



Océ 31x5E

*Copy jobs & daily
maintenance*





Océ-Technologies B.V.

This manual, which can be kept at the inside of the copiers paper compartment door, contains a description of the Océ 31x5E and the copying and printing that can be done with it. The introduction (chapter 1) contains general instructions for using the printer. We recommend that you read at least this chapter.

Overview

To assist you in quickly finding the various parts of the copier and the functions on the operator panel, an illustration of the Océ 31x5E is presented on the inside front cover and an illustration of the operator panel on the inside back cover, both of which can be folded out.

Safety information

This manual contains the following safety information:

- Appendix B lists 'Instructions for safe use'. ***You are advised to read this information before you start to actually use the copier.*** Technical safety information such as safety data sheets can also be found in appendix B.
- Where applicable, cautions and warnings are used throughout this manual to draw your attention to safety precautions to be taken.

Copyright

© 2002 Océ-Technologies B.V. Venlo, The Netherlands

All rights reserved. No part of this work may be reproduced, copied, adapted, or transmitted in any form or by any means without written permission from Océ.

Océ-Technologies B.V. makes no representation or warranties with respect to the contents hereof and specifically disclaims any implied warranties of merchantability or fitness for any particular purpose.

Further, Océ-Technologies B.V. reserves the right to revise this publication and to make changes from time to time in the content hereof without obligation to notify any person of such revision or changes.

Trademarks

All trademarks mentioned in this manual are the exclusive property of the respective parties and are hereby acknowledged by Océ-Technologies B.V.

Licenses

The following products and technologies that are used in the Océ 31x5E are owned by third parties and used by Océ-Technologies B.V. under license from their respective owners:

- FIVE-E Printer Language Emulation
© Copyright 1988-1995 Xionics Document Technologies, Inc.
All rights reserved.



XIONICS

- Novell, NEST Networking Software
© Copyright 1996 Novell, Inc.
All rights reserved
- AppleTalk-compatible networking software
© Copyright 1993-1996 Quotix Corporation (Menlo Park, CA USA).
All rights reserved
- Windows Print Drivers:
© Copyright 1997 Software 2000
- LZW Algorithm licensed under U.S. Patent No. 4,558,302 and foreign counterparts
- The PostScript option is based in part on work of the Independent JPEG Group.
- Adobe and the Adobe logo are trademarks of Adobe Systems Inc.
© 1996 Adobe Inc.
All rights reserved



Adobe® PostScript® 3™

Table of Contents

Trademarks	3
Licenses	3
Table of Contents	5

Chapter 1

Introduction

The Océ 31x5E	10
Overview of the Océ 31x5E	11
Types of users	13
The operating panel	14
Graphical overview of copy jobs	20
Turning the Océ 31x5E on and off	24
Gaining access to the Océ 31x5E	26
Copying using a coin or card	26
Copying using a PIN code	27
Accessing the Océ 31x5E Network Copier	29
Stopping a job	31

Chapter 2

Basic copy jobs

Copying sets of letter-size (8.5 x 11") originals	34
Stapling copies	36
Copying standard original sizes	38
Copying special originals	41

Chapter 3

Extended copy jobs

Introduction	46
Making finished reports	47
Using covers	48
Using separation sheets	50
Copying appendices	52
Specifying blank pages	53
Defining the location and size of the binding edge	54
Copying calendar originals	57

Altering the margin (image shift)	59
Copying onto special material (overhead sheets etc.)	62
Copying onto special material from the paper trays	62
Copying onto special material via the special feeder	64
Copying two originals onto one page side	66
Improving the copy quality	68
Make a booklet copy	69
Other settings when booklet is selected	69
Combine copyjob parts	72
Settings of the jobs	73
The selection of the size	73

Chapter 4

Maintenance

Loading paper	76
Refilling staples	80
Cleaning the glass platen	86

Chapter 5

Problem solving

Introduction	88
Clearing paper jams	89

Appendix A

Overview and tables

Product specifications	92
Originals that can be used	94
Copy materials that can be used	95
Considerations	97
Functional overview copy mode	98

Appendix B

Safety information

General safety information	100
Radio interference	100
Symbols	100
Instructions for safe use	101
Safety data sheets for the Océ 31x5E	103

Safety data sheet Océ 3145 Digital Copier	104
Safety data sheet Océ 3145 Network Copier	105
Safety data sheet Océ 3145 Digital Copier	106
Safety data sheet Océ 3145 Network Copier	107
Safety data sheet Océ 3145E Digital Copier	108
Safety data sheet Océ 3145E Network Copier	109
Safety data sheet Océ 3145E Digital Copier	110
Safety data sheet Océ 3145E Network Copier	111
Safety data sheet Océ 3155 Digital Copier	112
Safety data sheet Océ 3155 Network Copier	113
Safety data sheet Océ 3155 Digital Copier	114
Safety data sheet Océ 3155 Network Copier	115
Safety data sheet Océ 3155E Digital Copier	116
Safety data sheet Océ 3155E Network Copier	117
Safety data sheet Océ 3165 Digital Copier	118
Safety data sheet Océ 3165 Network Copier	119
Safety data sheet Océ 3165 Digital Copier	120
Safety data sheet Océ 3165 Network Copier	121
Safety data sheet Océ 3165E Digital Copier	122
Safety data sheet Océ 3165E Network Copier	123
Safety data sheet Océ 3165E Digital Copier	124
Safety data sheet Océ 3165E Network Copier	125
EPA ENERGY STAR®	126

Appendix C

Miscellaneous

How to read this manual	130
User survey	131
Addresses of local Océ organizations	133
Index	135

Chapter 1

Introduction

This chapter contains a general description of the Océ 31x5E and the basic functioning of the operating panel. This chapter also provides a graphical overview of the most common copy jobs and where to find them in this manual. Finally, it explains how to access the Océ 31x5E and how to stop and interrupt jobs.



The Océ 31x5E

The Océ 3145E, Océ 3155 and Océ 3165E are available in two configurations, the Digital Copier and the Network Copier.

Digital Copier The Digital Copier uses digital techniques to reproduce an original. After the image is scanned from the original, each page is read into the memory. The Océ 3145E scans at the rate of 45 pages per minute, the Océ 3155 at the rate of 52 pages, and the Océ 3165E at the rate of 56 pages. The desired number of copies can then be reproduced from memory at a rate of 46 pages per minute for the Océ 3145E, 52 pages for the Océ 3155, and 62 pages for the Océ 3165E. This means that the originals need only be fed in once in order to produce any number of copies. The users can then take the originals with them, leaving the Océ 31x5E to produce the required number of copies. The Océ 31x5E is a particularly productive machine, because it attains full speed when processing double-sided jobs.

Network Copier When the Océ 31x5E is equipped with the optional DAC (Digital Access Controller), it is possible to connect the copier to a Novell, LAN manager, Appletalk, or TCP/IP network. We refer to this configuration as a Network Copier.

The Network Copier handles 2 different kinds of originals: a paper original (hard copy) and an electronic original (print file). Users who are connected to the network can print directly to the Network Copier. This allows them to use specific functions such as double-sided printing, various paper sizes and stapled copies. The Network Copier offers very high print quality, as it prints at a resolution of 600x600 dpi. The manual "Print jobs and job management" describes how jobs are printed.

The Network Copier can also be optionally configured to scan paper originals and send them as a multipage TIFF file or PDF file to a file server in your network. Refer to the 'Scan jobs' manual for details.

Copy quality Image Logic technology, developed by Océ, is employed in the Océ 31x5E. This technology distinguishes any light sections of text, thin lines and even photographs in the original. The scanned image is then automatically processed in order to produce optimum results. This is the most advanced system available today for scanning and converting analog information into digital data. While the technology behind Image Logic is quite advanced, its benefits are very simple: perfect copies, automatically, even from originals with mixed text and photos. Océ Image Logic intelligently identifies all

information on an original for faultless reproduction. As a result, in most cases it is not necessary to manually select the photo or text mode or adjust the shading for lighter/darker copying.

Quality control of print jobs is done via the printer driver (see ‘Improving print quality of solid gray areas’ in the Print jobs and job management manual).

Memory size The precise number of originals you can store in memory depends on the amount of memory available. The memory is at least 32 Mb, which stores about 140 letter-size (8.5 x 11”) pages. The exact number of pages depends on the type of information on the original (graphics require more memory than text). The memory capacity can be expanded in steps of 16 Mb to a maximum of 128 Mb (about 560 8.5 x 11” pages).

Note: *When the scan option is available, the size of the set memory (also available for copying) is 128 Mb.*

Overview of the Océ 31x5E

The Océ 31x5E is simple to operate. The available functions are displayed comprehensively on the Océ 31x5E operating panel. This makes it easy to choose the right settings for your copy job.

In order to help you quickly find copier parts and functions on the operating panel, an illustration of the Océ 31x5E is presented on the inside of the front cover. An illustration of the operating panel appears on the inside back cover. Both illustrations can be folded out.

Automatic feeder Using the automatic document feeder, you can copy or scan single- and double-sided originals in 11 x 17”, 8.5 x 11”, or 5.5 x 8.5” format. This feature is especially useful for sets of originals such as reports. The physical limit of the feeder is 50 sheets of 20 lb. bond paper, but the maximum number of originals in a set is determined by the size of the set memory. When copying, originals can be added while scanning is in progress.

Glass platen Books and magazines, as well as originals smaller than 5.5 x 8.5”, cannot be copied by means of the automatic document feeder. This also applies to damaged originals, bent or wrinkled originals, certain paste-up originals (originals with pasted sections) and valuable originals. You should use the glass platen for these types of originals.

Paper trays The trays in the paper compartment are equipped to handle many sizes of copy material: the lower tray (tray 4), for instance, holds up to 1,750 or 2,250 sheets, depending on your configuration. Trays 1 through 3 can each hold a maximum of 500 sheets of 20 lb. bond paper. Tray 1 can be adapted to accommodate any paper size, whereas the sizes to be used in trays 2 and 3 are determined by the customer and set by the service technician. The paper can be of different weights, orientation (☐ or ☐) and/or colors.

Original tray Scanned originals are deposited into the original tray to the right of the automatic feeder.

Output trays The Océ 31x5E is equipped with three output trays: a finisher tray, an upper output tray and a lower output tray. Printed 8.5 x 11" portrait pages are usually delivered into the finisher tray. The finisher tray also contains a stapler and a batch tray into which printed pages are collected in order to be stapled. The Océ 3165E comes standard with a 1000-sheet finisher, whereas this finisher is optional on the Océ 3145E and Océ 3155. Other sizes are delivered into the upper output tray. Error pages are delivered into the lower output tray (on top of the paper compartment).

11 x 17" paper rest When printing onto A3 paper, the copies are delivered into the upper output tray. In order to support long paper, pull out the 11 x 17" paper rest, which is located at the end of the upper output tray.

Staple slot The finisher is equipped with a stapler which can be used for automatic and manual stapling of copies. The Océ 3145E and Océ 3155 staple up to 50 sheets of 20 lb. bond, while the Océ 3165E staples either 35 or 50 sheets, depending on the type of stapler. The staple slot allows you to insert copies for manual stapling, provided that the Océ 31x5E is not copying at the same time.

Special feeder The special feeder is used to copy onto special materials such as overhead sheets, very thin and very thick paper. It also handles all paper sizes, including standard DIN A sizes, USA paper sizes and folio. Copies from the special feeder are always 1-sided and delivered face-up into the upper output tray.

Types of users

Two types of Océ 31x5E users are mentioned in this manual. The purpose of this section is to describe briefly what type of user is meant when a specific term is used.

End users use the Océ 31x5E for their copy jobs.

The key operator is the person responsible for configuring and maintaining the Océ 31x5E. This person also assists users with their copy jobs. The key operator system is used for the configuration of the most frequently-used standard settings. Maintenance of the Océ 31x5E includes replenishing toner and staples.

Should something occur which requires the attention of the key operator, a message will appear on the display requesting the user to alert the key operator.

The operating panel

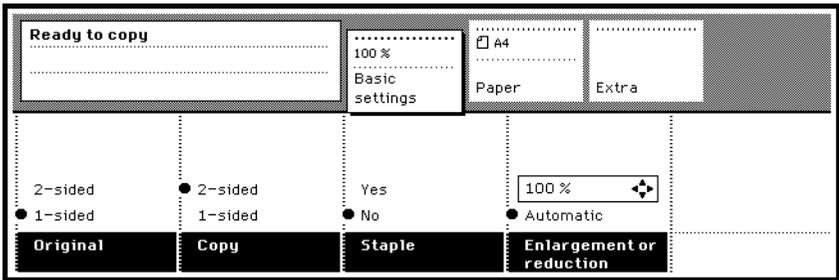
The Océ 31x5E operating panel is designed in such a way that it performs simple as well as complex copy and print jobs in a user-friendly manner.

Note: An illustration of the Océ 31x5E operating panel appears on the inside back cover, which can be folded out.

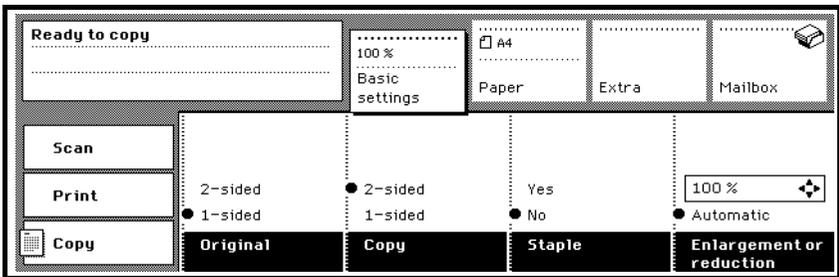
Standard settings After warming up, the Océ 31x5E is in initial mode. When using the Digital Copier, you will see the basic copy jobs settings (see figure 1). If you have the Network Copier, the initial mode may display

- the basic copy job settings (see figure 2)
- a list of users that use the Océ 31x5E for printing (see figure 3 on page 15), or
- a list of available profiles for scanning (see figure 4 on page 15).

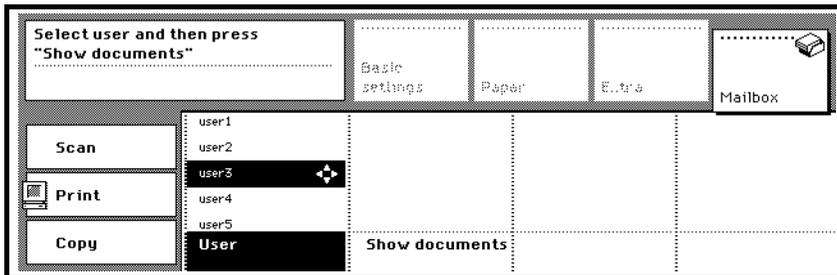
The key operator may define what initial mode is used.



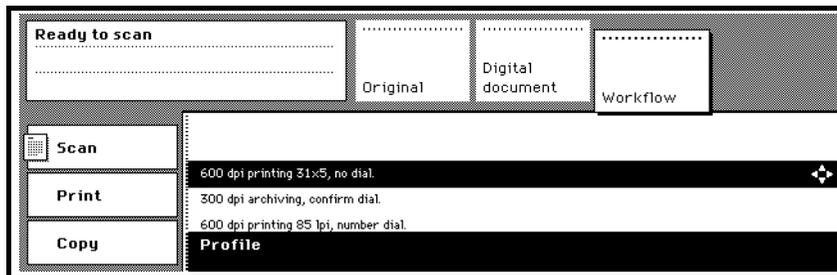
[1] Initial mode of the Océ 31x5E Digital Copier



[2] Initial mode of the Océ 31x5E Network Copier when set to copying



[3] Initial mode of the Océ 31x5E Network Copier when set to printing



[4] Initial mode of the Océ 31x5E Network Copier when set to scanning

Note: *Scanning is an optional feature. From this point until the end of the manual, the display will be shown without a scanning mode.*

By factory default, the initial mode displays the basic copy job settings. These settings are usually defined for making double-sided copies from single-sided originals on 8.5 x 11” paper from tray 4, with no reduction or enlargement (set at 100%).

When originals are placed in the automatic document feeder, their size is detected automatically and the matching paper tray (if available) is selected. If the size of the original does not match any available paper size, the copier will select the required reduction or enlargement factor automatically.

This means that the only action required to make a double-sided copy is pressing the green start button.

The key operator can change any setting to a specific custom value. These customized settings then become the standard copy settings.

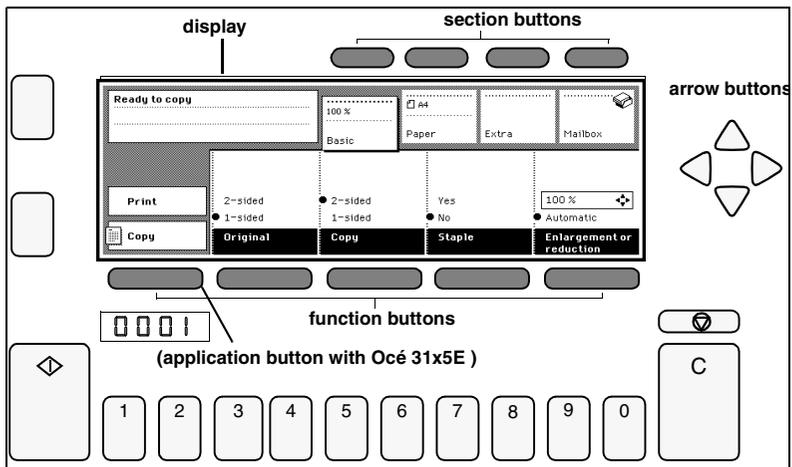
All settings can be changed as required for each new job. Once a job is completed and a certain number of seconds (pre-set by the key operator) have passed, the Océ 31x5E returns to initial mode.

Section and function buttons Pressing a section button gives you access to a field in which related settings are grouped. The Digital Copier presents the 'Basic', 'Paper' and 'Extra' sections, while the Network copier also offers a 'Mailbox' section. The section buttons are located above the display. The settings used for simple jobs are grouped in the 'Basic' section.

Use the function buttons to choose specific functions within a section. The function buttons are located below the display (see figure 5 on page 16). The function name belonging to each button is shown on the display.

Each function offers two or more options for a setting. The current setting is indicated by a black dot next to the name of the selection. Pressing the function button moves the dot to the following selection (or group of selections). For some settings you must use the arrow buttons in order to define the selection (◀, ▶, ▲ and ▼).

Functions which cannot be chosen or changed in a specific situation are marked by a lock symbol.

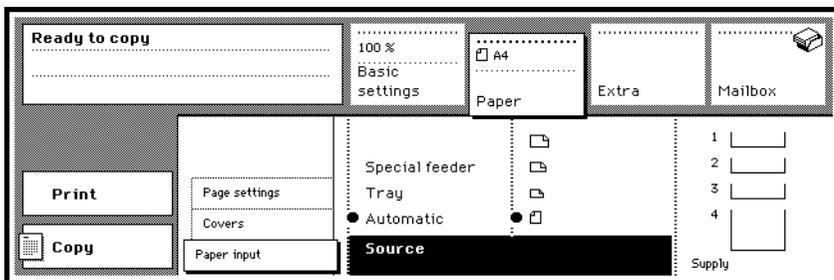


[5] Section and function buttons of the Océ 31x5E

When a specific section contains many functions, these will be described on several cards. In this case, one of the function buttons acts as a card selection button. In the case of the Digital Copier, this is the left function button. In the case of the Network Copier, it is the second function button from the left.

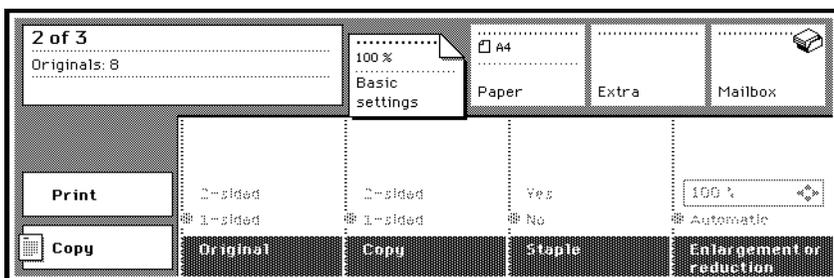
By pressing this button or one of the arrow buttons you can move from one card to another (see figure 6 on page 17).

On the Network Copier, the left-most function button is reserved for choosing an application within the Océ 31x5E, such as printing, copying or scanning (see 'Accessing the Océ 31x5E Network Copier' on page 29).



[6] Card selection

Dog ear When standard settings are changed for a new job, the affected section is marked with a 'dog-ear' (see figure 7). This 'dog-ear' in a section label or a subsection label indicates to the user that at least one setting in that section (or any of its subsections) does not reflect the default value.



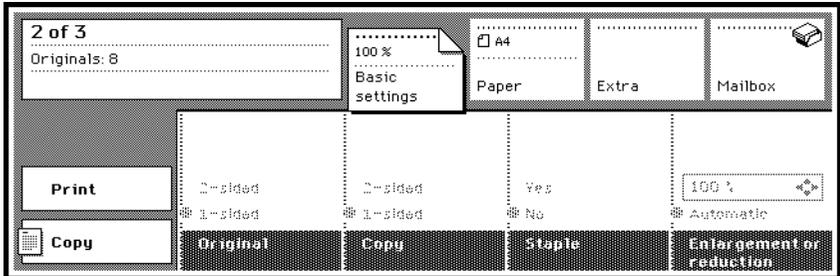
[7] Indication of a changed setting

The automatically selected paper size and reduction/enlargement setting also appear in the corresponding section labels.

Original counter During copying or printing, you can see the progress of the job in the display.

The copy job counter shows the following information about the running copy job (see figure 8):

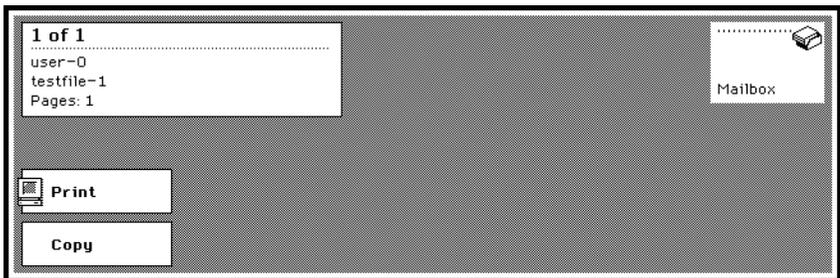
- the first line shows which sets have been finished and the total number of sets
- the second line contains the total number of scanned originals of one set.



[8] Copy job counter

When operating the Network Copier, you will also be informed on the running print job in the print job counter. The following information is shown (see figure 9).

- the first line contains the current set from the total number of sets
- the second line contains the user of the print job
- the third line contains the file name of the print job
- the fourth line contains the total number of pages of the print job.



[9] Print job counter

Start button The button with the '◇' symbol under the display, is used to start copy or print jobs and to confirm settings. If you choose contradictory settings, the machine will suggest automatic adjustments. In this case the start button is used to confirm this suggestion and start the job.

Correction button ‘C’ You can use the correction button to reset defined settings. The correction button can also be used to stop scanning a job. The correction button actually affects the *preparation phase* of a job: choosing settings and scanning originals.

Press the correction button once to reset the number of copies to ‘1’. When you press the button a second time, all settings will be reset to their standard values. If the copy counter has already been set to ‘1’, pressing the correction button will return all settings to their standard values. We recommend that you press this button twice before copying in order to make sure that the standard values are active.

When operating the Network Copier, the key operator can also define whether the machine is mainly used for printing or for copying. If you press the correction button a third time, the machine switches to its initial mode, which can be ‘Print’ or ‘Copy’.

The correction button can also be used to delay a print job if you want to copy during a job (see ‘Accessing the Océ 31x5E Network Copier’ on page 29).

Stop button  The red button above the correction button with the symbol ‘’ is used to stop a job that is being printed. You can indicate whether to stop after the current set is finished (by pressing the stop button once) or to stop immediately (by pressing the stop button twice). Before the job is canceled definitively and the data is erased, the copier will ask for confirmation. The stop button thus affects the *execution phase* of a copy job or print job.

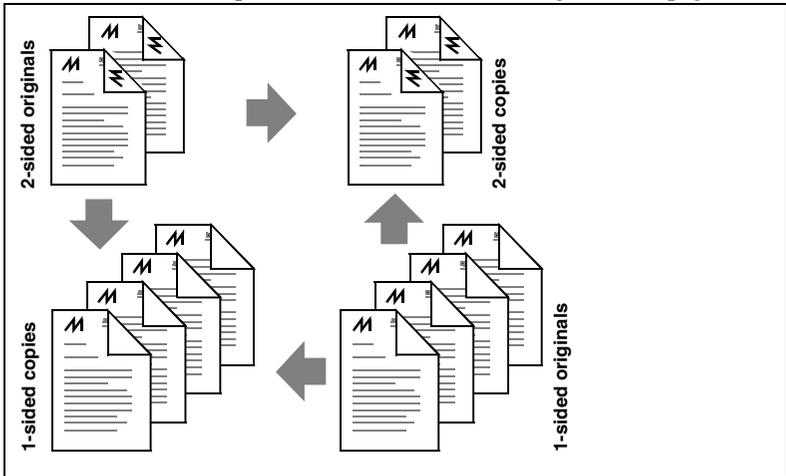
When the printing of pages stops, the scanning of originals does not stop. If the job being printed is a copy job, and the stopping of the job is confirmed by pressing the start button, the scanning will also stop and all scanned pages will be deleted.

Arrow buttons The arrow buttons , ,  and , which are grouped in the form of a star to the right of the display, are used to choose settings. The display indicates whether these buttons can be used.

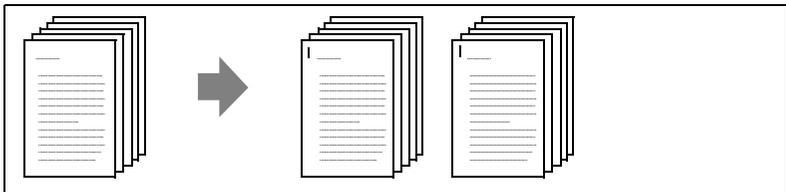
Note: *The two buttons to the left of the display are not used at this time. These buttons will be used in a later release.*

Graphical overview of copy jobs

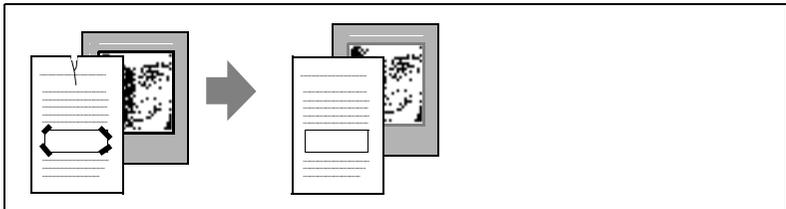
- 1-sided or 2-sided copies from 1-sided or 2-sided originals (see page 34).



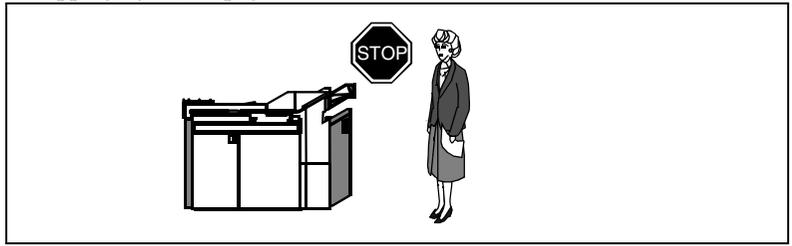
- Copy multiple sets (with or without staples) from a set of originals (see page 36).



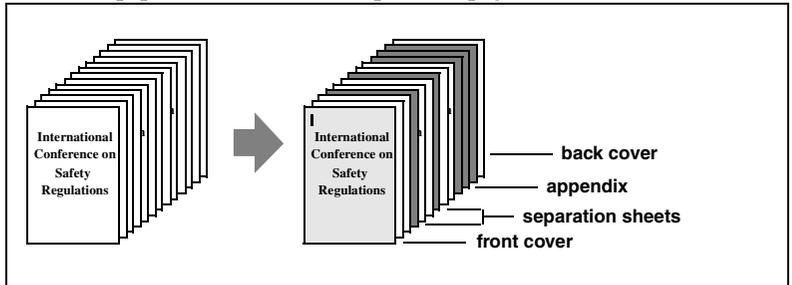
- Copying damaged or otherwise special originals from the glass platen (see page 41)



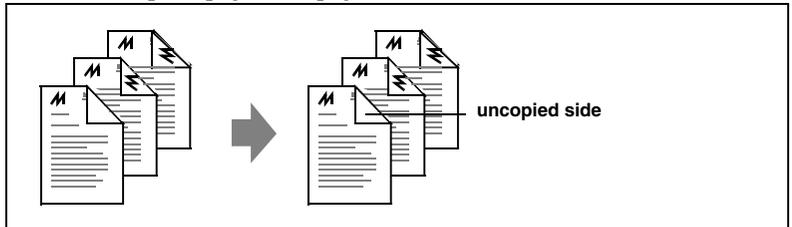
- Stopping a job (see page 31).



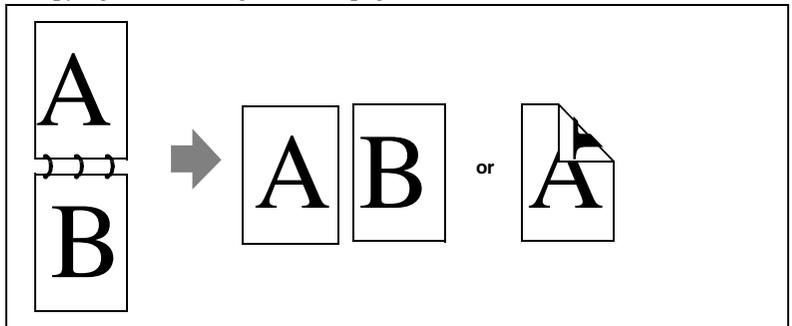
- Finished reports with covers, separation sheets and/or appendices on different paper, with or without staples (see page 47).



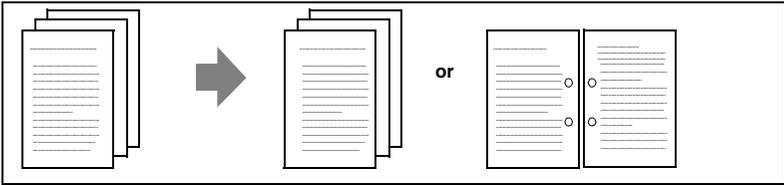
- Blank (uncopied) pages (see page 53).



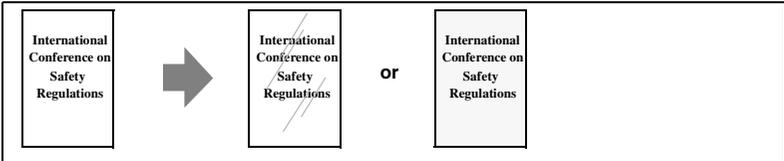
- Copying calendar originals (see page 57).



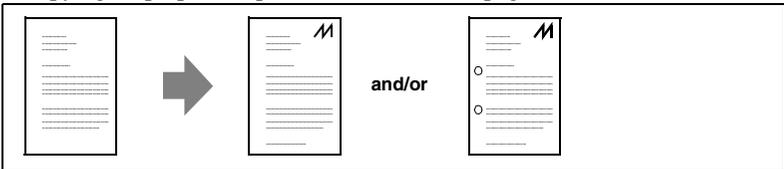
- Copies with extra margin (see page 59).



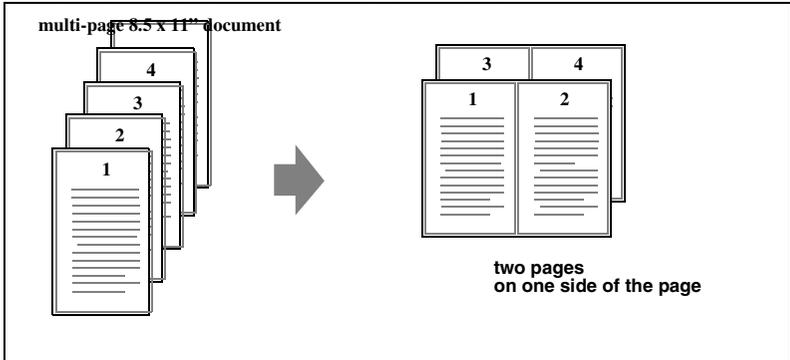
- Copies on special material (see page 62).



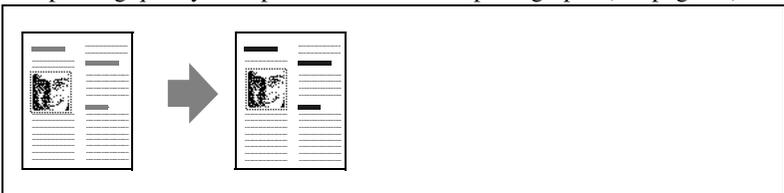
- Copying on preprinted/punched material (see page 62).



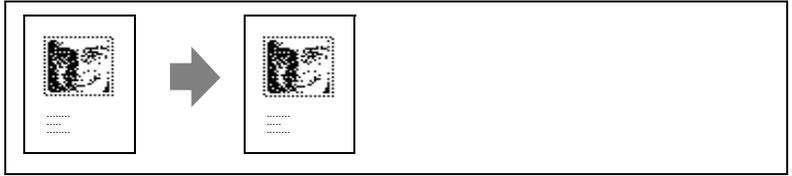
- Copying multiple pages onto one page (see page 66).



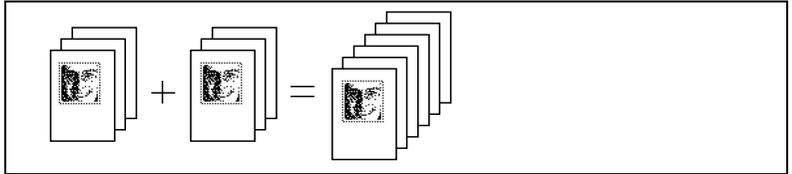
- Improving quality of copies with text and/or photographs (see page 68).



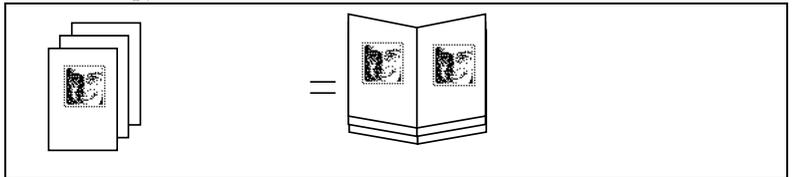
- Copies of originals with photographs (see page 68).



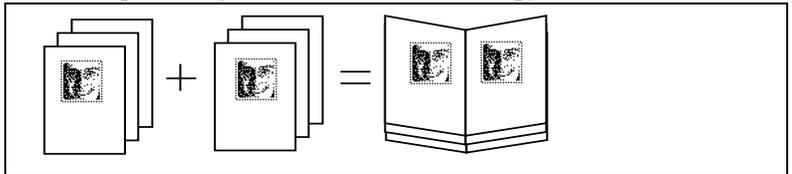
- Different parts of a job combined into one job



- Booklet copy



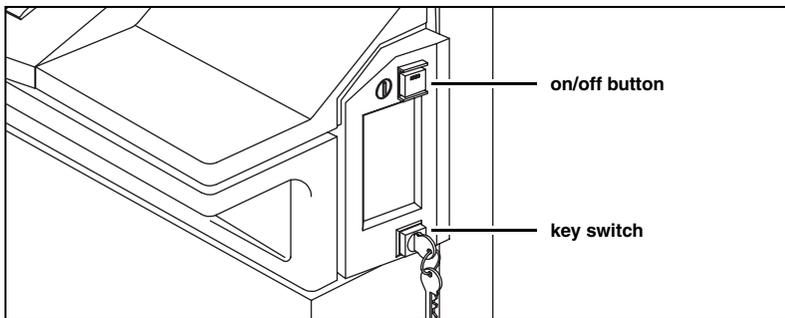
- Different parts of a job combined in a booklet copy



Turning the Océ 31x5E on and off

Normally, the key operator should make sure that the Océ 31x5E is turned on in the morning and turned off at the end of the day. However, circumstances may arise in which you may have to turn the copier on or off yourself (e.g. for use outside normal working hours or after the Océ 31x5E has been turned off (Classic) or has gone into sleep mode (Eco)).

If the Océ 31x5E is equipped with the optional key switch (see figure 10), the copier can only be turned on or off if the key is in the switch.



[10] On/off button on the copier



Turning on

- 1 Insert the key (if available) into the key switch and turn it to the right, into a horizontal position (see figure 10).

Note: Call the key operator if the copier does not turn on.

- 2 Press the green on/off button, which will light up.
- 3 If available, remove the key.

The copier takes about 8 minutes to warm up. During this time, you can check the paper stock and, if necessary, refill the paper tray(s).

As soon as the copier has warmed up, the message 'Ready to copy', 'Ready to print' or 'Ready to scan' (depending on your standard configuration) will appear in the display. The copier is now in initial mode, and all settings have been assigned their standard values.

The copier is configured to turn off or to sleep automatically when it has not been used for a certain period of time (the automatic switch off time or sleep

time can be defined by the key operator; see Configuration and Special Maintenance Manual).

Note: *The Digital Access Controller, which is part of the Network Copier, should remain on.*



Turning off

- 1** Make sure that there are no jobs in progress.
- 2** If available, insert the key into the key switch and turn it to the left.
- 3** Press the green on/off button.
- 4** If available, remove the key.

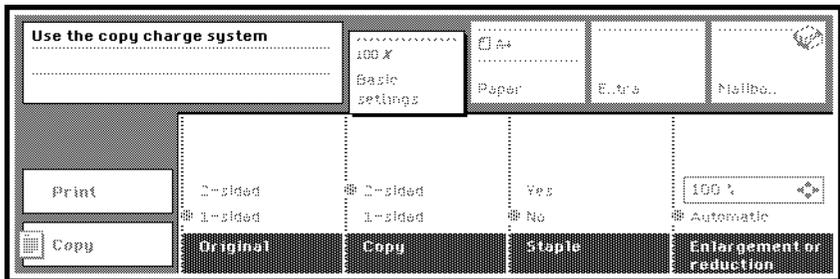
Gaining access to the Océ 31x5E

The Océ 31x5E is optionally equipped with an accounting system which makes it possible to control access and to register copies and prints made by individual persons or departments.

Copying using a coin or card

The Océ 31x5E may be equipped with a copy control device to which a coin box and/or credit card unit may be connected.

If such a unit is installed, the message 'Use the copy charge system' will appear in the display (see figure 11), and the labels on the display will be dimmed. Depending on the type of device installed, you will need to insert coins or a copy credit card in order to pay for the copies and prints you make.



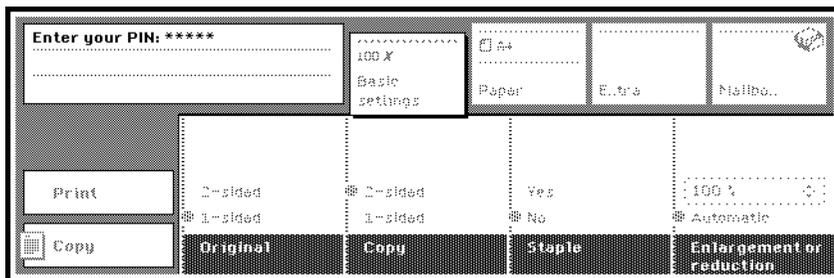
[11] Basic display when copy charge system is in use

▼ Copying using a coin or credit card

- 1 Insert the credit card or coin into the slot.
The copy charge device is activated, the machine switches to its default settings and is ready to copy.
- 2 You can now make copies and prints.
- 3 Once you have finished, remove the credit card (if appropriate) from the slot.
The machine is deactivated.

Copying using a PIN code

If access control for copying has been activated by the key operator, the copier will be accessible only to those users who have been assigned a PIN code. This PIN code gives access to a specific account, to which each copied and printed page made by the owner of the account will be charged. If access control is active, the display shows the message: 'Enter your PIN code', and the labels on the display will be dimmed (see figure 12).



[12] Basic display when accounting system is in use

The key operator assigns a 5-digit PIN code to users that gives them access to the Océ 31x5E. Each PIN code is unique and the key operator is the only person authorized to change it. Each account has its own copy counter, which keeps track of the number of copies made. The key operator has certain privileges relating to account management, including limiting the number of copies to be made on a specific account (see Configuration and special maintenance manual).

If you produce copies and prints for various departments, you will have a PIN code for each department. After having produced copies on one account, you can switch to another account for the next job(s). When a selected account is not accessible, a message appears with an explanation (copy limit exceeded, or selected account closed or frozen).

Note: *If the limit for a particular account has been reached, this is indicated by a message. When the limit is reached during a job, the current job finishes, but you are not able to start a new job. Contact the key operator for more information.*



Copying using a PIN code

- 1 Enter your PIN code using the copy quantity buttons. Each time you enter a number, one bullet will be filled (to show how many digits have been entered). Your PIN code will be not displayed.
Note: *If you make a mistake while entering your PIN code, press the 'Correction' button (C) and enter your PIN code again.*
- 2 If the PIN code you have entered corresponds to an existing account, the message 'Ready to copy' will appear on the display, as well as the selected account number. You can now make your copies, which will be charged to this account.
Note: *If you select an inaccessible account, a message appears indicating that the selected account is locked. Contact the key operator for more information.*
- 3 Once the job is completed, press the correction button to restore the standard settings.
- 4 Then press the correction button once more to deselect the account. The message 'Enter your PIN code' appears again and the Océ 31x5E is no longer available for use.

Accessing the Océ 31x5E Network Copier

You can use the Network Copier for copying, printing and scanning. When using the Network Copier for copying, you must access the 'Copy' mode of the machine, in which you can define settings for copy jobs. The 'Print' mode is used for defining settings which apply to print jobs, whereas the 'Scan mode' is used for scanning documents.

After starting up, the copier will be in initial mode, which by factory default is the 'Copy' mode (see 'Standard settings' on page 14). If the Océ 31x5E is to be used mainly for printing jobs, the key operator can change the initial mode to 'Print' mode. The operator can also set the initial mode to 'Scan' if scanning is to be the main activity.

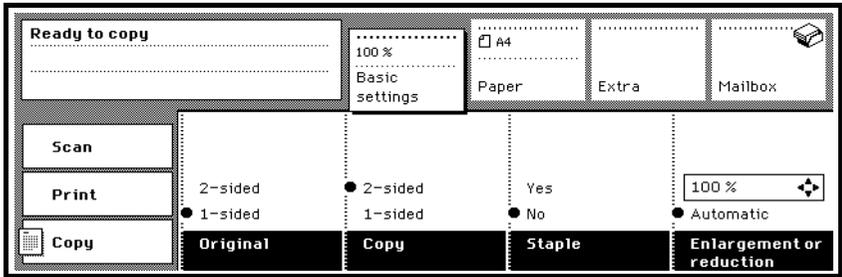
You can switch from one mode to another by pressing the left-most function button, which is called the application button (see figure 5 on page 16). The machine will always finish the current job before you can start a new job.

When you send an automatic print job, the machine will automatically switch to printing, provided that the machine is not busy with another type of job.

For stopping or interrupting a copy or print job, see 'Stopping a job' on page 31.

▼ **Accessing the Océ 31x5E Network Copier for copying while another mode is active**

- 1 Press the application button once or twice to switch to the 'Copy' mode.



[13] Copy Mode

- 2 If necessary, enter your PIN code or use the copy charge device.
- 3 Define settings for your copy job.
Note: *Settings for a copy job which are selected when a print job starts will still be selected when the print job is finished. These settings do not have any effect on the print job.*
- 4 Press the start button (⏏) to start copying.

If the copy control device is active, the prints will be deducted from your credit in the device.

Stopping a job

If the machine is processing a job, you can stop the process at two points:

- during the scanning of a copy job (the job will be aborted immediately)
- during the printing of a copy job (the job will be aborted after confirmation).

In both cases, a new command will be needed if the interrupted job is to be continued later.

The Océ 31x5E Network Copier can process print jobs when it is not being used to make copies. The machine will permit all print jobs in the queue. If you want to make a copy or perform maintenance activities while a series of print jobs is being printed, you can instruct the Océ 31x5E to stop as soon as the current print job is finished. A print job in progress can also be canceled. Canceling such a job clears that job from memory.

▼ **Stopping the scanning of a copy job**

Press the orange correction button 'C'.

The Océ 31x5E will stop scanning and printing the first set of copies. Pages already scanned will be removed from memory. The Océ 31x5E will be ready for a new job.

▼ **Stopping the printing of a copy job**

- 1 Press the red stop button (⏏).
The machine reports that the current set of copies or prints will be completed. Any subsequent job will not be started.
- 2 If you want to stop immediately, press the stop button (⏏) again.
The machine will stop printing and the sheets that are still in the machine will be ejected.
- 3 Press the stop button (⏏) once more to confirm the stop command.
Information regarding the job will then be removed from memory.

Note: *When a print job is announced, you need only press the stop button once in order to delay the print job and make your copies first.*

▼ **Interrupting a series of print jobs**

- 1 Press the claim button to switch to the copy mode, or place your originals into the automatic feeder.
- 2 As soon as the current print job is finished, the message 'Ready to copy' will appear in order to indicate that you can start your copy job.

- ▼ **Stopping a print job**

Press the red stop button (⏹) twice. The job will be stopped. If an optional mailbox is configured, the job will be moved to the mailbox. If no mailbox is installed, all data will be deleted.

Chapter 2

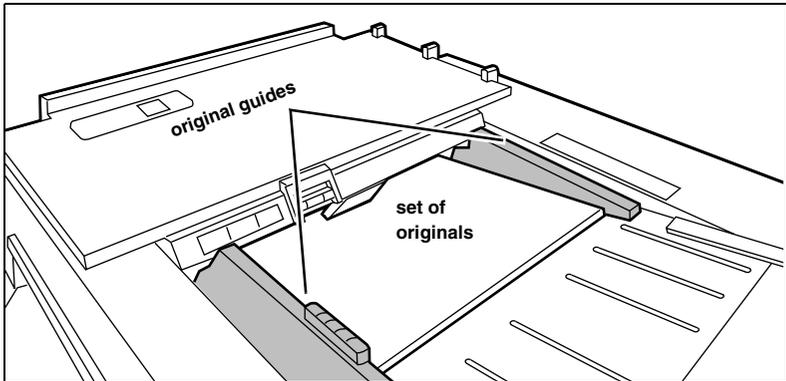
Basic copy jobs

This chapter describes all the available functions needed for a typical range of copy jobs. However, the functions are not limited to the jobs described here. If you have entered conflicting settings, a message will appear.



Copying sets of letter-size (8.5 x 11”) originals

The quickest way to copy documents with multiple pages is to use the automatic feeder (see figure 14). Place the set of originals, with the first printed side facing down, into the automatic feeder. Make sure that the originals lie correctly between the original guides. Refer to the instruction sticker on the automatic feeder.



[14] Automatic input

The automatic feeder holds a maximum of 50 sheets of 8.5 x 11” paper (20 lb. bond) at a time or 35 sheets of 8.5 x 11” paper. In this way, the feeder takes one sheet at a time. If your report contains more than 50 sheets, add more originals as scanning proceeds (up to the memory limit) and space becomes available in the automatic feeder. If only one copy is made of your report, the memory will be unlimited because pages will be removed from the memory as soon as they are printed.

The automatic feeder can handle both single-sided and double-sided originals. Naturally, the copies can also be printed either single-sided or double-sided. You can indicate this with the ‘Original’ and ‘Copy’ function buttons. Because the required paper size is automatically selected, you only need to enter the desired number of copies and press the start button (◊).

Sets of 8.5 x 11” copies can be stapled automatically (see ‘Stapling copies’ on page 36). However, in this case it is important that you feed in the originals using the long side (portrait orientation as viewed by the operator). You can use

covers, separation sheets, appendices and blank pages as well (see chapter 3, 'Extended copy jobs' on page 45) in order to retrieve a completed document from the finisher (see the inside of the front cover).

When making 2-sided copies, you can define the direction in which the copies are to be bound. You can also set an extra margin for the front and rear sides of 2-sided copies (see 'Defining the location and size of the binding edge' on page 54).

▼ **Making sets of 8.5 x 11" copies**

- 1 Remove any paper clips and staples (see 'Removing staples from stapled documents' on page 37) and make sure the sheets do not stick together.
- 2 Place the originals (up to 50 sheets per batch) with the printed side face down against the left side of the tray in the automatic document feeder.
Note: *The originals must all be the same size and must not be too curled. See also 'Originals that can be used' on page 94. Remove any paper clips and staples. Make sure all pages are separated from each other. You can add new originals to the set once feeding has started.*
- 3 Adjust the original guides until they *almost* touch the set of originals.
- 4 Indicate whether the originals are 1- or 2-sided and choose 1- or 2-sided copies using the 'Original' and 'Copy' functions.
- 5 Enter the desired number of copies using the copy quantity buttons. Once the job is started it is no longer possible to change the settings.
- 6 Press the start button (◊).

The originals are scanned in sheet by sheet and the image information is stored in memory. During copying or printing, you can see the progress of the job in the display.

While scanning, the machine starts printing the first set of the requested number of copies. The original receiving tray on the right side of the machine collects the originals after they have been scanned. You can remove the set of originals as soon as the last original has been scanned.

The machine then continues with the production of any additional sets of copies. 8.5 x 11" copies are delivered into the finisher by default. If the copier requires your intervention (e.g. because the paper tray is empty), a message appears immediately on the display panel.

Stapling copies

The finisher of the Océ 31x5E is provided with a stapler that can automatically staple up to 30 or 50 sheets of 8.5 x 11"  20 lb. bond paper (depending on the machine version).

Copies in other sizes must be stapled by hand. The stapling slot is identified with a ''.

If you wish to remove a staple from a stack of copies or originals, you can use the staple remover which is located in the cover of the automatic document feeder. This device consists of a pin for opening staples and a tray to collect the staples.

▼ Automatically stapling a set of copies

- 1 Place the entire set of originals face down against the left side of the tray in the automatic document feeder.

Note: *The originals must all be the same size and must not be too bent or wrinkled. See also 'Originals that can be used' on page 94. Remove any paper clips and staples. Make sure all pages are separated from each other.*

- 2 Adjust the original guides, if necessary, until they *almost* touch the set of originals.
- 3 Indicate whether the originals are 1- or 2-sided and choose 1- or 2-sided copies using the 'Original' and 'Copy' function buttons.
- 4 Using the 'Staple' button, select 'Yes'.
- 5 Enter the desired number of copies using the copy quantity buttons.
- 6 Press the start button (.

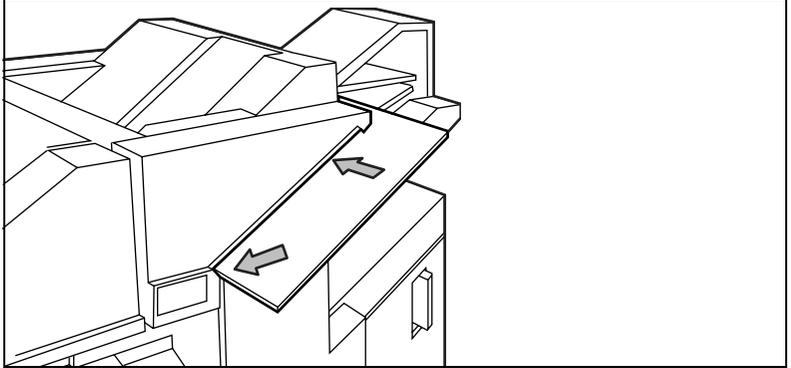
Note: *In order to staple 8.5 x 11"  copies automatically, feed the originals in portrait orientation into the automatic feeder. If the staple is in the wrong corner of the copies, turn the originals 180°.*

▼ Stapling copies by hand

- 1 Make sure that there are no jobs in progress.

Attention: *If you use the stapler while the machine is processing a finisher job, you may cause paper jams in the finisher. This, however, does not apply to machines with a 50-sheet stapler.*

- 2 Slide the set of copies to be stapled (face down with the top to the left) into the staple slot and move the set to the left as indicated in figure 15.



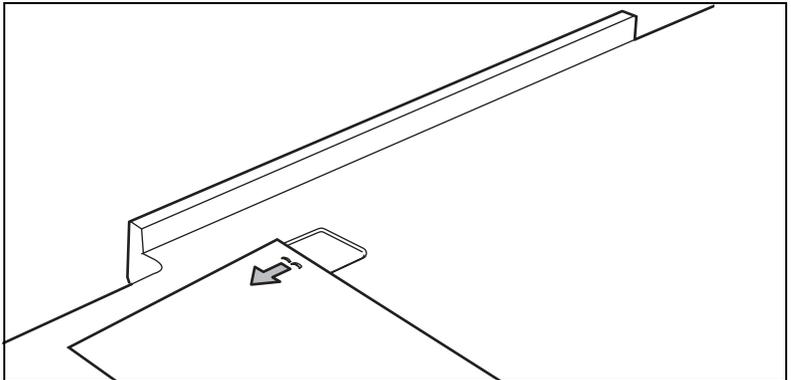
[15] Stapling copies by hand

- 3 Wait until the staple has been inserted through the sheets.
Note: *If no staple is inserted, place the set against the left side of the slot again and push it in a little further. Wait for the staple. If the set is still not stapled, ask your key operator to solve the problem.*



Removing staples from stapled documents

- 1 Hook the staple behind the pin of the staple remover, as shown in figure 16. The open ends of the staple will be on the upper side of the paper.



[16] Removing staples from stapled documents

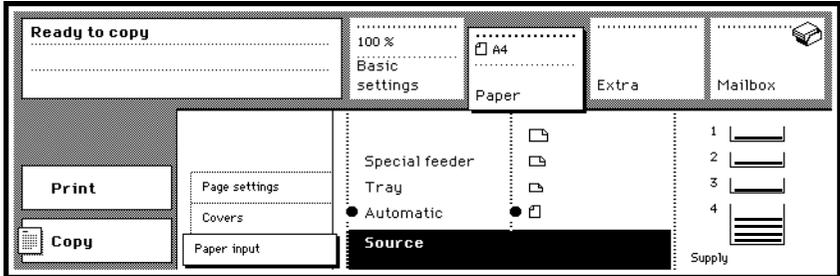
- 2 Pull the set towards you while putting pressure on the staple with your finger to prevent the paper from tearing.
- 3 The staple will open and be removed as it slides over the pin.

Copying standard original sizes

The Océ 31x5E processes 1- and 2-sided originals of different sizes and prints them either 1-sided or 2-sided.

To make a full-size copy (1:1) of an 8.5 x 11" , 8.5 x 11"  or 11 x 17"  original placed in the automatic feeder, you need only press the start button . The required paper tray with the corresponding paper size for a 1:1 copy will be automatically selected. If there is no paper tray with the same size, the copier will automatically select another paper size *and* adjust the reduction/enlargement factor. The automatically selected paper size and applicable reduction/enlargement factor are shown above the 'Paper' and 'Basic' section titles.

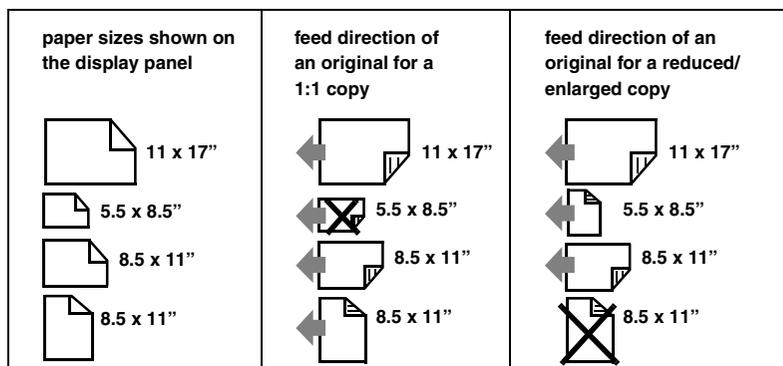
If you need an enlarged or reduced copy, simply select the required paper size. In doing so, you override the automatic paper selection. Because the reduction or enlargement function is set to automatic by default, the correct reduction/enlargement factor will be adopted accordingly. The paper sizes available in each of the four paper trays are shown in the 'Paper' section.



[17] The 'Paper' section

If none of the paper trays contains the correct paper size, you can put the paper for the job in paper tray 1 (see 'Loading paper' on page 76). This is the only tray which can be adjusted for use with another paper size. You can also use the special feeder (see 'Copying onto special material via the special feeder' on page 64). The special feeder handles all paper sizes: standard DIN sizes, folio *and* USA paper sizes. For a detailed list, refer to 'Copy materials that can be used' on page 95. If necessary, trays 2 and 3 can be configured to hold USA paper sizes.

The orientation of the original in the automatic feeder must correspond with the feed orientation of the paper in the paper tray (see figure 18). This is the only way a copy can be made to match the page.



[18] Original and paper feed directions

Note: *It is impossible to make a 1:1 copy of a 5.5 x 8.5" original with this copier model. This means that a copy of a 5.5 x 8.5" original can only be printed on 8.5 x 11" paper. It is also possible to reduce and print an 8.5 x 11" original to 5.5 x 8.5" paper.*

Originals that do not have a standard DIN A-size (e.g. American paper sizes) can also be inserted in the automatic feeder. However, their size will not be recognized by the copier. Copying originals of non-standard sizes may lead to information loss or to the appearance of gray borders around the edges of the copy.

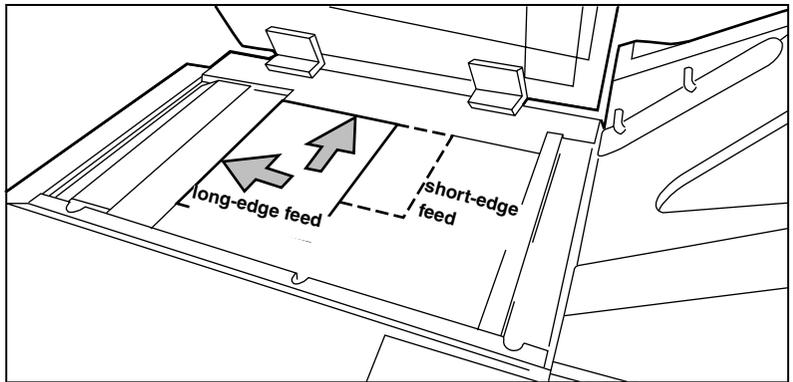
Note: *Special originals, such as books, magazines and small originals, can be copied with the use of the glass platen (see 'Copying special originals' on page 41). Originals which deviate slightly from the standard original sizes can also be processed by the automatic feeder.*

Copies of a size other than 8.5 x 11" portrait can be stapled manually(see 'Stapling copies' on page 36).

- ▼ **Copying standard sized originals using the automatic feeder**
- 1 Place the entire set of originals face down against the left side of the tray in the automatic feeder and adjust the original guides.
Note: *The originals must not be too curled. See also 'Originals that can be used' on page 94. Remove any paper clips and staples.*
The automatically selected paper size is shown above the 'Paper' section title. If there is no identical paper size available, the nearest paper size will be selected automatically, which will result in a reduced or enlarged copy. In this case, the automatically selected percentage will be shown above the 'Basic' section title.
 - 2 Indicate whether the originals are 1-sided or 2-sided, and choose 1-sided or 2-sided copies using the 'Original' and 'Copy' functions.
 - 3 If a 1:1 copy is selected and you want a reduced or enlarged copy instead, choose the required paper size: open the 'Paper' section and select the 'Paper input' settings. Then use the function button below the paper sizes in order to select the required paper size and orientation.
 - 4 Enter the desired number of sets using the copy quantity buttons.
 - 5 If 11 x 17" paper size is selected, adjust the 11 x 17" output support.
 - 6 Press the start button (⏏).

Copying special originals

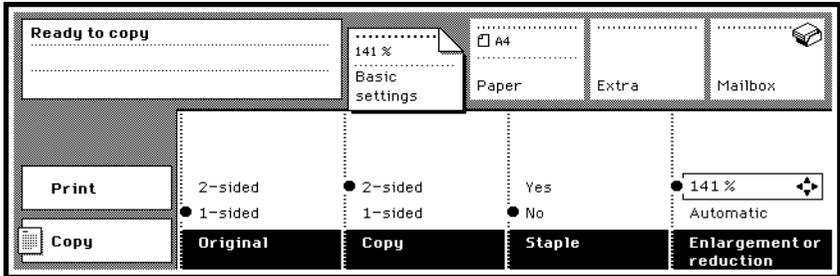
Books and magazines, as well as originals smaller than 11 x 17", cannot be copied with the automatic feeder. Damaged originals, originals with excessive curl, and some paste-up originals may also cause problems in the automatic feeder. Use the glass platen for these types of originals (up to 11 x 17" size). The copies which are subsequently produced can then be used as 'originals' and can be fed in via the automatic feeder. The orientation of the original (long-edge feed or short-edge feed) must correspond to the orientation of the paper in the paper tray.



[19] Aligning an original on the glass platen

Only single-sided copying is possible when you are using the glass platen. You need to turn the original manually when copying double-sided originals from the glass platen.

When copying from the glass platen, you must select the paper tray and a possible reduction or enlargement percentage manually (see figure 20 on page 42). You must also staple the copies manually.

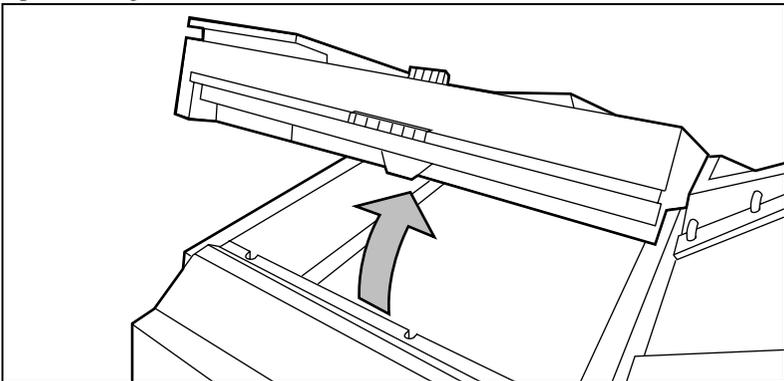


[20] Selecting a zoom percentage

Photographs For photographs, the best results will probably be obtained in the photo mode. Scanned pages which contain text and photographs are best processed automatically, in order to produce optimum results. This means that in most cases it will not be necessary to select photo or text mode or adjust the shading for lighter/darker copying (see ‘Improving the copy quality’ on page 68).

▼ **Copying from the glass platen**

- 1 Open the original unit with the blue handle.



[21] Opening the original unit

- 2 Align the original face down on the glass platen against the top-left corner (note the size indications).
- 3 Open the ‘Paper’ section and select the ‘Paper input’ settings.
- 4 Press the ‘Source’ function button to activate the ‘Tray’ or ‘Special feeder’ option and select the corresponding paper size and orientation.

- 5 If necessary, choose a reduction or enlargement percentage by pressing the reduction or enlargement function in the 'Basic' section.
Use '◀' or '▶' to select one of the preset standard values.
Use '▲' or '▼' to select a percentage between 25 and 400%.
Note: *The enlargement or reduction percentage is measured from the upper left corner.*
- 6 Define other settings as desired.
Note: *Some settings will not be available when you are copying from the glass platen.*
- 7 Press the start button (◊).
- 8 Repeat the above-mentioned steps for each original side to be copied with the same settings.
- 9 When ready, close the cover of the original unit.

Chapter 3

Extended copy jobs

There are some complex jobs that are not carried out very frequently. Options for these jobs are grouped in the 'Paper' and 'Extra' sections. This chapter describes the available settings in these sections.



Introduction

The 'Extra' and 'Paper' settings will become visible in the graphic display when the corresponding section buttons are pressed. The 'Extra' settings apply to the entire copy job, whereas the 'Paper' settings also give you the opportunity to choose settings which apply to selected pages only. The selected settings for each page are shown graphically in the display and the selected page is lifted and identified by the according page number.

The settings will remain active until either the automatic reset time has expired or the correction button is pressed twice (the settings will then be reset).

Making finished reports

Document sets such as large reports and manuals usually consist of several parts. For example, a report can consist of a title page, table of contents, several chapters, appendices and so on. You can distinguish between these separate parts of a report by using:

- covers
- separation sheets
- appendices
- blank pages

When you use covers, separation sheets and appendices in combination with the stapling function, you can produce a complete report, ready for distribution. Simply make sure that the same paper sizes are used for the different report functions.

Load the copy material for covers, separation sheets and appendices preferably in tray 1, 2 or 3 (provided that the paper size they contain is the same as that used for the body pages of the report). However, the key operator assigns the paper trays for above mentioned parts. Tray 4 can be used for the body pages of the copy job (only A4 paper).

Note: *Tray 1 (the upper tray) is user-adjustable. Trays 2 and 3 are configured by the service technician for a specific paper size.*

Normally, when you make double-sided copies of a set of originals consisting of both double-sided and single-sided pages, the blank side of originals will be copied as another normal page. You can specify the blank page number(s) in the set, so that you will not be charged for the blank pages (depending on setting, defined by the key operator). The blank page function may also be used in order to omit pages in the original set (the printed original page will be printed as a blank page in copied reports).

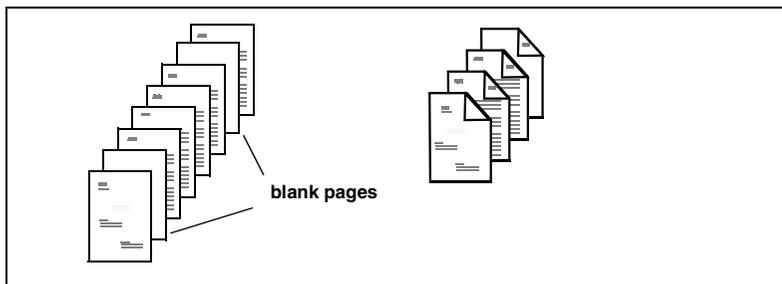
You will find the settings for covers, separation sheets, appendices and blank pages within the 'Paper' section. The settings you define for each page are shown in the display. That means if 2-sided copying is selected and you select a paper tray for one page, the second page will be affected as well. In addition, if two original pages are to be copied onto one copy page, and 2-sided copying is selected, four original pages will be affected by a paper selection.

Using covers

Your reports will look more attractive and professional if they have a cover. The Océ 31x5E can provide either a front or back cover, or both front *and* back covers during the copying process. If none of these options is selected on the operating panel, copies will be delivered without covers.

If you choose to add one or two covers, the indicated paper tray must contain cover material. Check this by opening the indicated paper tray and loading the cover material if necessary.

Whether your covers are printed single-sided or double-sided depends on your selections for the copies. For example, if single-sided copies are to be made from single-sided originals, the first original and/or the last will be copied onto paper from the paper tray containing the cover material. If double-sided copies are made from single-sided originals, you can influence the way the covers are printed by adding blank originals (see figure 22).



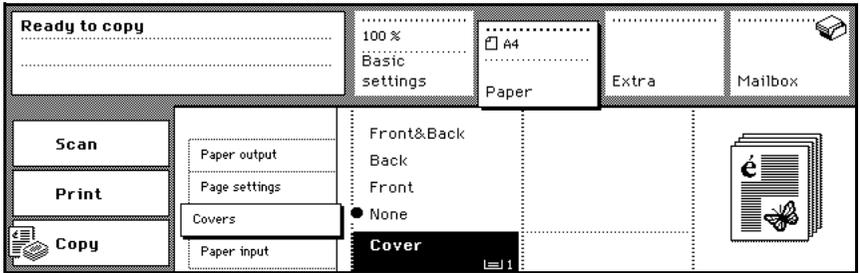
[22] The effect of added blank originals on double-sided printing

Note: Use the 'Blank page' function in order to identify the blank pages (see 'Specifying blank pages' on page 53). The key operator determines whether charges will be made for uncopied pages.



Copying reports with covers

- 1 Place the originals face down in the automatic document feeder.
Note: *When making 2-sided copies of 1-sided originals, add blank originals (if necessary) to obtain the required printed cover.*
- 2 Indicate whether the originals are 1-sided or 2-sided and choose 1-sided or 2-sided copies using the 'Original' and 'Copy' function buttons.
- 3 Press the 'Paper' section button.

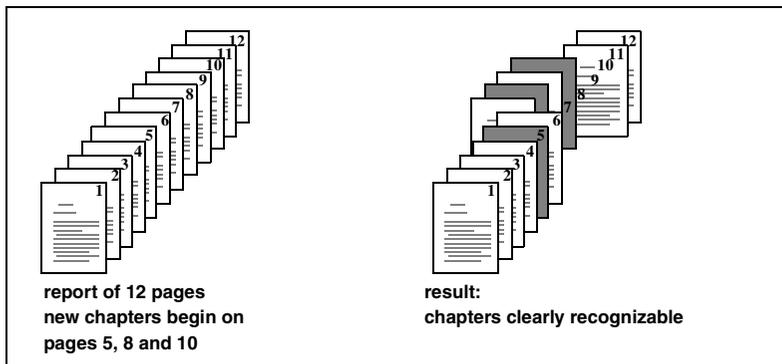


[23] Covers function

- 4 Select the 'Covers' settings.
- 5 Select None, Front&Back, Back or Front covers.
- 6 Make sure that the indicated paper tray contains cover material. If your key operator has locked the paper compartment door, call your key operator or make a test copy first.
Note: *Both paper and covers must be of the same size. If this is not the case, the Océ 31x5E will remind you.*
- 7 If required, enter other settings.
- 8 Select the required number of sets using the copy quantity buttons.
- 9 Press the start button .

Using separation sheets

You can copy certain pages onto colored or other material using the 'Separation sheet' function within the 'Paper' section.



[24] Report with separation sheets

When you make double-sided copies, both sides of the separation sheet will be printed. Each side corresponds to a page in the set of originals. If you select 'Separation sheet' for an even page, the previous page will also be selected; for an odd page the next one will be selected. If one or both sides have to remain blank, use the 'Blank page' function (see 'Specifying blank pages' on page 53), if desired in combination with additional blank original pages.

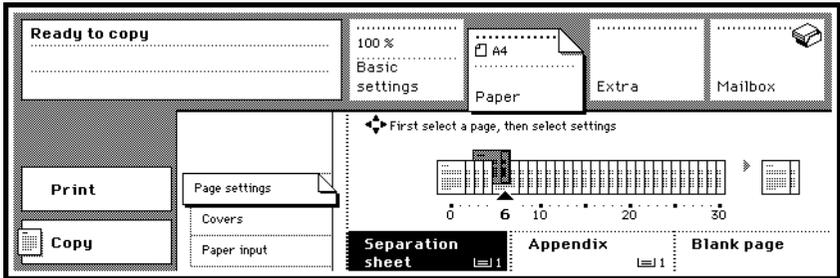
If you are copying two originals on one page side (see page 66) in combination with double-sided copying, four originals will be used to fill both sides of one sheet. Be sure to program, keeping the four page layout in mind when using separation sheets in combination with these settings.

▼ Copying reports with separation sheets

- 1 Before you start programming the copier, check which pages of your original are to be defined as separation sheets.
- 2 Indicate whether the originals are 1-sided or 2-sided and choose 1-sided or 2-sided copies using the 'Original' and 'Copy' function buttons.
- 3 Open the 'Paper' section by pressing the section button.
- 4 Select 'Page settings'.
The pages of the report will be shown in the graphic display.

Note: Using the 'Page settings' will only be possible if you are copying a set with one paper size. Fill the required trays with the copy material (e.g. colored material) and/or different paper weight, but the material must be of one size. For information on how to load paper into the trays, see 'Loading paper' on page 76.

- 5 Select the page that will be printed as a separation sheet using the arrow buttons.
- 6 Press the 'Separation sheet' function button.



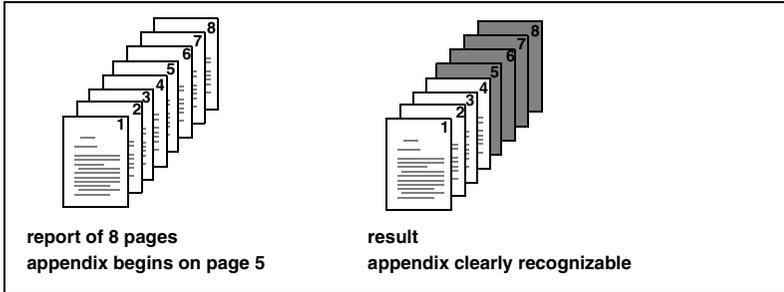
[25] Separation sheet function

Note: When making double-sided copies, two pages will be selected instead of one.

- 7 Repeat steps 5 and 6 for each separation sheet.
- 8 Make other selections as required.
- 9 Place the originals in the automatic document feeder.
- 10 Press the start button .

Copying appendices

You can copy the appendices of a report onto colored material so that they will be easy to find. The indicated paper tray must contain copy material of the same size as the paper in tray 4.

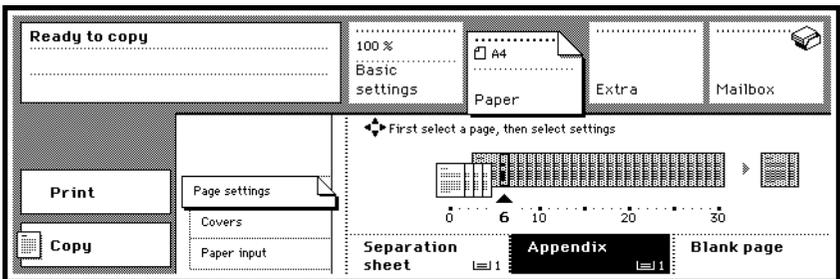


[26] A report with the appendix copied onto colored material

▼ Copying reports with appendices

- 1 Before you start programming the copier, determine the start page of the appendices.
- 2 Indicate whether the originals are 1-sided or 2-sided and choose 1-sided or 2-sided copies using the 'Original' and 'Copy' function buttons.
- 3 Open the 'Paper' section by pressing the section button.
- 4 Select 'Page settings'.
The pages of the report will be shown in the graphic display.
- 5 Use the arrow buttons in order to select the page from which you wish to start copying appendices.
- 6 Press the 'Appendix' function button. All following pages will be lifted and marked as appendices.

Note: If you change your mind about the selection, press the 'Appendix' button again to cancel the selection.



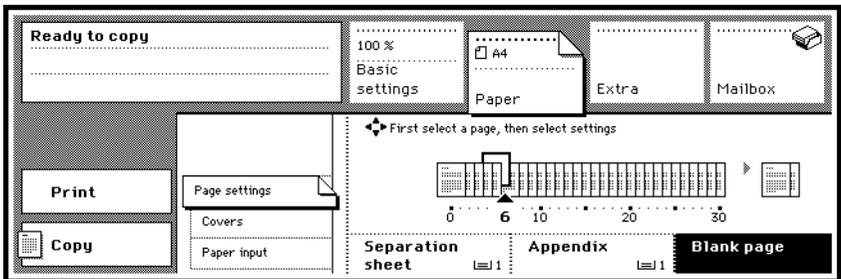
[27] Appendix function

- 7 Make other selections as required.
- 8 Place the originals in the automatic document feeder.
- 9 Press the start button .

Specifying blank pages

Normally, when you are making double-sided copies of a set of originals consisting of both double-sided and single-sided pages, the blank sides of the original will be copied too. You can specify the blank page number(s) in the set, so that you will not be charged for the blank pages. This way you can also specify the pages in a double-sided original set that you do not want to be copied, in order to obtain blank copies of printed originals.

When making double-sided copies of single-sided originals, you may also need to add blank pages to the original set in order to make the number of original pages match the number of copy pages (see figure 22 on page 48). In this case, use the 'Blank page' function to identify the added pages to prevent them from being printed and being charged for them.



[28] Blank page function

▼ Specifying blank pages

- 1 Before you start programming the copier, check which pages you want to specify as blank pages.
- 2 Indicate whether the originals are 1-sided or 2-sided, and choose 1-sided or 2-sided copies using the 'Original' and 'Copy' functions.
- 3 Open the 'Paper' section by pressing the section button.
- 4 Select 'Page settings'.
The pages of the report will be shown in the graphic display.
- 5 Using the arrow buttons, select the page you want to keep blank.
- 6 Press the 'Blank page' function button.
- 7 Repeat steps 6 and 7 for each blank page.

- 8 Make other selections as required.
- 9 Place the originals in the automatic document feeder.
- 10 Press the start button .

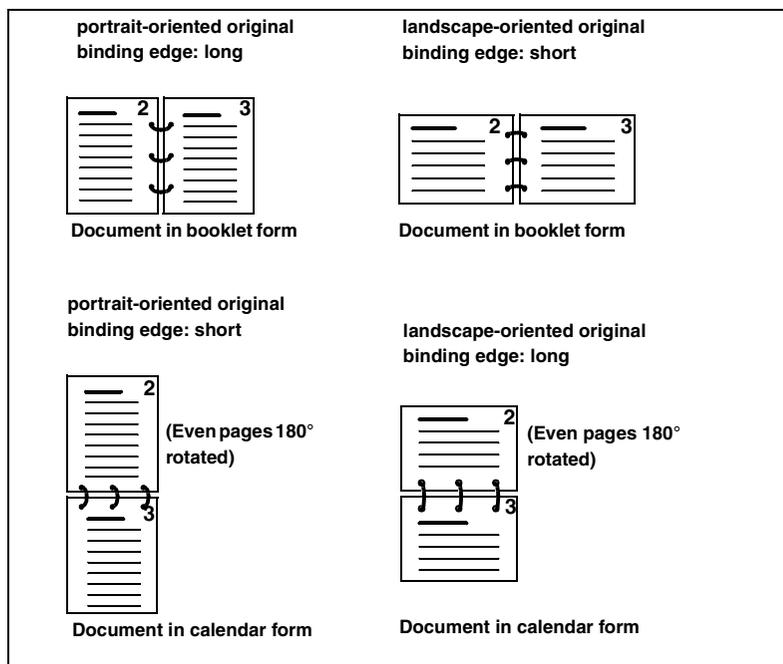
Defining the location and size of the binding edge

Reports are often bound or perforated. In some cases, the margin is not wide enough, so text may be lost. You can prevent this by widening the margin using the 'Margin shift' function.

Note: *The margin can also be narrowed by entering a negative value. This can be practical when limited space is left at the right side and lower side of the original.*

When printing a 2-sided report, set a binding edge in order to define whether the reader will leaf through the report by turning the pages horizontally or vertically. In the latter case, even pages are rotated (tumbled), which will result in a legible report for the reader. You must also set margins for both page sides in order to facilitate binding.

If you are copying originals with landscape-oriented information, you should indicate this to make sure that two consecutive pages are printed in the correct sequence.



[29] Various binding positions

The binding edge is either long or short. The position of the binding edge defines whether or not the information on the rear side of the copy will be rotated 180 degrees (see figure 29).

When selecting a long binding edge,
 for copy material, this will result in a document in booklet form,
 for copy material, this will result in a document in calendar form.

When selecting a short binding edge:
 for copy material, this will result in a document in calendar form,
 for copy material, this will result in a document in booklet form.

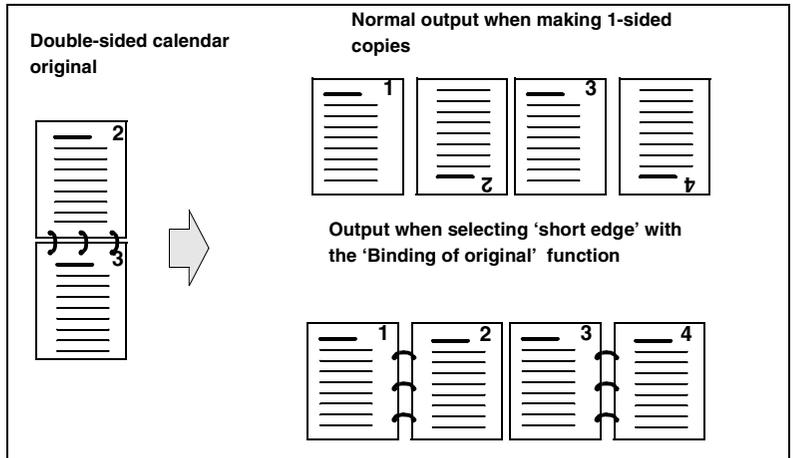
Note: If you want to convert a 'tumbled' original in one step to a report read by turning the pages horizontally, refer to 'Copying calendar originals' on page 57.

- ▼ **Defining the location and size of the binding edge**
- 1 Place the originals in the automatic feeder. Make sure you place the originals in the correct position ( or ).
 - 2 Indicate whether the originals are 1-sided or 2-sided and choose 2-sided copies using the 'Original' and 'Copy' function buttons.
Note: *The binding setting is not useful when 1-sided copies are chosen.*
 - 3 Open the 'Extra' section.
 - 4 Select the 'Copy binding' settings.
 - 5 Press the 'Binding' function button in order to define the binding edge of the copy.
 - 6 If required, press the 'Margin shift' function button to specify a margin shift for the front page and/or back page of your copy. Use the arrow buttons in order to alter the margin (max. -1 inch or max. +1 inch). Refer to 'Altering the margin (image shift)' on page 59 and 'Stapling copies' on page 36 also.
Note: *If you are feeding in  originals, make sure to select the corresponding paper tray.*
 - 7 Make other selections as required.
 - 8 Select the number of sets, using the copy quantity buttons.
 - 9 Press the start button  .

Copying calendar originals

When you make a 1-sided copy of a report in calendar form (in which even pages are rotated), the even pages will be delivered into the output tray upside-down.

With the Océ 31x5E Network Copier you can make a copy of such an original with a horizontal page turn in one step, while using other features of the machine at the same time.



[30] Copying a calendar original

- ▼ **Making an unrotated copy of a calendar original**
- 1 Place the originals in the automatic feeder. Make sure you place the originals in the correct position (📄 or 📄).
 - 2 Indicate that the originals are 2-sided and choose 1-sided or 2-sided copies using the 'Original' and 'Copy' function buttons.
 - 3 Open the 'Extra' section and select 'Original Layout'.
 - 4 Press the 'Calendar binding' function button.
 - 5 Select the image which represents the orientation (portrait or landscape) of the original.
 - 6 Make other selections as required.
Note: *If you are feeding in 📄 originals, make sure the corresponding paper tray is selected.*
 - 7 Select the number of sets, using the copy quantity buttons.
 - 8 Press the start button ⏪.

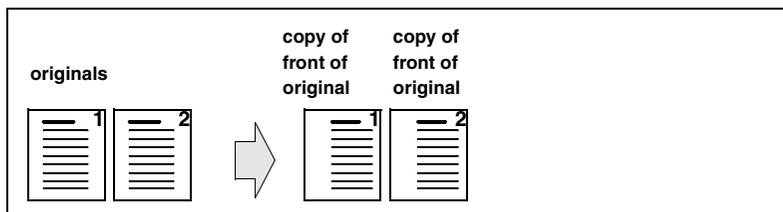
Altering the margin (image shift)

When the margin shift is used, the space at the left margin or the upper margin of the page will either be reduced or enlarged, depending on the chosen binding edge. In fact, the direction of the margin shift is determined by:

- the settings of the binding function
- the position of the original in the automatic feeder
- the selection for 1-sided or 2-sided copies.

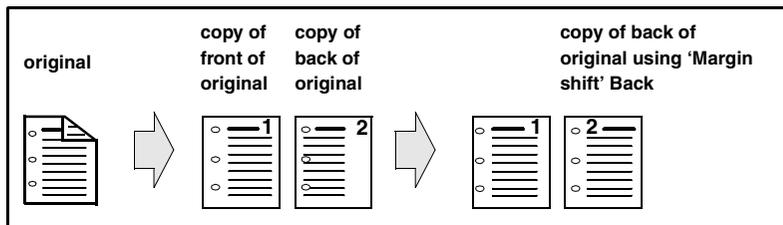
When you make 1-sided or 2-sided copies of 1-sided or 2-sided originals, margins and images can shift in relation to each other. The Océ 31x5E Network Copier offers you the possibility of altering the margins on front and back pages concurrently and/or independently.

1-sided > 1-sided When you make 1-sided copies of 1-sided originals, using the 'Margin shift' Front function will shift the image on the copy to the left or to the right, depending on the chosen value of the margin shift (see figure 31).



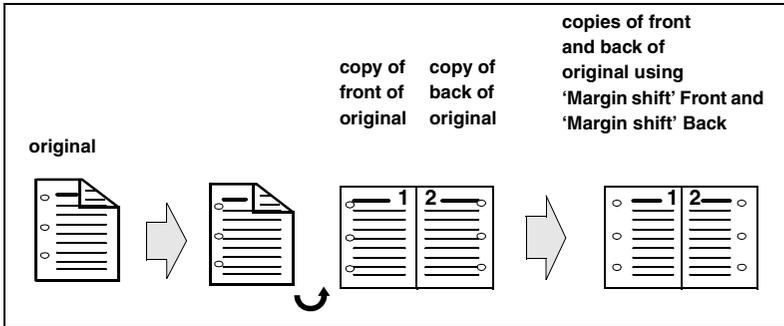
[31] Making 1-sided copies of 1-sided originals using 'Margin shift back'

2-sided > 1-sided When making 1-sided copies of 2-sided originals, the image on page 2 of your copy will not have the same margin as the image on page 1. Using the 'Margin shift page 1, 3, 5...' function, you can shift the image on the odd pages. Using 'Margin shift page 2, 4, 6...' you can shift the image on the even pages.



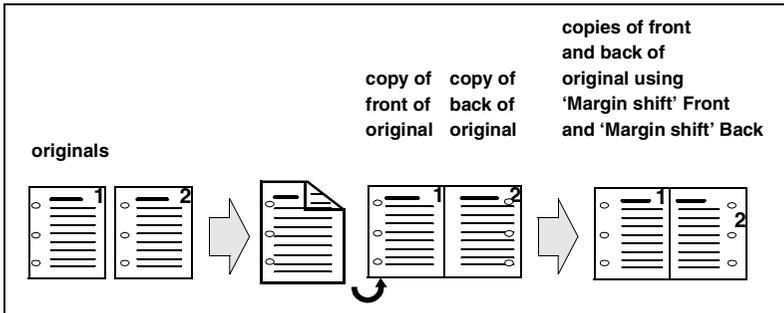
[32] Making 1-sided copies of 2-sided originals using 'Margin shift page 1, 3, 5...' and 'Margin shift page 2, 4, 6...'

2-sided > 2-sided When making 2-sided copies of 2-sided originals, you may want to widen the margin for binding purposes. By using the 'Margin shift' Front function and the 'Margin shift' Back, function you can shift the image on page 1 to the right and the image on page 2 to the left in order to obtain a wider binding margin (see figure 33).



[33] Making 2-sided copies of 2-sided originals using 'Margin shift' Front and 'Margin shift' Back

2-sided > 1-sided When making 2-sided copies of 1-sided originals, you will notice that the back page will not match the front page (when you hold the page to the light, you can clearly see that the back page has been shifted in relation to the front page). For binding, this can be very inconvenient. Using the 'Margin shift' Front, function you can shift the images on the front pages of your copy to the right. With the help of the 'Margin shift' Back, function you can shift the images on the back pages of your copy to the left in order to obtain a binding margin (see figure 34).



[34] Making 2-sided copies of 1-sided originals using 'Margin shift' Front and 'Margin shift' Back

▼ **Defining an image shift when copying a 1 or 2-sided original**

- 1 Place the originals in the automatic feeder. Make sure you place the originals in the correct position (☐ or ☐).
- 2 Indicate whether the originals are 1-sided or 2-sided and choose 1-sided or 2-sided copies using the 'Original' and 'Copy' function buttons.
- 3 Open the 'Extra' section.
- 4 Select the 'Copy binding' settings.
- 5 Press the 'Margin shift' function button to specify a margin shift on the front pages and/or back pages of your copy. Use the arrow buttons in order to indicate to what extent the image will be shifted to the left or to the right (max. -1 inch or max. +1 inch).
- 6 Make other selections as required.
- 7 Select the number of sets, using the copy quantity buttons.
- 8 Press the start button ◊.

Copying onto special material (overhead sheets etc.)

You can make copies on various types and sizes of materials. These special materials include overhead sheets (paperbacked and non-paperbacked), pre-printed or punched paper, labels, adhesive film, transparent papers, etc.

Usually you place this special material into one of the paper trays, provided the tray can accommodate the required material size and material weight. If the material cannot be placed in one of the paper trays, use the special feeder instead. Also, if the key operator has locked the paper compartment door but the use of the special feeder has been allowed, you can use the special feeder to feed in material for copying. This special feeder can be used to copy on all paper sizes (DIN A sizes, folio and USA paper sizes) and handles copy material of between 12 and 50 lb. bond.

For information about which types of materials can be used in each of the paper trays and which in the special feeder, see 'Copy materials that can be used' on page 95.

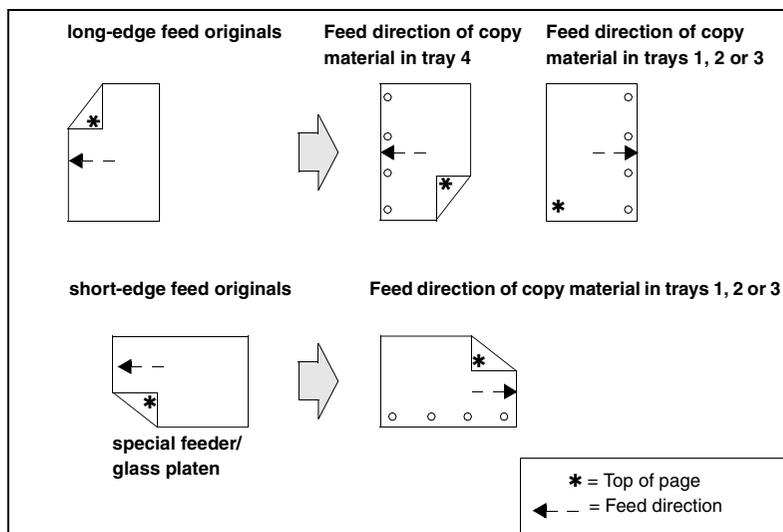
Note: *The key operator may block use of the special feeder and/or lock the paper compartment. If so, you will not be able to use them.*

Copying onto special material from the paper trays

Special material, such as covers and non-paperbacked overhead sheets, can be loaded into the paper tray as normal paper.

However, when using material with a specific orientation, such as pre-printed or punched paper, take into consideration that the image will be rotated 180° during the copying process. This means that the special material must be placed in a paper tray with the heading towards the front of the copier. The side to be printed first should be face-up in tray 1, 2 and 3 and face-down in tray 4. In the case of punched paper, the holes should be aligned to the right in tray 1, 2 and 3 and to the left in tray 4 (see figure 35 on page 63).

You will find that certain heavy materials do not move smoothly into the finisher. In these cases, you will need to change the output location to the upper tray. All the copied output will then be delivered into the upper output tray, but automatic stapling will no longer be possible.



[35] Feed direction of pre-printed and punched copy material in the paper trays

Attention: Do not use *pre-copied* paper because this may pollute the machine.

▼ Copying onto special material

- 1 Open the paper compartment door. Tray 4 will move down automatically as soon as the door is opened.
Note: If the key operator has locked the paper compartment door you will have to call the key operator in order to load special paper.
- 2 Place the special copy material in the required tray as described in 'Loading paper' on page 76.
Note: Material with a specific page orientation must be loaded into the paper trays as shown in figure 35.
- 3 Close the paper compartment door.
The bottom tray will move up automatically.
- 4 Place your A4 originals in the automatic feeder
- 5 Open the 'Paper' section and select the 'Paper input' settings.
- 6 Press the 'Source' function button to activate the 'Tray' option and select the corresponding paper tray in which you loaded the special copying material.

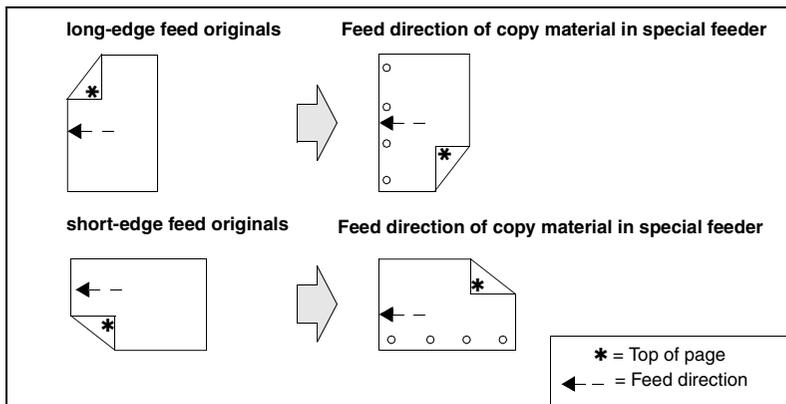
Note: For heavy materials, open the 'Extra' section and select 'Special' settings. Then press the 'Output tray' function button and select the upper tray.

- 7 Make other selections as required.
- 8 Press the start button \diamond .

Copying onto special material via the special feeder

The special feeder, a slot located in the paper compartment door, is designed to allow feeding in of special copy material such as paperbacked overhead sheets, pre-printed material, labels and films. It also allows you to make copies onto all other paper sizes (DIN A sizes, folio and USA paper sizes).

Non-DIN A-sized originals will not be recognized by the copier. For these originals you must select the zoom factor manually.



[36] Feed direction of pre-printed and punched copy material in the special feeder

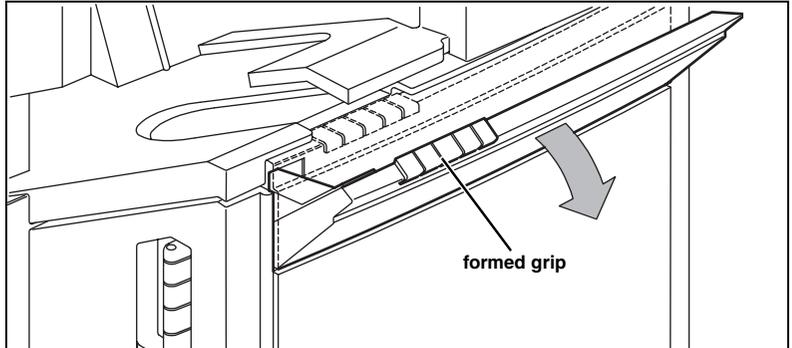
▼ Copying onto special material via the special feeder

- 1 Place your originals in the automatic feeder or on the glass platen.
- 2 Indicate whether the originals are 1-sided or 2-sided and choose 1-sided or 2-sided copies using the 'Original' and 'Copy' function buttons.

Note: If you want to copy onto both sides of the special copy material, you will have to feed the material in twice, turning it after one side of the copy has been made.

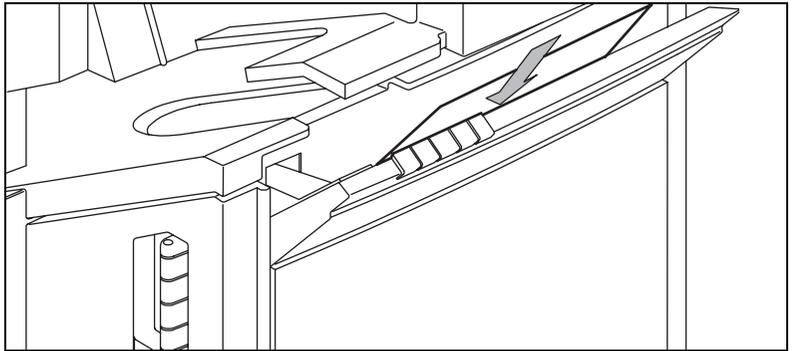
- 3 Open the 'Paper' section and select the 'Paper input' settings.
- 4 Select 'Special feeder' with the function button.
- 5 Indicate the paper size using the corresponding function button.

- 6 Open the special feeder above the paper compartment door using the formed grip (see figure 37).



[37] Opening the special feeder

- 7 Insert a sheet of copy material with the side to be copied face-down.



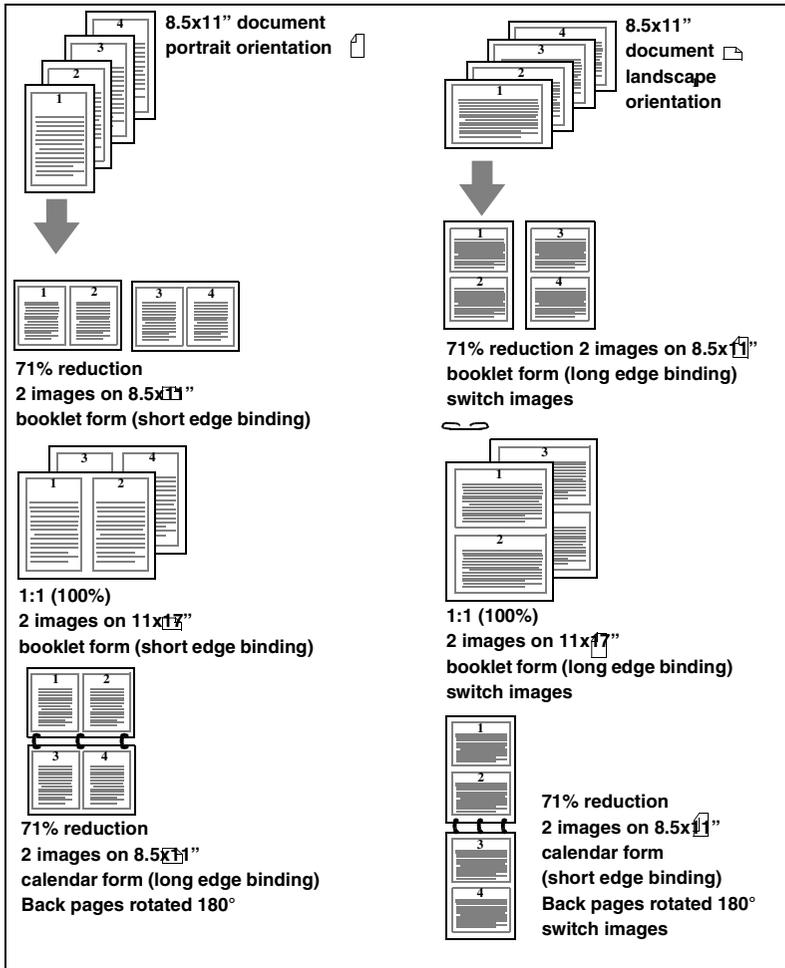
[38] Inserting special copy material in the special feeder

Note: *The orientation of the copy material must match the orientation of the original to be copied. You can insert 8.5x11" material in both orientations into the special feeder (see figure 36 on page 64).*

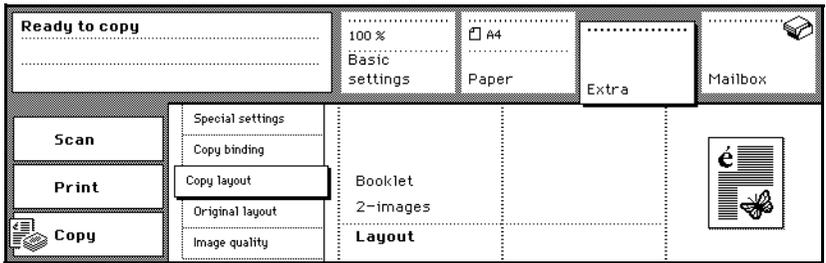
- 8 Define other settings as desired.
Note: *Some settings will not be possible if you are copying from the glass platen.*
- 9 Select the number of copies using the copy quantity buttons.
- 10 Press the start button (◊).
- 11 Close the special feeder when copying is completed.

Copying two originals onto one page side

Because the Océ 31x5E works with scanned, digital images, it is possible to manipulate these images. You can print two original pages (like two 1-sided originals or the front and rear side of a 2-sided original) on one side of the page. Depending on the chosen paper size, the originals are automatically reduced (see figure 39). Copying two original pages onto one side can be useful for conserving paper.



[39] Copying two originals onto one page side



[40] 2 images or booklet

If you want your job to be printed 2-sided onto the copy material, four original pages will be needed to fill both sides of the copy. If your job is 2-sided, you will also have to identify the required binding edge for the copies (see ‘Defining the location and size of the binding edge’ on page 56) in order to select booklet or calendar form for your output.

If you are using 2-sided originals for copying, you should indicate the binding edge of your originals in order to ensure that the front and back page of the originals are copied onto the copy material in the correct position.

▼ **Copying two portrait-oriented / landscape-oriented originals onto one page side**

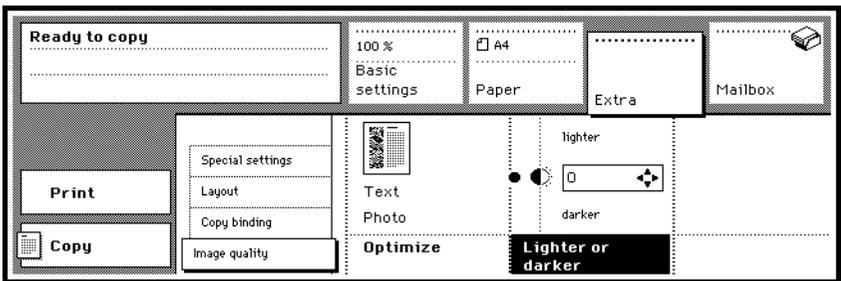
- 1 Indicate whether the originals are 1-sided or 2-sided and choose 1-sided or 2-sided copies using the ‘Original’ and ‘Copy’ function buttons.
- 2 Place your originals in long-edge (portrait-oriented originals) or in short-edge (landscape-oriented originals) feed position in the automatic feeder.
Note: *It is not possible to have your output stapled automatically because your output will be on 8.5x11” paper . You will have to staple your output manually. Placing your originals in short-edge feed position in the automatic feeder will enable you to staple your copies.*
- 3 Open the ‘Extra’ section.
- 4 Select the ‘Original layout’ settings.
- 5 Select whether your originals are read like a book (book binding) or like a calendar (calendar binding).
- 6 Select the orientation of the information (portrait or landscape).
- 7 Select the ‘Copy layout’ settings.
- 8 Select the ‘2 images’ option.
- 9 Enter the number of copies using the copy quantity buttons.
- 10 Press the start button (.

Improving the copy quality

The Océ 31x5E detects photos, rasters and fine lines on the original. The scanned original is processed automatically with a very high quality. Using the ‘Optimize’ function (in the ‘Extra’ section) is only necessary for special originals. There are two options for optimization:

- Photo: when you select the ‘Photo’, option, the whole original will be scanned and copied as a photo. Text on the original may be copied with less quality than if it were copied without this option.
- Text: when you select the ‘Text’, option, the whole original will be scanned and copied as text. A photo on the original may be copied with less quality than if it were copied without this option.

Note: Make one copy in order to test the settings. Continue with multiple copies when you are satisfied with the result.



[41] Copy quality settings

▼ Improving the copy quality

- 1 Place the original(s) in the automatic document feeder or on the glass platen.
- 2 Open the ‘Extra’ section and select the ‘Image quality’ settings (see figure 41).
- 3 Press the ‘Optimize’ function button in order to select the ‘Text’ or ‘Photo’ option.
- 4 If required, use the arrow buttons to select a lighter or darker output.
- 5 Make other selections as required.
- 6 Press the start button .

Make a booklet copy

You can make a booklet copy with the 31x5E. The format of the booklet (booklet or calendar) depends on how you feed the paper into the copier. The copier makes booklets from all kinds of paper that can be fed into the 31x5E. It is impossible to make a 5.5x8.5" booklet from an 5.5x8.5" original. This means that a booklet copy of an 5.5x8.5" original can only be printed on 8.5x11" paper. It is also possible to reduce and print an 8.5 x 11" original to 5.5 x 8.5" paper.

The booklet selection is positioned under the 'Extra' index, the 'Copy Layout' subindex and the 'Layout' softkey within the copy application.

If you put your paper in the feeder, the machine will automatically select the required paper tray. For a 8.5x11" fed in longedge, the machine selects the paper tray with A4  paper. Therefore, for a 8.5x11" fed in shortedge, the machine selects the paper tray with 8.5x11"  paper.

Note: *Selecting the booklet option overrides several copy settings (e.g. stapling, 1-sided copy etc.)*

▼ **Make a booklet of 8.5x11" originals**

- 1 Select the 'Extra' index, 'Copy Layout' subindex, 'Layout' softkey and select the Booklet option.
- 2 Indicate whether the originals are 1-sided or 2-sided using the 'Original' function button.
Note: *If you want to make a booklet, the basic settings for the copy will be unavailable.*
- 3 Place your originals in long-edge feed position in the automatic feeder.
- 4 Make other selections as required.
- 5 Press the start button .

Other settings when booklet is selected

When booklet is selected (IndexKey 1), the Basic settings for the original are the same. The settings for the copy settings are locked. The Staple setting is automatically set to *No*. Enlargement/Reduction (SoftKey 4) is not handled differently from normal copying. The Paper settings (IndexKey 2) can be set in the same way as a normal copy job, and can be used to select the paper

source. If you select the 'Special feeder', the booklet selection will no longer be available. If you use the Cover selection (SoftKey 3), two options are possible: 'None' and 'Front&Back'. The page settings are not supported for booklet, they are locked on default settings. The Output tray (SoftKey 3) can be set. The Extra settings (IndexKey 3) make it possible to:

- Set the Image quality.
- Set the the binding of the originals.
- Set how the information on the original is orientated.

The Copy binding (SoftKey 3) is always Short edge, therefore Long edge is locked.

Margin shift Front and Back are combined into one Margin shift card.

▼ **Make a booklet of 8.5x11" originals (2-sided, bookbinding / calendarbinding)**

- 1 Select the 'Extra' index, 'Copy Layout' subindex, 'Layout' softkey and select the Booklet option.
- 2 Indicate that the originals are 2-sided using the 'Original' function button.
- 3 Make sure that under the 'Extra' index, 'Original layout' subindex, the 'Book binding' option is active.

Note: *If you have calendar binding originals, you have to make sure that this option is active in the 'Original layout' subindex.*

- 4 Place your originals in long-edge (portrait-oriented originals) or in short-edge (landscape-oriented originals) feed position in the automatic feeder.
- 5 Make other selections as required.
- 6 Press the start button .

▼ **Make a 5.5x8.5" booklet with 8.5x11" originals**

- 1 Select the 'Extra' index, 'Copy Layout' subindex, 'Layout' softkey and select the Booklet option.
- 2 Indicate whether the originals are 1-sided or 2-sided using the 'Original' function button.
- 3 Select the 'Paper' index, 'Paper input' subindex and with SoftKey 3, select the 'Tray' option.

Note: *Normally, the machine selects the source automatically.*

- 4 With SoftKey 4, select the '5.5x8.5"' option.
- 5 Place your originals in long-edge (portrait-oriented originals) or in short-edge (landscape-oriented originals) feed position in the automatic feeder.
- 6 Make other selections as required.
- 7 Press the start button .

▼ **Make a booklet of 8.5x11" landscape originals**

- 1 Select the 'Extra' index, 'Copy Layout' subindex, 'Layout' softkey and select the Booklet option.
- 2 Indicate whether the originals are 1-sided or 2-sided using the 'Original' function button.
- 3 If your originals are 2-sided, make sure that under the 'Extra' index, 'Original layout' subindex, the 'Book binding' or 'Calendar binding' options are active.
- 4 Select the 'Paper' index, 'Paper input' subindex and with SoftKey 3, select the 'Tray' option.
- 5 With SoftKey 4, select the '8.5x11" ' option.
- 6 Place your originals in short-edge feed position in the automatic feeder.
- 7 Make other selections as required.
- 8 Press the start button .

Combine copyjob parts

A combined copy job consists of several sets of originals. The different jobs form one job. You can use the combine function in the following cases:

- if the originals have different sizes.
- if the originals have different materials.
- if the originals include more than 50 sheets.

You can change the job settings for each part of a copy job or for the whole job. With 'combined copy', 2-sided copies from the glassplaten are possible.

Basically, we can identify two groups of originals you can to copy. Each group requires a different copying procedure.

Standard originals The set of originals consists of pages which are all of the same size and are 20 lb. bond. The information is identical on all pages, so no special settings for individual pages are required. The total number of sheets in the set does not exceed 50 sheets of 8.5x11" or 35 sheets of 11x17" size.

In this case, the set of originals can be placed in the automatic feeder and copied as a single job. This method is called simple copying.

Special and/or mixed originals The set of originals consists of originals which vary in size or consist of more than 50 sheets. Or, the information on some pages may require deviating settings. The set may also contain special originals (books, photographs, originals smaller than A5) which need to be copied from the glass platen.

In this case, the set of originals must be copied in a number of subsets. Each subset consists of one or more originals. When finished, all subsets will be combined into a single copy job. This method is described as combined copying.

Other settings You can change settings to get the right images in the resulting file, such as reduced/enlarged pages or quality adjustments. If you use the simple copying method, these settings apply to the entire job, whereas for combined copying these settings apply to part of the job or even individual pages.

Settings of the jobs

As previously mentioned, some settings are standard for the entire job. Other settings are standard for each part of the job. The user defines the settings for the complete job at the beginning of the job. The other settings can be modified before every job part.

The settings chosen for the entire job are:

- runlength
- output paper format and source
- 1-sided or 2-sided copy (output)
- copy binding mode: long-edge / short-edge binding
- staple on / off
- front and / or back cover
- page settings: separation sheet, appendix and blank page
- 2 images or booklet layout
- output tray: upper tray or based on size
- margin shift (front / back)

Settings for job parts are:

- original binding: booklet or calendar
- original orientation of information: portrait or landscape
- 1-sided or 2-sided originals
- image enlargement or reduction (zoom)
- optimize: auto, text or photo
- lighter or darker

The selection of the size

The page size selection is set by default to 'Automatic'. This selection indicates that the copier selects the size for the digital document to make an image of the same size. This selection depends on the paper size of originals in the automatic feeder. The copier cannot detect the size of originals on the glass platen. Select the page-size when it is different from 8.5x11" portrait.

▼ **Combine job parts**

- 1 Define the settings for the entire job.
- 2 Push the 'Combine' button (the system status must be 'Ready for next part').
- 3 Put your original on the glass platen or in the ADF.
- 4 Define the settings for the job part 1).
- 5 Push the 'Combine' button.
- 6 Repeat steps 2 - 4 until all your parts are scanned.
- 7 Push the green button.

If you select a number of copies that is larger than 1 and there is not enough memory space, the quantity of copies will be automatically set to 1.

You can also make a booklet out of combined job parts. For example if you have different papersizes, single and double sided copies, copies from a book and you want to make a booklet out of it.

▼ **Make a booklet out of different job parts**

- 1 Open the 'Extra' index
- 2 Select the 'Layout' subindex.
- 3 Select the 'Booklet' option.
- 4 Indicate whether the originals are 1-sided or 2-sided using the 'Original' function button.
- 5 Define the settings for the entire job.
- 6 Place the originals on the glass platen or in the ADF.
- 7 Push the 'Start part' button.
- 8 Continue steps 4 and 5 until all parts are ready.
- 9 Press the start button .

Chapter 4

Maintenance

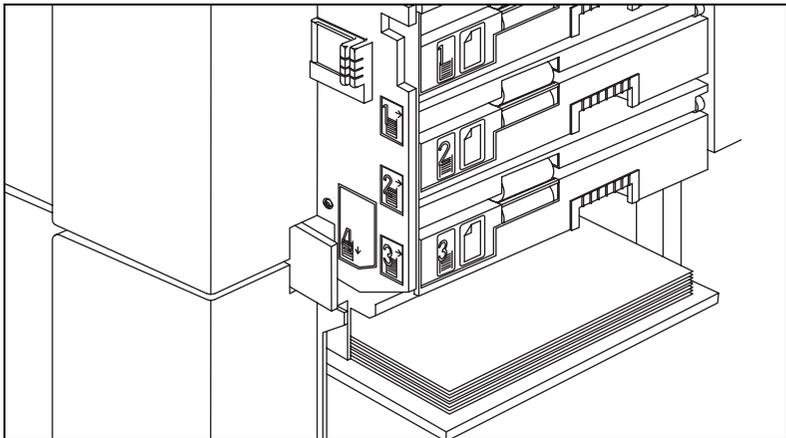
A message in the display indicates that the Océ 31x5E requires maintenance, such as refilling paper, staples, and so on. You will normally be requested to call the key operator. If the key operator allows you to load paper, the display will request you to load paper instead of calling the key operator. This chapter tells you how.



Loading paper

The Océ 31x5E has four paper trays. Each of the paper trays 1, 2 and 3 holds 500 sheets of 20 lb. bond paper in various sizes, between 5.5 x 8.5" and 11 x 17". Between jobs, tray 1 can be adjusted to hold a different paper size (between 5.5 x 8.5" and 11 x 17"). Paper trays 2 and 3 are set to a fixed size by the Océ service technician during the installation of the copier. The lower tray (4) takes up to 2,250 sheets of 20 lb. bond 8.5 x 11"  paper. For a complete overview of the options involving the paper trays, see 'Copy materials that can be used' on page 95.

A message will appear when it is necessary to load paper. Follow the instructions on the display. If the key operator has locked the paper compartment door, the Océ 31x5E will instruct you to call the key operator when it runs out of paper.



[42] Four paper trays

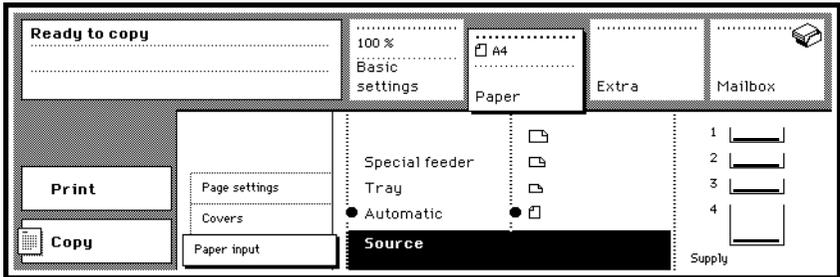
Because the Océ 31x5E has two types of paper trays, this section contains two different procedures for reloading paper.

Paper supply You can check the paper supply of the four paper trays on the operating panel without opening the paper compartment door. Especially when the paper compartment door is locked by the key operator, it is advisable to check whether other paper trays need to be refilled soon, and have them refilled at the same time.

Loading special material When loading overhead transparencies, preprinted paper or punched paper (or other copy material with a specific page orientation) take into consideration that the image is rotated 180° during the copying process. This means that the special material must be loaded into the paper trays as shown in figure 35 on page 63.

▼ **Check paper supply**

- 1 Open the 'Paper' section.
- 2 Select the 'Paper input' settings (see figure 43).

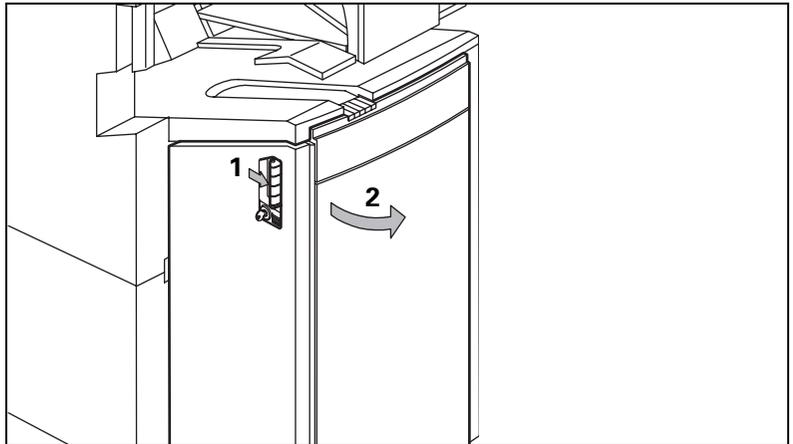


[43] Source card showing paper stock

The 'Stock' graphic shows the stack of paper which is still available in the paper trays, where figures 1, 2, 3 and 4 represent paper trays 1, 2, 3 and 4. If the stack of paper is low in the graphic, you will need to refill the paper in the corresponding paper tray within a short time.

▼ **Loading paper in tray 4**

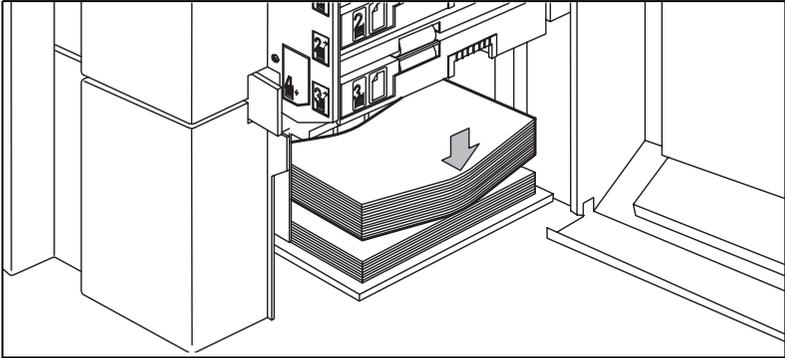
- 1 Open the paper compartment door (see figure 44).



[44] Opening the paper compartment door

Tray 4 will move down automatically as soon as the door is opened.

- 2 Take the paper out of the pack. If the pack of paper comes wrapped, remove the top and bottom sheets.
- 3 Hold the paper by the short sides and bend it slightly. Then place it on top of the remaining stack of paper in tray 4, making sure that you do not dislodge it (see figure 45).



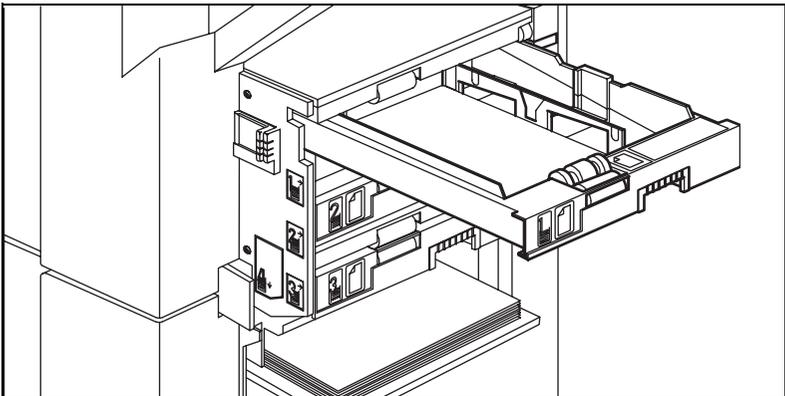
[45] Loading a package of paper into the tray

Note: *Preprinted or punched paper must be placed with the leading edge towards the front of the copier and the perforation (if any) to the left.*

- 4 Close the paper compartment door. The tray will move up automatically.

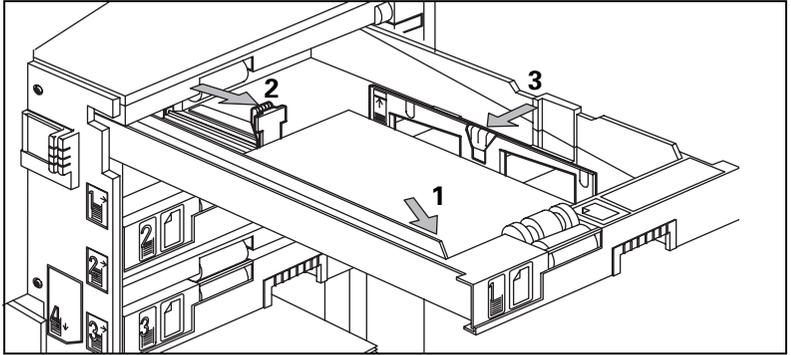
▼ Loading paper (trays 1,2,3)

- 1 Open the paper compartment door (see figure 44).
- 2 Pull out the paper tray as shown in the figure below:



[46] Sliding the paper tray out of the paper compartment

- 3 Take the paper out of the pack. If the pack of paper comes wrapped, remove the top and bottom sheets.
- 4 Hold each pack of paper at the two short sides and bend it slightly. Then place it in the tray.
- 5 If you are filling paper tray 1, slide the two guides against the sides of the paper, as shown in figure 47. Make sure that the paper is loaded in the correct feed direction (portrait or landscape).



[47] Adjusting the slides in paper tray 1.

Note: *Preprinted and punched paper must be placed face up, with the top of the page in the direction shown in figure 35 on page 63.*

- 6 Push the tray back into place.
- 7 Repeat for other paper trays, when necessary.
- 8 Close the door to the paper tray compartment.

Refilling staples

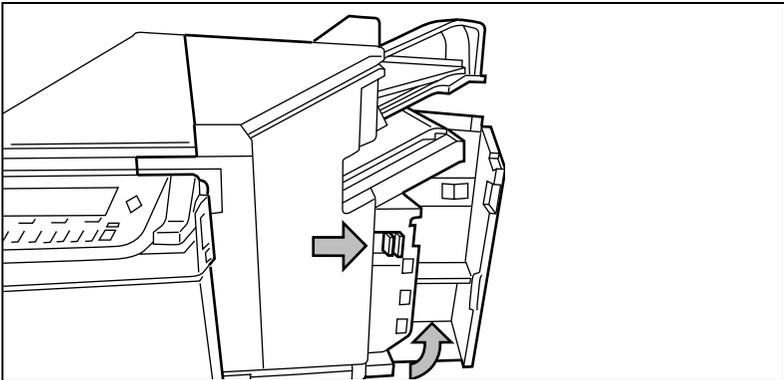
The staple unit of the Océ 31x5E is located on the front of the finisher. When the staples run out, a message will appear in the display.

There are two different types of staple units: a 35-sheet stapler and a 50-sheet stapler. The Océ 3165E can be equipped with either one of these two; the Océ 3145E and Océ 3155 always use the 50-sheet stapler. If you do not know which type of stapler your Océ 3165E has, look at the illustration on the inside front cover. If the illustration shows a small front door, you should follow the 50-sheet stapler procedure.

New staples are available in special cartridges. Use S2 staples for the 50-sheet stapler (order No. 29701443). For the 35-sheet stapler, use staples with order No. 29701447.

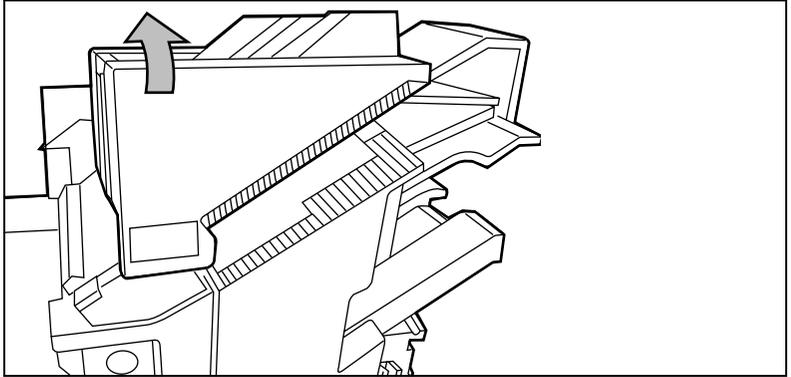
▼ Refill staples (35-sheet stapler)

- 1 Open the paper compartment door (if the door is locked, call your key operator).
- 2 Slide the frame to the right using the blue handle marked 'A'.



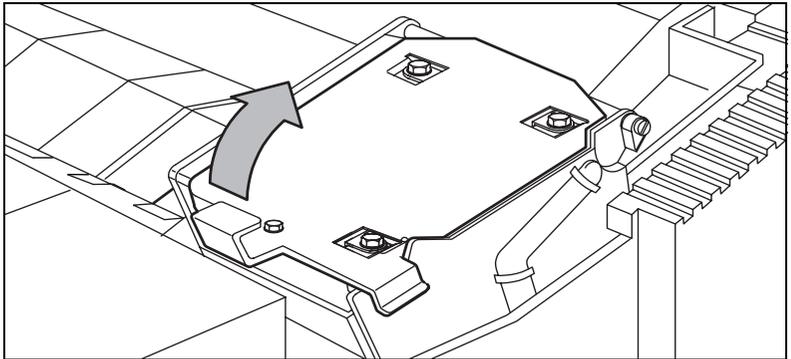
[48] Sliding the frame of the paper compartment to the right

- 3 Open the top cover of the finisher.



[49] Opening the finisher top cover

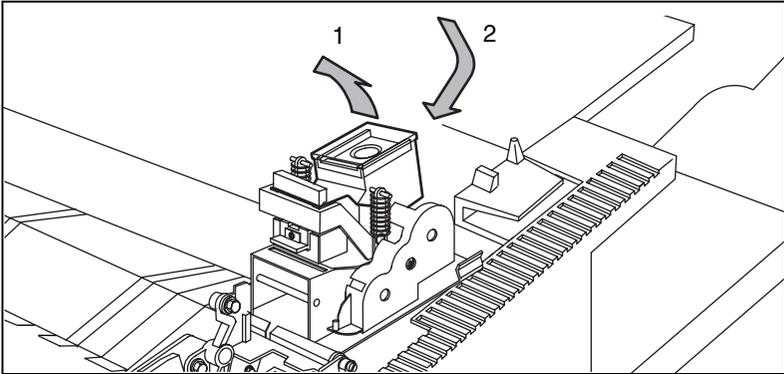
- 4 Open the stapler by pulling the lever to the left and then lifting it.



[50] Opening the 35-sheet stapler

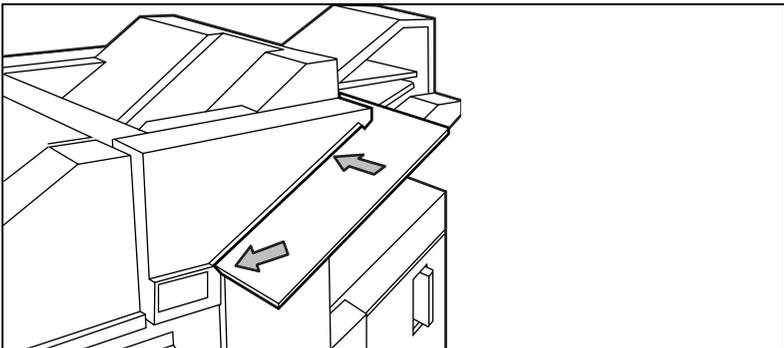
Note: *If the key operator is the only person authorized to refill staples, you will not be able to open the stapler because it will have been latched. In this case, you will have to contact the key operator.*

- 5 Remove the empty staple cartridge by turning it over to the left in a single movement (see action 1 as shown in figure 50).



[51] Removing/replacing the staple cartridge

- 6 Remove any remaining staples from the stapler anvil.
- 7 Insert a new cartridge by sliding it downward to the left until it clicks into place (see action 2 as shown in figure 50 above), ensuring that the first strip of staples does not slide out of the staple cartridge.
- 8 Turn the stapler back.
- 9 Close the top cover.
- 10 Slide the frame to the left until it locks into place.
- 11 Close the paper compartment door.
- 12 Slide several sheets of paper into the stapling slot, as shown below.



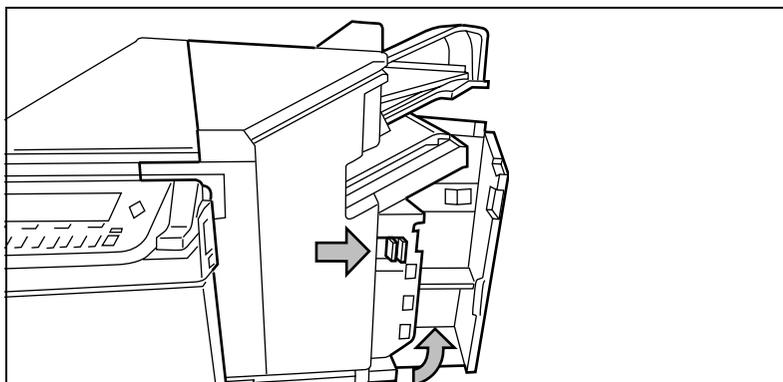
[52] Manual stapling

- This causes the strip of staples to move a bit towards the mouth of the stapler.
- 13 Repeat the manual stapling 4 to 6 times, until a staple is inserted in the set of paper. The stapler is now ready for operation.



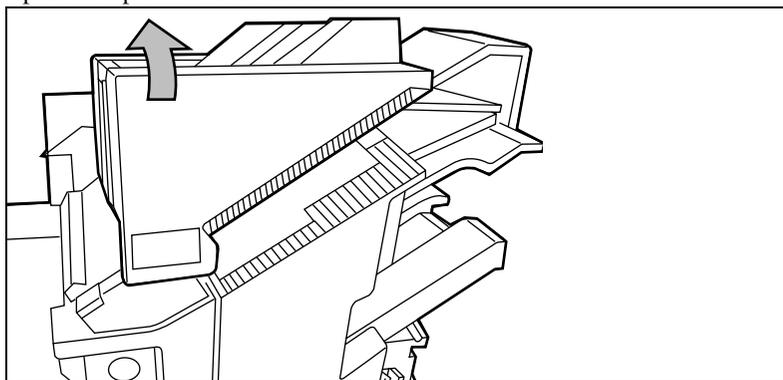
Refill staples (50-sheet stapler version)

- 1 Open the paper compartment door.
- 2 Slide the frame to the right with the blue handle marked 'A'.



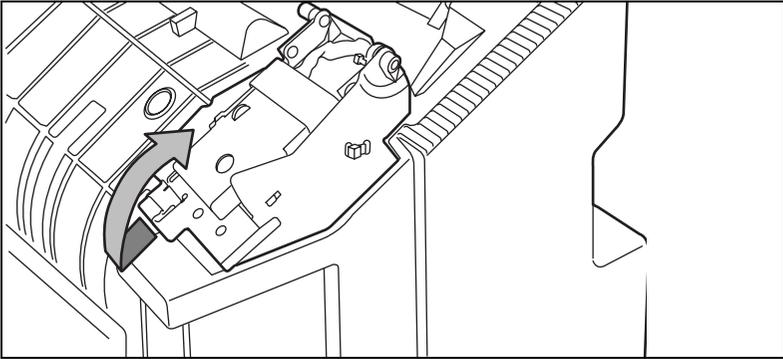
[53] Sliding the frame of the paper compartment to the right

- 3 Open the top cover of the finisher.



[54] Opening the finisher top cover

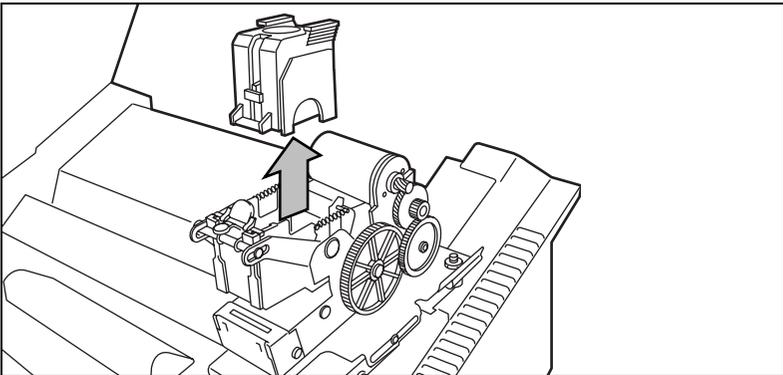
- 4 Open the stapler by pulling the lever to the left and then lifting it.



[55] Opening the 50-sheet stapler

Note: *If the key operator is the only person authorized to refill staples, you will not be able to open the stapler because it will have been latched. In this case, you will have to contact the key operator.*

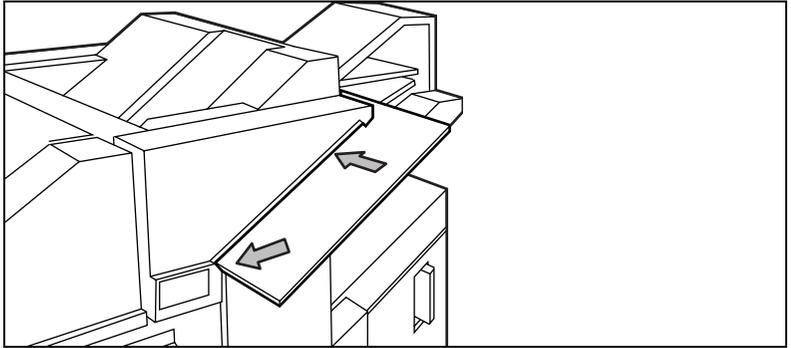
- 5 Remove the empty staple cartridge by pulling it upwards (see figure 56).



[56] Removing the staple cartridge

- 6 Remove any remaining staples from the stapler anvil.
- 7 Place a new cassette by pushing it downward until it clicks into place, making sure that the first strip of staples does not slide out of the staple cartridge.
- 8 Close the stapler and pull the lever to the left in order to lock it.
- 9 Close the top cover.
- 10 Slide the frame to the left until it locks into place.
- 11 Close the paper compartment door.

- 12** Slide several sheets of paper into the stapling slot, as shown below.



[57] Manual stapling

This causes the strip of staples to move a bit towards the mouth of the stapler.

- 13** Repeat the manual stapling 4 to 6 times, until a staple is inserted in the set of paper. The stapler is now ready for operation.

Cleaning the glass platen

If the glass platen is soiled, it must be cleaned in order to maintain good copy quality.

▼ **Cleaning the glass platen**

Open the cover and wipe the glass platen with a soft, moist cloth.

Chapter 5

Problem solving

When a problem occurs, the display will provide all the information required to resolve it. Therefore, this chapter simply provides some general information about possible problems which might arise.



Introduction

When a problem occurs, simply follow the instructions on the display panel. The display informs you about:

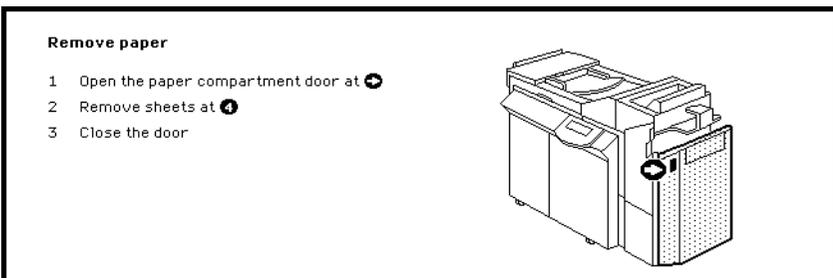
- *what* the problem is
- *where* it has occurred
- *how* to solve it (step-by-step instructions)

This applies not only to messages relating to conflicting settings which have been selected, or items which need replenishing, but also to original and copy paper jams.

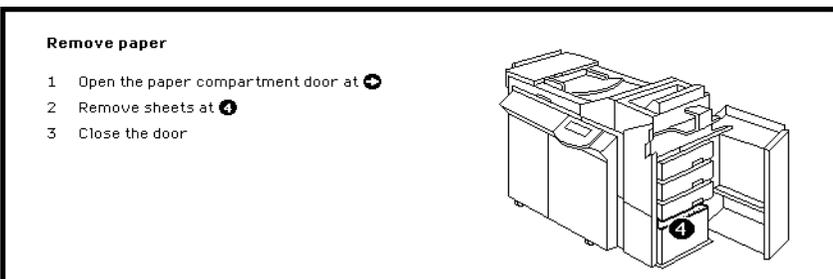
Therefore, this chapter gives you some general information about how original and copy paper jams are reported by the Océ 31x5E and how to identify doors, covers and handles referred to in the displayed instructions.

Clearing paper jams

If copy material or originals stop in the copier, a cover or door will be displayed with an arrow that indicates which part of the copier is involved (see figure 58 for an example).



(as soon as a step of the instruction above is completed, another illustration will appear. The illustration below refers to step 2).



[58] Example of an error message for a paper jam

Note: *If the key operator has locked the paper compartment door, you will not be able to clear paper jams in the paper compartment and the sliding module. In this case, the display will instruct you to call the key operator and will give you his/her phone number.*

The pictures help you to locate the problem area quickly. Jams of originals usually occur on the glass platen and under the upper handle of the original feed cover. Paper jams occur in the paper compartment, in the trays and along the door, as well as in the sliding frame, which can be accessed when the paper compartment door is open.

The handles of doors and covers on the outside of the copier (which may be lifted, pressed or opened to remove sheets) are of a blue/green color. The handles on the inside of the copier, located behind doors or covers, and which are referred to in the instruction text as A, B or C, are green and are also identified by labels placed inside the copier.

The copier guides you through a sequence of steps to solve the problem. If a paper jam occurs in more than one location, the display will continue to instruct you until all sheets have been removed.

Once the error has been cleared, the display will give you instructions on how to continue the job correctly. Do not forget to remove any bad copies from the lower output tray.

Appendix A

Overview and tables



Product specifications

<i>Process</i>	Organic photo conductor Océ Copy Press technology, 600 dpi LED digital copying, Image Logic for copy quality.
<i>Print speed Océ 3145E</i> <i>Scan speed Océ 3145E</i>	46 8.5 x 11" pages per minute, for 1-sided copies 40 8.5 x 11" pages per minute, for 2-sided copies 45 8.5 x 11" pages per minute
<i>Print speed Océ 3155</i> <i>Scan speed Océ 3155</i>	52 8.5 x 11" pages per minute, for 1-sided as well as 2-sided copies 52 8.5 x 11" pages per minute
<i>Print speed Océ 3165E</i> <i>Scan speed Océ 3165E</i>	62 8.5 x 11" pages per minute, for 1-sided as well as 2-sided copies 54 8.5 x 11" pages per minute
<i>Resolution</i>	Scanning: 400 dpi x 256 shades of gray Printing: 600 dpi, black/white
<i>Warmup time</i>	About eight minutes
<i>Original sizes</i>	<i>Via automatic document feeder:</i> Either European paper sizes (max. A3, min. A5) or USA paper sizes (max. 11x17", min. 5.5 x 8.5"), capacity: 50 sheets 8.5 x 11" of 20 lb. bond at a time; can be refilled during the copying process. <i>Glass platen:</i> all sizes
<i>Copy sizes</i>	max. A3 (11 x 17"), min. A5 (5.5 x 8.5"), from four pa- per trays, totaling 3,500 sheets, automatic selection of paper size
<i>Memory capacity</i>	Standard 32 Mb RAM (about 140 8.5 x 11" pages), can be expanded to 128 Mb
<i>Output</i>	In finisher: output per set (one page can also be a set) max. 650 unstapled sheets 8.5 x 11" portrait, 20 lb. bond (Océ 3145E and Océ 3155), max. 1000 unstapled sheets 8.5 x 11" portrait, 20 lb. bond (Océ 3165E, optional on Océ 3145E and Océ 3155). In upper output tray: output per page max. 450 sheets all paper sizes of 20 lb. bond

<i>Finishing</i>	Automatic stapling of either max. 35 (Océ 3165E) or 50 (Océ 31x5E) sheets of 20 lb. bond paper in the upper left corner. Manual stapling. Provided with covers, separation sheets, blank pages and appendices.
<i>Exposure setting</i>	Automatic optimal copy quality using exposure adjustment for the entire page including photo setting (Image Logic).
<i>Zoom</i>	25 - 400%, manual enlargement or reduction

Note: *More information regarding the product specifications can be found in the Océ 31x5E safety information sheet in appendix B.*

Originals that can be used

<i>Originals</i>		<i>Specifications</i>
<i>Original sizes</i>	<i>Glass platen</i>	max. 297x431,8 mm (approx. 11 x 17")
	<i>Automatic document feeder</i>	min. 127x203 mm (5 x 8") max. 297x432 mm (11.7 x 17")
<i>Original weight</i>	<i>Glass platen</i>	any weight (max.10 kg)
	<i>Automatic document feeder</i>	50 sheets of 20 lb. bond
<i>Original type</i>	<i>Glass platen</i>	any type original
	<i>Automatic document feeder</i>	slightly curled, undamaged originals 1- and 2-sided

Note: Do not use transparent originals in the automatic document feeder.

Copy materials that can be used

<i>Copy material</i>		<i>Excellent</i>	<i>Good</i>	<i>Not recommended</i>
<p><i>Tray 1 and tray 2</i></p>	<p><i>size:</i> min. A5 (5.5 x 8.5") max. A3 (11 x 17")</p> <p><i>capacity:</i> 500 sheets of 20 lb. bond</p>	<p>- Océ brand paper, unperforated 75-120 g/m² (19-30 lb. bond) - Paper of comparable quality</p>	<p>All types of plain paper 60-170 g/m² (15-42 lb. bond, including perforated paper) - Océ eco-paper recycled and Green Label (including perforated paper) - Overhead film types MC 120, MC 130, MC 220 (all paperbacked)</p>	<p>< 65 and > 170 g/m² (16 and 42 lb. bond) - Non-Océ specialties</p>
<p>Tray 3</p>	<p><i>size</i> min. A5 (5.5 x 8.5") max. Folio</p> <p><i>capacity</i> 500 sheets of 80 g/m² (20 lb. bond)</p>	<p>- Océ brand paper, unperforated 75-120 g/m² (19-30 lb. bond)</p>	<p>All types of plain paper 60-170 g/m² (15-42 lb. bond, including perforated paper) - Océ eco-paper recycled and Green Label (including perforated paper) - Overhead film types MC 120, MC 130, MC 220 (all paperbacked)</p>	<p>< 65 and > 170 g/m² (16 and 42 lb. bond) - Non-Océ specialties</p>

<i>Copy material</i>		<i>Excellent</i>	<i>Good</i>	<i>Not recommended</i>
<i>Tray 4</i>	<p><i>size</i> 8.5 x 11"</p> <p><i>capacity</i> 1750 or 2000 sheets of 80 g/m² (20 lb. bond) (depending on machine version)</p>	<p>- Océ brand paper, unperforated 75-120 g/m² (19-30 lb. bond)</p> <p>- Overhead film type MC 170, (non-paper-backed)</p>	<p>All types of plain paper 60-120 g/m² (15-42 lb. bond, including perforated paper)</p>	<p>< 65 and > 120 g/m² (16 and 42 lb. bond)</p> <p>- Non-Océ specialties</p>
<i>Special feeder</i>	<p><i>size</i> A4 landscape and portrait, A3, folio, quarto, commercial, foolscap folio, 8.5 x 10" 8.5 x 10.5" 8.5 x 11" landscape and portrait, 8.5 x 12" 8.5 x 13" 8.5 x 14" 11 x 17"</p> <p><i>capacity</i> single sheet</p>	<p>Océ labeled paper 50-200 g/m² (13-50 lb. bond)</p> <p>- Overhead film type MC 170 (non-paper-backed)</p> <p>All types of plain paper 50-200 g/m² (13-50 lb. bond, including perforated paper)</p>	<p>- Overhead film types MC 110, MC 120, MC 130, MC 210, MC 220</p>	<p>- Non-Océ specialties</p>

Considerations

- Load paperbacked sheets in such a way that the glued side is fed in first.
- You can use heavy weight paper for covers, but not for complete sets when using the finisher (see ‘Copying onto special material (overhead sheets etc.)’ on page 62).
- Do not use precopied paper in trays 1, 2, or 3. Precopied paper may be used in tray 4 for making 2-sided copies. You need to place the copied side face-up in tray 4. When using pre-printed paper, contact Océ for ink specifications.
- You can change the paper size in tray 1. The paper sizes in trays 2 and 3 are set by the Océ service technician.
- The special feeder can be used for overhead sheets, labels, duraCopy (Durable Form), adhesive film, transparent papers (22 – 29 lb. bond), polyester drawing film XV (2.5 and 3.5 mil).
- Some perforated originals (e.g. with a row of holes > 6 mm [0.24”]) do not handle well, because their holes might pass a sensor. You will have to place such originals in landscape feed into the automatic feeder.

Functional overview copy mode

Section	Subsection	Settings
<i>Basic</i>	Original	
	Copy	
	Staple	
	Enlargement or reduction	
<i>Paper</i>	Paper output	Output tray
	Page settings	Separation sheet Appendix Blank page
	Covers	Covers
	Paper input	Source
	Special settings	System Management
<i>Extra</i>	Copy binding	Binding Margin shift
	Copy layout	Layout
	Original layout	Book binding Calendar binding
	Image quality	Optimize Lighter or darker

Appendix B

Safety information



General safety information

For questions about Océ products which are related to health, safety and the environment, please contact your Océ organisation at the address listed in the last appendix of this manual.

Radio interference

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

FCC = Federal Communications Commission.

Symbols

Stickers with the following illustrations are used in this machine to indicate parts which should not be touched due to high voltage or extreme heat, or parts which require extra attention:

Symbol	Meaning
	Caution, high voltage
	Caution, high temperature
	Caution

Instructions for safe use

Attention: *Products designed by Océ are developed and tested in conformance with the strictest international safety standards. However, to help assure the safe operation of these products, it is important that:*

- you carry out maintenance only as far as prescribed in this manual.
- you observe the following safety recommendations:

Maintenance

- Do not remove any screws from fixed panels.
- Do not place any liquids on the machine.
- Use maintenance materials or other materials for their original purpose only. Keep maintenance materials away from children.
- Do not mix cleaning fluids or other substances.
- To avoid damage and the risk of personal injury, all modifications to Océ equipment are strictly reserved for properly qualified and trained service technicians.

Power connection

- Do not move the machine yourself: contact Service
- If unforeseen circumstances force you to re-install the machine without the assistance of Océ Service, make sure that the machine is connected to a power outlet which is equipped with a fuse or circuit breaker with the appropriate capacity.
- Do not bridge any mechanical or electrical circuit breakers.
- Do not use an extension cord to connect the machine.
- We recommend that you connect only copy-control devices or other devices which meet (inter)national product safety and radio-frequency interference standards, and that you use connection cables recommended by Océ.
- This equipment is not designed for connection to an IT power system. (An IT power system is a voltage network in which the neutral wire is not connected to earth.)
- For equipment connected via a wall outlet: place the machine close to an easily accessible wall outlet.
- For equipment connected to the electrical system via a permanent connection: make sure that the disconnect device in the permanent connection is easily accessible.

Ventilation and location

- Do not block the machine's ventilation openings.
- Make sure that the machine is placed on a level, horizontal surface which is strong enough to bear the full weight of the machine. See the Océ 31x5E safety data sheet in this appendix for information about the weight of the machine.
- Make sure that there is sufficient space around the machine. This facilitates both proper loading of materials and equipment maintenance.
- Do not place the machine in a room which is subject to excessive vibration.
- Do not place the machine in a room that is too small and insufficiently ventilated. See the Océ 31x5E safety data sheets in this appendix for information about space and ventilation requirements.

General

- Always use materials recommended by Océ and developed for this Océ machine. Materials not approved by Océ may cause damage to your machine.
- Do not use the machine if it is making unusual sounds. Remove the plug from the power outlet or turn off the switch in the fixed connection to the electrical system and contact Service.

Safety data sheets for the Océ 31x5E

The disclaimer below is valid for all safety datasheets in this manual.

Disclaimer The safety data sheets for the Océ 31x5E have been compiled as a compact guide to safe product handling and operation, and to the best of our knowledge contains the most complete and accurate information possible. We reserve the right to revise these safety data sheets as new information becomes available. It is the user's responsibility to determine the suitability of this information for the adoption of the appropriate safety precautions for his organization, and to contact Océ to make sure that he is in possession of the latest version of the sheets. If and insofar as limitation of liability is permitted under the applicable laws, we accept no liability for any inaccuracies that may occur in this information.

Safety data sheet Océ 3145 Digital Copier

PRODUCT SAFETY DATA SHEET			
		Number	E-704-a-US
		Date	July 1999
Model	Océ 3145 DC		
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.		
Max. process speed	46 A4 copies/min or 23 A3 copies/min		
Dimensions	Width	1622 mm	
	Depth	885 mm	
	Height	1280 mm	
Weight		413 kg	
Voltage	120 V	208 V	220-240 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	16 A	9.8 A	9.2-8.8 A
Current-max	20 A	14 A	14 A
Power consumption, operation	2000 W		
Power consumption, standby	560 W		
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator/bystander position)	Standby: 38 dB(A)	In operation: mainbody 59 dB(A); incl. optionals 60 dB(A); impulse $\Delta L_1 = 5$ dB(A)	
Sound power level	49 dB(A)	mainbody 72 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with FCC rules and regulations, part 15 class A		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 560 W ; in operation 2000 W		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended		
	Daily copy volume (much more than average)	7500 A4	
	Total worktime	8 h	
	Ozone concentrations:		
	- Time weighted average	0,001 mg/m ³	(0,0005 ppm)
	- Peak	0,003 mg/m ³	(0,0015 ppm)
	<i>Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone</i>	0,2 mg/m ³	(0,1 ppm)
	<i>Odour Perception Limit for ozone</i>	0,04 mg/m ³	(0,02 ppm)
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950			
			
<small>LISTED 927F INFORMATION TECHNOLOGY EQUIPMENT E 69871</small>			
Copyright © 1999 Océ-Technologies B.V., Venlo, NL			

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3145 Network Copier

PRODUCT SAFETY DATA SHEET			
		Number	E-705-a-US
		Date	July 1999
Model	Océ 3145 NC	Digital Access Controller	
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3145 NC (Network Copier) = Océ 3145 + DAC (Digital Access Controller).		
Max. process speed	46 A4 prints/min or 23 A3 prints/min		
Dimensions	Width	1622 mm	206 mm
	Depth	885 mm	437 mm
	Height	1280 mm	444 mm
Weight		413 kg	14,9 kg
Voltage	120 V	208 V	220-240 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	16 A	9,8 A	9,2-8,8 A
Current-max	20 A	14 A	14 A
Power consumption, operation	2000 W		40 W
Power consumption, standby	560 W		32 W
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator/bystander position)	Standby: 38 dB(A)	In operation: mainbody 59 dB(A); incl. optionals 60 dB(A); impulse & L ₁ = 5 dB(A) mainbody 72 dB(A); incl. optionals 74 dB(A)	
Sound power level	49 dB(A)		
Radio interference	Complies with FCC rules and regulations, part 15 class A		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 560 W (controller 32 W); in operation 2000 W (controller 40 W)		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m ³ (0,0005 ppm) - Peak 0,003 mg/m ³ (0,0015 ppm) <i>Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone 0,2 mg/m³ (0,1 ppm)</i> <i>Odour Perception Limit for ozone 0,04 mg/m³ (0,02 ppm)</i>		
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950			
			
<small>LISTED 927F INFORMATION TECHNOLOGY EQUIPMENT E 69871</small>			
Copyright © 1999 Océ-Technologies B.V., Venlo, NL			

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3145 Digital Copier

PRODUCT SAFETY DATA SHEET			
		Number E-720-b-US Date February 2001	
Model	Océ 3145 DC (machine number > 30.000)		
Description	Electrostatic digital copier, console model, plain paper, organic photoconductor belt, powder toner, automatic duplexing.		
Max. process speed	46 A4 prints/min or 23 A3 prints/min		
Dimensions	Width	1622 mm	
	Depth	885 mm	
	Height	1280 mm	
Weight		413 kg	
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, sleep mode	5 W		
Power consumption, low-power	244 W (recovery time <10 s)		
Power consumption, stand by	380 W	380 W	380 W
Power consumption, operation	1.8 kW	1.8 kW	1.8 kW
Mains connection	Cable with plug.		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator/bystander position)	Standby 34 dB(A)	In operation mainbody 56 dB(A); incl. optional s 62 dB(A); impuls e L _i = 3 dB(A)	
Sound power level	45 dB(A)	mainbody 73 dB(A); incl. optional s 74 dB(A)	
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 380 W; in operation 1.8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m ³ (0,0005 ppm) - Peak 0,003 mg/m ³ (0,0015 ppm) <i>Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone</i> 0,2 mg/m ³ (0,1 ppm) <i>Odour Perception Limit for ozone</i> 0,04 mg/m ³ (0,02 ppm)		
Consumables	Océ Master (OcéMaterial Safety Data Sheet E-193) Océ F11 Toner (OcéMaterial Safety Data Sheet E-212) Océ CopyingMaterials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950			
 LISTED 927F			
Copyright © 2000 Océ-Technologies B.V., Venlo, NL			

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3145 Network Copier

PRODUCT SAFETY DATA SHEET			
		Number E-721-b-US Date February 2001	
Model	Océ 3145 NC (machine number > 30.000)		Digital Access Controller
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3145 NC (Network Copier) = Océ 3145 + DAC (Digital Access Controller).		
Max. process speed	46 A4 prints/min or 23 A3 prints/min		
Dimensions	Width	1622 mm	206 mm
	Depth	885 mm	437 mm
Weight	Height	1280 mm	444 mm
		413 kg	14.9 kg
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, stand by	410 W	410 W	410 W
Power consumption, sleep mode	70 W (total system)		
Power consumption, low-power	273 W (total system; recovery time <10 s)		
Power consumption, operation	1.8 kW	1.8 kW	1.8 kW
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator/bystander position)	Standby 34 dB(A)	In operation mainbody 56 dB(A); incl. optionals 62 dB(A); impuls e _{L1} = 3 dB(A)	
Sound power level	45 dB(A)		
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 410 W; in operation 1.8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 ft ³		
Room ventilation	Recommendation: min. 15 ft ³ /min (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m ³ (0,0005 ppm) - Peak 0,003 mg/m ³ (0,0015 ppm) <i>Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone</i> 0,2 mg/m ³ (0,1 ppm) <i>Odour Perception Limit for ozone</i> 0,04 mg/m ³ (0,02 ppm)		
Consumables	Océ Master (OcéMaterial Safety Data Sheet E-193) Océ F11 Toner (OcéMaterial Safety Data Sheet E-212) Océ CopyingMaterials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950			
 LISTED 927F			
Copyright © 2000 Océ-Technologies B.V., Venlo, NL			

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3145E Digital Copier

PRODUCT SAFETY DATA SHEET			
		Number E-739-a-US Date August 2001	
Model	Océ 3145E DC (machine number > 30.000)		
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.		
Max. process speed	46 A4 prints/min or 23 A3 prints/min		
Dimensions	Width	1622 mm	
	Depth	885 mm	
	Height	1280 mm	
Weight		413 kg	
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, sleep mode	5 W		
Power consumption, low-power	236 W (recovery time <10 s)		
Power consumption, stand by	380 W	380 W	380 W
Power consumption, operation	1.8 kW	1.8 kW	1.8 kW
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator/bystander position)	Standby 34 dB(A)	In operation mainbody 56 dB(A); incl. optionals 62 dB(A); impulse $L_i = 3$ dB(A)	
Sound power level	45 dB(A)	mainbody 73 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 380 W; in operation 1.8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended		
	Daily copy volume (much more than average)	7500 A4	
	Total worktime	8 h	
	Ozone concentrations:		
	- Time weighted average	0,001 mg/m ³	(0,0005 ppm)
	- Peak	0,003 mg/m ³	(0,0015 ppm)
	Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone	0,2 mg/m ³	(0,1 ppm)
	Odour Perception Limit for ozone	0,04 mg/m ³	(0,02 ppm)
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950			
 LISTED 927F			
Copyright © 2001 Océ-Technologies B.V., Venlo, NL			

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3145E Network Copier

PRODUCT SAFETY DATA SHEET			
		Number	E-740-a-US
		Date	August 2001
Model	Océ 3145E NC (machine number > 30.000)		Digital Access Controller
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3145E NC (Network Copier) = Océ 3145E DC + DAC (Digital Access Controller).		
Max. process speed	46 A4 prints/min or 23 A3 prints/min		
Dimensions	Width	206 mm	
	Depth	437 mm	
	Height	444 mm	
Weight		14.9 kg	
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, stand by	410 W	410 W	410 W
Power consumption, sleep mode	70 W (total system)		
Power consumption, low-power	264 W (total system; recovery time <10 s)		
Power consumption, operation	1.8 kW	1	.8 kW
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator/bystander position)	Standby 34 dB(A)	In operation mainbody 53 dB(A); incl. optionals 62 dB(A); impulse L ₁ = 3 dB(A)	
Sound power level	45 dB(A)	mainbody 73 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 410 W; in operation 1.8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m ³ (0,0005 ppm) - Peak 0,003 mg/m ³ (0,0015 ppm) Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone 0,2 mg/m ³ (0,1 ppm) Odour Perception Limit for ozone 0,04 mg/m ³ (0,02 ppm)		
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950			
 LISTED 927F			
Copyright © 2001 Océ-Technologies B.V., Venlo, NL			

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3145E Digital Copier

PRODUCT SAFETY DATA SHEET			
		Number E-751-a-US Date April 2002	
Model	Océ 3145E DC (machine number > 50.000)		
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.		
Process speed	46 A4 prints/min or 23 A3 prints/min		
Dimensions	Width	1622 mm	
	Depth	885 mm	
	Height	1280 mm	
Weight	413 kg		
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, auto off	5 W		
Power consumption, low power	200 W (recovery time <10 s)		
Power consumption, stand-by	380 W	380 W	380 W
Power consumption, operation	1.8 kW	1.8 kW	1.8 kW
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator position)	Standby 34 dB(A)	In operation mainbody 56 dB(A); incl. optionals 62 dB(A); impulse $L_i = 3$ dB(A)	
Sound power level	45 dB(A) mainbody 73 dB(A); incl. optionals 74 dB(A)		
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 380 W; in operation 1.8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended		
	Daily copy volume (much more than average)	7500	A4
	Total worktime	8	h
	Ozone concentrations:		
	- Time weighted average	0,001 mg/m ³	(0,0005 ppm)
	- Peak	0,003 mg/m ³	(0,0015 ppm)
	Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone	0,2 mg/m ³	(0,1 ppm)
	Odour Perception Limit for ozone	0,04 mg/m ³	(0,02 ppm)
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of DIN 19309.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950			
 LISTED 927F			
Copyright © 2002 Océ-Technologies B.V., Venlo, NL			

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3145E Network Copier

PRODUCT SAFETY DATA SHEET			
		Number	E-752-a-US
		Date	April 2002
Model	Océ 3145E NC (machine number > 50.000)		Digital Access Controller
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3145E NC (Network Copier) = Océ 3145E DC + DAC (Digital Access Controller).		
Process speed	46 A4 prints/min or 23 A3 prints/min		
Dimensions	Width	1622 mm	206 mm
	Depth	885 mm	437 mm
	Height	1280 mm	444 mm
Weight		413 kg	14.9 kg
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, stand by	410 W	410 W	410 W
Power consumption, sleep mode	70 W (total system)		
Power consumption, low-power	230 W (total system; recovery time <10 s)		
Power consumption, operation	1.8 kW	1	.8 kW
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator position)	Standby	In operation	
	34 dB(A)	mainbody 56 dB(A); incl. optionals 62 dB(A); impulse $L_i = 3$ dB(A)	
Sound power level	45 dB(A) mainbody 73 dB(A); incl. optionals 74 dB(A)		
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 410 W; in operation 1.8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended		
	Daily copy volume (much more than average)	7500	A4
	Total worktime	8	h
	Ozone concentrations:		
	- Time weighted average	0,001 mg/m ³	(0.0005 ppm)
	- Peak	0,003 mg/m ³	(0.0015 ppm)
	Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone	0,2 mg/m ³	(0,1 ppm)
	Odour Perception Limit for ozone	0,04 mg/m ³	(0,02 ppm)
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of DIN 19309.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950			
			
LISTED 927F			
Copyright © 2002 Océ-Technologies B.V., Venlo, NL			

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3155 Digital Copier

PRODUCT SAFETY DATA SHEET			
		Number	E-689-b-US
		Date	March 1999
Model	Océ 3155 DC		
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.		
Max. process speed	52 A4 copies/min or 25 A3 copies/min		
Dimensions	Width	1622 mm	
	Depth	885 mm	
	Height	1280 mm	
Weight		413 kg	
Voltage	120 V	208 V	220-240 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	16 A	9,8 A	9,2-8,8 A
Current-max	20 A	14 A	14 A
EPA ENERGY STAR™			
* Power consumption, auto-off	19,2 W		
Power consumption, operation	2000 W		
Power consumption, standby	560 W		
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator/bystander position)	Standby: 38 dB(A)	In operation: mainbody 59 dB(A); incl. optionals 60 dB(A); impulse $\Delta L_p = 5$ dB(A)	
Sound power level	49 dB(A)	mainbody 72 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with FCC rules and regulations, part 15 class A		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 560 W ; in operation 2000 W		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m ³ (0,0005 ppm) - Peak 0,003 mg/m ³ (0,0015 ppm) <i>Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone</i> 0,2 mg/m ³ (0,1 ppm) <i>Odour Perception Limit for ozone</i> 0,04 mg/m ³ (0,02 ppm)		
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950		EPA ENERGY STAR™	
			
LISTED 927F INFORMATION TECHNOLOGY EQUIPMENT E 69871			

Copyright © 1998 Océ-Technologies B.V., Venlo, NL

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3155 Network Copier

PRODUCT SAFETY DATA SHEET					
		Number		E-690-b-US	
		Date		March 1999	
Model	Oc 3155 NC	Digital Access Controller			
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3155 NC (Network Copier) = Océ 3155 + DAC (Digital Access Controller).				
Max. process speed	52 A4 prints/min or 25 A3 prints/min				
Dimensions	Width				206 mm
	Depth				437 mm
	Height				444 mm
Weight					14,9 kg
Voltage	120 V	208 V	220-240 V	220-240 V	
Frequengy	60 Hz	60 Hz	60 Hz	60 Hz	
Current-rated	16 A	9,8 A	9,2-8,8 A	0,5 A	
Current-max	20 A	14 A	14 A	3 A	
EPA ENERGY STAR™					
* Power consumption, auto-off	48,7 W				
Power consumption, operation	2000 W				40 W
Power consumption, standb	560 W				32 W
Mains connection	Cable with plug				
Safety class	I (IEC 536) Protective earth connection				
Protection class	IP 20 (IEC 529)				
Sound pressure level (at operator/stander position)	Standby: 38 dB(A)		In operation: mainbody 59 dB(A); incl. optionals 60 dB(A); impulse ΔL _i = 5 dB(A)		
Sound power level	49 dB(A) mainbody 72 dB(A); incl. optionals 74 dB(A)				
Radio interference	Complies with FCC rules and regulations, part 15 class A				
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)				
Heat emission	Standby 560 W (controller 32 W); in operation 2000 W (controller 40 W)				
Ozone emission	0,01 mg/min at continuous operation				
Room volume	Recommendation: min. 30 m ³				
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.				
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h				
	Ozone concentrations:				
	- Time weighted average		0,001 mg/m ³	(0,0005 ppm)	
	- Peak		0,003 mg/m ³	(0,0015 ppm)	
	<i>Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone</i>				
			0,2 mg/m ³	(0,1 ppm)	
	<i>Odour Perception Limit for ozone</i>				
			0,04 mg/m ³	(0,02 ppm)	
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.				
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).				
		Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950		EPA ENERGY STAR™	
		LISTED 927F INFORMATION TECHNOLOGY EQUIPMENT E 69871			
Copyright © 1998 Océ Technologies B.V. Venlo, NL					

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3155 Digital Copier

PRODUCT SAFETY DATA SHEET			
		Number E-722-b-US Date February 2001	
Model	Océ 3155 DC (machine number > 30.000)		
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.		
Max. process speed	52 A4 prints/min or 25 A3 prints/min		
Dimensions	Width	1622 mm	
	Depth	885 mm	
	Height	1280 mm	
Weight		413 kg	
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, stand by	380 W	380 W	380 W
Power consumption, low-power	244 W (recovery time <10 s)		
Power consumption, operation	1.8 kW	1.8 kW	1.8 kW
EPA ENERGY STAR®	5 W		
* Power consumption, auto off	Cable with plug		
Mains connection	I (IEC 536) Protective earth connection		
Safety class	IP 20 (IEC 529)		
Protection class			
Sound pressure level (at operator/bystander position)	Standby 34 dB(A)	In operation mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L _i = 3 dB(A)	
Sound power level	45 dB(A)	mainbody 73 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 380 W; in operation 1,8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total working time 8 h		
	Ozone concentrations:		
	- Time weighted average	0,001 mg/m ³	(0,0005 ppm)
	- Peak	0,003 mg/m ³	(0,0015 ppm)
	<i>Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone</i>	0,2 mg/m ³	(0,1 ppm)
	<i>Odour Perception Limit for ozone</i>	0,04 mg/m ³	(0,02 ppm)
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950		EPA ENERGY STAR®	
			
LISTED 927F			
Copyright © 2000 Océ-Technologies B.V., Venlo, NL			

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3155 Network Copier

PRODUCT SAFETY DATA SHEET			
		Number E-723-b-US Date February 2001	
Model	Océ 3155 NC (machine number > 30.000)		Digital Access Controller
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3155 NC (Network Copier) = Océ 3155 + DAC (Digital Access Controller).		
Max. process speed	52 A4 prints/min or 25 A3 prints/min		
Dimensions	Width	1622 mm	206 mm
	Depth	885 mm	437 mm
	Height	1280 mm	444 mm
Weight		413 kg	14.9 kg
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, stand by	410 W	410 W	410 W
Power consumption, low-power	273 W (total system; recovery time <10 s)		
Power consumption, operation	1.8 kW	1.8 kW	1.8 kW
EPA ENERGY STAR®	70 W (total system)		
* Power consumption, sleep mode	70 W (total system)		
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator/bystander position)	Standby	In operation	
	34 dB(A)	mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L ₁ = 3 dB(A)	
Sound power level	45 dB(A)	mainbody 73 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 410 W; in operation 1.8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended		
	Daily copy volume (much more than average)	7500	A4
	Total worktime	8	h
	Ozone concentrations:		
	- Time weighted average	0,001 mg/m ³	(0,0005 ppm)
	- Peak	0,003 mg/m ³	(0,0015 ppm)
	<i>Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone</i>	0,2 mg/m ³	(0,1 ppm)
	<i>Odour Perception Limit for ozone</i>	0,04 mg/m ³	(0,02 ppm)
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
		Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950	EPA ENERGY STAR®
			
		LISTED 927F	

Copyright © 2000 Océ-Technologies B.V., Venlo, NL

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3155E Digital Copier

PRODUCT SAFETY DATA SHEET			
		Number	E-741-a-US
		Date	April 2002
Model	Océ 3155E DC (machine number > 50.000)		
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.		
Process speed	52 A4 copies/min or 25 A3 copies/min		
Dimensions	Width	1622 mm	
	Depth	885 mm	
	Height	1280 mm	
Weight		413 kg	
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, stand-by	380 W		
Power consumption, operation	1,8 kW		
EPA ENERGY STAR®			
* Power consumption, auto-off	5 W		
* Power consumption, low power	200 W (recovery time <10 s)		
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator position)	33 dB(A)	In operation mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L _i = 3 dB(A)	
Sound power level	45 dB(A)	mainbody 73 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 380 W ; in operation 1,8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended	7500 A4	
	Daily copy volume (much more than average)	8 h	
	Total worktime		
	Ozone concentrations:		
	- Time weighted average	0,001 mg/m ³	(0,0005 ppm)
	- Peak	0,003 mg/m ³	(0,0015 ppm)
	Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone	0,2 mg/m ³	(0,1 ppm)
	Odour Perception Limit for ozone	0,04 mg/m ³	(0,02 ppm)
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of DIN 19309.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
CE-Compliance	Approved according to Low Voltage Directive 73/23/EEC	Approved according to EMC Directive 89/336/EEC	EPA ENERGY STAR®
			

Copyright © 2002 Océ-Technologies B.V., Venlo, NL

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3155E Network Copier

PRODUCT SAFETY DATA SHEET			
		Number	E-742-a-US
		Date	April 2002
Model	Océ 3155E NC (machine number > 50.000)		Digital Access Controller
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3155E NC (Network Copier) = Océ 3155E DC + DAC (Digital Access Controller).		
Process speed	52 A4 prints/min or 25 A3 prints/min		
Dimensions	Width	1622 mm	206 mm
	Depth	885 mm	437 mm
	Height	1280 mm	444 mm
Weight		413 kg	14.9 kg
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, stand by	410 W	410 W	410 W
Power consumption, operation	1.8 kW	1 .8 kW	1.8 kW
EPA ENERGY STAR®	70 W (total system)		
* Power consumption, sleep mode	230 W (total system; recovery time <10 s)		
* Power consumption, low-power			
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator position)	Standby 34 dB(A)	In operation mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L _i = 3 dB(A)	
Sound power level	45 dB(A) mainbody 73 dB(A); incl. optionals 74 dB(A)		
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 410 W; in operation 1.8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h		
	Ozone concentrations:		
	- Time weighted average	0,001 mg/m ³	(0,0005 ppm)
	- Peak	0,003 mg/m ³	(0,0015 ppm)
	Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone		
		0,2 mg/m ³	(0,1 ppm)
	Odour Perception Limit for ozone		
		0,04 mg/m ³	(0,02 ppm)
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of DIN 19309.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950		EPA ENERGY STAR®	
			
LISTED 927F			

Copyright © 2002 Océ-Technologies B.V., Venlo, NL

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3165 Digital Copier

PRODUCT SAFETY DATA SHEET			
		Number	E-683-b-US
		Date	March 1999
Model	Océ 3165 DC		
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.		
Max. process speed	62 A4 copies/min or 30 A3 copies/min		
Dimensions	Width	1622 mm	
	Depth	885 mm	
	Height	1280 mm	
Weight		413 kg	
Voltage	120 V	208 V	220-240 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	16 A	9,8 A	9,2-8,8 A
Current-max	20 A	14 A	14 A
EPA ENERGY STAR™			
* Power consumption, auto-off	19,2 W		
Power consumption, operation	2000 W		
Power consumption, standby	560 W		
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator/bystander position)	Standby: 38 dB(A)	In operation: mainbody 59 dB(A); incl. optionals 60 dB(A); impulse $\Delta L_1 = 5$ dB(A)	
Sound power level	49 dB(A)	mainbody 72 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with FCC rules and regulations, part 15 class A		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 560 W ; in operation 2000 W		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h		
	Ozone concentrations:		
	- Time weighted average	0,001 mg/m ³	(0,0005 ppm)
	- Peak	0,003 mg/m ³	(0,0015 ppm)
	Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone	0,2 mg/m ³	(0,1 ppm)
	Odour Perception Limit for ozone	0,04 mg/m ³	(0,02 ppm)
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950		EPA ENERGY STAR™	
			
LISTED 927F INFORMATION TECHNOLOGY EQUIPMENT E 69871			

Copyright © 1998 Océ-Technologies B.V., Venlo, NL

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3165 Network Copier

PRODUCT SAFETY DATA SHEET			
		Number	E-666-c-US
		Date	March 1999
Model	Océ 3165 NC	Digital Access Controller	
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3165 NC (Network Copier) = Océ 3165 + DAC (Digital Access Controller).		
Max. process speed	62 A4 prints/min or 30 A3 prints/min		
Dimensions	Width	1622 mm	206 mm
	Depth	885 mm	437 mm
	Height	1280 mm	444 mm
Weight		413 kg	14,9 kg
Voltage	120 V	208 V	220-240 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	16 A	9,8 A	9,2-8,8 A
Current-max	20 A	14 A	14 A
EPA ENERGY STAR			
* Power consumption, auto-off	-48,7 W		
Power consumption, operation	2000 W		
Power consumption, standby	560 W		
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator/bystander position)	Standby: 38 dB(A)	In operation: mainbody 59 dB(A); incl. optionals 60 dB(A); impulse $\Delta L_p = 5$ dB(A)	
Sound power level	49 dB(A)		
Radio interference	Complies with FCC rules and regulations, part 15 class A		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 560 W (controller 32 W); in operation 2000 W (controller 40 W)		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h		
	Ozone concentrations:		
	- Time weighted average	0,001 mg/m ³	(0,0005 ppm)
	- Peak	0,003 mg/m ³	(0,0015 ppm)
	<i>Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone</i>		
		0,2 mg/m ³	(0,1 ppm)
	<i>Odour Perception Limit for ozone</i>		
		0,04 mg/m ³	(0,02 ppm)
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950		EPA ENERGY STAR™	
			
LISTED 927F		INFORMATION TECHNOLOGY EQUIPMENT	
E 69871			
Copyright © 1996 Océ-Technologies B.V., Venlo, NL			

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3165 Digital Copier

PRODUCT SAFETY DATA SHEET			
		Number E-724-b-US Date February 2001	
Model	Océ 3165 DC (machine number > 30.000)		
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.		
Max. process speed	62 A4 prints/min or 30 A3 prints/min		
Dimensions	Width	1622 mm	
	Depth	885 mm	
	Height	1280 mm	
Weight		413 kg	
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, stand by	380 W	380 W	380 W
Power consumption, operation	1.8 kW	1.8 kW	1.8 kW
EPA ENERGY STAR®	5 W		
* Power consumption, auto off	244 W (recovery time <10 s)		
* Power consumption, low-power			
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator/bystander position)	Standby 34 dB(A)	In operation mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L _i = 3 dB(A)	
Sound power level	45 dB(A)		
Radio interference	mainbody 73 dB(A); incl. optionals 74 dB(A)		
Radiation	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A. Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 380 W; in operation 1.8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h		
	Ozone concentrations:		
	- Time weighted average	0,001 mg/m ³	(0,0005 ppm)
	- Peak	0,003 mg/m ³	(0,0015 ppm)
	<i>Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone</i>		
		0,2 mg/m ³	(0,1 ppm)
		0,04 mg/m ³	(0,02 ppm)
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950		EPA ENERGY STAR®	
			
LISTED 927F			
Copyright © 2000 Océ-Technologies B.V., Venlo, NL			

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3165 Network Copier

PRODUCT SAFETY DATA SHEET			
		Number E-725-b-US Date February 2001	
Model	Océ 3165 NC (machine number > 30.000)	Digital Access Controller	
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3165 NC (Network Copier) = Océ 3165 + DAC (Digital Access Controller).		
Max. process speed	62 A4 prints/min or 30 A3 prints/min		
Dimensions	Width	1622 mm	206 mm
	Depth	885 mm	437 mm
	Height	1280 mm	444 mm
Weight		413 kg	14.9 kg
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, stand by	410 W	410 W	410 W
Power consumption, operation	1.8 kW	1.8 kW	1.8 kW
EPA ENERGY STAR®			
* Power consumption, sleep mode	70 W (total system)		
* Power consumption, low-power	273 W (total system; recovery time <10 s)		
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator/bystander position)	Standby	In operation	
	34 dB(A)	mainbody 58 dB(A); incl. optionals 62 dB(A); impulse L _i = 3 dB(A)	
Sound power level	45 dB(A)	mainbody 73 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A. Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Radiation			
Heat emission	Standby 410 W; in operation 1.8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h		
	Ozone concentrations:		
	- Time weighted average	0,001 mg/m ³	(0,005 ppm)
	- Peak	0,003 mg/m ³	(0,0015 ppm)
	<i>Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone</i>		
		0,2 mg/m ³	(0,1 ppm)
	<i>Odour Perception Limit for ozone</i>		
		0,04 mg/m ³	(0,02 ppm)
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950		EPA ENERGY STAR®	
			
LISTED 927F			
Copyright © 2000 Océ-Technologies B.V., Venlo, NL			

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3165E Digital Copier

PRODUCT SAFETY DATA SHEET			
		Number	E-743-a-US
		Date	August 2001
Model	Océ 3165E DC (machine number > 30.000)		
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing.		
Max. process speed	62 A4 prints/min or 30 A3 prints/min		
Dimensions	Width	1622 mm	
	Depth	885 mm	
	Height	1280 mm	
Weight		413 kg	
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, stand by	380 W	380 W	380 W
Power consumption, operation	1.8 kW	1.8 kW	1.8 kW
EPA ENERGY STAR®			
* Power consumption, auto off	5 W		
* Power consumption, low-power	236 W (recovery time <10 s)		
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator/bystander position)	Standby 34 dB(A)	In operation mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L ₁ = 3 dB(A)	
Sound power level	45 dB(A)	mainbody 73 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 380 W; in operation 1.8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m ³ (0,0005 ppm) - Peak 0,003 mg/m ³ (0,0015 ppm) Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone 0,2 mg/m ³ (0,1 ppm) Oudour Perception Limit for ozone 0,04 mg/m ³ (0,02 ppm)		
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950		EPA ENERGY STAR®	
			
LISTED 927F			
Copyright © 2001 Océ-Technologies B.V., Venlo, NL			

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3165E Network Copier

PRODUCT SAFETY DATA SHEET			
		Number	E-744-a-US
		Date	August 2001
Model	Océ 3165E NC (machine number > 30.000)		Digital Access Controller
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3165E NC (Network Copier) = Océ 3165E DC + DAC (Digital Access Controller).		
Max. processspeed	62 A4 prints/min or 30 A3 prints/min		
Dimensions	Width	1622 mm	206 mm
	Depth	885 mm	437 mm
	Height	1280 mm	444 mm
Weight		413 kg	14.9 kg
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, stand by	410 W	410 W	410 W
Power consumption, operation	1.8 kW	1.8 kW	1.8 kW
EPA ENERGY STAR®		1	
* Power consumption, sleep mode	70 W (total system)		
* Power consumption, low-power	264 W (total system; recovery time <10 s)		
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator/bystander position)	Standby 34 dB(A)	In operation mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L ₁ = 3 dB(A)	
Sound power level	45 dB(A)	mainbody 73 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 410 W; in operation 1.8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m ³ (0,0005 ppm) - Peak 0,003 mg/m ³ (0,0015 ppm) Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone 0,2 mg/m ³ (0,1 ppm) Odour Perception Limit for ozone 0,04 mg/m ³ (0,02 ppm)		
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of ENV 12281.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950		EPA ENERGY STAR®	
			
LISTED 927F			

Copyright © 2001 Océ-Technologies B.V., Venlo, NL

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3165E Digital Copier

PRODUCT SAFETY DATA SHEET			
		Number	E-753-a-US
		Date	April 2002
Model	Océ 3165E DC (machine number > 50.000)		
Description	Electrostatic digital copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing. 62 A4 prints/min or 30 A3 prints/min		
Process speed			
Dimensions	Width	1622 mm	
	Depth	885 mm	
	Height	1280 mm	
Weight		413 kg	
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, stand by	380 W	380 W	380 W
Power consumption, operation	1.8 kW	1.8 kW	1.8 kW
EPA ENERGY STAR®			
* Power consumption, auto off	5 W		
* Power consumption, low-power	200 W (recovery time <10 s)		
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator position)	Standby 34 dB(A)	In operation mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L _p = 3 dB(A)	
Sound power level	45 dB(A)	mainbody 73 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 380 W; in operation 1.8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h Ozone concentrations: - Time weighted average 0,001 mg/m ³ (0,0005 ppm) - Peak 0,003 mg/m ³ (0,0015 ppm) Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone 0,2 mg/m ³ (0,1 ppm) Odour Perception Limit for ozone 0,04 mg/m ³ (0,02 ppm)		
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of DIN 19309.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950		EPA ENERGY STAR®	
			
LISTED 927F			
Copyright © 2002 Océ-Technologies B.V., Venlo, NL			

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

Safety data sheet Océ 3165E Network Copier

PRODUCT SAFETY DATA SHEET			
		Number	E-754-a-US
		Date	April 2002
Model	Océ 3165E NC (machine number > 50.000)		Digital Access Controller
Description	Electrostatic network copier, console model, plain paper, organic photoconductive belt, powder toner, automatic duplexing, Océ 3165E NC (Network Copier) = Océ 3165E DC + DAC (Digital Access Controller).		
Process speed	62 A4 prints/min or 30 A3 prints/min		
Dimensions	Width	1622 mm	206 mm
	Depth	885 mm	437 mm
	Height	1280 mm	444 mm
Weight		413 kg	14.9 kg
Voltage	230 V	208 V	120 V
Frequency	60 Hz	60 Hz	60 Hz
Current-rated	7.5 A	8.9 A	15 A
Current-max	13.0 A	13.0 A	18.5 A
Power consumption, stand by	410 W	410 W	410 W
Power consumption, operation	1.8 kW	1 .8 kW	1.8 kW
EPA ENERGY STAR®	* Power consumption, sleep mode 70 W (total system) * Power consumption, low-power 230 W (total system; recovery time <10 s)		
Mains connection	Cable with plug		
Safety class	I (IEC 536) Protective earth connection		
Protection class	IP 20 (IEC 529)		
Sound pressure level (at operator position)	Standby 34 dB(A)	In operation mainbody 56 dB(A); incl. optionals 62 dB(A); impulse L _i = 3 dB(A)	
Sound power level	45 dB(A)	mainbody 73 dB(A); incl. optionals 74 dB(A)	
Radio interference	Complies with Directive 89/336/EEC and FCC rules and regulations, part 15 Class A.		
Radiation	Below the Threshold Limit Values for UV, Visible and IR radiation (TLV list of ACGIH)		
Heat emission	Standby 410 W; in operation 1.8 kW		
Ozone emission	0,01 mg/min at continuous operation		
Room volume	Recommendation: min. 30 m ³		
Room ventilation	Recommendation: min. 15 m ³ /h (natural ventilation) For heat evacuation extra ventilation may be necessary.		
Use simulation at random operation	Room volume and ventilation as recommended Daily copy volume (much more than average) 7500 A4 Total worktime 8 h		
	Ozone concentrations:		
	- Time weighted average	0,001 mg/m ³	(0,0005 ppm)
	- Peak	0,003 mg/m ³	(0,0015 ppm)
	Threshold Limit Value/Occupational Exposure Limit (Time Weighted Average) for ozone		
		0,2 mg/m ³	(0,1 ppm)
	Odour Perception Limit for ozone		
		0,04 mg/m ³	(0,02 ppm)
Consumables	Océ Master (Océ Material Safety Data Sheet E-193) Océ F11 Toner (Océ Material Safety Data Sheet E-212) Océ Copying Materials This apparatus is suitable for processing recycling paper which complies with the requirements of DIN 19309.		
Additional safety information	The ozone filter does not have to be replaced for keeping the ozone concentration in the workplace below 0,04 mg/m ³ (the life of the filter equals that of the apparatus).		
Listed according to standard UL 1950 and CAN/CSA-C22.2 No.950		EPA ENERGY STAR®	
			
LISTED 927F			

Copyright © 2002 Océ-Technologies B.V., Venlo, NL

The content of this safety data sheet is subject to the disclaimer of liability on page 103 of this manual.

EPA ENERGY STAR®

Océ-Technologies B.V. has joined the ENERGY STAR® Program of the United States Environmental Protection Agency (EPA). The purpose of the ENERGY STAR® Program is to promote the manufacturing and marketing of energy-efficient equipment, thereby potentially reducing combustion-related pollution.

The Océ 31x5/31x5E DC is an Upgradable Digital Copier, the Océ 31x5/31x5E NC is a Multifunction Device.

As an ENERGY STAR® Partner, Océ-Technologies B.V. has determined that these machines meet the ENERGY STAR® guidelines for energy efficiency, except the Océ 3145/3145E which has the same energy efficiency features, but does not meet the ENERGY STAR® Tier2 requirement for low power mode.

The ENERGY STAR® Criteria involve the feature mentioned below. The use of power management features prevents unnecessary power consumption and offers economical and environmental benefits.

low power The Océ 31x5/31x5E DC and NC automatically enter the low power mode 15 minutes after the last copy/print is made.¹ The low power default time can be adjusted by the key operator to an interval between 1 and 15 minutes.

sleep mode The Océ 31x5/31x5E NC automatically enters the sleep mode 90 minutes after the last copy/print is made.¹ The sleep mode default time can be adjusted by the key operator to an interval between 10 and 90 minutes.

auto-off The Océ 31x5/31x5E DC automatically enters the auto off mode 90 minutes after the last copy is made.¹ The auto off mode default time can be adjusted by the key operator to an interval between 10 and 90 minutes.

If the default times mentioned above cause an inconvenience, you can request the service technician to increase the limit to a maximum of 240 minutes. It is suggested that you determine the appropriate default time for your work pattern by changing the setting in increments of 30 minutes and testing each setting for at least a week.

Only if the 240 minute limit still causes considerable inconvenience, due to your particular usage pattern, can you request the service technician to disable the sleep mode or auto off feature.

Attention: *If one or more of the maximum default times is increased, or the sleep mode or auto off feature is disabled, the Océ 31x5/31x5E no longer complies with the German RAL-UZ 62 requirements.*

automatic duplex Using both sides of paper reduces paper costs, national energy consumption and the amount of paper wasted. Therefore, both machines are set by default for automatic duplex copying/printing.

recycled paper The use of recycled paper also benefits the environment. The Océ 31x5/31x5E DC and NC are designed to use recycled paper. Product literature on recommended types of recycled copier/printer paper can be obtained from your local Océ company or Océ Headquarters (Océ-Technologies B.V.) in Venlo, the Netherlands

¹ For power consumption data: see Product Safety Data Sheet in this appendix.



ENERGY STAR® is a U.S. registered mark

Océ 31x5E

Copy jobs & daily maintenance

Appendix C

Miscellaneous



How to read this manual

The consistent style that is used in this manual enables you to quickly become familiar with the use of this manual and ultimately the Océ 31x5E.

Description Each section or subsection contains a description of the feature or operation identified in the title. It might also include possible applications, as well as any guidelines that you should bear in mind.

Procedures A description is followed by a procedure. A procedure always begins with a phrase which briefly describes the procedure, followed by a series of numbered steps that take you, step by step, through all phases of performing the operation.

Figures and tables Figures and tables are titled and numbered sequentially throughout this manual. Figures include pictures of product components, screen dumps, examples, and diagrams of concepts discussed in the description.

Attention getters There are several types of information to which we draw your attention. This information is classified as follows:

Note: *In a 'Note', information is given about matters which ensure the proper functioning of the machine or application, but useful advice concerning its operation may also be given.*

Attention: *The information that follows 'Attention' is given to avoid damage to your copy or original, the copier or printer, data files, etc.*

Caution: *The information that follows 'Caution' is given to prevent you suffering personal injury. .*

User survey

Did you find this manual to be accurate?

- Yes
- No

Were you able to operate the product after reading this manual?

- Yes
- No

Does this manual provide adequate background information?

- Yes
- No

Is the format of this manual convenient in size, easy to read and layed out well?

- Yes
- No

Did you find the information you were looking for?

- Always
- Most of the times
- Sometimes
- Not at all

How did you find the information you were looking for?

- Table of contents
- Index
- Neither

Are you satisfied with this manual?

- Yes
- No

Thank you for evaluating this manual.

If you have any other comments or concerns, please explain them on the following page.

Comments:

Date:

This reader's comment sheet is completed by:

Name (optional):

Occupation:

Company:

Phone:

Address:

City:

Country:

Please return this sheet to:

Océ-Technologies B.V.
Attn: ITC-User Documentation
P.O. Box 101
5900 MA Venlo
The Netherlands

Addresses of local Océ organizations

Océ-Australia Ltd.
P.O.Box 363
Ferntree Gully MDC VIC 3165
Australia

Océ-Österreich GmbH
Postfach 95
1233 Vienna
Austria

Océ-Belgium N.V./S.A.
Avenue J.Bordetlaan 32
1140 Brussels
Belgium

Océ-Brasil Comércio e Industria Ltda.
Caixa Postal 3187
01060-970 Sao Paulo, SP
Brazil

Océ-Canada Inc.
525, Logan Avenue,
Toronto, Ontario M4K 3B3
Canada

Océ Office Equipment (Beijing) Co Ltd.
Xu Mu Cheng
Chaoyang District
Beijing 100028
China

Océ-Česká republika s.r.o.
Hanusova 18
14021 Praha 4
Pankrác,
Czech Republic

Océ-Danmark A.S.
Kornmarksvej 6
DK 2605 Brøndby
Denmark

Océ-France S.A.
32, Avenue du Pavé Neuf,
93161 Noisy-le-grand, Cedex
France

Océ-Deutschland GmbH
Postfach 101454
4330 Mülheim an der Ruhr (13)
Deutschland

Océ (Hong Kong China) Ltd.
12/F 1202 The Lee Gardens
33 Hysan Avenue, Causeway Bay
Hong Kong

Océ-Hungária Kft.
P.O.B. 237
1241 Budapest
Hungary

Océ-Italia S.p.A.
Strada Padana Superiore 2/B
20063 Cernusco sul Naviglio (MI)
Italia

Océ Systems (Malaysia Sdn. Bhd.)
#3.01, Level 3, Wisma Academy
Lot 4A, Jalan 19/1
46300 Petalig Jaya
Malaysia

Océ-Nederland B.V.
P.O.Box 800
5201 AV 's-Hertogenbosch
The Netherlands

Océ Norge A/S
Postboks 53, Grefsen
0409 Oslo 4
Norway

Océ-Poland Ltd.
ul. Łopuszańska 53
02-232 Warszawa
Poland

Océ-Lima Mayer S.A.
Av. José Gomes Ferreira, 11
Ed. Atlas II Miraflores
1495 Algés
Portugal

Océ (Far East) Pte. Ltd./
Océ (Singapore) Pte. Ltd.,
#03-00 Wisma Gulab
190 MacPherson Road
Singapore 348548

Océ España SA
Business Park MAS BLAU
C/Osona 2, 2-3a Planta
08820 El Prat del Llobregat (Barcelona)
Spain

Océ-Svenska AB
P.O.box 1231
S-164 28 Kista
Sweden

Océ-Schweiz AG
Sägereistrasse 29
CH8152 Glattbrugg
Switzerland

Océ (Taiwan) Ltd.
No. 99-24 Nan Kang Road Sec.2
Taipeh, Taiwan
Taiwan, RO

Océ (Thailand) Ltd.
16th Floor, B.B. Building
54 Asoke Road, Sukhumvit 21
Bangkok 10110
Thailand

Océ-U.K.Ltd.
Langston Road
Loughton, Essex IG10 3SL
United Kingdom

Océ-USA Inc.
5450 North Cumberland Av.
Chicago, Ill. 60656
U.S.A.

Index

11 x 17" paper rest 12
2-sided 34
35-sheet stapler 80
50-sheet stapler 83

A

accounting system 26
adjusting paper tray 38
appendices 52
arrow buttons 19
auto shut off or sleep 24
automatic feeder 34, 40
automatic paper selection 38
automatic reduction/enlargement 38

B

binding edge 54
blank pages 53
books 41
buttons
 arrow 19
 correction 19
 function 16
 section 16
 start 18
 stop 19

C

calendar originals 57
cleaning glass platen 86
clearing paper jams 89
copy charge device 26
copy materials 95
 preprinted 79
copy mode 98
copy quality 68

copying
 2-sided 34
 blank pages 53
 calendar originals 57
 covers 48
 finished reports 47
 multiple pages 34
 onto special material 62
 oriented paper 62
 separation sheets 50
 sets 35
 special originals 41
 standard original sizes 38
correction button 19
covers 48
credit card usage 26

D

document sets 47
dog ear 17
double-sided see 2-sided
duplex see 2-sided

E

enlargement
 automatic 38
 manually 43
error handling 89
extra margin 59

F

finished reports 47
function button 16

G

glass platen
 cleaning 86

H

handles 90

I

image quality 68

L

labels 64

Licenses 3

loading paper 76
 special material 77
 tray 1,2,3 78
 tray 4 77

M

magazines 41

maintenance 75

margin shift 59

memory 11

O

Océ 31x5

 Digital Copier 10

 Network Copier 10, 29

 specifications 92

operating panel 14

orientation

 original 39

 special material 62

original

 counter 17

 guide 34

 jammed 89

 specification 94

 tray 12

original types 72

output trays

 changing 63

overhead sheets 62

P

paper

 jam 89

 loading 76

paper selection

 automatic 38

 manually 38

paper supply 76

paper trays 76

 special material 63

photographs 42

pin code 28

portrait orientation 34

pre-printed material 62

product specifications 92

punched paper 62

Q

quality

 copy quality 68

 photo mode 68

 text 68

R

reduction

 automatic 38

 manually 43

Refilling 80

Refilling staples

 35-sheet stapler 80

 50-sheet stapler 83

removing staples 37

reports 47

S

safe use 101

safety data sheets 103

safety information 101
scaling 38, 43
section button 16
separation sheets 50
sets of documents 47
special and/or mixed originals 72
special copy material 62
special feeder 64
special originals 41
specifications
 copy materials 95
 originals 94
 product 92
standard original sizes 38
standard originals
 definition 72
standard settings 14
staples
 refilling 80
 removing 37
stapling
 automatic 36
 manually 36
start button 18
stickers 90
stop button 19, 31

Z

zoom, see reduction/enlargement 38, 43

T

text quality 68
transparencies see overhead sheets
turning off 25
turning on 24
two-sided copying 34

U

user PIN code 28

W

warmup 24