

LANIER

Digital Copying Machine

5216



Operator Guide

CAUTIONS

Follow the cautions below when using this copier.



Warning

- The fusing area is hot. Exercise care in this area when removing misfed paper.
- Do not look directly at the light source. Doing so may damage your eyes.

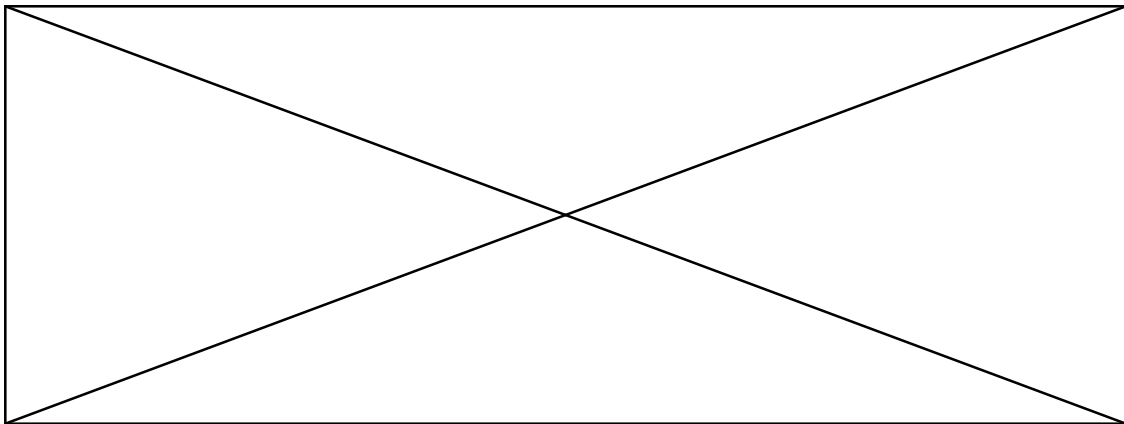


Caution

- Place the copier on a firm, level surface.
- Do not install the copier in a humid or dusty location.
- When the copier is not used for a long time, for example, during prolonged holidays, turn the power switch off and remove the power cord from the outlet.
- When moving the copier, be sure to turn the power switch off and remove the power cord from the outlet.
- Do not cover the copier with a dust cover, cloth or plastic film while the power is on. Doing so may prevent heat dissipation, damaging the copier.
- Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous laser radiation exposure.
- Ensure that there is sufficient ventilation, as the machine produces ozone.
- Machine Noise Information Ordinance 3.GSGV 18.1.1991: The maximum sound pressure level is equal or less than 70 dB (A) according to ISO 7770

Cautions on laser

| | |
|--------------|--|
| Wave length | 785 nm \pm 10 nm |
| Pulse times | (8.141 μ s \pm 0.1 μ s)/7 mm |
| Output power | 0.2 mW \pm 0.02 mW |




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

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



GETTING STARTED

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MAKING COPIES

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OPTIONAL EQUIPMENT

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APPENDIX

INTRODUCTION

This copier has been designed to provide convenient copying features in a minimum amount of office space and with maximum operational ease. To get full use of all copier features, be sure to familiarise yourself with this manual and the copier. For quick reference during copier use, keep this manual in a handy location.



Note

This copier can be used as a laser printer and as a facsimile machine by installing optional components. However, this manual describes only the copier features. For description of the printer features and facsimile features, see their separate manuals. (Some options may not be available in some countries.)

Conventions used in this manual

In this manual, the following icons are used to provide the user with information pertinent to the use of the copier.



Warning

Warns the user that injury to the user or damage to the copier may result if the contents of the warning are not properly followed.



Caution

Cautions the user that damage to the copier or one of its components may result if the contents of the caution are not properly followed.



Note

Notes provide information relevant to the copier regarding specifications, functions, performance, operation and such, that may be useful to the user.



Indicates a letter displayed in the copy quantity display.

AB series (metric) and inch series references

Both specifications are quoted where applicable.

- The inch series specifications are quoted in brackets.

For example:

Page 18, step 1 ----- B4 or A3 (8-1/2" x 14" or 11" x 17")

Page 17, step 2-A ----- 86%, 81%, 70%, and 50% (95%, 77%, 64%, and 50%)

- Although AB series size indications are shown on the operation panel of this manual, inch series indications are displayed on the inch series machines.

[AB series]

| | | |
|---|-------|---|
| ○ | A3 | ○ |
| ○ | A4 | ○ |
| ○ | A4 | ○ |
| ○ | A5 | ○ |
| ○ | B4 | ○ |
| ○ | EXTRA | ○ |

[Inch series]

| | | |
|---|-------|---|
| ○ | 11×17 | ○ |
| ○ | 8½×14 | ○ |
| ○ | 8½×11 | ○ |
| ○ | 8½×5½ | ○ |
| ○ | 8½×11 | ○ |
| ○ | EXTRA | ○ |

MAIN FEATURES

- 1 High-speed laser copying**
 - First-copy time is only 7.2 seconds (except in a power save mode or immediately after power on).
 - Copying speed is 16 copies/min., which adapts to business use, allowing improvement of working efficiency.
- 2 High-quality digital image**
 - High-quality copying at 600 dpi is performed.
 - In addition to the automatic exposure mode, the manual exposure can be adjusted in five steps.
 - The photo mode copying function allows clear copying of delicate halftone original images such as monochrome photos and colour photos. Photo mode is adjustable in five steps.
- 3 Substantial copying features**
 - Zoom copying from 50% to 200% in 1% increments can be performed.
 - Continuous copying of maximum 99 sheets can also be performed.
 - Useful special features such as the XY zoom, black and white reverse, and dual page copy are available.
 - Toner save mode reduces toner consumption by approximately 10%.
 - User programs allow setting/modification of functions for customer needs. Also the user programs allow the internal auditor to be controlled.
- 4 Optional features**
 - An optional automatic document feeder (ADF) allows automatic document feeding of up to 30 sheets.
 - An optional electronic sorting kit allows many useful copier features to be used. Multiple sets of copies can be sorted without the aid of a sorter and each set can be offset from the previous set. Also the erase, margin shift, and 4 in 1 and 2 in 1 functions are available. (To use the 2 in 1 and 4 in 1 and sort/group functions, an optional ADF is also needed.)
 - This copier can be used as a laser printer by installing an optional printer expansion kit.
 - This copier can be used as a facsimile machine by installing an optional facsimile expansion kit.
- 5 Environmentally friendly design**
 - Paper output tray is housed in the copier for space saving.
 - Preheat mode and auto power shut-off mode are provided to reduce power consumption in standby mode.



Note

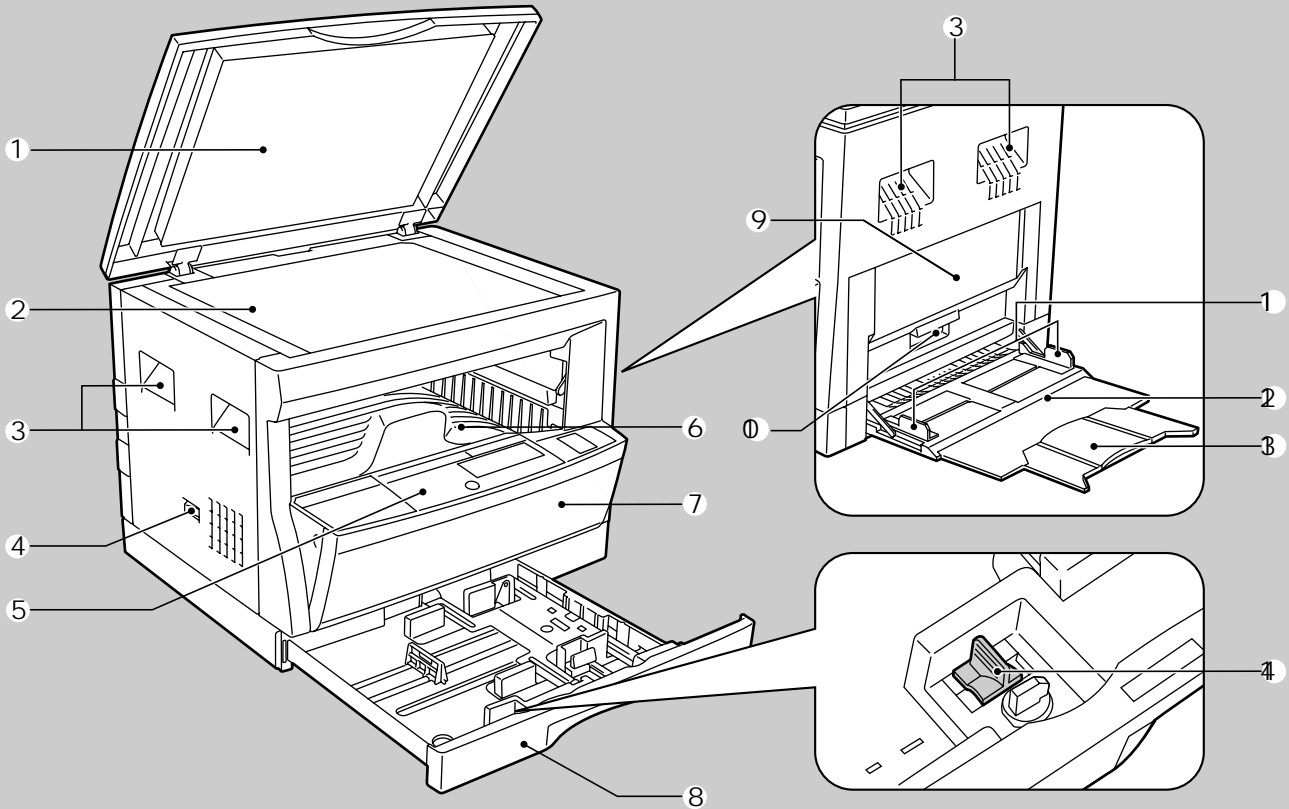
This copier does not have an internal calendar or clock.
This copier will not be affected by the year 2000.



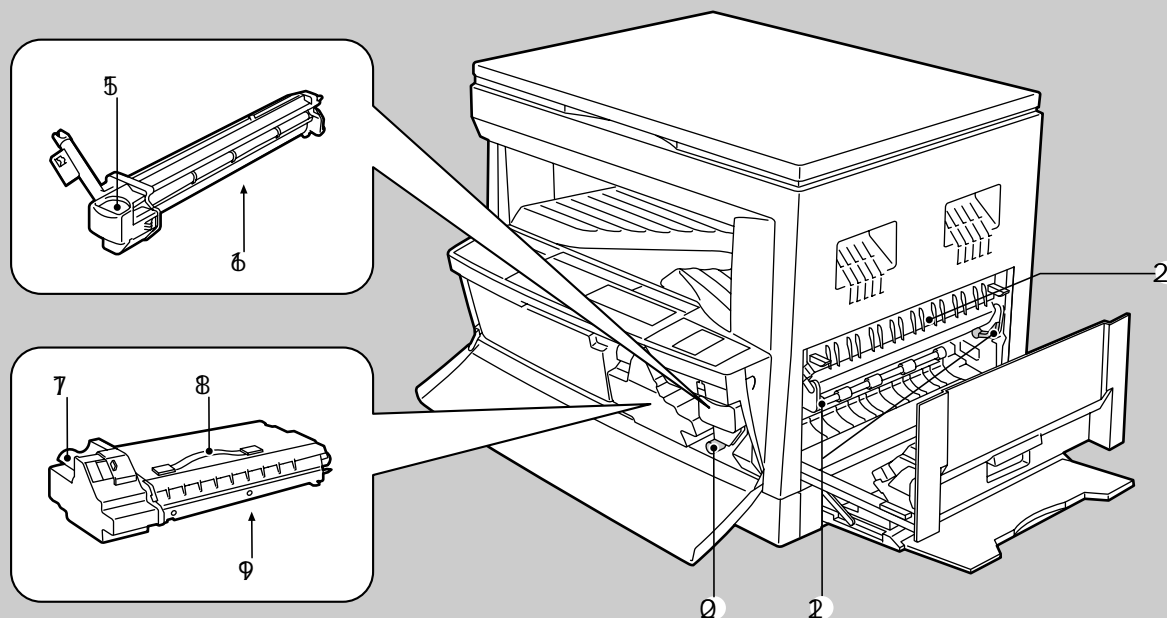
As an ENERGY STAR® Partner, SHARP has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

PART NAMES AND FUNCTIONS

Overall layout



- 1 **Platen cover**
Place the original on the original table and close the platen cover before copying starts.
- 2 **Original table**
Place the document to be copied here.
- 3 **Handles**
Use to move the copier.
- 4 **Power switch**
Press to turn copier power on and off.
- 5 **Operation panel**
All copier controls are located here for easy operation.
- 6 **Paper output tray**
Finished copies are deposited in the paper output tray.
- 7 **Front cover**
Open to remove misfeeds and for copier servicing.
- 8 **Paper tray**
Holds 250 sheets of copy paper.
- 9 **Side cover**
Open to remove misfeeds and to service the copier.
- 10 **Side cover handle**
Lift and pull to open the side cover.
- 11 **Bypass tray guides**
Adjust to the width of the copy paper.
- 12 **Bypass tray**
Special papers (including transparency film) and copy paper can be fed from the bypass tray.
- 13 **Bypass tray extension**
Pull out when feeding large paper such as B4 and A3 (8-1/2" x 14" and 11" x 17").
- 14 **Charger cleaner**
Use to clean the transfer charger.



15 Drum cartridge handle
Hold to pull out the drum cartridge.

16 Drum cartridge
Copy images are formed on the photoconductive drum.


17 TD cartridge lock release lever
Use to unlock the TD cartridge.

18 TD cartridge strap
Lift to remove the TD cartridge.

19 TD cartridge
Contains toner.

20 Roller rotating knob
Turn to remove misfed paper.

21 Fusing unit release levers
Lower to remove misfed paper.

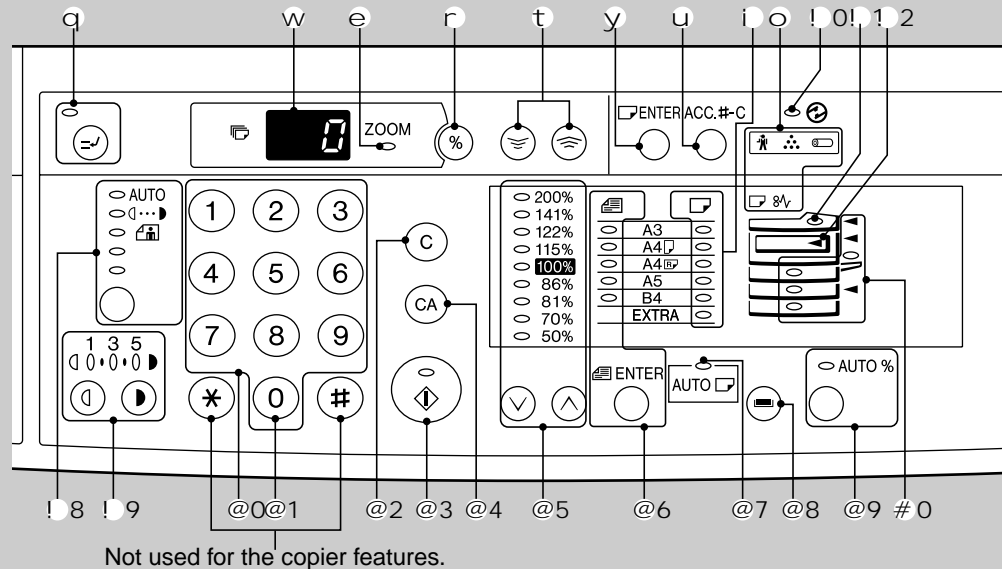


Warning The fusing unit is hot.
Take care in removing paper.

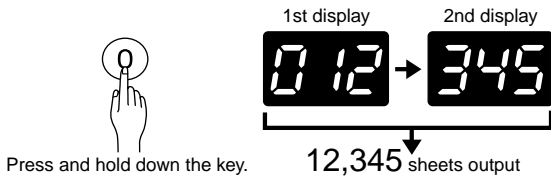
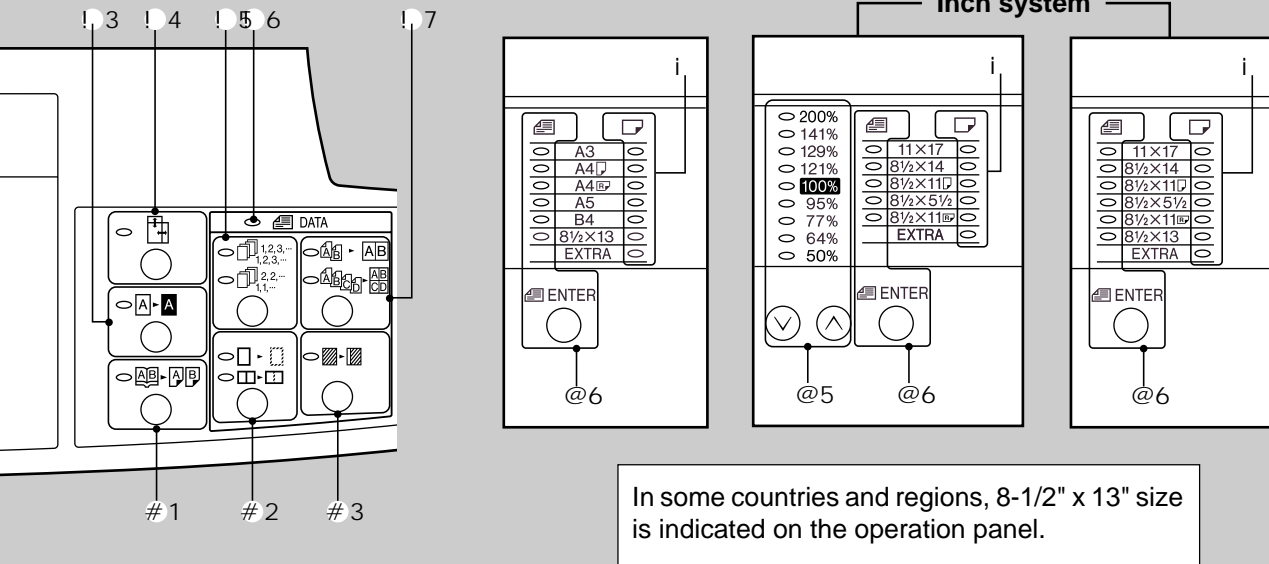
22 Paper guide
Open to remove misfed paper.

| Accessories | |
|---------------------------|---|
| TD cartridge | 1 |
| Charger cleaner | 1 |

Operation panel



- 1 **INTERRUPT (⊘) key and indicator** (p. 25)
Interrupts a copy run.
- 2 **Copy quantity display**
Displays the specified copy quantity during the ready condition and displays the copy countdown as copies are made. Also see items r and @1.
- 3 **ZOOM indicator** (p.17)
Lights up when a zoom ratio is set.
- 4 **Copy ratio display (⊘) key** (p. 17)
Press and hold down during standby to display the copy ratio in the copy quantity display.
- 5 **Zoom keys** (p. 17)
Use to select any reduction or enlargement copy ratio from 50% to 200% in 1% increments.
- 6 **PAPER SIZE ENTER (ENTER) key** (p.12)
Use to set the paper size in a tray.
- 7 **AUDIT CLEAR (ACC.#-C) key** (p.13)
Closes an open account.
- 8 **PAPER SIZE indicators**
Light up to show the selected copy paper size.
- 9 **Alarm indicators**
 - ⚡ : Maintenance indicator (p.36)
 - ⋯ : TD cartridge replacement required indicator (p.28)
 - ⊘ : Drum replacement required indicator (p.30)
 - ⊘ : Paper required indicator (p.10)
 - ⊘ : Misfeed indicator (p.32)
- 10 **POWER SAVE (⊘) indicator** (p. 44)
Lights up when the copier is in a power save mode.
- 11 **ADF indicator** (p. 58)
Lights up when originals are set in the optional ADF tray.
- 12 **Output tray full indicator** (p. 61)
Indicates copies must be removed from the paper output tray.
- 13 **B/W REVERSE (A- A) key and indicator** (p. 23)
Press to reverse the black and white areas.
- 14 **XY-ZOOM (⊕) key and indicator** (p. 21)
Press to change the horizontal and vertical copy ratios independently.
- 15 **SORT/GROUP (1,2,3.../1,2,3... key and indicators** (p. 61)
Press to select the sort or group mode when an optional electronic sorting kit and an optional ADF are installed.
- 16 **ORIGINAL DATA (DATA) indicator**
Blinks when the memory becomes full of scanned original image data. (Used when an optional electronic sorting kit and an optional ADF are installed)
- 17 **2 IN 1 / 4 IN 1 (A-B/A-B key and indicators** (p. 63)
Press to select the 2 in 1 or 4 in 1 mode. (Only available when an optional electronic sorting kit and an optional ADF are installed)
- 18 **AUTO/MANUAL/PHOTO (AUTO/1.../ key and indicators** (p. 14)
Use to sequentially select the exposure modes: AUTO, MANUAL, or PHOTO.
- 19 **Light (⊘) and dark (⊘) keys and indicators** (p. 15)
Use to adjust the MANUAL or PHOTO exposure level.
- 20 **Numeric keys**
Use to select the desired copy quantity or to make user program entries.
- 21 **Zero key**
Use as part of numeric keys to enter copy quantity.
Press during a continuous copy run to display the number of copies completed in the current run.
Press during standby to display the total output count.



Note: A3 (11" x 17") size copies are counted as two copies.

22 CLEAR (C) key

Clears the copy quantity display or terminates a copy run.

23 START (S) key and indicator

Copying is possible when the indicator is on. Press to start copying.

24 CLEAR ALL (CA) key

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

25 PRESET RATIO selector keys and indicators (p. 17)

Use to sequentially select preset reduction/enlargement copy ratios: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200% (50%, 64%, 77%, 95%, 100%, 121%, 129%, 141%, 200%).

26 ORIGINAL SIZE ENTER (ENTER) key and indicators (p. 14, 16)

Use to input the original size for automatic paper selection and automatic copy ratio selection.

27 AUTO PAPER SELECT (AUTO) indicator

Paper of the proper size will be automatically selected depending on the original size and selected copy ratio when this indicator is on.

28 TRAY SELECT (TRAY) key (p. 14)

Use to manually select a paper tray.

29 AUTO IMAGE (AUTO %) key and indicator

Press for automatic copy ratio selection.

30 Paper feed location/misfeed location indicators (p. 32)

The selected paper feed location is shown by a lit indicator (○).

The general location of misfed paper is shown by a blinking red indicator (◀).

31 DUAL PAGE COPY (A-B) key and indicator (p. 24)

Use to make individual copies of two originals placed side by side on the original table.

32 ERASE (E) key and indicators (p. 65)

Press to select the edge erase and/or the centre erase mode. (Only available when an optional electronic sorting kit is installed)

33 MARGIN SHIFT (MS) key and indicator (p. 67)

Shifts text or image on the copy to leave a binding margin on the left side of the copy. (Only available when an optional electronic sorting kit is installed)

Initial settings

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

- Copy ratio: 100%
- Exposure: Automatic
- Copy quantity: 0
- All special copier modes: Off
- Auto paper selection : On
- Paper feed station: Previously selected paper tray

* This time (auto clear time) can be changed. See page 37, USER PROGRAMS.

COPIER INSTALLATION

Improper installation may damage the copier. Please note the following during initial installation and whenever the copier is moved.

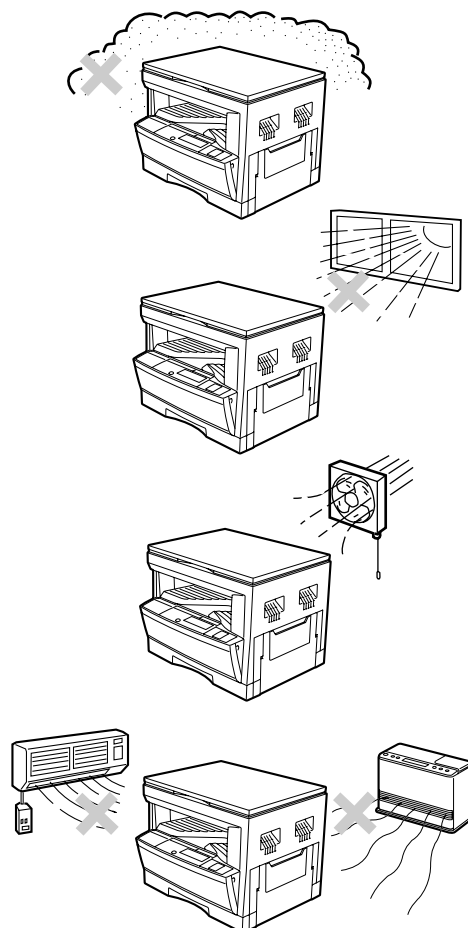


Caution

If the copier is moved from a cool place to a warm place, condensation may form inside the copier. Operation in this condition will cause poor copy quality and malfunctions. Leave the copier at room temperature for at least 2 hours before use.

Do not install your copier in areas that are:

- damp, humid, or very dusty
- exposed to direct sunlight
- poorly ventilated
- subject to extreme temperature or humidity changes, e.g., near an air conditioner or heater.



The copier should be installed near an accessible power outlet for easy connection.

Be sure to connect the power cord only to a power outlet that meets the specified voltage and current requirements. Also make certain the outlet is properly grounded.

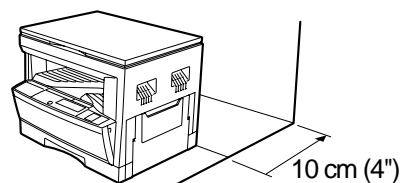
- For this copier's power supply requirements, see the name plate located on the back of the unit.



Note

Connect the copier to a power outlet which is not used for other electric appliances. If a lighting fixture is connected to the same outlet, the light may flicker.

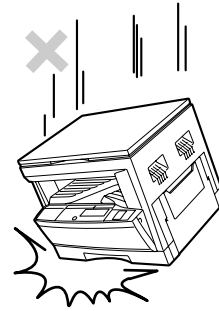
Be sure to allow the required space around the machine for servicing and proper ventilation.



CAUTIONS ON HANDLING

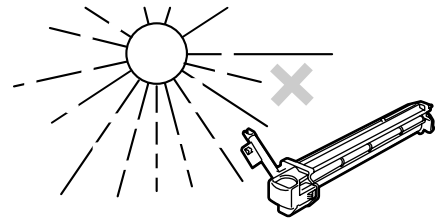
Be careful in handling the copier as follows to maintain the performance of this copier.

Do not drop the copier, subject it to shock or strike it against any object.



Do not expose the drum cartridge to direct sunlight.

Doing so will damage the surface (green portion) of the drum cartridge, causing poor copy quality.



Store spare supplies such as drum cartridges and TD cartridges in a dark place without removing from the package before use. If they are exposed to direct sunlight, poor copies may result.

Do not touch the surface (green portion) of the drum cartridge. Doing so will damage the surface of the cartridge, causing smudges on copies.



LOADING COPY PAPER

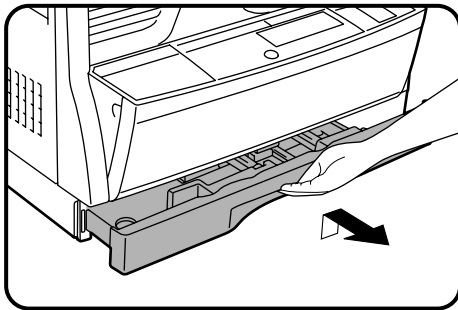
To save space, this copier has been designed with an adjustable front-loading tray, which is easily opened for paper loading. For best results, use only Lanier recommended paper. (See page 50.)

The paper required (☐) indicator will light up when there is no copy paper in the selected paper feed station, or when the selected paper tray is not installed or is improperly installed.

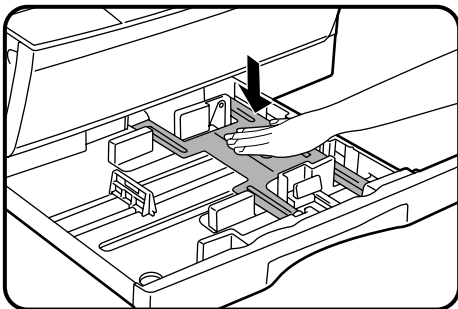


Note

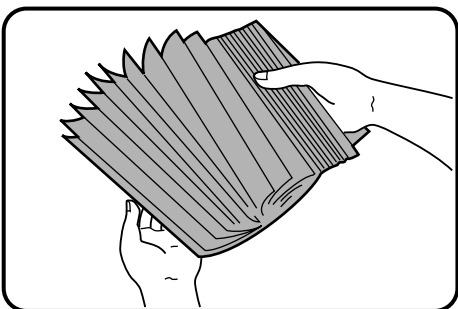
When the paper size is changed in a paper tray, the size of the paper must be entered by steps 8 through 11 on page 12. If not, the edges of copies may become smudged with toner. Also, the AUTO PAPER SELECT and the AUTO IMAGE features will not function properly.



1 Gently lift and pull out the paper tray until it stops.

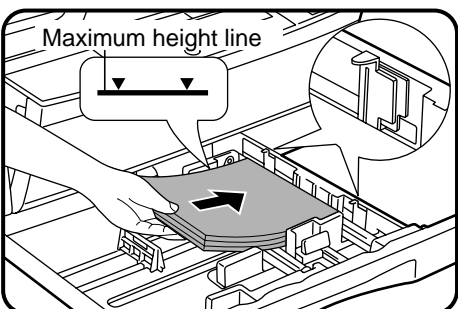


2 Push the pressure plate down until it locks in place.



3 Fan the copy paper and insert it into the tray. Make sure the edges go under the corner hooks.

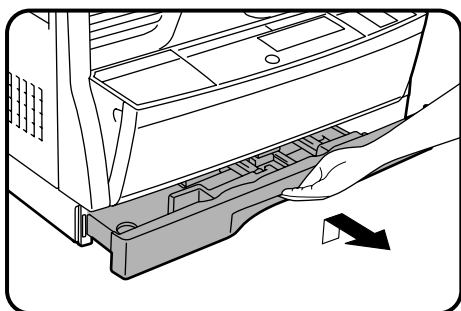
- If you change to a different size of copy paper, the tray must be adjusted. See the next page.



- Set the paper along the guides.
- The tray holds up to 250 sheets of paper. Do not load paper above the maximum height line.

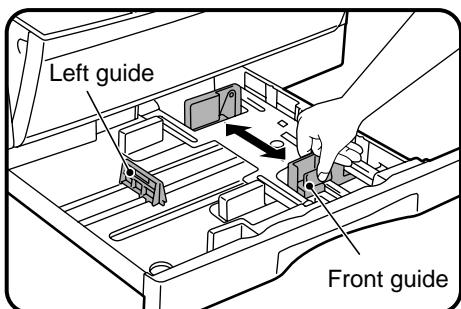
4 Push the paper tray firmly back into the copier.

Changing the copy paper size in the tray



1 Gently lift and pull out the paper tray until it stops.

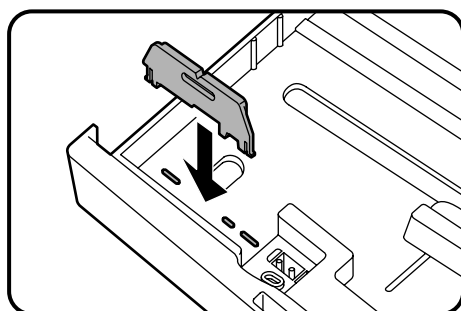
2 Push the pressure plate down until it locks in place.



3 Squeeze the lock lever of the front guide and slide the front guide to match the width of the paper.

4 Move the left guide to the appropriate slot as marked on the tray.

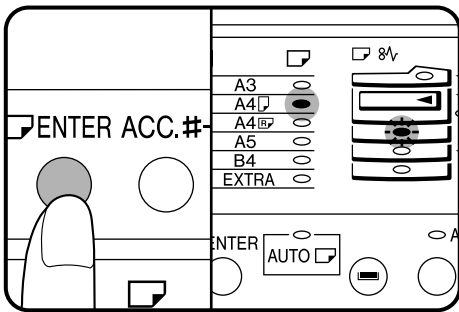
- When using A5 (5-1/2" x 8-1/2") copy paper, load it into the uppermost paper tray. If other trays (in optional paper feed units) are used, paper misfeeds may occur.
- With inch system machines, when using 11" x 17" copy paper, store the left guide in the slot at the left front of the paper tray.



5 Load copy paper into the tray.


6 Place the appropriate label to indicate the selected paper size into the recess on the right front side of the paper tray.

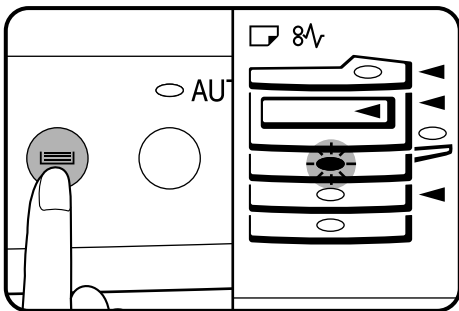
7 Push the paper tray firmly back into the copier.



8 To set the selected paper size, press the PAPER SIZE ENTER (☐ ENTER) key.

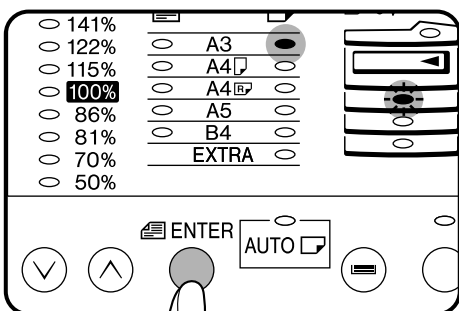
- The selected paper feed location indicator will blink and the corresponding paper size (which is currently set) indicator will light up steadily. All other indicators will go out.

 Note For paper size setting, ensure that the COPY mode has been selected. However, if copying, printing or facsimile printing is being performed, paper size setting cannot be made even in the COPY mode. See Note on page 48.



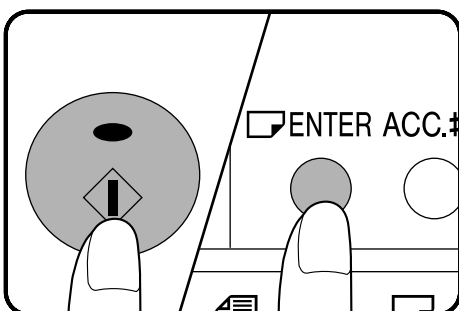
9 Use the TRAY SELECT (≡) key to select the paper tray of which the paper size has been changed.

- Each time the TRAY SELECT (≡) key is pressed, a paper tray will be indicated with a blinking paper feed location indicator. If an optional paper feed unit is not installed, this operation is not needed.



10 Use the ORIGINAL SIZE ENTER (≡ ENTER) key to select the paper size which is set.

- Each time the ORIGINAL SIZE ENTER (≡ ENTER) key is pressed, a paper size will be indicated with a paper size indicator.

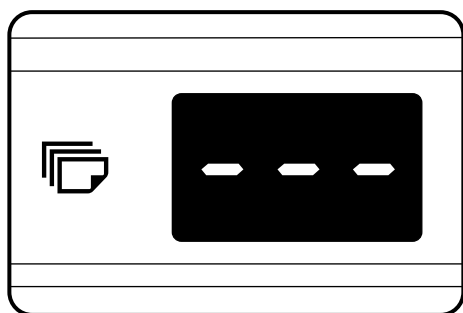


11 Press the START (⊕) key and then the PAPER SIZE ENTER (☐ ENTER) key.

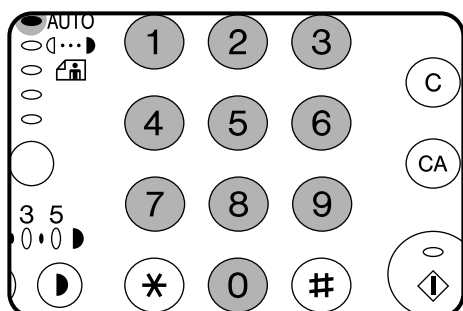
- To change the paper size setting of another tray, repeat steps 9 to 10 after pressing the START (⊕) key.

AUDITING ACCOUNTS

If this copier has been programmed in the auditing mode, it will not function until an assigned 3-digit account number has been entered. See page 40 for setting the auditing mode.

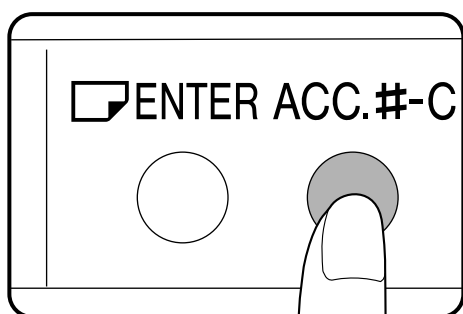


If the copier has been programmed in the auditing mode, “---” will appear in the copy quantity display in the initial conditions.



1 Enter your account number using the numeric keys.

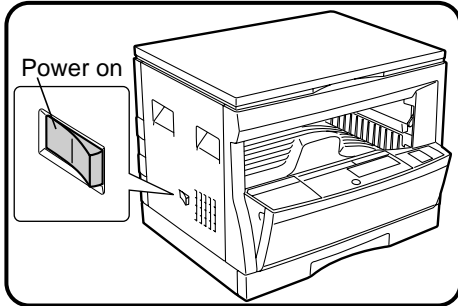
- As each digit is entered, the dashes in the copy quantity display will disappear.
- After the number is entered, the copy quantity display will change to 0.
- If an unassigned number is entered, “---” will appear again in the copy quantity display, indicating that the number was not accepted.



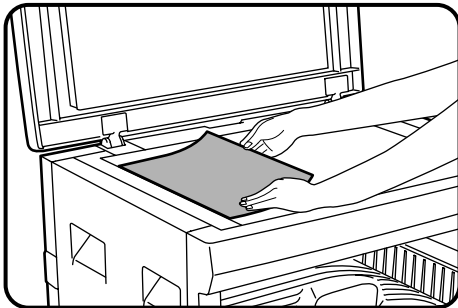
2 When copying is completed, press the AUDIT CLEAR (ACC.#-C) key.

- “---” will appear again in the copy quantity display, indicating the auditing mode.
- In the interrupt copy mode (see page 25), press the INTERRUPT (⊘) key after an interrupt copy run is completed. All previous copier settings will be restored and the previous account number will be active.

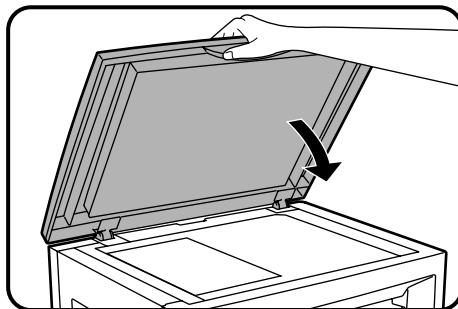
NORMAL COPYING



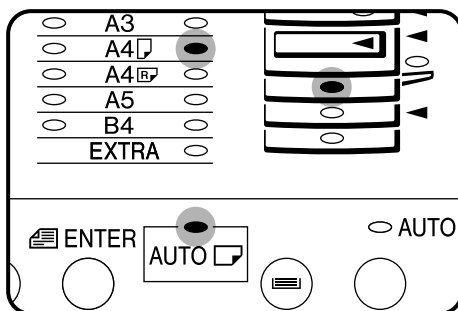
- 1 Turn the power switch on.**
- It will take about 35 seconds for the copier to warm up. However, you can make desired settings and press the START (Ⓢ) key during warm-up. Copying will start after warm-up.
 - If the copier has been programmed in the auditing mode, the START key (Ⓢ) indicator will not light up and “---” will appear in the copy quantity display. Enter an assigned 3-digit account number. See page 13.
 - If the power is already on and all indicators except the POWER SAVE (Ⓟ) indicator are off, the copier is in the auto power shut-off mode. Press the START (Ⓢ) key in this case. See page 44, POWER SAVE MODES.



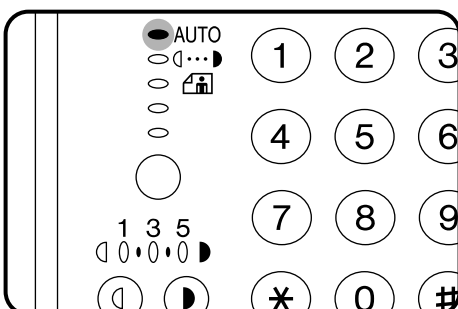
- 2 Place the original face down on the original table. Align it with the original size scale.**
- Image loss (max. 4 mm (5/32")) can occur at the leading and trailing edges of the copies. Also image loss (max. 4 mm (5/32")) in total can occur along the other edges of the copies.



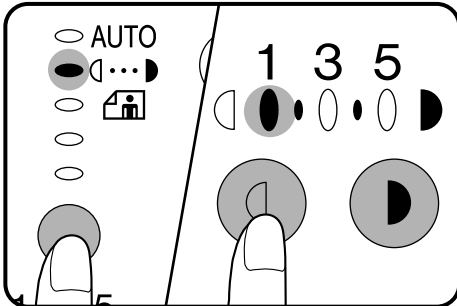
- 3 Close the platen cover.**



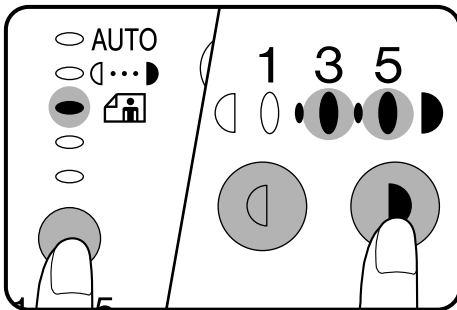
- 4 Ensure that the copy paper size in the paper tray is the same size as the original.**
- If a tray of the required size is not installed, use the bypass tray and press the TRAY SELECT (≡) key to select the bypass tray.
 - If an optional paper feed unit is installed: Use the ORIGINAL SIZE ENTER (≡ENTER) key to select the original size. Copy paper of the same size as the original will be automatically selected. If desired, another paper tray can be selected by pressing the TRAY SELECT (≡) key.



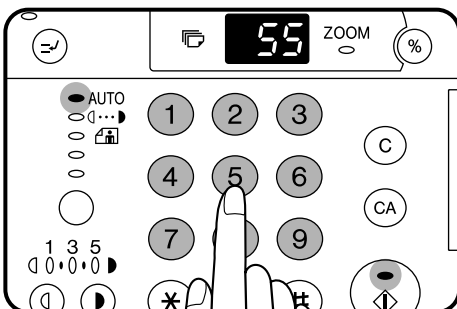
- 5 Adjust the copy density.**
- This copier has three exposure modes to choose from — AUTOMATIC (AUTO), MANUAL (1...), and PHOTO (📷).
 - Automatic exposure is the standard initial setting for this copier. In this mode, the characteristics of the original are “read” by the exposure system and adjustments are automatically made. This optimizes the contrast of the copied images by reducing the effect of coloured or shaded background areas. See page 26 to adjust the automatic exposure level.



- For manual copy density adjustment, press the AUTO/MANUAL/PHOTO (AUTO/□...□/☒) key to select MANUAL (□...□) and adjust with the light (☐) and dark (◐) keys as desired.

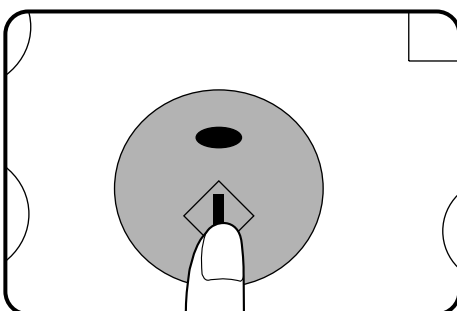


- For photographs, select PHOTO (☒) and then adjust with the light (☐) and dark (◐) keys as desired.
- There are 5 exposure steps indicated by 3 indicator lights. (The indicators light up one or two at a time.)
If exposure level 2 is selected, the two left-handmost indicators for that level will light up simultaneously. Also, if level 4 is selected, the two right-handmost indicators for that level will light up simultaneously.



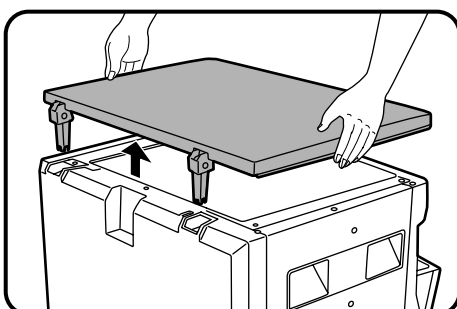
6 Set the number of copies using the numeric keys.

- A single copy can be made with the initial setting, i.e., when “0” is displayed.
- Press the CLEAR (Ⓢ) key to clear an entry if a mistake is made.



7 Press the START (Ⓢ) key.

- The number in the copy quantity display will decrease by 1 each time a copy is made.
- Press the CLEAR (Ⓢ) key to stop copying in the middle of a run.
- To repeat the same copy sequence for a different original, simply replace the original and press the START (Ⓢ) key.



How to remove the platen cover

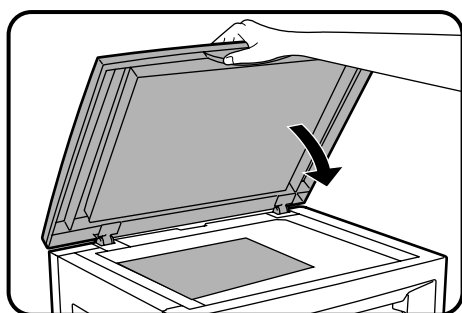
The platen cover can be removed to allow copying of bulky objects. To remove it, simply lift the platen cover straight up.

- To reattach the platen cover, reverse the above procedure.

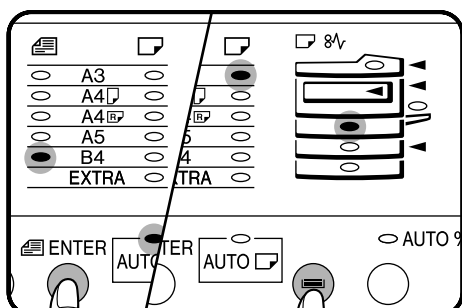
REDUCTION/ENLARGEMENT/ZOOM

Reduction and enlargement ratios can be selected either automatically with the AUTO IMAGE (AUTO %) key or manually with the PRESET RATIO selector (⏴, ⏵) keys and/or the zoom (⏴, ⏵) keys. The zoom function enables precise copy ratio selection from 50% to 200% in 1% increments.

Automatic

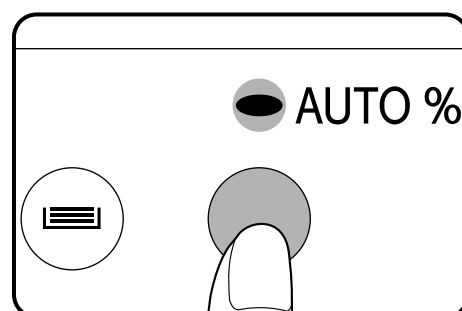


- 1 Place the original on the original table and close the platen cover.

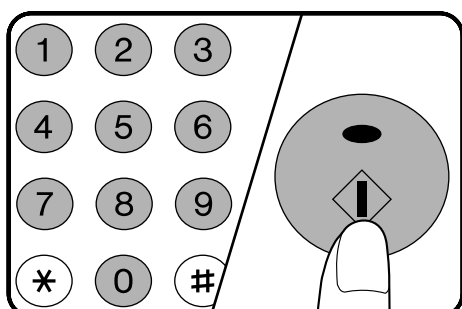


- 2 Press the ORIGINAL SIZE ENTER (📄 ENTER) key until the indicator for the size of the original on the original table lights up.

- 3 Use the TRAY SELECT (📄) key to select the paper tray with the desired paper size.
 - This feature will not work when copy paper of non-standard size is used or the bypass tray is used.



- 4 Press the AUTO IMAGE (AUTO %) key.
 - The copy ratio will be automatically set.
 - If the size and orientation of the original do not correspond to standard reduction/enlargement ratios for the selected paper tray, then the ORIGINAL SIZE indicator will blink. However, if an optional electronic sorting kit is installed, the original image may be automatically rotated.
 - If a PRESET RATIO indicator is blinking, part of the original image may not be copied.



- 5 Enter the number of copies.

- 6 Press the START (⏴) key.

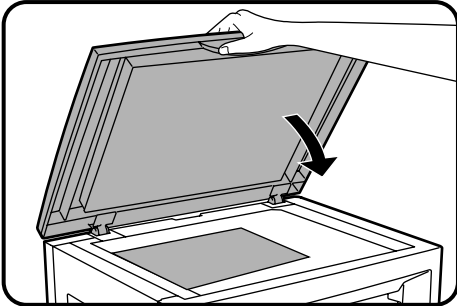


Note

- To cancel the automatic reduction/enlargement mode, press the AUTO IMAGE (AUTO %) key again.
- When copying from an optional ADF with this feature, the automatic reduction/enlargement mode will be automatically cancelled after copying is complete.

Manual

1 Place the original on the original table and close the platen cover.



2 Use the PRESET RATIO selector (⏴, ⏵) keys and the zoom (⏴, ⏵) keys to select the desired copy ratio.

- To select a preset reduction or enlargement copy ratio, press the ⏴ or ⏵ key repeatedly until the indicator for the desired copy ratio is lit.

- Preset reduction ratios are: 86%, 81%, 70%, and 50% (95%, 77%, 64%, and 50%).**
- Preset enlargement ratios are: 115%, 122%, 141%, and 200% (121%, 129%, 141%, and 200%).**
- Zoom ratios: Any ratio from 50% to 200% can be set, in 1% increments. Press the ⏴ or ⏵ key to set the approximate ratio, then press the ⏴ key to decrease the ratio or the ⏵ key to increase the ratio.**

- When a zoom (⏴, ⏵) key is pressed, the ZOOM indicator will light up and the zoom ratio will be displayed in the copy quantity display for at least two seconds.

- To verify a zoom setting without changing the zoom ratio, press and hold down the copy ratio display (Ⓢ) key. When the key is released, the display will return to the copy quantity display.

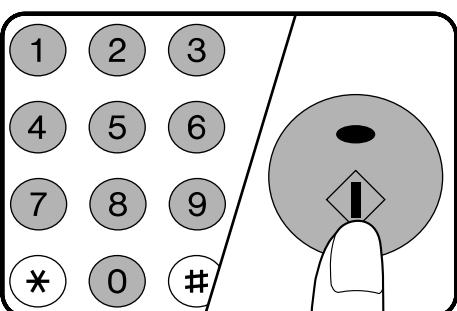
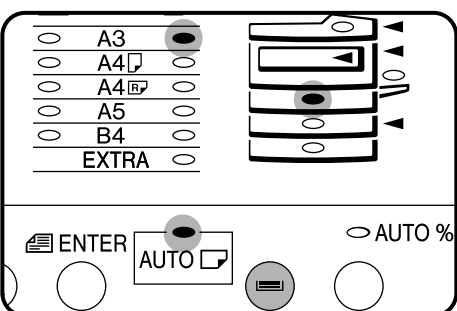
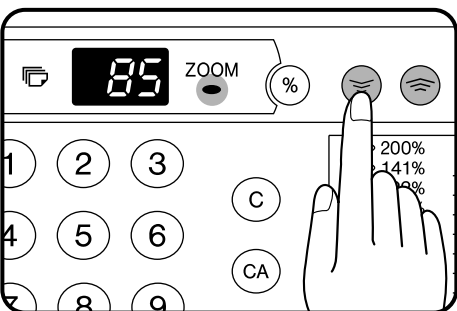
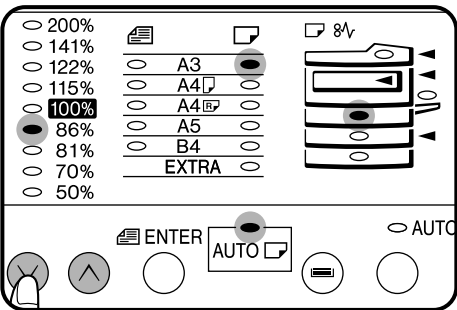
- To decrease or increase the zoom ratio rapidly, press and hold down the ⏴ or ⏵ key. However the value will stop at the preset reduction or enlargement ratios. To move beyond these ratios, release the key and then press and hold it down again.

- Same-size reset: Press the ⏴ or ⏵ key repeatedly until the copy ratio returns to 100%.**

3 Ensure that copy paper of the desired size is installed in the paper tray.

- If an optional paper feed unit is installed:
Use the ORIGINAL SIZE ENTER (📄ENTER) key to select the original size. Copy paper of the appropriate paper size will be automatically selected depending on the original size and copy ratio. If the selected PRESET RATIO indicator or the ZOOM indicator blinks, the selected copy image is too large for the copy paper size. The desired paper tray can also be selected by pressing the TRAY SELECT (📄) key.

4 Set the number of copies and press the START (⏻) key.



BYPASS FEED (special paper)

The bypass tray is used to copy onto transparency film, labels, and other special purpose papers. Up to 100 sheets of standard copy paper can be set in the bypass tray.

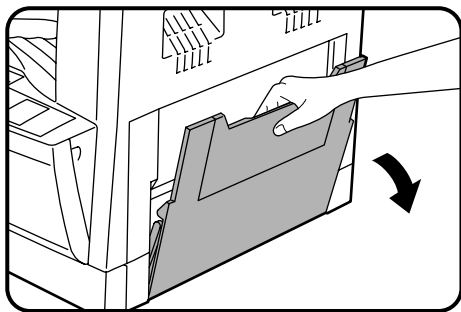


Note

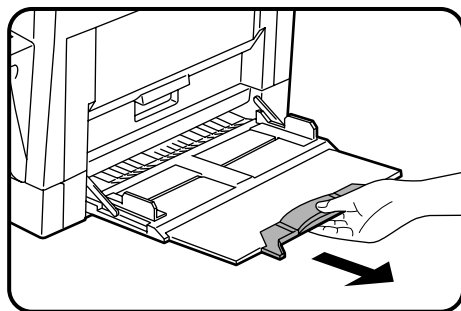
For special purpose papers, the original image must be smaller than the paper or media for copying.

If the original image is bigger than the paper or media, this may cause smudges on the edges of the copies.

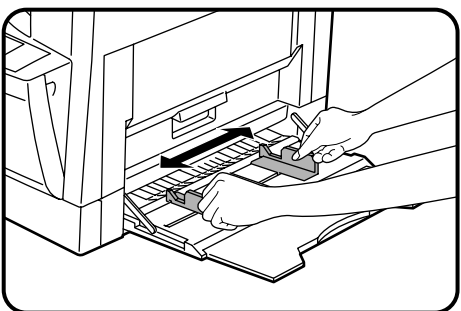
Also for standard copy paper, smudges may appear if the copy paper is not at least as large as the original image.



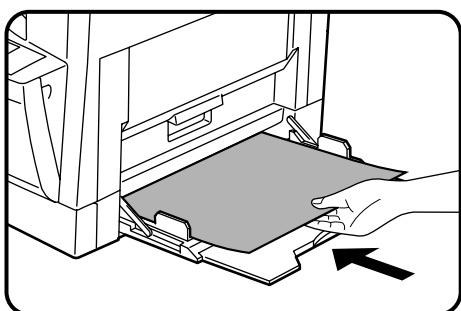
1 Unfold the bypass tray.



- When feeding B4 or A3 (8-1/2" x 14" or 11" x 17") sized paper, extend the feeder tray.

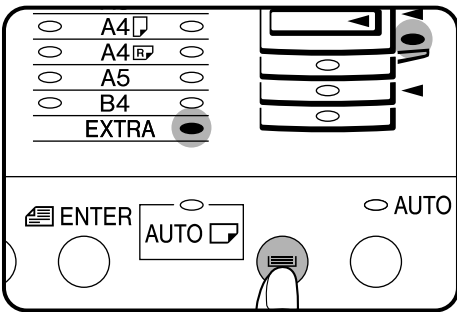


2 Set the paper guides to the copy paper width.

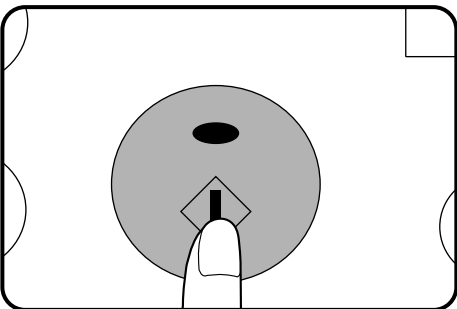


3 Insert the copy paper (print face down) all the way into the bypass tray.

- Up to 100 sheets of standard copy paper measuring from A6 to A3 (5-1/2" x 8-1/2" to 11" x 17") can be loaded in the bypass tray.
- A6 size paper must be fed narrow into the feed slot.
- Transparency film, labels, and other special purpose papers (except envelopes) must be fed individually.
Up to 10 envelopes can be set.
- When adding paper, first remove remaining paper, combine it with the paper to be added and then reload as a single stack.
- When loading envelopes, make sure that they are straight and flat.



4 Press the TRAY SELECT (☐) key to select the bypass tray.

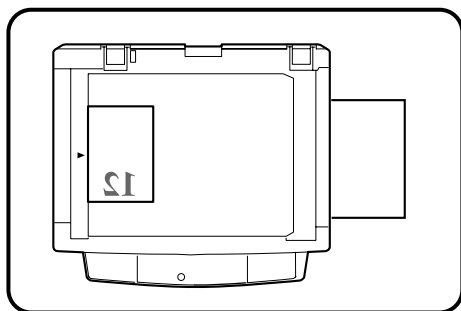


5 Leave the copy quantity at 0 if using special papers. Set the number of copies if using standard copy paper or envelopes.

6 Press the START (⏏) key.

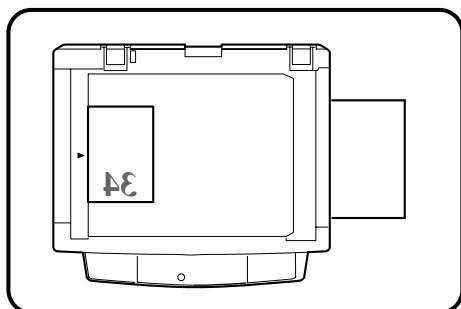
TWO-SIDED COPYING

Two-sided copies can be made on this copier using the bypass tray.



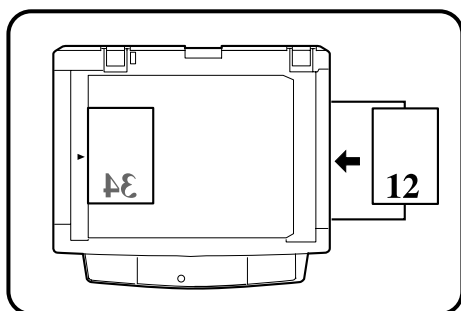
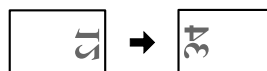
1 Place the first original on the original table and make a copy.

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



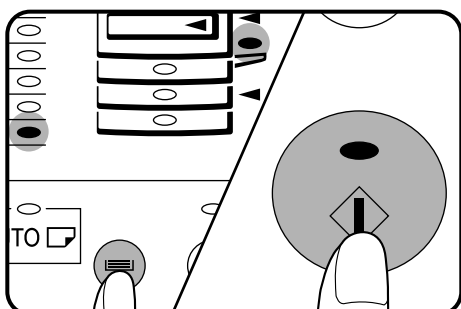
2 Replace the first original with the second original and close the platen cover.

- Make sure that the first and second originals are oriented in the same way on the original table.
- When the originals are placed horizontally, make sure that the first and second originals are oriented in the reverse way on the original table.



3 Turn the first copy over left to right and place it into the bypass tray.

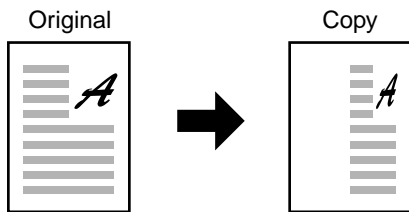
- Be sure to feed the copies one sheet at a time.



4 Use the TRAY SELECT (≡) key to select the bypass tray.

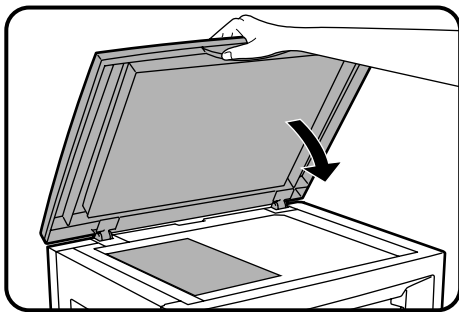
5 Press the START (⊕) key.

XY ZOOM

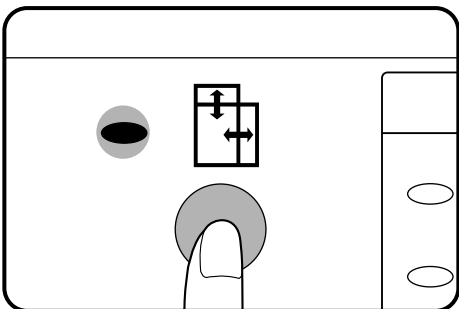


The XY ZOOM feature allows the horizontal and vertical copy ratios to be changed independently. This feature cannot be used with the 2 in 1 or 4 in 1 feature. (The 2 in 1 or 4 in 1 feature can only be used when an optional electronic sorting kit and an optional ADF are installed.)

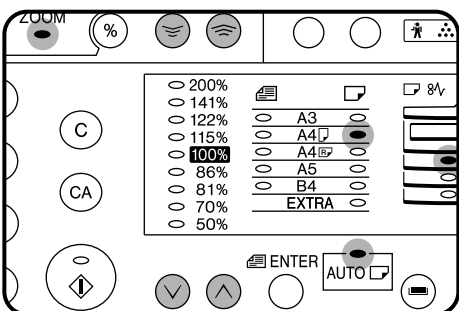
To use the XY ZOOM feature with the DUAL PAGE COPY feature, set the DUAL PAGE COPY feature first and then the XY ZOOM feature. (Enlargement cannot be set.)



- 1 Place the original on the original table and close the platen cover.**

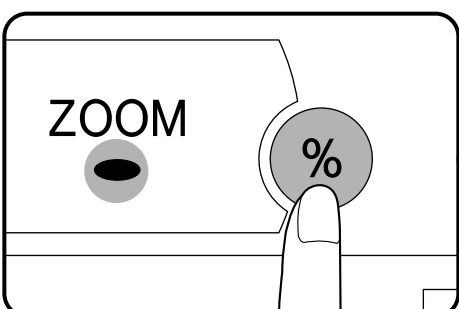


- 2 Press the XY-ZOOM (⏏) key.**
 - The current value for the vertical direction will be displayed in the copy quantity display.

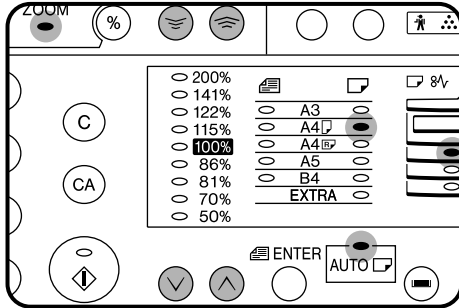


- 3 Use the PRESET RATIO selector (⏏, ⏏) keys and zoom (⏏, ⏏) keys to change the copy ratio in the vertical direction.**

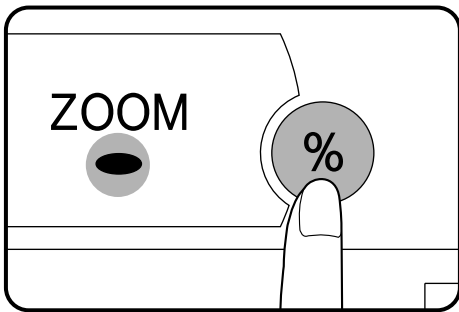
- Press a PRESET RATIO selector (⏏ or ⏏) key to set an approximate ratio, then press the ⏏ key to decrease the ratio or ⏏ key to increase the ratio. The copy ratio will be displayed in the copy quantity display.



- 4 Press the copy ratio display (⏏) key.**
 - The selected ratio for the vertical direction will be entered and the current value for the horizontal direction will be displayed in the copy quantity display.

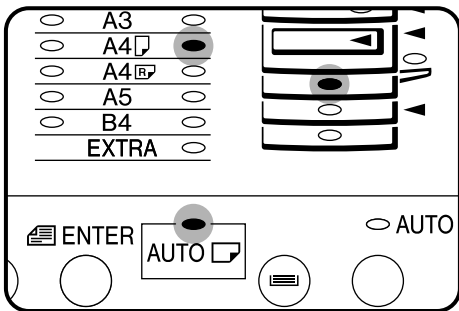


5 Use the PRESET RATIO selector (∇ , \triangle) keys and zoom (\leftarrow , \rightarrow) keys to change the copy ratio in the horizontal direction in a similar manner as for the vertical direction.



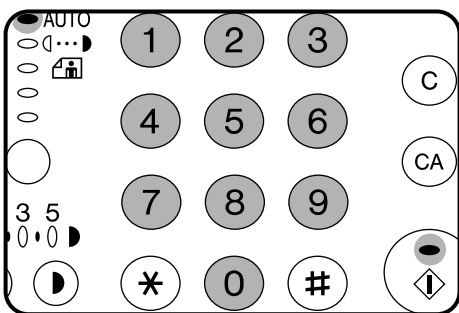
6 Press the copy ratio display ($\%$) key.

- The selected ratio for the horizontal direction will be entered and the display will change to the copy quantity display.
- To verify the copy ratios, press and hold down the copy ratio display ($\%$) key. The vertical and horizontal ratios will be alternately displayed.

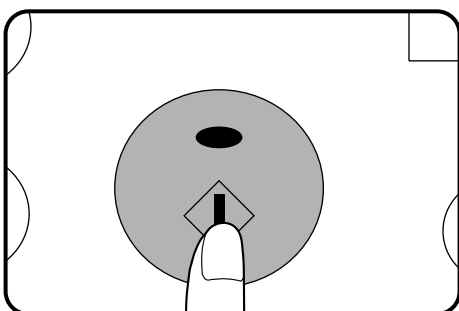


7 Ensure that copy paper of the desired size is installed in the paper tray.


- If an optional paper feed unit is installed: Use the ORIGINAL SIZE ENTER (ENTER) key to select the original size. Copy paper of the appropriate paper size will be automatically selected depending on the original size and copy ratios. If desired, another paper tray can be selected by pressing the TRAY SELECT (=) key.



8 Enter the desired number of copies.

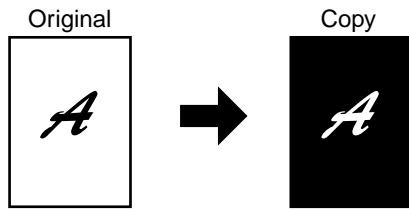


9 Press the START (ON) key.

 Note

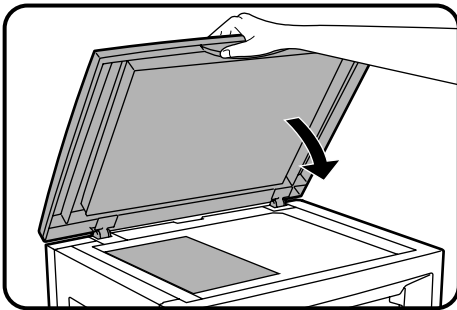
- To change the copy ratios again, press a PRESET RATIO selector (∇ , \triangle) key or a zoom (\leftarrow , \rightarrow) key. Then, perform step 3 and the succeeding steps.
- To cancel this function, press the XY-ZOOM (XY) key again.

B/W REVERSE

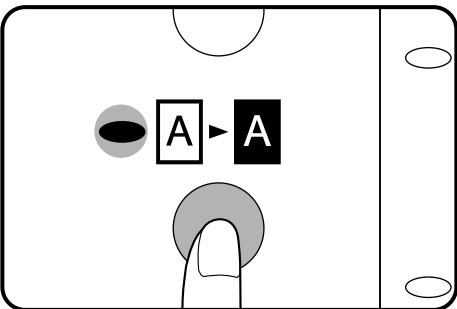


The B/W REVERSE feature is used to reverse black and white areas.

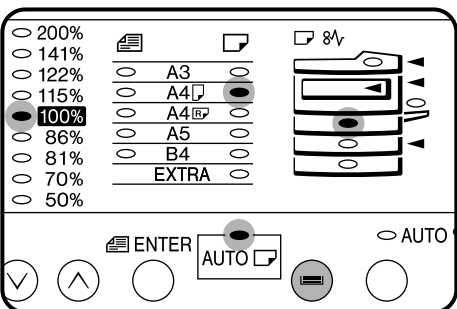
- When the B/W REVERSE feature is selected, the exposure mode will be automatically set to the MANUAL mode. Other exposure modes cannot be selected. Even if this feature is cancelled, the MANUAL mode will not automatically be cancelled.



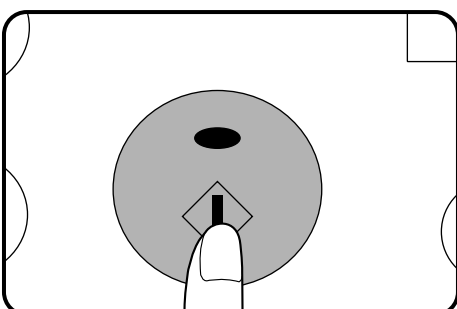
- 1 Place the original on the original table and close the platen cover.**



- 2 Press the B/W REVERSE (A-A) key.**

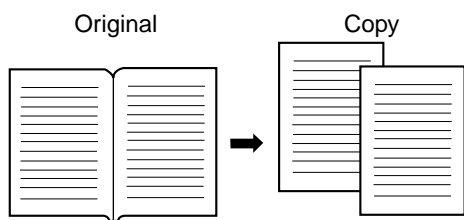


- 3 Check the copy paper size.**
 - If an optional paper feed unit is installed: Use the ORIGINAL SIZE ENTER (ENTER) key to select the original size. Copy paper of the same size as the original will be automatically selected. If desired, another paper tray can be selected by pressing the TRAY SELECT (TRAY SELECT) key.



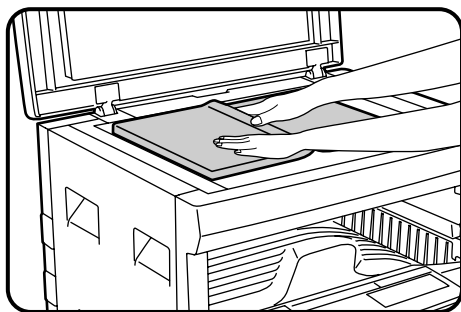
- 4 Make all other desired copier selections and press the START (START) key.**

DUAL PAGE COPY



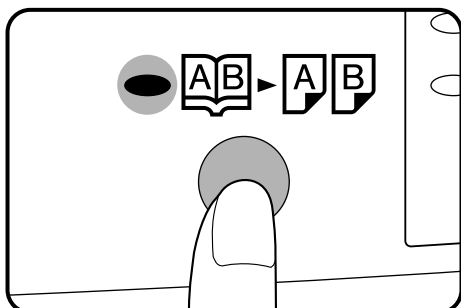
The DUAL PAGE COPY feature produces individual copies of two documents placed side by side on the original table. It is especially useful when copying books and other bound documents. This feature cannot be used with the 2 in 1 or 4 in 1 feature and sort/group feature. (The 2 in 1 or 4 in 1 feature and sort/group feature can only be used when an optional electronic sorting kit and an optional ADF are installed.) If the AUTO IMAGE feature has been selected, this feature cannot be selected.

To use the DUAL PAGE COPY feature with the XY ZOOM feature, set the DUAL PAGE COPY feature first and then the XY ZOOM feature. (Enlargement cannot be set.)



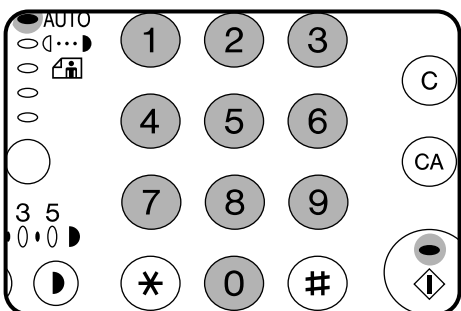
- 1 Place the originals on the original table with the centre of the two pages aligned with the paper size index (A4 (8 1/2)). Close the platen cover.**

- Set the page to be copied first to the right of the paper size index mark.

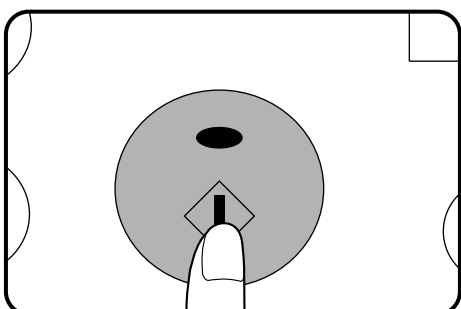


- 2 Press the DUAL PAGE COPY (A-B) key.**

- Check to be sure that the copy paper size in the paper tray is A4 (8-1/2" x 11").



- 3 Set the number of copies.**

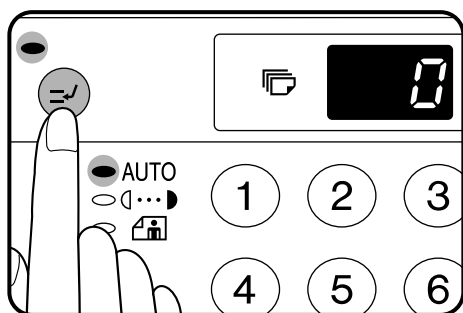


- 4 Press the START (⏻) key.**

INTERRUPTING A COPY RUN

INTERRUPT is used to interrupt a long copy run so that another job can be done.

- If sort or group copying is being performed, sort or group cannot be selected during interrupt copying. (Sort and group can be performed only if an optional electronic sorting kit and an optional ADF are installed.)



1 Press the INTERRUPT (⌘) key.

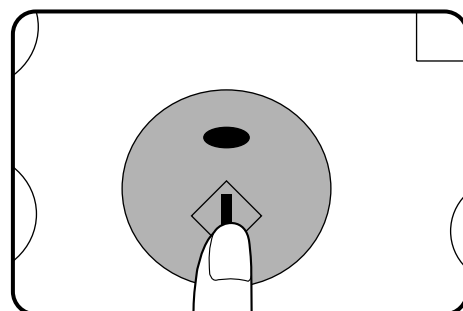
- The copier will return to the initial settings.
- If this copier has been programmed in the auditing mode using user program No. 10, “---” will appear in the copy quantity display. Enter your account number using the numeric keys. The number of copies of the interrupt copying will be accumulated against this account number. See page 13.
- When an optional ADF is being used, the copier will stop after completing the copying of the original which has been fed into the ADF.



2 When the copier stops, remove the original(s) and set the original(s) for interrupt copying.

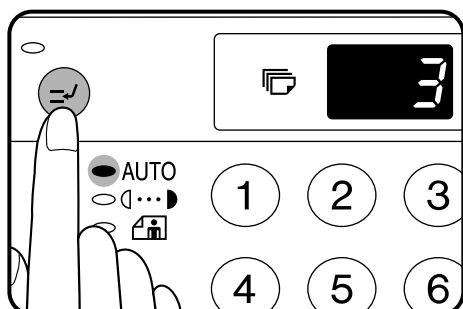
3 Select the desired available copier functions.

4 Set the number of copies.



5 Press the START (⏩) key.

- The interrupt copies will be offset from the previous copies when user program No. 19 is enabled.



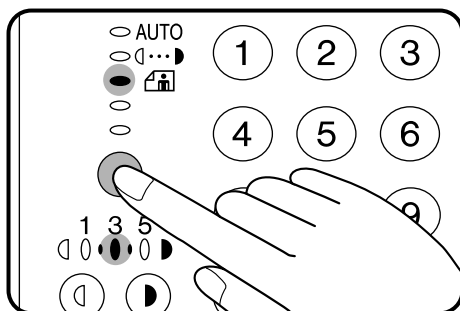
6 When all INTERRUPT copies are finished, press the INTERRUPT (⌘) key again to cancel the INTERRUPT mode, and remove the original used for interrupt copying.

- The previous copy quantity, copy ratio, copy density, and paper size will be automatically restored.

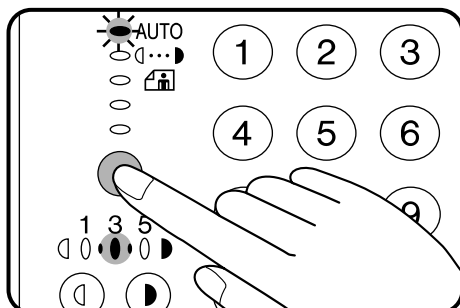
7 Replace the original(s) for the interrupted job on the original table or in the ADF and press the START (⏩) key.

AUTOMATIC EXPOSURE ADJUSTMENT

The automatic exposure level can be adjusted to suit your copying needs. This level is set for copying from the original table and copying from the optional ADF respectively. To set the level for the optional ADF, place an original in the ADF tray and make sure that the ADF indicator lights up before proceeding to step 1. To set the level for the original table, ensure that the ADF indicator does not light up.

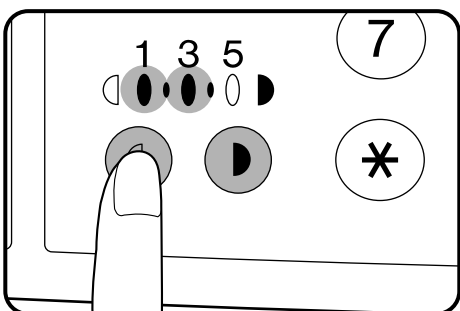


1 Press the **AUTO/MANUAL/PHOTO** (AUTO/☐/📷) key to select the **PHOTO** (📷) mode.

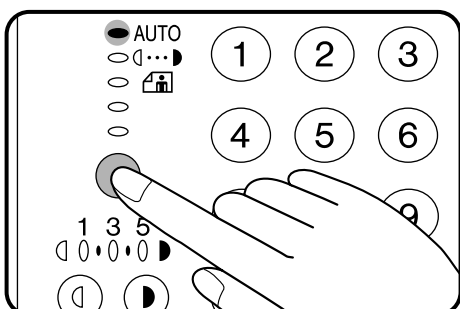


2 Press and hold down the **AUTO/MANUAL/PHOTO** (AUTO/☐/📷) key for approximately 5 seconds.

- The PHOTO (📷) indicator will go out and the AUTO indicator will begin to blink.
- One or two exposure indicators corresponding to the current automatic exposure level will light up. The factory default setting is level “3”.



3 Press the **light** (☐) or **dark** (◐) key to lighten or darken the automatic exposure level as desired.

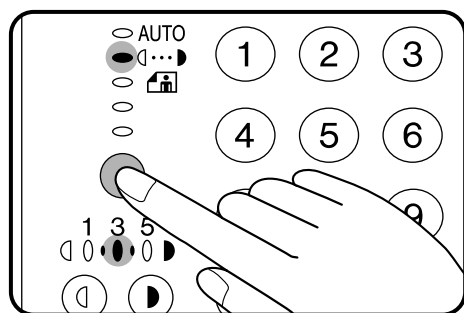


4 Press the **AUTO/MANUAL/PHOTO** (AUTO/☐/📷) key.

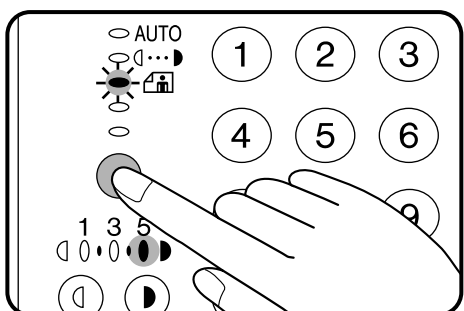
- The AUTO indicator will stop blinking and will light up steadily.
- This automatic exposure level will remain in effect until you change it again by this procedure.

TONER SAVE MODE

This mode reduces toner consumption by approximately 10% in the automatic and manual exposure modes. Copies will be lighter but still adequate for general use. Selection of this mode does not affect the PHOTO mode. Follow the procedure below for setting the toning level.

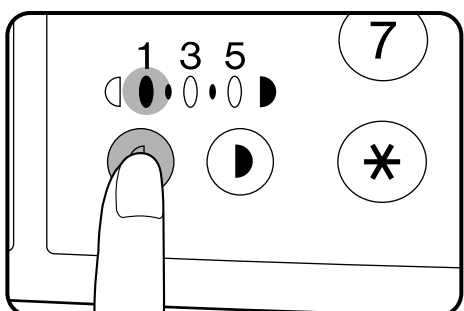


- 1** Press the **AUTO/MANUAL/PHOTO** (AUTO/☀️/📷) key to select the **MANUAL** (D•) mode.



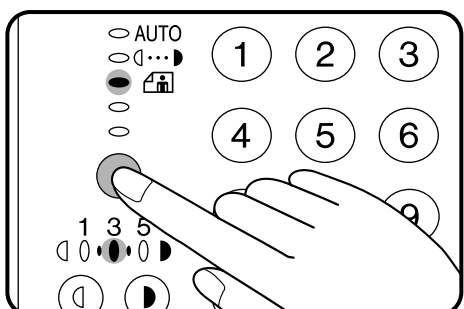
- 2** Press and hold down the **AUTO/MANUAL/PHOTO** (AUTO/☀️/📷) key for approximately 5 seconds.

- The **MANUAL** (D•) indicator will go out and the **PHOTO** (📷) indicator will begin to blink.
- The exposure indicator marked “5” will light up, indicating that the standard toner mode is active.



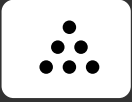
- 3** To enter the toner save mode, press the **light** (①) key.

- The exposure indicator marked “1” will light up, indicating that the toner save mode is selected.



- 4** Press the **AUTO/MANUAL/PHOTO** (AUTO/☀️/📷) key.

- The **PHOTO** (📷) indicator will stop blinking and will light up steadily. The toner save mode is now active.
- To return to the standard mode, repeat the procedure but use the dark (☾) key to select exposure level “5” in step 3.

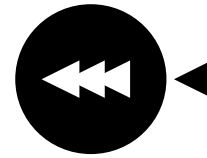


TD CARTRIDGE REPLACEMENT

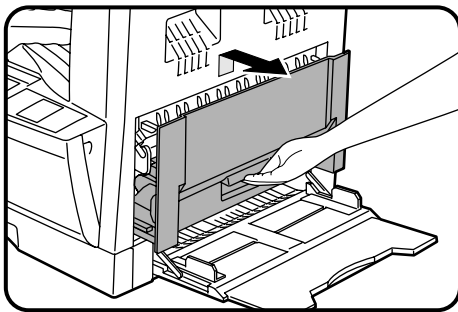
If the machine detects an insufficient amount of toner being added, copying will stop and the machine will add toner. During this time the START key indicator will blink. When sufficient toner has been added the indicator will remain on steadily indicating that copying can be resumed. However, if toner addition continues for a maximum of two minutes, the TD cartridge replacement required (☼) indicator will light up in addition to the START key being lighted steadily. This indicates that the toner supply is low and a new cartridge will be needed soon. If copying is continued, the copies will gradually become lighter until the copier stops and the TD cartridge replacement required indicator begins to blink, indicating that the cartridge must be replaced. Replace the TD cartridge by following the procedure below.

For best copying results, be sure to use only Lanier products.

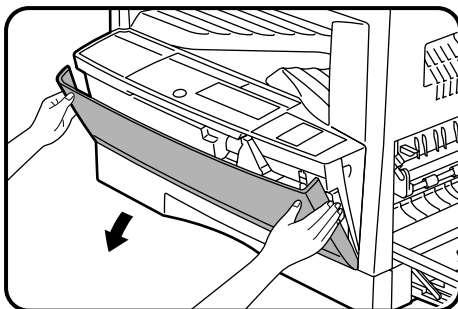
The package of Lanier toner has the Genuine Supplies label.



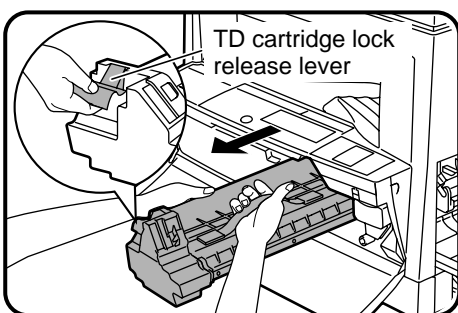
GENUINE SUPPLIES



- 1** Open the bypass tray. Lift slightly on the side cover and slide the cover out until it stops.

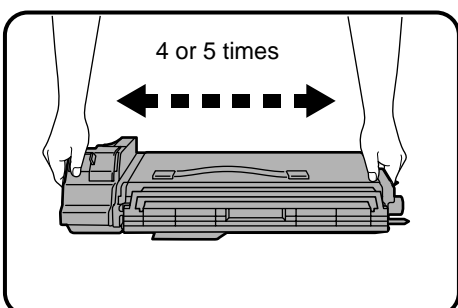


- 2** Push gently on both sides of the front cover to open the cover.

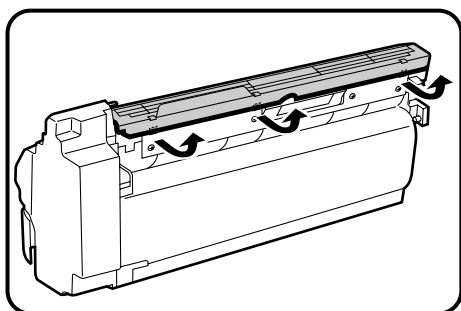


- 3** Lift the TD cartridge lock release lever and pull the cartridge out until the green strap handle can be grasped by the right hand. Lift the cartridge by the handle while supporting it with the left hand at the green label position to remove it.

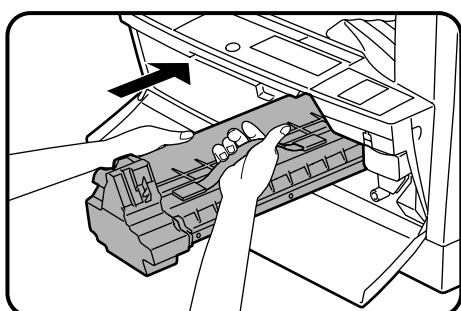
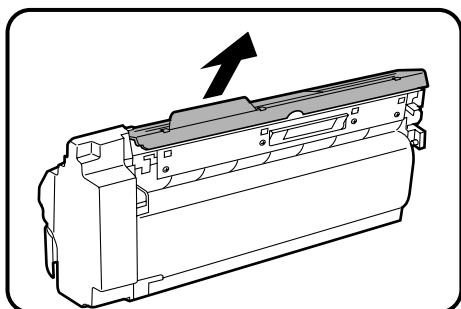
- For disposal of the old TD cartridge, contact your Lanier Representative.



- 4** Remove the new TD cartridge from the bag. Hold the cartridge on both sides and shake it horizontally four or five times.



5 Remove the protective cover from the TD cartridge by unlatching three cover hooks from the holes on the cartridge and then pulling the cover in the direction indicated by the arrow in the illustration.

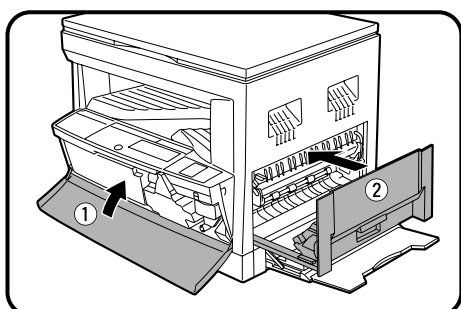




6 Gently insert the TD cartridge along the guides until it locks in place.



Note

If dirt or dust is adhered to the TD cartridge, remove it before installing the cartridge.

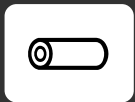


7 Close the front cover by pushing both sides with your hands and then close the side cover by pressing the handle on the cover. The  indicator will go out and the START key () indicator will light up.



Caution

When closing the covers, be sure to close the front cover securely and then close the side cover. If the covers are closed in the wrong order, the covers may be damaged.



DRUM CARTRIDGE REPLACEMENT

The useful life of the drum cartridge is approximately 30,000 copies. When the internal counter reaches approximately 29,000 copies, the drum replacement required (☺) indicator will light up indicating that replacement of the drum cartridge will be needed soon. When the indicator begins to blink, replace the drum cartridge by following the procedure given below.

For best copying results, be sure to use only Lanier products.

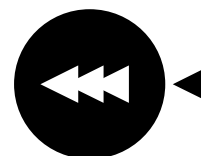
The package of Lanier drum cartridge has the Genuine Supplies label.



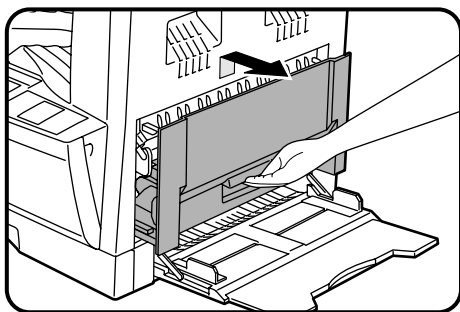
Caution

Do not remove the protective cover on the drum portion (black paper) of a new drum cartridge before use. The cover protects the drum against external light.

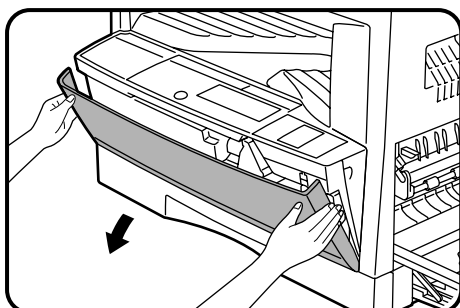
- For the procedure to find out how many more copies can be made before the 30,000 mark is reached, see page 72, DRUM CARTRIDGE LIFE.



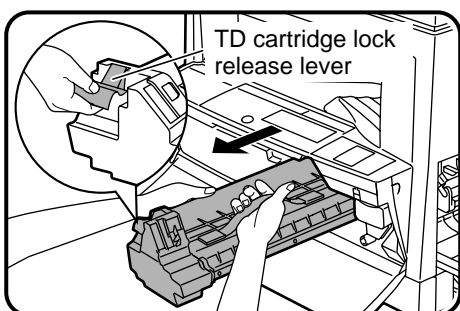
GENUINE SUPPLIES



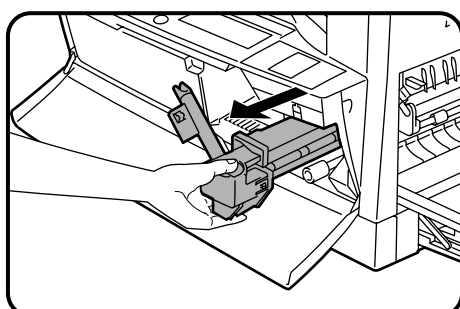
- 1** Open the bypass tray. Lift slightly on the side cover and slide the cover out until it stops.



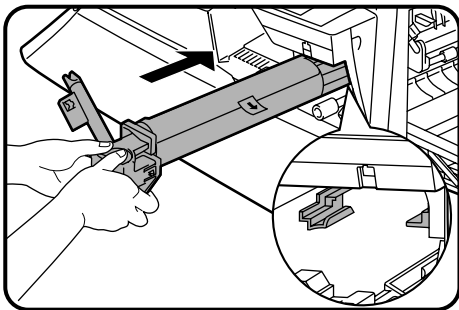
- 2** Push gently on both sides of the front cover to open the cover.



- 3** Lift the TD cartridge lock release lever and pull the cartridge out until the green strap handle can be grasped by the right hand. Lift the cartridge by the handle while supporting it with the left hand at the green label position to remove it.



- 4** Grasp the handle of the drum cartridge and gently pull the cartridge out.
 - For disposal of the old drum cartridge, contact your Lanier Representative.

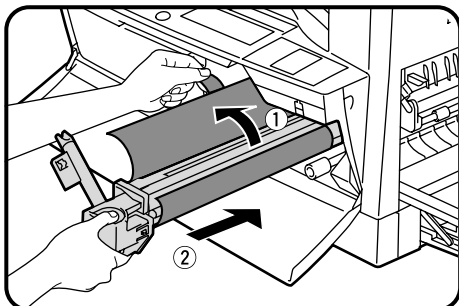


- 5** Remove the new drum cartridge from the protective bag and gently insert the lead end of the drum cartridge along the guides.

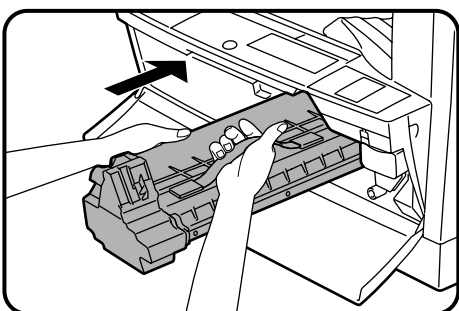


Caution

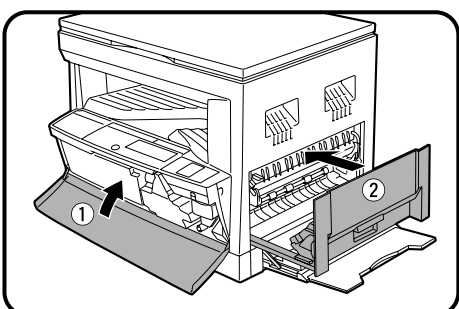
Do not touch the surface of the drum (green portion) of the cartridge. Doing so may cause smudges on the copies.



- 6** Remove the protective cover from the drum cartridge and then push the cartridge all the way into the copier.



- 7** Gently install the TD cartridge. To install the TD cartridge, see page 28, TD CARTRIDGE REPLACEMENT.



- 8** Close the front cover by pushing both sides with your hands and then close the side cover by pressing the handle on the cover. The drum replacement required () indicator will go out and the START key () indicator will light up.



Caution

When closing the covers, be sure to close the front cover securely and then close the side cover. If the covers are closed in the wrong order, the covers may be damaged.

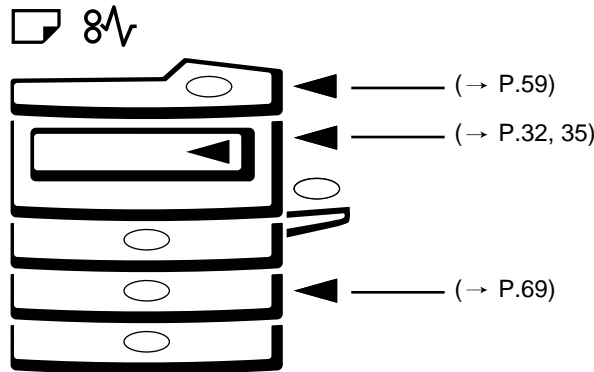


MISFEED REMOVAL

The copier will stop when a misfeed occurs. The misfeed (⚡) indicator will blink, and blinking red misfeed location indicators will indicate the approximate misfeed location. If paper is accidentally torn during removal, be sure to remove all pieces.

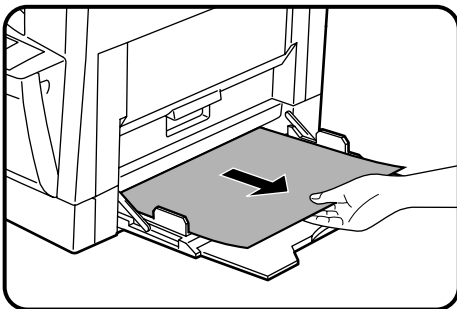
Be careful not to damage the photoconductive drum. For misfeeds in optional equipment, see their respective sections of the operation manual.

First confirm the misfeed location.



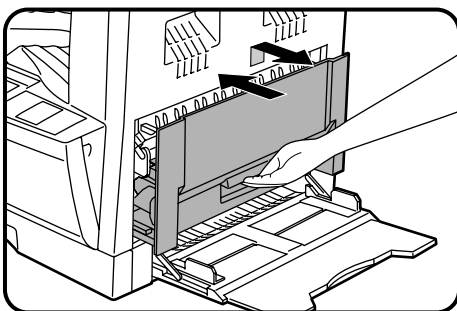
STATUS INDICATORS

⚡ Misfeed removal



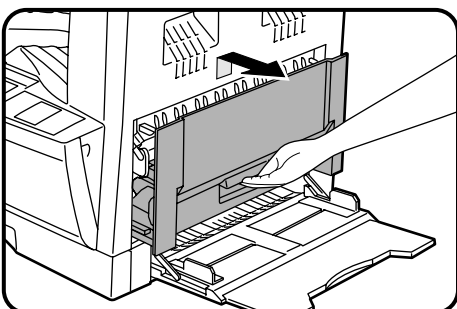
Misfeed in the bypass tray

1 Gently pull the misfed paper out.



2 Lift slightly on the side cover and slide the cover out until it stops. Close the side cover by pressing the handle on the cover.

- The misfeed (⚡) indicator will go out and the START key (⏻) indicator will light up.



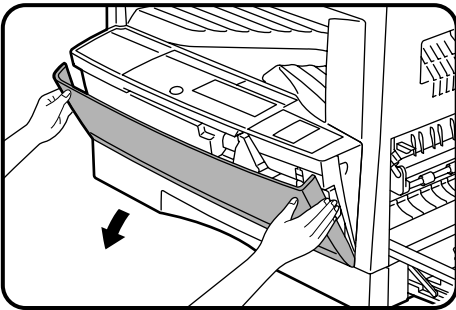
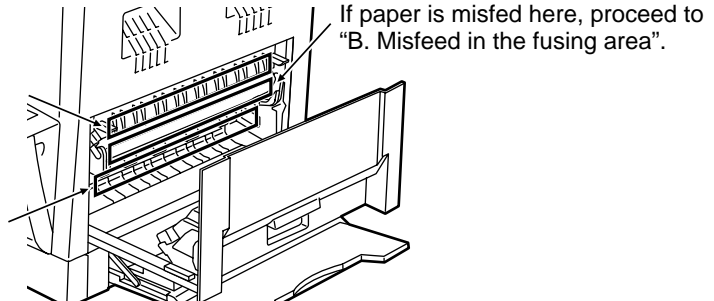
Misfeed in the copier

1 Open the bypass tray. Lift slightly on the side cover and slide the cover out until it stops.

2 Check the misfeed location. Remove the misfed paper following the instructions for each location in the illustration below.

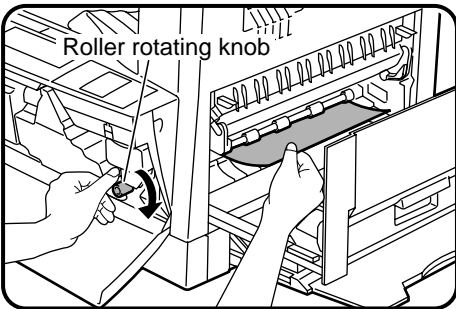
If the misfed paper is seen from this side, proceed to "C. Misfeed in the transport area".

If paper is misfed here, proceed to "A. Misfeed in the paper feed area".



A. Misfeed in the paper feed area

1 Push gently on both sides of the front cover to open the cover.



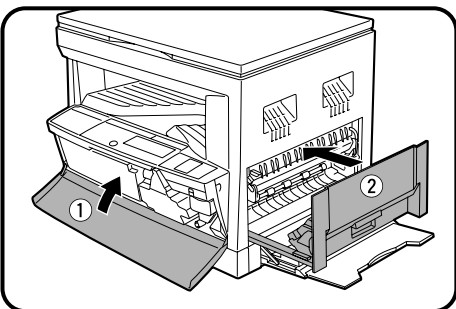
2 Carefully remove the misfed paper. Turn the roller rotating knob in the direction of the arrow to assist in removing it.



The fusing unit is hot. Take care in removing paper.



Do not touch the surface of the drum (green portion) of the drum cartridge when removing the misfed paper. Doing so may damage the drum and cause smudges on copies.



3 Close the front cover by pushing both sides with your hands and then close the side cover by pressing the handle on the cover.

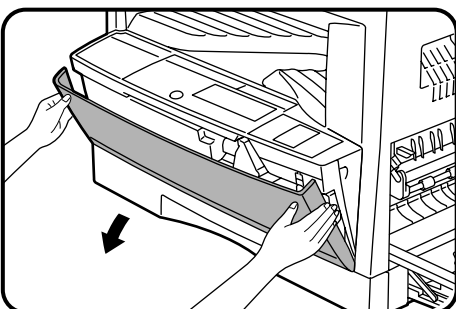
- The misfeed (8A) indicator will go out and the START key (START) indicator will light up.

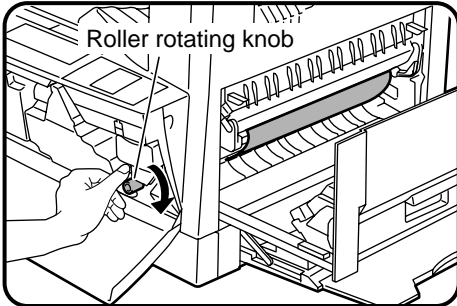


When closing the covers, be sure to close the front cover securely and then close the side cover. If the covers are closed in the wrong order, the covers may be damaged.

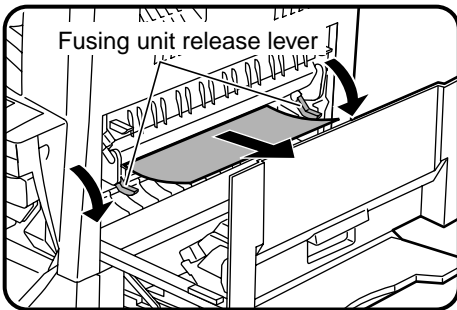
B. Misfeed in the fusing area

1 Push gently on both sides of the front cover to open the cover.





2 Turn the roller rotating knob in the direction of the arrow.



3 Carefully remove the misfed paper. Lower the fusing unit release levers to allow easier removal. Return the release levers to their operating positions.

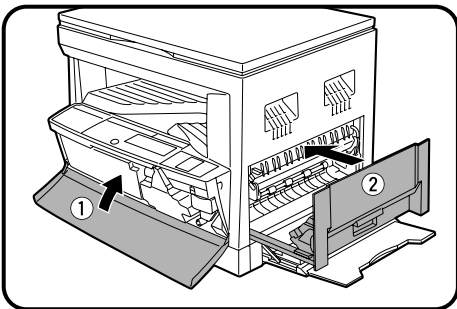


Warning The fusing unit is hot. Take care in removing paper.



Caution

- Do not touch the surface of the drum (green portion) of the drum cartridge when removing the misfed paper. Doing so may damage the drum and cause smudges on copies.
- Be careful about unfixed toner on the misfed paper.



4 Close the front cover by pushing both sides with your hands and then close the side cover by pressing the handle on the cover.

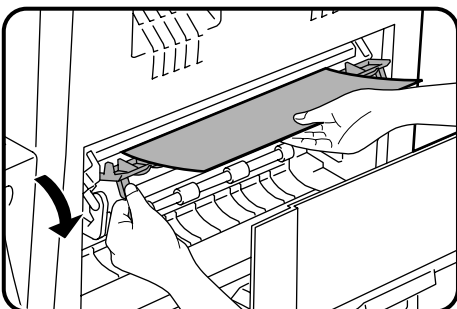
- The misfeed (8V) indicator will go out and the START key (Ⓢ) indicator will light up.



Caution

When closing the covers, be sure to close the front cover securely and then close the side cover. If the covers are closed in the wrong order, the covers may be damaged.

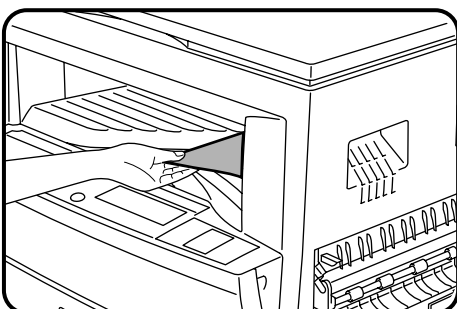
C. Misfeed in the transport area



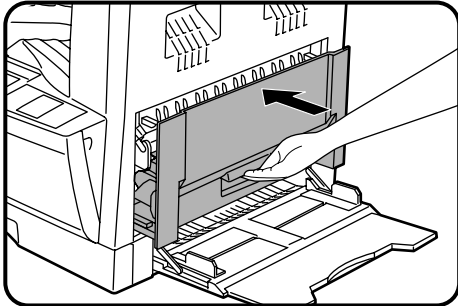
1 Open the paper guide by pressing down the projection on either side of the guide and remove the misfed paper.



Warning The fusing unit is hot. Take care in removing paper.

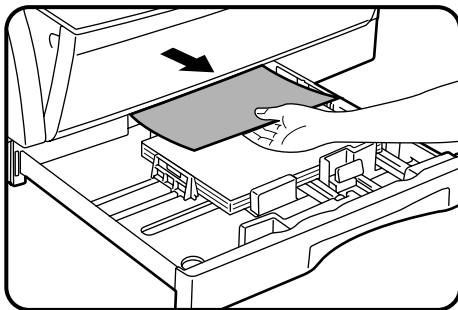


2 If the misfed paper cannot be removed by the previous step but is visible in the paper output area, remove the paper by pulling it into the paper output area.



3 Close the side cover by pressing the handle on the cover.

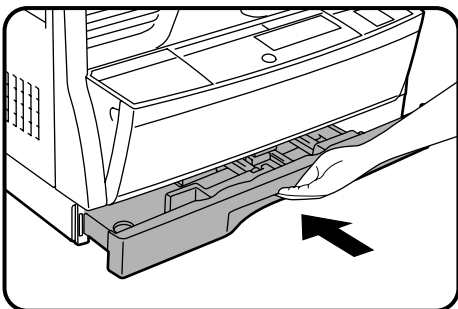
- The misfeed (8V) indicator will go out and the START key (Ⓢ) indicator will light up.



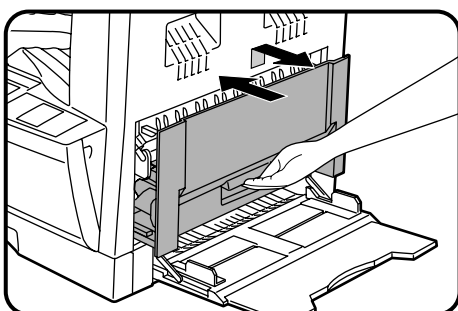
Misfeed in the paper tray

Before opening the paper tray, be sure to open the bypass tray, lift slightly on the side cover and slide the cover out until it stops, and then perform steps 1 to 3 described in the “A. Misfeed in the paper feed area” section.

1 Gently lift and pull out the paper tray and remove the misfed paper.



2 Close the paper tray.




3 Lift slightly on the side cover and slide the cover out until it stops. Close the side cover by pressing the handle on the cover.

- The misfeed (8V) indicator will go out and the START key (Ⓢ) indicator will light up.



MAINTENANCE REQUIRED

When the  indicator lights up, service by an authorised Lanier service technician is required. Contact your service centre as soon as possible.

USER PROGRAMS

The user programs allow the parameters of certain functions to be set, changed, or cancelled as desired.

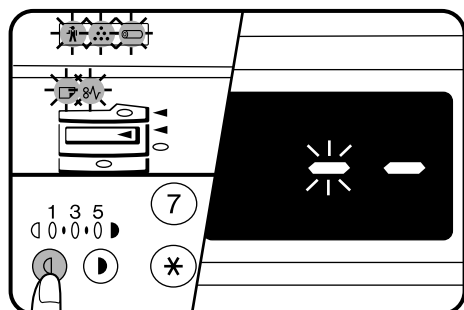
List of user programs

This copier has the following user programs.

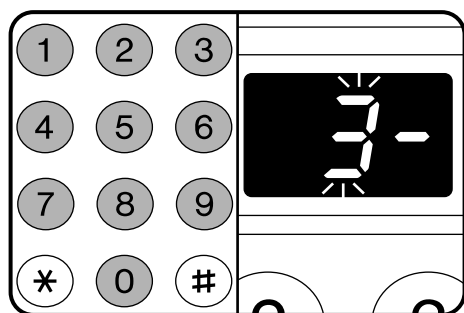
| Program No. | Program name | Description |
|-------------|-----------------------------------|---|
| 1 | Auto clear time | Sets the auto clear time. The copier returns to the initial settings when the auto clear time elapses after the last copy is made. |
| 2 | Preheat mode | Sets the time that elapses before the copier enters the preheat mode after any operation is made. See page 44. |
| 3 | Auto power shut-off timer | Sets the time that elapses before the copier enters the auto power shut-off mode after any operation is made. See page 44. |
| 4 | Stream feeding mode* | Enables or disables the stream feeding mode when an optional automatic document feeder (ADF) is installed. See page 58. |
| 5 | Auto power shut-off setting | Enables or disables the auto power shut-off mode. See page 44. |
| 6 | Border line for 2 in 1 or 4 in 1* | Enables or disables the border line which is printed in 2 in 1 or 4 in 1 copying when an optional electronic sorting kit and an optional ADF are installed. See page 63. |
| 7 | Rotation copy* | Enables or disables rotation of original images. See page 60. |
| 8 | Auto paper select mode | Enables or disables the auto paper selection. See page 14. |
| 9 | Auto tray switching* | Enables or disables the automatic tray switching which occurs when paper in a tray runs out. (This switching cannot switch to the bypass tray.) |
| 10 | Auditing mode | Enables or disables the auditing mode, which controls access to copier. See page 13. |
| 11 | Account number entry | Registers accounts for auditing mode. |
| 12 | Account number change | Changes account numbers for auditing mode. |
| 13 | Account number deletion | Deletes accounts for auditing mode. |
| 14 | Number of copies per account | Displays the total number of copies made against account numbers. |
| 15 | Resetting account | Resets all audit accounts or resets any desired individual account. |
| 16 | Erase width adjustment* | Sets the amount of the edge erase and centre erase areas. See page 65. |
| 17 | Layout in 2 in 1 copy* | Selects a pattern for 2 in 1 copying. See page 63. |
| 18 | Layout in 4 in 1 copy* | Selects a pattern for 4 in 1 copying. See page 63. |
| 19 | Offset of paper output tray | Enables or disables the offset function of the paper output tray. The offset function can be specified respectively for the upper and lower areas separated by an optional job separator tray kit. See page 61. |

* These programs do not affect the copier functions unless certain optional equipment is installed.

Setting the user programs



- 1** Press and hold the light (Ⓛ) key for more than 5 seconds until all the alarm indicators (⚠, ⚡, Ⓜ, Ⓜ, and Ⓜ) blink and “--” appears in the copy quantity display.



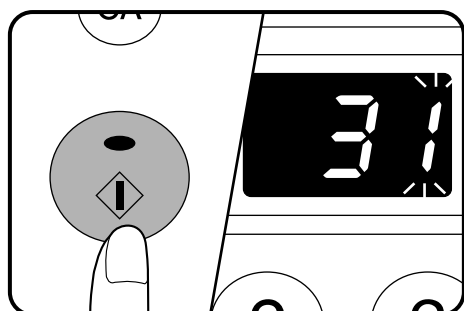
- 2** Enter a program number using the numeric keys.
- The selected program number will blink in the copy quantity display.
 - If a mistake is made in steps 2 to 4, press the CLEAR (Ⓢ) key. The copier will return to step 2.
 - The program numbers are shown in the table below.

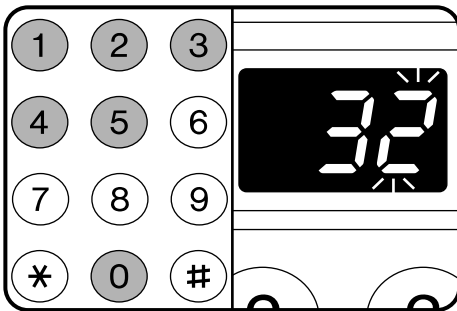
For example, to change the setting of the auto power shut-off timer, press key 3.

| Program name | Program No. |
|----------------------------------|-------------|
| Auto clear time | 1 |
| Preheat mode | 2 |
| Auto power shut-off timer | 3 |
| Stream feeding mode | 4 |
| Auto power shut-off setting | 5 |
| Border line for 2 in 1 or 4 in 1 | 6 |
| Rotation copy | 7 |
| Auto paper select mode | 8 |
| Auto tray switching | 9 |
| Auditing mode | 10 |
| Account number entry | 11 |
| Account number change | 12 |
| Account number deletion | 13 |
| Number of copies per account | 14 |
| Resetting account | 15 |
| Erase width adjustment | 16 |
| Layout in 2 in 1 copy | 17 |
| Layout in 4 in 1 copy | 18 |
| Offset of paper output tray | 19 |

For operation of these programs after step 3, see page 40.

- 3** Press the START (Ⓢ) key.
- For programs 1 to 9 and 16 to 19, the entered program number will be steadily lit on the left side of the copy quantity display and the currently selected parameter number for the program will blink on the right side.
 - For programs 10 to 15 (programs for auditing accounts), the display varies with the program number. See page 40 for setting programs 10 to 15.





4 Select the desired parameter using the numeric keys.

- The entered parameter number will blink on the right side of the copy quantity display.
- The parameters are shown in the table below.

For example, to change the setting of the auto power shut-off timer to 60 min., press key 2.

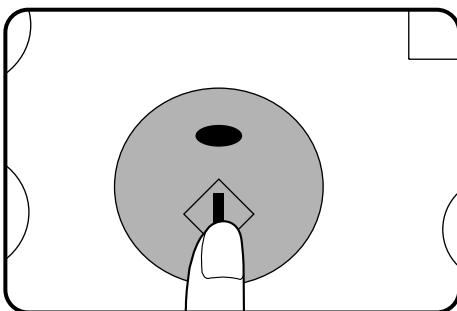
| Program name | Parameters | | | | |
|----------------------------------|--------------------------|----------------------|---------------------------|-----------------------|----------------------|
| Auto clear time | 0 - OFF 5 - 10 sec. | 1 - 30 sec. | * 2 - 60 sec. | 3 - 90 sec. | 4 - 120 sec. |
| Preheat mode** | 0 - OFF | ** 1 - 30 sec. | 2 - 60 sec. | * 3 - 90 sec. | 4 - 120 sec. |
| Auto power shut-off timer | * 1 - 30 min. | 2 - 60 min. | 3 - 90 min. | 4 - 120 min. | 5 - 240 min. |
| Stream feeding mode | * 0 - OFF | 1 - ON | | | |
| Auto power shut-off setting | 0 - OFF | * 1 - ON | | | |
| Border line for 2 in 1 or 4 in 1 | * 0 - OFF | 1 - ON | | | |
| Rotation copy | 0 - OFF | * 1 - ON | | | |
| Auto paper select mode | 0 - OFF | * 1 - ON | | | |
| Auto tray switching | 0 - OFF | * 1 - ON | | | |
| Erase width adjustment | 0 - 0 mm (0 - 0") | 1 - 5 mm 1 - 1/4" | * 2 - 10 mm * 2 - 1/2" | 3 - 15 mm 3 - 3/4" | 4 - 20 mm 4 - 1") |
| Layout in 2 in 1 copy | * 1 - Pattern 1 | 2 - Pattern 2 | | | |
| Layout in 4 in 1 copy | * 1 - Pattern 1 | 2 - Pattern 2 | 3 - Pattern 3 | 4 - Pattern 4 | |
| Offset of paper output tray | 0 - Upper OFF, lower OFF | | * 1 - Upper ON, lower ON | | |
| | 2 - Upper ON, lower OFF | | 3 - Upper OFF, lower ON | | |

- Factory default settings are indicated with an asterisk (*). For layout in 2 in 1 copy and 4 in 1 copy, see page 63.
- ** In European countries, the default setting of the preheat mode is 1 (- 30 sec.). For other programs, factory default settings in these countries are same to those shown above with an asterisk (*).



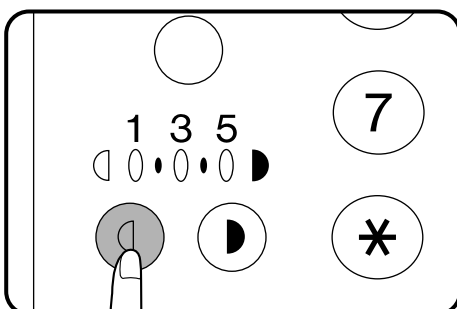
Note

If you select "0" (OFF) in a program, the corresponding function will be disabled.



5 Press the START (⏻) key.

- The right-hand number in the copy quantity display will be steadily lit and the entered value will be stored.



6 To continue with other user programs, press the Ⓢ key and then repeat steps 2 to 5. To exit the user program mode, press the light (Ⓛ) key.

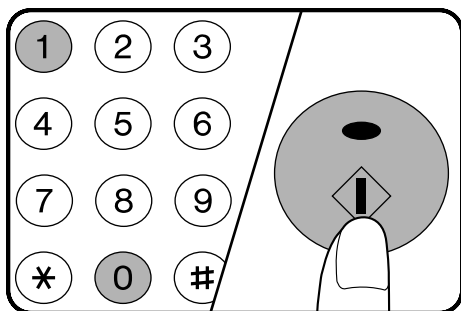
- All the alarm indicators will go out.

Settings for auditing accounts

Settings of user programs No. 10 to 15 varies with the program number. For setting of all programs, first follow steps 1 to 3 in “Setting the user programs” on page 38 to select a program. (1. Press the light (①) key for more than 5 seconds. 2. Enter a program number (10 to 15) using the numeric keys. 3. Press the START (Ⓢ) key.) Then follow the appropriate instructions for the program.

Program No. 10: Auditing mode

If the auditing mode is enabled, copying is limited to operators with an assigned 3-digit account number. A maximum of 20, 3-digit account numbers can be assigned. Use program No. 11 to register account numbers. When program No. 10 is entered, the current setting (0: OFF, 1: ON) will blink on the right side of the copy quantity display.

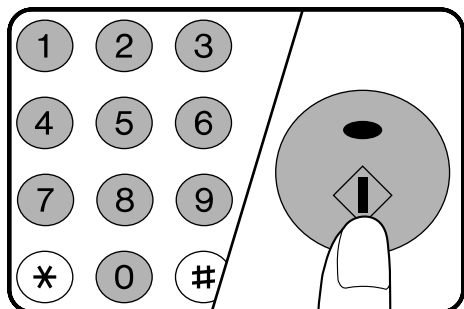


1. **Select the desired setting using the numeric keys.**
 - 0: OFF
 - 1: ON
2. **Press the START (Ⓢ) key.**
 - The setting will be stored.
3. **To continue with other user programs, press the (C) key and enter another program number. To exit the user program mode, press the light (①) key.**

Program No. 11: Account number entry

Program No. 11 is used to register accounts. When program No. 11 is entered, “---” will blink in the copy quantity display.

- If the number of accounts has reached the upper limit (20), “11E” will appear in the copy quantity display. Press the (C) key. The copier will return to step 2 on page 38.

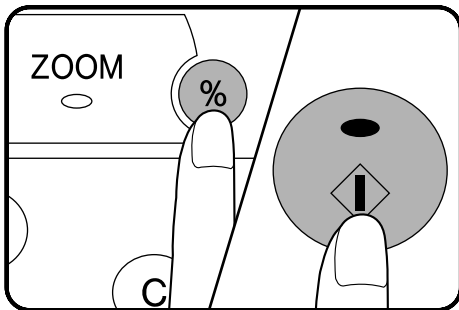


1. **Enter a 3-digit account number using the numeric keys.**
 - Any 3-digit number except “000” can be registered as an account number.
2. **Press the START (Ⓢ) key.**
 - If a number that is already registered or “000” is entered, the number will blink in the copy quantity display.
3. **Repeat steps 1 and 2 for other account numbers.**
4. **To continue with other user programs, press the (C) key and enter another program number. To exit the user program mode, press the light (①) key.**

Program No. 12: Account number change

Program No. 12 is used to change account numbers. When program No. 12 is entered, an account number will appear in the copy quantity display.

- If no account number has been registered, “12E” will appear in the copy quantity display. Press the (C) key. The copier will return to step 2 on page 38.

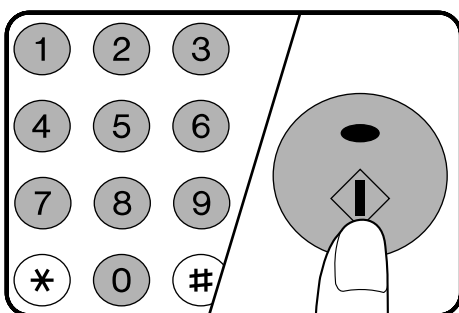


1. Use the copy ratio display (⊗) key to select the account number to be changed.

- Use the ⊗ key to advance through the account numbers.

2. Press the START (⬆) key.

- The account number will be erased and “---” will blink in the copy quantity display.



3. Enter a new account number using the numeric keys.

4. Press the START (⬆) key.

- If a number that is already registered or “000” is entered, the number will blink in the copy quantity display.

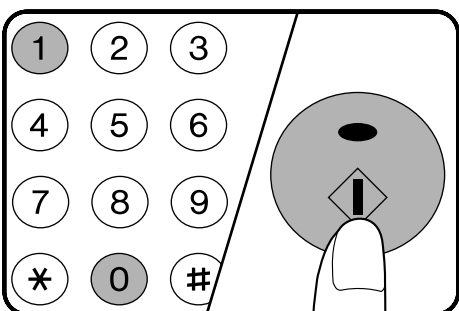
5. Repeat steps 1 to 4 for other account numbers.

6. To continue with other user programs, press the (C) key and enter another program number. To exit the user program mode, press the light (Q) key.

Program No. 13: Account number deletion

Program No. 13 is used to delete accounts. When program No. 13 is entered, “0” will blink on the right side of the copy quantity display.

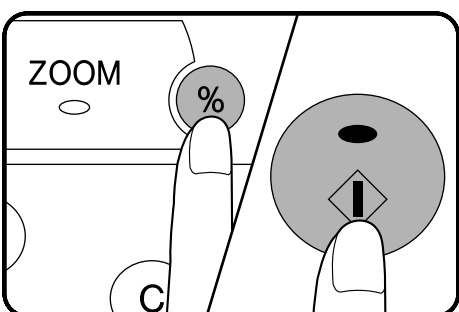
- If no account number has been registered, “13E” will appear in the copy quantity display. Press the (C) key. The copier will return to step 2 on page 38.



1. To delete an individual account, press the 0 key. To delete all accounts, press key 1.

2. Press the START (⬆) key.

- If you have pressed the 0 key in step 1, an account number will appear in the copy quantity display. Proceed to step 3.
- If you have pressed key 1, all account numbers will be deleted. Proceed to step 5.



3. Use the copy ratio display (⊗) key to select the account number to be deleted.

- Use the ⊗ key to advance through the account numbers.

4. Press the START (⬆) key.

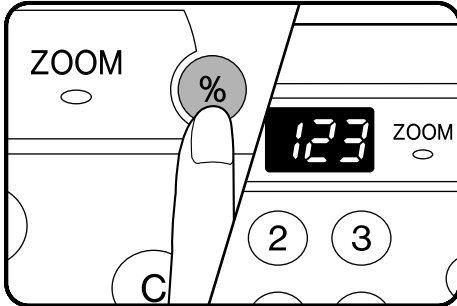
- The specified account will be deleted.

5. To continue with other user programs, enter another program number. To exit the user program mode, press the light (Q) key.

Program No. 14: Number of copies per account

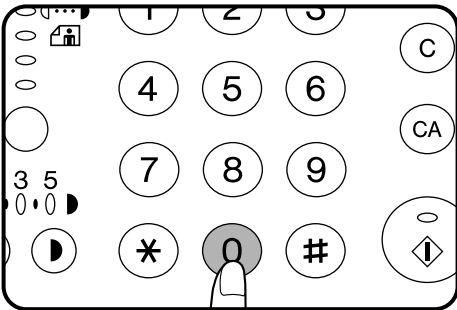
Program No. 14 is used to display the total number of copies made against each account number. When program No. 14 is entered, an account number will appear in the copy quantity display.

- If no account number has been registered, “14E” will appear in the copy quantity display. Press the (C) key. The copier will return to step 2 on page 38.



1. Use the copy ratio display (%) key to select the account number.

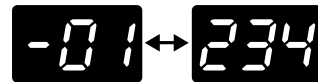
- Use the (%) key to advance through the account numbers.



2. Press and hold down the 0 key.

- The number of copies made against the specified account number will be displayed. The two higher digits and the three lower digits will appear alternately while the 0 key is pressed.

Example: 1,234 copies



- The upper limit for the number of copies is 49,999. If the number of copies made reaches 50,000, the number will be reset to 0 and counting will start again from 0.

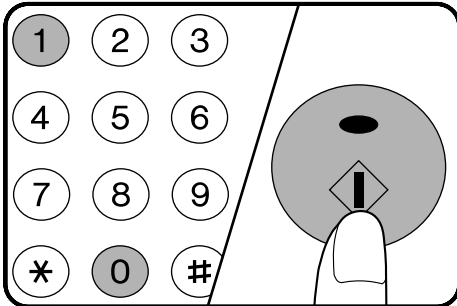
3. Repeat steps 1 and 2 for other account numbers.

4. To continue with other user programs, press the (C) key and select another program number. To exit the user program mode, press the light (Q) key.

Program No. 15: Resetting account

Program No. 15 is used to reset all accounts or to reset any desired individual account. When program No. 15 is entered, “0” will blink on the right side of the copy quantity display.

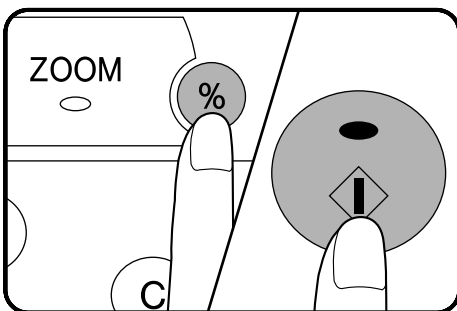
- If no account number has been registered, “15E” will appear in the copy quantity display. Press the (C) key. The copier will return to step 2 on page 38.



1. To reset an individual account, press the 0 key. To reset all accounts, press key 1.

2. Press the START (◇) key.

- If you have pressed the 0 key in step 1, an account number will appear in the copy quantity display. Proceed to step 3.
- If you have pressed key 1, the number of copies against all account numbers will be reset. Proceed to step 5.



3. Use the copy ratio display (%) key to select the account number to be reset.

- Use the (%) key to advance through the account numbers.

4. Press the START (◇) key.

- The number of copies against the specified account number will be reset.

5. To continue with other user programs, enter another program number. To exit the user program mode, press the light (①) key.

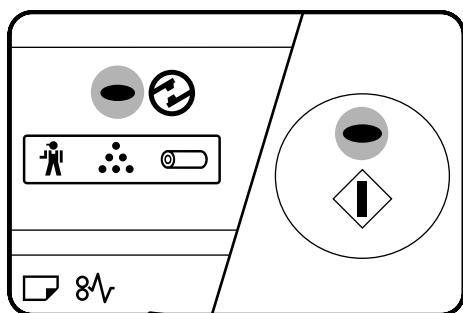
POWER SAVE MODES

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

- User programs

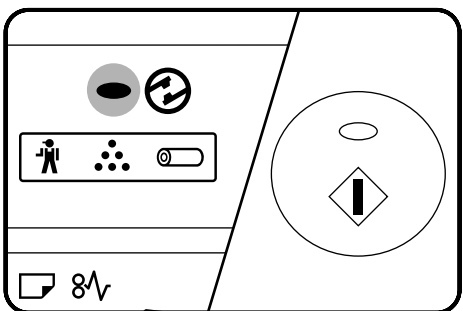
The preheat activation time and the auto power shut-off time have been preset at the factory to 30 sec.* for preheat mode and 30 min. for auto power shut-off mode. These times can be changed using user programs. It is suggested that you set appropriate times according to the actual usage of the copier.

* In non European countries, the factory default setting is 90 sec.



Preheat mode

When the copier enters the preheat mode, the POWER SAVE (⚡) indicator will light up and other indicators will remain on or off as before. In this condition, the fuser in the copier is maintained at a lower heat level, thereby saving power. The preheat level is, however, high enough to allow the copier to come to a ready condition or begin copying within 10 seconds after any key input or copier operation such as paper tray operation is performed.



Auto power shut-off mode

When the copier enters the auto power shut-off mode, the POWER SAVE (⚡) indicator will light up and all other indicators will go out. The auto power shut-off mode saves more power but requires a longer time to warm up before copying can begin.

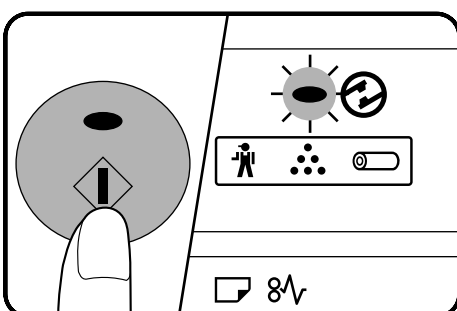
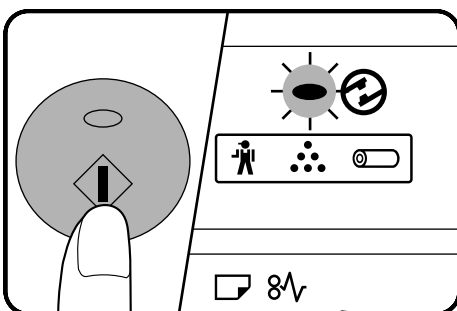
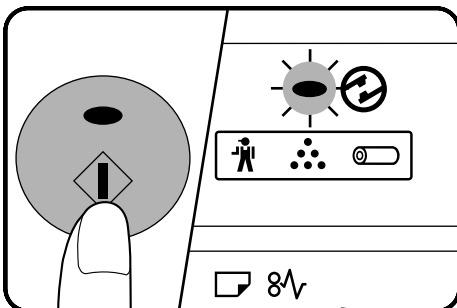


As an ENERGY STAR® Partner, SHARP has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

Setting the power save modes

The time that elapses before the copier enters a power save mode after any operation is made can be set manually. This time is set with user program No. 2 for the preheat mode and user program No. 3 for the auto power shut-off mode. For these settings, see page 38.

- The copier will enter the preheat mode first and then the auto power shut-off mode after a preset time has elapsed when no copier operation has been made.
- If conflicting settings are made with user programs No. 3 and No. 5, the last program set will have priority.



Copying from the preheat mode

Make desired copier selections and press the START (⊕) key using the normal copying procedure.

- When any key input is made or any other copier operation is made, the POWER SAVE (⊕) indicator will start to blink.
- When the START key is pressed, the START key (⊕) indicator will go out and copying will start within 10 seconds. The POWER SAVE (⊕) indicator will go out when copying starts.

Copying from the auto power shut-off mode

1 Press the START (⊕) key.

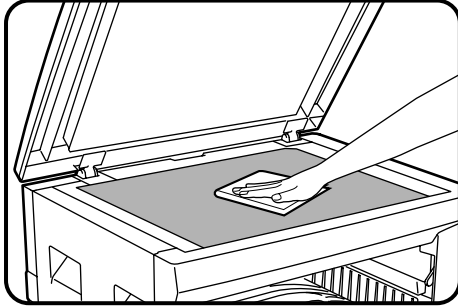
- The copier will exit the auto power shut-off mode and the POWER SAVE (⊕) indicator will start to blink.

2 Make desired copier selections and press the START (⊕) key using the normal copying procedure.

- It will take approximately 35 seconds for the copier to start copying. However, you can make desired settings and press the START (⊕) key during warm-up. Copying will start after warm-up is finished.

USER MAINTENANCE

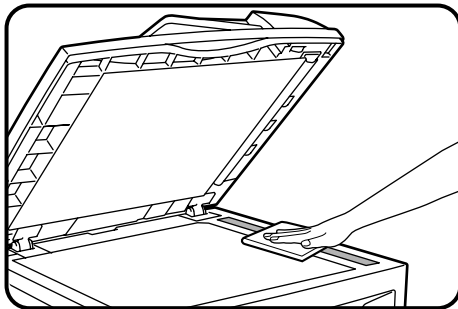
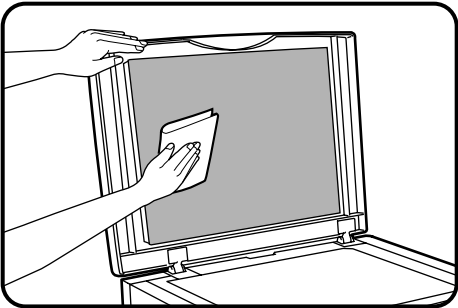
Proper care is essential for clean, sharp copies. Please take a few minutes to regularly clean your copier.



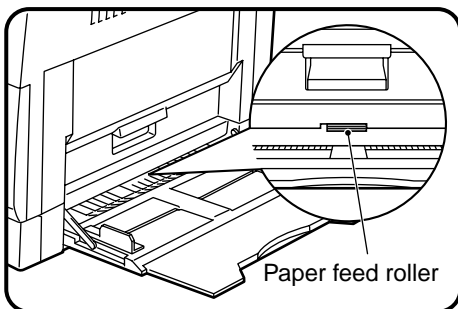
Original table and platen cover

Stains or dirt on the original table or platen cover will also be copied. Wipe the original table and platen cover with a soft, clean cloth.

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



- If an optional automatic document feeder is installed, wipe the scanning window on the original table.



Bypass tray paper feed roller







If misfeeds occur frequently when feeding postcards, envelopes, thick paper, etc. through the bypass tray, wipe the blue paper feed roller at the feed slot of the bypass tray with a soft, clean cloth dampened with alcohol or water.


Transfer charger

If copies start becoming streaky or blotchy, the transfer charger may be dirty. Clean the charger. The cleaning method is described on page 71, TRANSFER CHARGER CLEANING.

COPIER TROUBLE?

| Problem | Solution | |
|-----------------------------------|---|--|
| Copier does not operate. | <ul style="list-style-type: none"> ● Copier plugged in? | Plug the copier into a grounded outlet. See page 8. |
| | <ul style="list-style-type: none"> ● Power switch ON? | Turn the power switch ON. See page 14. |
| Copies are too dark or too light. | <ul style="list-style-type: none"> ● Copy density properly adjusted? | See pages 14 and 26. |
| Blank copies | <ul style="list-style-type: none"> ● Is the original placed face down? | Place the original face down on the original table. |
| Copies smear if rubbed. | <ul style="list-style-type: none"> ● Paper too heavy? | Use copy paper within the specified range. See page 50. |
| | <ul style="list-style-type: none"> ● Paper damp? | Replace with dry copy paper. Be sure to store copy paper in a dry location. See page 51. |
| Striped copies | <ul style="list-style-type: none"> ● Is transfer charger clean? | Clean the transfer charger. See page 71. |
| Paper misfeeds frequently. | <ul style="list-style-type: none"> ● Non-standard paper used? | Use standard paper. If using special paper, feed the paper through the bypass tray. See pages 18 and 50. |
| | <ul style="list-style-type: none"> ● Paper properly installed? | Make sure the paper is properly installed. See pages 10 and 18. |
| | <ul style="list-style-type: none"> ● Pieces of paper inside copier? | Remove all pieces of misfed paper. See page 32. |
| | <ul style="list-style-type: none"> ● Paper curled or damp? | Store copy paper flat in the wrapper in a dry location. See page 51. |

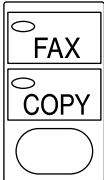
| Problem | Solution | |
|--|---|--|
| Copies are smudged or dirty. | <ul style="list-style-type: none"> ● Original table or platen cover dirty? | Clean regularly. See page 46. |
| | <ul style="list-style-type: none"> ● Original smudged or blotchy? | Use a clean original. |
| | <ul style="list-style-type: none"> ● Is the  indicator on? | Maintenance is required. Contact your Lanier service centre as soon as possible. |
| Paper size for a paper tray cannot be set. | <ul style="list-style-type: none"> ● Is the COPY indicator off? | Use the COPY/FAX key to select the COPY mode. See Note below. |
| | <ul style="list-style-type: none"> ● Is copying, printing or facsimile printing being performed? | Set the paper size after copying, printing or facsimile printing is complete. |
| Power is on but copying is not possible. | <ul style="list-style-type: none"> ● Is the POWER SAVE  indicator blinking? | Wait until warm-up is complete. Warm-up time is approximately 35 seconds. |
| | <ul style="list-style-type: none"> ● Is only the POWER SAVE  indicator on? | The copier is in the auto power shut-off mode. Press the START  key. See page 44, POWER SAVE MODES. |
| | <ul style="list-style-type: none"> ● Is the COPY indicator off? | Use the COPY/FAX key to select the COPY mode. See Note below. |
| | <ul style="list-style-type: none"> ● Is  steadily lit in the copy quantity display? | The copier is in the auditing mode. Enter your account number using the numeric keys. See page 13. |
| | <ul style="list-style-type: none"> ● Is the  indicator on? | Copy paper is needed. See page 10, LOADING COPY PAPER. |








Note

COPY/FAX key

The COPY/FAX key is used to switch between the FAX and COPY modes.



| Problem | Solution | |
|--|--|---|
| Power is on but copying is not possible. | <ul style="list-style-type: none"> Is EH blinking in the copy quantity display? | The TD cartridge is not installed. Install the TD cartridge. |
| | <ul style="list-style-type: none"> Is EH steadily lit in the copy quantity display? | Side cover(s) is open. Close the front and side covers securely. |
| | <ul style="list-style-type: none"> Is the  indicator blinking? | The TD cartridge must be replaced. See page 28, TD CARTRIDGE REPLACEMENT. |
| | <ul style="list-style-type: none"> Is the  indicator blinking? | A misfeed has occurred. See page 32, MISFEED REMOVAL. |
| | <ul style="list-style-type: none"> Is the START key () indicator blinking? | Toner replenishment takes up to 2 minutes. Wait until the START key () indicator stops blinking. |
| Lighting fixture flickers. | <ul style="list-style-type: none"> Is the same power outlet used for the lighting fixture and the copier? | Connect the copier to a power outlet which is not used for other electric appliances. |

 **Caution** Be sure to use only genuine Lanier parts and supplies.

Please contact your Lanier service centre immediately if a problem persists after checking the above.

Self-diagnostic function

An automatic self-diagnostic function is built into the copier. Should the copier malfunction, the self-diagnostic function will locate the problem and stop the copier to prevent damage. An alphanumeric code will appear in the copy quantity display.



Example

Should the copier completely stop and a letter and a number appear alternately, contact your Lanier service centre immediately.

GENERAL INFORMATION
Copier trouble?

SUPPLIES

Types and sizes of copy paper

| | Size | Weight | Capacity (80 g/m ² (21 lb.) paper) | Special paper |
|-------------|--|---|---|--|
| Paper tray | A5* to A3 (5-1/2" x 8-1/2"* to 11" x 17") | 56 to 80 g/m ² (15 lbs. to 21 lbs.) | 250 sheets | |
| Bypass tray | Ordinary paper: A6 to A3 (5-1/2" x 8-1/2" to 11" x 17") Envelopes: International DL (110 x 220 mm) International C5 (162 x 229 mm) Commercial 10 (4-1/8" x 9-1/2") | 56 to 128 g/m ² (15 lbs. to 34 lbs.)* (Ordinary paper) | 100 sheets | Transparency film, labels, envelopes*** |

* A5 (5-1/2" x 8-1/2") copy paper can be used in the uppermost paper tray but cannot be used in other trays (in optional paper feed units).

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

*** Do not use envelopes that have metal clasps, plastic snappers, string closures, windows, linings, self-adhesive patches or synthetic materials. These will cause physical damage to the copier.

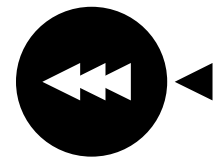
- For best results, use only paper recommended by Lanier.
- Special papers except envelopes must be fed one sheet at a time through the bypass tray. Up to 10 envelopes can be set at one time.

Genuine supplies statement

Standard supplies for this copier that are to be replaced by the user are copy paper, TD cartridge, and drum cartridge.

For best copying results, be sure to use only Lanier products.

Only genuine Lanier consumables carry the Genuine Supplies label.



GENUINE SUPPLIES

Proper storage

- 1. Store the supplies in a location that is:**
 - clean and dry,
 - at a stable temperature,
 - not exposed to direct sunlight.
- 2. Store copy paper in the wrapper and lying flat.**
 - Paper stored out of the wrapper or in packages standing on end may curl or get damp, resulting in paper misfeeds.

SPECIFICATIONS

| | |
|---------------------------------------|---|
| Type | Digital copying machine, desktop |
| Copy system | Dry, electrostatic transfer |
| Originals | Sheets, bound documents |
| Original sizes | Max. A3 (11" x 17") |
| Copy sizes | Max. A3 (11" x 17") Min. A6 (5-1/2" x 8-1/2") Image loss: Max. 4 mm (5/32") (leading and trailing edges) Max. 4 mm (5/32") (along other edges in total) |
| Copying speed (at 100% copy ratio) | 16 copies/min. (A4 (8-1/2" x 11")) 12 copies/min. (A4R (8-1/2" x 11"R)) 10 copies/min. (B4 (8-1/2" x 14")) 9 copies/min. (A3 (11" x 17")) |
| Continuous copy | Max. 99 copies; subtractive counter |
| First-copy time | 7.2 sec. (except in a power save mode) |
| Warm-up time | Approx. 35 sec. |
| Copy ratio | Variable: 50% to 200%, in 1% increments (total 151 steps) Fixed preset: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200% (50%, 64%, 77%, 95 %, 100%, 121%, 129%, 141%, 200%) |
| Exposure system | Moving optical source, slit exposure (stationary platen) with automatic exposure function |
| Copy paper feed | One paper tray with automatic feed (250 sheets), one bypass tray with automatic feed (100 sheets) |
| Fusing system | Heat rollers |
| Developer system | Magnetic brush development |
| Light source | Xenon lamp |
| Resolution | Scan: 400 dpi Output: 600 dpi |
| Gradation | Scan: 256 levels Output: 2 levels |
| Power supply | Local voltage $\pm 10\%$ (For this copier's power supply requirements, see the name plate located on the back of the unit.) |
| Power consumption | Max. 1.3 kW |

| | |
|---|---|
| Overall dimensions (with bypass tray folded) | 590 mm (W) x 531 mm (D) x 523 mm (H) (23-15/64" (W) x 20-29/32" (D)) |
| Weight | Approx. 32 kg (70.6 lbs.) TD and drum cartridges included |
| Copier dimensions | 590 mm (W) x 531 mm (D) x 470 mm (H) (23-15/64" (W) x 20-29/32" (D) x 18-33/64" (H)) |
| Operating conditions | Temperature: 15°C to 30°C (59°F to 86°F) Humidity: 20% to 85% |
| Optional equipment | Automatic document feeder (ADF) Electronic sorting kit 250-sheet paper feed unit 2x250-sheet paper feed unit Facsimile expansion kit Printer expansion kit PS2 expansion kit LCD panel kit Job separator tray kit |

- First-copy time may differ depending on operating conditions, such as power-supply voltage and room temperature.
- Some options may not be available in some countries.



Note

As a part of our policy of continuous improvement, Lanier reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

OPTIONAL EQUIPMENT

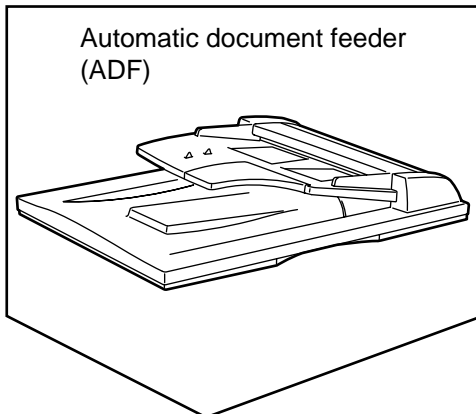
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| ● 250-SHEET PAPER FEED UNIT (SS516-1)/ 2x250-SHEET PAPER FEED UNIT (SS516-2) | 68 |

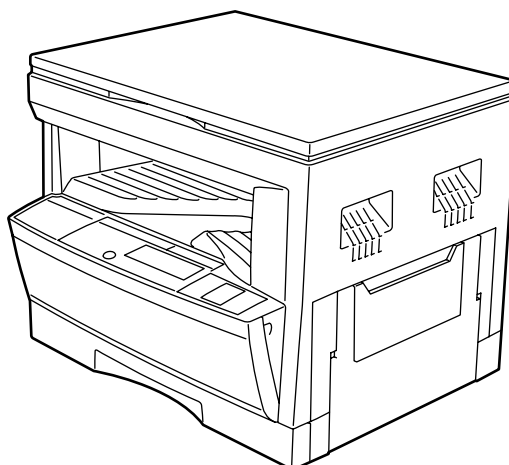
SYSTEM CONFIGURATION

A number of options are available for the copier which allow you to configure a copier system to meet your particular needs. The options include the following.

Automatic document feeder
(ADF)



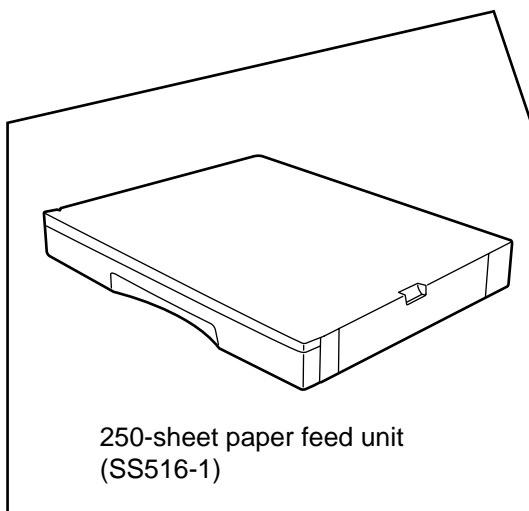
Electronic sorting kit
Facsimile expansion kit *
Printer expansion kit *
PS2 expansion kit *
LCD panel kit *



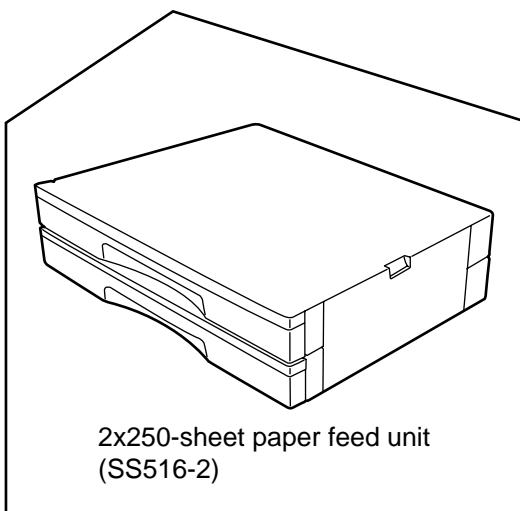
* These options are not used for the copier operation. For description of these options, see their separate manuals.

● Some options may not be available in some countries.

250-sheet paper feed unit
(SS516-1)



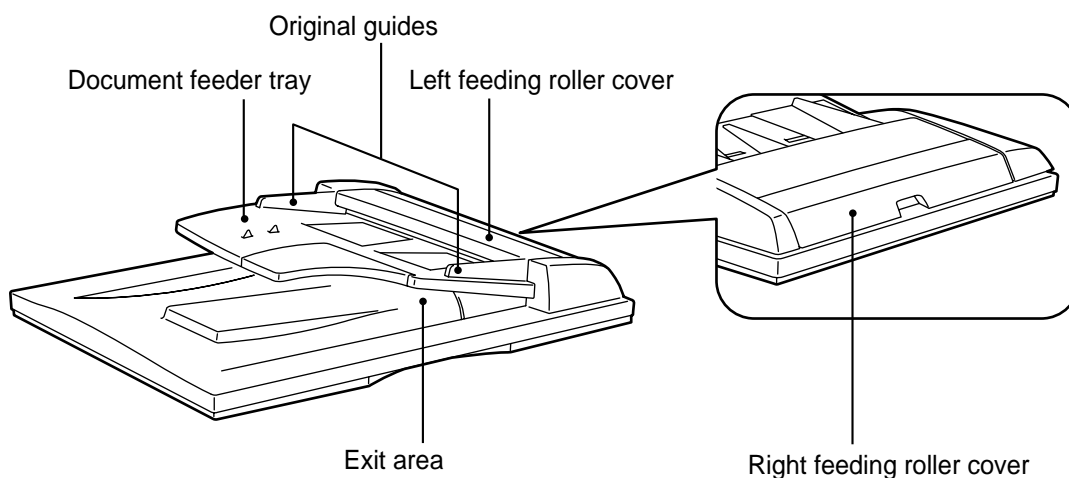
2x250-sheet paper feed unit
(SS516-2)



AUTOMATIC DOCUMENT FEEDER

The automatic document feeder (ADF) holds up to 30 originals for automatic feeding.

PART NAMES



Automatic document feeder (ADF)

OPTIONAL EQUIPMENT

Specifications

| | |
|---------------------------|---|
| Acceptable originals | Weight: 56 to 90 g/m ² (15 to 24 lbs.) Size: A5 to A3 (5-1/2" x 8-1/2" to 11" x 17") Capacity: Up to 30 sheets provided the total aggregate thickness does not exceed 4 mm (5/32") |
| Detectable original sizes | A5, A4, A4R, B4, A3 (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 13", 8-1/2" x 14", 11" x 17") |
| Power supply | Drawn from the copier |
| Weight | Approx. 5.3 kg (11.7 lbs.) |
| Dimensions | 583 mm (W) x 435 mm (D) x 131 mm (H) (22-61/64" (W) x 17-1/8" (D) x 5-5/32" (H)) |



Note

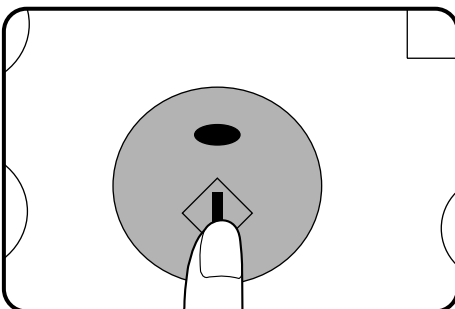
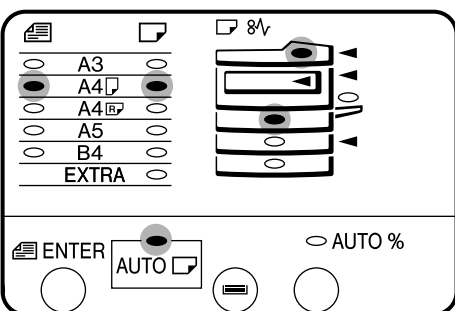
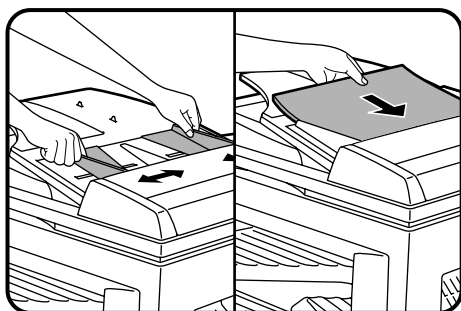
As a part of our policy of continuous improvement, Lanier reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Using the ADF

- Be sure to remove any staples or paper clips from the originals.
- Damaged or crumpled originals may misfeed in the ADF. It is recommended that these originals be copied from the original table.
- For best feeding of originals which have binding holes punched into them, insert them so that the holes are positioned to the right or along the side guides.
- Special originals such as transparency film and tracing paper should not be fed through the ADF but should be copied from the original table.
- Image loss (max. 4 mm (5/32")) can occur at the leading and trailing edges of the copies. Also image loss (max. 4 mm (5/32")) in total) can occur along the other edges of the copies.

Stream feeding mode

If the stream feeding mode has been enabled using user program No. 4, the ADF indicator will continue to blink for approximately 5 seconds after feeding of all originals is completed. While this indicator is blinking, any new originals placed in the ADF will be fed and copied automatically. See page 37, USER PROGRAMS.



- 1 Ensure that no original is left on the original table.**
- 2 Adjust the original guides to the size of the originals.**
- 3 Set the originals face up in the document feeder tray.**
 - The ADF indicator will light up. If this indicator does not light up, the originals are not properly set or the ADF is not properly closed.
- 4 Ensure that the copy paper size in the paper tray is the same size as the originals.**
 - If an optional paper feed unit is installed, a paper tray with the corresponding paper size will be automatically selected.
- 5 Press the START (⏻) key.**
 - Since only one copy per original can be made, the number of copies cannot be changed. However, if an optional electronic sorting kit is installed, a multiple number of copies can be set using the numeric keys

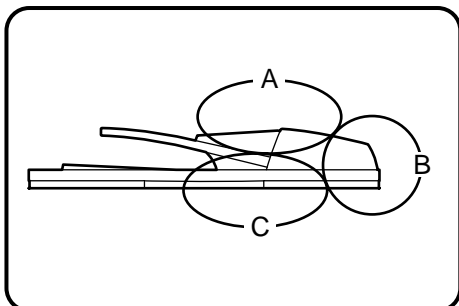


Note

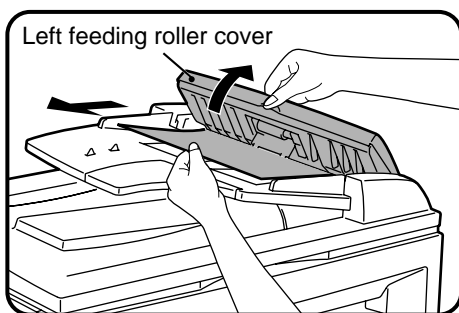
- While making copies from the ADF, do not place originals of the next copying job. Place them after all copies of the current job have been output.

- Press the CLEAR (Ⓢ) key to stop copying in the middle of a run.

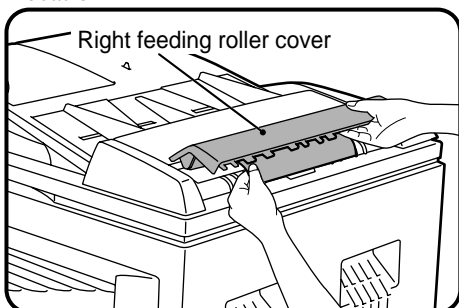
Misfeed removal



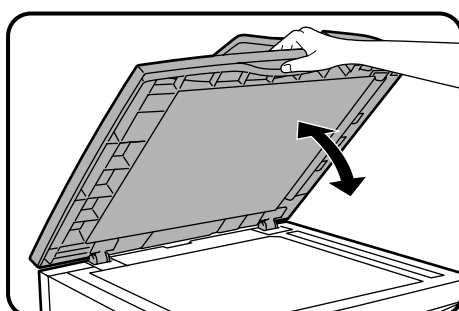
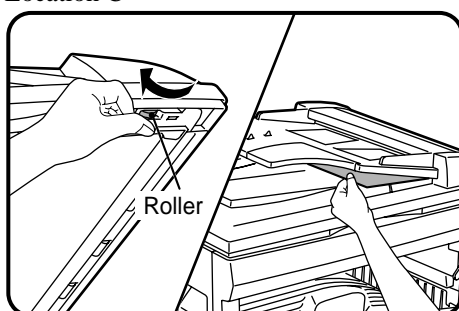
Location A



Location B



Location C



If an original misfeed occurs in the ADF, the copier will stop and the red indicator which indicates an original misfeed will blink.

- 1 Open the left feeding roller cover and pull the original gently to the left and out from the document feeder tray. Close the left feeding roller cover.

- 2 If the misfed original cannot be removed in step 1, open the right feeding roller cover and remove the misfed original. Close the right feeding roller cover.

- 3 If the misfed original cannot be removed in steps 1 and 2, remove the misfed original from the exit area. Open the document feeder cover and rotate the roller in the direction indicated by the arrow if needed. If the misfed original cannot be easily removed from the exit area, open the front part of the document feeder tray to remove the original.

- 4 Open and close the document feeder cover to cancel the misfeed location indicator.



Note

After misfed originals are removed, a number may appear in the copy quantity display, indicating the number of originals that must be returned to the document feeder tray. Return the originals and press the START (⏻) key to resume copying.

ELECTRONIC SORTING KIT

If an electronic sorting kit is installed, the copier can perform several additional useful functions. These functions are 2 in 1 and 4 in 1, erase, margin shift, and sort/group functions. Also, rotation copying can be performed and a multiple number of originals can be scanned and stored into the memory. The memory can be expanded by adding commercially available memories recommended by Lanier. For details, contact your dealer.



To use the 2 in 1 or 4 in 1 and sort/group functions, an optional automatic document feeder (ADF) is needed. When installing an electronic sorting kit, it is recommended to install a automatic document feeder.

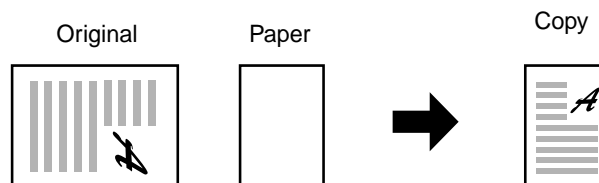
Rotation copying

If user program No. 7 is set, the image of the original will rotate when the orientation of the original does not match that of the copy paper. Rotation copying will function only if the auto paper select mode or auto copy ratio mode has been selected. Even if user program No. 7 is not set, rotation copying will function when the 2 in 1 or 4 in 1 function is selected.

See page 38. However, if enlargement copying onto a paper size larger than A4 (8-1/2" x 11") is performed, the image cannot be rotated.

When this occurs, the detected size and orientation of the original will be indicated by a steadily lighted indicator and a flashing indicator will show the required orientation of the original. The original must be rotated 90° to match the flashing indicator to prevent image loss on the copies.

Example: Copying from an A3 (11" x 17") original onto A4 (8-1/2" x 11") paper






Sort/group

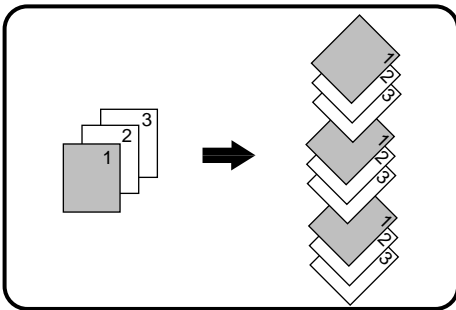
If an optional electronic sorting kit is installed, the copier will have two sorter modes for different copying jobs: one sorts copies into sets matching the sequence of the originals and the second groups copies by originals.

The sort/group feature cannot be used with the dual page copy feature.

To change the SORT/GROUP mode, press the SORT/GROUP () key to select the desired mode.

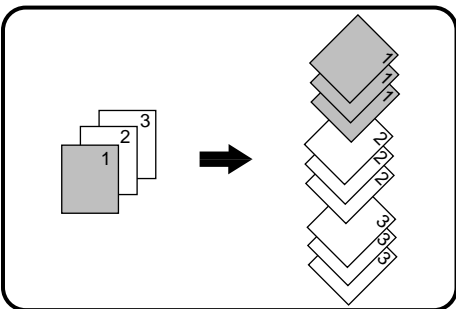
- The capacity of the paper output tray is 250 sheets (150 sheets if an optional job separator tray kit is installed). When the number of copies output reaches this limit in a sort or a group copy run, copying will stop, the output tray full () indicator will light and the START key () indicator will blink.

Remove the copies from the paper output tray and press the START () key to resume copying.



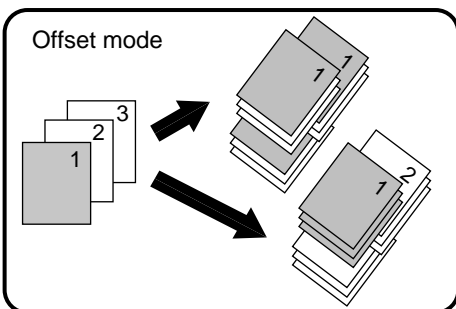
Sort mode

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



Group mode

All copies of the same originals will be grouped in the paper output tray.

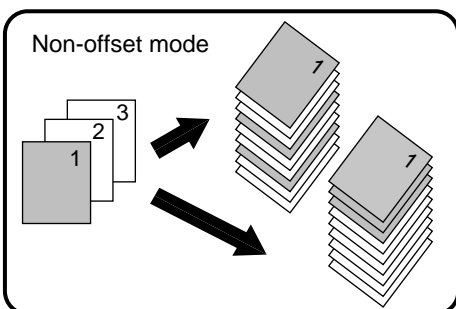


Offset stack

If the offset stack mode is enabled using user program No. 19, each copy will be offset by approximately 25 mm (1 inch). When copying in the sort mode, each collated set of copies will be stacked offset from the previous set. When copying in the group mode, copies will be offset and stacked in groups of multiple copies from the same original.

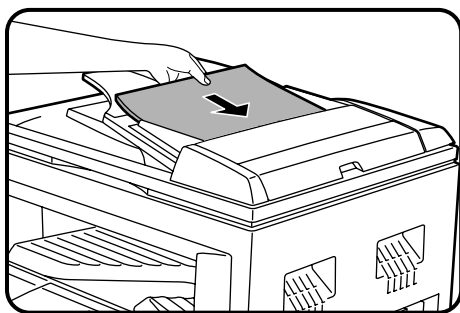
If the offset stack mode is disabled, copies will not be offset.

The offset stack mode is enabled in the factory default setting.

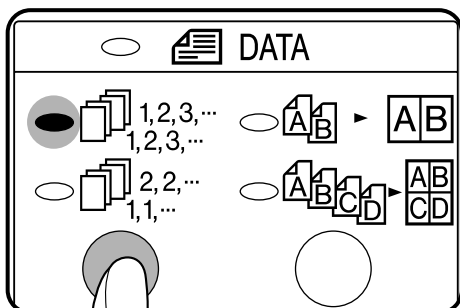


Copying in the sort mode

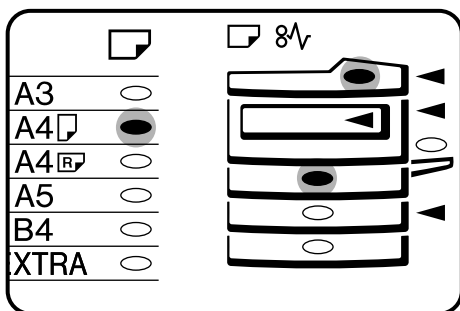
When copying in the sort mode, the original image will be stored in the copier memory each time an original is scanned and copying will start after all originals have been scanned. To copy in the sort mode, an optional automatic document feeder (ADF) is needed.



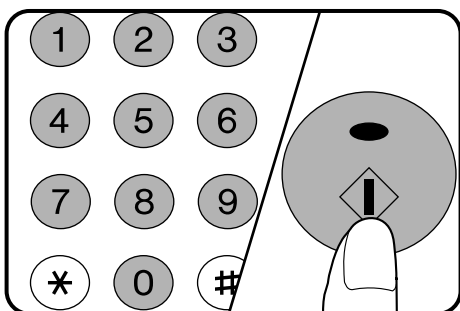
- 1 Set the originals face up in the document feeder tray.
 - The original table cannot be used for sort copying.



- 2 Press the SORT/GROUP (/) key to select the SORT () mode.



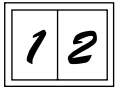
- 3 Ensure that the copy paper size in the paper tray is the same size as the originals.
 - If an optional paper feed unit is installed, a paper tray with the corresponding paper size will be automatically selected.



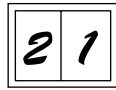
- 4 Set the number of copies and press the START () key.
 - Copying will start after the originals have been scanned. Up to 30 sheets of A4 (8-1/2" x 11") originals can be scanned. (If originals are fed continuously using the stream feeding mode, up to approximately 60 sheets of A4 (8-1/2" x 11") originals can be scanned. However, when copying originals which require more memory such as photographs, the number of originals which can be scanned will be less.) When the memory becomes full of scanned original image data, the ORIGINAL DATA () indicator will blink. When the ORIGINAL DATA () indicator blinks, the copier will stop scanning. To start copying of scanned originals, press the START () key. To cancel copying, press the CLEAR () or CLEAR ALL () key.

2 in 1 or 4 in 1

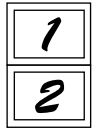
2 in 1 copying



Pattern ①



Pattern ②

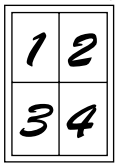


Pattern ①

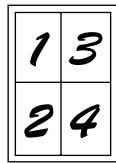


Pattern ②

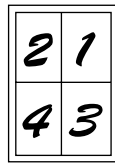
4 in 1 copying



Pattern ①



Pattern ②



Pattern ③

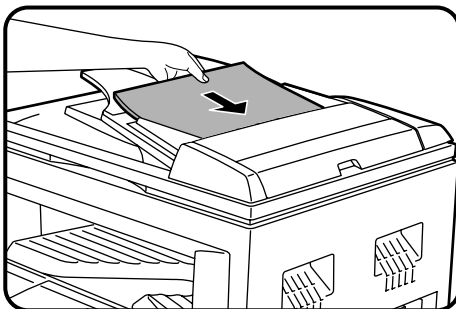


Pattern ④

The 2 in 1 or 4 in 1 feature is used to copy 2 or 4 originals, collectively in a specified order, onto one sheet.

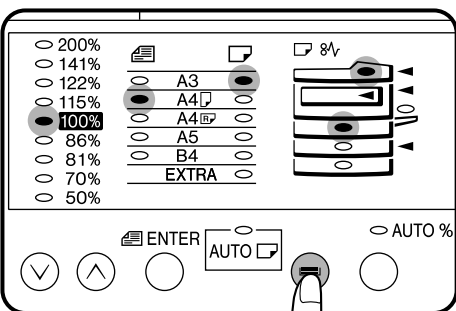
To use these features, an optional automatic document feeder (ADF) is needed.

- These features cannot be used with the dual page copying, XY zoom, erase, or margin shift features.
- Copies can be made with or without the border lines shown in the illustration. See USER PROGRAMS on page 37.
- The order of originals which will be arranged on the copies can be selected by user programs. There are two patterns of layout for 2 in 1 copying and four patterns of layout for 4 in 1 copying. See page 37.
- The 2 in 1 or 4 in 1 feature operates only in the sort or group mode. If the 2 in 1 or 4 in 1 feature is selected when either the sort or group mode has not been selected, the group mode will be automatically selected.



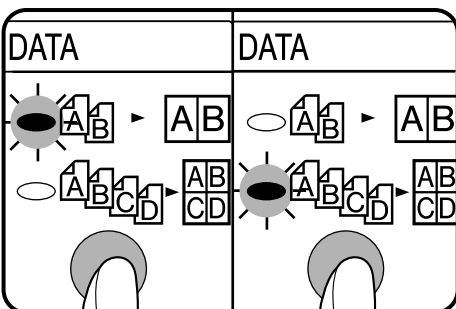
1 Set the originals face up in the document feeder tray.

- The original table cannot be used for the 2 in 1 or 4 in 1 feature.



2 Use the TRAY SELECT (☰) key to select the paper tray with the desired paper size.

- The bypass tray and any tray with non-standard size paper cannot be used with the 2 in 1 or 4 in 1 feature.

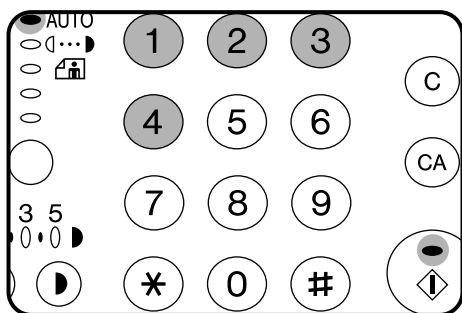


3 To confirm or set the layout pattern for 2 in 1 copying, first ensure that both the 2 IN 1 (A_B - A_B) and 4 IN 1 (A_BC_D - A_BC_D) indicators are not lit then press and hold the 2 IN 1 / 4 IN 1 (A_B - A_B/A_BC_D - A_BC_D) key for more than 5 seconds.

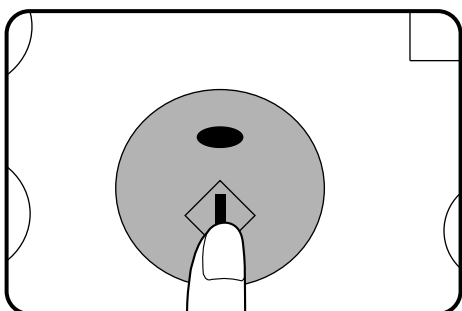
- The 2 IN 1 (A_B - A_B) indicator will blink and the currently selected layout pattern number will blink in the copy quantity display.

To confirm or set the layout pattern for 4 in 1 copying, use the 2 IN 1 / 4 IN 1 (A_B - A_B/A_BC_D - A_BC_D) key to light the 2 IN 1 (A_B - A_B) indicator then press and hold the 2 IN 1 / 4 IN 1 (A_B - A_B/A_BC_D - A_BC_D) key for more than 5 seconds.

- The 4 IN 1 (A_BC_D - A_BC_D) indicator will blink and the currently selected layout pattern number will blink in the copy quantity display.



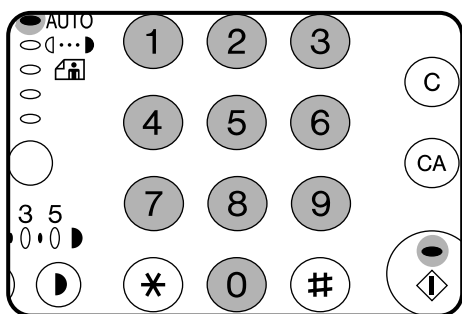
- 4** Enter the desired pattern number using a numeric key.
- The entered number will blink in the copy quantity display. For layout pattern numbers, see the previous page.



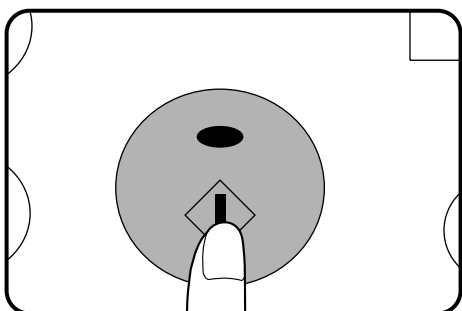
- 5** Press the START (⬆) key.
- The entered number will light up steadily.

- 6** Press the 2 IN 1 / 4 IN 1 (A₁B₁ - A₂B₂ / A₁A₂ B₁B₂) key to complete the selection.

- The copy ratio will be calculated automatically. If the calculated copy ratio is less than 50%, part of original image may not be copied because the smallest copy ratio is 50%.



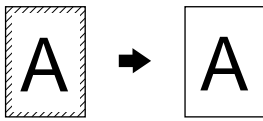
- 7** Set the number of copies.



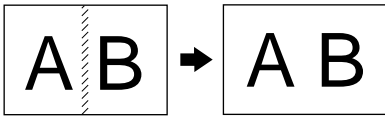
- 8** Press the START (⬆) key.
- Copying will start after the originals have been scanned. Up to 30 sheets of A4 (8-1/2" x 11") originals can be scanned. (If originals are fed continuously using the stream feeding mode, up to approximately 60 sheets of A4 (8-1/2" x 11") originals can be scanned. However, if photographs are copied, the number of originals which can be scanned is less.) When the memory becomes full of scanned original image data, the ORIGINAL DATA (DATA) indicator will blink. When the ORIGINAL DATA (DATA) indicator blinks, the copier will stop scanning. To start copying of scanned originals, press the START (⬆) key. To cancel copying, press the CLEAR (C) or CLEAR ALL (CA) key.

Erase

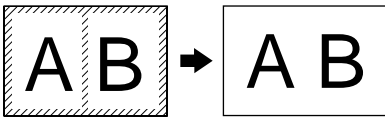
Edge erase



Centre erase

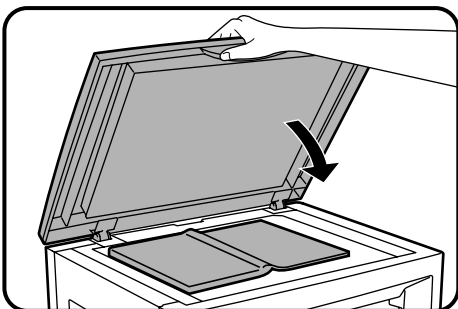


Edge + Centre erase



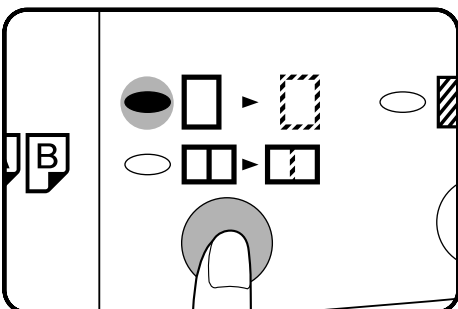
This copier has an edge erase mode and a centre erase mode.

- Edge erase can be used to eliminate shadow lines around the edges of copies caused when thick paper or a book is used as an original.
- Centre erase can be used to eliminate the shadow produced by the bindings of bound documents.
- Edge + centre erase can be used to eliminate shadow lines around the edges of copies and to eliminate the shadow at the centre of copies.
- The erase width can be set from 0 to 20 mm (0" to 1") in five steps using user program No. 16. See page 37.
- This feature cannot be used with the 2 in 1 or 4 in 1 feature.



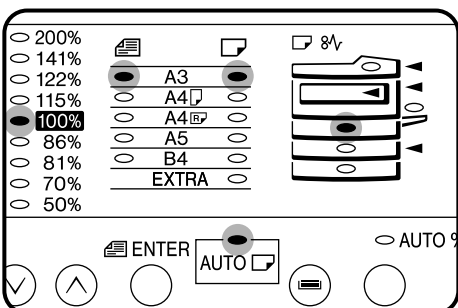
1 Place the original on the original table and close the platen cover.

- If an optional automatic document feeder (ADF) is installed, it can also be used for this feature.



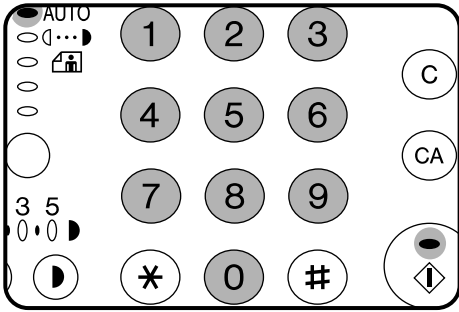
2 Press the ERASE (□-□/□-□) key to select the desired erase mode.

- To select the EDGE + CENTRE ERASE mode, press the ERASE (□-□/□-□) key until both the EDGE (□-□) and CENTRE (□-□) indicators light up.

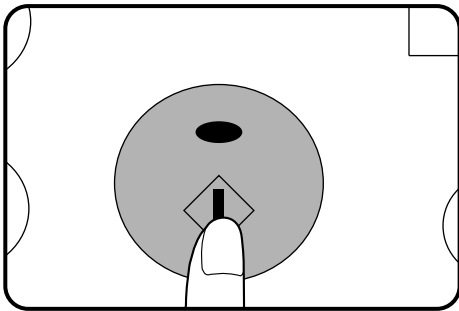


3 Check the copy paper size.

- If non-standard size paper or the bypass tray is used, the paper will be regarded as A3 (11" x 17") size paper and the erase area will not be proper if the paper size is not A3 (11" x 17").
- If an optional paper feed unit is installed, use the TRAY SELECT (≡) key to select the desired paper size.

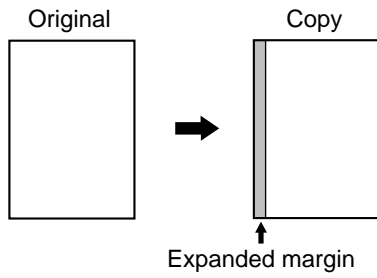


4 Set the number of copies.



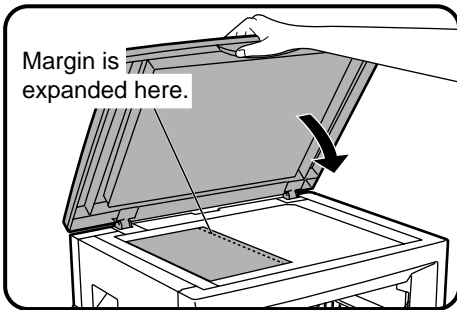
5 Press the START (⬡) key.

Margin shift



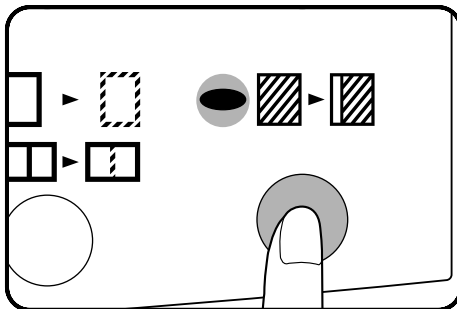
The MARGIN SHIFT feature automatically shifts the text or image to the right to increase the left margin by approximately 9 mm (1/4").

- This feature cannot be used with the 2 in 1 or 4 in 1 feature.

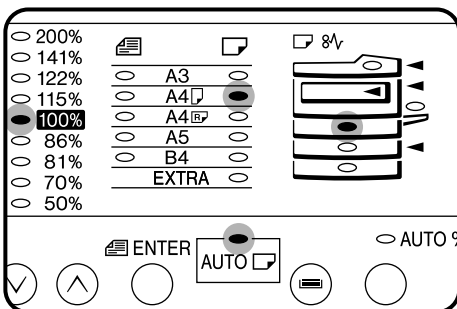


1 Place the original on the original table and close the platen cover.

- If an optional automatic document feeder (ADF) is installed, it can also be used for this feature. Set the originals so that the margin side is positioned at the left side.

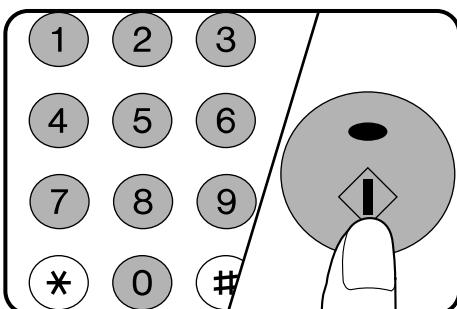


2 Press the MARGIN SHIFT (▨-▨) key.



3 Check the copy paper size.

- If an optional paper feed unit is installed, use the TRAY SELECT (≡) key to select the desired paper size.



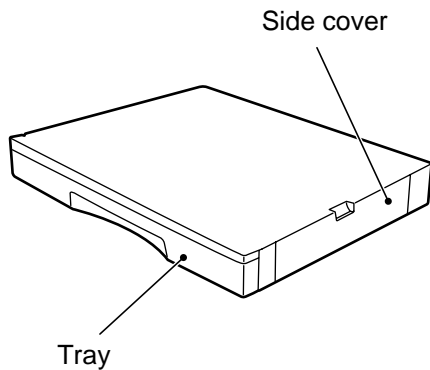
4 Set the number of copies and press the START (⬢) key.

250-SHEET PAPER FEED UNIT (SS516-1) 2x250-SHEET PAPER FEED UNIT (SS516-2)

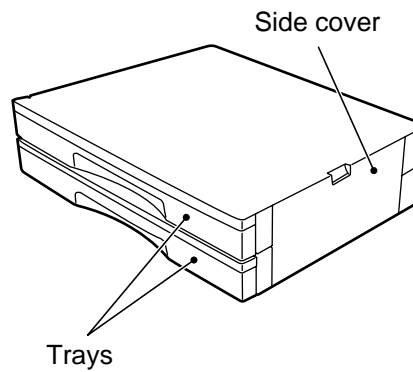
These paper feed units provide the convenience of increased paper capacity for the copier and a greater choice of paper sizes readily available for copying.

PART NAMES

SS516-1



SS516-2



250-sheet paper feed unit (SS516-1)
2x250-sheet paper feed unit (SS516-2)

OPTIONAL EQUIPMENT

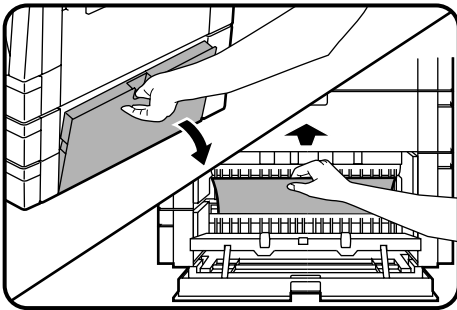
Loading copy paper

The method of loading copy paper for the paper trays of these paper feed units is the same as for the paper tray in the copier. See page 10.

The method of changing the copy paper size is also the same for the paper tray in the copier. See page 11.

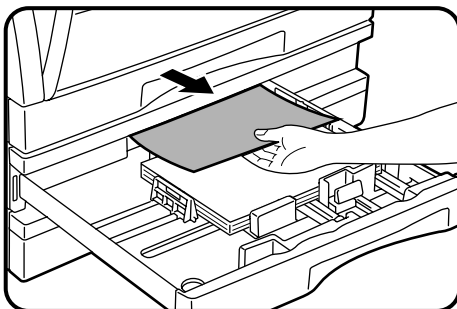
Misfeed removal

The copier will stop when a misfeed occurs. The misfeed (⌘) indicator and the red indicator which indicates the paper feed unit will blink.

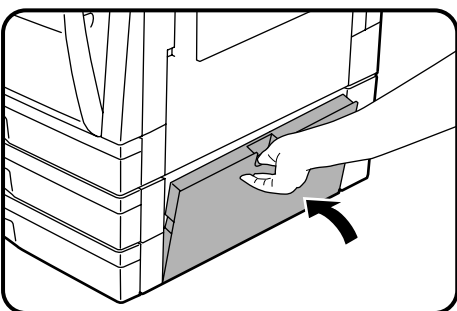


1 Open the side cover of the paper feed unit and remove the misfed paper.

- Be sure to perform this step before pulling out the paper trays. If not, the paper may be torn as the trays are opened.



2 Gently lift and pull out the paper tray which was in use. Remove any misfed paper.



3 Close the paper tray and the side cover.

- Confirm that the misfeed (⌘) indicator has gone out.

Specifications

SS516-1

| | |
|-----------------|---|
| Copy paper size | A4 to A3 (8-1/2" x 11" to 11" x 17") |
| Paper weight | 56 to 80 g/m ² (15 lbs. to 21 lbs.) |
| Paper capacity | One paper tray with capacity for 250 sheets of paper |
| Weight | Approx. 4.7 kg (10.4 lbs.) |
| Dimensions | 590 mm (W) x 471 mm (D) x 88 mm (H) (23-15/64" (W) x 18-35/64" (D) x 3-15/32" (H)) |
| Power supply | Drawn from the copier |

SS516-2

| | |
|-----------------|--|
| Copy paper size | A4 to A3 (8-1/2" x 11" to 11" x 17") |
| Paper weight | 56 to 80 g/m ² (15 lbs. to 21 lbs.) |
| Paper capacity | Two paper trays with capacity for 250 sheets of paper each |
| Weight | Approx. 9.1 kg (20.1 lbs.) |
| Dimensions | 590 mm (W) x 471 mm (D) x 173.5 mm (H) (23-15/64" (W) x 18-35/64" (D) x 6-27/32" (H)) |
| Power supply | Drawn from the copier |



Note

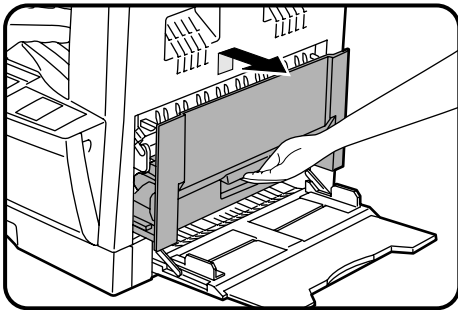
As a part of our policy of continuous improvement, Lanier reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

250-sheet paper feed unit (SS516-1)
2x250-sheet paper feed unit (SS516-2)

OPTIONAL EQUIPMENT

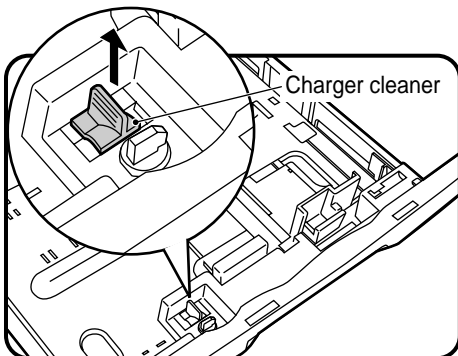
TRANSFER CHARGER CLEANING

If copies start becoming streaky or blotchy, the transfer charger may be dirty. Clean the charger using the following procedure.

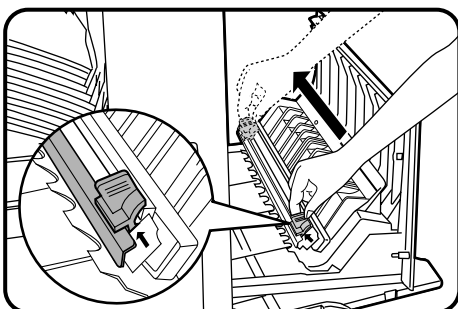


1 Turn the power switch off.

2 Open the bypass tray. Lift slightly on the side cover and slide the cover out until it stops.



3 Gently lift and pull out the paper tray and take the charger cleaner out by holding the tab.



4 Set the charger cleaner onto the transfer charger and gently slide the cleaner in the direction indicated by the arrow two or three times.



Caution

Slide the charger cleaner from one end to the other end along the groove of the transfer charger. If the cleaner is stopped on the way, smudges on copies may occur.

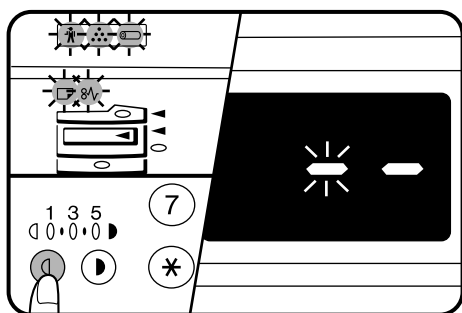
- If the white sheet metal is smudged with toner, wipe it with a soft, clean cloth.

5 Return the charger cleaner to its original position. Close the paper tray. Close the side cover by pressing the handle on the cover.

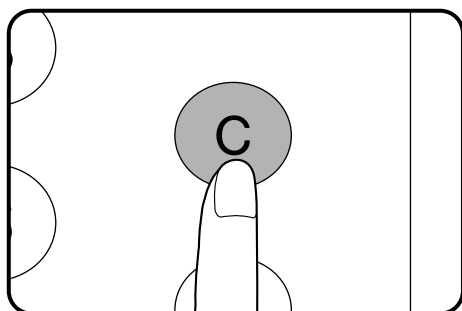
6 Turn the power switch on.

DRUM CARTRIDGE LIFE

To find out how many more copies can be made before the 30,000 mark is reached, follow the procedure described below.



- 1** Press and hold the light (Ⓛ) key for more than 5 seconds until all the alarm indicators (⚠, ⚡, Ⓛ, ☐, and Ⓜ) blink and “- -” appears in the copy quantity display.

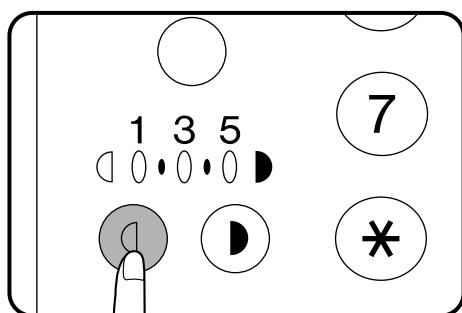


- 2** Press and hold down the CLEAR (Ⓒ) key for more than 5 seconds to find out how many more copies can be made.

- The number will appear in two steps, each with three digits.

Example: 1,234 copies can be made before the next drum cartridge replacement.

001 ⇒ 234



- 3** Press the light (Ⓛ) key. The START key (Ⓢ) indicator will light up.



Note

This procedure is not available in the FAX mode.
See Note on page 48.

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Warning!

This product is a class A product.

If it is operated in households, offices or similar surroundings, it can produce radio interferences at other appliances, so that the user has to take adequate countermeasures.

CLASS 1 LASER PRODUCT

LASER KLASSE 1

LUOKAN 1 LASERLAITE

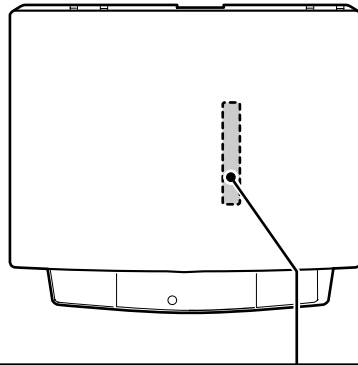
KLASS 1 LASERAPPARAT



VAROITUS!

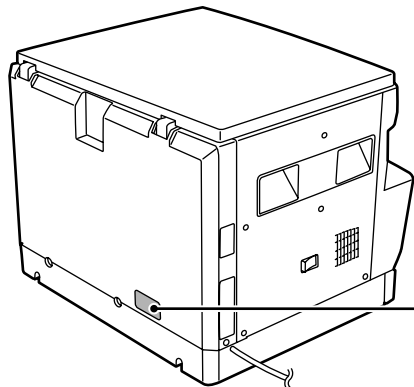
LAITTEEN KÄYTTÄMINEN MUULLA KUIN TÄSSÄ KÄYTTÖOHJEESSA MAINITULLA TAVALLA SAATTAA ALTISTAA KÄYTTÄJÄN TURVALLISUUSLUOKAN 1 YLITTÄVÄLLE NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE.

VARNING

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



| | | | |
|---|---|--|--|
|  |  | CAUTION INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCKS DEFEATED. AVOID EXPOSURE TO BEAM. VORSICHT UNSICHTBARE LASERSTRAHLUNG WENN ABDECKUNG GEÖFFNET UND SICHERHEITSVERRIEGELUNG ÜBERERÜCKT. NICHT DEM STRAHL AUSSETZEN. ADVARSEL USYNLIG LASERSTRÅLNING VED ÅBNING. NÅR SIKKERHEDSAFBRYDERE ER UDE AF FUNKTION. UNDGÅ UDSÆTTELSE FØR STRÅLING. | ADVERSEL USYNLIG LASERSTRÅLNING NÅR DEKSEL ÅPNES OG SIKKERHEDSLÅS BRYTES. UNNGÅ EKSPONERING FØR STRÅLEN. VARNING OSYNLIG LASERSTRÅLNING NÅR DENNA DEL ÄR ÖPPNAD OCH SPÄRRAR ÄR URKOPPLADE. STRÅLEN ÄR FARLIG. BETRÄKTA EJ STRÅLEN. VARO! AVÄTTAESSA JA SUOJALUKUTUS OHITETTAESSA OLET ALLTIINA NÄKYMÄTÖNTÄ LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESSEN. |
|---|---|--|--|



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Declaration of Conformity - "The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC and the Harmonisation Directive 93/68/EEC"

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