

TOSHIBA

PLAIN PAPER COPIER
OPERATOR'S MANUAL

1560

THIS DIGITAL APPARATUS DOES NOT EXCEED THE CLASS 'A' LIMITS FOR RADIO NOISE EMISSIONS FROM DIGITAL APPARATUS SET OUT IN THE RADIO INTERFERENCE REGULATIONS OF THE CANADIAN DEPARTMENT OF COMMUNICATIONS.

LE PRÉSENT APPAREIL NUMÉRIQUE N'ÉMET PAS DE BRUITS RADIOÉLECTRIQUES DÉPASSANT LES APPLICABLES AUX APPAREILS NUMÉRIQUES DE LA CLASSE 'A' PRÉSCRITES DANS LE RÉGLEMENT SUR LE BROUILLAGE RADIOÉLECTRIQUE ÉDICTÉ PAR LE MINISTÈRE DES COMMUNICATIONS DU CANADA.

FCC NOTICE

This equipment has been tested and found to comply with the limits for a Class A digital 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 instruction 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.

WARNING: Changes or modification made to this equipment not expressly approved by Toshiba, or parties authorized by Toshiba, could void the user's authority to operate the equipment.

PREFACE

We are very happy you have chosen the Toshiba 1560 Plain Paper Copier.

The 1560 is easy to maintain, designed for simple operation and makes excellent plain paper copies.

This Operator's Manual gives a description of how to use the copier as well as how to remedy simple problems. We recommend that you use this manual to help you to obtain good copies. Please read this manual thoroughly to ensure correct operation and keep it handy for future reference.











FEATURES OF THE 1560

Extremely compact and equipped with such features as Auto Exposure Selection, Front-Opening Upper Unit, Front Loading Cassette, Zoom Reproduction, etc., the 1560 is an easy-to-operate, plain paper copier which allows anyone to produce high-quality copies easily and quickly. The 1560 can be used over a wide range of applications as listed below:

- **Copying Speed:** 15 copies per minute (Letter)
- **Stack Feed Bypass:** Up to 60 sheets of paper can be set at a time in bypass copying, so it can be used as a second paper cassette, as well as allowing special sheets of paper to be used. (8 copies per minute in all sizes.)
- **Auto Exposure:** Automatically senses the density of the original and sets the appropriate exposure.
- **Front Loading Cassette:** Easy refilling of copy paper in the cassette whose paper size is user-adjustable.
- **Front-Opening Upper Unit:** The upper unit opens at the front side, making removal of misfed paper and cleaning very easy.
- **Zoom Reproduction Ratios:** Wide zoom range of 50%~200% at 1% increments besides the fixed ratios of 50%, 65%, 78%, 100%, 129%, 154% and 200%.
- **Dual Page Copying:** The facing pages of a book are copied onto separate sheets of paper simultaneously.
- **2 in 1 Copying:** The optional document feeder feeds in two originals at a time, causing them to be copied onto a single sheet of paper.
- **Quick Copying:** You can make a few copies without keying in the quantity just by pressing the PRINT key the desired number of times quickly. (Normally, this function is deactivated.)
- **Auto Job Start:** Automatically starts copying after warm-up if you set the desired copy modes and press the PRINT key during warm-up.
- **Automatic Document Feeder:** Optionally available.
- **Sorter:** Optionally available.
- **Paper Feed Unit:** Optionally available.
- **Other Features:** Energy saving mode, Interrupt mode copying, Image mode copying, etc.

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PRECAUTIONS FOR INSTALLATION

1 The 1560 should be installed by a qualified service technician.
Note: The packing material should be disposed of properly.

2 To obtain the best possible results, this machine should be used in conjunction with a dedicated AC power line at the following rating:

115V – 60Hz, 12A

Notes:

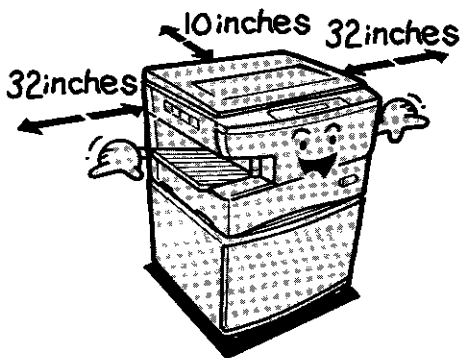
1. The use of other appliances or other equipment on the same line as this machine may adversely affect performance and copy quality.
2. Be sure to use a 3-conductor, grounded wall outlet.
3. Never ground it to a gas pipe, a water pipe, or any other object not suitable for grounding.

3 Select a suitable place for installation. Avoid excessive heat, dust, vibration, unstable place and direct sunlight. Also, provide proper ventilation as the copier emits a slight amount of ozone.

Do not use this copier near water, wet locations or outdoors.

4 To insure optimal operation, allow clearances of at least 32 inches on the left, 32 inches on the right and 10 inches in the rear.

Do not block or cover openings for the ventilation of the copier.



The machine should be located near a wall outlet which should be easily accessible.

GENERAL PRECAUTIONS

1

Handle and use the machine gently and carefully.

- Do not place any heavy objects on the copy-receiving tray, original feed tray or sorter (optional).
- Never allow the power cable to be trampled on or pinched between hard objects, otherwise an accident or electrical trouble might occur.
- Do not allow any metal things such as paper clips to fall into the machine.
- Do not disassemble the copier or try to repair it yourself other than as instructed in this operator's manual. Call the sales or service representative for all necessary repairs. Incorrect reassembly can cause electrical hazards and possible damage to the copier.
- Do not touch the fuser area of this copier. This area is very hot.
- Avoid direct viewing of the document lights. It is recommended that the original cover be kept closed.
- If you intend to move or relocate this copier, contact the sales or service representative. Do not attempt to relocate the copier on your own.
- Do not defeat interlock switches. Interlock switches are provided to ensure that the copier will not operate with covers opened.
- Sometimes check that the power-cord plug is securely inserted in the wall outlet.

2

Be sure to turn OFF the power switch:

- When you leave your office at night.
- If a power failure occurs.

Caution: When turning OFF the power switch, be sure to do so after the machine cycling has come to a complete stop. If any paper has misfed in the machine, be sure to remove it before turning OFF the power switch.

Be sure to disconnect the power-cord plug:

- When you do not intend to use the machine for an extended period of time such as during weekends or the summer vacation.

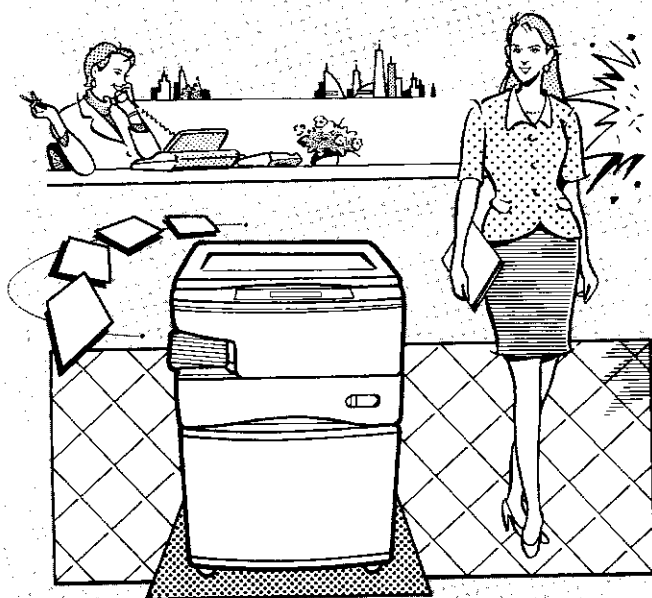
Be sure to turn OFF the power switch, unplug this copier from the wall outlet immediately and call for service:

- If an unusual noise is heard from the machine.
- If the outside of the machine becomes unusually hot.
- If any part of this copier is damaged or, if it has been dropped.
- If the copier has been exposed to rain or liquid.

GENERAL PRECAUTION (CONT.)

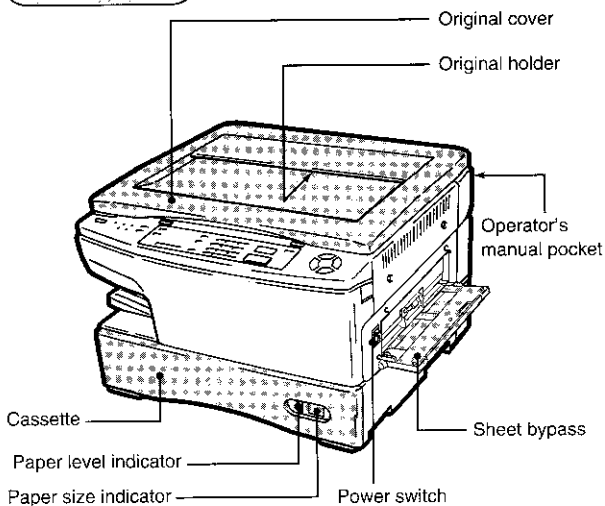
- 3** It is recommended that only supplies made or designated by Toshiba be used for the 1560 in order to optimize copy quality. All supplies should be stored in a cool, dry area.
For optimum performance, it is recommended that 20 lb xerographic bond paper of high quality be used.
Paper of lower quality may contain inherent properties such as excess paper dust and may lead to premature servicing.
Do not use supplies or cleaning materials for purposes other than what they were intended. Keep all supplies and materials out of reach of children.
- 4** Handle and store the drums carefully. Do not damage the drums or expose them to high heat, flames or chemicals.
- 5** Do not leave the upper unit of the machine open; otherwise the drum may be exposed to light, heat, flames or chemicals, possibly resulting in copy quality being degraded.
- 6** Please be sure to return used or unneeded drums to the sales or service representative.

HOW TO MAKE COPIES

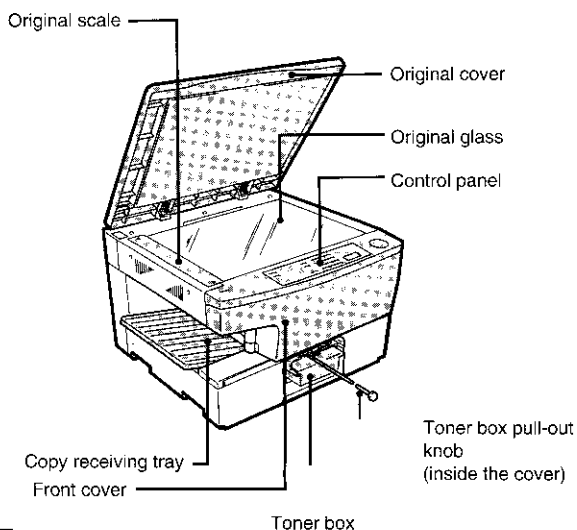


NAMES OF THE MAIN COMPONENTS

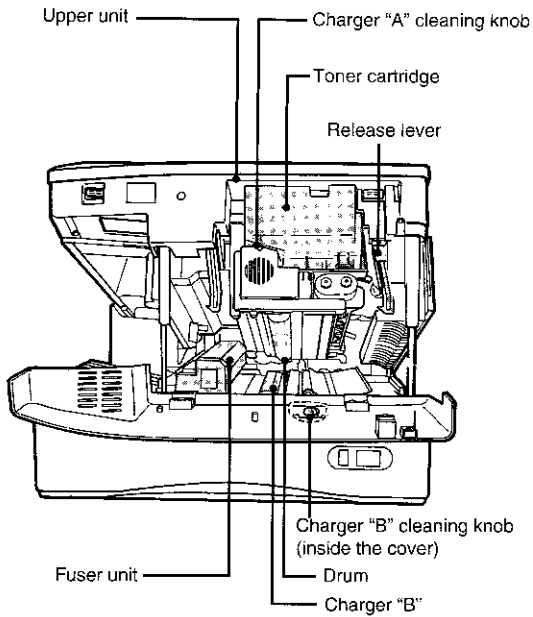
Standard Model



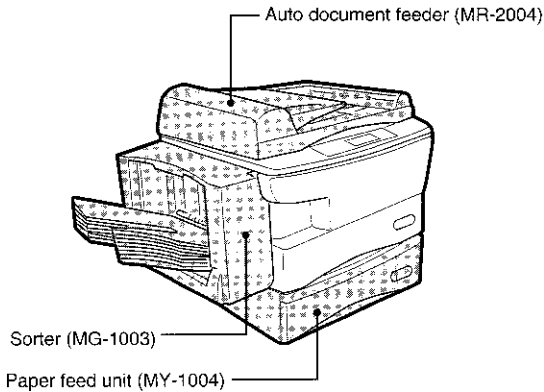
With the Original Cover Opened



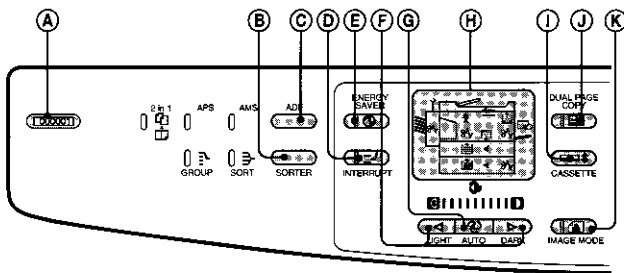
With the Upper Unit Opened




Equipped with Optional Equipment





DESCRIPTION OF THE CONTROL PANEL





- (A) TOTAL COUNTER**  (123)

The total number of copies made after the copier was installed is shown here.
- (B) SORTER Key (optional)** (P16)


Use this key to select the SORT  or GROUP  mode.
- (C) DOCUMENT FEEDER Key (optional)** (P17)

Use this key to select APS (Automatic Paper Selection), AMS (Automatic Magnification Selection), AMS/2 in 1, APS/2 in 1, normal 2 in 1 or normal ADF mode.


For details, refer to page 17.
- (D) INTERRUPT**  Key (P20)


This key allows you to interrupt multicopying and copy a different original. Pressing it again will return you to the previous copying.
- (E) ENERGY SAVER**  Key (P20)

Press this key to go into the energy saving mode; all other display lamps go off. To resume copying, press the key again.
- (F) MANUAL EXPOSURE** Keys (P18)

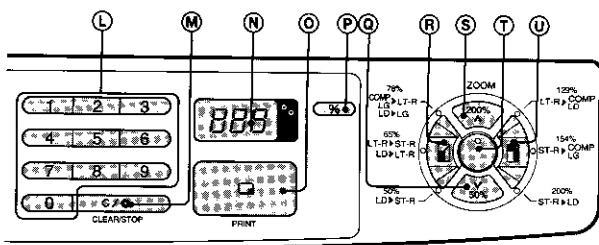
You can select the desired exposure with these keys.
- (G) AUTO EXPOSURE**  Key (P18)











This key allows you to switch between automatic and manual exposure. The automatic mode is a default, detecting the density of the original and selecting the optimum exposure.
- (H) GRAPHIC DISPLAY** (P12)

Various graphic symbols are lit or flashed indicating the status of the copier.
- (I) CASSETTE**  Key (P18)

This key allows you to select the upper cassette or lower cassette (optional).
- (J) DUAL-PAGE COPY**  Key (P16)

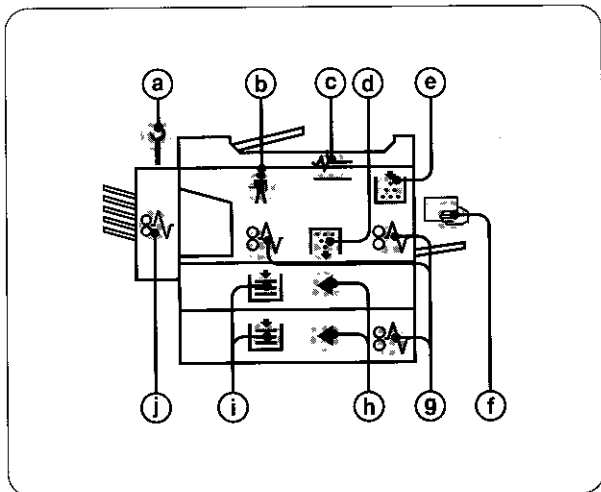
You can copy the facing two pages of a book, magazine, etc. onto two separate sheets of paper simultaneously. You can also use the ZOOM UP or DOWN key.












- (K) IMAGE MODE**  **Key (P16)**
Use this key when you want to make clear copies of photographs.
- (L) DIGITAL Keys (P18)**
Use these keys to enter the desired number of copies. Up to 999 copies can be set.
- (M) CLEAR/STOP**  **Key (P18)**
Press this key to clear the copy quantity entered. Pressing twice clears all the settings you have made. During multicopying, pressing it will stop copying.
- (N) COPY QUANTITY Display**
The number of copies entered is displayed here. If you press the  key, the selected reproduction ratio is also shown here.
- (O) PRINT**  **Key (P19)**
Press this key to start copying. It is ready only when it is lit in green.
- (P) PERCENT**  **Key**
Pressing this key shows the reproduction ratio selected for two seconds only.
- (Q) ZOOM DOWN**  **Key (P15)**
Pressing this key decreases the reproduction ratio down to 50% at decrements of 1%. Pressing the 50% and 100% keys simultaneously displays 50% instantly.
- (R) REDUCE**  **Key (P15)**
With this key, you can select 78%, 65% and 50%.
- (S) ZOOM UP**  **Key (P15)**
Pressing this key increases the reproduction ratio up to 200% at increments of 1%. Pressing the 200% and 100% keys simultaneously displays 200% instantly.
- (T)  Key (P15)**
Press this key to clear the reproduction ratio selected to 100%.
- (U) ENLARGE**  **Key (P15)**
Using this key, you can select 129%, 154% and 200%.

DESCRIPTION OF THE GRAPHIC DISPLAY


When any of the following graphic symbols flashes, refer to the pages shown for more details.

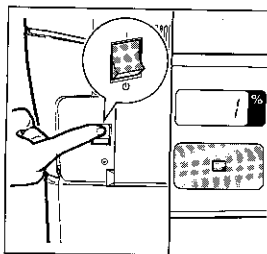




- a** **CALL SERVICE**  It flashes when something abnormal occurs in the copier (P30).
- b** **PERIODIC MAINTENANCE**  It flashes when maintenance by a qualified technician become necessary (P30).
- c** **CHECK ORIGINAL**  It flashes when an original misfeeds in the document feeder (optional) (P29).
- d** **REPLACE TONER BAG**  It flashes when the toner bag becomes full of used toner (P26).
- e** **ADD TONER**  It flashes when the toner supply in the toner cartridge runs out (P25).
- f** **BYPASS FEED**  It lights when bypass feeding is selected (P19).
- g** **CLEAR PAPER**  They flash when a paper misfeed occurs in the copier (P27).
- h** **SELECTED CASSETTE** Either of them lights corresponding to the cassette selected.
- i** **ADD PAPER**  Either of them flashes when the corresponding cassette runs out of paper (P23).
- j** **SORTER MISFEED**  It flashes when a paper misfeed occurs in the sorter (optional) (P28).

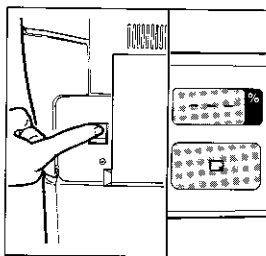
TURNING ON THE POWER SWITCH



1 Turn on the power switch.

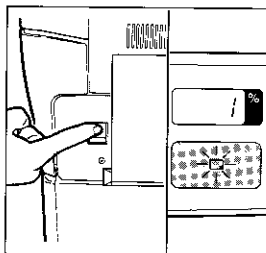
- The PRINT  key glows in red for 28 seconds for warming up and when it changes to green, the copier is ready for copying.




- If your copier is set up for the use of job access codes, the PRINT  key glows in red and three short lines appear on the copy quantity display. Key in your job access code (which briefly appears on the display), and the PRINT  key will glow in green when the copier becomes ready for copying.



- If your copier is set up for the use of key copy counters, the PRINT  key flashes in red. Insert your counter, and the PRINT  key will glow in green when the copier becomes ready for copying.




■ Auto job start

During warm-up if you set the desired items according to the "HOW TO MAKE COPIES" on page 14 and press the PRINT  key, copying will automatically start when the warm-up ends.

Note: Each key copy counter or job access code classifies the copies made with it. For details, ask your sales or service representative.

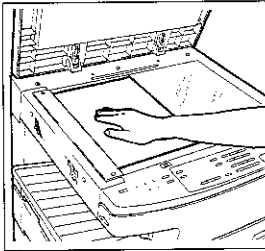
HOW TO MAKE COPIES

Note: If the PRINT  key is lit or flashing in red, you may have to insert your key counter or key in your job access code.

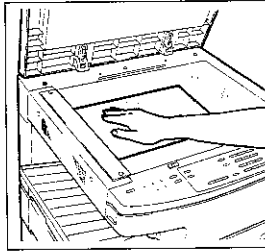
1 Set the original(s).

On the glass

- Place the original face down and align it with the original scale on the left.



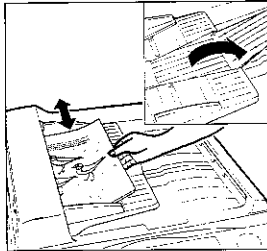
- When copying in the enlargement or reduction mode, set the original in the direction shown.



On the original feed tray

- Place the originals face up and align the slides to them.
- The maximum number of originals (16–24 lbs.) that can be set are:

| | |
|---------------------------------------|----|
| Statement-R/Letter-R/ Letter | 30 |
| Legal/Ledger | 15 |
- Folded, wrinkled, taped, stapled originals, etc. cannot be used.



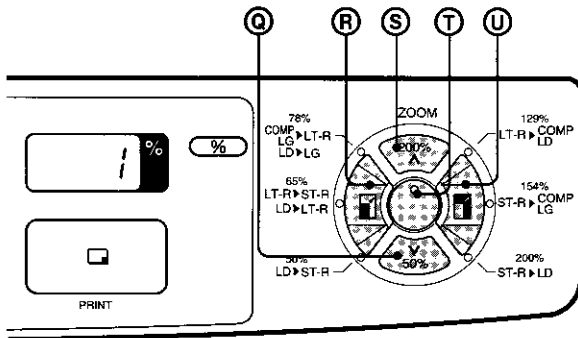
2 Close the original cover (or document feeder) slowly.

HOW TO MAKE COPIES

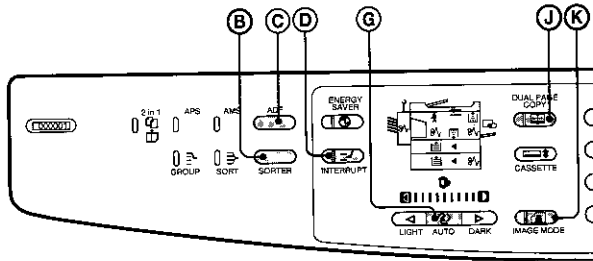
3 Select the desired copy modes from the list below (pages 15~17).

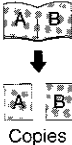
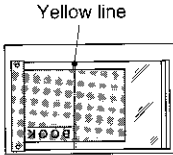




- Any number of copy modes can be selected as long as they are compatible with one another.

Note: The keys in the "No" column are not compatible with the key in the "Key" column.



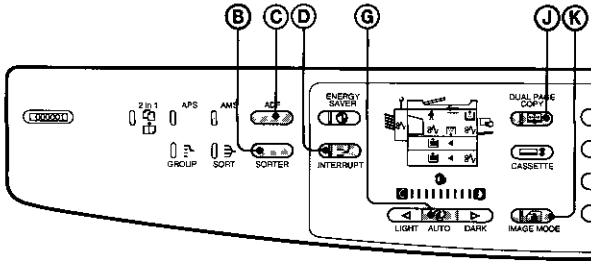
| Desired Copy Modes | Key | Description/Remarks | "No" |
|----------------------------|-----|--|------------|
| Actual-size copying (100%) | T | <ul style="list-style-type: none"> This mode is a default, ready for 100% copying. If the 100% lamp is off, press this key to turn it on. | U R S Q |
| Enlargement copying | U | <ul style="list-style-type: none"> Select 129%, 154% or 200% with this key. Suitable for regular-sized originals. | T |
| Reduction copying | R | <ul style="list-style-type: none"> Select 78%, 65% or 50% with this key. Suitable for regular-sized originals. | T |
| Zoom up copying | S | <ul style="list-style-type: none"> You can select the desired enlargement ratio up to 200% at increments of 1%. Pressing keys S and T at the same time displays 200% instantly. Suitable for irregular-sized originals. | R U |
| Zoom down copying | Q | <ul style="list-style-type: none"> You can select the desired reduction ratio down to 50% at decrements of 1%. Pressing keys Q and T at the same time displays 50% instantly. Suitable for irregular-sized originals. | R U |

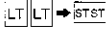
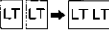


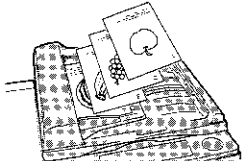


| Desired Copy Modes | Key | Description/Remarks | "No" | | | | | | | | | | | | |
|---|----------|---|------------|----------|------|-------|--------------|-----|----|----|-------|-----|----|----|--|
| Dual-page copying Original  Copies | (J) | <ul style="list-style-type: none"> ● Copies the facing pages of a book onto separate sheets of paper. ● Only Letter sized paper can be used. ● Zooming up or down is possible. ● The original (book) should be set as below:  | (C) (D) | | | | | | | | | | | | |
| Image mode copying | (K) | <ul style="list-style-type: none"> ● Makes clear copies of photographs. ● Use manual exposure to adjust the copy density. Auto exposure is not available. | (G) | | | | | | | | | | | | |
| Sorter (optional) Note: If both SORT  and GROUP  lamps are flashing, remove copies from the sorter. | (B) | <ul style="list-style-type: none"> ● Select the SORT  mode or GROUP  mode with this key. ● SORT mode Up to 10 sets can be made of a set of originals in the same page order. ● GROUP mode Copies are classified according to each original. Up to 10 originals can be copied. ● Maximum number of copies possible: <table border="1" data-bbox="419 1149 745 1220"> <thead> <tr> <th>Copy size</th> <th>Non-sort</th> <th>Sort</th> <th>Group</th> </tr> </thead> <tbody> <tr> <td>ST-R/LT-R/LT</td> <td>200</td> <td>30</td> <td>20</td> </tr> <tr> <td>LG/LD</td> <td>150</td> <td>15</td> <td>15</td> </tr> </tbody> </table> | Copy size | Non-sort | Sort | Group | ST-R/LT-R/LT | 200 | 30 | 20 | LG/LD | 150 | 15 | 15 | |
| Copy size | Non-sort | Sort | Group | | | | | | | | | | | | |
| ST-R/LT-R/LT | 200 | 30 | 20 | | | | | | | | | | | | |
| LG/LD | 150 | 15 | 15 | | | | | | | | | | | | |

Note: ST (Statement); LT (Letter); LG (Legal); LD (Ledger)


HOW TO MAKE COPIES

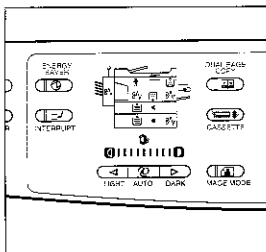


| Desired Copy Modes | Key | Description/Remarks | "No" |
|---|-----|---|------|
| <p>Document feeder (optional)</p> <ul style="list-style-type: none"> AMS/2 in 1  APS/2 in 1  <p>Note: LT: Letter ST: Statement</p> <p>Note: If both  and  lamps are flashing, change the direction of originals or use the correct-size cassette.</p> | (C) | <ul style="list-style-type: none"> ● APS (automatic paper selection) is a default, detecting the size of the original and selecting the same size of paper. ● AMS (automatic magnification selection) calculates the reproduction ratio from the sizes of the original and the paper selected. ● AMS/2 in 1 allows each pair of Letter (LT) sized originals to be reduced and copied onto a single sheet of Letter-R sized paper in 65%. ● APS/2 in 1* allows each pair of Letter sized originals to be copied onto a single sheet of Ledger (LD) sized paper in 100%. ● Normal 2 in 1* allows each pair of originals to be copied onto a single sheet of paper in the desired reproduction ratio. ● Normal ADF allows you to select the desired size of paper or reproduction ratio. <p>Note: In any of the 2 in 1 modes, originals should be set as below:</p>  | (J) |


* To use these modes, consult the service representative.

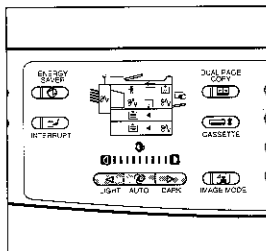
4 Check the paper size in the cassette.

- You can select the desired size of paper using the CASSETTE  key if the paper feed unit (optional) is installed.




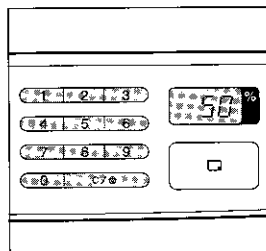
5 Select the exposure.

- Normally, the Automatic Exposure  mode is selected.
- To select the desired exposure, use the Manual Exposure keys.



6 Key in the desired number of copies.

- There is no need for this if you are making a single copy of each original **Single copying.**
- Up to 999 copies can be entered using the digital keys **Multicopying.**
- When an incorrect number is set, press the CLEAR/STOP  key to clear it.

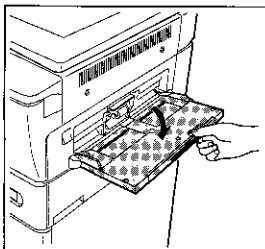


7 Bypass copying

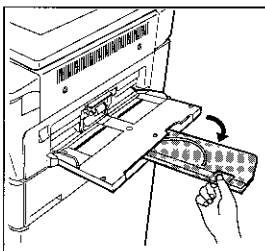
Note: If you are not using bypass copying, skip over to step 8.

Up to 60 sheets of Ledger to Statement R sized paper (17 - 22 lbs.) can be set for bypass copying. Thick sheets of paper (23 - 32 lbs.), drawing paper, OHP film, gum label, etc. should be copied one by one.



(1) Open the bypass guide slowly.

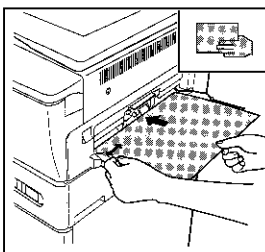


- When copying with Ledger, Legal or Letter-R sized paper, pull out the paper holder while rotating it as shown.
- To return the paper holder, push it back in reverse direction.



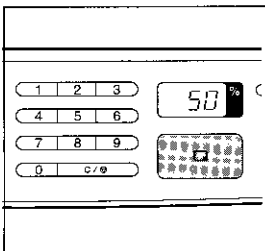
(2) Place a sheet(s) of paper on the bypass guide, push the paper until it comes to a stop, and align the slides to the size of the paper.

- BYPASS FEED  lamp comes on.
- When making one copy at a time, the second and subsequent sheets should be inserted after the PRINT  key changes to green.

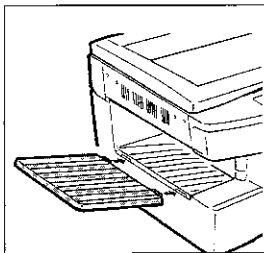


8


Press the PRINT  key.




Note: When you are copying onto Letter-R, Legal or Ledger sized paper, pull out the copy receiving tray and install it as shown.




■ **Quick copying**

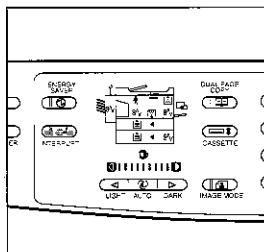
Within two seconds after pressing the PRINT  key, press it the required number of times and the copy quantity increases accordingly (unavailable when the sorter is attached or when originals are set on the original feed tray).

■ **Stop and Function clearing**


During multicopying, pressing the CLEAR/STOP  key once will stop copying; pressing it twice will clear the copy quantity; pressing it three times will clear all other settings.

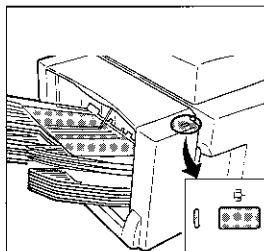
■ **Interrupt copying**

During multicopying, after pressing the INTERRUPT  key, change originals, select the desired copy modes (except the number of copies) and press PRINT. After finishing interrupt copying, reset the first original, press INTERRUPT and then PRINT to resume multicopying.





■ **Copy removing mode (optional)**

After sorter copying, press the REMOVE COPIES  key on the sorter: Each set of three bins moves up to facilitate removal of the copies from the sorter. (No need to press the key when an ADF mode is selected.)



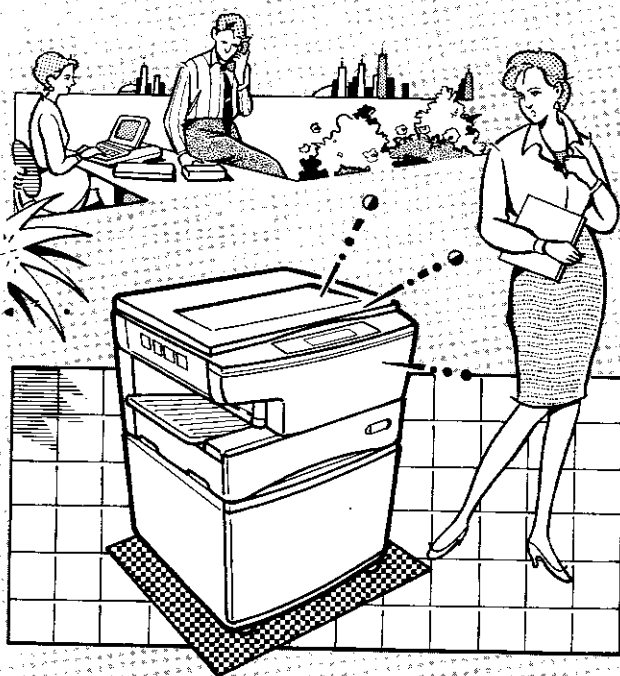
■ **Energy saving mode**

If your copier is set to automatic energy saving, a certain period of time (30 seconds ~ 60 minutes) after copying or when you press the ENERGY SAVER  key, it will go into the energy saving mode, turning off all its lamps except the ENERGY SAVER  lamp.

To clear this mode, press ENERGY SAVER again.

If the copier is left unoperated for 30 minutes or more, its power switch is set to automatically shut off to save energy. To use the copier, turn on the power switch again.

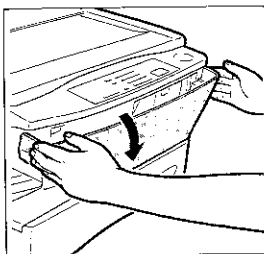
WHEN THE GRAPHIC SYMBOLS FLASH



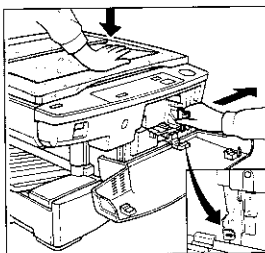
OPENING/CLOSING THE FRONT COVER / UPPER UNIT

Note: Sometimes you will have to open/close the front cover and/or the upper unit. Do so as described below:

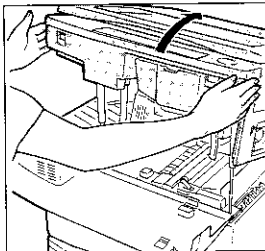
- 1** Open the front cover.



- 2** While pushing down on the copier, move the lever fully to the right.

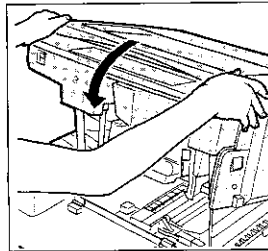


- 3** Then, holding both corners of the upper unit with both of your hands, raise the upper unit slowly and fully.



- 4** To close the upper unit, holding both its corners with both of your hands, push it down slowly until it latches with a "click".

Caution: Do not push down the upper unit with one hand, or it may be deformed, causing a malfunction.



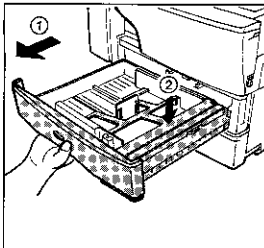
- 5** Close the front cover.

ADD PAPER SYMBOL

This symbol flashes when the selected cassette runs out of paper. Add paper as described below.

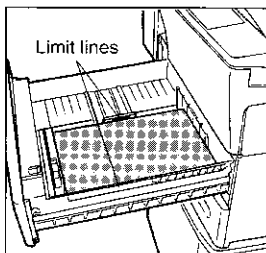
1 Pull out the cassette slowly
①.

2 Push down on the bottom plate until it is latched ②.
Caution: Do not push it too strongly, or the cassette may be damaged..



3 Place one package of paper (500 sheets) in the cassette.

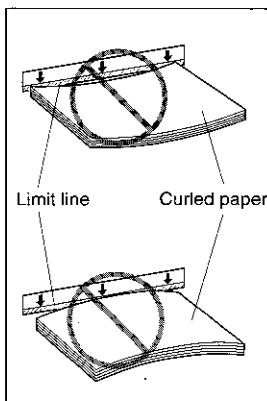
- But for Statement-R sized paper only, the number of paper should be limited to approx. 250 (half a package).
- Do not use creased, folded, wrinkled, curled or damp sheets of paper.
- Do not place paper above the limit lines.
- The paper should be set properly between the side guides without too much gap or tightness. If correction is needed, follow step 4, P24.



Note:

If a paper feeding problem may occur due to the condition of the paper: Fan the paper well to loosen its sheets; turn it upside down; change its direction; or reduce the number of sheets.

4 Push in the cassette slowly and fully.



Changing the paper size of the cassette

- 1** Pull out the cassette and push down on the bottom plate until it latches (arrow **A**).

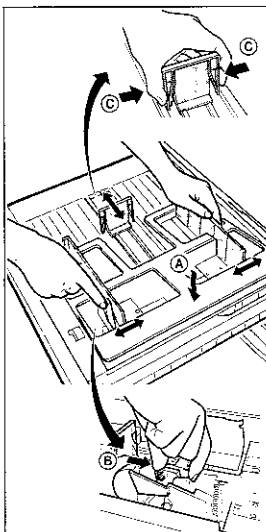
Caution: Do not push it down too strongly, or the cassette may be damaged.

- 2** Move the side guides so that the space between them is about 1 inch wider than the desired paper size.

- To move the side guides, push the lever (arrow **B**) to unlock.

- 3** Set the back guide to the desired paper size (shown on the cassette surface).

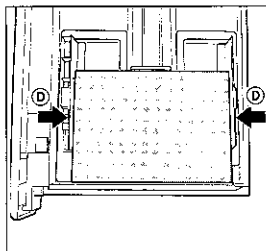
- To move the back guide, push on its sides (arrows **C**) to unlock.



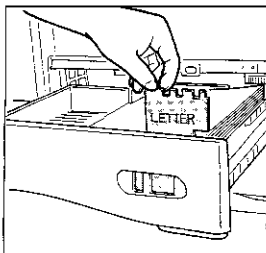
- 4** Place paper in the cassette and push the side guides against the paper (arrows **D**).

- For placing paper in the cassette, refer to Step 3 in "ADD PAPER" on page 23.

- To move the side guides, push the lever (arrow **B**) to unlock.



- 5** Remove and reset the size mark plate so that the desired size appears.

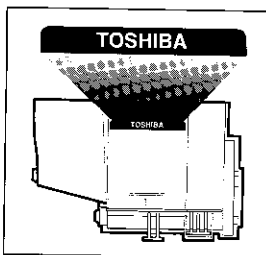


- 6** Push in the cassette slowly and fully.

ADD TONER SYMBOL

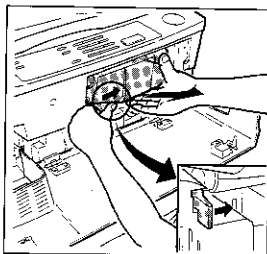
This symbol flashes when the toner cartridge runs out of toner. Replace it as described below.

Note: It is recommended that only toner cartridges made or designated by Toshiba be used for the 1560 in order to optimize copy quality.



- 1** Open the front cover and while pushing the release lever (arrow), take out the old toner cartridge.

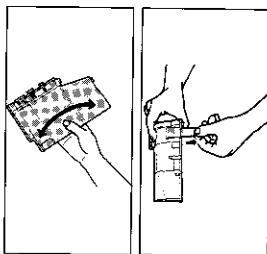
- Please return it to your service technician.



- 2** Shake the new toner cartridge well to loosen the toner inside.

- 3** Pull out the seal from the new toner cartridge.

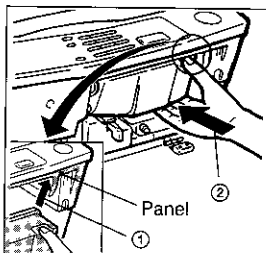
- Do not shake it after removing the seal or the toner may spill out.



- 4** Install the new toner cartridge in the copier.

- Aligning the top corner of the cartridge to that of the panel (arrow ①), push the cartridge in slowly and fully (arrow ②).

- Make sure that the cartridge is securely latched.

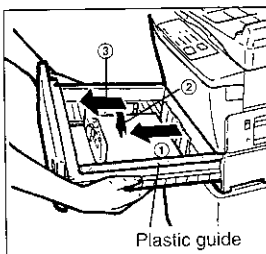


REPLACE TONER BAG SYMBOL

This symbol flashes when the used toner bag becomes full of used toner. Replace it as described below.

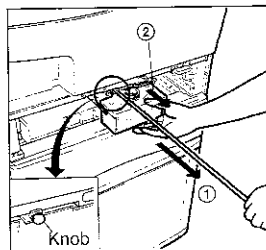
- 1** Pull out the cassette slowly and fully ①. Holding the cassette as shown, lift it slightly ② and then remove it from the copier ③.

- Be careful not to damage the plastic guide.

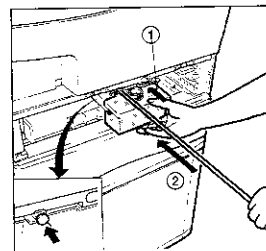


- 2** Pull out the knob slowly and fully to move the used toner bag to the front ①.

- 3** Remove the used toner bag from the copier ②.

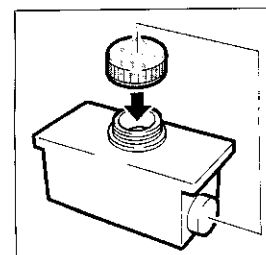


- 4** Set the new toner bag in the copier ①, and push in the knob slowly and fully ②.



- 5** Close the opening of the bag you have removed with the cap located on its side.

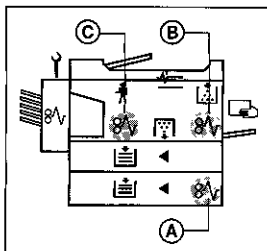
- Please return it to your service technician.




- 6** Reinstall the cassette.

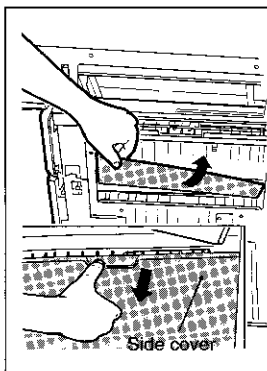
CLEAR PAPER SYMBOL

This symbol flashes when paper misfeeds in the copier or the paper feeding unit (optional). Remove the misfed paper as described below.



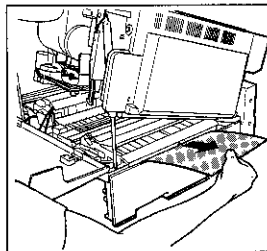
When symbol or and flash

- 1** Open the side cover of the optional paper feeding unit (if it is attached) and remove any misfed paper. Close the side cover firmly.
 - Otherwise, symbol  above glows in red, making the copier inoperatable.



- 2** Open the front cover and raise the upper unit (see page 22).

- 3** Remove the misfed paper as shown.



- 4** Pull out the cassette selected and check for any misfed paper.

- 5** Close the upper unit and then the front cover (see page 22).

WHEN THE GRAPHIC SYMBOLS FLASH

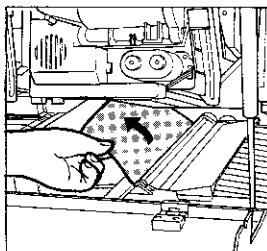
When symbol ⑧ or ⑨ and ⑩ flash

1 When only symbol ⑧ flashes in bypass copying, pull out the misfed paper from the bypass guide.

2 Open the front cover and raise the upper unit (see page 22).

3 Remove the misfed paper.

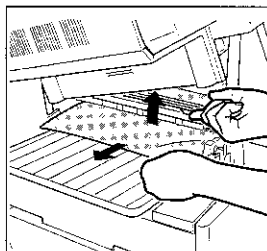
- If the paper is misfed in the feed side, remove it as shown.



- If the paper is misfed in the exit side, remove it by lifting the fuser cover, as shown.

Caution: Be careful as the fuser unit may be **HOT**.

4 Close the upper unit and then the front cover (see page 22).

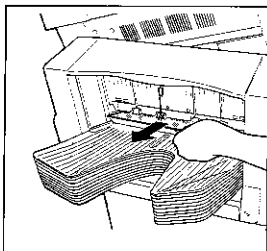


SORTER MISFEED SYMBOL

Check the sorter as well as the copier for any misfed paper.

1 Open the front cover and raise the upper unit (see page 22).

2 Remove the misfed paper from the sorter.



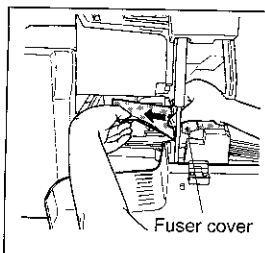
WHEN THE GRAPHIC SYMBOLS FLASH

3 Also remove any misfed paper in the copier.

- If the paper is misfed in the exit side, remove it by lifting the fuser cover, as shown.

Caution: Be careful as the fuser unit may be **HOT**.

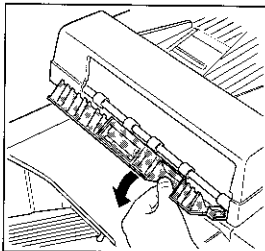
- Close the upper unit and then the front cover (see page 22).



CHECK ORIGINAL SYMBOL

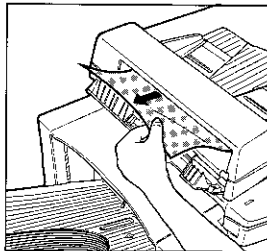
Remove misfed originals carefully.

1 Open the access cover of the document feeder.



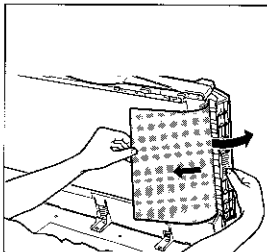
2 Remove the misfed originals.

- Return them under the originals in the original feed tray.
- Close the access cover.




3 Raise the document feeder and remove any misfed originals.

- If an original is misfed in the exit side, open the exit guide to remove it.
- Do not return the original to the original feed tray.




4 Lower the document feeder slowly and fully.

CALL SERVICE SYMBOL


When the CALL SERVICE  symbol flashes on the graphic display, something unusual has occurred with the copier and copying is no longer possible.

Turn the power switch off and immediately call service for assistance.

Caution:

Since a heater is used to fix toner images to the copy paper, a safety circuit is incorporated in this copier. After you turn on the power switch, if a certain temperature is not attained within a certain period of time, the safety circuit, assuming that something abnormal has happened, causes the operation of the copier to stop and flashes the CALL SERVICE  symbol. This can possibly occur when the temperature is low but is not a malfunction. If this occurs, turn the power switch off and then on again. Repeat this procedure twice (as long as nothing abnormal is observed) and if the problem still persists, turn off the power switch and call for service.

PERIODIC MAINTENANCE SYMBOL

When the PERIODIC MAINTENANCE  symbol appears, this indicates that assistance from a qualified service technician is required. Call service for assistance.

MAINTENANCE



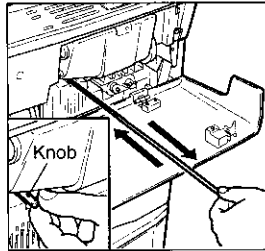
CLEANING THE CHARGERS

To maintain copy quality, chargers "A" and "B" should be cleaned preferably once a week according to the following procedure. But before starting to clean, **BE SURE TO TURN OFF THE POWER SWITCH** and then open the front cover.

1 Open the front cover.

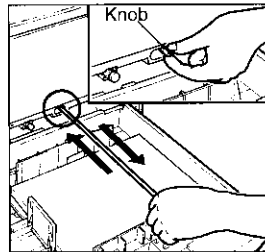
2 To clean the charger "A", holding the charger cleaning knob, pull it out to the front and then push it back to the inside slowly and fully.

- Repeat this 3 or 4 times.



3 To clean the charger "B", pull out the cassette and then holding the charger cleaning knob, pull it out to the front and then push it back to the inside slowly and fully.

- Repeat this 3 or 4 times.

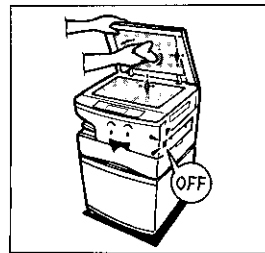


4 Push in the cassette and close the front cover.

CLEANING THE GLASS AND THE ORIGINAL COVER

Wipe the glass with a dry cloth and clean the original cover of the copier with alcohol when they become dirty. They should be cleaned preferably once a week.

Note: Before cleaning the copier, be sure to turn off the power switch.



SIMPLE TROUBLESHOOTING

When the copier does not start

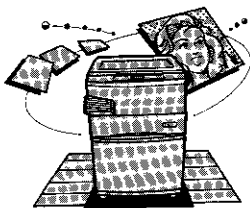
| Probable cause | Check | Action to take | Result |
|---|-------|---|-------------------------------|
| Is the power-cord plug firmly inserted in the outlet? | No | Insert the power-cord plug firmly. | OK? If not, call for service. |
| Are the front cover and side access covers firmly closed? | No | Close the covers firmly. | OK? If not, call for service. |
| Is the upper unit firmly latched? | No | Push down the upper unit until it latches with a click. | OK? If not, call for service. |

When copies are too light or too dark

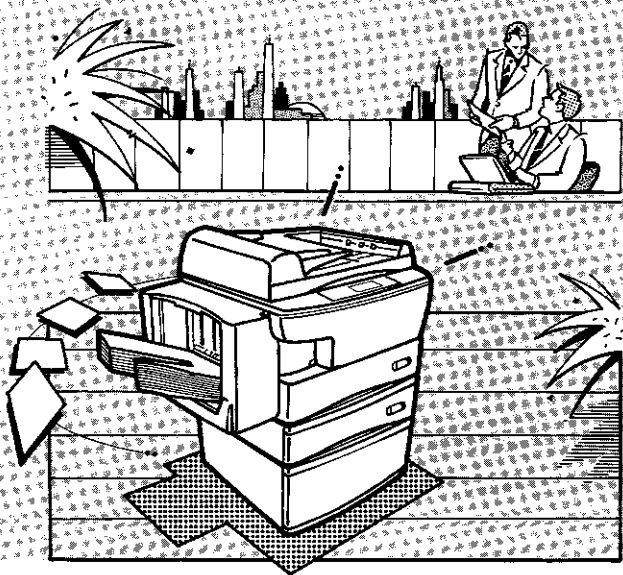
| Probable cause | Check | Action to take | Result |
|--|-------|-------------------------------|-------------------------------|
| Are copies too light or too dark in auto exposure? | Yes | Use the manual exposure mode. | OK? If not, call for service. |
| Are the chargers dirty? | Yes | Clean the chargers. | OK? If not, call for service. |

When copies are dirty

| Probable cause | Check | Action to take | Result |
|---------------------------------------|-------|---|-------------------------------|
| Is the original cover or glass dirty? | Yes | Clean the glass with a dry cloth and the original cover with alcohol. | OK? If not, call for service. |
| Are the chargers dirty? | Yes | Clean the chargers. | OK? If not, call for service. |
| Is manual exposure selected? | Yes | Set auto exposure. | OK? If not, call for service. |
| Is the original dark? | Yes | Use manual exposure. | OK? If not, call for service. |



SPECIFICATIONS



The above illustration shows the 1560 copier with the optional MR-2004 automatic document feeder, MG-1003 10-bin sorter and MY-1004 paper feed unit installed.

SPECIFICATIONS FOR THE COPIER

| | |
|-----------------------------|--|
| Model Name | Plain Paper Copier 1560 |
| Type | Desk top / Fixed original table |
| Copying Process | Indirect electrophotographic method (dry process) |
| Acceptable Originals | Books, sheets and three-dimensional objects |
| Copying Speed | 15 copies per minute (Letter) |
| First Copy Time | About 5.8 seconds (Letter) |
| Multiple Copying | Up to 999 copies, keyboard entry |
| Warm-up Time | About 28 seconds |
| Reproduction Ratio | Multiple reduction and enlargement from 50% to 200%. |
| Paper Supply | Front-loading cassette and bypass feeding. The cassette holds about 500 sheets of Toshiba-recommended paper. |
| Copy Paper Size | Ledger size to Statement-R size |
| Paper Weight | Automatic feeding: 17-22 lbs. Manual feeding: 17-34 lbs. |
| Toner Supply | Automatic toner-density monitoring/ dispensing |
| Exposure Control | Automatic plus 9-step manual selection |
| Dimensions / Weight | (W) 22.5" x (D) 21.3" x (H) 13.4" Approx. 83.6 lbs. |
| Power Supply | 115V-60Hz, 12A |
| Power Consumption | 1.5 kW |

Note : Specifications are subject to change without notice.

SPECIFICATIONS FOR OPTIONAL EQUIPMENT

| | |
|-----------------------------------|---|
| Model Name | Automatic Document Feeder MR-2004 (Optional) |
| Number of Originals | 30 originals max. (Letter, 16~24 lbs.) can be set. |
| Feeding Speed | Approx. 15 originals/minute (Letter) |
| Original Size | Statement-R~Ledger |
| Power Source / Consumption | Supplied from the copier / 60W |
| Dimensions / Weight | (W) 21.6" × (D) 18.5" × (H) 4.9" Approx. 16.5 lbs. |

| | |
|-----------------------------------|--|
| Model Name | Sorter MG-1003 (Optional) |
| Type | 10-bin hanging |
| Paper Size / Weight | Statement-R~Ledger / 17~22 lbs. |
| Bin Capacity for Copies | Non-sort .. 200 (Statement-R/Letter-R/Letter), 150 (Legal/Ledger) |
| | Sort 30 (Statement-R/Letter-R/Letter), 15 (Legal/Ledger) |
| | Group 20 (Statement-R/Letter-R/Letter), 15 (Legal/Ledger) |
| Power Source / Consumption | Supplied from the copier / 34 W |
| Dimensions / Weight | (W) 13.2" × (D) 19" × (H) 12.4" Approx. 15.1 lbs. |

| | |
|----------------------------|---|
| Model Name | Paper Feed Unit MY-1004 (Optional) |
| Number of Cassettes | 1 cassette |
| Paper Capacity | 500 sheets of paper (17~22 lbs.) |
| Dimensions / Weight | (W) 21.6" × (D) 19.9" × (H) 5.1" Approx. 17.6 lbs. |

Note : Specifications are subject to change without notice.

Other Optional Equipment

| | |
|-------------------------|--------------------------------------|
| Paper Cassette | User-adjustable (Ledger~Statement-R) |
| Key Copy Counter | 6 digit |
| Damp Heater | 115V |

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