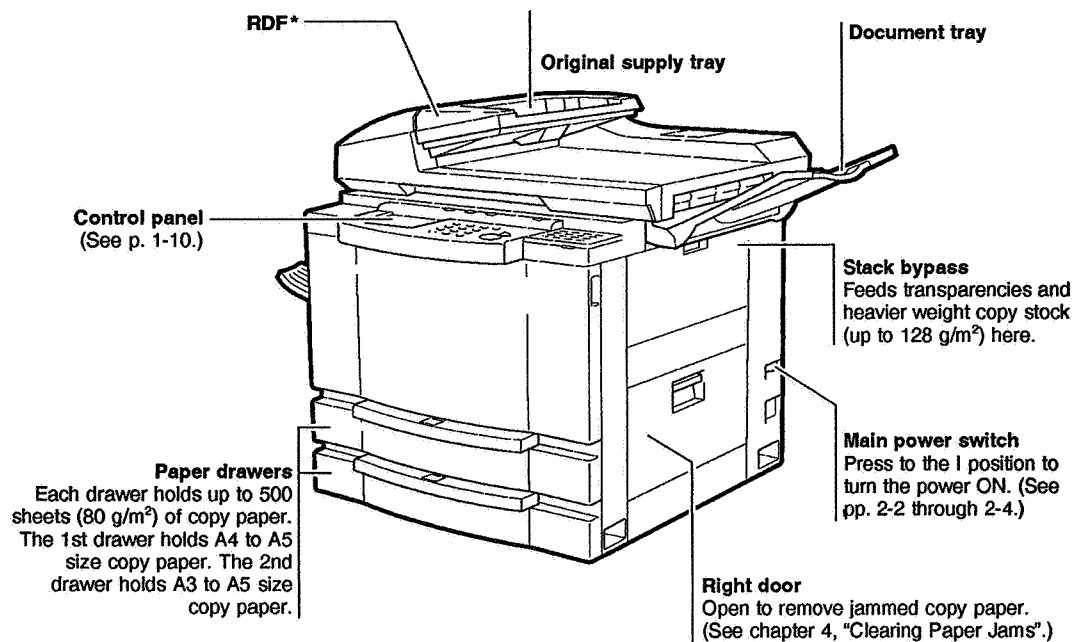
- To avoid danger of ignition, do not use flammable aerosol products near the machine.

- If the copier will not be used for a prolonged period of time, for example during the night, turn the main power switch OFF.

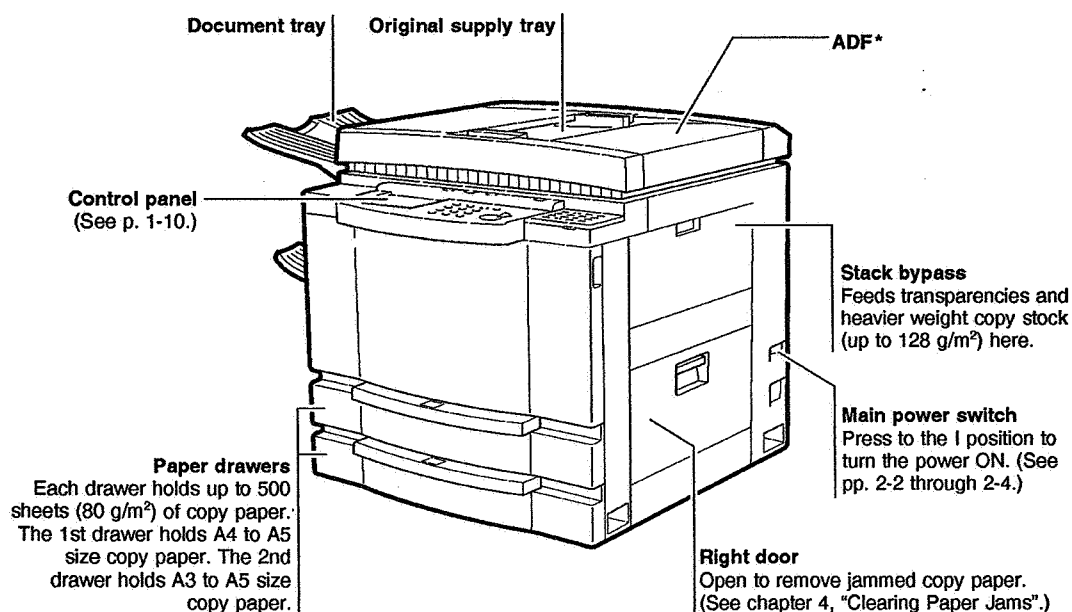


Parts and Their Functions

External View (RDF attached)

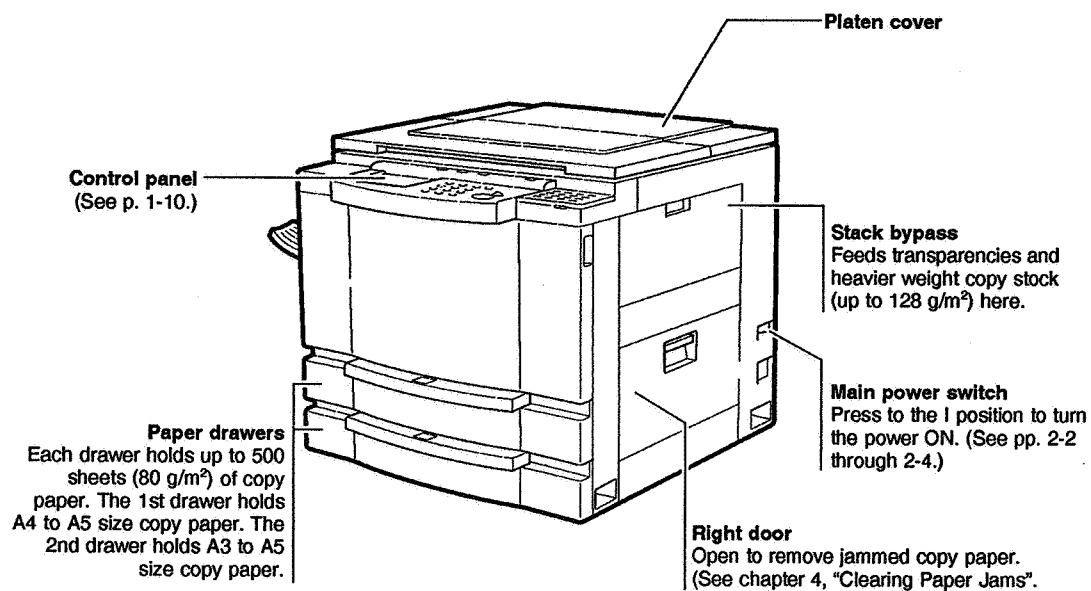


External View (ADF attached)

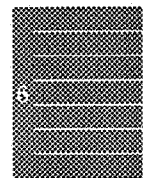
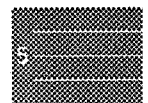
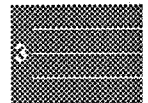
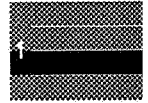
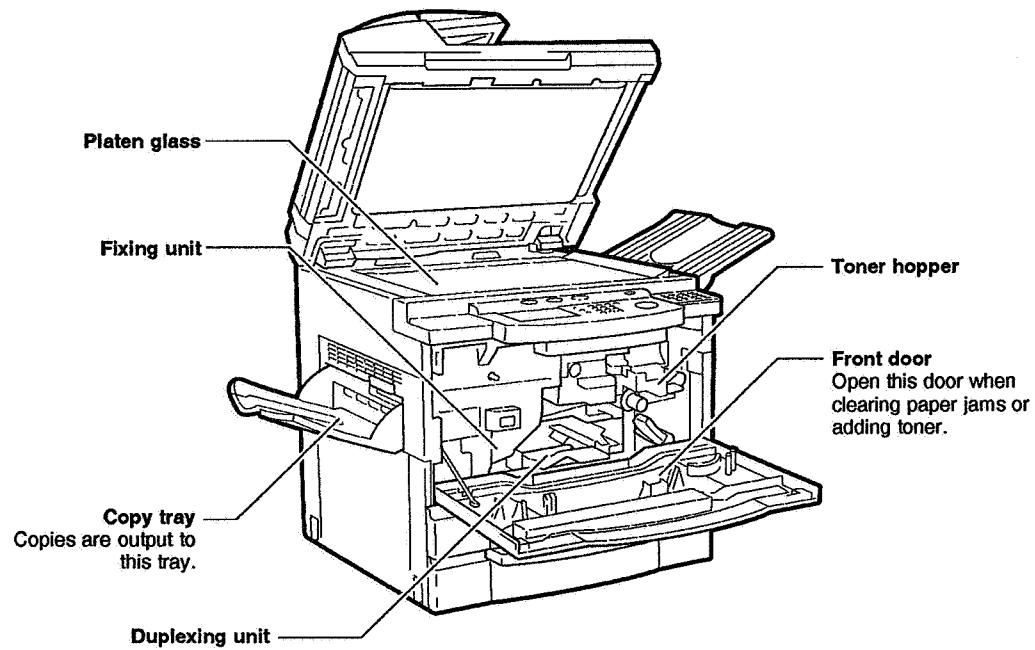


*The RDF and ADF are optional.

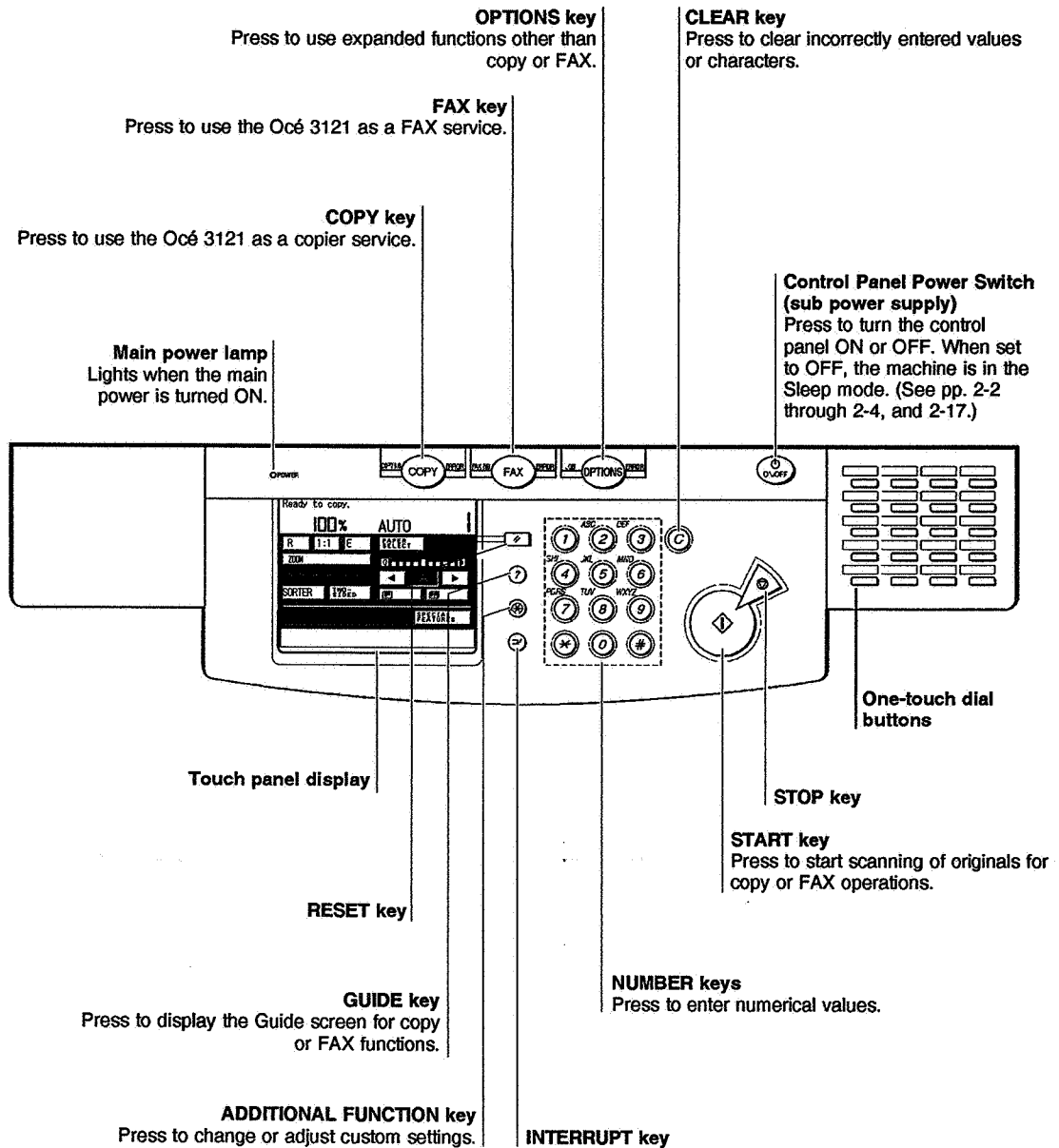
External View (platen cover attached)



Internal View



Control Panel Parts and Functions



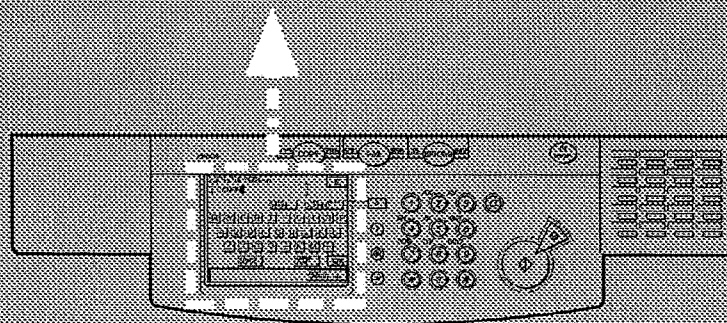
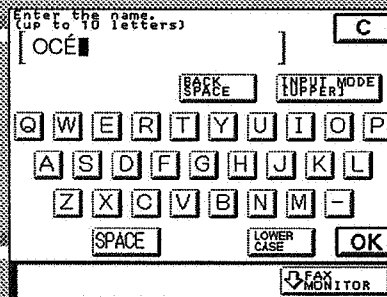
Chapter 2

Operations and Functions Common to the Océ 3121 Series

- Common Operations
- Common Functions

2

This chapter describes common operations and functions that you will need to know when operating the machine, such as how to turn the power ON and how to enter characters.



Common Operations

Turning the Power ON/OFF

This section describes how to turn the machine ON, the steps to follow until "READY TO COPY" is displayed in the touch panel display, and how to turn the power OFF. The machine is provided with two power switches, a main power switch and a control panel power switch. The following describes these two switches.

■ Main power switch

This switch turns the power supply ON for operating the machine.

When the main power switch is turned ON, the main power lamp on the control panel lights, indicating that copy and FAX operations are possible.

NOTICE

- When this machine supports FAX functions and is equipped with the optional Handset, we recommend that you do not turn the main power switch OFF. If you turn the main power switch OFF, you will no longer be able to receive or send originals, or receive telephone calls.
- If you turn the main power OFF with a drawer pulled out, you may not be able to return the drawer to its original position unless you wait at least 15 seconds before turning the main power back ON. If this happens, turn the main power ON and push the drawer in.

■ Control panel power switch

When the main power lamp (See "Control Panel Parts and Functions," on p. 1-10.) on the control panel lights and nothing is displayed in the touch panel display, this is referred to as the "Sleep mode." (See "Auto Sleep," on p. 2-8.)

To cancel the Sleep mode, and resume machine operations, press the control panel power switch.

When not using the machine for a prolonged period of time, turn the control panel power switch OFF to set the machine to the Sleep mode.

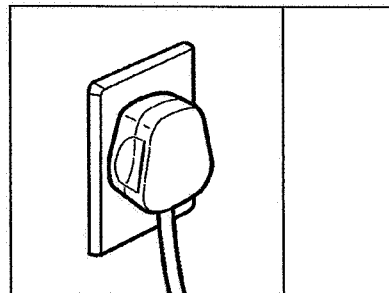
MEMO

- This machine can receive telephone calls or documents sent by FAX, and print out received documents even in the Sleep mode. We recommend using the Sleep mode to receive FAX documents while you are out of the office.
- The Sleep mode is particularly effective when your machine is only equipped with copy functions or when only FAX functions are supported in addition to copy functions.
- Turn the main power switch OFF when not using your machine for a prolonged period of time, for example at night, when your machine supports only copy functions, or when printer functions are supported.
- When the control panel power switch is turned back ON, it will take about 7.9 seconds until you can make the first copy.

Turning the Power ON

1

Make sure that the power plug is firmly inserted into the power outlet.

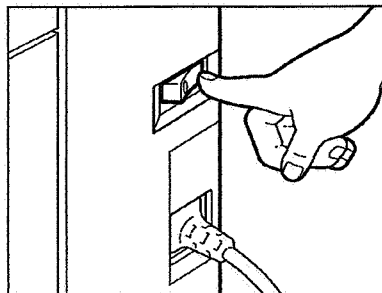


2


Press the power switches to the ON position.

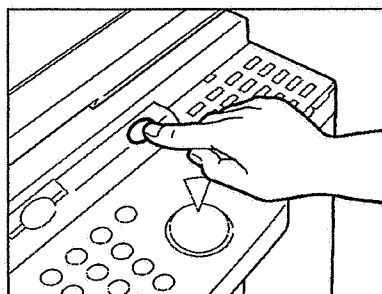
■ Main power switch

The main power switch is located on the right side of the machine. The main power lamp on the control panel lights when the main power switch is turned ON.



■ Control panel power switch

Press the control panel power switch  on the control panel.



The message on the right appears in the touch panel display, indicating that the machine is ready to copy. At this time, the machine is in the Standard mode, and the standard copy settings are effective.

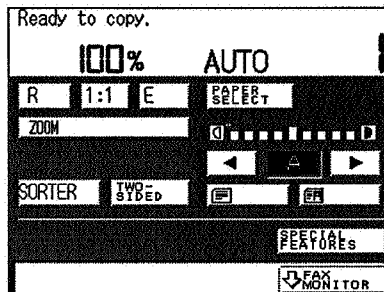
MEMO

■ The standard copy settings are as follows:

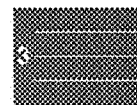
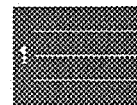
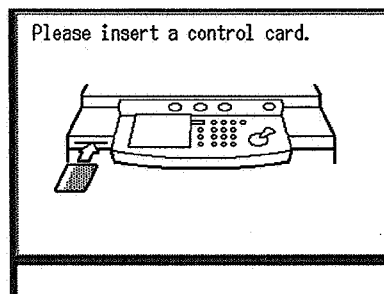
Copy ratio : 1 : 1 (100%)
 Paper selection : Auto Paper Selection
 Copy exposure : A (auto)
 Copy quantity : 1

■ You can change the standard copy settings. (See "Current Standard Settings," on p. 7-10 in the *Copying Manual*.)

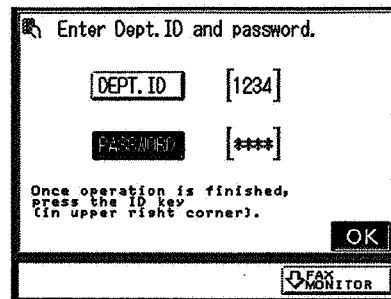
■ You can choose whether to display the Basic Features screen for copying or for FAX operations when the control panel power switch is turned ON. (See "Initial Function," on p. 3-6.)



If the message on the right appears, insert a control card.



If the message on the right appears, enter the Dept. ID and the password, then press the [OK] key.



Turning the Power OFF

3

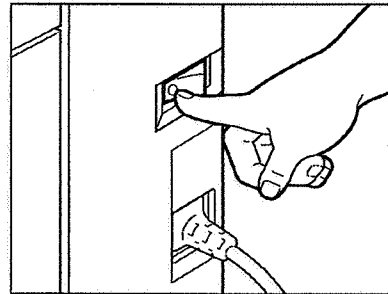
Press the power switches to the OFF position.

■ Main power switch


The main power switch is located on the right side of the machine. The main power lamp on the control panel goes out when the main power switch is turned OFF.

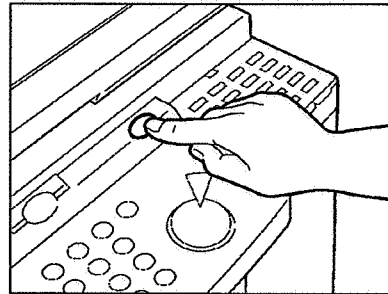
MEMO

- See p. 2-2 before turning the main power switch OFF.



■ Control panel power switch

Press the control panel power switch  on the control panel. The screen in the touch panel display disappears.



Entering Characters on the Touch Panel Display

Characters must be entered when you store a name for a mode key that is storing a copy job under Mode memory. To enter characters, use the alphabet keys displayed in the touch panel display. By switching the entry mode, you can enter alphabet characters (upper case, lower case), and special letters.

MEMO

- The entry modes that you can select and the number of characters that you can enter vary according to the item that you are storing.
- Enter numbers with the Number keys.

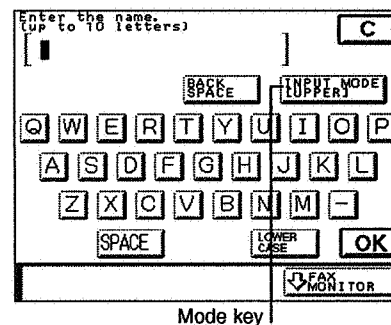
Entering Alphabet Characters

Example: Enter "CANON".

1 Press the mode key, and select "UPPER."

MEMO

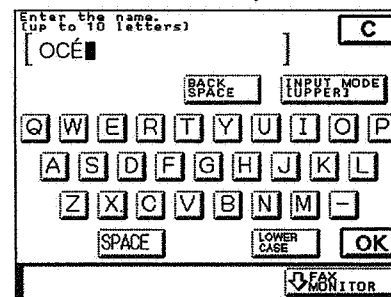
- Each press of the mode key switches the entry mode.
- If you press the [LOWER CASE] key, the entry mode changes to the lower case mode, and lower case characters can be entered.



2 Enter "CANON".

MEMO

- If you make a mistake when entering characters, press the [BACK SPACE] key to delete the character. Then, enter the correct character again.
- You can also delete all characters you have entered by pressing the [C] key.



3 When you have entered all characters, press the [OK] key.

MEMO

- To continue entering alphabet characters, press the mode key to select the desired mode. Then, press the [OK] key.

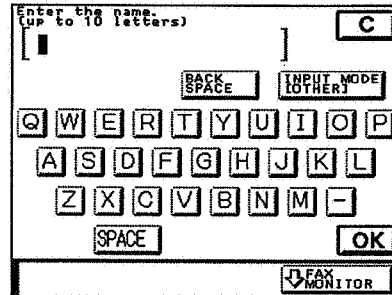
Entering Special Letters

Example: Enter "è".

1 Press the mode key, and select "OTHER."

MEMO

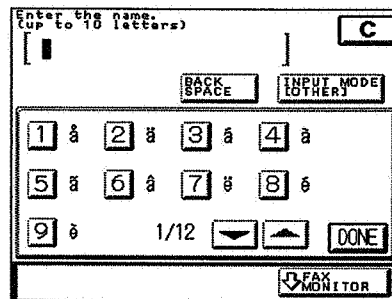
- Each press of the mode key switches the entry mode.



2 Press the [▼] or [▲] keys to display the desired special letter.

MEMO

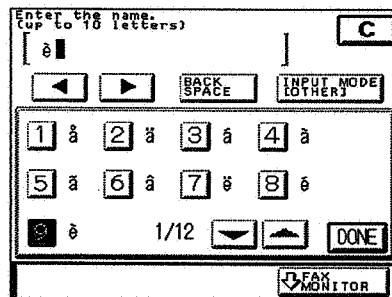
- If all symbols cannot fit in the touch panel display, press the [▼] or [▲] keys to scroll the screen until the desired special letter is displayed. "1/12", "2/12" and so forth are displayed to the side of the [▼] or [▲] keys.



3 Press the number of the desired special letter in the touch panel display.

MEMO

- If you make a mistake when entering special letters, press the [BACK SPACE] key to delete the character. Then, enter the correct character again.
- You can also delete all characters you have entered by pressing the [C] key.
- You can also press the number of the desired special letter in the touch panel display to select the special letter.



4 Press the [DONE] key.

5 When you have entered all characters, press the [OK] key.

MEMO

- To continue entering alphabet characters, press the mode key to select the desired mode. Then, press the [OK] key.

Common Functions

Auto Drawer Switching

If a paper drawer runs out of copy paper during copying, the machine automatically locates another paper supply drawer loaded with the same paper size and begins feeding copy paper from that paper drawer.

MEMO

- You can set whether or not a drawer is subject to Auto Drawer Switching for copy, FAX and printer functions. (See "Drawer Eligibility for APS/ADS," on p. 3-11.)

Auto Clear Function

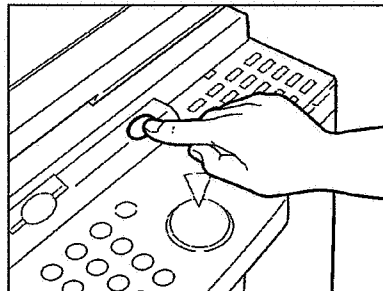
If the machine is not in operation for a period of about two minutes, it automatically returns to the Standard mode.

MEMO

- You can set the Auto Clear Time from 1 to 9 minutes, in one-minute increments. You can also cancel this function. (See "Auto Clear Time," on p. 3-33.)

Sleep Function

If you press the control panel power switch to OFF, the display in the touch panel display disappears, and the machine enters the Sleep mode. Setting the machine to the Sleep mode allows you to save power. To resume FAX operations, press the control panel power switch again. The Copy Basic Features screen appears in the touch panel display.



MEMO

- You can set your machine so that the FAX Basic Features screen is displayed when the power is turned ON. (See "Initial Function," on p. 3-6.)
- This machine can receive telephone calls or documents sent by FAX, and print out received documents even in the Sleep mode. We recommend using the Sleep mode to receive facsimile documents while you are out of the office.
- Turn the main power switch OFF when not using your machine for a prolonged period of time, for example at night, when your machine supports only copy functions, or when only printer functions are supported in addition to copy functions.

Auto Sleep

If the machine is not operated for a period of about five minutes after copying has finished or after a keying operation, the control panel power switch automatically moves to the OFF position, and the machine enters the Sleep mode.

To turn the power back ON, press the control panel power switch to the ON position.

MEMO

- You can set the auto sleep time from 1 minute to 8 hours. (See "Auto Sleep Time," on p. 3-32.)

Integrated Operation

This machine supports multiple functions such as copier, FAX and printer. These functions can be used simultaneously ("integrated operation"). Refer to the chart below for a more detailed description.

Yes: Usable No: Unusable ▲: Conditional

Previous Job \ Next Job		Copy	FAX					Printer	
			Scanning	Direct TX*4	Memory TX*4	Memory RX*5	Printing of Auto RX*5	Data RX*5	Printing
Copy			No	No	No	Yes	▲*1	Yes	▲*1
FAX	Scanning	No	No	No	Yes	Yes	▲*2	Yes	Yes
	Direct TX*4	No	No	▲*3	▲*3	Yes	Yes	Yes	Yes
	Memory TX*4	Yes	Yes	No	No	Yes	Yes	Yes	Yes
	Memory RX*5	Yes	Yes	No	No	Yes	Yes	Yes	Yes
	Printing of Auto RX*5	▲*1	No	No	Yes	Yes	Yes	Yes	▲*1
Printer	Data RX*5	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Printing	▲*1	Yes	Yes	Yes	Yes	▲*1	Yes	Yes

You can set the printing order to match your particular needs. The initial setting is copy, FAX and printer in that order.

The following is true when your machine is not equipped with a Sorter.

- Priority is given to copying even when the output of another function, such as Printer, is being performed.
- The printing priority between FAX and Printer is given to whichever function starts the earliest.

*1 This is dependent on the Printing Priority setting when your machine is equipped with a Sorter. (See p. 3-17.)

*2 Printing is temporarily cancelled.

*3 With direct TX*4, transmission of originals is reserved. Direct transmission is executed after the current operation (TX*4 or RX*5) has ended.

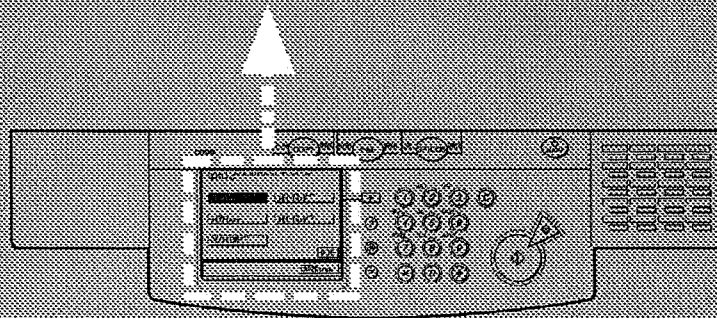
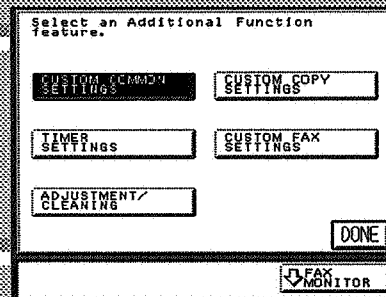
*4 TX: Transmission

*5 RX: Reception


Setting and Adjusting Custom Common Settings for Each Function

This chapter describes how to set and adjust custom settings common to each function.

■ What Are Additional Functions?	2
■ Custom Common Settings	3
■ Timer Settings	29
■ Adjustment/Cleaning	36



What Are “Additional Functions”?

When you turn the power ON or when you press the  key, the settings of this machine return to their initial settings.

“Additional Functions” allows you to change initial values by, for example choosing whether or not to use the initial values (defaults) for each of the modes supported on this machine, or whether or not a mode is to be used. Defaults can also be changed by storing or setting new values. This chapter describes items that can be set in the Custom Common Settings screen, Timer Settings screen, and Adjustment/Cleaning screen.

NOTICE

- When setting Custom Settings, some items need not be set depending on which options are attached to the machine. These items are displayed dimmed on the touch panel display. However, for convenience, these items are represented by solid lines in the touch panel display in this chapter.

MEMO


- For details on Custom Copy Settings, see chapter 8 in the *Copying Manual*. For details on Custom FAX Settings, see chapter 9 in the *Facsimile Manual*.

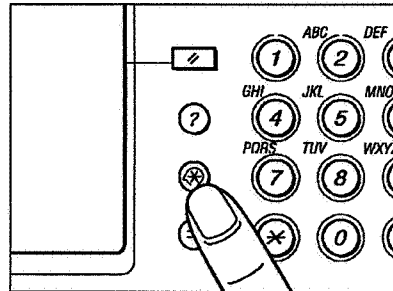
Custom Common Settings

The following items can be stored or set in the Custom Common Settings screen.

Item to Set/Store and Description	Initial Setting (*) and Setting Item	See Page	Screen No.
INITIAL FUNCTION Gives you the choice of whether or not to display the Basic Features screen for copy or FAX operations when the power is turned ON.	COPY*, FAX	3-6	1/5
AUTO CLEAR SETTING Gives you the choice of whether or not to display the Basic Features screen set by the Initial Function after an auto clear.	INITIAL FUNCTION*, SELECTED FUNCTION	3-7	
SYSTEM DIFF SIZE ORIGINAL Gives you the choice of whether or not to allow placing of different-size originals in the RDF for non-copy functions.	ON*, OFF	3-8	
AUTOMATIC EXPOSURE ADJUSTMENT Selects the automatic exposure adjustment method. Gives you the choice of whether or not to pre-scan the original when set to Automatic Exposure Control is set.	SPEED PRIORITY*, IMAGE QUALITY PRIORITY	3-9	2/5
AUDIBLE TONES Gives you the choice of whether or not to sound tones (entry tone, error tone, job completed tone).	Entry tone: ON*/OFF Error tone: ON*/OFF Job completed tone: ON*/OFF	3-10	
DRAWER ELIGIBILITY FOR APS/ADS Gives you the choice of whether or not to make drawers eligible for automatic selection for each of the copy, FAX and printer functions.	Stack bypass ON/OFF*, Cassette 1 to 6 ON*/OFF	3-11	
STORE SPECIAL CASSETTE Sets the correspondence between copy paper sizes in drawers and copy paper icons when using drawers as special cassettes.	SPC 1: A4*, SPC 2: A4*, SPC 3: LTR*, SPC 4: LTR* Copy paper size: A/B-series or inch-series setable Copy paper icon: 16 setup options	3-12	3/5
SET ENVELOPE CASSETTE Sets the types of the envelope to be placed in the envelope cassette when the option is attached.	ENV.1: COM 10*, ENV.2: COM 10* Setup options: COM10, ISO-B5, Monarch, ISO-C5, DL, and YOUKEI 4	3-14	
STACK BYPASS SIZE ENTRY Gives you the choice of whether or not to display the Size Entry screen when copy paper is placed in the stack bypass.	ON*, OFF	3-15	
TRAY Designate which TRAY will be used for what output when your machine is equipped with either the Multi-output Tray-C1 or Multi-output Tray-B2. Multi-output Tray-C1 attached Sets which function (copy, FAX, or printer) should be specified to which of the three special trays. Multi-output Tray-B2 attached Sets which function (FAX, or printer) should be specified to which of the two special trays.	A: COPY*, FAX, PRINT B: COPY, FAX*, PRINT* C: COPY, FAX, PRINT A: FAX, PRINT B: FAX*, PRINT*	3-16	4/5
		3-16	
PRINTING PRIORITY Sets the printing priority for the copy, FAX and printer.	COPY: 1*, 2, 3 FAX: 1, 2*, 3 PRINT: 1, 2, 3*	3-17	
SET SYSTEM SETTINGS PASSWORD Sets the password to be assigned to the system administrator.	No initial setting four-digit number	3-18	5/5
RESTRICT USE OF FAX WITH CONTROL CARD Gives you the choice of whether or not to restrict FAX users with the optional Control Card.	ON, OFF*	3-19	
DEPT. ID MANAGEMENT Sets whether or not restrict the machine users, or manage copy totals made so far. (STORE DEPT. ID/PASSWORD) When managing with Dept. ID, this allows you to store the Dept. ID and the password. (COPY TOTALS) This allows you to display a count of or print out a list of the number of copies made so far for each department when the machine supports the FAX function.	ON, OFF*		
	Not stored See description in this manual	3-20 3-24	
INITIALISE COMMON CUSTOM SETTINGS Allows you to return the custom settings to their defaults.	See description in this manual	3-28	

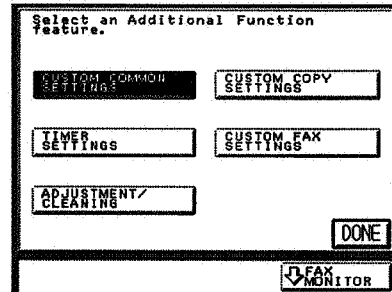
Calling up the Custom Common Settings Screen



1 Press the  key.



2 Select the [CUSTOM COMMON SETTINGS] key in the Additional Function screen.

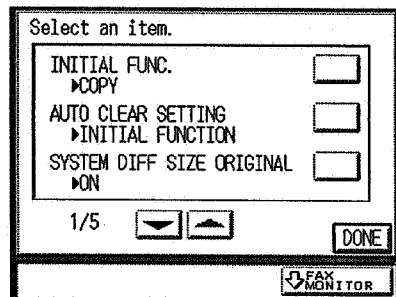
If your machine does not support FAX functions, the [CUSTOM FAX SETTINGS] key is not displayed.



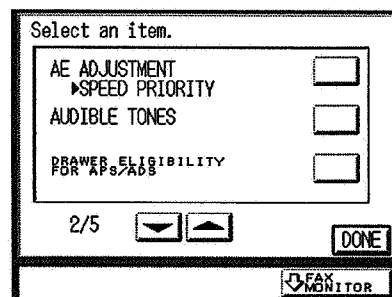
The Custom Common Settings screen is made up of five screens (1/5 to 5/5). Press the  or  keys to display the desired screen and make the required settings.

[Custom Common settings screen]

1/5 screen



2/5 screen



3/5 screen

Select an item.

STORE SPECIAL CASSETTE ☐

SET ENVELOPE CASSETTE ☐

STACK BYPASS SIZE ENTRY ☐ OFF

3/5

4/5 screen

Select an item.

TRAY ☐

PRINTING PRIORITY ☐

SET SYSTEM SETTINGS ☐ PASSWORD

4/5

5/5 screen

Select an item.

RESTRICT USE OF FAX ☐ WITH CONTROL CARD ☐ OFF

DEPT. ID MANAGEMENT ☐ OFF

INITIALIZE CUSTOM ☐ COMMON SETTINGS

5/5

All descriptions from here on assume that you are operating from the Custom Common Settings screen.

Settings in Custom Common Settings Screen when Power is Turned ON (INITIAL FUNC.)

Gives you the choice of whether or not to display the Basic Features screen for copy or FAX operation when the power is turned ON.

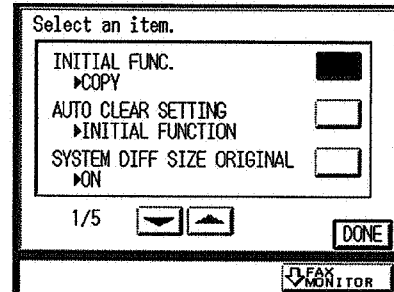
NOTICE

- If the machine does not support FAX functions, there is no need to set Initial Function.

MEMO

- The initial setting is "COPY."

- 1 Press the [▼] or [▲] keys to display Custom Common Settings screen 1/5, and press the [INITIAL FUNC.] key.



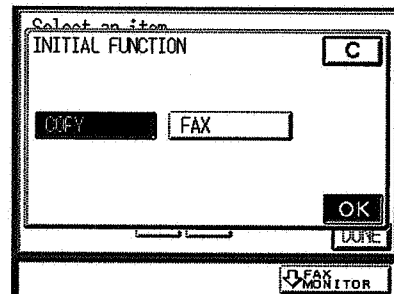
- 2 Select the [COPY] or [FAX] key, then press the [OK] key.

[COPY]:

The Copy Basic Features screen is displayed when the power supply is turned ON.

[FAX]:

The FAX Basic Features screen is displayed when the power supply is turned ON.



The display returns to Custom Common Settings screen 1/5.

Setting the Screen that appears after Auto Clear Elapses (AUTO CLEAR SETTING)

Gives you the choice of whether or not to display the Basic Features screen set by the Initial Function after an auto clear. (See p. 2-7.)

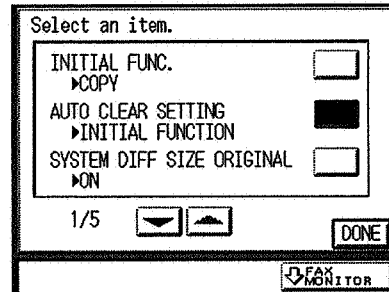
NOTICE

- The Auto Clear setting need not be set if your machine does not support FAX functions.
- The auto clear time can be set in the Timer Settings screen. (See p. 3-33.)

MEMO

- The initial setting is "INITIAL FUNCTION"

- 1 Press the [▼] or [▲] keys to display Custom Settings screen 1/5, and press the [AUTO CLEAR SETTING] key.



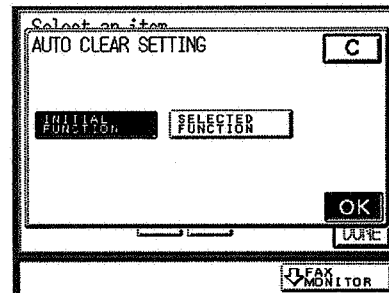
- 2 Select the [INITIAL FUNCTION] or [SELECTED FUNCTION] key, then press the [OK] key.

[INITIAL FUNCTION]:

The screen set under Initial Function is displayed after an auto clear has taken place. For example, if COPY is set under Initial Function and an auto clear takes place after using the FAX function, the display returns to the Copy Basic Features screen.

[SELECTED FUNCTION]:

The display returns to the screen that was displayed before auto clear takes place. For example, even if COPY is set under Initial Function and an auto clear takes place after using the FAX function, the display returns to the FAX Basic Features screen.



The display returns to Custom Common Settings screen 1/5.

Settings for Different-size Originals in RDF for Non-copy Functions (SYSTEM DIFF SIZE ORIGINAL)

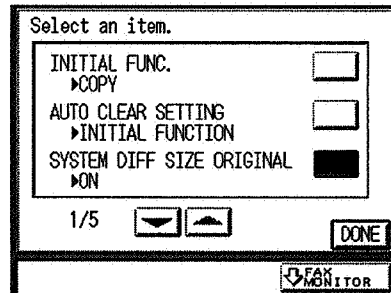
Gives you the choice of whether or not to allow placing of different-size originals in the RDF for non-copy functions provided that the leading edge of each page is the same length (length in paper feed direction) is different.

When this function is set to ON, it takes more time to scan originals.

MEMO

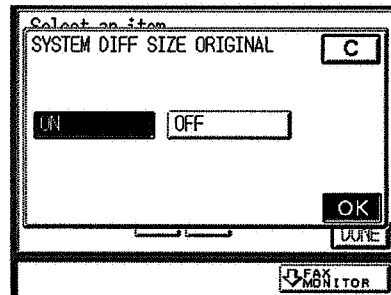
- The initial setting is "ON."

- 1 Press the [▼] or [▲] keys to display Custom Common Settings screen 1/5, and press the [SYSTEM DIFF SIZE ORIGINAL] key.



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

- [ON] : This allows you to set different-size originals.
[OFF] : This allows you to set only same-size originals.



The display returns to Custom Common Settings screen 1/5.

Setting Automatic Exposure Adjustment (AUTOMATIC EXPOSURE ADJUSTMENT)

■ Set how the exposure is to be automatically adjusted.

- Speed Priority:** Text is automatically set as the image mode. Only the exposure is adjusted.
The machine judges the exposure each time an original is scanned so that copies are made from originals with coloured backgrounds onto white copy paper will not have smudges in the background.
- Image Quality Priority:** The exposure and image quality are automatically adjusted before making copies. The original is scanned (pre-scanned) before it is copied to automatically adjust exposure. Pre-scanning slows down copying.

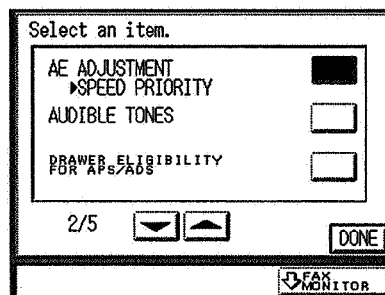
NOTICE

- When making copies by automatic exposure adjustment using the ADF, "SPEED PRIORITY" is set even if automatic exposure adjustment is set to "IMAGE QUALITY PRIORITY."

MEMO

- The initial setting is "SPEED PRIORITY."

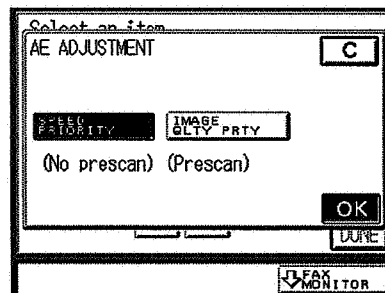
- Press the [▼] or [▲] keys to display Custom Common Settings screen 2/5, and press the [AE ADJUSTMENT] key.



- Select the [SPEED PRIORITY] or [IMAGE QLTY PRTY] key, then press the [OK] key.

MEMO

- If you select "IMAGE QUALITY PRIORITY," the original is first scanned (pre-scanned) to adjust the scanning exposure for the original, then scanned again.



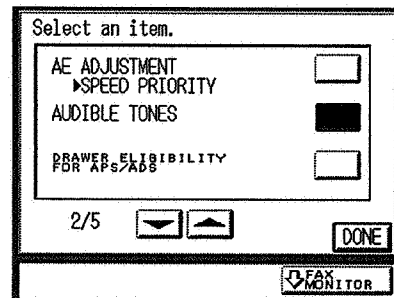
The display returns to Custom Common Settings screen 2/5.

Setting Entry Tone, Error Tone, Job Done Tone (AUDIBLE TONES)

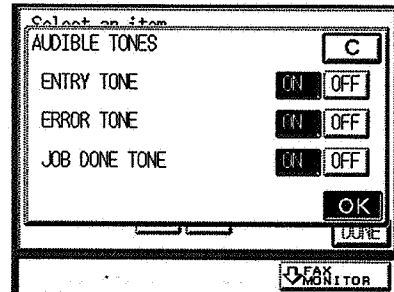
Gives you the choice of whether or not to sound audible tones. The following tones sound at the following times:

Entry Tone: When pressing keys on the control panel or keys in the touch panel display (initial setting: ON)
Error Tone: When a machine malfunction occurs (e.g. paper jam or operational error) (initial setting: ON)
Job Done Tone: After the last copy has been made (e.g. outputting or stapling is completed) (initial setting: ON)

- 1 Press the [▼] or [▲] keys to display Custom Common Settings screen 2/5, and press the [AUDIBLE TONES] key.



- 2 Select the [ON] or [OFF] keys for the "ENTRY TONE", "ERROR TONE" and "JOB DONE TONE" keys, and press the [OK] key.



The display returns to Custom Common Settings screen 2/5.

Setting Whether or Not a Drawer is Subject to Auto Drawer Switching (DRAWER ELIGIBILITY FOR APS/ADS)

The machine is initially set so that all drawers are eligible for automatic selection (Auto Paper Selection (APS) and Auto Drawer Switching (ADS)). This function sets whether or not to make drawers eligible for automatic selection for the copy, FAX and printer functions.

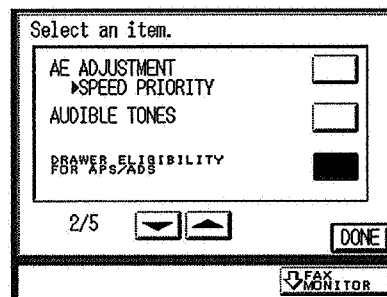
NOTICE

- If the stack bypass setting in "DRAWER ELIGIBILITY FOR APS/ADS" is set to "ON", the setting in "STACK BYPASS SIZE ENTRY" becomes "OFF". Alternatively, if the setting in "STACK BYPASS SIZE ENTRY" is set to "ON", the setting in "DRAWER ELIGIBILITY FOR APS/ADS" becomes "OFF".

MEMO

- Auto Paper Selection (APS): The machine automatically selects the appropriate paper size (paper drawer) for the size of the original and the set copy ratio.
- Auto Drawer Switching (ADS): If a drawer runs out of paper during a continuous copy job, the machine automatically selects another paper drawer with the same paper size and begins feeding paper from that drawer.
- Initial settings are "OFF" for stack bypass and "ON" for drawers (1 to 6).

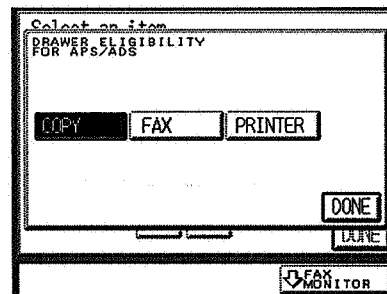
- 1 Press the [▼] or [▲] keys to display Custom Common Settings screen 2/5, and press the [DRAWER ELIGIBILITY FOR APS/ADS] key.



- 2 Select the [COPY], [FAX] or [PRINTER] key.

MEMO

- "FAX" can be set only when the machine supports FAX functions.
- "PRINTER" can be set only when the machine supports printer functions.



- 3 Select the [ON] or [OFF] key for the stack bypass and each drawer, then press the [OK] key.

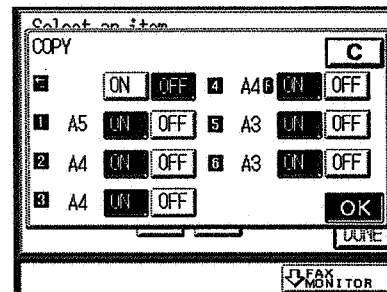
ON : Makes the drawer eligible for APS/ADS.
OFF : Makes the drawer ineligible for APS/ADS.


NOTICE

- When "PRINTER" is set, the [ON] or [OFF] key for the stack bypass cannot be selected.


MEMO

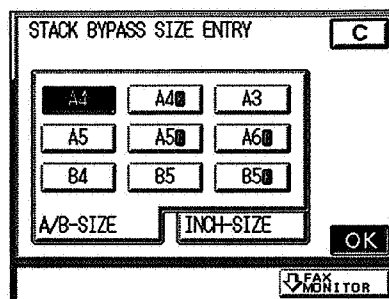
- The 3rd to 6th drawers can be set when the machine is equipped with an optional Océ 3121 Cassette Feeding Unit.
- When the stack bypass is set to ON, the Size Entry screen for selecting the size of the copy paper to be placed on the stack bypass appears in the touch panel display. Specify the copy paper size in this screen.



- When  (Stack bypass) is set to ON:
The display on the right appears. Specify the size of the copy paper to be placed on the stack bypass, then press the [OK] key.

NOTICE

- When  (Stack bypass) is set to ON, be sure to place the same size of copy paper as is specified on the screen. If you place a different size of paper, the selected paper size will not be correctly displayed in the touch panel display. This might also cause paper jams, dirty copies or make the inside of the machine dirty.



4 Press the [DONE] key.

The display returns to Custom Common Settings screen 2/5.

Setting Paper Size and Icon for a Special Cassette (STORE SPECIAL CASSETTE)

The paper drawers of this machine can be used as "Special Cassettes" if the paper size dial (See p. 5-5.) is set to SP. 1, SP. 2, SP. 3 or SP. 4. Special Cassettes have the following features.

- When selecting copy paper for use in copy operations, the attributes of the copy paper can be represented by icons. This is useful for distinguishing the desired copy paper from other copy paper, for example, when using recycled paper.
- You can place inch-series copy paper in drawers even if the size switch (See p. 5-6.) on the paper drawer is set to "A/B". Alternatively, you can place A/B-series copy paper in drawers even if the size switch is set to "INCH".

MEMO

- The initial settings are as follows:

• SP. 1: A4	• SP. 2: A4	• SP. 3: LTR	• SP. 4: LTR
• Copy paper size: A/B-series copy paper size			• Copy paper icon: 16 setup options

1 Press the [▼] or [▲] keys to display Custom Common Settings screen 3/5, and press the [STORE SPECIAL CASSETTE] key.

2 Select the [SP. 1], [SP. 2], [SP. 3] or [SP. 4] key.

3 Select the size of the copy paper to be placed in the Special Cassette you selected in step 2 above, then press the [OK] key.

NOTICE

- Be sure to place the same size of copy paper as that specified on the screen. If you place a different size of paper, the selected paper size will not be correctly displayed in the touch panel display. This might also cause paper jams, dirty copies or make the inside of the machine dirty.

4 Select the icon to be displayed to the side of the copy paper size when selecting copy paper for copy operations, then press the [OK] key.

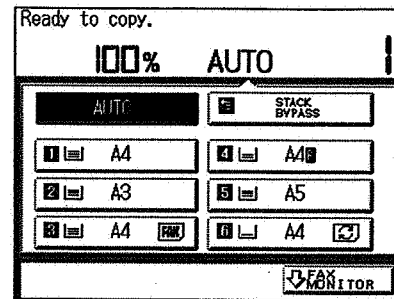
The display returns to the selection screen in step 2.

5 Press the [DONE] key.

The display returns to Custom Common Settings screen 3/5.

MEMO

- The icons stored here are displayed as shown on the right when selecting copy paper for copy operations.



Setting the Specifications of an Envelope to be Placed in a Cassette (SET ENVELOPE CASSETTE)

If your machine is equipped with the optional Envelope Attachment, and the paper size dial and size switch are set (See pp. 5-5 through 5-6.), the paper drawers of this machine can be used as envelope cassettes. The following envelopes can be loaded into the envelope cassette:

COM 10, ISO-B5, Monarch, ISO-C5, DL, YOUKEI 4

In the following description, set which type of envelope is to be loaded in the envelope drawer. Be sure to make this setting when using a paper drawer as an envelope cassette.

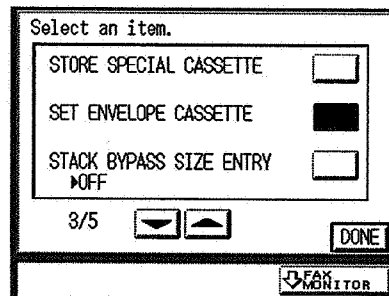
NOTICE

- This setting needs not be set when the option is not attached.

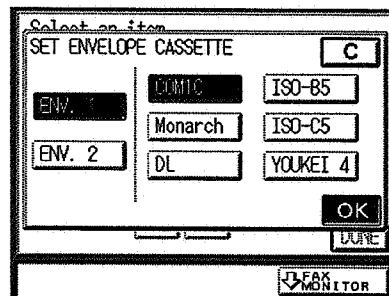
MEMO

- The initial settings are as follows:
 - ENV.1: COM 10
 - ENV.2: COM 10

- 1 Press the [▼] or [▲] keys to display Custom Common Settings screen 3/5, and press the [SET ENVELOPE CASSETTE] key.



- 2 Select the envelope cassette, [ENV.1] or [ENV.2], to be stored. Then press the [OK] key.



The display returns to Custom Common Settings screen 3/5.

Setting Display of the Paper Size Selection Screen (STACK BYPASS SIZE ENTRY)

Gives you the choice of whether or not to display the Size Entry screen when copy paper is placed on the stack bypass.

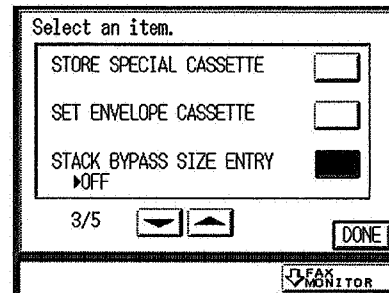
NOTICE

- If the setting in "STACK BYPASS SIZE ENTRY" is set to "ON", the stack bypass setting in "DRAWER ELIGIBILITY FOR APS/ADS" becomes "OFF". Alternately, if the stack bypass setting in "DRAWER ELIGIBILITY FOR APS/ADS" is set to "ON", the setting in "STACK BYPASS SIZE ENTRY" becomes "OFF".

MEMO

- The initial setting is "OFF."

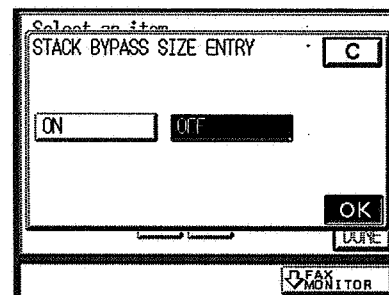
- 1 Press the [▼] or [▲] keys to display Custom Common Settings screen 3/5, and press the [STACK BYPASS SIZE ENTRY] key.



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

[ON] : The Size Entry screen appears when copy stock is placed in the stack bypass.

[OFF] : The Size Entry screen appears when the stack bypass size must be selected.



The display returns to Custom Common Settings screen 3/5.

Setting Multi-output Tray-C1 or Multi-output Tray-B2 (TRAY)

Sets which output tray functions (copy, FAX or printer) should be specified to the trays of either Multi-output Tray-C1 or Multi-output Tray-B2.

MEMO

- The initial settings are as follows:

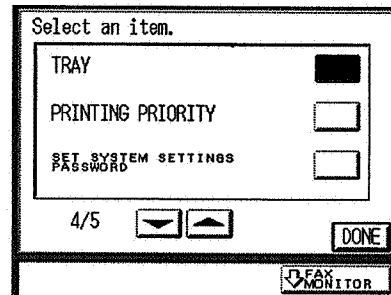
Multi-output Tray-C1	Multi-output Tray-B2
• A: COPY	• A: No Setting
• B: FAX, PRINTER	• B: FAX, PRINTER
• C: No Setting	

- One TRAY can also be set as the output tray for two or more functions.

NOTICE

- TRAY A and TRAY B of Multi-output Tray-B2 cannot be designated for the delivery of copy output.

- Press the [▼] or [▲] keys to display Custom Common Settings screen 4/5, and press the [TRAY] key.



- Select TRAY, then press the [OK] key.

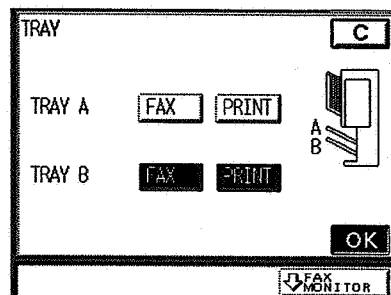
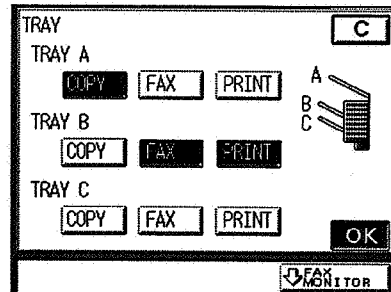
[FAX]:

This can be set only when the machine supports FAX functions.

[PRINT]:

This can be set only when the machine supports printer functions.

- **When using Multi-output Tray-C1:**
Select the output functions to TRAY A, TRAY B and TRAY C.
- **When using Multi-output Tray-B2:**
Select the output functions to TRAY A and TRAY B.



The display returns to Custom Common Settings screen 4/5.

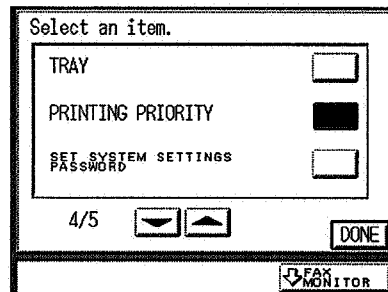
Setting the Printing Priority in Copy, FAX and Printer Operations (PRINTING PRIORITY)

Sets the printing priority for each of copy, FAX and printer functions. For example, the machine can be set to output copies taking precedence over printing of documents that are being received by FAX.

MEMO

- Initial settings are as follows:
 - COPY: 1
 - FAX: 2
 - PRINT: 3

- 1 Press the [▼] or [▲] keys to display Custom Common Settings screen 4/5, and press the [PRINTING PRIORITY] key.



- 2 Select the printing priority, then press the [OK] key. Setting [1] sets the highest printing priority.

[FAX]:

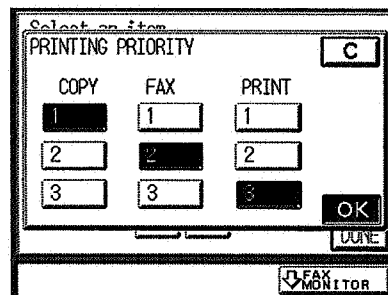
This can be set only when the machine supports FAX functions.

[PRINT]:

This can be set only when the machine supports printer functions.

MEMO

- When the same printing order has been set to two or more operations, printing is started from whichever of the functions starts the earliest.
When your machine is equipped with a sorter, two or more operations can be carried out simultaneously.



The display returns to Custom Common Settings screen 4/5.

Setting the System Settings Password (SET SYSTEM SETTINGS PASSWORD)

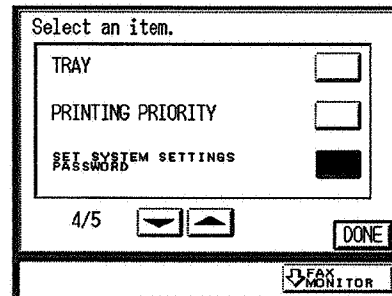
Sets the password to be assigned to the system administrator. If the system settings password is set, restrictions can be placed on storing or changing the following items.

- **Common setting restrictions**
 - Restrict Use of FAX with Control Card
 - Dept. ID Management
- **Custom FAX Setting Restrictions**
 - System Settings

MEMO

- For details on custom FAX settings, see chapter 9 in *Facsimile Manual*.

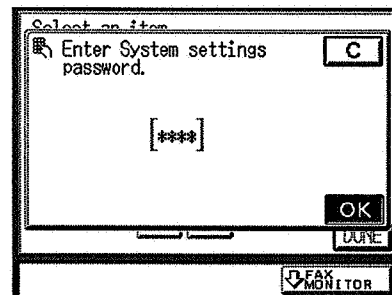
- 1 Press the [▼] or [▲] keys to display Custom Common Settings screen 4/5, and press the [SET SYSTEM SETTINGS PASSWORD] key.



- 2 Enter the System settings password, then press the [OK] key.

MEMO

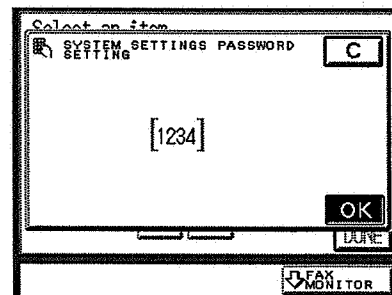
- Enter a four-digit number for the password.
- This step is not required if the System settings password is not stored.



- 3 Enter a four-digit number to be set as the System settings password, then press the [OK] key.

MEMO

- Enter a four-digit number for the password.



The display returns to Custom Common Settings screen 4/5.

Restricting Use of FAX with Control Card (RESTRICT USE OF FAX WITH CONTROL CARD)

You can set the machine so that FAX functions cannot be used unless the optional Control Card is inserted. This section describes how to restrict FAX users by the optional Control Card.

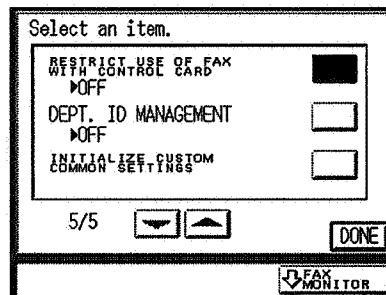
NOTICE

- It is not necessary to set Restrict Use of FAX with Control Card if your machine does not support FAX functions.

MEMO

- The initial setting is "OFF."

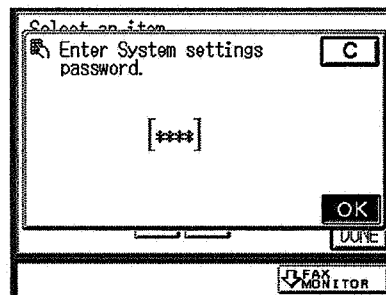
- 1 Press the [▼] or [▲] keys to display Custom Common Settings screen 5/5, and press the [RESTRICT USE OF FAX WITH CONTROL CARD] key.



- 2 Enter the System settings password, then press the [OK] key.

MEMO

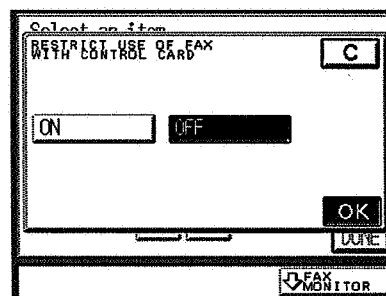
- Enter the password stored under Set system settings password. (See p. 3-18.)
- This step is not required if the System settings password is not stored.



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

[ON] : Users are restricted.

[OFF] : Users are not restricted.



The display returns to Custom Common Settings screen 5/5.

Setting the Dept. ID for Managing the Number of Prints by Department (DEPT. ID MANAGEMENT)

By storing a four-digit Dept. ID and the password for each department, you can set the machine so that its copy and FAX functions can be used only when the correct password has been input. This is called "Dept. ID Management." Dept. IDs and password for up to 100 departments can be stored. This function allows you to check the copy totals for each department for management purposes. With Dept. ID Management, the following operations can be carried out:

- Set whether or not to set Dept. ID Management and
- Store the Dept. ID and the password.

MEMO

- The initial setting is "OFF."

Storing the Dept. ID and the Password (STORE DEPT. ID/PASSWORD)

- 1** Press the [▼] or [▲] keys to display Custom Common Settings screen 5/5, and press the [DEPT. ID MANAGEMENT] key.

Select an item.

RESTRICT USE OF FAX WITH CONTROL CARD	OFF
DEPT. ID MANAGEMENT	OFF
INITIALIZE CUSTOM COMMON SETTINGS	

5/5 [Left Arrow] [Right Arrow] [DONE]

FAX MONITOR

- 2** Enter the System settings password, then press the [OK] key.

MEMO

- Enter the password stored under Set system settings password. (See p. 3-18.)
- This step is not required if the System settings password is not stored.

Select an item.

Enter System settings password.

[***]

[OK] [DONE]

FAX MONITOR

3 Select whether or not to manage operations by Dept. ID.

■ If you press the [OFF] key:
Proceed to step 7.

■ If you press the [ON] key:
To store the Dept. ID and the password, press the [STORE DEPT ID/PASSWORD] key. Proceed to step 4.

Select an item

DEPT. ID MANAGEMENT

ON OFF

STORE DEPT ID/PASSWORD

COPY TOTALS

OK

LINE

FAX MONITOR

Select an item

DEPT. ID MANAGEMENT

ON OFF

STORE DEPT ID/PASSWORD

COPY TOTALS

OK

LINE

FAX MONITOR

4 Press the [▼] or [▲] keys to display the department to which the Dept. ID is to be stored, select the number corresponding to the Department, and enter the Dept. ID with the Number keys.

MEMO

- You can store up to 100 four-digit Dept. IDs for up to 100 departments.

Enter Dept. ID and Password

	DEPT. ID	PASSWORD
001	1234	----
002	----	----
003	----	----
004	----	----
005	----	----

Touch an item

OK

FAX MONITOR

5 If a password is needed, select the number corresponding to the Department and enter the password with the Number keys.

MEMO

- If you do not store a password, both the copy and FAX function can be used by just entering the Dept. ID.

Enter Dept. ID and Password

	DEPT. ID	PASSWORD
001	1234	4321
002	----	----
003	----	----
004	----	----
005	----	----

Touch an item

OK

FAX MONITOR

6 Press the [OK] key.

	DEPT. ID	PASSWORD
001	1234	1234
002	---	---
003	---	---
004	---	---
005	---	---

Touch an item

OK

FAX MONITOR

7 Press the [OK] key.

Select an item.

DEPT. ID MANAGEMENT

ON OFF

STORE DEPT ID/
PASSWORD

COPY TOTALS

OK

DONE

FAX MONITOR

The display returns to Custom Common Settings screen 5/5.

MEMO

- When Dept. ID Management is set, the display on the right (Dept. ID/Password entry screen) appears in the touch panel display when you turn the power ON.

Enter Dept. ID and Password.

DEPT. ID []

PASSWORD []

Once operation is finished,
press the ID key
(in upper right corner).

OK

FAX MONITOR

Deleting the Dept. ID and the Password

1 Press the [▼] or [▲] keys to display Custom Common Settings screen 5/5, and press the [DEPT. ID MANAGEMENT] key.

Select an item.

RESTRICT USE OF FAX
WITH CONTROL CARD
OFF

DEPT. ID MANAGEMENT
OFF

INITIALIZE CUSTOM
COMMON SETTINGS

5/5

DONE

FAX MONITOR

2 Enter the System Settings Password, then press the [OK] key.

MEMO

- Enter the password stored under Set System Settings Password. (See p. 3-18.)
- This step is not required if the System Settings Password is not stored.

Select an item

Enter System settings password.

[****]

OK DONE

FAX MONITOR

3 Press the [ON] key, and then the [STORE DEPT ID/ PASSWORD] key.

Select an item

DEPT. ID MANAGEMENT

ON OFF

STORE DEPT ID/ PASSWORD

COPY TOTALS

OK DONE

FAX MONITOR

4 Press the [▼] or [▲] keys to display the desired Dept. ID/Password to delete, select the Dept. ID/ Password, and then press the [C] key.

Enter Dept. ID and Password.

	DEPT. ID	PASSWORD
001	1234	----
002	1111	----
003	----	----
004	----	----
005	----	----

Touch an item

OK DONE

FAX MONITOR

5 Press the [OK] key.

Enter Dept. ID and Password.

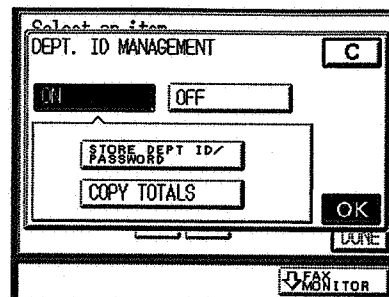
	DEPT. ID	PASSWORD
001	1234	----
002	1111	----
003	----	----
004	----	----
005	----	----

Touch an item

OK DONE

FAX MONITOR

6 Press the [OK] key.

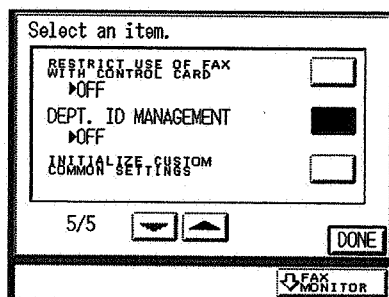


The display returns to Custom Common Settings screen 5/5.

Checking and Printing Copy Totals (COPY TOTALS)

This allows you to display a count of or print out a list of the number of copies made so far for each department when the machine supports FAX functions.

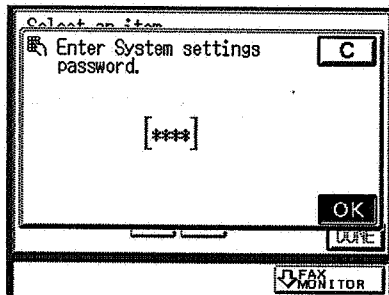
1 Press the [▼] or [▲] keys to display Custom Common Settings screen 5/5, and press the [DEPT. ID MANAGEMENT] key.



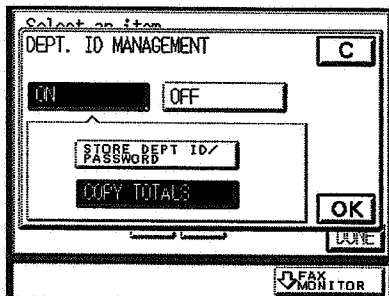
2 Enter the System settings password, then press the [OK] key.

MEMO

- Enter the password stored under Set System Settings Password. (See p. 3-18.)
- This step is not required if the System Settings Password is not stored.



3 Select the [ON] key, then press the [COPY TOTALS] key.



4 Check or print the copy totals.

■ To just check copy totals:

Press the [▼] or [▲] keys to display the desired department. After checking the copy totals, press the [OK] key.

Press arrow keys to view totals.

	DEPT. ID	COPY TOTALS
001	1234	000000
002	1235	000000
003	1236	000000
004	1237	000000
005	1238	000000

☐ CLEAR TOTALS
☐ PRINT LIST

DEPT. ID MONITOR

■ To print the displayed list:

Press the [PRINT LIST] key, then press the [OK] key.

Press arrow keys to view totals.

	DEPT. ID	COPY TOTALS
001	1234	000000
002	1235	000000
003	1236	000000
004	1237	000000
005	1238	000000

☐ CLEAR TOTALS
☒ PRINT LIST

DEPT. ID MONITOR

The message "Printing" appears in the touch panel display. To cancel printing, press the [CANCEL] key.

The display returns to the Dept. ID Management screen.

Press arrow keys to view totals.

COPY COUNT
LIST
PRINTING...
P. 0 / 1

☐ CLEAR TOTALS
☒ PRINT LIST

DEPT. ID MONITOR

5 Press the [OK] key.

Select an item

DEPT. ID MANAGEMENT

☒ ON
☐ OFF

DEPT. ID MONITOR

The display returns to Custom Common Settings screen 5/5.

Deleting Copy Totals

The following instructions describe how to delete the copy totals made so far for all departments.

- 1 Press the [▼] or [▲] keys to display Custom Common Settings screen 5/5, and press the [DEPT. ID MANAGEMENT] key.

Select an item.

RESTRICT USE OF FAX WITH CONTROL CARD OFF

DEPT. ID MANAGEMENT

INITIALIZE CUSTOM COMMON SETTINGS OFF

5/5

DONE

FAX MONITOR

- 2 Enter the System settings password, then press the [OK] key.

MEMO

- Enter the password stored under Set System settings password. (See p. 3-18.)
- This step is not required if the System settings password is not stored.

Select an item

Enter System settings password.

[****]

OK

DONE

FAX MONITOR

- 3 Select the [ON] key, then press the [COPY TOTALS] key.

Select an item

DEPT. ID MANAGEMENT

ON OFF

STORE DEPT ID/ PASSWORD

COPY TOTALS

C

OK

DONE

FAX MONITOR

- 4 Press the [CLEAR ALL TOTALS] key.

Press arrow keys to view totals.

	DEPT. ID	COPY TOTALS
001	1234	000000
002	1235	000000
003	1236	000000
004	1237	000000
005	1238	000000

CLEAR ALL TOTALS

PRINT LIST

OK

FAX MONITOR

The display on the right appears.

Press arrow keys to view totals.

Erase all copy counts?

YES NO

OK

DEPT. ID MANAGEMENT

5

Select [YES].

The message "Initialized." is displayed in the touch panel display for about two seconds.

MEMO

- To cancel deletion of copy totals, select the [NO] key. Proceed to step 6.

Press arrow keys to view totals.

Erase all copy counts?

YES NO

OK

DEPT. ID MANAGEMENT

6

Press the [OK] key.

Press arrow keys to view totals.

	DEPT. ID	COPY TOTALS
001	1234	000000
002	1235	000000
003	1236	000000
004	1237	000000
005	1238	000000

OK

DEPT. ID MANAGEMENT

7

Press the [OK] key.

Select an item.

DEPT. ID MANAGEMENT

ON OFF

STORE DEPT ID/
PASSWORD

COPY TOTALS

OK

DONE

DEPT. ID MANAGEMENT

The display returns to Custom Common Settings screen 5/5.

Returning the Custom Common Settings to Their Defaults (INITIALISE CUSTOM COMMON SETTINGS)

This function allows you to return the custom common settings to their defaults.

NOTICE

- The settings for Restrict Facsimile Control Card User and Dept. ID Management, that require the user to enter the System Settings Password, cannot be initialised.

1 Press the [▼] or [▲] keys to display Custom Common Settings screen 5/5, and press the [INITIALIZE CUSTOM COMMON SETTINGS] key.

The display on the right appears in the touch panel display.

Select an item.

RESTRICT USE OF FAX WITH CONTROL CARD OFF

DEPT. ID MANAGEMENT OFF

INITIALIZE CUSTOM COMMON SETTINGS

5/5

DONE

FAX MONITOR

2 Press the [YES] key.

MEMO

- To cancel initialisation, press the [NO] key. The display returns to the Custom Common Settings screen.

The display on the right appears in the touch panel display. After about two seconds, the display returns to Custom Common Settings screen (5/5).

Select an item.

Is it okay to initialize?

YES NO

DONE

FAX MONITOR

Select an item.

Is it okay to initialize?

YES NO

DONE

FAX MONITOR

Select an item.

Initialized.

DONE


FAX MONITOR

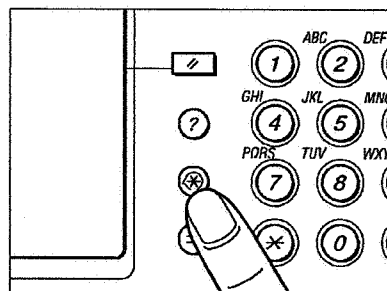
Timer Settings

The following items can be stored or set in the Timer Settings screen.

Item to Set/Store and Description	Initial Setting (*) and Setting Item	See Page	Screen No.
DATE/TIME Sets the current date and time.	A continuous four-digit number can be entered.	3-31	1/2
AUTO SLEEP TIME Sets the Auto Sleep Time. If the machine is not operated (no keys are pressed) for a certain period of time, the control panel power switch automatically turns OFF, and the machine enters the Sleep mode.	5*, 1 / 2 / 5 / 10 / 20 / 30 minutes, 1 to 8 hr.	3-32	
AUTO CLEAR TIME Sets the Auto Clear Time. If the machine is not operated (no keys are pressed) for a certain period of time, the display returns to the Basic Features screen.	2*, 0 (no setting), 1 to 9 min.	3-33	
TIME UNTIL UNIT QUIETS DOWN Sets the time taken until the machine quiets down.	2*, 0, 1 to 9 min.	3-34	2/2
DAILY TIMER SETTINGS Sets the time that the machine is automatically turned OFF on different days of the week.	A continuous four-digit number can be entered.	3-35	

Calling up the Timer Settings Screen

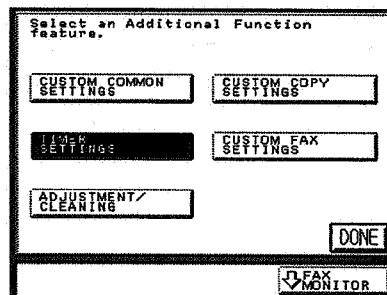
1 Press the  key.



2 Press the [TIMER SETTINGS] key in the Additional Function screen.

MEMO

- If your machine does not support FAX functions, the [CUSTOM FAX SETTINGS] key is not displayed.



3

The Timer Settings screen is made up of two screens (1/2 and 2/2). Press the [▼] or [▲] keys to display the desired screen and make the required settings.

[Timer Settings screen]

1/2 screen

Select an item.

DATE/TIME	<input type="text"/>
▶'96 01/11 15:17	
AUTO SLEEP TIME	<input type="text"/>
▶5min	
AUTO CLEAR TIME	<input type="text"/>
▶2min	

1/2 [▼] [▲] [DONE]

↓ FAX MONITOR

2/2 screen

Select an item.

TIME UNTIL UNIT	<input type="text"/>
QUIETS DOWN	
▶2min	
DAILY TIMER SETTINGS	<input type="text"/>

2/2 [▼] [▲] [DONE]

↓ FAX MONITOR

All descriptions from here on assume that you are operating from the Timer Settings screen.

Setting the Current Date and Time (DATE/TIME)

Sets the current date and time. The date and time set here is printed at the top of documents received by FAX. It is also used as the time setting required for functions for which the time can be set.

- 1 Press the [▼] or [▲] keys to display Timer Settings screen 1/2, and press the [DATE/TIME] key.

Select an item.

DATE/TIME ☒

▶ 01/11 '96 15:17

AUTO SLEEP TIME ☐

▶ 5min

AUTO CLEAR TIME ☐

▶ 2min

1/2 [Left Arrow] [Right Arrow] [DONE]

FAX MONITOR

- 2 Enter the current date (year, month, day) and time with the Number keys, then press the [OK] key.

Enter the date and time as a continuous four-digit number.

MEMO

- The time can be set in one-minute increments.
Example: May, 23rd → 2305
3 p.m. → 1500
- If you make a mistake when entering values, press the [C] key, and enter the values again starting with the year.

Select an item

DATE & TIME SETTINGS [C]

01/11 '96 15:19

[1/-/ ' -- :--]

[OK] [DONE]

FAX MONITOR

Select an item

DATE & TIME SETTINGS [C]

01/11 '96 15:19

[01/11 '96 15:19]

[OK] [DONE]

FAX MONITOR

The display returns to Timer Settings screen 1/2.

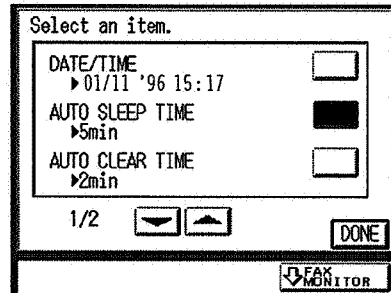
Setting the Time to Initiate Auto Sleep after Finishing Operations (AUTO SLEEP TIME)

Sets the Auto Sleep Time. If the machine is not operated (no keys are pressed) for a certain period of time, the control panel power switch automatically moves to the OFF position to save power. The machine then enters the Sleep mode. This time is called the "Auto Sleep Time." The Auto Sleep Time can be set from 1 minute to 8 hours.

MEMO

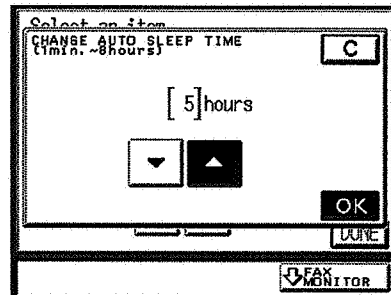
- The initial setting is "5 minutes."
- Documents received by FAX and instructions from a host computer can be printed even while the machine is in the Sleep mode.

- 1 Press the [▼] or [▲] keys to display Timer Settings screen 1/2, and press the [AUTO SLEEP TIME] key.



- 2 Enter the desired Auto Sleep Time with the [▼] or [▲] keys, then press the [OK] key.

The Auto Sleep Time can be set in 1, 2, 5, 10, 20 and 30-minute intervals, and hourly increments from 1 to 8 hours.



The display returns to Timer Settings screen 1/2.

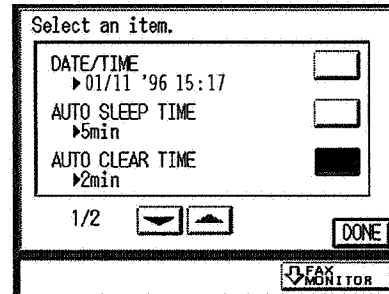
Setting the Time Taken for Display to Return to Basic Features Screen after Finishing Operations (AUTO CLEAR TIME)

Sets the Auto Clear Time. If the machine is not operated (no keys are pressed) for a certain period of time, the display returns to the Basic Features screen. This time is called "Auto Clear Time." Auto Clear Time can be set from 1 to 9 minutes in one-minute increments. Auto Clear Time can also be set to "OFF."

MEMO

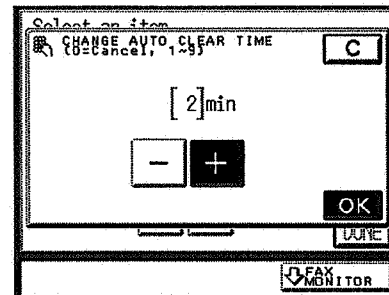
- You can set whether to display the Copy Basic Features screen or the FAX Basic Features screen after an Auto Clear has taken place. (See "Initial Function," on p. 3-6.)
- The initial setting is "2 minutes."

- 1 Press the [▼] or [▲] keys to display Timer Settings screen 1/2, and press the [AUTO CLEAR TIME] key.



- 2 Enter the desired time period with the Number keys or [+] [-] keys, then press the [OK] key.

0 : Auto clear OFF
1 to 9 : Set in one-minute increments.



The display returns to Timer Settings screen 1/2.

Setting the Time Taken for the Unit to Quiet Down after Last Task (TIME UNTIL UNIT QUIETS DOWN)

This machine enters the Quiet mode after a specified amount of time has elapsed following a copy job or after a key has been pressed. On this screen you can specify the amount of time that must elapse prior to entering the Quiet mode.

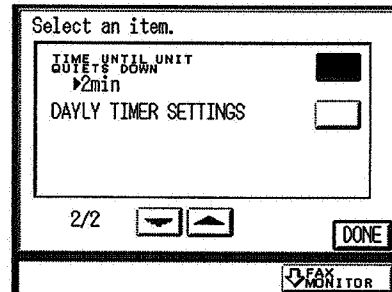
NOTICE

- After entering this mode, it takes a little longer for the first copy to be made.

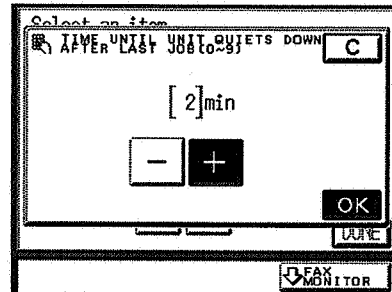
MEMO

- The initial setting is "2 minutes."

- 1 Press the [▼] or [▲] keys to display Timer Settings screen 2/2, and press the [TIME UNTIL UNIT QUIETS DOWN] key.



- 2 Enter the desired time period with the Number keys or [+] [-] keys, then press the [OK] key.



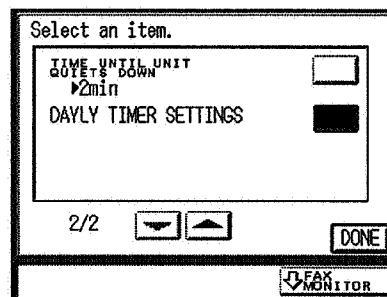
The display returns to Timer Settings screen 2/2.

Setting the Time That the Unit's Power Turns OFF on Different Days of the Week (DAILY TIMER SETTINGS)

Sets the time that the machine is automatically turned OFF on different days of the week.

- Setting range: Daily from Sunday to Saturday, 00:00 to 23:59 in one-minute increments
- Initial setting: No setting

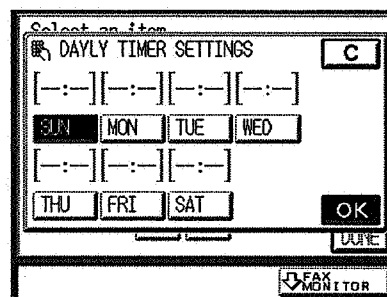
- 1 Press the [▼] or [▲] keys to display Timer Settings screen 2/2, and press the [DAILY TIMER SETTINGS] key.



- 2 Select the day of the week, enter the time with the Number keys, and then press the [OK] key.

MEMO

- The time is expressed as four continuous digits in the form of "Hours" and "Minutes".
Example: 7:05 a.m. → 0705
11:18 p.m. → 2318
- If you make a mistake when entering the time, choose the day of the week again, then enter a four-digit number.
- If you do not want to specify the time, press the [C] key.



The display returns to Timer Settings screen 2/2.

Adjustment/Cleaning

This machine has been properly adjusted prior to delivery. The type of copy paper used and the state of originals, however, may sometimes affect copying accuracy or cause printing defects. These include a slight difference in size between the original and output copy images, and incorrect exposure. Slight differences in size and incorrect exposure can be adjusted. If copies appear dirty, this can be corrected by cleaning the feeder. Both sets of operations are carried out in the Adjustment/Cleaning screen. The following items can be stored or set by the [ADJUSTMENT/CLEANING] key.

NOTICE


- Cleaning the feeder and static charge eliminator are not described in this section. For descriptions on these operations, see Chapter 5.

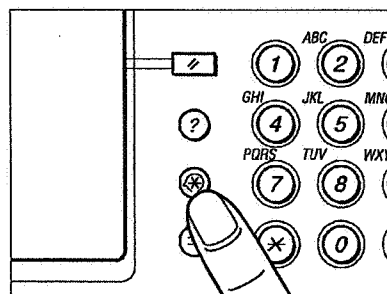
MEMO

- Perform feeder cleaning and static charge eliminator cleaning if copies appear dirty.

Item to Set/Store and Description	Initial Setting (*) and Setting Item	See Page	Screen No.
ZOOM FINE ADJUSTMENT If there is a slight difference in size between the original and output copy images when the copy ratio is set to 100% (1:1), this function corrects the error. (X: horizontal direction) Adjusts the error in the horizontal direction. (Y: vertical direction) Adjusts the error in the vertical direction.	0°, setup options in 0.1% increments within range -1.0 to +1.0% 0°, setup options in 0.1% increments within range -1.0 to +1.0%	3-38 3-38	1/2
EXPOSURE RECALIB. Adjusts the copy exposure when making copies of a standard original with the exposure adjustment scale at its center position.	5°, 1 to 9	3-39	
FEEDER CLEANING If originals appear dirty after feeding them in the ADF/RDF, perform Feeder Cleaning. Cleaning is accomplished by repeatedly feeding blank originals (copy sheets) through the ADF/RDF.		5-17	
ROLLER CLEANING If dirt appears on copies, clean the roller.		5-19	2/2

Calling up the Adjustment/Cleaning Screen

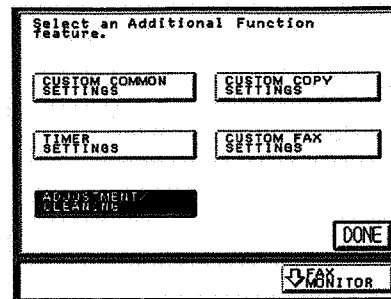
- 1 Press the  key.



2 Select the [ADJUSTMENT/CLEANING] key in the Additional Function screen.

MEMO

- If your machine does not support FAX functions, the [CUSTOM FAX SETTINGS] key is not displayed.

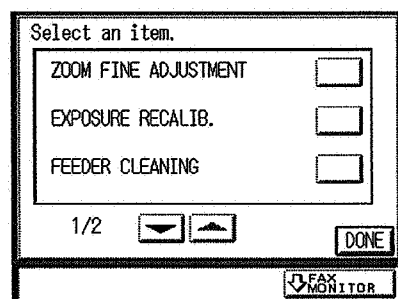


3 The Adjustment/Cleaning screen appears in the touch panel display.

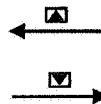
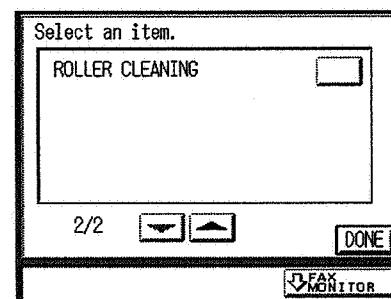
The Adjustment/Cleaning screen is made up of two screens (1/2 to 2/2). Press the [▼] or [▲] keys to display the desired screen and make the required settings.

[Adjustment/Cleaning screen]

1/2 screen



2/2 screen

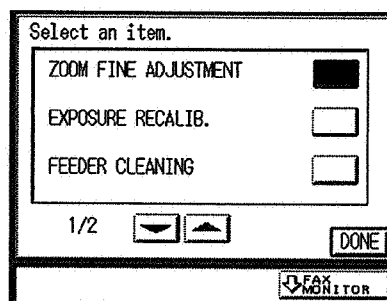


All descriptions from here on assume that you are operating from the Adjustment/Cleaning screen.

Fine-adjusting Zoom When Differences in Original Image and Copy Image Occur (ZOOM FINE ADJUSTMENT)

If there is a slight difference in size between the original and output copy images when the copy ratio is set to 100% (1:1), this function corrects the error.

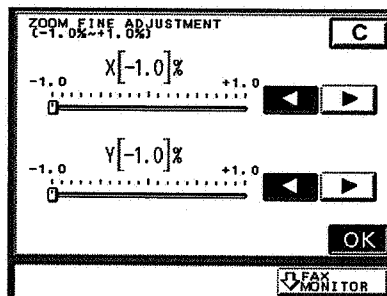
- 1 Press the [▼] or [▲] keys to display Adjustment/Cleaning screen 1/2, and press the [ZOOM FINE ADJUSTMENT] key.



- 2 Press the [◀] or [▶] keys to adjust the copy ratio (%), then press the [OK] key.

Adjustment Ranges

- X (horizontal) direction:
-1.0 to +1.0% in 0.1% increments
- Y (vertical) direction:
-1.0 to +1.0% in 0.1% increments

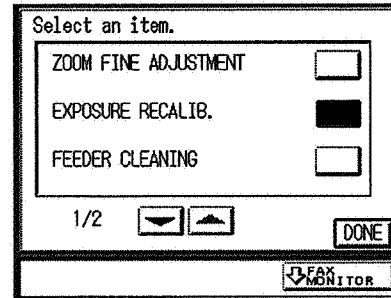


The display returns to Adjustment/Cleaning screen 1/2.

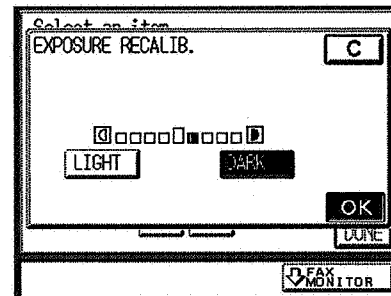
Adjusting the Standard Exposure (EXPOSURE RECALIB.)

Adjusts the exposure adjustment scale to calibrate differences in exposure. Perform this adjustment if differences between the image in the original and the copy occur when copying an original free from smudges or dirty marks with the exposure scale set in the Basic Features screen at its center position.

- 1 Press the [▼] or [▲] keys to display Adjustment/Cleaning screen 1/2, and press the [EXPOSURE RECALIB.] key.



- 2 Press the [LIGHT] or [DARK] keys to adjust the exposure, then press the [OK] key.



The display returns to Adjustment/Cleaning screen 1/2.

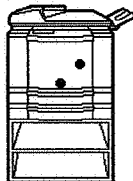
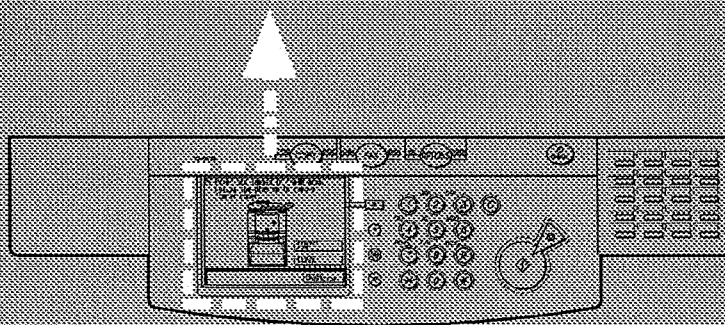


This chapter describes how to clear paper jams in the machine and ADF/RDF, and paper drawers.

- Paper Jam Displays
- Clearing Paper Jams

4

■ Paper has jammed in the ● area.
Follow the diagram to remove
jammed paper.

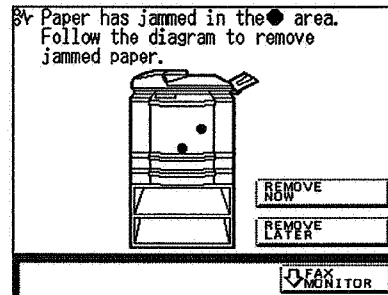
REMOVE
NOWREMOVE
LAYERFAX
MONITOR

Paper Jam Displays

If a paper jam occurs, the following display appears in the touch panel display.

Display for Selecting Whether to Immediately Clear the Jam or to Continue Copying

The display on the right appears in the touch panel display when you can continue copying without clearing the paper jam.
For example, you can send originals using the FAX functions of this machine even if a paper jam occurs and copy sheets cannot be output. In this case, you can choose whether to transmit originals, or clear the paper jam.



Select whether to cancel copying and immediately clear the paper jam, or to continue copying and clear the paper jam later on.

■ **To cancel copying and immediately clear the paper jam:**

Press the [REMOVE NOW] key. Copying is cancelled, and the display indicating how to clear the jam appears in the touch panel display.
(See "Display Indicating How to Clear the Jam," on p. 4-3.)

■ **To continue copying, and clear the paper jam later:**

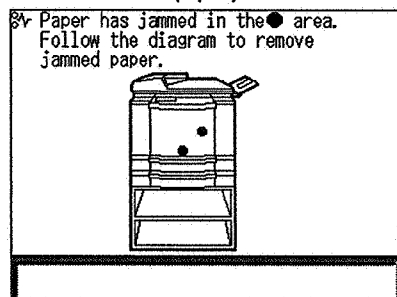
Press the [REMOVE LATER] key. Instructions on how to clear the jam are displayed in the touch panel display when copying ends.
(See "Display Indicating How to Clear the Jam," on p. 4-3.)

Display Indicating How to Clear the Jam

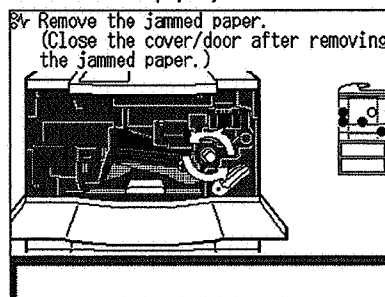
This display appears in the touch panel display when the machine cannot continue to copy if the paper jam is not cleared.

The display indicating the location of the paper jam appears in the touch panel display, followed by instructions on how to clear the paper jam. These displays repeatedly appear in the touch panel display until the paper jam is entirely cleared.

Example of display indicating the location of the paper jam

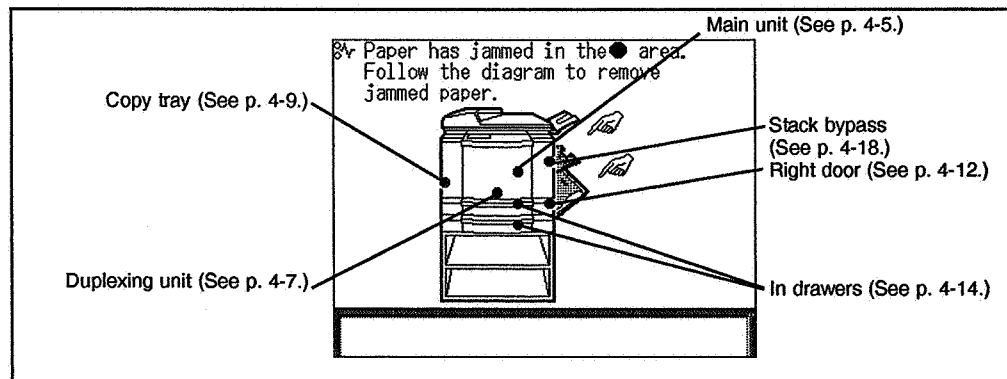


Example of display indicating how to clear the paper jam



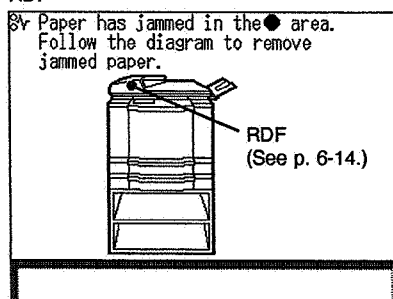
- 1 Inspect all areas which appear in the touch panel display, and remove any jammed paper. See the appropriate pages for instructions on how to find and remove jammed paper.

Display indicating locations of paper jam and number of page describing how to remove jammed copy paper

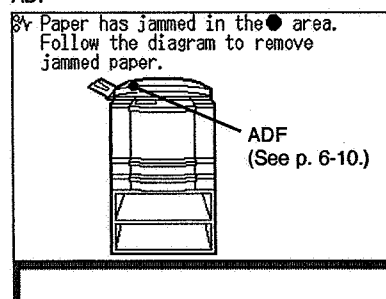


If a paper jam occurs in accessories, see the description on pages for the accessory in question.

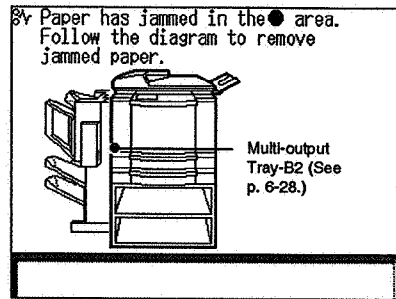
RDF



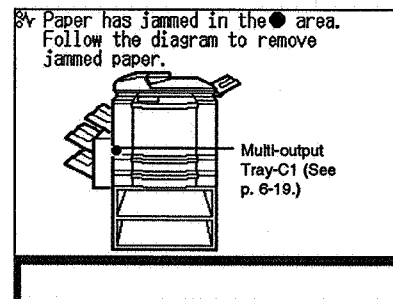
ADF



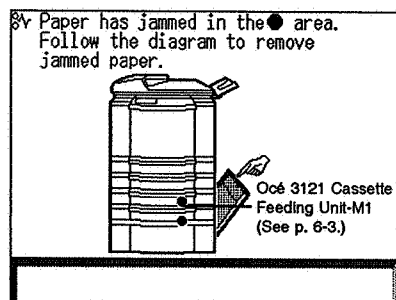
Multi-output Tray-B2



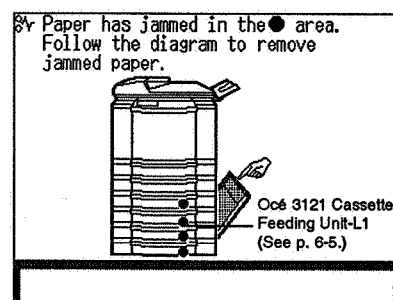
Multi-output Tray-C1



Océ 3121 Cassette Feeding Unit-M1



Océ 3121 Cassette Feeding Unit-L1



2

After you have removed all paper jams at the locations indicated in the touch panel display, restore the levers and doors to their original positions before the paper jam occurred.

3

Continue operations following the instructions displayed in the touch panel display.

■ If there is other paper to remove:

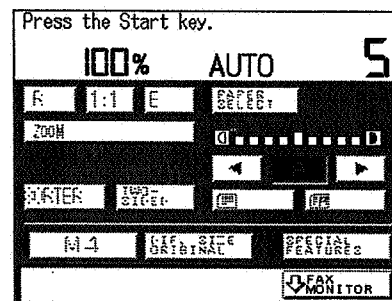
The display indicating how to clear the paper jam appears in the touch panel display. Repeat the procedure from step 1.

■ If all paper jams have been removed:

A message prompting you to carry out operations for resuming copying will appear in the touch panel display. Follow these instructions.

Example:

If the display on the right appears, press the © key to continue making the remaining copies.

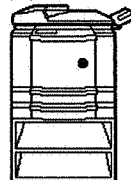


Clearing Paper Jams

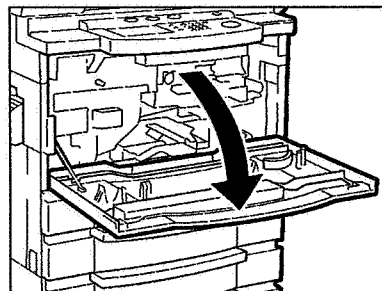
Paper Jam in the Main Unit

If a paper jam occurs in the main unit, a display similar to the one on the right appears in the touch panel display. Check where the jam occurred, and follow the procedure below and the procedure that appears in the touch panel display to remove the jammed paper.

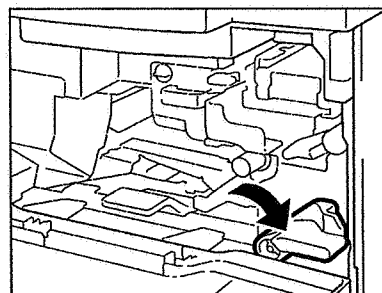
Paper has jammed in the ● area. Follow the diagram to remove jammed paper.



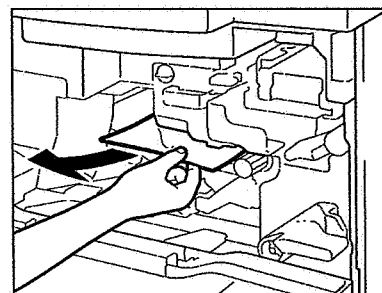
1 Open the front door of the main unit.



2 Move the green lever in the direction of the arrow.



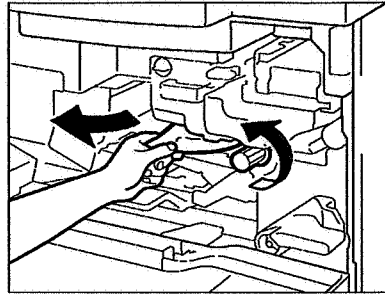
3 Remove any jammed paper.



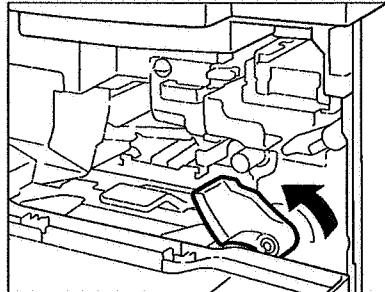
- 4** Turn the green knob in the direction of the arrow, and remove any jammed paper.

▲ CAUTION

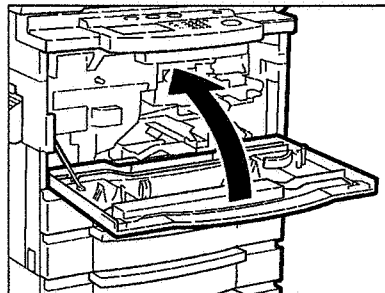
- The parts located around the green knob are subject to high temperatures. When removing jammed paper, take care not to touch anything in this area except the green knob.



- 5** Return the green lever to its original position.



- 6** Close the front door.



- 7** Follow the instructions in the touch panel display. (See "Paper Jam Displays," on p. 4-2.)

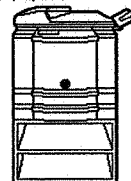
Paper Jam in the Duplexing Unit

If a paper jam occurs in the duplexing unit, a display similar to the one on the right appears in the touch panel display. Check where the jam occurred, and follow the procedure below and the procedure that appears in the touch panel display to remove the jammed paper.

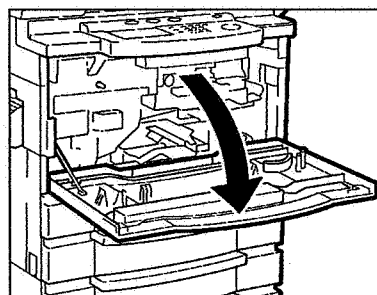
MEMO

- This operation is not needed for the Océ 3121.

Paper has jammed in the ● area. Follow the diagram to remove jammed paper.



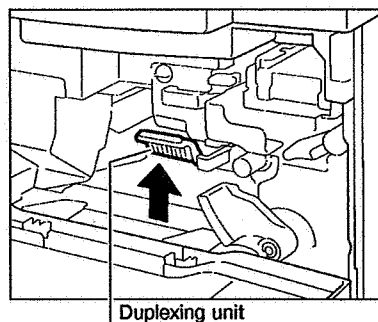
- 1 Open the front door of the main unit.



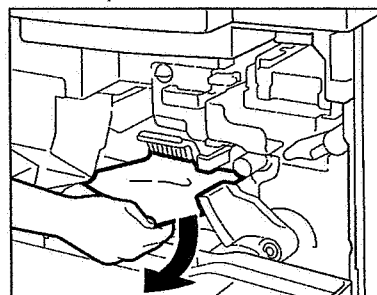
- 2 Lift up the green lever on the duplexing unit.

MEMO

- A magnet is attached to the lever. When the lever is lifted up, it becomes attached to the unit.

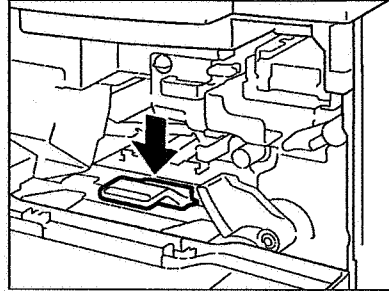


- 3 Remove any jammed paper.



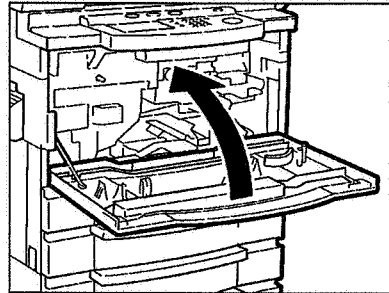
4

Return the green lever to its original position.



5

Close the front door.



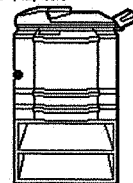
6

Follow the instructions in the touch panel display. (See "Paper Jam Displays," on p. 4-2.)

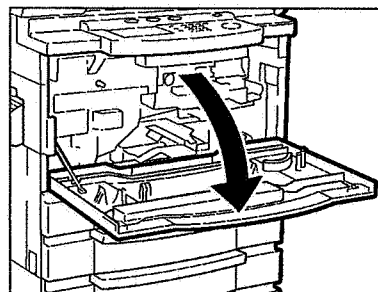
Paper Jam in the Copy Tray

If a paper jam occurs in the copy tray, a display similar to the one on the right appears in the touch panel display. Check where the jam occurred, and follow the procedure below and the procedure that appears in the touch panel display to remove the jammed paper.

Paper has jammed in the ● area. Follow the diagram to remove jammed paper.



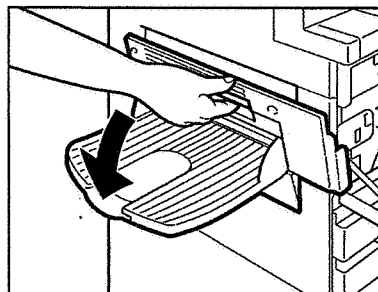
1 Open the front door of the main unit.



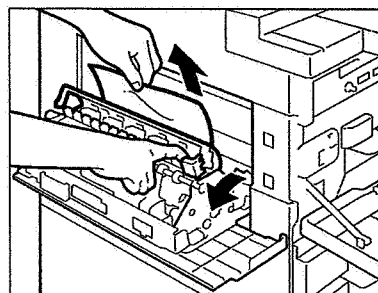
2 Open the left door of the main unit.

NOTICE

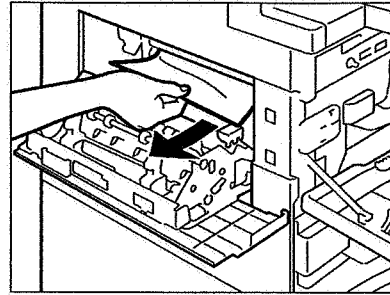
- The front door must be opened before clearing paper jams.
- Remove any paper on the trays before clearing paper jams.



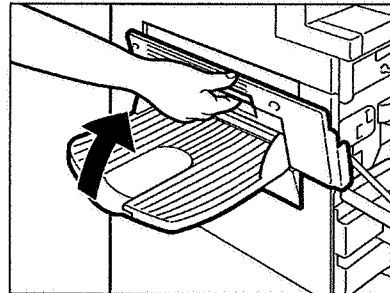
3 Press the green lever upwards, and remove any jammed paper.



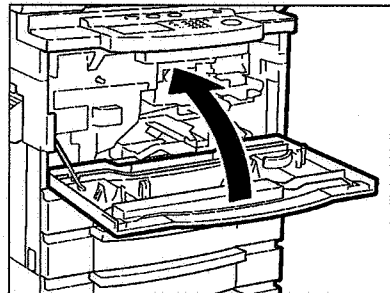
Remove any jammed paper in the main unit.



4 Close the left door.



5 Close the front door.

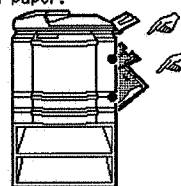


6 Follow the instructions in the touch panel display. (See "Paper Jam Displays," on p. 4-2.)

Paper Jam behind the Right Door

If a paper jam occurs behind the right door, a display similar to the one on the right appears in the touch panel display. Check where the jam occurred, and follow the procedure below and the procedure that appears in the touch panel display to remove the jammed paper.

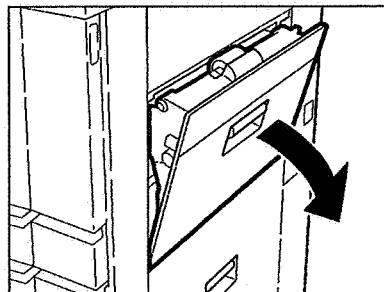
8r Paper has jammed in the ● area. Follow the diagram to remove jammed paper.



1 Open the right door of the main unit.

NOTICE

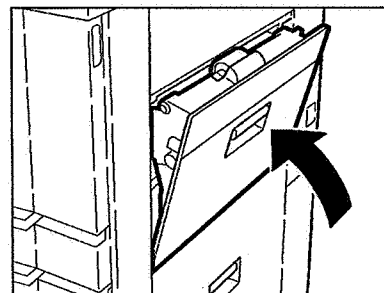
- The right door cannot be opened with the stack bypass opened. If the stack bypass is open, first close the stack bypass, then open the right door.



2 Remove any jammed paper.



3 Close the right door.



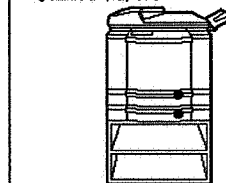
4

Follow the instructions in the touch panel display. (See "Paper Jam Displays," on p. 4-2.)

Paper Jams in the Drawers

If a paper jam occurs in a drawer, a display similar to the one on the right appears in the touch panel display. Check where the jam occurred, and follow the procedure below and the procedure that appears in the touch panel display to remove the jammed paper.

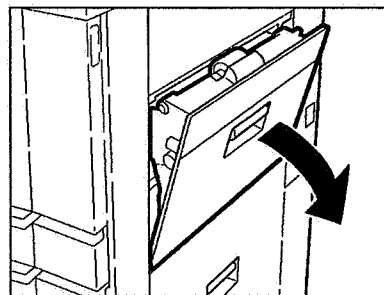
Paper has jammed in the ● area. Follow the diagram to remove jammed paper.



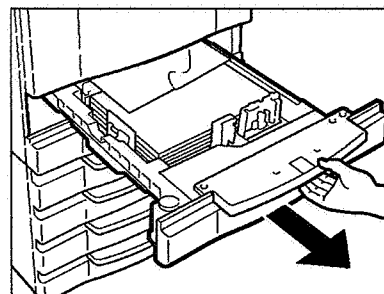
1 Open the right door of the main unit.

NOTICE

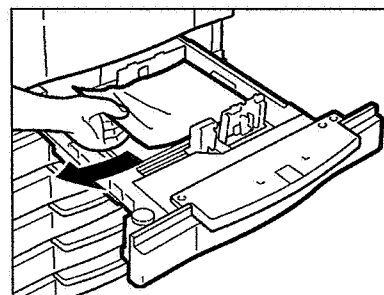
- The right door cannot be opened with the stack bypass opened. If the stack bypass is open, first close the stack bypass, then open the right door.



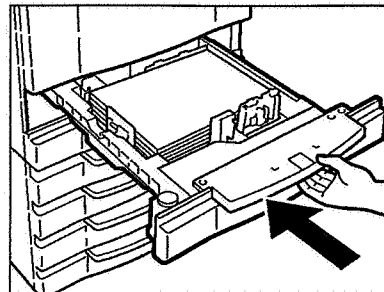
2 Pull out the drawer indicated in the display.



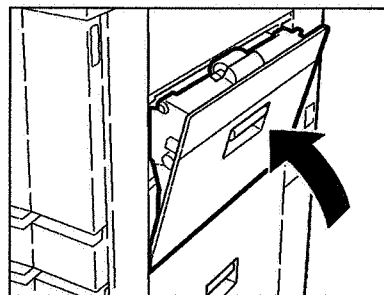
3 Remove any jammed paper.



- 4** Return the drawer to its original position.



- 5** Close the right door.



- 6** Follow the instructions in the touch panel display. (See "Paper Jam Displays," on p. 4-2.)

NOTICE

- If the paper jam message remains in the display, follow the directions in the display, and check again for any jammed paper.

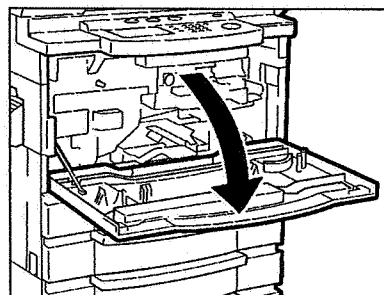
Frequently Occurring Paper Jams

If paper jams occur frequently even though the machine seems to be in proper working order, follow the procedure below to clean the static charge eliminator.

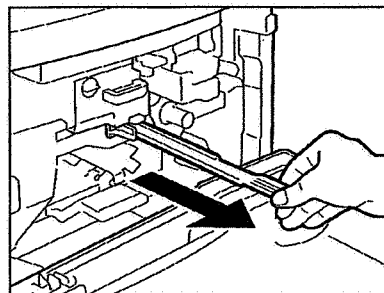
MEMO

- If paper jams occur frequently, make sure that the size set on the paper size dial on the drawer matches the size of the paper loaded in the drawer.

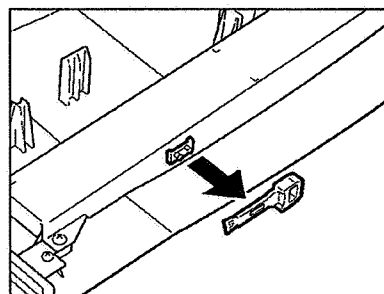
- 1** Open the front door of the main unit.



- 2** Pull out the static charge eliminator by its knob slowly towards you.

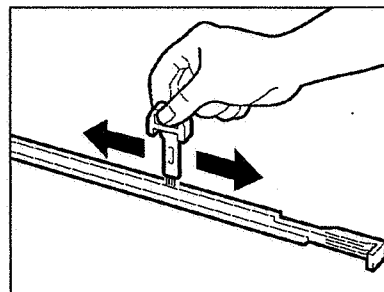


- 3** Remove the static charge eliminator cleaning brush.

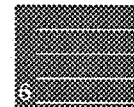
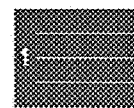
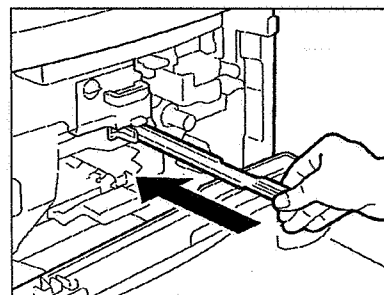


- 4** Clean the groove of the static charge eliminator as shown in the figure on the right.

Insert the brush of the static charge eliminator cleaner into the groove, and carefully move the brush up and down the groove taking care not to break the wire inside.

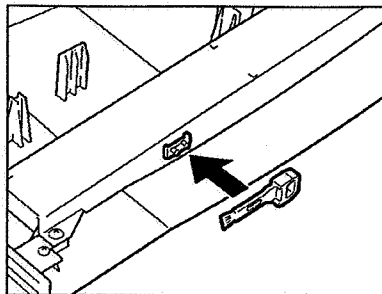


- 5** When you have finished cleaning the groove, return the static charge eliminator and the brush to their original positions.



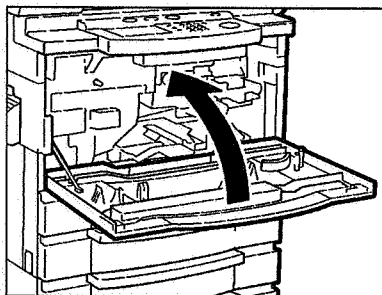
6

After you have finished cleaning the static charge eliminator, return the brush to its original position.




7

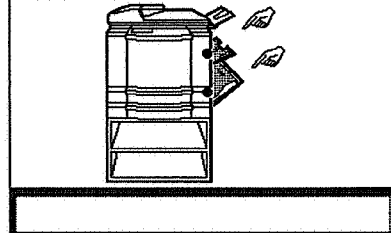
Close the front door.



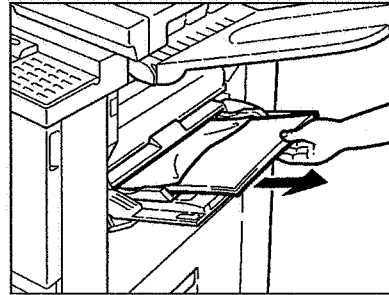
Clearing Paper Jam in the Stack Bypass

If a paper jam occurs in the stack bypass, a display similar to the one on the right appears in the touch panel display. Check where the jam occurred, and follow the procedure below and the procedure that appears in the touch panel display to remove the jammed paper.

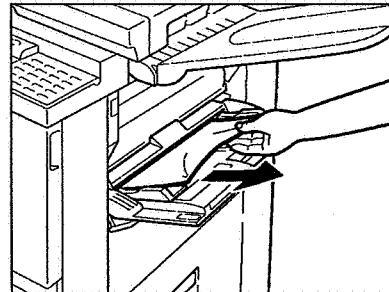
Paper has jammed in the  area. Follow the diagram to remove jammed paper.



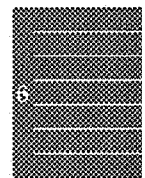
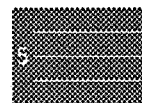
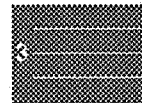
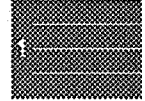
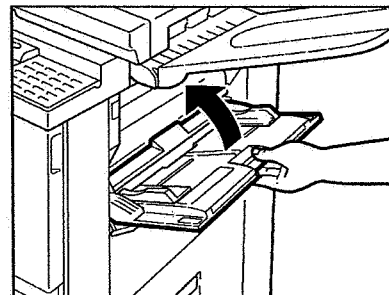
1 Remove all paper from the stack bypass.



2 Pull out any jammed paper from the stack bypass.

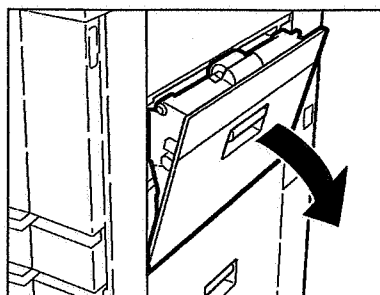


3 Close the stack bypass.



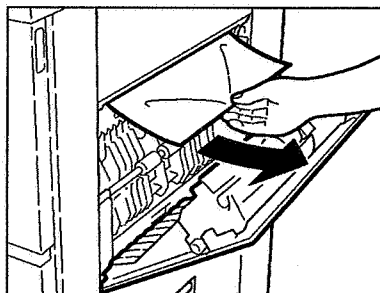
4

Open the right door of the main unit.



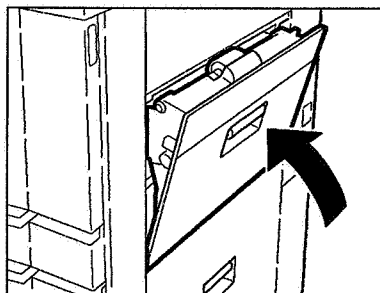
5

Remove any jammed paper.



6

Close the right door of the main unit.



7

Follow the instructions in the touch panel display. (See "Paper Jam Displays," on p. 4-2.)

Chapter 5 Maintenance

This chapter describes how to take care of your machine so that it is in optimum working order, and how to load paper and add toner.

- Loading Paper and Adding Toner..... 2
- Consumables and Options..... 13
- Adjusting the Brightness of the Touch Panel Display..... 15
- Routine Cleaning..... 16

5

Load paper.

100%

A3

AUTO

STACK BYPASS

1 A5

4 A4

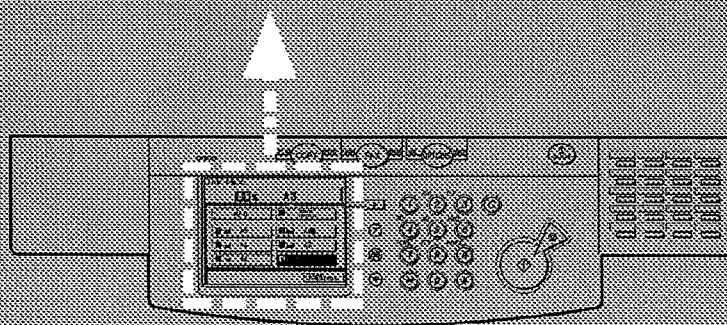
2 A4

5 A3

3 A4

6 A3

FAX MONITOR



Loading Paper and Adding Toner

Loading Paper

This section describes how to load paper in the paper drawers.

MEMO

- The following copy paper can be loaded in the drawers:
 - 1st drawer : A4 to A5
 - 2nd drawer : A3 to A5


Loading Paper in the Drawers

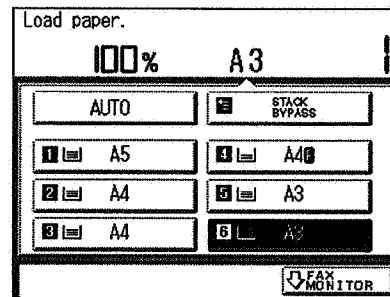
When the selected drawer runs out of copy paper during copying, the display on the right appears to indicate that the selected paper drawer or stack bypass has run out of paper.

NOTICE

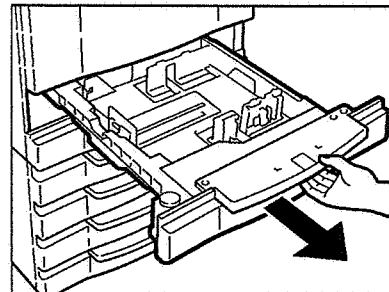
- The message will also appear if the selected paper drawer is not fully inserted into the machine. Properly insert the paper drawer.

MEMO

- If the message on the right appears before copying is complete, load copy paper and press the  key again. The machine will make the remaining copies.



- 1 Grip the handle on the front of the paper drawer in which you want to load paper. Pull out the paper drawer until it stops.



2

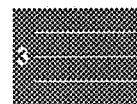
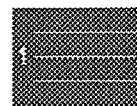
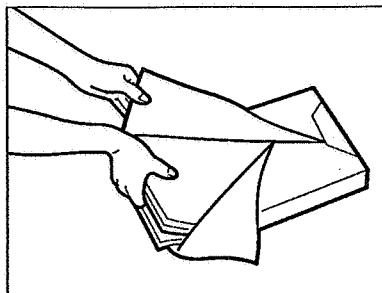
Open a package of copy paper, and remove the paper stack.

NOTICE

- Rewrap any remaining paper in its original package, and store it in a dry place away from direct sunlight.
- Do not copy on the following types of copy stock. Doing so may cause a paper jam.
 - Severely curled or wrinkled paper
 - Transparencies for digital full-colour copiers.
 - Paper on which colour images have been copied
 - Paper which has been copied on using a digital full-colour copier (do not copy on the reverse side either)
 - Paper which has been printed on using a thermal transfer printer (do not copy on the reverse side either)

MEMO

- Each drawer holds up to about 500 sheets of copy paper (80 g/m²).
- For high-quality copies, use paper recommended by Océ 3121.



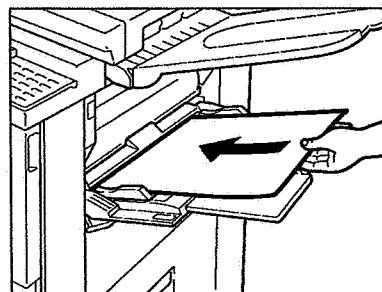
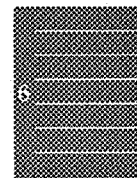
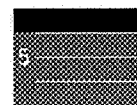
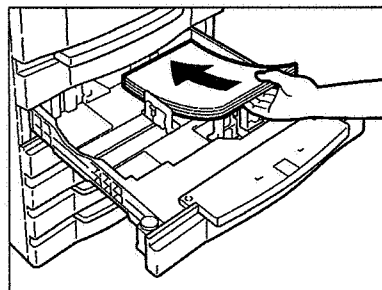
3

Turn the paper stack over, and place it in the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

NOTICE

- If the copy paper is curled, curl it down before placing it in the paper drawer.
- Make sure that the height of the paper stack does not exceed the limit mark at the back of the paper drawer.
- When loading paper in the stack bypass, load the paper directly after opening the package without turning the paper stack over.



4

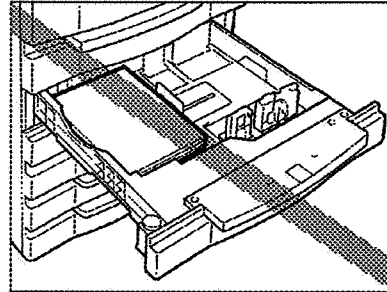
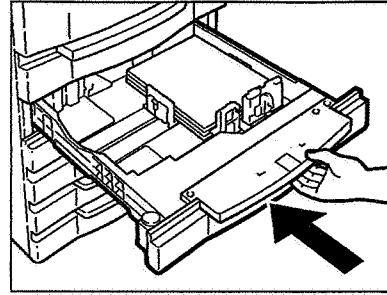
Grip the handle on the front of the paper drawer. Gently slide the paper drawer back into the machine until it clicks into place in the closed position.

NOTICE

- Never place paper or any other items in the open part of the paper drawer next to the paper stack. Doing so may cause paper jams.

MEMO

- When output has been cancelled due to insufficient paper, load the paper and follow the instructions displayed in the touch panel display. The machine resumes output of copies.



Loading Paper for the First Time

When loading paper for the first time, you must attach seals on the paper size dial and size plate of the paper drawer, and set the size switch to the required paper series setting. Carry this out before loading paper.

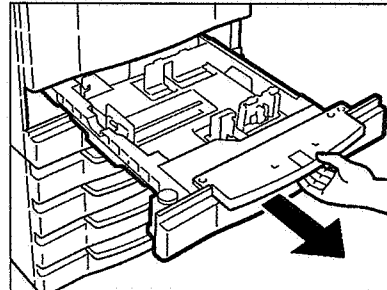
MEMO

- About Paper Size Series

The most often used paper sizes in Europe are the A-series paper sizes A3, A4 and A5. Letter (LTR) and Legal (inch-series) paper sizes are used more frequently in America. This machine supports all of the above series of paper sizes to suit your specific copying requirements.

1

Grip the handle on the front of the paper drawer in which you want to load paper. Pull out the paper drawer until it stops.



2

Attach the seal (supplied) to the paper size dial.

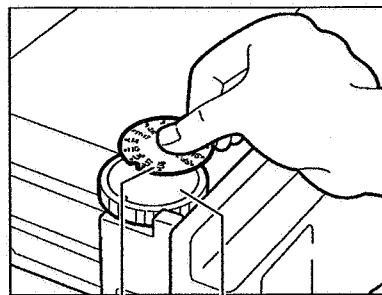
Attach the seal aligning the position of the protrusion on the paper size dial with the notch on the dial seal.

■ If you are using A-series paper:

Attach the dial seal for A-series paper.

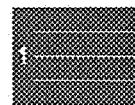
■ If you are using inch-series paper:

Attach the dial seal for inch-series paper.



Dial seal

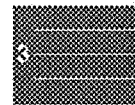
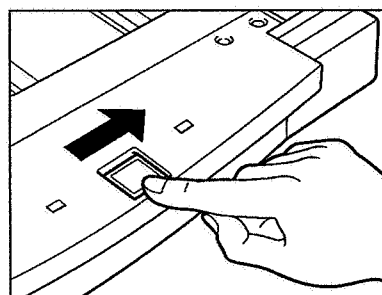
Paper size dial



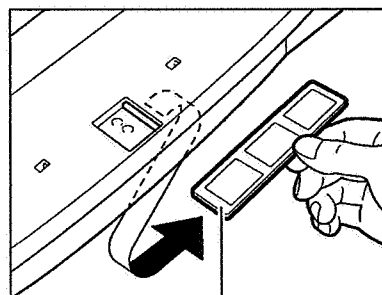
3

Attach the seal to the size plate.

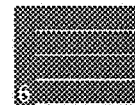
Slide the size plate to the right while pushing down with the tip of your finger.



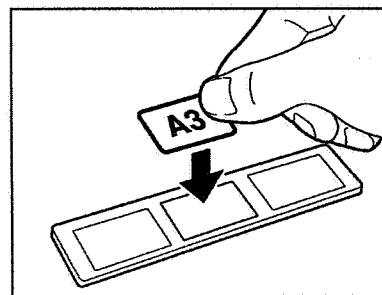
Draw out the size plate from the bottom side of the handle.



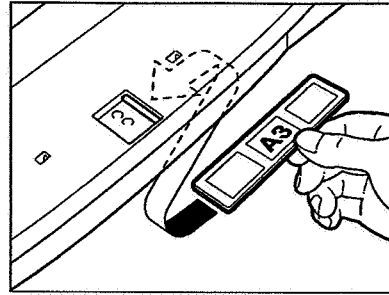
Size plate



Attach the seal matched to the copy size to be used in the drawer.



Return the size plate so that the seal is visible.



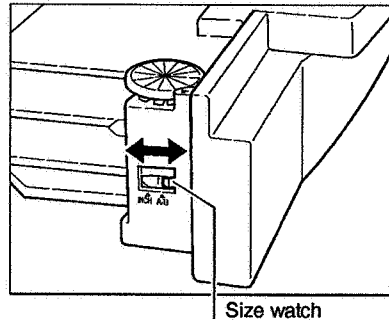
4

Set the size switch so that it matches the new paper size that you loaded.

- **If you are using A-series paper**
Set the switch to the "A/B" position.
- **If you are using inch-series paper**
Set the switch to the "INCH" position.

NOTICE

- If you do not set the size switch to the correct setting, the selected paper size will not be correctly displayed in the touch panel display. This might also cause paper jams, dirty copies or make the inside of the machine dirty. To prevent these problems from occurring, make certain that the size switch is set correctly for the loaded paper size.



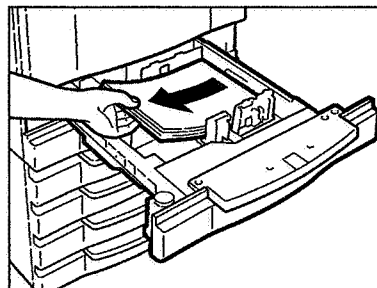
5

Load the copy paper. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 5-7.)

Adjusting a Paper Drawer to Hold a Different Paper Size

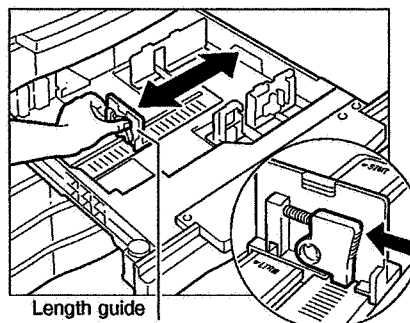
Before loading copy paper of a size different from the paper which was previously loaded in the paper drawer, first adjust the size switch and the paper size dial settings.

- 1 Pull out the drawer, and remove all loaded paper.



- 2 Squeeze the lever on the length guide as shown in the figure. Without releasing the lever, slide the length guide to align it with the mark for the desired paper size.

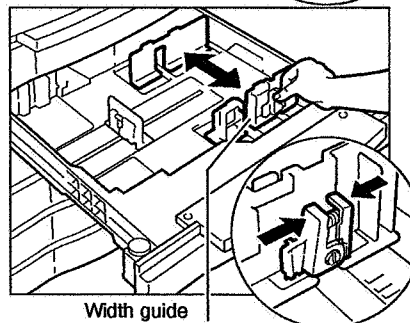
When the lever is released, the length guide is locked.



- 3 Squeeze the lever on the width guide as shown in the figure. Without releasing the lever, slide the width guide to align it with the mark for the desired paper size.

NOTICE

- Not adjusting the guides correctly might cause paper jams, dirty copies or make the inside of the machine dirty. To prevent these problems from occurring, make certain that the guides are adjusted correctly for the loaded paper size.



4

Set the size switch so that it matches the size of the new copy paper size that you loaded.

■ **If you are using A-series paper**

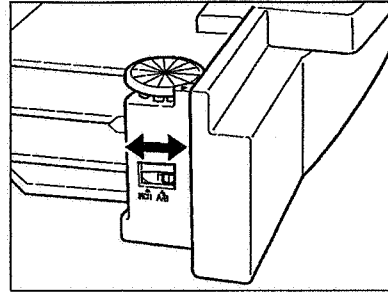
Set the switch to the "A/B" position.

■ **If you are using inch-series paper**

Set the switch to the "INCH" position.

NOTICE

- If you do not set the size switch to the correct setting, the selected paper size will not be correctly displayed in the touch panel display. This might also cause paper jams, dirty copies or make the inside of the machine dirty. To prevent these problems from occurring, make certain that the size switch is set correctly for the loaded paper size.



5

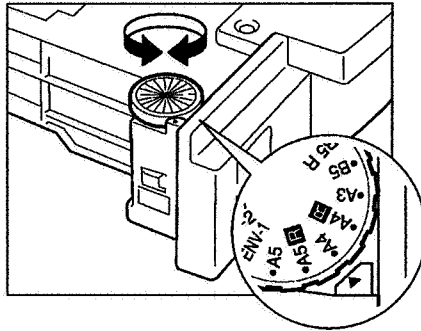
Turn the paper size dial on the left side of the drawer to the paper size loaded in the drawer.

NOTICE

- If the paper size dial is not correctly adjusted for the paper size loaded in the paper drawer, the correct paper sizes might not appear in the touch panel display. Also, not adjusting the guides correctly, might cause paper jams, dirty copies or make the inside of the machine dirty. To prevent these problems from occurring, make certain that the guides are adjusted correctly for the loaded paper size.

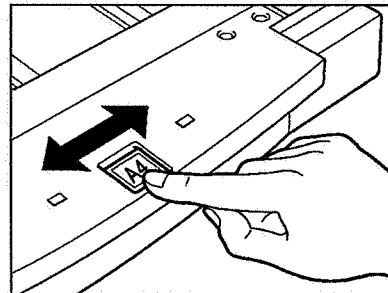
MEMO

- When using drawers as special cassettes, special cassettes must first be set in the Custom Common Settings screen. (See "Store Special Cassettes," on p. 3-12.)



6

Slide the size plate to the left or right while pushing down with the tip of your finger, to indicate the new paper size.



7

Load the copy paper. (See "Loading Paper," on p. 5-2.)

Adding Toner

When there is only a small amount of toner remaining, a message as shown on the right prompting you to add toner appears in the touch panel display.

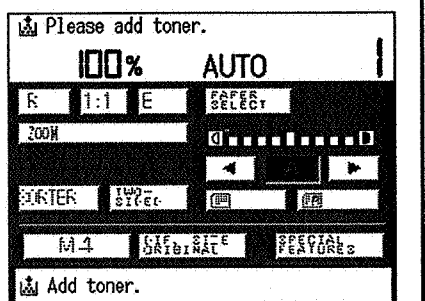
Example: When there is only a small amount of toner remaining during copying, the display on the right appears in the touch panel display. Follow the procedure below to add toner.

REQUEST M 4 CIE, SITE SPECIAL

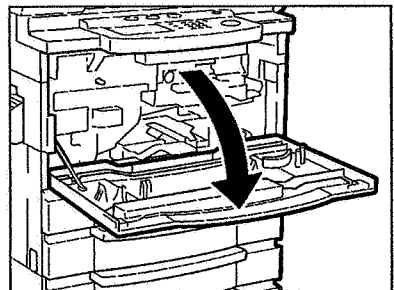
- Use only the recommended toner (Océ 3121 Toner) for use on this machine.
- Never add more than one toner cartridge.

▲ WARNING

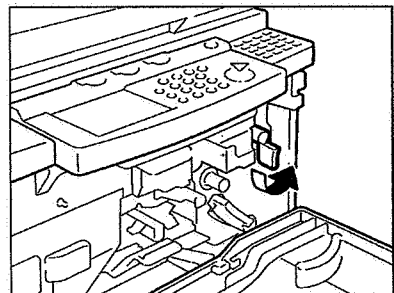
- Never dispose of waste toner in a fire or incinerator. Doing so may result in an explosion.



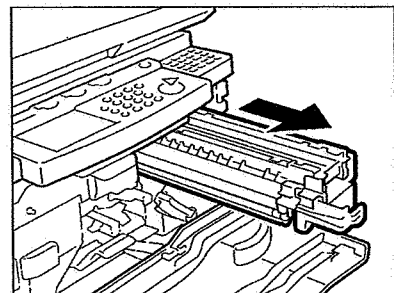
1 Open the front door of the main unit.



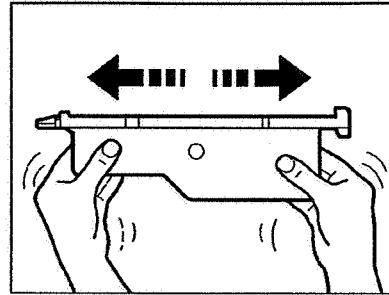
2 Pull down the grey feeding unit release lever to the right.



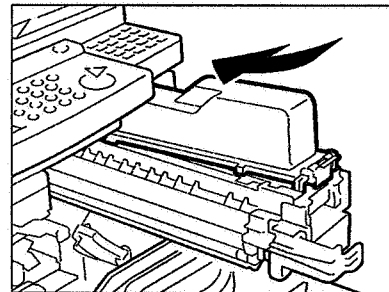
3 Grip the grey handle on the hopper (toner box). Pull out the hopper until it stops.



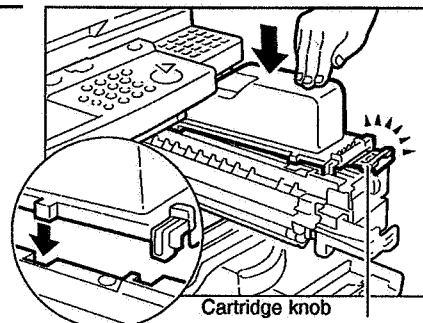
- 4** Hold the new toner cartridge in your hand as shown in the figure on your right, and rock it several times to the left and right.



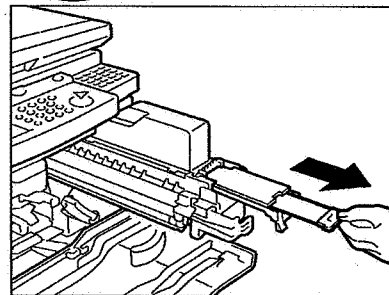
- 5** Place the toner cartridge on the hopper as shown in the figure on the right and push it in as far as possible.



- 6** Push the toner cartridge down from above to lock it in place on the hopper. Make sure that the black cartridge knob protrudes towards you.

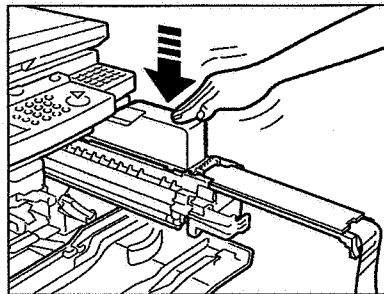


- 7** Pull out the black cartridge knob towards you until it stops.



8

Lightly tap the top of the toner cartridge so that all the toner inside falls into the hopper.

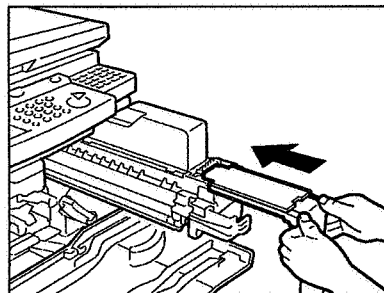


9

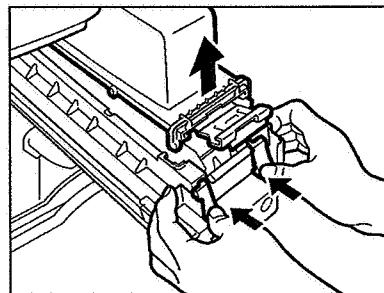
Push the black hopper handle back into its original position.

MEMO

- When the black handle is pushed in, the cartridge seal knob is also drawn in.

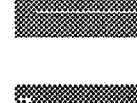
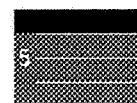
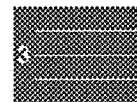
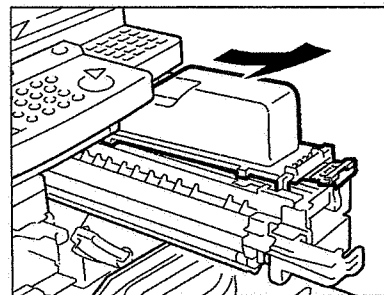


When the black hopper handle is in as far as possible, make sure that the toner cartridge comes away from the hopper.

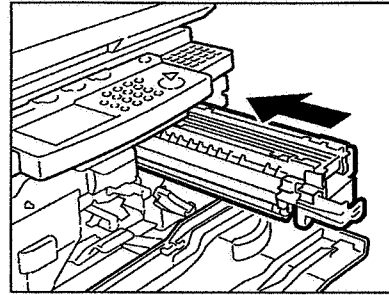


10

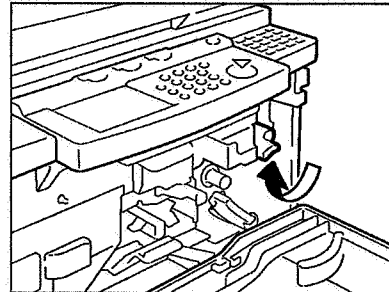
Remove the toner cartridge from the hopper.



- 11** Push the hopper into its original position.




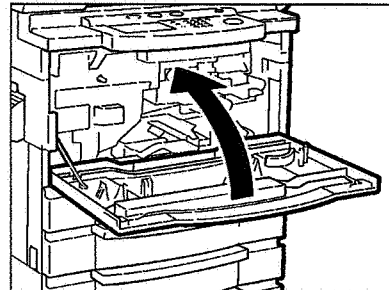
- 12** Bring the grey feeding unit release lever up to its original position.



- 13** Close the front door.

MEMO

- If toner is added before copying is complete, press the  key again. The machine will make the remaining copies.



Consumables and Options

The following consumables and accessories are available from Océ 3121. For details, consult your service representative.

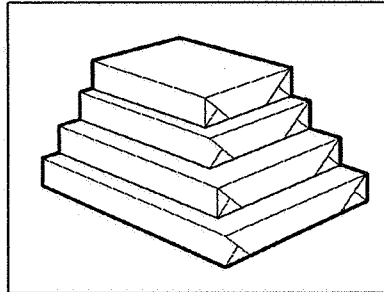
Consumables

■ Copy stock

In addition to plain paper (A3, A4, A5-size), transparencies, labels and other types of copy stock are available. For details, consult your service representative.

■ REQUEST

- For high-quality copies, use paper recommended by Océ 3121.
- To prevent moisture build-up, store any remaining copy paper tightly wrapped in its original package.

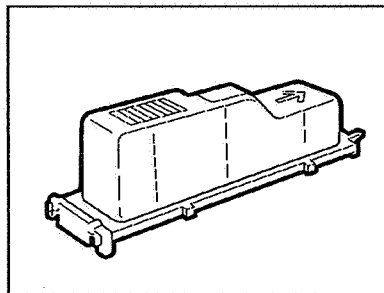


■ Black toner

When the "Add toner" message appears in the touch panel display, add toner which has been approved for use with this machine. Only black toner can be used with this machine.

▲ WARNING

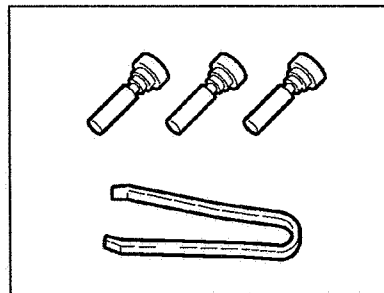
- Never dispose of waste toner in a fire or incinerator. Doing so may result in an explosion.
- Store toner in a cool location away from the direct sunlight. The recommended storage conditions are as follows: temperature below 30°C, and humidity below 80%.



We recommend that you order copy stock and toner from your service representative before they run out.

■ Stamp cartridge

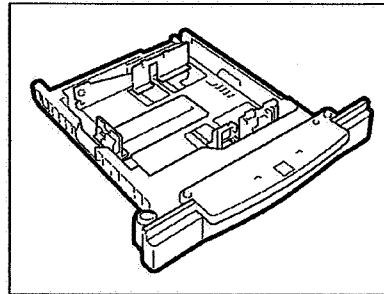
This ink cartridge is for the RADF-G1/ADF-F1 stamp.



Options

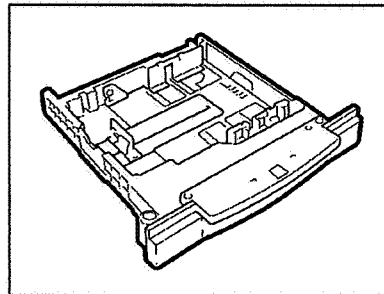
■ Océ 3121 Cassette-N1

Paper drawers can be adjusted to hold the copy paper size you want to load. For instructions on how to adjust paper drawers for copy paper sizes, see p. 5-7. You can adjust paper drawers for the following sizes: B4, A4, A4R, B5, B5R, A5, A5R, LGL, LTR, LTRR, STMT, STMTR, OFFI, FOLIO



■ Océ 3121 Cassette-M1

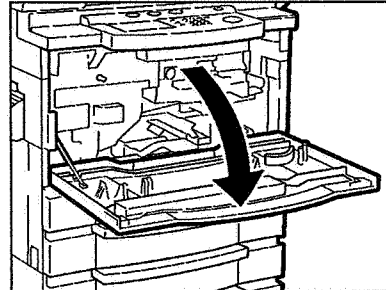
Paper drawers can be adjusted to hold the copy paper size you want to load. For instructions on how to adjust paper drawers for copy paper sizes, see p. 5-7. You can adjust paper drawers for the following sizes: A3, B4, A4, A4R, B5, B5R, A5, A5R, 11" x 17", LGL, LTR, LTRR, STMT, STMTR, OFFI, FOLIO



Adjusting the Brightness of the Touch Panel Display

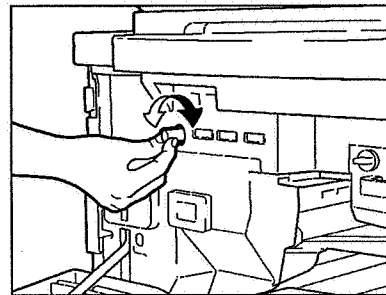
Follow the procedure below to adjust the brightness of the touch panel display.

- 1** Open the front door of the main unit.

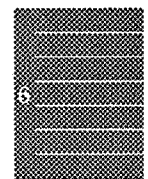
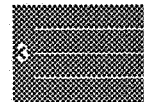
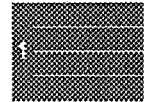
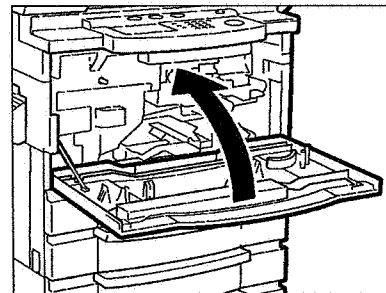


- 2** Turn the brightness adjustment dial to adjust the brightness of the touch panel display.

To lighten the display: Turn the dial to the right.
To darken the display: Turn the dial to the left.



- 3** Close the front door.



Routine Cleaning

Original Cannot be Cleanly Scanned

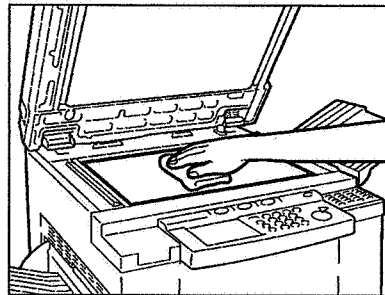
If the original cannot be cleanly scanned, clean the platen glass, the bottom of the platen cover and feeding belt.

▲ CAUTION

- Do not use alcohol, benzene, paint thinner or other solvents for cleaning. Doing so might result in plastic parts becoming deformed.

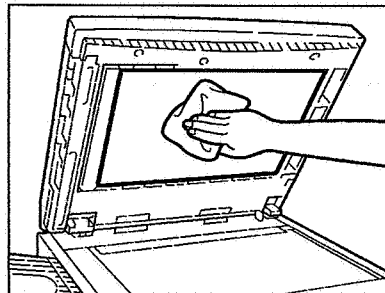
Platen Glass

Clean the platen glass with a cloth dampened with water or a mild cleaning agent, then wipe with a dry cloth.



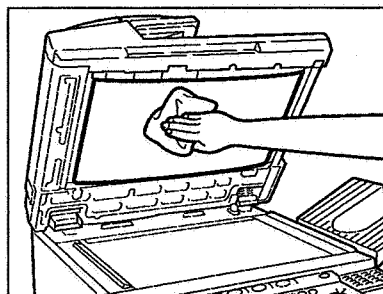
Rear Side of Platen Cover

Clean the inside of the platen cover with a cloth dampened with water or a mild cleaning agent, then wipe with a dry cloth.



Feeding Belt

Move the feeding belt with your hand as you wipe it with a cloth dampened with water or a mild cleaning agent, then wipe with a dry cloth.



When Paper Jams Occur Frequently

If paper jams occur frequently, see "Frequently Occurring Paper Jams", on p. 4-14.

Original Scanned by ADF/RDF is Dirty (FEEDER CLEANING)

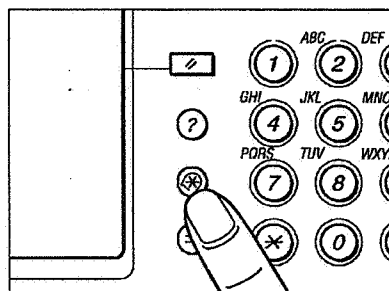
If your originals have black streaks or appear dirty after feeding them in the ADF/RDF, perform Feeder Cleaning. Cleaning is accomplished by repeatedly feeding blank originals (copy sheets) through the ADF/RDF.

MEMO

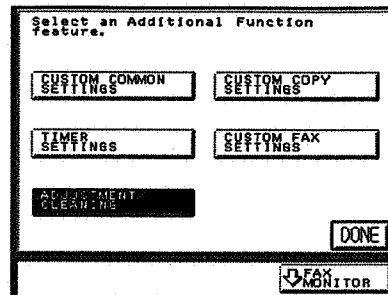
- It takes about 10 seconds to clean the feeder.

1

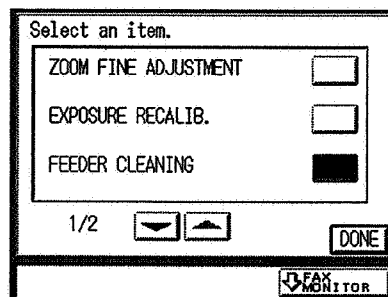
Press the  key.



- 2** Press the [ADJUSTMENT/CLEANING] key in the Additional Function screen.



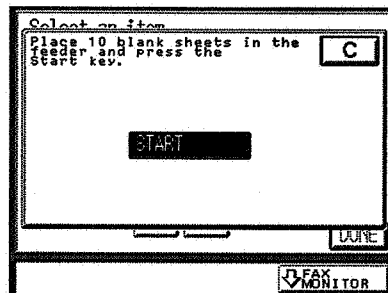
- 3** Press the [▼] or [▲] keys to display Adjustment/Cleaning screen 1/2, and press the [FEEDER CLEANING] key.



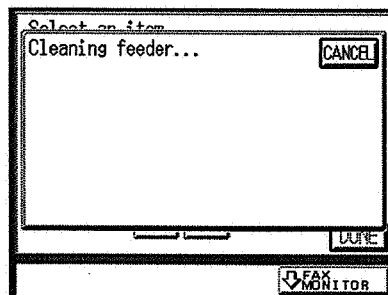
- 4** Place blank A4-size copy sheets in the feeder, and then press the [START] key.

MEMO

- To cancel Feeder Cleaning, press the [C] key.



When the feeder is being cleaned, the message on the right appears in the touch panel display.



When Feeder Cleaning is complete, the display returns to Adjustment/Cleaning screen 1/2.

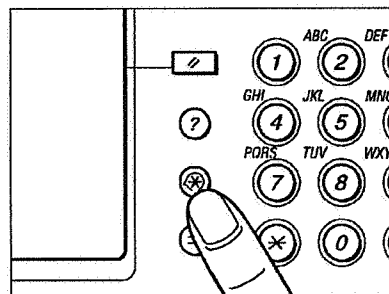
Streaks Appear on Copy Sheet (ROLLER CLEANING)

A probable cause of black streaks appearing on output copy paper is a dirty roller. If this is the case, clean the roller.

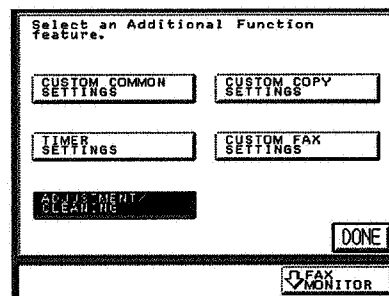
MEMO

- It takes about 15 seconds to clean the rollers.

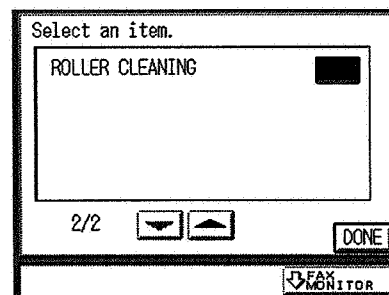
1 Press the **[*]** key.



2 Press the **[ADJUSTMENT/CLEANING]** key in the Additional Function screen.



3 Press the **[▼]** or **[▲]** keys to display Adjustment/Cleaning screen 2/2, and press the **[ROLLER CLEANING]** key.



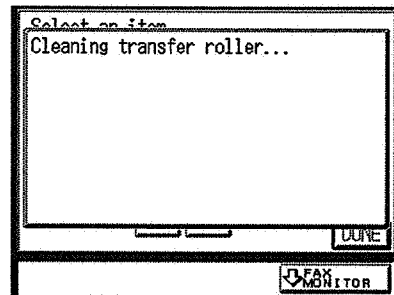
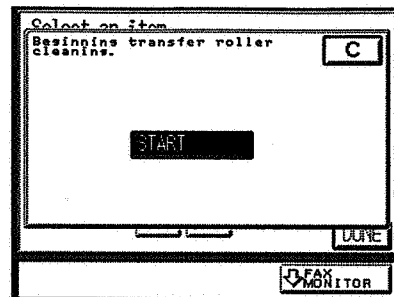
4

Press the [START] key.

MEMO

- To cancel Roller Cleaning, press the [C] key.

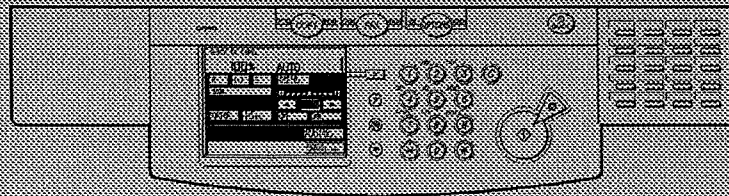
When the roller is being cleaned, the message on the right appears in the touch panel display.



When Roller Cleaning is complete, the display returns to Adjustment/Cleaning screen 2/2.

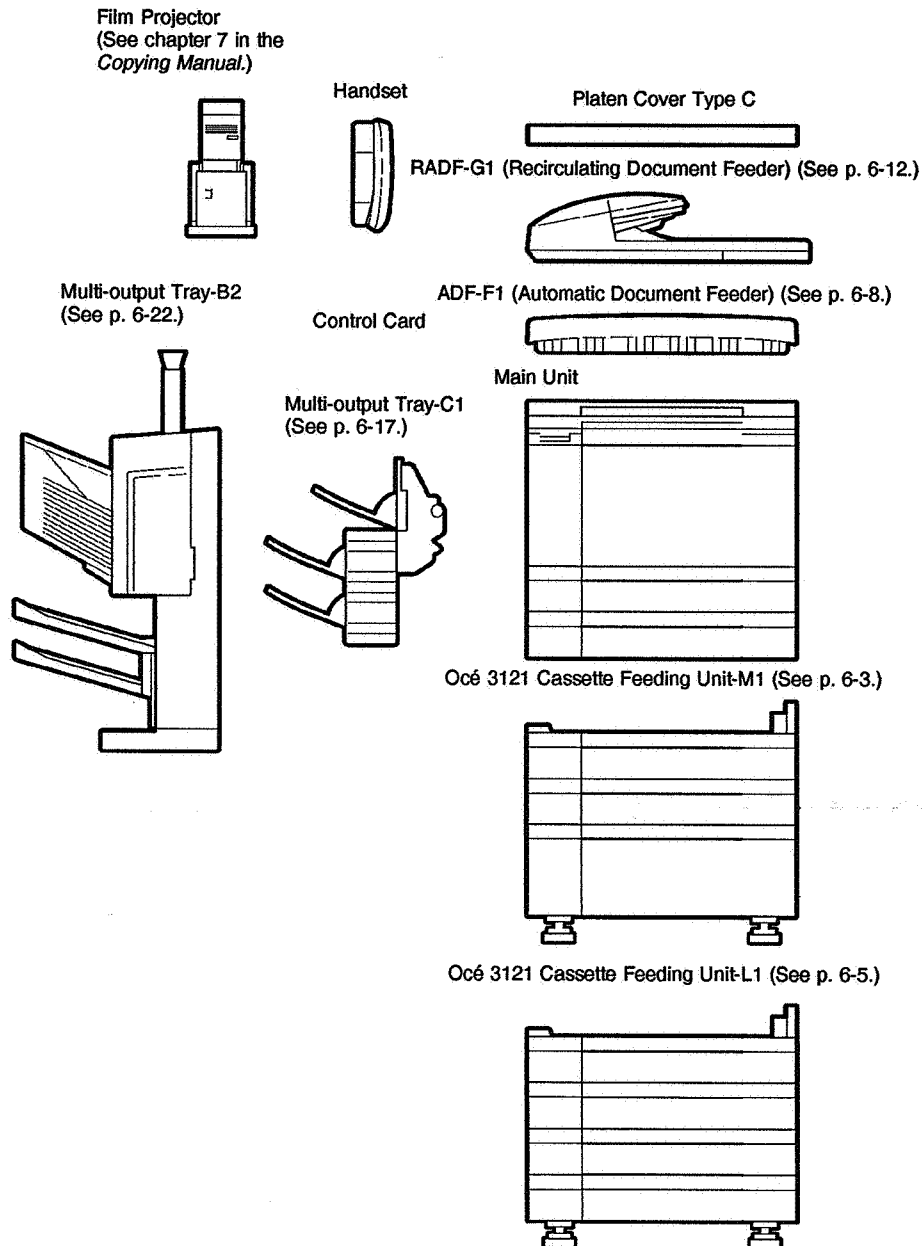
This chapter describes how to use the options and accessories that comprise the Océ 3121 Series.

■ System Configuration	2
■ Océ 3121 Cassette Feeding Unit M1	3
■ Océ 3121 Cassette Feeding Unit L1	5
■ ADF-F1 (Automatic Document Feeder)	8
■ RADF-G1 (Reversing Document Feeder)	12
■ Multi-output Tray C1	17
■ Multi-output Tray B2	22



System Configuration

The following options and accessories can be connected to the machine.

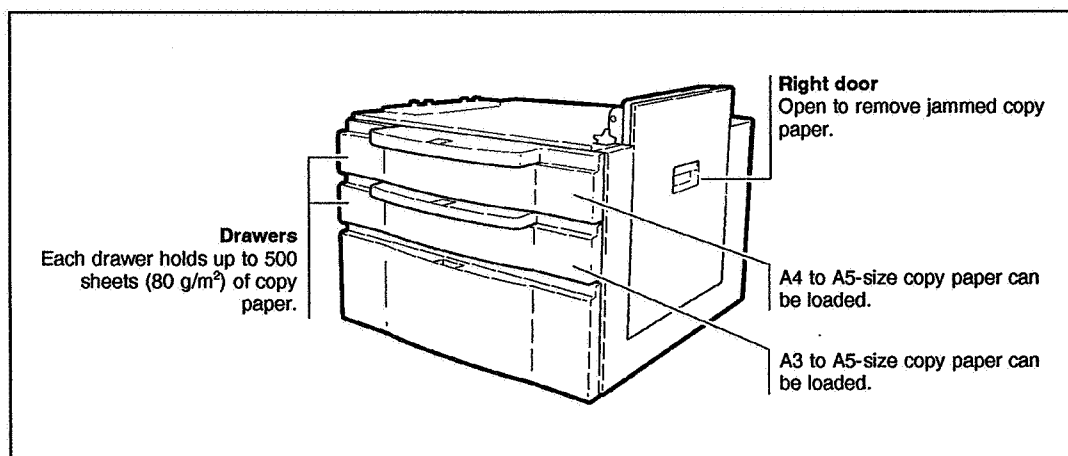


Océ 3121 Cassette Feeding Unit-M1

If you attach the Océ 3121 Cassette Feeding Unit-M1 onto the machine, two extra sizes of copy paper can be used in addition to the standard copy paper sizes.

■ Up to 500 sheets (80 g/m²) of copy paper can be loaded in each drawer.

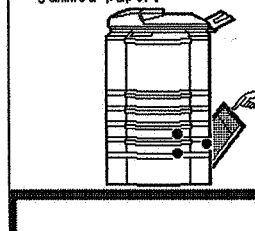
Parts and Their Functions



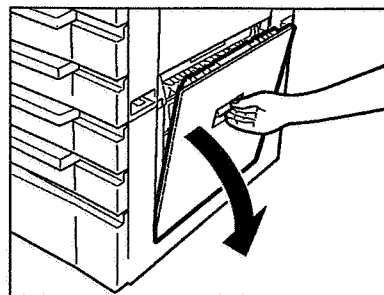
Clearing Paper Jams

If a paper jam occurs while using the Océ 3121 Cassette Feeding Unit-M1, a display similar to the one on the right appears in the touch panel display. If this message appears, follow the procedure below and the procedure that appears in the touch panel display to remove the jammed paper.

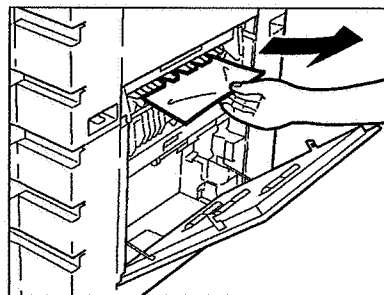
8v Paper has jammed in the ● area. Follow the diagram to remove jammed paper.



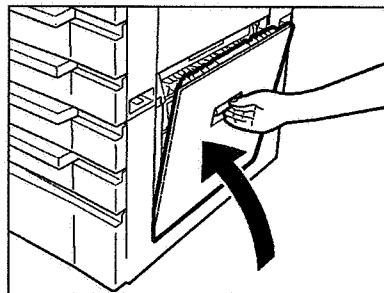
- 1** Open the right door of the Océ 3121 Cassette Feeding Unit-M1.



- 2** Remove any jammed paper.



- 3** Close the right door.



- 4** Follow the instructions in the touch panel display. (See "Paper Jam Displays," on p. 4-2.)

Main Specifications

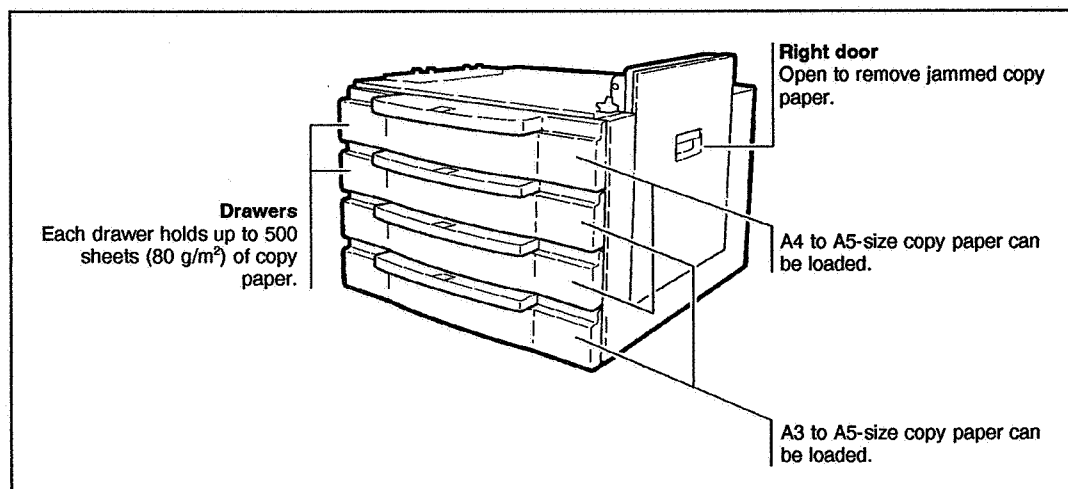
Paper feeding system	: 500 sheets (80 g/m ²) × 2
Dimensions (W × D × H)	: 585 mm × 665.1 mm × 453 mm
Weight	: Approx. 34.2 kg
Acceptable paper sizes	: 1st drawer : A4, A4R, A5, A5R, B4, B5, B5R, LGL, LTR, LTRR, STMT, STMT, OFFI, FOLIO 2nd drawer : A3, A4, A4R, A5, A5R, B4, B5, B5R, 11"x17", LGL, LTR, LTRR, STMT, STMT, OFFI, FOLIO

Océ 3121 Cassette Feeding Unit-L1

If you attach the Océ 3121 Cassette Feeding Unit-L1 onto the machine, four extra sizes of copy paper can be used in addition to the standard copy paper sizes.

■ Up to 500 sheets (80 g/m²) of copy paper can be loaded in each drawer.

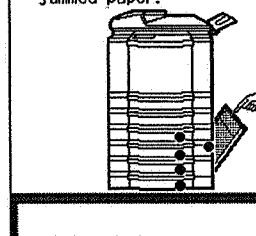
Parts and Their Functions



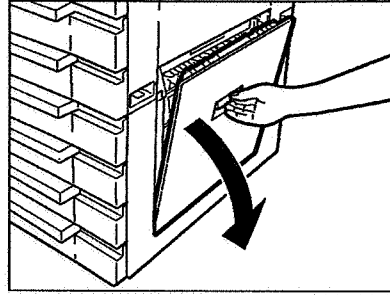
Clearing Paper Jams

If a paper jam occurs while using the Océ 3121 Cassette Feeding Unit-L1, a display similar to the one on the right appears in the touch panel display. If this message appears, follow the procedure below and the procedure that appears in the touch panel display to remove the jammed paper.

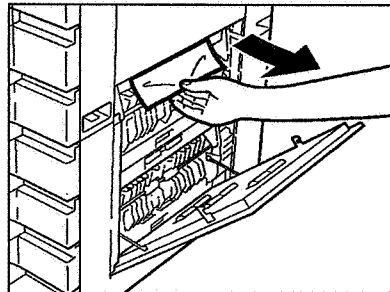
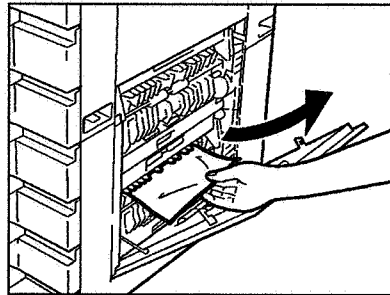
8x Paper has jammed in the ● area. Follow the diagram to remove jammed paper.



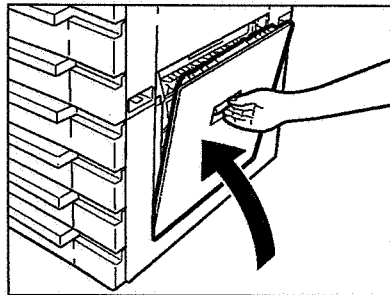
- 1** Open the right door of the Océ 3121 Cassette Feeding Unit-L1.



- 2** Remove any jammed paper.



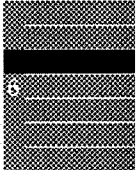
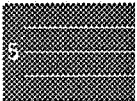
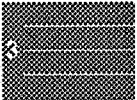
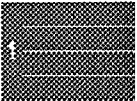
- 3** Close the right door.



- 4** Follow the instructions in the touch panel display. (See "Paper Jam Displays," on p. 4-2.)

Main Specifications

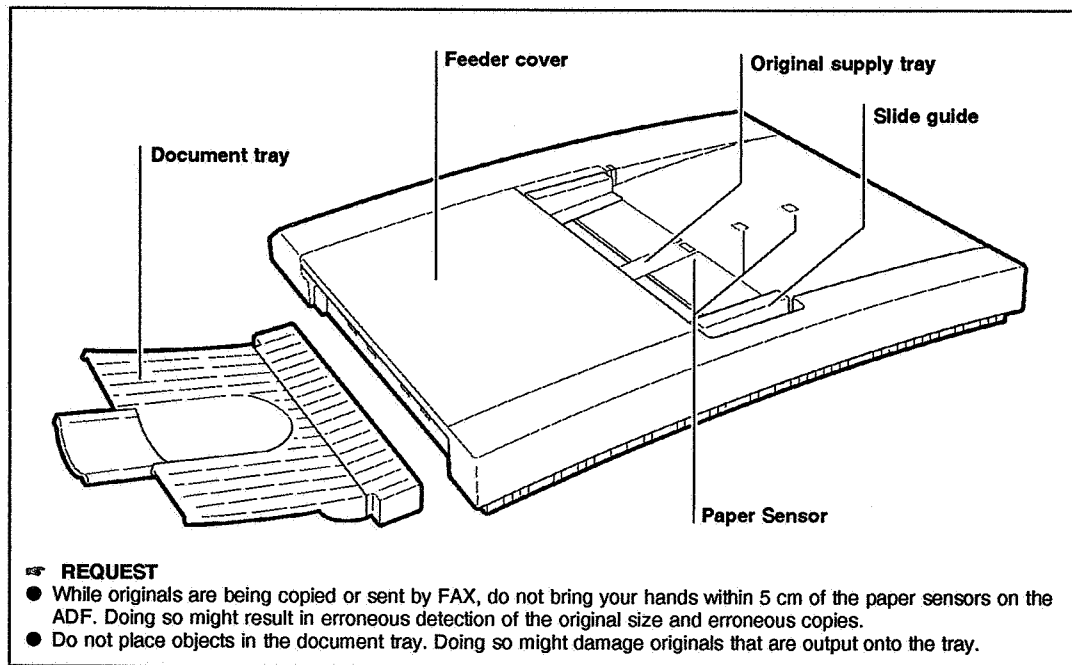
Paper feeding system	: 500 sheets (80 g/m ²) × 4
Dimensions (W × D × H)	: 585 mm × 665.1 mm × 453 mm
Weight	: Approx. 42.2 kg
Acceptable paper sizes	: 1st and 3rd drawers : A4, A4R, A5, A5R, B4, B5, B5R, LGL, LTR, LTRR, STMT, STMT, OFFI, FOLIO 2nd and 4th drawers : A3, A4, A4R, A5, A5R, B4, B5, B5R, 11"×17", LGL, LTR, LTRR, STMT, STMT, OFFI, FOLIO



ADF-F1 (Automatic Document Feeder)

Place a stack of originals in the original supply tray, and they are automatically fed to the platen glass for copying.

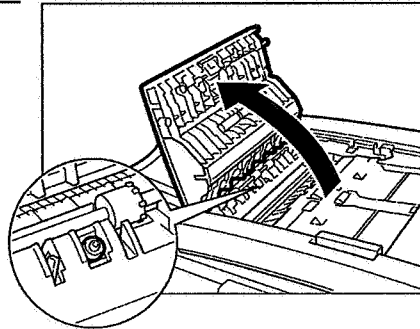
Parts and Their Functions



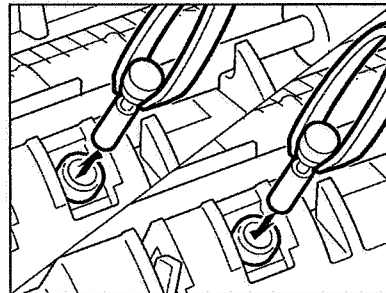
Replacing the Stamp Cartridge

Originals sent by FAX via the ADF attached to this machine can be stamped to indicate that they have been sent. Replace the stamp cartridge when this mark is faint or is no longer printed.

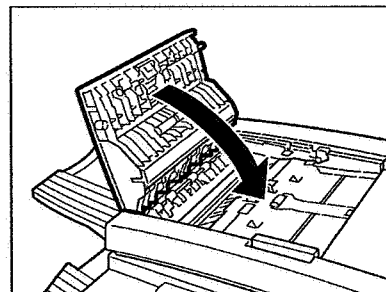
- 1 Open the ADF feeder cover.



- 2 Remove the old stamp cartridge using tweezers, and insert a new stamp cartridge.



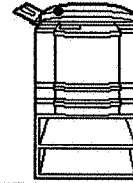
- 3 Close the ADF feeder cover.



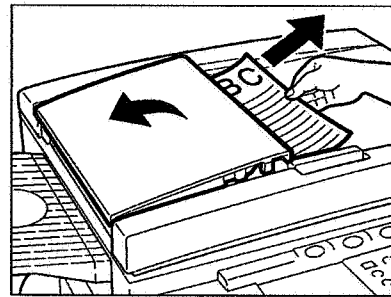
Clearing Paper Jams

If a paper jam occurs while using the ADF, a display similar to the one on the right appears in the touch panel display. If this message appears, follow the procedure below and the procedure that appears in the touch panel display to remove the jammed paper.

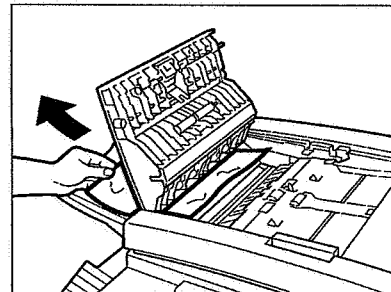
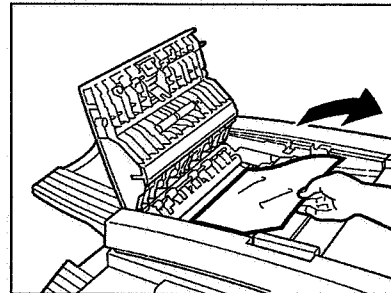
8x Paper has jammed in the ● area. Follow the diagram to remove jammed paper.



1 Open the feeder cover, and remove any paper on the feeder.

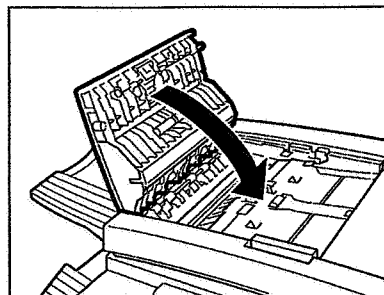


2 Fully open the feeder cover, and remove any jammed originals.



3

Close the feeder cover.



4

Follow the instructions in the touch panel display. (See "Paper Jam Displays," on p. 4-2.)

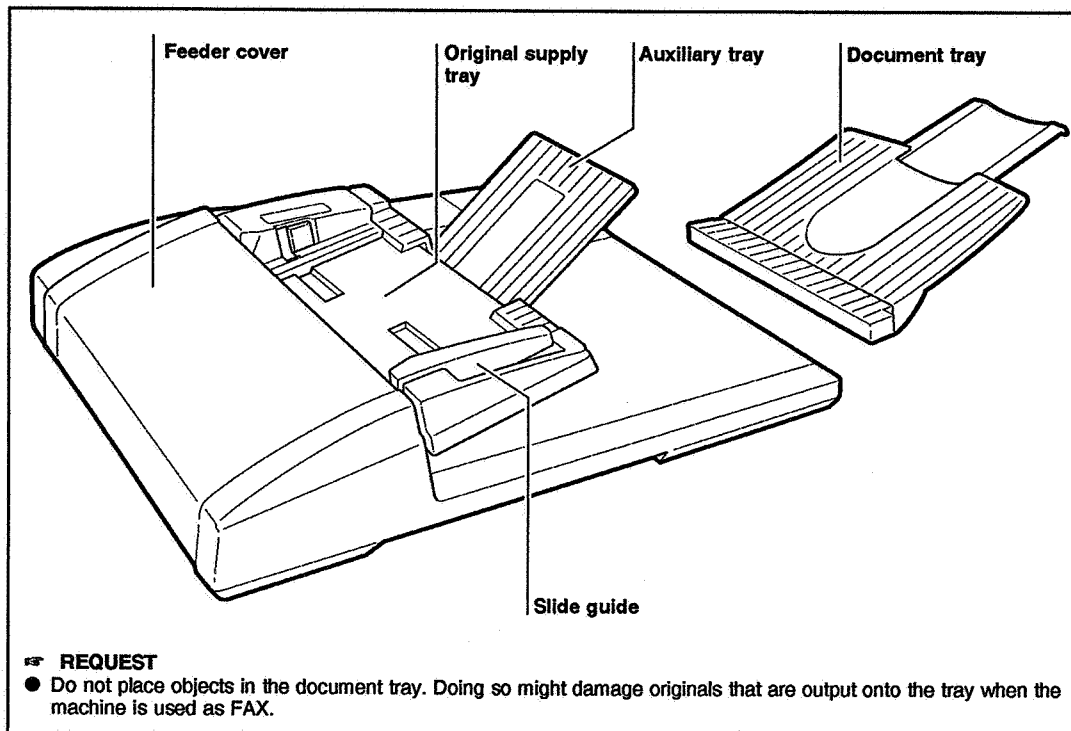
Main Specifications

Acceptable original sizes	: A5 to A3 size Originals of length (original feed direction) 128mm to 432mm and width 74mm to 630mm
Originals	: 35 g/m ² to 105 g/m ²
Original supply tray capacity	: 15 sheets (A3-size, 80 g/m ²) 30 sheets (A4 or A5-size, 80 g/m ²)
Max. power consumption	: 40W
Dimensions (W × D × H)	: 582 mm × 515 mm × 72 mm
Weight	: Approx. 6.5 kg

RADF-G1 (Recirculating Document Feeder)

Place a stack of originals in the original tray, and they are automatically fed to the platen glass for copying. Originals can also be automatically reversed to make two-sided copies from two-sided originals.

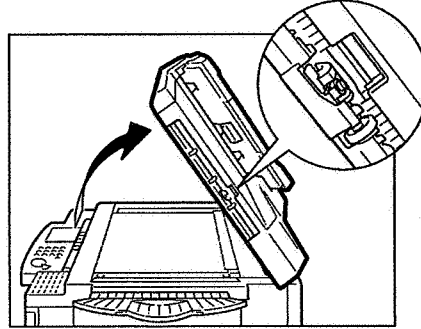
Parts and Their Functions



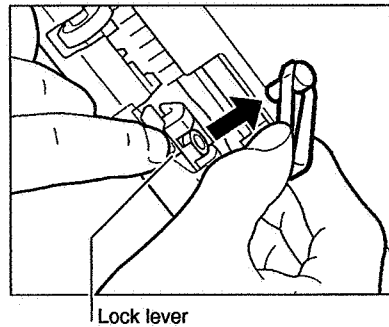
Replacing the Stamp Cartridge

Originals sent by FAX via the RDF attached to this machine can be stamped to indicate that they have been sent. Replace the stamp cartridge when this mark is faint or is no longer printed.

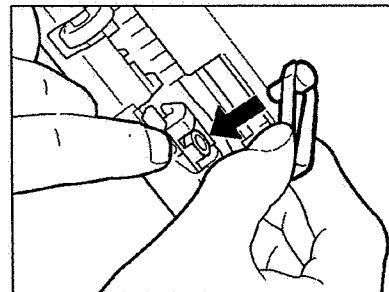
- 1 Open the RDF cover.



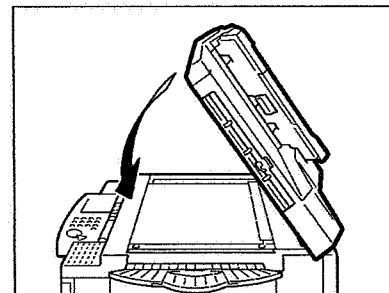
- 2 Remove the old stamp cartridge using tweezers while holding down the lock lever with your finger. The lock lever is for securing the stamp cartridge.



- 3 Insert the new stamp cartridge using tweezers while holding down the lock lever with your finger as shown in the figure on the right.



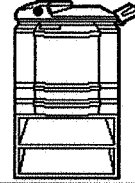
- 4 Gently lower the RDF cover.



Clearing Paper Jams

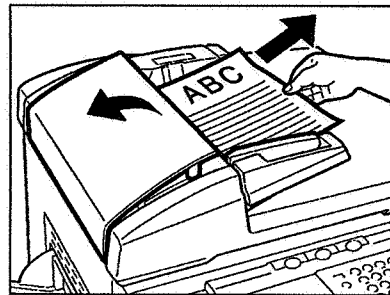
If a paper jam occurs while using the RDF, a display similar to the one on the right appears in the touch panel display. If this message appears, follow the procedure below and the procedure that appears in the touch panel display to remove the jammed paper.

8x Paper has jammed in the ● area. Follow the diagram to remove jammed paper.



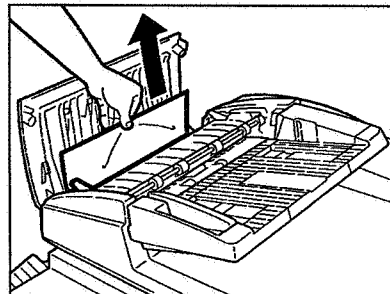
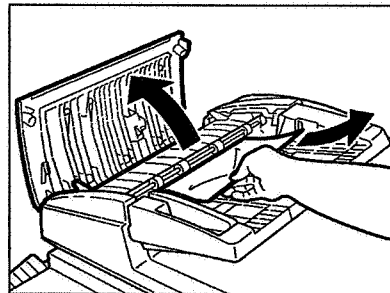
1

Open the feeder cover, and remove any paper on the feeder.



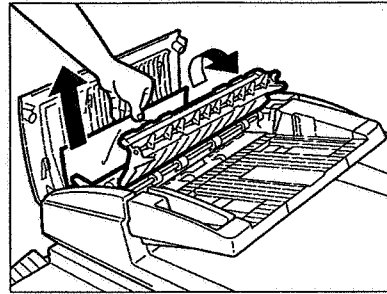
2

Fully open the feeder cover, and remove any jammed originals.

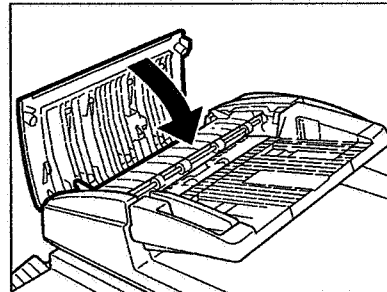


3

Open the inner cover, and remove any jammed originals.

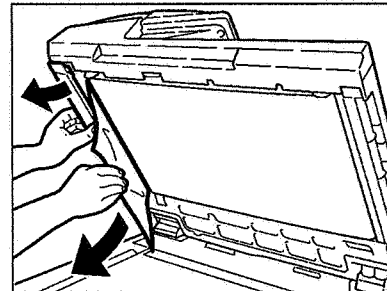


Remove all jammed originals, and close the inner cover and feeder cover.



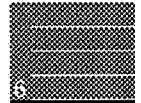
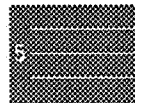
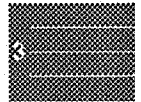
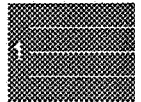
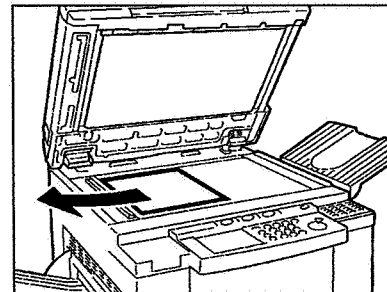
4

Lift up the feeder cover holding it by its center on its left side, and remove any jammed originals.

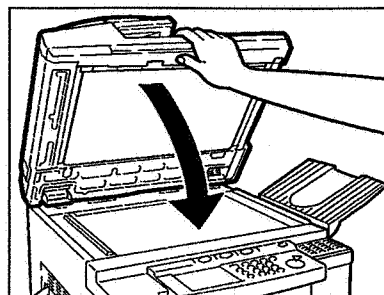


5

Remove the original on the platen glass.



- 6** Gently lower the RDF cover.



- 7** Follow the instructions in the touch panel display. (See "Paper Jam Displays," on p. 4-2.)

Main Specifications

Acceptable original sizes	: A5 to A3
Originals	: 50 g/m ² to 105 g/m ²
Original supply tray capacity	: 25 sheets (A3-size, 80 g/m ²) 50 sheets (A4 or A5-size, 80 g/m ²)
Max. power consumption	: 170 W
Dimensions (W × D × H)	: 645 mm × 527 mm × 161 mm
Weight	: Approx. 14.1 kg

Multi-output Tray-C1

The Multi-output Tray-C1 is provided with the following functions:

■ TRAY Functions

- Output Designation for Each Tray
- Tray Sliding Function (TRAY B and TRAY C)

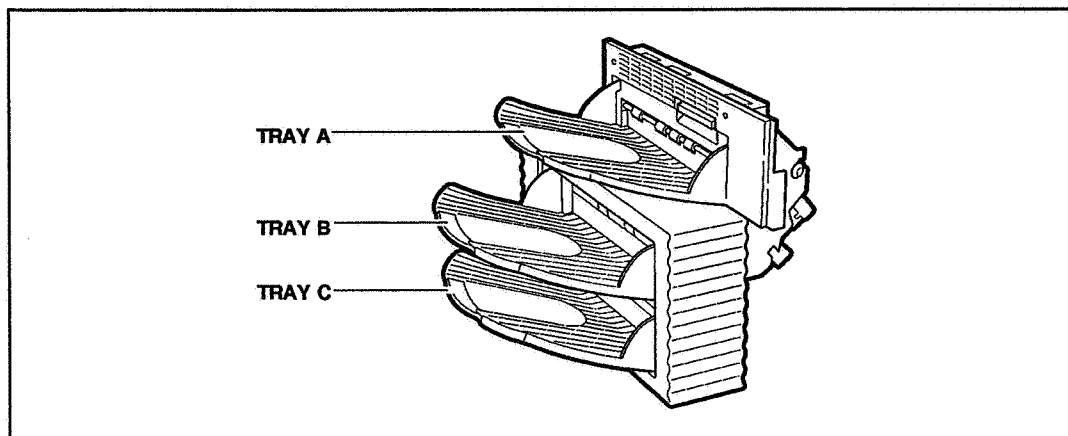
■ Sorter Functions

- A sort function for automatically sorting copies into sets arranged in page order

MEMO

- Envelopes will be delivered to TRAY A.

Parts and Their Functions



TRAY Functions

Output Designation for Each Tray

This function enables you to output to the three trays specified as copy, FAX and printer output trays. You can set which function should be specified to which tray with Custom Common Settings. (See p. 3-16.)

MEMO

- The following functions are set to the trays as initial settings:
 - ... TRAY A: Copy
 - ... TRAY B: FAX, Printer
 - ... TRAY C: No Setting
- Each of the trays holds up to 100 sheets of copy paper.

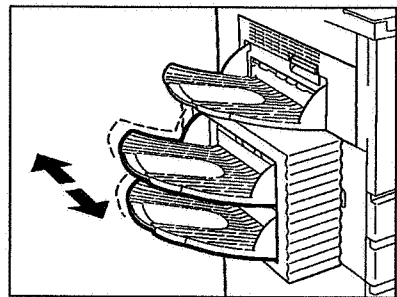
Tray Sliding Function (TRAY B and TRAY C)

■ When TRAY B and TRAY C are set as output trays for FAX and printer operations:

When documents received by FAX are output or the machine is used as a printer, the trays slide backwards and forwards by about 3 cm at each job. By sliding output documents backwards and forwards in this way, you can tell which jobs the documents were output for.

NOTICE

- The tray Sliding function may not work depending on the application software you are using when using the machine for printer output.



■ When TRAY B and TRAY C are set as output trays for copy operations:

When making copies in the Sort mode from originals placed in the RDF, the trays slide backwards and forwards by about 3 cm.

Sorter Functions

You can sort copy sheets before outputting them when using the Multi-output Tray-C1 under the following conditions:

- When using copy functions
- When the RDF is attached.

Sort Function

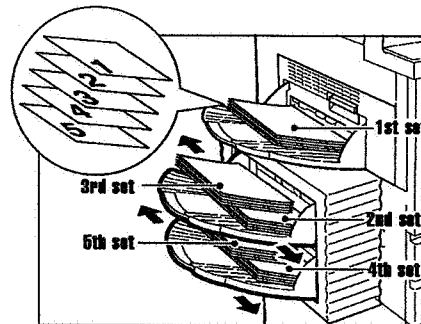
When copies are made in the Sort mode, copy sheets are automatically sorted into sets arranged in page order.

MEMO

- Each of the special trays holds up to 100 sheets of copy paper.

■ When originals are placed in the RDF:

The RDF repeatedly feeds originals for the set number of times, and outputs the originals to the tray specified for copy operations. Trays slide to the left and right when each set of originals is output. When all special trays are specified for copy operations, copy sheets are output as shown in the figure on the right.

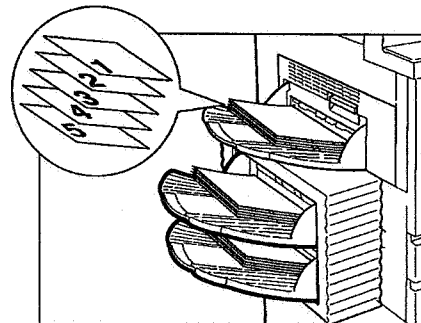


■ When an original is placed on the platen glass:

The preset number of copies is made from the original, and output to the tray specified for copy operations. When all trays are specified for copy operations, copy sheets are output as shown in the figure on the right.

MEMO

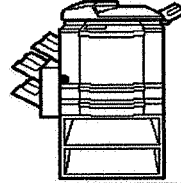
- The copy quantity varies according to the number of special trays specified as special trays for copy operations. The maximum number of copies is three sets.



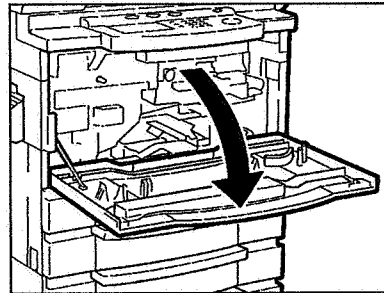
Clearing Paper Jams

If a paper jam occurs while using the Multi-output Tray-C1, a display similar to the one on the right appears in the touch panel display. If this message appears, follow the procedure below and the procedure that appears in the touch panel display to remove the jammed paper.

● Paper has jammed in the ● area. Follow the diagram to remove jammed paper.



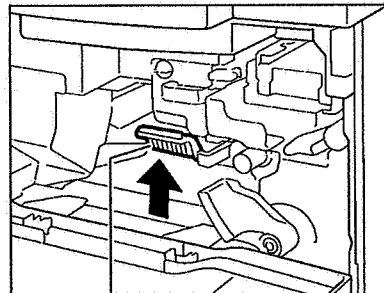
1 Open the front door of the machine.



2 Lift up the green lever on the duplexing unit.

MEMO

- This operation is not needed for the Océ 3121.
- A magnet is attached to the lever. When the lever is lifted up, it becomes attached to the unit.

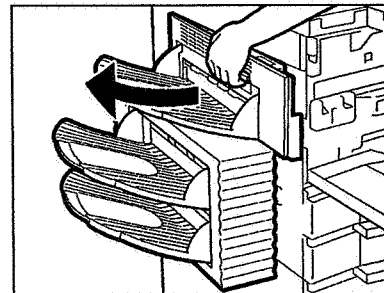


Duplexing unit

3 Open the left door of the machine.

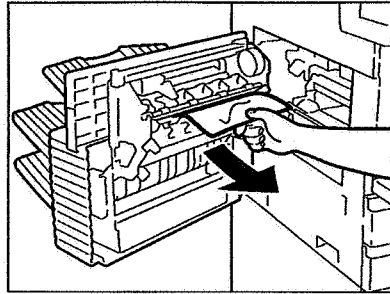
NOTICE

- The front door must be opened before clearing paper jams.
- Remove any paper on the trays before clearing paper jams.



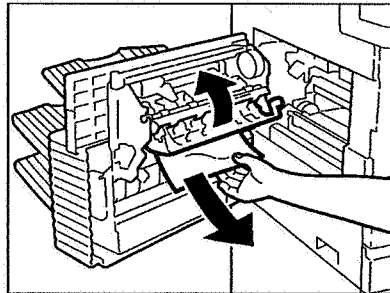
4

Remove any jammed paper.

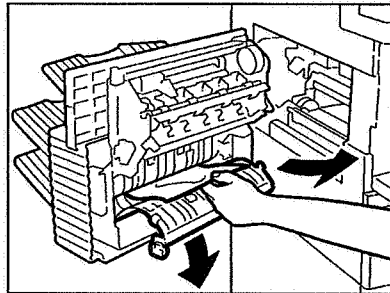


5

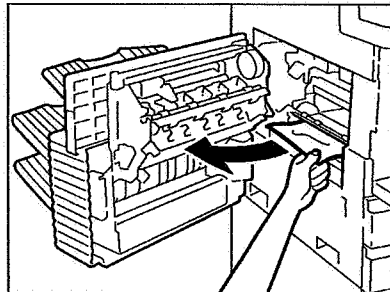
Press the green lever upwards, and remove any jammed paper.



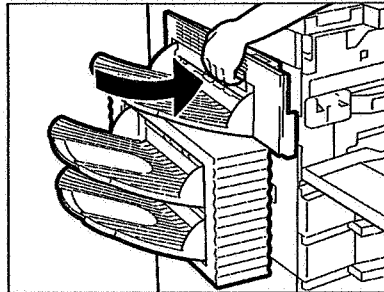
Press the green lever downwards, and remove any jammed paper.



Remove any jammed paper in the machine.



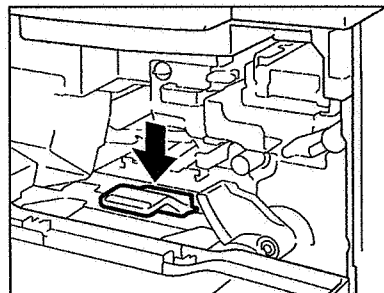
6 Close the left door.



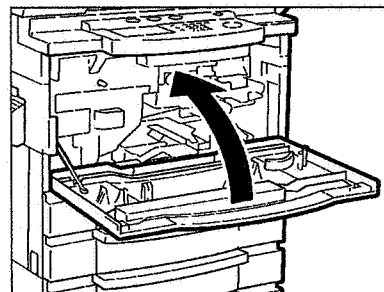
7 Return the green lever to its original position.

MEMO

● This operation is not needed for the Océ 3121.



8 Close the front door.



9 Follow the instructions in the touch panel display. (See "Paper Jam Displays," on p. 4-2.)

Main Specifications

Paper	: 64 g/m ² to 80 g/m ²
Tray capacity	: 100 sheets (80 g/m ²) per tray
Max. power consumption	: 35 W
Dimensions (W x D x H)	: 117 mm x 485 mm x 262 mm
Weight	: Approx. 6.1 kg

Multi-output Tray-B2

The Multi-output Tray-B2 has the following functions:

● Staple Sorter Functions:

- A Sort function for sorting copies into sets arranged in page order
- A Staple-sort function for sorting and automatically stapling copies into sets arranged in page order
- A Group function for grouping together and outputting all copies of the same original
- A Manual Staple mode for manually stapling copy sheets output to bins
- A Manual Insert Stapling function for stapling copy sheets at the manual insert.

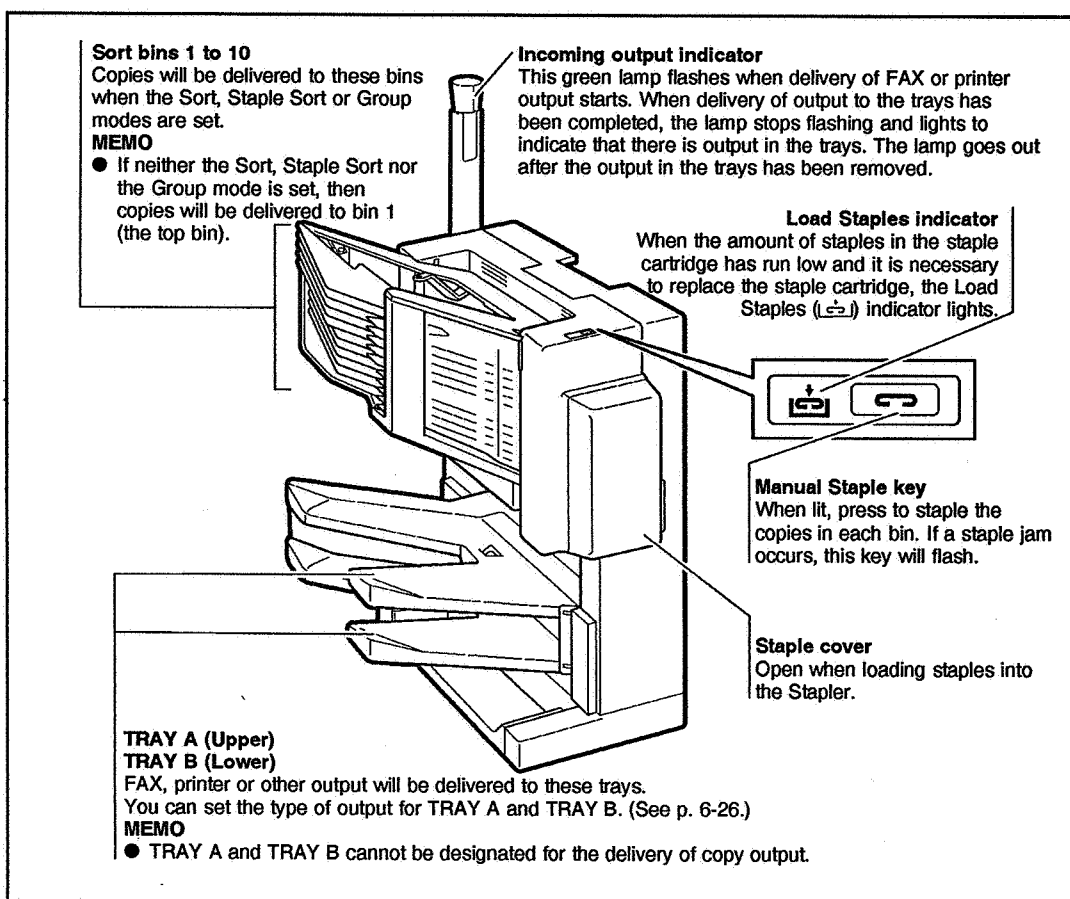
● TRAY Functions:

- Tray Sliding Function (TRAY A and TRAY B)
- Output Designation for each tray
- Incoming output indicator function for notifying FAX or printer output

MEMO

- Only TRAY A can be designated for the delivery of envelope copies. Envelope copies will be delivered to TRAY A when the Sort, Staple Sort or Group modes are set.

Parts and Their Functions



Stapler Sorter Functions

Bins 1 to 10 function as stapler sorter.

NOTICE

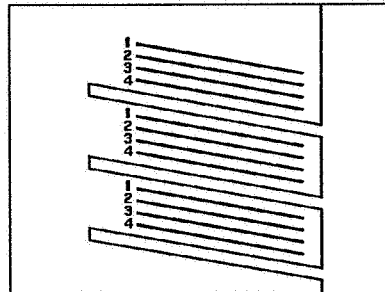
- Do not use transparencies or envelopes in the Sort, Staple Sort or Group modes. Doing so may cause a paper jam.

Sort Mode

Copies are sorted into sets arranged in page order, and output onto the bins as shown in the figure on the right.

MEMO

- When the set copy quantity is 11 or more, copying stops temporarily after 10 sets of copies are output. After removing all the copies in the sort bins, press the © key to make the remaining copies.
- Up to 10 copies can be set when making copies from an original placed on the platen glass in the Sort mode.

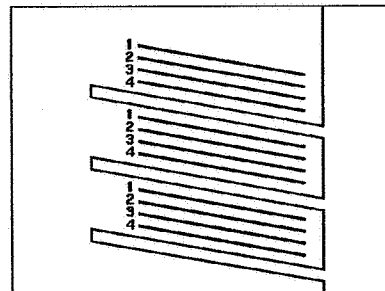


Staple-sort Mode

Copies are sorted into sets arranged in page order, output onto the bins as shown in the figure on the right, and then automatically stapled.

MEMO

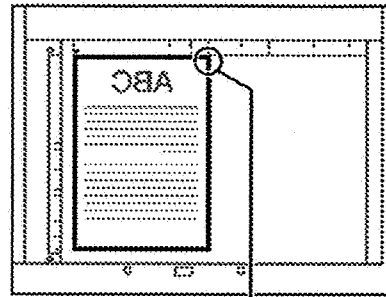
- When the set copy quantity is 11 or more, copying stops temporarily after 10 sets of copies are output. After removing all the copies in the sort bins, press the © key to make the remaining copies.
- Up to 10 copies can be set when making copies from an original placed on the platen glass in the Sort mode.
- If the Sorter stops during stapling, a message appears in the touch panel display, and the load staples indicator lights. This means that the Stapler Sorter has run out of staples and that the staple cartridge must be replaced. Replace the staple cartridge. (See p. 6-30.)



NOTICE

- Copies are stapled at the following locations:

- When an original is placed on the platen glass:

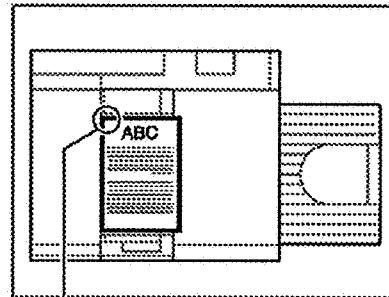


Copies are stapled here.

- When originals are placed in the RDF:

NOTICE

- A5, and A5R size copies cannot be stapled.
- When making copies in the Staple-sort mode, copies are automatically stapled just by placing the original in the RDF. When making copies from an original placed on the platen glass, manually staple the copies after copying is finished.



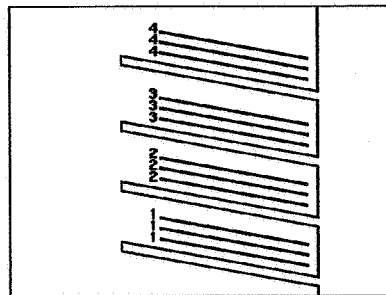
Copies are stapled here.

Group Mode


All copies of the same original page are grouped together, and output onto the trays as shown in the figure on the right.

MEMO


- The copy quantity that you can set at one time depends on the selected paper size as follows:
 - A4, A5-size: Up to 20 copies
 - A3-size: Up to 10 copies



Manual Staple Mode

Use this mode to manually staple output copy sheets. If you press the  key when it is lit after copy sheets are output, the copies in each bin are stapled.

NOTICE


- If you remove the copies from the bins, the  key will go out, and you will not be able to perform manual stapling.
- Set the Staple-sort mode before making copies. (See in the *Copying Manual*.)

Manual Insert Stapling Function

This feature allows you to insert originals by hand into the Multi-output Tray-B2 for stapling. You can staple up to 20 sheets (80 g/m²).

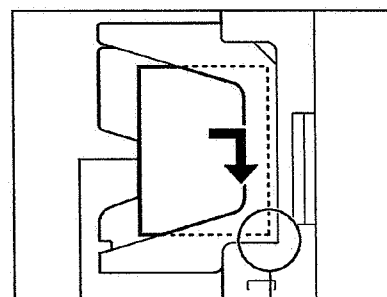
1 Even out the edges of the sheets to be stapled.

2 Place the sheets in the bin directly below the top bin.

Insert the sheets in the direction of the arrow so that they are positioned as shown by the dotted line. Make sure that the sheets are positioned squarely against the front corner of the bin. The  key will light.

▲ CAUTION

- Never place your hand in the part of the bin where stapling is performed. Doing so could result in personal injury.





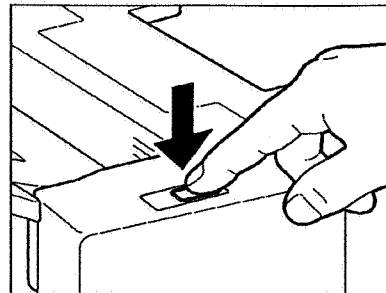
Sheets

Stapling is performed here.

3

Press the  key.

If the  key is not lit, you cannot staple the copies.
If the Load Staples  indicator is lit, the Stapler is out of staples. (See p. 6-30.)



TRAY Functions

Output Designation for Trays

You can output to the two trays specified as either, FAX or printer output trays. You can set which function should be specified to either of the trays by setting tray in Custom Common Settings under Additional Function. (See p. 3-16.)

NOTICE

- Do not discharge transparencies onto trays A and B.
Doing so may cause a paper jam.

MEMO

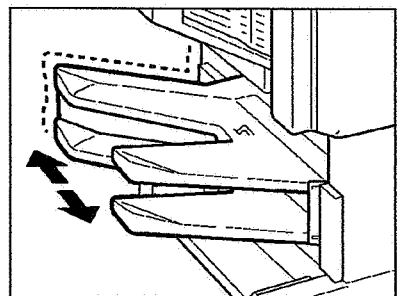
- The initial settings for the trays are as follows:
 - TRAY A: No Setting
 - TRAY B: FAX, Printer

Tray Sliding Function (TRAY A and TRAY B)

As each output job is delivered, the trays slide about 3 cm backwards and forward. The sliding separates the output jobs to the right and left, making it easy to distinguish them from one another.

NOTICE

- The tray sliding function may not work depending on the application software you are using when using the machine for printer output.



Incoming Output Indicator Function

The Incoming Output indicator lights to indicate that FAX or printer output has been delivered to the trays. The Incoming Output indicator goes out after all output in TRAY A and TRAY B has been removed.

MEMO

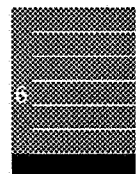
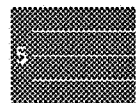
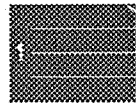
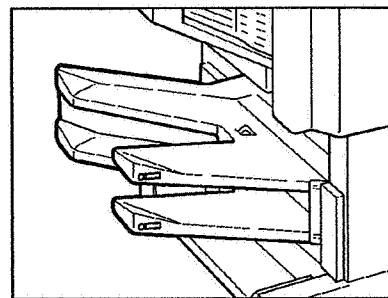
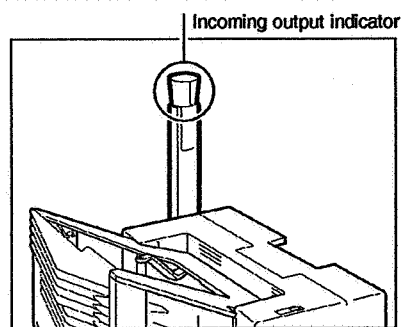
- The Incoming Output indicator flashes while FAX or printer output is being delivered to the trays and continues flashing until the delivery of output has been completed.

REQUEST

- If the Incoming Output indicator cable gets caught in between the copier and the Multi-output Tray, it could cause electrical damage. To prevent this from happening, make sure that you bind the cable with the cable strap. For more details, contact your service representative.

MEMO

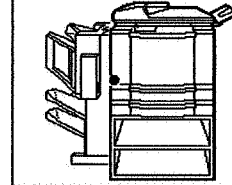
- Tray Labels
Use the Tray Labels to indicate the type of output designated for delivery to TRAY A and TRAY B. Attach the Tray Labels as shown in the picture to the right. You can use the blank tray Labels to meet your specific needs.



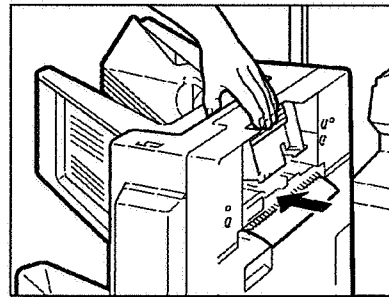
Clearing Paper Jams

If a paper jam occurs while the Multi-output Tray-B2 is being used, a display similar to the one on the right appears in the touch panel display. Check where the jam occurred, and follow the procedure below and the procedure that appears in the touch panel display to remove the jammed paper.

8r Paper has jammed in the ● area. Follow the diagram to remove jammed paper.



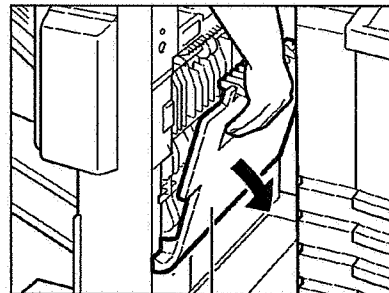
- 1 Move the Multi-output Tray-B2 away from the machine holding the section indicated in the figure on the right.



- 2 Open the lower cover.

NOTICE

- When opening the lower cover, make sure that the left door of the machine is firmly closed.



Lower cover

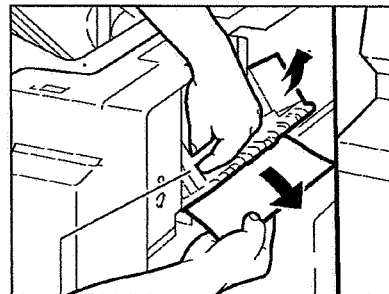
- 3 Remove any jammed paper.

■ Paper jam near upper roller

- If paper is output to bins 1 to 10:
Remove jammed paper while lifting up the upper cover.

NOTICE

- Remove jammed paper in the direction opposite to the paper feed direction.

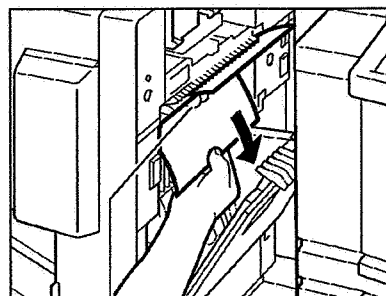


Upper cover

If paper is output on TRAY A and TRAY B:
Remove the jammed paper by pulling in the paper
feed direction.

NOTICE

- Take care not to rip the paper when removing it from the machine.



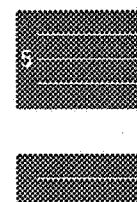
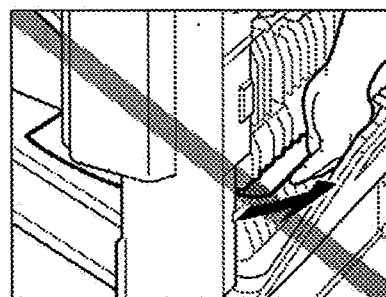
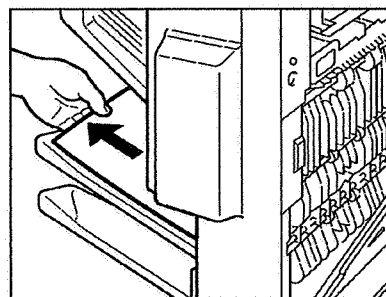
4

■ Paper jam visible from tray

Pull out the jammed paper from the tray side.

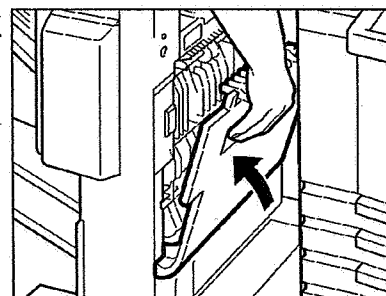
NOTICE

- Take care not to leave behind any sheets output on the trays.
- Jammed paper must be removed by pulling out from the tray side.



5

Close the lower cover.

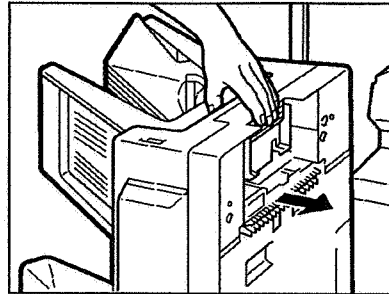


6

Return the Multi-output Tray-B2 to its original position holding the section indicated in the figure on the right.

NOTICE


- The paper jam message is sometimes displayed in the touch panel display even if the Multi-output Tray-B2 is returned to its original position. If this happens, follow the instructions in the touch panel display, and inspect the paper jam in the machine.
- When inspecting paper jams with the left door of the machine open, be sure to close the lower cover of Multi-output Tray-B2.

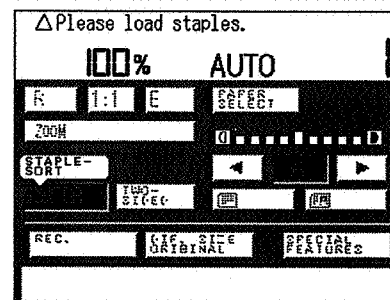


7

Follow the instructions in the touch panel display. (See "Paper Jam Displays," on p. 4-2.)

Replacing the Staple Cartridge

When the Stapler Sorter runs out of staples, the  indicator on the Stapler Sorter will light to indicate that the staple cartridge must be replaced, and the message on the right will appear in the touch panel display. Follow the procedure described below to replace the staple cartridge.

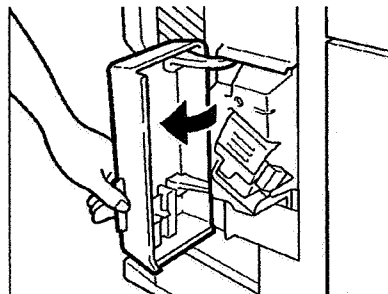


1

Open the stapler cover.

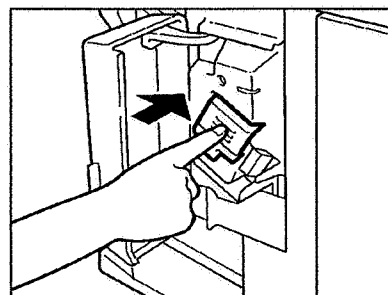
MEMO

- A spare staple cartridge can be stored on the inside of the stapler cover.



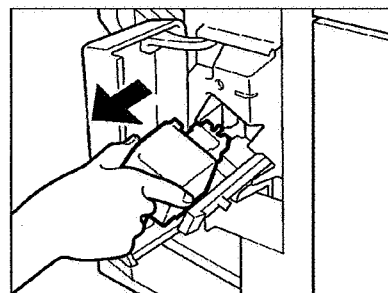
2

Push the stapler unit in as far as it can go, and take your hand away.



3

Pull out the slightly protruding stapler unit holding it by its left and right sides.

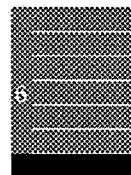
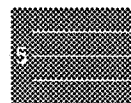
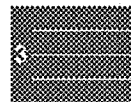
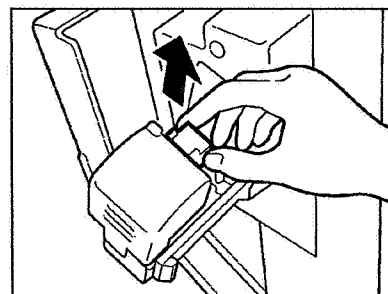


4

Pull out the empty staple cartridge holding it by its left and right sides.

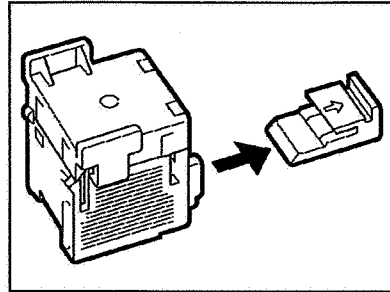
▲ CAUTION

- Only one staple cartridge can be inserted at a time.
- Use only the special staple cartridges on this machine.



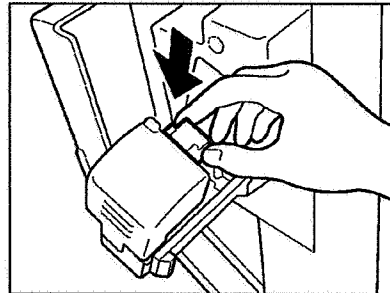
5

Remove the black cover from the new staple cartridge.



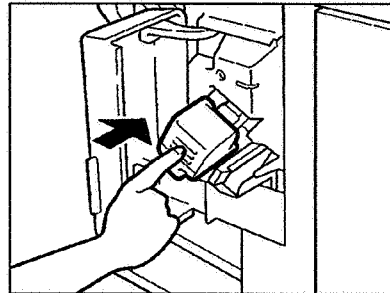
6

Insert the new staple cartridge.



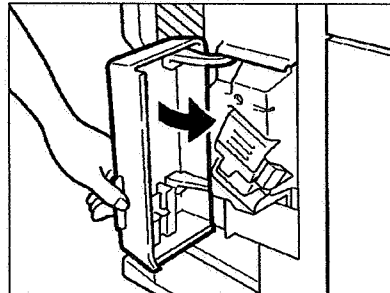
7

Gently push the stapler unit back into the Stapler Sorter until it clicks into place.




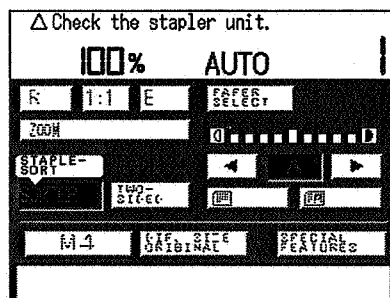
8

Make sure that the stapler unit is firmly secured, and then close the stapler cover.

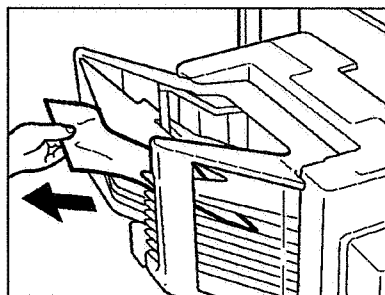


Removing Jammed Staples

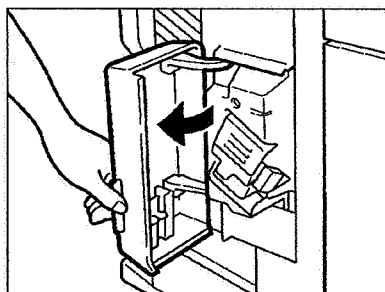
If a staple jam occurs, the message on the right appears, and the  key will flash. Follow the procedure described below to remove any jammed staples.



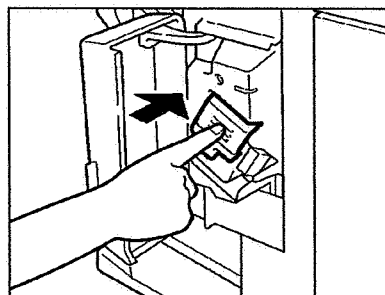
1 Remove all paper in the bins.



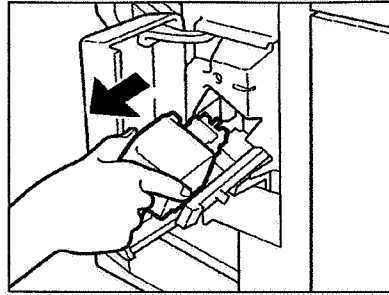
2 Open the stapler cover.



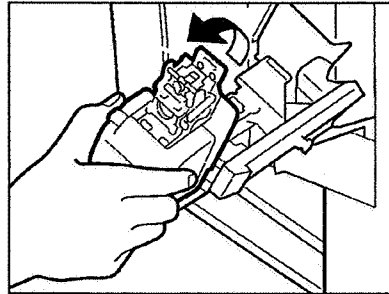
3 Push the stapler unit in as far as it can go, and take your hand away.



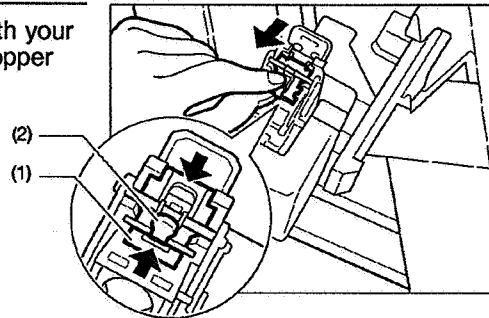
- 4** Pull out the slightly protruding stapler unit holding it by its left and right sides.



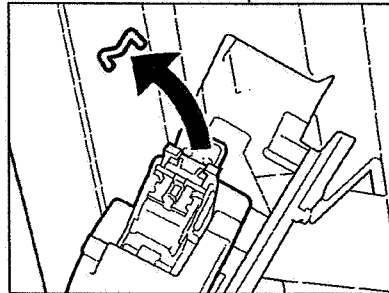
- 5** Pull out the empty stapler unit holding it by its left and right sides.



- 6** Gently pull the metal knob (2) towards you with your index finger while pushing down the green stopper (1) with your thumb to open the staple cover.



- 7** Remove all jammed staples.

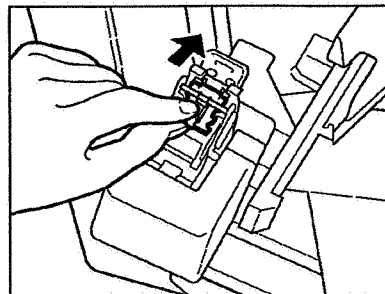


8

Close the staple cover by holding the knob.

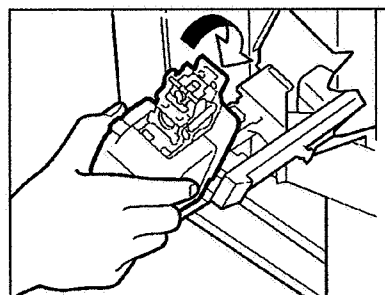
NOTICE

- Make sure that the staple cover is locked by the stopper claw.



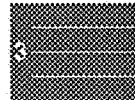
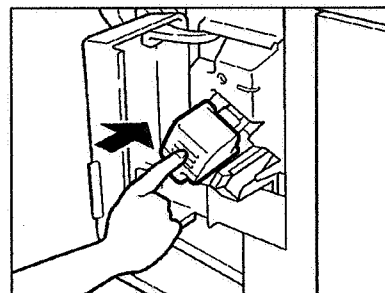
9

Gently push the stapler unit down into position.



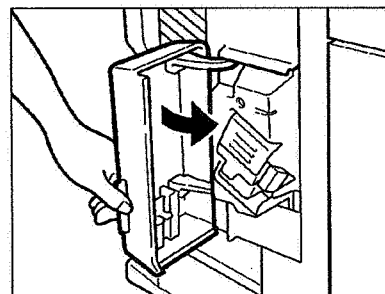
10

Gently push the stapler unit back into the Stapler Sorter until it clicks into place.



11

Make sure that the stapler unit is firmly secured, and then close the stapler cover.



Main Specifications

Paper	: 64 g/m ² to 80 g/m ²	
Capacity per bin:		
	[Non-sort mode] 1st bin, all sizes	100 sheets (80 g/m ²)
	[Sort mode] 1st to 10th bin, A4/A4R	30 sheets (80 g/m ²)
	A3	10 sheets (80 g/m ²)
	[Staple-sort mode] 1st to 10th bin, A4/A4R	20 sheets (80 g/m ²)
	A3	10 sheets (80 g/m ²)
	[Group mode] 1st to 10th bin, A4/A4R/A5/A5R	20 sheets (80 g/m ²)
	A3	10 sheets (80 g/m ²)
	* A5/A5R-size paper cannot be stapled.	
Tray capacity	: TRAYs A/B, all sizes 200 sheets (80 g/m ²)	
Max. stapling capacity	: 20 sheets (80 g/m ²)	
Power consumption	: 80 W	
Dimensions (W x D x H)	: 434 mm x 571 mm x 691 mm	
Weight	: Approx. 25 kg	

These specifications are subject to change without notice due to product improvements.

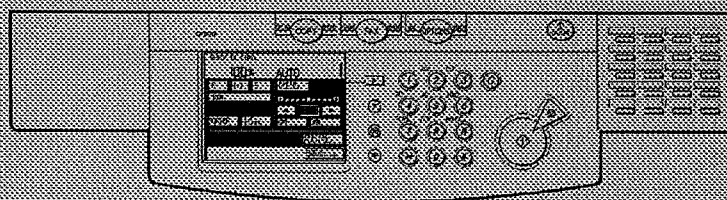
Consumables

■ Staple Cartridges

Use only the recommended staple cartridges on this machine. A spare staple cartridge can be stored on the inside of the stapler cover.

This chapter describes the main specifications of this machine.

- Main Specifications
- Index



Main Specifications

Name	: Océ 3121
Type	: Desktop
Platen	: Stationary
Photoconductive material	: OPC
Copying system	: Laser Electrostatic Transfer System
Developing system	: Toner Projection System
Fixing system	: SURF
Resolution	: 600 dpi
Number of tones	: 256
Acceptable copy stock	: Plain paper Paper drawer: 64 g/m ² to 80 g/m ² Stack bypass: 64 g/m ² to 128 g/m ² Transparencies ¹ , labels ¹ , official postcards ¹ , envelopes (COM10, Monarch, DL, ISO-B5, ISO-C5, YOUKEI 4) ^{1,2} (¹ stack bypass selected) (² when options are attached)
Acceptable originals	: Sheet, books, 3-dimensional objects (Up to 2 kg)
Maximum original size	: A3
Copy sizes	: Paper drawer: A3, A4, A4R, A5, A5R envelopes (COM10, Monarch, DL, ISO-B5, ISO-C5, YOUKEI 4) ³ Stack bypass: A3, A4, A4R, A5, A5R, A6R envelopes (COM10, Monarch, DL, ISO-B5, ISO-C5, YOUKEI 4) ³ (³ when options are attached)
Non-image areas	: 2.5 mm on all edges
Warm-up time	: 8.6 seconds max. (when main power is turned ON) 7.9 seconds max. (when control panel power is turned ON)
First copy time	: Max. 9.2 seconds [A4-size, 100% copying, Manual Exposure Control, 1st Drawer (top drawer) selected]
Copy speed	: 1:1 (100%) A3 12 cpm A4 21 cpm A4R 16 cpm A5 22 cpm A5R 22 cpm Reduction A3 → A5 (50%) 20 cpm A3 → A4 (70%) 15 cpm Enlargement A4 → A3 (141%) 12 cpm A5 → A3 (200%) 12 cpm
Magnification	: 1:1 (100%) 1:1.000 Reduction 1:0.707 (A3 → A4) 1:0.500 (A3 → A5) 1:0.250 Enlargement 1:1.414 (A4 → A3) 1:2.000 (A5 → A3) 1:4.000 1:8.000 Zoom 1.0.250 to 1.8.000

Paper feeding system : Dual Cassettes (500 sheets each)
Stack bypass (stack bypass: 50 sheets 80 g/m²;
stack approx. 5 mm high)

Multiple copies : 100 sheets max.

Power source : 220/240 V, 50 Hz

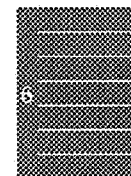
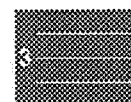
Max. power consumption : 1.5 kW

Dimensions (W x D x H) : 585 x 700 x 538 mm

Installation space (W x D) : 585 x 700 mm

Weight : 70.6 kg (Océ 3121) / Approx. 67 kg (Océ 3121)

Specifications are subject to change without notice for product improvement.



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