4090/40105
9002/10512
LD090/LD0105
Aficio™ **2090/2105**

Operating Instructions
Copy Reference

1 Placing Originals

2 Copying

3 Troubleshooting

4 User Tools (Copier/Document Server Features)

5 Specifications

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Notes

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

The model names of the machines do not appear on the following pages. Check the type of your machine before reading this manual. (For details, see p.2 "Machine Types".)

- Type 1 : 4090/9002/LD090/Aficio 2090
- Type 2 : 40105/10512/LD0105/Aficio 2105

Certain types may not be available in some countries. For details, contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the manufacturer recommends that you use manufacturer-genuine toner from the supplier.

The manufacturer shall not be responsible for any damage or expense that may result from use of parts other than manufacturer-genuine parts.

Power Source

- 208 - 240V, 60Hz, 20A

Be sure to connect the power cord to a power source as above. For details about the power source, see "Power Connection", *General Settings Guide*.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

❙ means POWER ON.

⏻ means STAND BY.

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

✎ Note

❒ Manuals provided are specific to machine type.

❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.

❒ Two CD-ROMs are provided:

- CD-ROM 1 "Operating Instructions for Printer / Scanner"
- CD-ROM 2 "Scanner Driver & Document Management Utilities"

❖ **General Settings Guide**

Provides an overview of the machine.
It also describes System Settings (such as paper trays and user codes settings), Document Server functions, and troubleshooting.

❖ **Network Guide (PDF file - CD-ROM1)**

Describes procedures for configuring the machine and computers in a network environment.

❖ **Copy Reference (this manual)**

Describes operations, functions, and troubleshooting for the machine's copier function.

❖ **Printer Reference 1**

Describes system settings and operations for the machine's printer function.

❖ **Printer Reference 2 (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's printer function.

❖ **Scanner Reference (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ **Manuals for DeskTopBinder V2 Lite**

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTop-Binder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.

- DeskTopBinder V2 Lite Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTop-Binder V2 Lite is installed.

- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

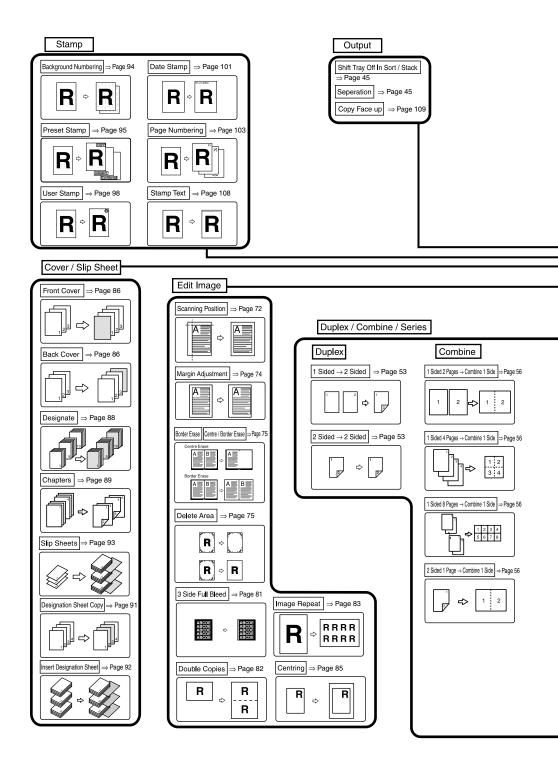❖ **Manuals for ScanRouter V2 Lite**

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".
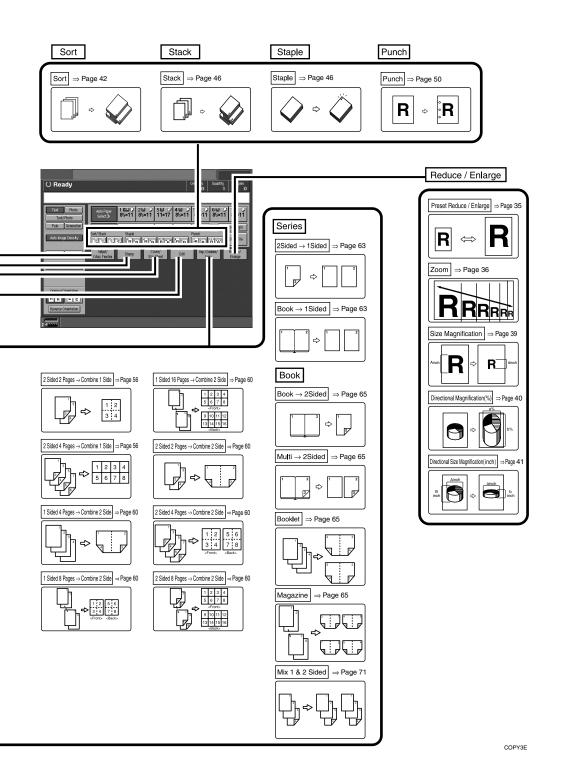
- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, settings, and the operating environment for Scan-Router V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.

- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ **Other manuals**

- PS3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

What You Can Do with This Machine

Stamp

Background Numbering ⇒ Page 94
R ⇨ R

Date Stamp ⇒ Page 101
R ⇨ R

Preset Stamp ⇒ Page 95
R ⇨ R

Page Numbering ⇒ Page 103
R ⇨ R

User Stamp ⇒ Page 98
R ⇨ R

Stamp Text ⇒ Page 108
R ⇨ R

Output

Shift Tray Off In Sort / Stack ⇒ Page 45

Seperation ⇒ Page 45

Copy Face up ⇒ Page 109

Cover / Slip Sheet

Front Cover ⇒ Page 86

Back Cover ⇒ Page 86

Designate ⇒ Page 88

Chapters ⇒ Page 89

Slip Sheets ⇒ Page 93

Designation Sheet Copy ⇒ Page 91

Insert Designation Sheet ⇒ Page 92

Edit Image

Scanning Position ⇒ Page 72
A ⇨ A

Margin Adjustment ⇒ Page 74
A ⇨ A

Border Erase | Centre / Border Erase ⇒ Page 75
Centre Erase
A B ⇨ A
Border Erase
A B ⇨ A B

Delete Area ⇒ Page 75
R ⇨
R ⇨ R

3 Side Full Bleed ⇒ Page 81
ABCDE ⇨ ABCDE

Image Repeat ⇒ Page 83
R ⇨ R R R R R R R R

Double Copies ⇒ Page 82
R ⇨ R R

Centring ⇒ Page 85
R ⇨ R

Duplex / Combine / Series

Duplex

1 Sided → 2 Sided ⇒ Page 53
1 2 ⇨ 1

2 Sided → 2 Sided ⇒ Page 53
⇨

Combine

1 Sided 2 Pages → Combine 1 Side ⇒ Page 56
1 2 ⇨ 1 2

1 Sided 4 Pages → Combine 1 Side ⇒ Page 56
⇨ 1 2 / 3 4

1 Sided 8 Pages → Combine 1 Side ⇒ Page 56
⇨ 1 2 3 4 / 5 6 7 8

2 Sided 1 Page → Combine 1 Side ⇒ Page 56
⇨ 1 2

iv

Sort

Sort ⇒ Page 42

Stack

Stack ⇒ Page 46

Staple

Staple ⇒ Page 46

Punch

Punch ⇒ Page 50

R ⇨ R

Reduce / Enlarge

Preset Reduce / Enlarge ⇒ Page 35

R ⇔ R

Zoom ⇒ Page 36

R R R R R R

Size Magnification ⇒ Page 39

Ainch R ⇨ R ainch

Directional Magnification(%) ⇒ Page 40

a%
b%

Directional Size Magnification(inch) ⇒ Page 41

Ainch ⇨ ainch
B inch b inch

Series

2Sided → 1Sided ⇒ Page 63

Book → 1Sided ⇒ Page 63

Book

Book → 2Sided ⇒ Page 65

Multi → 2Sided ⇒ Page 65

Booklet ⇒ Page 65

Magazine ⇒ Page 65

Mix 1 & 2 Sided ⇒ Page 71

○ Ready

Text / Photo
Text/Photo
Pale / Generation
Auto Image Density
Auto Paper Select

Sort/Stack   Staple   Punch

Output/ Effect. Finefine   Stamp   Cover/ Slip Sheet   Edit   Dup./Combine/ Series   R/ Enlarge

Original Orientation

Reverse Orientation

2 Sided 2 Pages → Combine 1 Side ⇒ Page 56

1 2
3 4

2 Sided 4 Pages → Combine 1 Side ⇒ Page 56

1 2 3 4
5 6 7 8

1 Sided 4 Pages → Combine 2 Side ⇒ Page 60

1 2

1 Sided 8 Pages → Combine 2 Side ⇒ Page 60

1 2 5 6
3 4 7 8
<Front> <Back>

1 Sided 16 Pages → Combine 2 Side ⇒ Page 60

1 2 3 4
5 6 7 8
<Front>
9 10 11 12
13 14 15 16
<Back>

2 Sided 2 Pages → Combine 2 Side ⇒ Page 60

2 Sided 4 Pages → Combine 2 Side ⇒ Page 60

1 2 5 6
3 4 7 8
<Front> <Back>

2 Sided 8 Pages → Combine 2 Side ⇒ Page 60

1 2 3 4
5 6 7 8
<Front>
9 10 11 12
13 14 15 16
<Back>

COPY3E

TABLE OF CONTENTS

3. Troubleshooting

4. User Tools (Copier/Document Server Features)

5. Specifications

How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury if you use the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section, *General Settings Guide*.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury if you use the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section, *General Settings Guide*.

- WARNINGS and CAUTIONS are notes for your safety.

✱Important

If this instruction is not followed, paper might misfeed, originals might be damaged, or data might be lost. Be sure to read this.

📕 Preparation

This symbol indicates the information or preparation required before operating.

🖉 Note

This symbol indicates precautions in operation or actions to take after mal-operation.

📍 Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

🔎Reference

This symbol indicates a reference.

【　】

Keys that appear on the machine's display panel.

【　】

Keys built into the machine's control panel.

Notice

- The image of the display panel may differ depending on installed options.

Machine Types

This machine comes in two models that differ by in copy speed. To determine which model you have, see the inside front cover.

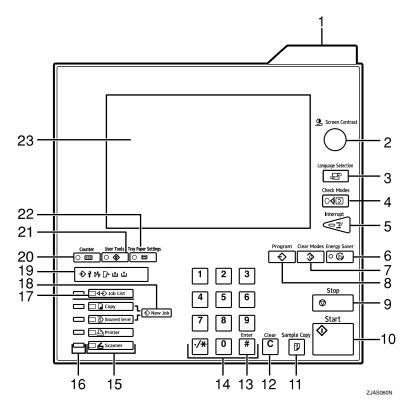|	Type 1	Type 2
Copy speed	90 copies/minute (A4⤸, $8^1/_2" \times 11"$⤸)	105 copies/minute (A4⤸, $8^1/_2" \times 11"$⤸)

Functions that Require Options

Available functions depend on the configuration of your machine and which options you have. See the table below.

❍Required options

Functions		Copying onto Tab Stock	Shift Sort	Stack	Staple	Staple (Saddle Stitch)	Punch
Options	Large Capacity Tray (LCT)	❍					
	Booklet finisher		❍	❍	❍	❍	❍ *1
	Finisher 3000B (100-sheet staples)		❍	❍	❍		❍ *1

*1 To use the Punch function, you need the optional punch unit.

Control Panel

ZJAS060N

1. **Status indicator**

Machine status is described by this indicator. By default, this indicator is turned off. You can select to light the status indicator. For more information, see "Control Panel", *General Settings Guide*.

Colour	Status
Off	Main Power Switch is tumed off or ready to make copies
Flashing green	Scanning originals
Lit green	Copying (Ready to scan originals)
Flashing red	Toner has nearly run out
Lit red	Paper jam or other malfunctions

2. 【**Screen Contrast**】 **knob**

Adjusts the brightness of the display panel.

3. 【**Language Selection**】 **key**

Press to change the language of the display.

4. 【**Check Modes**】 **key**

Press to check the entered copy job settings.

5. 【**Interrupt**】 **key**

Press to make interrupt copies during a copy run. See p.21 "Interrupt Copy".

6. 【**Energy Saver**】 **key**

Press to switch to and from Energy Saver mode.

7. 【**Clear Modes**】 **key**

Press to clear any previously entered copy job settings.

4

8. 【Program】 key

Press to register or recall a program. See p.112 "Programs".

9. 【Stop】 key

Press to stop a copy job or storing data in the machine in progress.

10. 【Start】 key

Press to start copying or storing data in the machine.

11. 【Sample Copy】 key

Press to make a single sample copy set before starting a long copy run. By checking the finished set and making any necessary changes to image quality settings before you make multiple copies, you can save time and paper. See p.43 "Sample copy".

12. 【Clear】 key

Press to delete a number entered.

13. 【#】 key

Press to enter a value or confirm a setting.

14. Number keys

Use to enter the desired number of copies and data for selected modes.

15. Function keys

Press the appropriate key to select any of the following function keys:
- Copier
- Document Server
- Printer
- Scanner

16. Function status indicator

These show the status of the functions.
- Green: the function is active.
- Red: the function has been interrupted.

17. 【Job List】 key

Shows the job list for a copy job or jobs stored in the Document Server.

18. 【New Job】 key

Use this key to set up the next copy job while a copy job or storing data in the Document Server is in progress.

19. Indicators

These indicators show the status of the machine. See "Control Panel", *General Settings Guide*.

- ✧: Data In indicator.
- ❢: Service Call indicator
- ⅍: Misfeed indicator.
- ⧇: Open Cover indicator
- ⬚: Add Staple indicator.
- ⬚: Add Toner indicator.

20. 【Counter】 key

Press to check the total number of copies made.

See "Counter", *General Settings Guide*.

21. 【User Tools】 key

Press to access the User Tools menu where you can customize default settings.

22. 【Tray Paper Settings】 key

Specify the tray to supply paper for output.

23. Display panel

Shows operation status, error messages, and function menus. See "Display Panel", *General Settings Guide*.

Originals

Sizes and Weights of Recommended Originals

❖ **Metric version**

Where original is set	Original size	Original weight
Exposure glass	Up to A3	--
Auto Document Feeder (ADF)	1-sided originals: A3↩ – A5↩↪	52 – 128 g/m²
	2-sided originals: A3↩ – A5↩↪	52 – 105 g/m²
	Thin Paper mode: A3↩ – A5↩↪	40 – 128 g/m²

❖ **Inch version**

Where original is set	Original size	Original weight
Exposure glass	Up to 11" × 17"	--
Auto Document Feeder (ADF)	1-sided originals: 11" × 17"↩ – $5^1/_2$" × $8^1/_2$"↩↪	14 – 34 lb. Bond
	2-sided originals: 11" × 17"↩ – $5^1/_2$" × $8^1/_2$"↩↪	14 – 28 lb. Bond
	Thin Paper mode: 11" × 17"↩ – $5^1/_2$" × $8^1/_2$"↩↪	11 – 34 lb. Bond

Non-recommended originals for the Auto Document Feeder (ADF)

Setting the following types of originals in the ADF can cause misfeeds or damage to the originals. Place these kinds of originals on the exposure glass instead.

- Originals of inappropriate weight or size, see above
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Coated originals, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper

- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin, highly flexible originals
- Bound originals, such as books
- Transparent or translucent originals, such as OHP transparencies or tracing paper

Note

❒ If you place such originals as becoming faded by rubbing, the originals may become dirty.

Sizes Detectable by Auto Paper Select

❖ **Metric version**

Size / Where Original Is Set	A3 �â	B4 ▢	A4 ▢ ▱	B5 ▢ ▱	A5 ▱	A5 ▢	11"× 17"▱	$8^1/_2$"× 13"▱ *2	$8^1/_2$"× 11"▢▱	8K▱ *1	16K ▢▱ *1
Exposure glass	◯	◯	◯	◯	×	◯	×	◯	×	×	×
ADF	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯
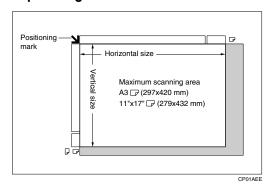
❖ **Inch version**

Size / Where Original Is Set	A4 ▢ ▱	11"× 17" ▱	11"× 15" ▱	10"× 14" ▱	$8^1/_2$" × 14" ▱	$8^1/_2$" × 13" ▱ *2	$8^1/_2$"× 11"▢▱	8" × 10"▱	$5^1/_2$"× $8^1/_2$" ▢	$5^1/_2$"× $8^1/_2$" ▱
Exposure Glass	×	◯	×	×	◯	×	◯	×	◯	×
ADF	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯
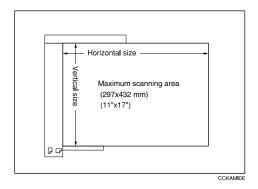
*1 8K = 390 mm × 267 mm
   16K = 267 mm × 195 mm
*2 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13", and 8" × 13" with the User Tools (System Settings). See "Original: <F/F4> Size Setting", *General Settings Guide*.

❖ Exposure glass

❖ ADF

Sizes difficult to detect

It is difficult for the machine to automatically detect the sizes of the following types of originals, so select the paper size manually instead.

- Originals with indexes, tags, or other projecting parts
- Transparent or translucent originals, such as OHP transparencies or tracing paper
- Dark originals, with many letters and drawings
- Originals that partially consist of solid images
- Originals that have solid images running to their edges
- Originals other than those marked ❍ in the table p.8 "Sizes Detectable by Auto Paper Select".

Missing Image Area

Even if you correctly place originals in the ADF or on the exposure glass, 5 mm (0.2") margins on all four sides might not be reproduced.

Placing Originals
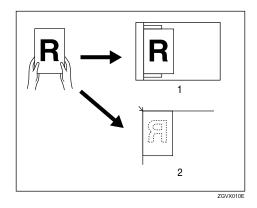
✎ Note

❒ Place originals only after any correction fluid or ink have completely dried. Not taking this precaution may result in a dirtied exposure glass and blemished copies.

🔎Reference

For document sizes you can set, see p.7 "Originals".

Original Orientation

When you place the original into the ADF, lay it face up so you can see the print. When you place the original on the exposure glass, lay it face down.

ZGVX010E

1. **ADF**

2. **Exposure glass**

You can place the original orientation in the following ways.
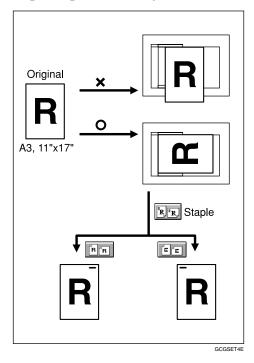
❖ Standard Orientation [R|R]

Select this when the original orientation is the same as the copy paper orientation.

❖ **90° Turn** ⌈ɕ⌊ɕ⌉

This function rotates the copy image by 90°. If you cannot place originals as described because the size is A3 or A4, or because of specific circumstances, you cannot staple copies. In such cases, select [⌈ɕ⌊ɕ⌉].

Example: When you want to staple copies, but you cannot select [⌈ʀ⌊ʀ⌉] because the original size is A3 ⌐ (11" × 17" ⌐), selecting [⌈ɕ⌊ɕ⌉] enables you to staple copies correctly.
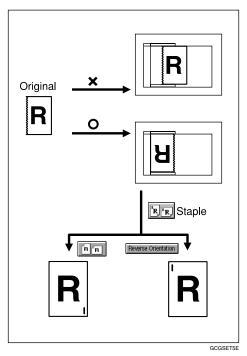
GCGSET4E

Note

❒ It is recommended you use this function together with the Auto Paper Select or Preset Reduce/Enlarge function.

A Select the original orientation (⌈ʀ⌊ʀ⌉ or ⌈ɕ⌊ɕ⌉).

11

Reverse orientation

This function rotates the copy image by 180° (⊞⊞ or ⊞⊞).

This is useful for copying torn originals. For example, if the left side of the original is damaged and is difficult to set, position it as shown below.

GCGSET5E

1 Press **[Reverse Orientation].**

✎ Note

❒ It is recommended you use this function together with the Auto Paper Select or Preset Reduce/Enlarge function.

❒ Copy results may differ depending on the combination of selected functions.

Placing Originals on the Exposure Glass
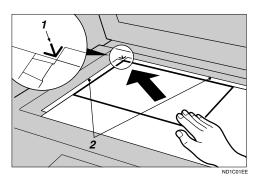
A Lift the exposure glass cover or ADF.

⚡Important

❒ Do not lift the exposure glass cover or ADF forcefully. Otherwise, ADF cover might open or be damaged.

📝 Note

❒ Be sure to lift the exposure glass cover or ADF to an angle of more than 30°. Otherwise, the size of the original might not be correctly detected.

B Place the original face down on the exposure glass. The original should be aligned against the rear left corner.

ND1C01EE

1. **Positioning mark**

2. **Left scale**

📝 Note

❒ Start with the first page to be copied.

C Lower the ADF.

13

Placing Originals in the Auto Document Feeder (ADF)

Settings should be made in the following situations:
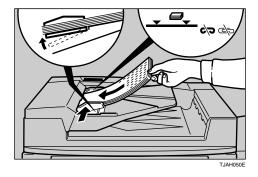
❖ **When placing originals of more than 100 pages:**
See p.15 "Batch mode".

❖ **When placing originals one by one:**
See p.16 "SADF mode".

❖ **When copying originals of various sizes:**
See p.16 "Mixed size mode".

❖ **When copying originals onto thin paper**
See p.17 "Thin mode".

❖ **When placing custom size originals:**
See p.18 "Placing custom size originals".

⚠️**Important**

❒ If you turn on the machine with an original left on the exposure glass and started copying while placing originals in the ADF, a paper jam will occur. Before turning the machine on, check there is no original left on the exposure glass.

📝 **Note**

❒ Do not stack originals over the limit mark on the inner side wall of the ADF.

❒ The last page should be on the bottom.

❒ To copy thin originals of 40 to 52 g/m^2 (35 to 45 kg), two or more originals may be fed at a time, and be damaged. To avoid this, place originals one by one in the ADF, or place an original on the exposure glass.

A **Set the document guide to the original size.**

B **Align the edges of the original and place it in the ADF with the side to be copied facing up.**

TJAH050E

1. **Limit mark**

2. **Document guide**

14

1

✐ Note

❐ Once the bottom plate of the ADF rises, do not place or insert originals in the ADF.

❐ Straighten curls in the original before placing it in the ADF.

❐ To prevent multiple sheets being fed at once, fan stacks of originals before placing then in the ADF.

❐ Place the original squarely.

❐ You can set the rise time of the bottom plate of the ADF. See "ADF Original Table Elevation", *General Settings Guide*.

Batch mode

In batch mode, the machine copies originals of more than 100 pages as a single document, even if it is placed in the ADF in sections.

⚙Important

❐ Place special originals, such as translucent paper, individually.

A Press **[Special Original].**

✐ Note

❐ You can also set to display **[Batch]** in initial settings. See p.129 "Special Original Display".

B Press **[Batch], and then [OK].**

C Place the first section of the original, and then press the 【Start】 key.

D After the first section of the original has been fed, place the next, and then press the 【Start】 key.

E If Sort, Combine, or 1 Sided→2 Sided function is used, press the 【#】 key after all of the originals have been fed.

✐ Note

❐ If you want to copy subsequent originals in this mode, repeat step **D**.

15

SADF mode

In SADF mode, each page is automatically fed when placed, even when an original is placed page by page.

A **Press [Special Original].**

✎ **Note**
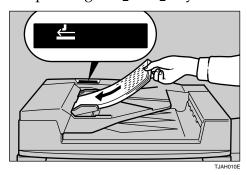
❒ You can also set to display **[SADF]** in initial settings. See p.129 "Special Original Display".

B **Press [SADF], and then [OK].**

C **Place one page of the original, and then press the 【Start】 key.**

The Auto Feed indicator appears on the display.

D **After all of the originals have been fed, make sure the Auto Feed indicator is lit, and then place the next page of originals.**

The second and subsequent pages of originals will be fed automatically without pressing the 【Start】 key.

TJAH010E

⌕ **Reference**

You can set the period to make the Auto Feed indicator keep lit after an original is fed, to indicates that it is ready for another original. See p.139 "SADF Auto Reset".

Mixed size mode

When you place different size originals in the ADF at the same time, the machine automatically checks their sizes and makes copies.

✎ **Note**
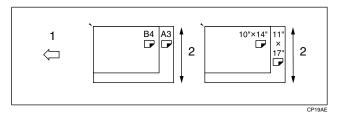
❒ When placing originals of different sizes in the ADF and making copies without using the Mixed Size mode, parts of the original image might not be copied or paper jams may occur.

❒ The sizes of originals that can be placed together with this function are as follows:

Metric version	A3▭, B4▭, A4 ▯▭, B5 ▯▭, A5 ▯▭, 11"×17"▭, $8^1/_2$"×13"▭, $8^1/_2$"×11" ▯, 8 K▭, 16 K ▯▭
Inch version	A4 ▯▭, 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11" ▯▭, $5^1/_2$"×$8^1/_2$ ▯▭, 8"×10"▭, 11"×15"▭, 10"×14"▭, $8^1/_2$"×13"

A Press **[Special Original].**

✐ Note
❒ You can also set to display **[Mixed Size]** in initial settings. See p.129 "Special Original Display".

B Press **[Mixed Sizes]** and then **[OK].**

C Align the rear and left edges of originals as shown in the illustration.

1. **Place into the ADF.**

2. **Vertical size**

D Adjust the guide to the widest original size.

E Place aligned originals face up into the ADF.

F Press the 【Start】 key.

Thin mode

Use Thin mode for copying thin originals using the ADF.

A Press **[Special Original].**

✐ Note
❒ You can also set to display **[Thin Paper]** in initial settings. See p.129 "Special Original Display".

B Press **[Thin Paper]**, and then **[OK].**

C Place originals face up into the ADF.

D Press the 【Start】 key.

17

Placing custom size originals

When placing custom size originals in the ADF, specify the size of the originals.

Note

❒ Paper with a vertical length of 128–297 mm (5.1" – 11.6") and a horizontal length of 128–432 mm (5.1" – 17.0") can be placed with this function.

A Press **[Special Original].**

Note

❒ You can also set to display **[Custm Size]** in initial settings. See p.129 "Special Original Display".

B Press **[Custm Size], and then [OK].**

C Enter the horizontal size of the original using the number keys, and then press the **【#】** key.

Note

❒ If you make a mistake, press **[Clear]**, and then enter the value again.

D Enter the vertical size of the original using the number keys, and then press the **【#】** key.

Note

❒ To store the specified size, press **[Program]**, and then **[Exit]** in the confirmation dialog box.

E Press **[OK].**

F Place originals, and then press the **【Start】** key.

Note

❒ You can also select the Special Original function by pressing **[Output/Cstmz. Function]**.

18

Basic Procedure
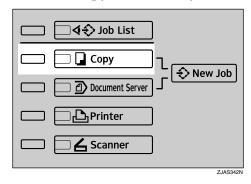
A **When the machine is set for user codes, enter a user code using the number keys, and then press the 【#】 key.**

🔍 **Reference**
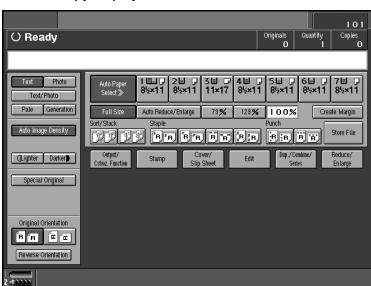
For Users Codes, see "User Codes", *General Settings Guide*.

B **Make sure the machine is in Copy mode.**

Press the copy function key.

ZJAS342N

❖ **Initial copy display**

C **Make sure no previous settings remain.**

✎ Note

❒ To clear previous settings, press the 【Clear Modes】 key.

D **Place originals.**

⌕ Reference

See p.10 "Placing Originals".

E **Make the desired settings.**

F **Enter the required number of copies using the number keys.**

✎ Note

❒ The maximum copy quantity can be set between 1 and 9999 (default: *9999*). See p.126 "Max. Number of Sets".

G **Press the 【Start】 key.**

The machine starts copying.

✎ Note

❒ When placing an original on the exposure glass or in the ADF using batch or SADF mode, press the 【#】 key after all have been scanned.

⌕ Reference

You can select to have copies delivered either face up or face down. See p.139 "Eject Copy Face Up/Down in Glass" in "Input Output".

☿How to Operate

❖ **To stop the machine during a multi-copy run.**
Press the 【Stop】 key.

❖ **To return the machine to the default condition after copying.**
Press the 【Clear Modes】 key.

❖ **When clearing entered values.**
Press the 【Clear】 key, or **[Clear]** on the display.

❖ **To confirm settings.**
Press the 【Check Modes】 key.

Auto Start

If you press the 【Start】 key during the warm-up period, the 【Start】 key will blink and your copies will be made as soon as warm-up finishes.

A Make any adjustments to copy settings during the warm-up period.

B Place originals.

C Press the 【Start】 key.

Copying Starts automatically when the 【Start】 key indicator flashes red and green indicating copy-readiness.

Interrupt Copy

Use this function to interrupt a long copy job to make urgently needed copies.

⌀ Note

❒ The procedure for making interrupt copies depends on the kind of operation the machine is currently carrying out.

❒ You can use Document Server mode during Interrupt Copy.

❒ The previous copy job settings will be restored and the machine will continue copying from where it left off.

A Press the 【Interrupt】 key.

When the machine stops scanning

---

❶ **Remove copied originals and place originals you want to copy.**

❷ **Press the 【Start】 key.**

The machine starts making copies.

❸ **When the copy job is finished, remove originals and copies.**

❹ **Press the 【Interrupt】 key again.**

The Interrupt indicator goes out.

❺ **When the display prompts you, place the remaining originals again before interrupting.**

❻ **Press the 【Start】 key.**

When the machine continues copying

---

❶ **Place the originals you want to copy.**

❷ **Press the 【Start】 key.**

The machine stops the other job and starts copying the new original.

21

❸ **When copying is complete, remove originals and copies.**

❹ **Press the 【Interrupt】 key again.**

The Interrupt indicator goes out.

Left Original Beeper

The error message appears if you leave originals on the exposure glass after copying.

Job Preset

You can set up next copy content during copy.

If a long copy job is in progress and you do not want to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, the next job will start automatically. You can set up to 10 copy jobs.

⌘ Note

❒ If the status indicator of the control panel is blinking in red, paper jam is occurring in the current copy job. Display the current job screen.

🔍 Reference

You can set the length of interval between the end of a job and the start of a new job with the User Tools. For setting the time interval, see "Time Interval between Printing Jobs", *General Settings Guide*.

You can select the display when you press the 【New Job】 key or **[New Job]**. See p.126 "Reverse Job Mode".

🄰 **Press the 【New Job】 key or [New Job] when "Copying" appears.**

🄱 **Set up the next copy job.**

🄲 **Place the originals in the ADF, and then press the 【Start】 key.**

All originals are scanned.

After the current copy job, the next job starts automatically.

⌘ Note

❒ Each copy job set up is stored with a job number in the preserved job screen.

2

☼Job Preset display

The preset jobs appear as shown below.

1. **Job being printed**

2. **Job number**

3. **Waiting Job**

4. **Job set up with other functions**

5. **Scroll keys**

🖉 Note

❒ When more than ten jobs are set up including jobs for other functions.

Editing job preset

You can check and change the contents of preset jobs. You also can delete preset jobs.

A Select the job number you want to check or change.

B Press [Change Job Settings].

To check job contents

A Check contents.

B Press [OK].

The copy screen returns.

To change job contents after checking

A **Check job contents.**

B **Change contents, and then press [OK].**

C **Press [Yes] in the confirmation dialog box.**

You return to the copy screen.

To delete a job after checking its contents

A **Check job contents.**

B **Press [Delete Job].**

A confirmation message appears.

📝 Note

❒ To interrupt copying, press **[Stop Printing]** at the right bottom of the display, and then proceed to step **C**.

C **Press [Yes].**

You return to the copy screen.

Deleting a job

A **Select the number of you want to delete.**

B **Press [Delete Job].**

C **Press [Yes] in the confirmation dialog box.**

You return to the copy screen.

Copying onto Special Paper

Copying onto OHP transparencies

To make copies onto OHP transparencies, you need to specify the paper type. For details, see "Paper Tray Settings", *General Settings Guide*.
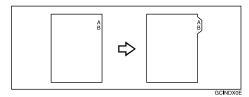
A **Select the paper tray in which the OHP transparencies are loaded.**

✎ Note

❒ You can not set the OHP transparencies into the optional A3/11"×17" tray unit if it is installed in Tray 1.

B **Place originals, and then press the 【Start】 key.**

✸Important

❒ When copying onto OHP transparencies, remove copied sheets one by one.

Copying onto tab stock
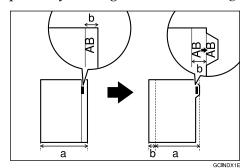
You can copy onto tab stock.

GCINDX0E

📖 Preparation
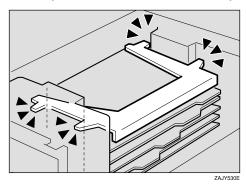
Before using this function, set the tray for tab stock and set the position of the index tab. See "Paper Type", *General Settings Guide*.

You can set the tab stock in the LCT (Trays 4-5) and multi bypass tray (Tray 7).

Check the position of the index tab to avoid the image being sheared. See "Paper Tray Settings", *General Settings Guide*.

GCINDX1E
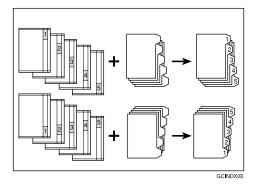
⚡Important

❒ Set the tab stock in the tray placing the tab side outwards.

❒ When you set tab stock in the tray, always use the end fence.

ZAJY530E

❒ Tab stocks are always brought from top.

GCINDX2E

❒ When a paper jam has occurred, check the order of originals and tab stock, and then restart copying.

A **Select the paper tray where the tab stock is set.**

B **Place originals, and then press the 【Start】 key.**

Copying from the Multi Bypass Tray (Tray 7)

The multi bypass tray (Tray 7) can be used the same way as other trays. Also, thick paper of larger than A4 ($8^1/_2$" × 11") size is available.

✐ Note
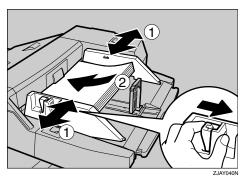
❒ You cannot use the label paper in the multi bypass tray (Tray 7).

❒ The sizes of paper you can use with the multi bypass tray (Tray 7) are as follows.

Metric version	• Vertical: 139 – 305 mm • Horizontal: 139 – 458 mm
Inch version	• Vertical: 5.5" – 12.0" • Horizontal: 5.5" – 18"

❒ The machine can automatically detect the following sizes as standard size copy paper.
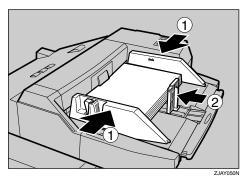
Metric version	A3▯, B4▯, A4▯▯, B5▯, A5▯▯, 11"×17"▯, 11"×$8^1/_2$"▯, $5^1/_2$"× $8^1/_2$"▯, 8"×13"▯
Inch version	A3▯, B4▯, A4▯, B5▯, A5▯, 11"×17"▯, $8^1/_2$"×11"▯▯, $5^1/_2$"× $8^1/_2$"▯▯, 8"×13"▯

❒ The maximum number of sheets you can load into the bypass tray depends on paper type. The number should not exceed the upper limit.

❒ If you want to use a size of paper other than those in the above table, be sure to specify the size. See p.29 "When copying onto regular size paper".

A **Set the side fences (①) to the paper size.**

ZJAY040N
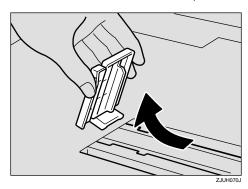
B **Place paper in the multi bypass tray (Tray 7).**

C **Fit the side fence to the paper, and then set the end fence (②).**
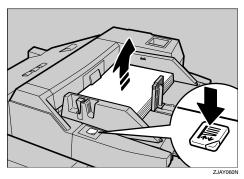
🖉 Note

❒ To remove the end fence, slide it to the left.

D **Press the elevator switch on the multi bypass tray (Tray 7).**
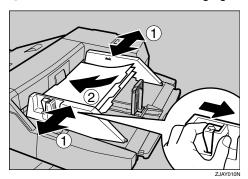
🖉 Note

❒ The green lamp of the elevator switch is blinking while the tray is going up and down, and keeps lit when it stops.

❒ Press the elevator switch to move down original table if you want to either add paper or remove jammed ones.
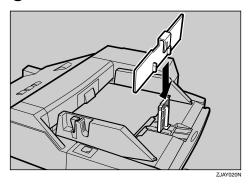
E Select Tray 7 on the control panel.

Setting the tab stock in multi bypass tray (Tray 7)

A **Set the side fences to the paper size.**

ZJAY010N

B **Set the tab stock in the multi bypass tray (Tray 7), and fit the side fences to the tab stock.**

C **Attach the back fence to the end fence, and then set the end fence.**

ZJAY020N

D **Select [Tab Stock] in special paper settings.**

$\mathcal{P}$**Reference**

   p.30 "When copying onto special paper"

When copying onto regular size paper

A **Press the 【#】 key.**

B **Press [Select Regular Size].**

C **Select the paper size.**

D **Press [OK].**

When copying onto custom size paper

A **Press the 【#】 key.**

B **Press [Program Custom Size].**

❸ Enter the vertical size of the paper using the number keys, and then press [#] or the 【#】 key.

❹ Enter the horizontal size of the paper using the number keys, and then press [#] or the 【#】 key.

✎ **Note**

❒ To register the custom size entered, press **[Program]**, and then press **[Exit]**.

When copying onto special paper

❶ Press the 【#】 key.

❷ Select paper type in "Special paper".

✎ **Note**

❒ When you select **[Tab Stock]**, press **[-]** or **[+]** to set the amount of shifting the tab stock.

❸ Press [OK].

F Place originals, and then press the 【Start】 key.

G When the copy job is finished, press the 【Clear Modes】 key to clear the settings.

Copy Functions

Adjusting Copy Image Density

Three types of adjustment are available:

❖ **Auto image density**
The machine automatically adjusts image density.

❖ **Manual image density**
You can adjust the density of the original in nine increments.

❖ **Combined auto and manual image density**
Use when copying originals with dirty backgrounds (such as newspaper print). You can adjust foreground density while leaving the background unchanged.

Auto image density

A **Make sure [Auto Image Density] is selected.**

Manual image density

A **Press [Auto Image Density] to cancel it.**

B **Press [Lighter] or [Darker] to adjust image density.**

Combined auto and manual image density

A **Make sure [Auto Image Density] is selected.**

B **Press [Lighter] or [Darker] to adjust the density.**

Selecting Original Type Setting

Select one of the following six types to match originals:

❖ **Text**

Select this mode when originals contain only text (no pictures).

❖ **Photo**

Delicate tones in photographs and pictures can be reproduced with this mode.

❖ **Text/Photo**

Select Text/Photo when originals contain photographs or pictures with text.

❖ **Pale**

Select this mode for originals that have light lines written in pencil, or for faintly copied slips. Faint lines will be clearly copied.

❖ **Generation**

If originals are copies (generation copies), copy image can be reproduced sharply and clearly.

❖ **Dark Background**
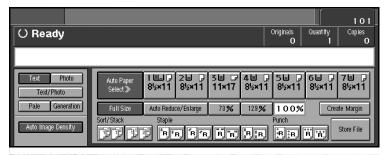
When you copy originals with dark background such as color tab stock (orange, green, or blue), you can remove the background color in three levels.

Note

❒ **[Dark Background]** appears only when you set Dark Background to **[On]** and Original Type Display to **[Hide]** with the User Tools. See p.128 "Dark Background" and p.129 "Original Type Display".

❒ If you select this mode, the auto image density function is disabled, but **[Lighter]** or **[Darker]** is enabled.

Reference

You can hide the original type display. See p.126 "Original Type Priority".

You can set the picture quality for each original type. See p.128 "General Features - Image Adjustment".

A **Press the appropriate key to select the original type.**

When the original type keys are not displayed

A **Press [Original Type].**

B **Select the type, and then press [OK].**

When the dark background is selected

A **Select the density of the background in three levels.**

B **Press [OK].**

Selecting Copy Paper

There are two ways to select copy paper:

❖ **Auto Paper Select**
The machine automatically selects a suitable size of copy paper, based on original size and reproduction ratio.

⌕ **Reference**

❖ **Manual Paper Select**
Choose the tray containing the paper you want to copy onto, bypass tray or the LCT.

⌕ **Reference**

You can hide the paper type display.

Only the paper trays set to **[Off]** or **[Recycled Paper]** in "Paper Type" and also set to **[On]** in "Apply Auto Paper Select" can be selected in Auto Paper Select mode. See "Paper Tray Settings", *General Settings Guide*.

Auto Paper Select

A **Make sure that [Auto Paper Select] is selected.**

Note
❒ Trays with a key mark 🔑 will not be automatically selected. See "Paper Tray Settings", *General Settings Guide*.

Manual Paper Select

A **Select the paper tray, multi bypass tray (Tray 7), or LCT.**

The indicator corresponding to the selected paper tray is highlighted.
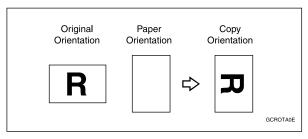
When the paper type keys are not displayed

A **Press [Auto Paper Select].**

B **Select the paper type.**

- -

☆ Rotated copy

If the orientation in which an original is placed (▭ or ▯) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. See p.33 "Auto Paper Select".
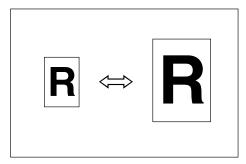
Note
❒ This function is enabled when **[Auto Paper Select]** or **[Auto Reduce/Enlarge]** is selected. See p.33 "Selecting Copy Paper" and p.37 "Auto Reduce/Enlarge".

❒ The default for "Auto Tray Switching" is "With image rotation". You cannot use the Rotated Copy function if this setting is changed to "Without image rotation" or **[Off]**. See p.127 "Auto Tray Switching".

❒ Depending on the settings for the Staple or Punch function, you cannot use Rotated Copy. See p.46 "Staple", or p.50 "Punch".

- -

Preset Reduce/Enlarge

You can select a preset ratio for copying.

⌕Reference
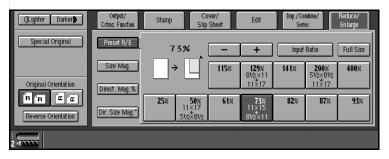
You can display two types of enlarge/reduce ratio. See p.131 "Shortcut R/E".

You can change the displayed ratio from the default to the frequently used one. See p.131 "Preset Reduce/Enlarge".

You can change the priority of Reduce/Enlarge ratio. See p.131 "Preset Reduce/Enlarge Priority".

A Press [Reduce/Enlarge].

✐Note

❒ To select a preset ratio on the initial display, press the shortcut reduce/enlarge key, and then proceed to step D.

B Check that [Preset R/E] is selected.

C Select a ratio.

D Place originals, and then press the 【Start】 key.

35

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☼Create Margin Mode

Use "Create Margin" to reduce the image to 93% of its original size and to place the reduced image at the center. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

🔎Reference

For setting margins, see p.131 "Create Margin Ratio".
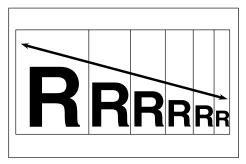
① Press **[Create Margin]**.

② If you do not want to combine it with the Reduce/Enlarge function, place originals, and then press the 【Start】 key.

- -

Zoom

You can change the reproduction ratio (25% to 400%) in increments of 1%.

📝 Note

❒ You can select a preset ratio nearest the desired ratio, then adjust the ratio with **[+]** or **[−]**.

A **Press [Reduce/Enlarge].**

B Enter the ratio.

To select a ratio with [+] and [−]
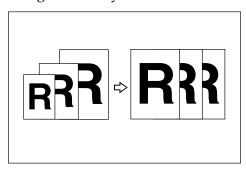
A **Select a preset ratio that is closest to the desired ratio.**

B **Adjust the ratios with [+] or [−].**

   📝 **Note**
   - ❒ To change the ratio in 1% increments, just press **[+]** or **[−]**. To change the ratio in 10% increments, press and hold down **[+]** or **[−]**.
   - ❒ If you have entered a ratio incorrectly, readjust using **[+]** or **[−]**.

To enter a ratio using the number keys

A **Press [Input Ratio].**

B **Enter the desired ratio using the number keys.**

C **Press the 【#】 key.**

D **Press [OK].**

C Place originals, and then press the 【Start】 key.

Auto Reduce/Enlarge

The machine can select an appropriate reproduction ratio based on the paper and original sizes you select.

📝 **Note**
- ❒ When using Auto Reduce/Enlarge, see the following table for usable original sizes and orientations.

❖ **Metric version**

Where original is placed	Original size and orientation
Exposure glass	A3▭, B4▭, A4▯▭, A5▯, B5▯▭, $8^1/_2$" × 13"▭
ADF	A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, $8^1/_2$" × 11"▯▭, $8^1/_2$" × 13"▭, 11" × 17"▭, 8K▭, 16K▯▭

❖ **Inch version**
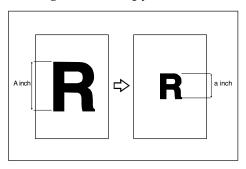
Where original is placed	Original size and orientation
Exposure glass	11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯▭, $5^1/_2$" × $8^1/_2$"▯
ADF	A3▭, A4▯▭, 11" × 17"▭, 11" × 15"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯▭, 10" × 14"▭, $5^1/_2$" × $8^1/_2$"▯▭, 8" × 13"▭, 8" × 10"▭

$\mathcal{P}$**Reference**

For originals whose size is difficult to detect automatically, see p.9 "Sizes difficult to detect".

A **Press [Auto Reduce/Enlarge].**

B **Select the paper tray.**

C **Place originals, and then press the 【Start】 key.**

Size Magnification

This function calculates an enlargement or reduction ratio based on the lengths of the original and copy.
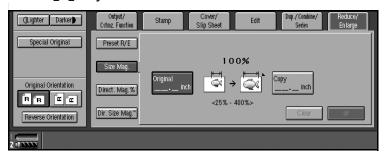
Note

❒ Measure and specify the lengths of the original and copy by comparing "A" with "a."

❒ You can enter sizes within the following ranges.

Metric version	1 – 999 mm (in 1 mm increments)
Inch version	0.1" – 99.9" (in 0.1" increments)

A Press [Reduce/Enlarge].

B Press [Size Mag.].
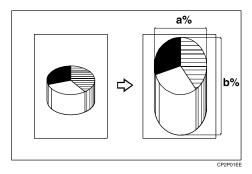
C Enter the length of the original using the number keys, and then press [#] or the 【#】 key.
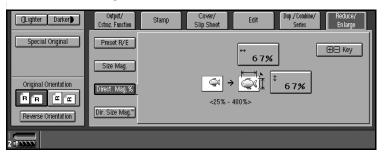
D Enter the length of the copy using the number keys, and then press [#] or the 【#】 key.

Note

❒ To change the length after pressing **[#]** or the **【#】** key, select **[Original]** or **[Copy]**, and then enter the desired length.

E Place originals, and then press the 【Start】 key.

39

Directional Magnification (%)

Copies can be reduced or enlarged at different reproduction ratios, horizontally and vertically.

CP2P01EE

a: Horizontal ratio

b: Vertical ratio

Note

❒ You can also select a preset ratio closest to the desired ratio using **[Reduce]** or **[Enlarge]**, and then adjust with **[＋]** or **[－]**.

❒ You can set the ratio from 25 to 400% in 1% increments.

A Press **[Reduce/Enlarge].**

B Press **[Direct. Mag.%].**

To enter a ratio using the number keys

A **Enter the desired horizontal ratio using the number keys, and then press [#] or the 【#】 key.**

B **Enter the desired vertical ratio using the number keys, and then press [#] or the 【#】 key.**
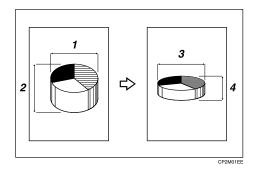
To specify a ratio with **[＋]** and **[－]**

A **Press [＋－ Key].**

40

❷ **Adjust the horizontal ratio using [＋] or [−].**

✐ Note
   ❒ Pressing **[＋]** or **[−]** changes the ratio in 1% increments. Pressing and holding down **[＋]** or **[−]** changes it in 10% increments.

   ❒ If you have entered a ratio incorrectly, readjust using **[＋]** or **[−]**.

❸ **Adjust the vertical ratio using [＋] or [−].**

C **Place originals, and then press the 【Start】 key.**

Directional Size Magnification (inch)

Optimal reproduction ratios are automatically selected when you enter the required horizontal and vertical lengths of the original and copy image.

CP2M01EE
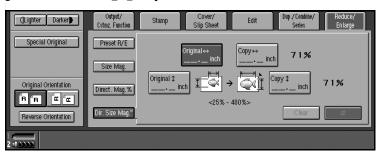
1. **Horizontal original size**

2. **Vertical original size**

3. **Horizontal copy size**

4. **Vertical copy size**

✐ Note
❒ Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.

❒ You can enter sizes within the following ranges.

Metric version	Vertical: 1 – 999 mm (in 1 mm increments)
	Horizontal: 1 – 999 mm (in 1 mm increments)
Inch version	Vertical: 0.1″ – 99.9″ (in 0.1″ increments)
	Horizontal: 0.1″ – 99.9″ (in 0.1″ increments)
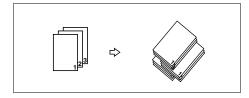
A **Press [Reduce/Enlarge].**

B **Press [Dir. Size Mag."].**

41

C **Enter the horizontal size of the original using the number keys, and then press [#] or the 【#】 key.**

D **Enter the horizontal size of the copy using the number keys, and then press [#] or the 【#】 key.**

E **Enter the vertical size of the original using the number keys, and then press 【#】.**

F **Enter the vertical size of the copy using the number keys, and then press [#] or the 【#】 key.**

Note

❒ To change a length, press the key you want to change and enter the new value.

G **Place originals, and then press the 【Start】 key.**

Sort

Each time copies of a set or those of a different job are delivered, the next copy set is shifted when delivered, so that you can separate sets or jobs.

Note

❒ You can select whether to shift or not. See p.139 "Sort/Stack Shift Tray Setting".

Reference

For setting conditions, see p.139 "Memory Full Auto Scan Restart", p.139 "Sort/Stack Shift Tray Setting", and p.127 "Auto Tray Switching".

42

A **Press [🖼️🖼️].**

B **Enter the number of copy sets using the number keys.**

🖉 Note

❒ The maximum number of sets is 9999.

❒ To confirm the type of finishing, press the 【Sample Copy】 key. See p.43 "Sample copy".

C **Place originals, and then press the 【Start】 key.**

🖉 Note

❒ When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the ADF, set so that the last page is on the bottom.

❒ When placing an original on the exposure glass or in the ADF using batch and SADF mode, press the 【#】 key after all the originals have been scanned.

Sample copy

Use this function to check copy settings before making a long copy run.

🖉 Note

❒ This function can be used only when the Sort function has been turned on.

A **Select Sort and any other required functions, and then place originals.**

B **Press the 【Sample Copy】 key.**

One copy set is made as a sample.

C **If the sample is acceptable, press [Print].**

The number of copies made is the number specified, minus one for the proof copy.

🖉 Note

❒ If you press [Suspend] after checking the results, return to step **A** to adjust copy settings as necessary. You can change the settings for Staple, Punch, Margin Adjust, and Designate. However, depending on the combination of functions, you may not be able to change certain settings.

❒ Changing the image density which can do either lighter or darker for certain levels affects to print the rest of the pages.

43

Changing the number of sets

You can change the number of copy sets during copying.

✎ Note

❒ This function can only be used when the Sort function is operative.

A **When "Copying" is displayed, press the 【Stop】 key.**

B **Press [Change Quantity].**

✎ Note

❒ If you set one set of copy, you cannot change the number of sets.

C **Enter the number of copy sets using the number keys, and then press the 【#】 key.**

✎ Note

❒ The number of sets you can enter depends on when the 【Stop】 key is pressed.

D **Press [Continue].**

Copying starts again.

When memory is full

If the amount of data of the scanned originals exceeds the capacity of memory, scanning is interrupted.

✎ Note

❒ The number of pages that can be stored in memory is about 2000 pages of A4 size originals. It depends on the type of originals or memory settings.

℘ Reference

In Sort mode, you can complete scanning and copying by copying the scanned pages stored in memory until it becomes full, and then scanning and copying the remained originals. See p.139 "Memory Full Auto Scan Restart".
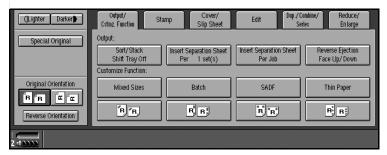
A **Press the 【Start】 key.**

All scanned pages are copied, and data stored in memory are cleared.

B **Remove the copies, and then continue copying following the instructions on the display.**

Shift tray off in sort/stack

A Press **[Output/Cstmz. Function].**
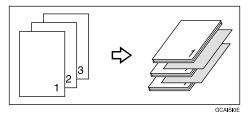
B Press **[Sort/Stack Shift Tray Off].**

C Place originals, and then press the 【Start】 key.

Separation

Use this function to have separation sheets inserted between sets.

GCAISI0E

📋 **Preparation**
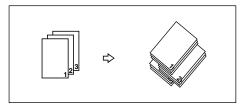
Before selecting this function, set the tray for separation sheets. See "Paper Tray Settings", *General Settings Guide*.

🔗 **Reference**

You can select to have separation sheets inserted between every set, or every so many sets. See p.139 "Input/Output".

A Press **[Output/Cstmz. Function].**

B Press **[Insert Separation Seet Per 1 sets(s)]** or **[Insert Separation Sheet Per Job].**

C Place originals, and then press the 【Start】 key.

45

Stack

This function collates copies of pages from a multi-page original. Stacks of each page's copies are shifted for ease of separation.

A Press [ ].
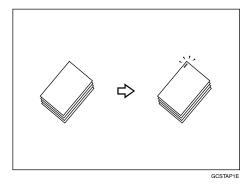
B Enter the number of copies using the number keys.

C Place originals, and then press the 【Start】 key.

⌘ Note

❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the last page is on the bottom.

❒ When placing originals on the exposure glass or in the ADF using batch mode, press the 【#】 key after all have been scanned.

Staple

Each copy set can be stapled together.

GCSTAP1E

⚠️Important

❒ If you staple copies without the stapler cartridge for Saddle Stitch when using the booklet finisher, a paper misfeed may occur.

46

✏ **Note**

❒ The following types of paper cannot be stapled:

- Translucent paper
- OHP transparencies
- Label paper (adhesive labels)
- Coated paper
- Curled paper
- Highly flexible paper
- Paper of mixed sizes (differing horizontal dimensions, such as A4 ▱ and A3 ▱)

🔎 **Reference**

You can change the stapling position set on the staple keys. See p.139 "Select Staple Position".

You can store the stapling position for the customize function, see p.109 "Customize function".

Stapling position and original setting

Place all originals in the ADF in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards. When there is copy paper that is identical in size and orientation to the original, staple positions are as follows:

*1 This table shows staple positioning. The orientation of the paper does not indicate direction of delivery.

*2 You cannot staple at this position when copying onto A3 ⬐ (11" × 17" ⬐) or B4 ⬐ ($8^1/_2$" × 14" ⬐) size paper.

*3 Saddle stitch is available only on the booklet finisher.

48

A Select one of the stapling positions.

✎ Note

❒ When you select the stapling position, Sort mode is automatically selected.

🔎 Reference
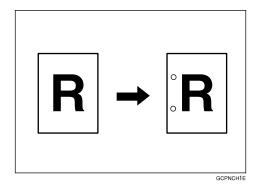
p.48 "Stapling position and original setting"

B Enter the number of copy sets using the number keys.

C Place originals, and then press the 【Start】 key.

✎ Note

❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the last page is on the bottom.

❒ When placing originals on the exposure glass or in the ADF using batch or SADF mode, press the 【#】 key after all have been scanned.
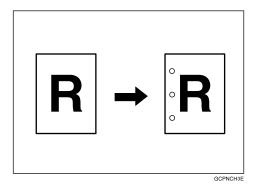
Punch

The optional finisher and punch unit are required to use this function.

This function makes punch holes in copies.

❖ **2 holes**

GCPNCH1E

❖ **3 holes**

GCPNCH3E

❖ **4 holes**

GCPNCH0E

📝 **Note**
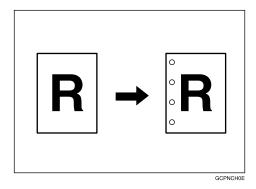
❒ The 4 - hole punch type is only capable of punching in the 4 - hole format.

50

Reference

You can change the punch type set on the punch keys. See p.140 "Select Punch Type".

When you want to punch on the right, see p.130 "Customize Function: Copy".
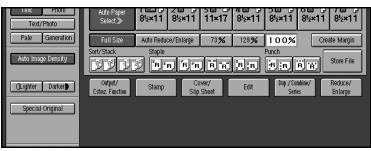
Punch hole positions

			Orientation in which original is set		Punch hole positions
			Exposure glass	ADF	
Standard	2 holes	▯	ʀ	R	°R
		▭	ᴚ	R	°R
		▯	ᴚ	R	R°
		▭	ᴚ	R	R°
	3 holes	▯	ᴚ	R	°R
		▭	ᴚ	R	°R
		▯	ᴚ	R	R°
		▭	ᴚ	R	R°
	4 holes	▯	ᴚ	R	°R
		▭	ᴚ	R	°R
		▯	ᴚ	R	R°
		▭	ᴚ	R	R°

			Orientation in which original is set		Punch hole positions
			Exposure glass	**ADF**	
90° Turn	2 holes				
	3 holes				
	4 holes				

The above table shows the punch hole positions. The orientation of the paper does not indicate direction of delivery.

A **Select the punch position.**

52

B **Place the originals, and then press the 【Start】 key.**

✐ Note

❒ For 90° turn punch type, press **[⬚⬚]**.

Duplex

There are two types of duplex.

✐ Note
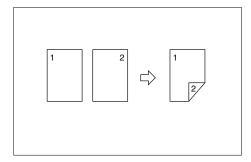
❒ You cannot use the following copy paper with this function:

- Paper smaller than A5, $5^1/_2" \times 8^1/_2"$
- Paper thicker than 163 g/m^2, 40 lb.
- Paper thinner than 64 g/m^2, 17 lb.
- Tab stock
- Translucent paper
- Label paper (adhesive labels)
- OHP transparencies
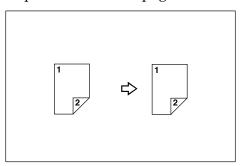
❖ 1 Sided → 2 Sided
Copies 2 one–sided pages onto 1 two–sided page.

❖ 2 Sided → 2 Sided
Copies 1 two–sided page onto 1 two–sided page.
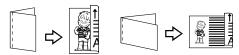
53

Originals and copy orientation
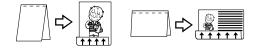
You can select the orientation to copy two-sided originals onto two-sided pages.

- Top to Top

Duplex1

- Top to Bottom

Duplex2

Note
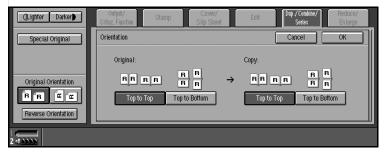
❒ The Default is **[Top to Top]**. You can change the default orientation with the User Tools. See p.126 "Original Orientation in Duplex Mode".

A **Press [Dup./Combine/Series].**

B **Check that [Duplex] is selected.**
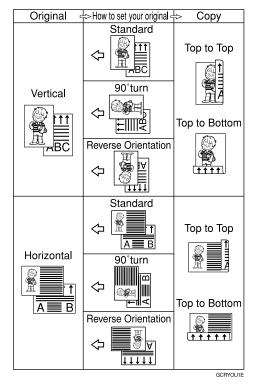
C **Press [Orientation], and then select orientation for Original and Copy.**

D **Press [OK].**

E **Place originals, and then press the 【Start】 key.**

54

Original orientation and completed copies

The resulting copy image will differ according to the orientation in which you place originals (widthwise ⬐, or lengthwise ⬑).

GCRYOU1E

The above table shows the orientation of images on the front and back of copies, not the direction of delivery.

✏️ **Note**

❐ The paper used for duplex is 64 to 163 g/m².

🔍 **Reference**

The images are copied shifted by the set margin. You can change the position and size of the margin. See p.74 "Margin Adjustment", p.132 "1→2 sided Auto Back Side Margins:T to T", and p.132 "1→2 sided Auto Back Side Margins :T to B".

A Press **[Dup./Combine/Series]**.

B Check that **[Duplex]** is selected.

C Select the duplex type (1 Sided→2 Sided/2 Sided→ 2 Sided).

D Press **[Orientation]**, and then select orientation.

E Press **[OK]**.

55

F Place originals, and then press the 【Start】 key.

Note

❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the last page is on the bottom.
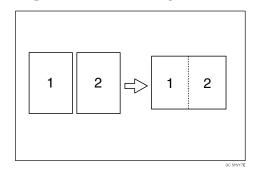
❒ When placing originals on the exposure glass or in the ADF using batch or SADF mode, press the 【#】 key after all have been scanned.

1 Sided Combine

Combine several pages onto one side of a sheet.
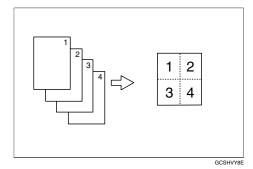
❖ **1 Sided, 2 Pages → Combine 1 Side**
Copies 2 one-sided originals to one side of a sheet.

GCSHVY7E
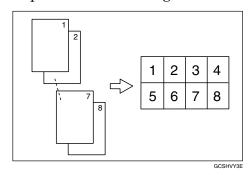
❖ **1 Sided, 4 Pages → Combine 1 Side**
Copies 4 one-sided originals to one side of a sheet.

GCSHVY8E
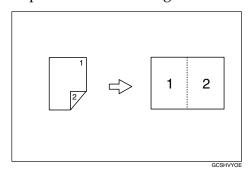
❖ **1 Sided, 8 Pages → Combine 1 Side**
   Copies 8 one-sided originals to one side of a sheet.

GCSHVY3E
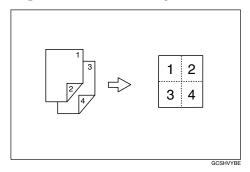
❖ **2 Sided, 1 Page → Combine 1 Side**
   Copies 1 two-sided original to one side of a sheet.

GCSHVYOE
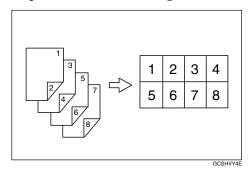
❖ **2 Sided, 2 Pages → Combine 1 Side**
   Copies 2 two-sided originals to one side of a sheet.

GCSHVYBE
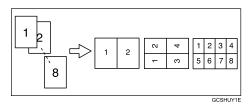
❖ **2 Sided, 4 Pages → Combine 1 Side**
Copies 4 two–sided originals to one side of a sheet.

GCSHVY4E
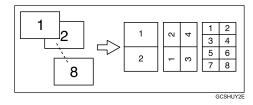
❖ **Orientation of the Original and Image Position of Combine**

- Open to Left ▯ Originals

GCSHUY1E

- Open to Top ▱ Originals

GCSHUY2E

Reference

You can insert lines to separate images. See p.134 "Separation Line in Combine".

You can erase a 3 mm (0.1 inch) boundary margin around all four edges of originals in Combine mode. See p.132 "Erase Original Shadow in Combine".

You can set the copy order in Combine mode. See p.135 "Copy Order in Combine".

A **Press [Dup./Combine/Series].**

B Press [Combine].
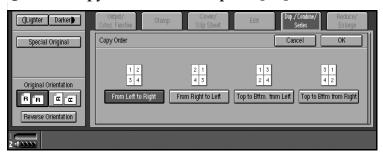
C Check that [Combine 1 Sided] is selected, and then press [1 Sided] or [2 Sided].

To change the copy order
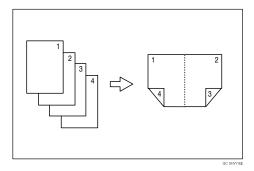
A Press [Copy Order].

B Select copy order, and then press [OK].

D Select the number of originals to combine.

E Select the paper size.

F Place originals, and then press the 【Start】 key.

2 Sided Combine

Combines various pages of originals onto one sheet sides.
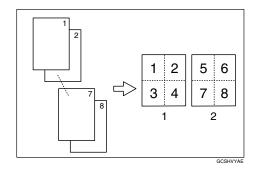
❖ **1 Sided, 4 Pages → Combine 2 Side**
Copies 4 one-sided originals to one sheet with two pages per side.
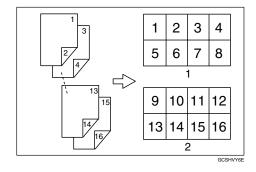

❖ **1 Sided, 8 Pages → Combine 2 Side**
Copies 8 one-sided originals to one sheet with four pages per side.
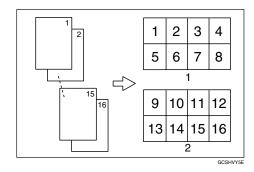
1. **Front**

2. **Back**

❖ **1 Sided, 16 Pages → Combine 2 Side**
Copies 16 one-sided originals to one sheet with eight pages per side.
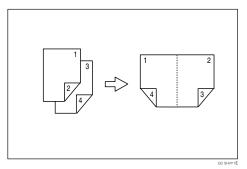
1. **Front**

2. **Back**
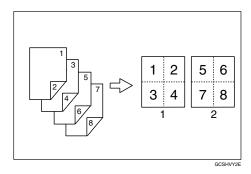
❖ **2 Sided, 4 Pages → Combine 2 Side**
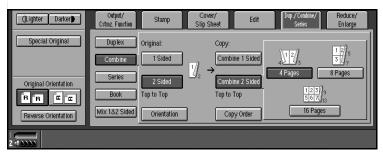Copies 2 two-sided originals to one sheet with two pages per side.

GC SHVY1E

❖ **2 Sided, 8 Pages → Combine 2 Side**
Copies 4 two-sided originals to one sheet with four pages per side.

GCSHVY2E

1. **Front**

2. **Back**

❖ **2 Sided, 16 Pages → Combine 2 Side**
Copies 8 two-sided originals to one sheet with eight pages per side.

GCSHVY6E

1. **Front**

2. **Back**

$\mathcal{P}$ **Reference**

p.58 "Orientation of the Original and Image Position of Combine".

For related initial settings, see p.132 "Erase Original Shadow in Combine", p.135 "Copy Order in Combine", and p.134 "Separation Line in Combine".

61

A **Press [Dup./Combine/Series].**

B **Press [Combine].**

C **Press [Combine 2 Sided], and then press [1 Sided] or [2 Sided] for originals.**

🔍 Reference

To change the orientation of original and copy, press **[Orientation]**. See p.54 "Originals and copy orientation".
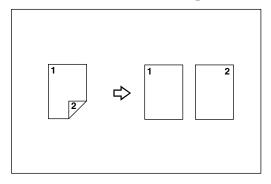

To change the copy order

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❶ **Press [Copy Order].**

❷ **Select copy order, and then press [OK].**

D **Select the number of originals to combine.**

E **Select the paper size.**

F **Place originals, and then press the 【Start】 key.**

62

Series Copies

Separately copies the front and back of a two-sided original, or the two facing pages of a bound original onto two sheets.
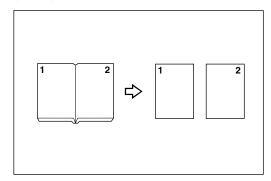
❖ **2 Sided → 1 Sided**

You can make one-sided copies from two-sided originals.

❖ **Book → 1 Sided**

You can make one-sided copies from two facing pages of a bound original (book).

📝 Note

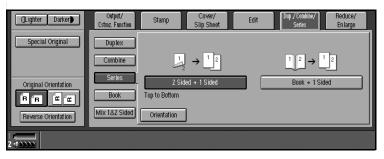❒ See the following table when you select original and copy paper sizes with a 100 % ratio.

❖ **Metric version**

Original	Copy paper
A3 🡒	A4 🗍 × 2 sheets
B4 🡒	B5 🗍 × 2 sheets
A4 🡒	A5 🗍 × 2 sheets

63

❖ **Inch version**

Original	Copy paper
$11" \times 17"$↻	$8^1/_2" \times 11"$ ↴ $\times 2$ sheets
$8^1/_2" \times 11"$↻	$5^1/_2" \times 8^1/_2"$ ↴ $\times 2$ sheets

A **Press [Dup./Combine/Series].**

B **Press [Series].**

C **Press [2 Sided → 1 Sided] or [Book → 1 Sided].**

$\mathcal{P}$**Reference**

If you select **[2 Sided → 1 Sided]** and want to change the orientation, press **[Orientation]**. See p.54 "Originals and copy orientation".
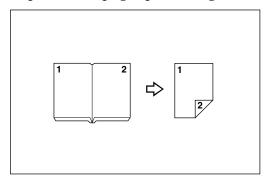
D **Check that [Auto Paper Select] is selected.**

$\mathscr{D}$**Note**

❒ The default is "Top to Top". You can change this setting with the User Tools. See p.126 "Original Orientation in Duplex Mode".

E **Place originals, and then press the 【Start】 key.**

$\mathscr{D}$**Note**

❒ When all originals are scanned, press the 【#】 key.

Copying Book Originals

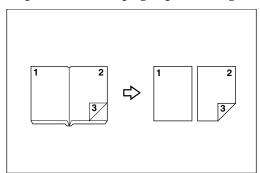A book is made by copying two or more originals in page order.

❖ **Book → 2 Sided**
Copies a two-page spread original onto both sides of a sheet.
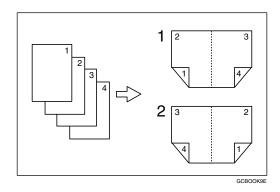
❖ **Multi → 2 Sided**
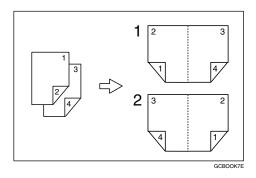Copies each two-page spread original as it is onto both sides of a sheet.

❖ **Booklet**
Make copies in page order for a folded booklet.

• 1 Sided → Booklet

1. **Open to Left**

2. **Open to Right**
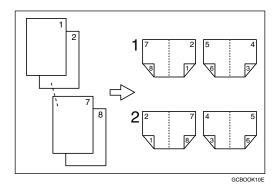
• 2 Sided → Booklet

GCBOOK7E

1. **Open to Left**

2. **Open to Right**

❖ **Magazine**

Copies two or more originals to make copies in page order (for when they are folded and stacked).
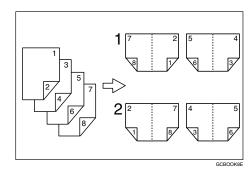
• 1 Sided → Booklet

GCBOOK10E

1. **Open to Left**

2. **Open to Right**

• 2 Sided → Magazine

GCBOOK8E

1. **Open to Left**

2. **Open to Right**

66

Note

❒ The machine sets the reproduction ratio automatically to match the paper size and copies the originals together onto the paper.

❖ **Metric version**

Original	Copy paper
A3 ⤸	A4 (2-sided)
B4 ⤸	B5 (2-sided)
A4 ⤸	A5 (2-sided)

❖ **Inch version**

Original	Copy paper
11" × 17" ⤸	$8^1/_2$" × 11" (2-sided)
$8^1/_2$" × 11" ⤸	$5^1/_2$" × $8^1/_2$" (2-sided)

Book → 2 Sided

A **Press [Dup./Combine/Series].**

B **Press [Book].**

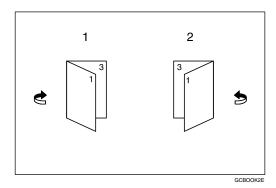**C** **Press [Left and Right → 2 Sided].**

Reference

To change the orientation of original and copy, press **[Orientation]**. See p.54 "Originals and copy orientation".

D **Place originals, and press the 【Start】 key.**

Multi → 2 Sided

A **Press [Dup./Combine/Series].**

B **Press [Book].**

C **Press [Front and Back → 2 Sided].**

⌕ **Reference**

To change the orientation of original and copy, press **[Orientation]**. See p.54 "Originals and copy orientation".

D **Place originals, and press the 【Start】 key.**

Booklet

❖ **How to fold copies to make a booklet**

Fold the copy so that a crease is in the center and open as shown in the following illustrations:

GCBOOK2E

1. **Open to left**

2. **Open to right**

✐ **Note**

❏ In this mode, the machine automatically sets the reproduction ratio to match the paper size and copies the originals together onto the paper.
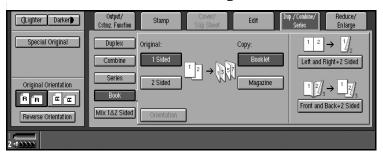
⌕ **Reference**

You can erase a 3 mm (0.1 inch) boundary margin around all four edges of originals in Combine mode. See p.132 "Erase Original Shadow in Combine".

You can insert lines to separate images. See p.134 "Separation Line in Combine".

A **Set the orientation with the User Tools.**

⌕ **Reference**

p.135 "Orientation: Booklet, Magazine"

2

B **Press [Dup./Combine/Series].**

C **Press [Book].**

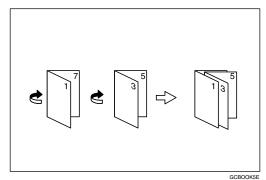**D** **Press [1 Sided] or [2 Sided] for originals.**

E **Press [Booklet].**

F **Select the paper size.**

G **Place originals, and then press the 【Start】 key.**

Note

❒ When placing originals on the exposure glass or in the ADF in Batch mode, press the 【#】 key after all originals are scanned.
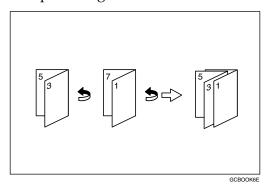
Magazine

❖ **How to fold and stack copies to make a magazine**
Fold and stack copies to make a magazine, and open as shown in the following illustrations:

• Open to left

GCBOOK5E

69

• Open to right

GCBOOK6E

Note

❒ In this mode, the machine sets the reproduction ratio automatically to match the paper size and copies the originals together onto the paper.
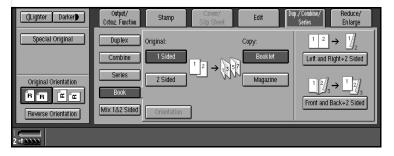
Reference

You can erase a 3 mm (0.1 inch) boundary margin around all four edges of originals in Combine mode. See p.132 "Erase Original Shadow in Combine".

You can insert lines to separate images. See p.134 "Separation Line in Combine".

A Set the orientation with the User Tools.

Reference

p.135 "Orientation: Booklet, Magazine"

B Press [Dup./Combine/Series].

C Press [Book].

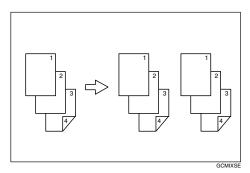**D** Press [1 Sided] or [2 Sided].

E Press [Magazine].

F Select the paper size.

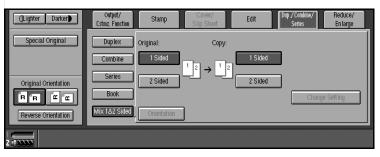**G** Place originals, and then press the 【Start】 key.

Note

❒ When placing originals on the exposure glass or in the ADF in batch or SADF mode, press the 【#】 key after all originals are scanned.

70

Mix 1 & 2 Sided

You can copy two types of original, one-sided and two-sided, onto one or both sides of a sheet.

GCMIXSE

Note

❒ You can scan originals from the exposure glass, batch mode or SADF mode.

❒ You cannot combine with sample copy or designate function.

A **Press [Dup./Combine/Series].**

B **Press [Mix 1&2 Sided].**

C **Place originals.**

D **Select the type of original.**
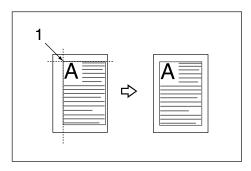
E **Select the type of copy.**

F **Press the 【Start】 key.**

G **Place the next originals, and then repeat steps D to F.**

Note

❒ Press **[Change Settings]** if the originals end in odd page or when you want to change the copy page manually.

❒ **[Specify Pages to Print in Duplex]** function is available for jobs stored by selecting **[Store File]**.

71

Scanning Position

You can move the scanned position of each originals.
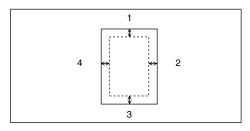

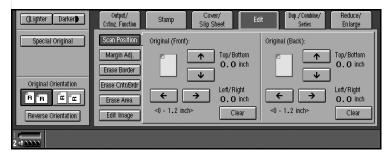*1.* **Point where the machine starts scanning.**

✐ Note

❒ You can move the scanned position up from 0 to 30 mm (in 1 mm increments), 0 to 1.2 inch (in 0.1 inch increments) upward, downward, left and right.

❒

1. **Top: 0 – 30 mm (0" – 1.2")**

2. **Right: 0 – 30 mm (0" – 1.2")**

3. **Bottom: 0 – 30 mm (0" – 1.2")**

4. **Left: 0 – 30 mm (0" – 1.2")**

A **Press [Edit].**

B **Press [Scan Position].**
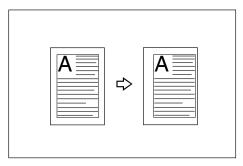
C **Set the scan position for the face of the original. Press [↑] or [↓] to set the top or bottom position. Press [←] or [→] to set the left or right position.**

Note
- ❐ If you have incorrectly set the position, readjust with **[↑]**, **[↓]**, **[←]**, or **[→]**.
- ❐ If you do not need to set the scan position of the back of the original, proceed to step **E**.

D **Set the scan position for the back of the original. Press [↑] or [↓] to set the top or bottom position. Press [←] or [→] to set the left or right position.**

Note
- ❐ The scan position set here for the back of originals is valid when you copy 2-sided originals.

E **Place originals, and then press the 【Start】 key.**

Margin Adjustment

You can shift the image to the left, right, top or bottom to make a binding margin.

℘Reference

For initial settings, see p.131 "Front Page Margin : Left/Right", p.131 "Back Side Margins : Left/Right", p.132 "Front Side Margin : Top/Bottom", and p.132 "Back Side Margin : Top/Bottom".

✐Note

❒ You can change the width of the binding margin up to 30 mm in 1 mm increments (1.2 inch in 0.1 inch steps) upward, downward, left and right.

A **Press [Edit].**

B **Press [Margin Adj.].**

C **Set a binding margin for a front page. Press [←] and [→] when setting the left and right margins, and [↓] and [↑] when setting the top and bottom margins.**

✐Note

❒ To change the value entered, press **[←]**, **[→]**, **[↓]**, and **[↑]** to set the new value.

❒ If you do not need to specify margins for the back side pages, proceed to step E.

D **Set a binding margin for the back side pages. Press [←] and [→] when setting the left and right margins, and [↓] and [↑] when setting the top and bottom margins.**

✐Note

❒ Margin on the back side of the page is available only when **[Duplex]**, **[1 Sided Combine]** or **[2 Sided Combine]** is selected.

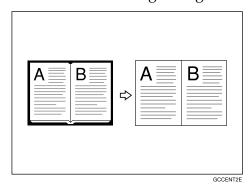E **Place originals, and then press the 【Start】 key.**

Erase

This function erases the center and/or all four sides of the original image. This function also erases the inside or outside of a specified area.

This function has the following three types:

❖ **Border**
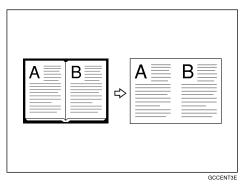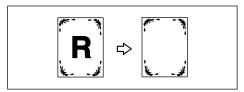This mode erases edge margin of the original image.

GCCENT2E

❖ **Center/Border**
This mode erases both the center and edge margins from an original image.
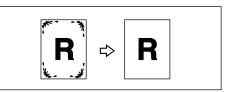

GCCENT3E

❖ **Inside**
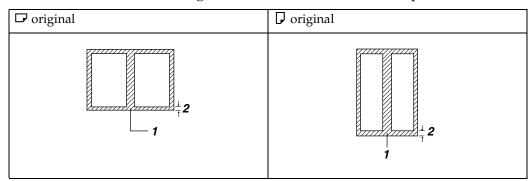This mode blanks out a designated area of the copy image.

75

❖ Outside

This mode blanks out all areas of the copy image except the area you specify.

$\mathcal{P}$ Reference

The erase width in the **[Border]**, **[Center]**, and **[Center/Border]** modes is set to 10 mm (0.4") by default. You can change this settings with the User Tools. See p.132 "Erase Border Width".

$\mathscr{D}$ Note

❒ The relation between the original orientation and the erased part is as follows:

⮎ original	⮎ original

1. Erased part

2. 2 – 99 mm (0.1" – 3.9")

Border Erase

A Press **[Edit]**.

B Press **[Erase Border]**.

C Set an erase border width.

Selecting **[Same Width]**

A Press **[Same Width]**.

B Set an erase border width using **[╋]** and **[━]**.

$\mathscr{D}$ Note

❒ To change the value entered, press **[╋]** and **[━]** to set the new value.

76

Selecting **[Diff. Width]**

A **Press [Diff. Width].**
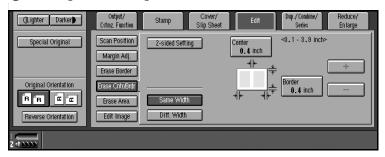
B **Press the key for the border you want to change, and then set an erase border width using [＋] and [－].**

D **Press [2-sided Setting], and then [Original (Back)].**

Note

❒ If you do not need to erase the border on the back of the original, proceed to step F.

E **Set the border to be erased the back.**

Note

❒ Erasing the border on the back is valid only when you copy two-sided originals.

F **Place originals, and then press the 【Start】 key.**

Center/border erase

A **Press [Edit].**

B **Press [Erase Cntr/Brdr.].**

C **Set the border to be erased.**

Selecting **[Same Width]**

A **Press [Same Width].**

B **Press [Center], and then set the erase center width using [+] and [-].**

C **Press [Border], and then set the erase border width using [+] and [-].**
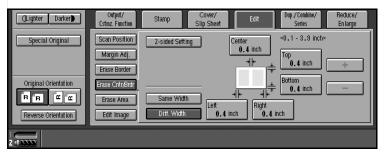
Selecting **[Diff. Width]**

A **Press [Diff. Width].**
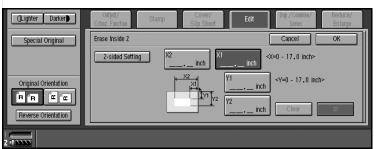
B **Press the key for the part you want to change, and then set an erase margin width with [+] and [-].**

D **Press [2-sided Setting] and [Original (Back)].**

Note

❐ If you do not need to erase the center or border on the back of the original, proceed to step F.

E **Set the center or border to be erased on the back.**

Note

❐ Erasing the center or border on the back is valid only when you copy two-sided originals.

F **Place originals, and then press the 【Start】 key.**

Inside erase

Decide where the machine starts (X1, Y1) and stops erasing (X2, Y2).

Note

❒ You can input lengths of 0 – 432 mm (0 – 17 inch).

A **Press [Edit].**

B **Press [Erase Area].**

C **Press [Erase Inside 1] or [Erase Inside 2].**

D **Enter the value of [X1] using the number keys, and then press [#] or the 【#】 key.**

E **Enter the value of [Y1] using the number keys, and then press [#] or the 【#】 key.**

F **Enter the value of [X2] using the number keys, and then press [#] or the 【#】 key.**

G **Enter the value of [Y2] using the number keys, and then press [#] or the 【#】 key.**

H **Press [2-sided Setting] and [Original (Back)].**

Note

❒ If you do not need to erase the image on the back, proceed to step 🔟.

I **Enter the values of [X1], [Y1], [X2], and [Y2] for the back.**

Note

❒ Erasing the image on the back of originals is valid when you copy two-sided originals.

🔟 **Press [OK].**

⓫ **Place originals, and then press the 【Start】 key.**

79

2

Outside erase

Decide where the machine starts (X1, Y1) and stops erasing (X2, Y2).

Note

❒ You can input lengths of 0 – 432 mm (0 – 17 inch).

A Press **[Edit]**.

B Press **[Erase Area]**.

C Press **[Erase Outside]**.

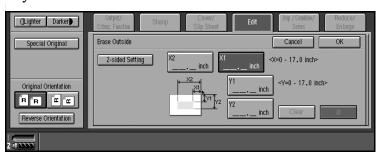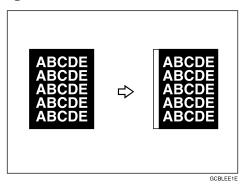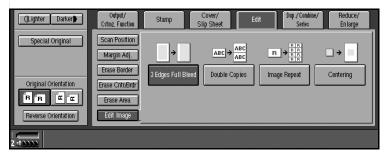**D** Enter the value of **[X1]** using the number keys, and then press **[#]** or the 【#】 key.

E Enter the value of **[Y1]** using the number keys, and then press **[#]** or the 【#】 key.

F Enter the value of **[X2]** using the number keys, and then press **[#]** or the 【#】 key.

G Enter the value of **[Y2]** using the number keys, and then press **[#]** or the 【#】 key.

H Press **[2-sided Setting]** and **[Original (Back)]**.

Note

❒ If you do not need to erase the image on the back of originals, proceed to step **J**.

I Enter the values of **[X1]**, **[Y1]**, **[X2]**, and **[Y2]** for the back.

Note

❒ Erasing the image on the back of originals is valid when you copy two-sided originals.

J Press **[OK]**.

K Place originals, and then press the 【Start】 key.

80

3 Edges Full Bleed

You can make full image copy by cutting down the top, bottom, and right side margins. This function is useful for densely-filled originals.
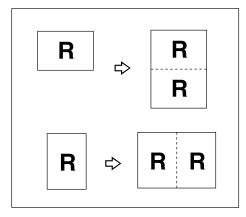

GCBLEE1E

A **Press [Edit].**

B **Press [Edit Image].**

C **Press [3 Edges Full Bleed].**

D **Place originals, and then press the 【Start】 key.**

2

Double Copies

An original image is copied twice onto one copy, as shown in the illustration.

✐ Note

❐ See the following table for original and copy paper sizes when using a 100% ratio. Originals of size A5$\square$ ($5^1/_2$" $\times$ $8^1/_2$"$\square$) cannot be detected properly on the exposure glass. Be sure to manually select such copy paper, or place the originals in the ADF.

❖ **Metric version**

Original size and orientation	Copy paper size and orientation
A5$\square$	A4$\square$
A4$\square$	A3$\square$
A5$\square$	A4$\square$

❖ **Inch version**
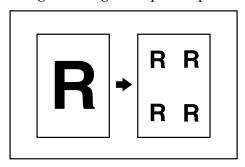
Original size and orientation	Copy paper size and orientation
$5^1/_2$" $\times$ $8^1/_2$"$\square$	$8^1/_2$" $\times$ 11"$\square$
$5^1/_2$" $\times$ $8^1/_2$"$\square$	$8^1/_2$" $\times$ 11"$\square$
$8^1/_2$" $\times$ 11"$\square$	11" $\times$ 17"$\square$

○ Reference

For selecting a separation line, see p.133 "Double Copies Separation Line".

A **Press [Edit].**

B **Press [Edit Image].**

C **Press [Double Copies].**

D **Select the paper size.**

E **Place originals, and then press the 【Start】 key.**

Image Repeat

The original image is copied repeatedly.

Note

❒ The number of repeated images depends on original size, copy paper size, and reproduction ratio. See the following table.

	Metric version	Inch version
	Original / Copy paper	Original / Copy Paper
	A5□ / A4□ A5□ / A4□	$5^1/_2" \times 8^1/_2"$□ / $8^1/_2" \times 11"$□ $5^1/_2" \times 8^1/_2"$□ / $8^1/_2" \times 11"$□
4 repeats Repeat 1	71%	65%
16 repeats Repeat 2	35%	32%
	A5□ / A4□ A5□ / A4□	$5^1/_2" \times 8^1/_2"$□ / $8^1/_2" \times 11"$□ $5^1/_2" \times 8^1/_2"$□ / $8^1/_2" \times 11"$□
2 repeats Repeat 3	100%	
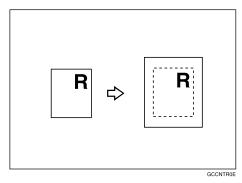
	Metric version	**Inch version**
8 repeats Repeat 4	50%	
32 repeats Repeat 5	25%	

$\mathcal{P}$ Reference

For selecting a separation line, see p.133 "Image Repeat Separation Line".

A **Select the size of the copy paper and the reproduction ratio.**

B **Press [Edit].**

C **Press [Edit Image].**

D **Press [Image Repeat].**

E **Place an original, and then press the 【Start】 key.**

Centering

You can make copies with the image moved to the center of the paper.

GCCNTR0E

📌 Note

❒ Original sizes and orientations for centering are shown below.

❖ Metric version

Where Original Is Set	Paper Size and Orientation
Exposure glass	A3□, B4□, A4 □□, $8^1/_2$" × 13" □ [*1]
Document feeder	A3□, B4□, A4 □□, A5 □ □, 11" × 17"□, $8^2/_1$" × 11" □ □, $8^1/_2$" × 13" □ [*1]

[*1] You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" with the User Tools (System Settings). See "Original: <F/F4> Size Setting", *General Settings Guide*.

❖ Inch version

Where Original Is Set	Paper Size and Orientation
Exposure glass	11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11" □ □
Document feeder	A4 □ □, 11" × 17"□, 11" × 15"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11" □ □, $5^1/_2$" × $8^1/_2$" □ □, $8^1/_2$" × 13" □ [*1]

[*1] You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" with the User Tools (System Settings). See "Original: <F/F4> Size Setting", *General Settings Guide*.

A Select the paper.

B Press [Edit].

C Press [Edit Image].

D Press [Centring].

E Place originals, and then press the 【Start】 key.

Covers

Using this function, you can create cover sheets by adding additional pages of different paper or copying existing pages on different paper.

⬛ Preparation

Before selecting this function, set the tray for the front cover paper. See "Front Cover" or "Back Cover", *General Settings Guide*.

✐ Note

❒ When selecting **[Copy]**, select whether the front and back covers are copied one-sided or two-sided. See "Front Cover" or "Back Cover", *General Settings Guide*.
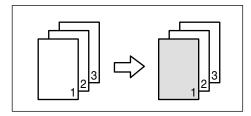
𝒫 Reference

You can select the orientation of the back cover, Face up or Face down. See p.131 "Copy Back Cover".

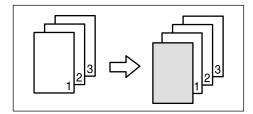To place paper when using the interposer, see "Loading Paper in the Interposer", *General Settings Guide*.

❖ Front Cover

The first page of your originals is copied on special cover paper, or a cover sheet is inserted before the first copy.

- Copy
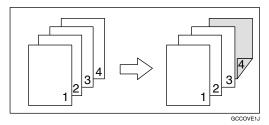
- Blank
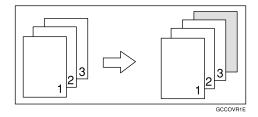
❖ **Back Covers**
The first and last pages of the original are copied on separate paper for cover use.

• Copy

GCCOVE1J

• Blank

GCCOVR1E
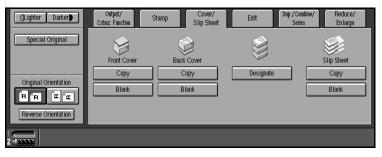
🔍 **Reference**
When you select Front Cover copier mode, you can make a combined copy on the front cover. See p.135 "Front Cover Copy in Combine".

A **Press [Cover/Slip Sheet].**

B **Select [Copy] or [Blank] for the front and back cover sheet.**
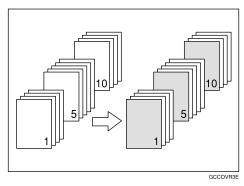
C **Select the paper tray containing non-cover sheet paper.**

D **Place originals in the ADF, and then press the 【Start】 key.**

Designate

The following functions are explained in this section:
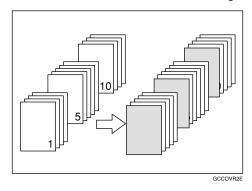
❖ **Designate: Copy**
Use this function to designate certain pages of your original to be copied onto slip sheets.

GCCOVR3E

❖ **Designate: Blank**
Use this function to insert the slip sheet into certain pages of your original.


GCCOVR2E
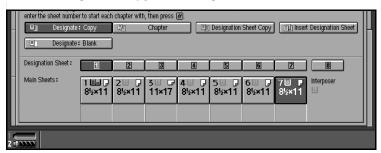
🖉 Note

❒ When selecting **[Designate : Copy]**, set the same designation sheet as the copy paper in the same orientation.

❒ You can not select the inteposer as the copy paper.

❒ Except to the tray selecting for copy paper, you can use for designation sheets.

❒ You can specify up to 100 designate locations.

🔎 Reference

To place paper when using the interposer. See "Loading paper in the Interposer", *General Settings Guide*.

A **Press [Cover/Slip Sheet].**

B **Press [Designate].**

C Press [Designate: Copy] or [Designate: Blank].

enter the sheet number to start each chapter with, then press #.

| Designate : Copy | Chapter | Designation Sheet Copy | Insert Designation Sheet |

| Designate : Blank |

Designation Sheet : [1] [2] [3] [4] [5] [6] [7] [8]

Main Sheets :

| 1 ▦ | 2 | 3 | 4 | 5 | 6 | 7 ▦ | Interposer |
| 8½×11 | 8½×11 | 11×17 | 8½×11 | 8½×11 | 8½×11 | 8½×11 | |

D Select the tray you want to use.

E Enter the number of the originals you want to copy onto slip sheets using the number keys, and then select the tray the slip sheets have been set.

F Press the [#] key.

G To specify another page number, repeat steps **E** and **F**.
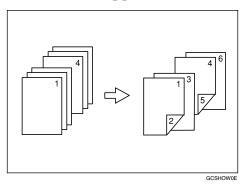
H Select the tray for the main sheet.

I When all settings have been made, press [OK].

J Place originals, and then press the [Start] key.

Chapters

When using one-sided to two-sided copying, the page locations you specify with this function will appear on the front of copy sheets beginning a new chapter.

GCSHOW0E

📖 **Preparation**

Before selecting this function, press **[Dup./Combine/Series]** and select "1 Sided" for original, and "2 Sided" for copy.
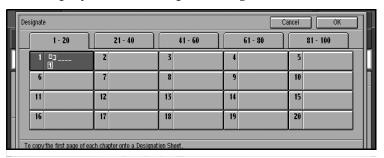
✎ **Note**

❒ You can specify up to 100 chapter locations.

❒ This function can be combined with the 2 Sided or Combine function.

89

A **Press [Cover/Slip Sheet].**

B **Press [Designate].**

C **Press [Chapter].**

D **Press the chapter number to set.**

E **Enter the page location of the first page of the first chapter using the number keys, and then press the 【#】 key.**
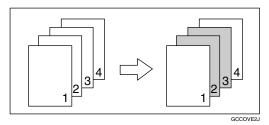
This display shows example settings.

Note

❒ To change the value entered, press the 【Clear】 key, and then enter the new value.

F **To specify another page location, repeat step E.**

G **Select the tray for main sheet.**

H **When you finish specifying the page location, press [OK].**

Note

❒ To change the number entered, select the desired item, and then enter the new number.

I **Place originals, and then press the 【Start】 key.**

Designation Sheet Copy

You can copy designated pages onto slip sheets.

GCCOVE2J
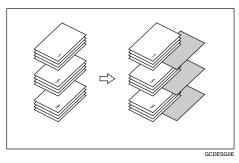
Note

❒ When this function is combined with the 2 Sided function, the first page of the designated pages is copied on the front side of a slip sheet.

❒ You can specify up to 100 locations.

A **Press [Cover/Slip Sheet].**

B **Press [Designate].**

C **Press [Designation Sheet Copy].**

D **Enter the sheet number of the originals using the number keys, and then press the 【#】 key.**

E **Press [Page to Page].**

Note

❒ If you do not need to copy consecutive originals, proceed to step G.

F **Enter the sheet number of the last original using the number keys.**

G **Select the tray for designate sheet are set, and then press the 【#】 key.**

H **To specify another page location, repeat step D to G.**

I **Select the tray for main sheets.**

J **After all settings, press [OK].**

K **Place originals, and then press the 【Start】 key.**

Insert Designation Sheet

You can insert a slip sheet before or after the designated page.

GCDESG0E

▤ Preparation
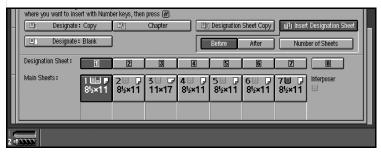
Before selecting this function, set the tray for slip sheets. See "Paper Tray Settings", *General Settings Guide*.

✐ Note

❒ Set the same slip sheet as the copy paper in the same orientation.

❒ You can specify up to 100 chapter locations.

𝒫 Reference

When you use the interposer, see "Loading Paper in Interposer", *General Settings Guide*.

A Press **[Cover/Slip Sheet]**.

B Press **[Designate]**.

C Press **[Insert Designation Sheet Copy]**.
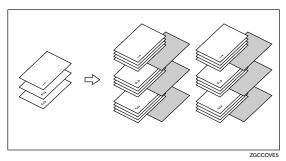
D Press the chapter number you want to select.

E Press **[Before]** or **[After]** to select to insert the designation sheet, and then enter the page number using the number key.

F Press **[Number of Sheets]**, and enter the number of the sheets to be inserted using the number key.

G Select the tray for designation sheet.

92

H **Press the 【#】 key.**

I **You can repeat ster E to I to select where you want to insert it.**

J **Select the tray for main sheets.**

K **After finishing all, press [OK].**

L **Place the originals, and press the 【Start】 key.**

Slip Sheets

Every time an original page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between each OHP transparency copied or used as a stack function. You can also copy onto inserted slip sheets.


ZGCCOVE5

📋 **Preparation**
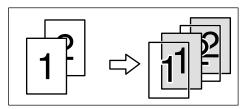
Before selecting this function, specify the paper tray for slip sheets. See "Slip Sheet", *General Settings Guide*.
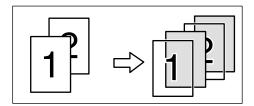
If "1 Sided → 2 Sided" is selected, change it to "1 Sided → 1 Sided".

📝 **Note**
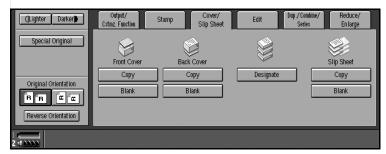
❒ Load slip sheets of the same size, and in the same orientation as the copy paper or OHP transparency.

❖ **When inserting slip sheets between OHP transparencies**

- Copy

93

- Blank

2

A Press [Cover/Slip Sheet].
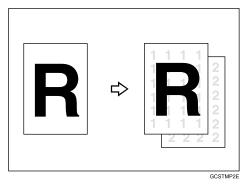
B Select [Copy] or [Blank] for the slip sheet.

C Select the paper tray that contains paper for copying originals.

D Place originals, and then press the 【Start】 key.

Background Numbering

Use this function to have numbers printed on the background of copies.

GCSTMP2E

⌕ Reference

You can change settings (e.g., size, density) of the numbers with the User Tools. See p.136 "Background Numbering".

A Press [Stamp].

B Check that [Background No.] is selected.
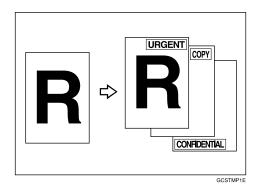
C When you want to start the number another 1, press [Change].

D Enter the number to start counting from using the number keys, and then press the 【#】 key.

E Place originals, and then press the 【Start】 key.
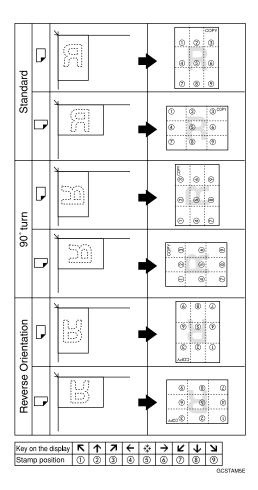
Preset Stamp

Messages you use frequently can be stored in memory and stamped on copies.

GCSTMP1E

One of the following eight messages can be stamped on copies with a frame around it: "COPY", "URGENT", "PRIORITY", "For Your Info.", "PRELIMINARY", "For Internal Use Only", "CONFIDENTIAL", and "DRAFT".

Stamp position and original orientation

GCSTAM5E

Note

❒ Only one message can be stamped at a time. You can combine a message of the user stamp and that of the preset stamp.

Reference

You can change certain Preset Stamp settings (e.g., density) with the User Tools. See p.136 "Preset Stamp".

You can change the stamp language with the User Tools. See p.136 "Preset Stamp".

A **Press [Stamp].**

B **Press [Preset Stamp].**

C **Select the desired message.**

D **Press [All Pages] or [1st Page only] to select the print page.**

∅ Note

❐ You can change the position, size, and density of the stamp. See p.97 "Changing stamp position, size, and density".

E **Place originals, and then press the 【Start】 key.**

Changing stamp position, size, and density

A **Press [Change].**
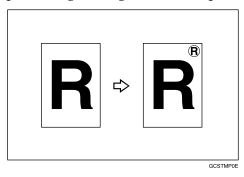
B **Select the position for print, size, and density, and then press [OK].**

97

User Stamp
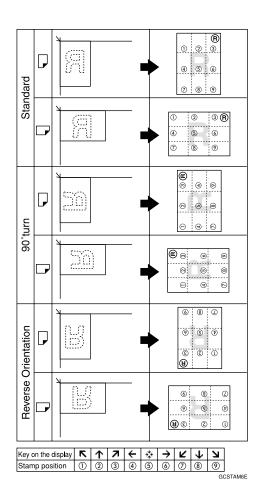
Copies using the registered stamp.

GCSTMP0E

📖 **Preparation**

Before using this function, you have to program a user stamp.

See p.99 "To program the user stamp".

Stamp position and original orientation

Key on the display	↖	↑	↗	←	❉	→	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

GCSTAM6E

$\mathscr{D}$ **Note**

❒ Only one message can be stamped at a time. You can combine a message of the user stamp and that of the preset stamp.

$\mathscr{P}$**Reference**

You can change the stamp position and stamp page. See p.99 "To change the stamp position".

A **Press [Stamp].**

B **Press [User Stamp].**

C **Select the stamp type you require.**

D **Press [All Pages] or [1st Page only] to select the print page.**

E **Place originals, and then press the 【Start】 key.**

To change the stamp position

A **Press [Change].**
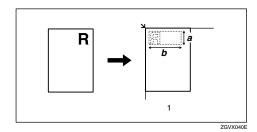
B **Select the desired position, and then press [OK].**

To program the user stamp

$\mathscr{D}$ **Note**

❒ Maximum User Stamp area: 100 mm × 200 mm (3.9" × 7.8")

ZGVX040E

1. **Placing the original on the exposure glass**

a: 10 – 297 mm (0.4" – 11.7")
b: 10 – 432 mm (0.4" – 17")

❒ Up to five frequently used messages can be stored in memory.
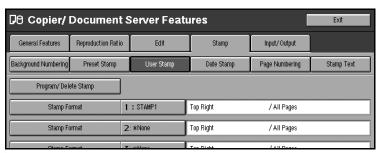
A **Make sure the machine is in Copy mode.**

B **Press the 【User Tools】 key.**

ZJBS050N

C **Press [Copier/Document Server Features].**

The main menu of the Copier/Document Server Features appears.

D **Press [Stamp].**

E **Press [User Stamp].**

F **Press [Program/Delete Stamp].**
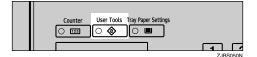
G **Press [Program], and then press the stamp number (1–5) you want to program.**

✐ **Note**

❒ Stamp numbers with ♦ already have settings made for them.

❒ If the stamp number is already being used, the machine will ask you if you want to overwrite it — press **[Yes]** or **[No]**.

H **Enter the user stamp name using the letter keys on the control panel. You can register up to 10 characters.**

🔎 **Reference**

"Entering Text", *General Settings Guide.*

I **Enter the horizontal size of the stamp (up to 17 inches) using the number keys, and then press [#].**

J **Enter the vertical size (up to 11.7 inches) in the same way as step I.**

K **Place the user stamp on the exposure glass, and then press [Start Scanning].**

The original will be scanned, and the stamp will be registered.

✐ **Note**

❒ Originals cannot be scanned from the ADF when programming the user stamp.

100 **L** **Press [Exit].**

To delete the user stamp

⚠️Important

❒ You cannot restore a deleted stamp.

A **Make sure the machine is in Copy mode.**

B **Press the 【User Tools】 key.**

```
Counter    User Tools   Tray Paper Settings
○ 123      ○ ◈         ○ ■
                                    ZJBS050N
```

C **Press [Copier/Document Server Features].**

D **Press [Stamp].**

E **Press [User Stamp].**

F **Press [Program/Delete Stamp].**

G **Press [Delete], and then press the number of the stamp (1–5) you want to delete.**

A confirmation message appears.

H **Press [Yes].**
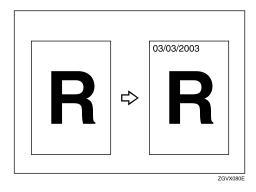
I **Press [Exit].**

The display returns to the main menu of the Copier/Document Server Features.

Date Stamp
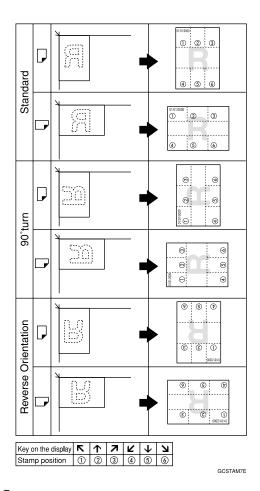
Use this function to print a date on copies.

You can select from the following date formats:

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY

Stamp position and original orientation

Key on the display	↖	↑	↗	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥

GCSTAM7E

🔎 Reference

Select the stamp format with the User Tools. See p.137 "Stamp Format".

You can change the font of the date stamp. See p.137 "Stamp Font".

You can change the stamp size. See p.137 "Stamp Size".

When the date is stamped on the dark images, you can superimpose the date stamp. See p.137 "Superimpose".

A Press [Stamp].

B Press [Date Stamp].

102

C Press **[All Pages]** or **[1st Page only]** to select the print page.

Note

❒ You can change the font and position of the Date Stamp. See p.103 "To change the date format".

D Place originals, and then press the **【Start】** key.

2

To change the date format
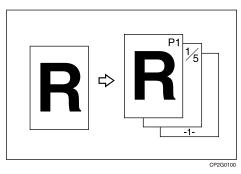
A Press **[Change Format]**.

B Select the desired date format, and then press **[OK]**.

To change the stamp position

A Press **[Change]**.

B Select the desired Date Stamp position, and then press **[OK]**.

Page Numbering

Use this function to print page numbers on your copies.

CP2G0100
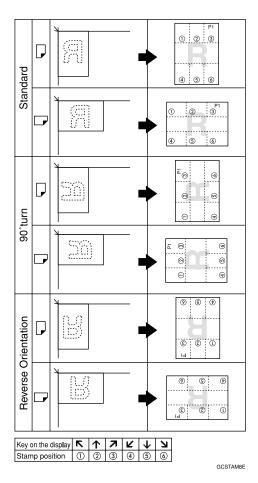
There are six types of Page Numbering ("n" is the total number of original pages):

- P1,P2,…Pn
- 1/n,2/n,...n/n
- -1-,-2-,...-n-
- P.1,P.2,...P.n
- 1, 2…n
- 1–1,1–2,..1–n

Note

❒ You can select whether the page numbering printed negative where it overlaps black parts of the negative. See p.137 "Page Numbering".

Stamp position and orientation of originals

GCSTAM8E

🔍 Reference

You can set the priority page number format. See p.137 "Stamp Format".

You can change the font of the stamp. See p.138 "Stamp Font".

You can change the stamp size. See p.138 "Stamp Size".

You can set the position of the duplex back page number printed in Duplex mode. See p.138 "Back Side Stamp Position in Duplex".

You can set how pages are numbered when you use the Combine function and Page Numbering function together. See p.138 "Page Numbering in Combine".

You can set not to print the page number on slip sheets when you use the Designate function. See p.138 "Stamp on Designated Slip Sheet".

When you use **[1 Sided Combine]**/**[2 Sided Combine]**, you can stamp page number per copy paper.

When the page number is stamped on the dark images, you can superimpose the page number. See p.138 "Superimpose".

You can change the initial settings for stamp position. See p.138 "Stamp Position".

A Press **[Stamp]**.

B Press **[Page Numbering]**.

C Select the format.

Note

❒ You can specify the stamp position, pages to be stamped, and numbering. See p.105 "Changing the stamp position", and p.105 "Specifying the first printing page and start number".

D Place originals, and then press the **[Start]** key.

Changing the stamp position

A Press the left bottom **[Change]**.
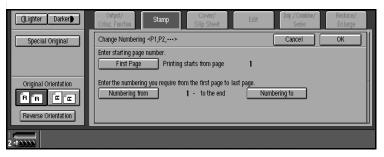
B Select the desired position, and then press **[OK]**.

Specifying the first printing page and start number

If you selected (P1,P2…, -1-,-2-…, P.1, P.2…, 1, 2…,)

Note

❒ Below gives an example based on when (P1, P2...) is selected. The steps are the same for other cases.

A Press the right bottom **[Change]**.

105

B **Press [First Page], and then enter the original sheet number to start printing from using the number keys.**

Note

❒ To change the number entered, press **[Clear]**, and then enter a new number.

C **Press [Numbering from], and then enter the number to start numbering from using the number keys.**

D **Press [Numbering to], and then enter the number to end numbering with using the number keys.**

Note

❒ If you want to print to the last page, press **[To the End]**.

E **Press the 【#】 key.**

F **When page designation is complete, press [OK].**

Note

❒ To change settings after pressing **[OK]**, press the right bottom **[Change]**, and then enter the numbers again.

If you selected (1/5, 2/5…)

A **Press the right bottom [Change].**

B **Press [First Page], and then enter the original sheet number to start printing from using the number keys.**

Note

❒ To change the number entered, press **[Clear]**, and then enter a new number.

C **Press [Numbering from], and then enter the page number to start numbering from using the number keys.**

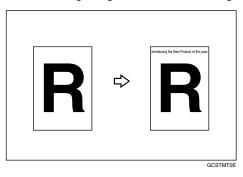**D** **Press [Numbering to], and then enter the number to end numbering with using the number keys.**

E **Press [Total Pages], and then enter the total number of original pages using the number keys.**

F **Press the 【#】 key.**

G **Press [OK].**

∅ Note

❒ To change settings after pressing **[OK]**, press the right bottom **[Change]**, and then enter the numbers again.

If you selected (1–1, 1–2,…)

A **Press the right bottom [Change].**

B **Press [First Page], and then enter the original sheet number to start printing from using the number keys.**

∅ Note

❒ To change the number entered, press **[Clear]**, and then enter a new number.

C **Press [First Chapter No.], and then enter the chapter number to start numbering from using the number keys.**

D **Press [Numbering from], and then enter the number to start numbering from using the number keys.**

E **Press the 【#】 key.**

F **If page designation is complete, press [OK].**

∅ Note

❒ To change settings after pressing **[OK]**, press the right bottom **[Change]**, and then enter the numbers again.

107

Stamp Text

You can stamp important text on copies up to 64 letters.

GCSTMT0E

Note

❒ If the Main Power is turned off, the text is cleared. To save the typed text, you can register them. See p.112 "Programs".

A **Press [Stamp].**

B **Press [Stamp Text].**

C **Press [Change Text].**

D **Enter stamp text, and then press [OK].**

E **Press [All Pages] or [1st Page only] to select the print page.**

F **Place originals, and then press the 【Start】 key.**

To change the stamp position

A **Press [Change].**

B **Select the desired position, and then press [OK].**

108

Copy face up

Use this function to reverse the order of copies.

$\mathcal{P}$Reference

If you want copies to be delivered face down when placing originals on the exposure glass, select **[Face down]** for both "Eject Copy Face Up/Down in Glass Mode" of User Tools. See p.139 "Input/Output".

A **Press [Output/Cstmz. Function].**

B **Press [Reverse Edition Face Up/Down].**

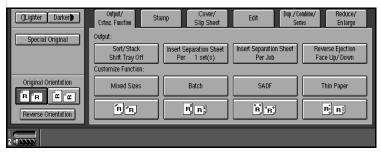**C** **Place originals, and then press the 【Start】 key.**

Customize function

You can store the frequently used functions.

Preparation

You can register the function key which can use often for your convinience. See p.130 "Customize Function: Copy".

A **Press [Output/Cstmz. Function].**

B **Select the function you want to use by pressing the corresponding key.**

109

Storing Originals in the Document Server

The Document Server enables you to save documents in memory and print them as required.

✻Important

❒ Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage that might result from loss of data.

✎Note

❒ Data stored in the Document Server is deleted after 3 days (72 hours), the default setting. You can set stored data to be automatically deleted, or specify a period after which the stored data is automatically deleted. See "Auto Delete File", *General Settings Guide*.

✐Reference

For details about the Document Server, see "Document Server", *General Settings Guide*.

For information about functions you can use with Document Server, see p.141 "Combination Chart".

A Press **[Store file].**

B Enter a file name, user name, or password if neccessary.

Select the user name registered

❶ Press **[User Name].**

❷ Select the user name, and press **[OK].**

Entering the user name not registered

❶ Press **[User Name].**

❷ Press **[Non-programmed Name].**

❸ Enter the new user name using the letter leys, and press OK.

Entering file names

A **Press [File Name].**

B **Press [Delete All], and delete the default name.**

Note: You can change the file name to use **[Back Space]**.

C **Enter the file name, and press [OK].**

Setting password

A **Press [Password].**

B **Enter the password using the number keys and press [OK].**

C **Press [OK].**

D **Place originals.**

🔍 Reference

For more information about types of originals that can be placed and how to place them, see p.10 "Placing Originals".

E **Make scanning settings for the original.**

F **Press the 【Start】 key.**

Copies are delivered, and scanned data is stored on the hard disk.

✎ Note

❒ To stop scanning, press the 【Stop】 key. To resume a paused scanning job, press **[Yes]** in the confirmation dialog box. To delete saved images and cancel a job, press **[No]**.

❒ To check a document that has been stored, press the 【Document Server】 key to display the document selection screen.
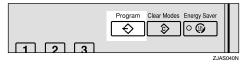
Programs

You can store frequently used copy job settings in memory and recall them for future use.

Note

❐ You can store up to 25 programs.

❐ You can select standard mode or program No. 25 as the mode to be set when modes are cleared or reset, or immediately after the operation switch is turned on. See p.126 "Change Initial Mode".

❐ Paper settings are stored based on size. So, if paper of the same size is set for more than one tray, the paper tray prioritized with User Tools (System Settings) will be selected first. See "Paper Tray Settings", *General Settings Guide*.

❐ Programs are not cleared by turning the power off or by pressing the 【Clear Modes】 key. They are canceled only when you delete or overwrite them with another program.

Storing a Program

A **Edit the copy settings.**

B **Press the 【Program】 key.**

ZJAS040N

C **Press [Register].**

D **Press the program number you want to store.**

Note

❐ Program numbers with ◆ against them already have settings made for them.

Reference

p.113 "Changing a stored program"

E Enter the program name using the letter keys on the display panel.

You can enter up to 40 characters.

$\mathcal{P}$ Reference

For details about entering characters, see "Entering Text", *General Settings Guide*.

$\mathscr{D}$ Note

❒ If you do not want to enter the program name, proceed to step F.

F Press [OK].

When the settings are successfully stored, the ❖ indicator before the program number goes on, followed by the program name. The screen returns to the initial copy display after a short time.

Changing a stored program

A Check the program settings.

$\mathcal{P}$ Reference

When you want to check the contents of a program, recall the program. See p.114 "Recalling a Program".

B Repeat steps A to D of "Storing a Program".

C Press [Register].

Repeat steps E and F of "Storing a Program".

$\mathscr{D}$ Note

❒ This overwrites the previous program.

113

Deleting a Program

A **Press the 【Program】 key.**

B **Press [Delete].**

C **Press the number of the program you want to delete.**

D **Press [Yes] in the confirmation dialog box.**

The program is deleted, and the screen returns to the initial copy display.

Recalling a Program

A **Press the 【Program】 key.**

B **Press [Recall].**

C **Press the number of the program you want to recall.**

Stored settings are displayed.

Note

❒ Only programs with ✦ against them contain a program.

114

3. Troubleshooting

If Your Machine Does Not Operate as You Want

When a Message is Displayed

The following chart contains explanations of common messages. If other messages appear, follow the instructions as they are displayed.

Message	Causes	Solutions
Cannot detect original size.	The size of the originals placed is difficult to detect. See p.9 "Sizes difficult to detect".	Place the original on the exposure glass. See p.13 "Placing Originals on the Exposure Glass".
		If the original size is difficult to detect, select the size manually.
		Do not use Auto Reduce/Enlarge mode.
	Original is not placed.	Place originals.
Check original orientation.	There is no copy paper in the same orientation as the originals.	Place the original in the same orientation as the copy paper.
Check paper size.	Incorrect paper size is set.	If you press the 【Start】 key, copy onto the selected paper will start.
It is over stapling capacity.	The number of sheets per set is over the staple capacity.	Check the stapler capacity. See p.46 "Staple".
Cannot staple paper of this size.	The Staple function cannot be used with the paper size selected.	Select a paper size that can be used in Staple mode. See p.46 "Staple".
Maximum number of sets is □□.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity. See p.126 "Max. Number of Sets".
Cannot copy. Original is being scanned by other functions.	The Document Server or Scanner function is in use.	To cancel the job in process, press **[Exit]**, and then press the 【Document Server】 or 【Scanner】 key. Next, press the 【Stop】 key. When the message " **[Stop]** was pressed. Stop storing?" appears, press **[Stop]**.

If You Cannot Make Clear Copies

Problem	Causes	Solutions
Copies appear dirty.	The image density is too dark.	Adjust the image density. See p.31 "Adjusting Copy Image Density".
	Auto Image Density is not selected.	Select Auto Image Density.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. See p.31 "Adjusting Copy Image Density".
	Auto Image Density is not selected.	Select Auto Image Density.
A shadow appears on copies when copying pasted originals.	The image density is too dark.	Adjust the image density. See p.31 "Adjusting Copy Image Density".
		Change the orientation of the original.
		Fix mending tape to the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass or the ADF belt is dirty.	Clean them. See "Maintaining Your Machine", *General Settings Guide*.
Copies are too light.	The image density is too light.	Adjust the image density. See p.31 "Adjusting Copy Image Density".
	Damp or rough grain copy paper is being used.	Use dry paper without a rough grain.
	Toner cartridge is almost empty.	Add toner. See "Replacing Toner", *General Settings Guide*.
Parts of the image are not copied.	The original is not set correctly.	Place originals correctly. See p.7 "Placing Originals".
	An incorrect paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	Place originals correctly. See p.7 "Placing Originals".
A moiré pattern is produced on copies. 	Original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

If You Cannot Make Copies As You Want

This section explains causes and remedies when copy results are not as expected.

❖ **Basic**

Problem	Causes	Solutions
Copies are not stapled.	There are staples jammed in the stapler.	Remove jammed staples. See *General Settings Guide*.
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. See p.145 "Staple".
	Copy paper is curled.	Turn the copy paper over in the tray.
Staples are wrongly positioned.	Originals are not set correctly.	Check the correct position to place the originals. See p.46 "Staple".
You cannot combine several functions.	Selected functions cannot be used together.	Check the combination of functions and make the settings again. ⌕**Reference** p.141 "Combination Chart"
Paper frequently jams.	The paper size setting is incorrect.	Set the paper size correctly. See "Paper Tray Settings", *General Settings Guide*. Check that the side fences and back fence are set in the paper tray.
Originals jam.	Different size originals are placed in the ADF.	Set the Mixed 1&2 Sided function. See p.71 "Mix 1 & 2 Sided".

❖ **Edit**

Problem	Causes	Solutions
In Double Copies mode, parts of the original image are not copied.	The combination of original and copy paper is not correct.	Select A3↴ (11" × 17"↴) for A4 ↴ (8^1/$_2$" × 11"↴) originals and A4↴ (8^1/$_2$" × 11"↴) for A5 ↴ (5^1/$_2$" × 8^1/$_2$"↴) originals.
In Border, Center, or Center/Border mode, parts of the original image are not copied.	You set a wide erased margin.	Make the margin width narrower. You can adjust it between 2–99 mm (0.1"–3.9"). See p.132 "Erase Border Width"and p.132 "Erase Center Width".
	Originals are not scanned correctly.	Place the originals correctly.

117

Problem	Causes	Solutions
In Margin Adjustment mode, parts of the original image are not copied.	You set a wide erased margin.	Set a narrower margin with User Tools. You can set the width between 0–30 mm (0"–1.2"). See p.131 "Front Page Margin : Left/Right", p.132 "Front Side Margin : Top/Bottom", p.131 "Back Side Margins : Left/Right", and p.132 "Back Side Margin : Top/Bottom".
	There is a lack of margin space on the opposite side of the binding position.	
In Image Repeat mode, the original image is not copied repeatedly.	You selected copy paper the same size as the originals, or you did not select the proper reproduction ratio.	Select copy paper larger than the originals.
		Select the proper reproduction ratio.

❖ **Combine**

Problem	Causes	Solutions
You cannot make a book from Booklet or Magazine mode by folding copies.	You selected a setting ("Open to left"or "Open to right") that does not match the orientation of originals.	Change the setting.
When using Combine, parts of the image are not copied.	You specified a reproduction ratio that does not match the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure that the ratio matches your originals and the copy paper. ⏺ **Note** ❒ Select the correct reproduction ratio before using Combine mode.
Copies are not in correct order.	You placed the originals in the incorrect order.	When placing a stack of originals in the ADF, the last page should be on the bottom.
		If you are placing originals on the exposure glass, start with the first page to be copied.

❖ Duplex

Problem	Causes	Solutions
Copies are not in correct order.	You placed the originals in the incorrect order.	When placing a stack of originals in the ADF, the last page should be on the bottom.
		If you are placing originals on the exposure glass, start with the first page to be copied.
When using 1 Sided Combine or 2 Sided Combine, copy is made Top to Bottom even though From Left to Right is selected.	The orientation of the originals is incorrect.	Place the originals in the correct orientation. See p.10 "Original Orientation" .

❖ Stamp

Problem	Causes	Solutions
The stamp position is wrong.	The paper orientation is wrong.	Check the paper orientation and stamp position.
Nothing is stamped.	The stamp size is larger than the paper size.	Set the stamp size appropriately.
The stamp text in back side copy is not stamped in Duplex mode.	The back side stamp position is incorrect with the paper size.	Reset the back side stamp position. See p.138 "Back Side Stamp Position in Duplex".

When Memory Is Full

Message	Causes	Solutions & Reference
Memory is full. ## originals have been scanned. Press **[Print]** to copy scanned originals. Do not remove remaining originals. *Note* ❒ Copying will stop and this message will be displayed when memory is full.	The scanned original exceeds the number of pages that can be stored in memory.	Press **[Output]** to copy scanned originals and clear the scanning data. Press **[Print Inquiry List]** to clear the scanning data and not copy.
Press **[Continue]** to continue printing. **[Stop] [Continue]**	The machine checks if the remaining original should be copied, after the scanned original has been printed.	To continue copying, remove all copies, then press **[Continue]**. To stop copying, press **[Stop]**.

3

4. User Tools (Copier/Document Server Features)

User Tools Menu (Copier/Document Server Features)

User tools item names	Default
General Features - General (see p.126 "General Features - General")	
Auto Paper Select Priority	On
Auto Image Density Priority	Text: On Text/Photo: On Photo: Off Pale: On Generation Copy: On
Original Type Priority	Text
Duplex Mode Priority	1 Sided → 2 Sided
Original Orientation in Duplex Mode	Top to Top
Copy Orientation in Duplex Mode	Top to Top
Change Initial Mode	Standard
Reverse Job Mode	Reset
Max. Number of Sets	9999 Sheets
Manual Original Counter Reset	On
Auto Tray Switching	With image rotation
General Features - Image Adjustment (see p.128 "General Features - Image Adjustment")	
Text	Copy Quality: Normal/Image Density: Normal
Text/Photo	Copy Quality: Normal/Image Density: Normal
Photo	Copy Quality: Normal/Image Density: Normal
Pale	Copy Quality: Normal/Image Density: Normal
Generation Copy	Copy Quality: Normal/Image Density: Normal
Dark Background	Off
General Features - Display/Tone (see p.129 "General Features - Display/Tone")	
Original Type Display	Display
Special Original Display	Hide

User tools item names	Default
Paper Display	Display
Panel Features Default	Off
Image Adjustment Priority	Off
Tone: Original Remains	On
Job End Call	On
Customize Function: Copy	
Customize Function: Store Document Server	
Customize Function: Print Document Server	
Special Original Display Defaults	
Reproduction Ratio (see p.131 "Reproduction Ratio")	
Preset Reduce/Enlarge	
Preset Reduce/Enlarge Priority	73%
Shortcut R/E	Metric version • Shortcut R/E 1: 71% • Shortcut R/E 2: 122% Inch version • Shortcut R/E 1: 73% • Shortcut R/E 2: 129%
Create Margin Ratio	93%
Edit (see p.131 "Edit")	
Copy Back Cover	Outside
Front Page Margin: Left/Right	Metric version: Left 5 mm Inch version: Left 0.2 inch
Back Side Margin: Left/Right	Metric version: Right 5 mm Inch version: Right 0.2 inch
Front Side Margin: Top/Bottom	Metric version: Top/Bottom 0 mm Inch version: Top/Bottom 0 inch
Back Side Margin: Top/Bottom	Metric version: Top/Bottom 0 mm Inch version: Top/Bottom 0 inch
1 → 2 Sided Auto Back Side Margin: T to T	Metric version: Right 5 mm Inch version: Right 0.2 inch

4

User tools item names		Default
1 → 2 Sided Auto Back Side Margin: T to B		Metric version: Top/Bottom 0 mm Inch version: Top/Bottom 0 inch
Erase Border Width		Metric version: 10 mm Inch version: 0.4 inch
Erase Original Shadow in Combine		On
Erase Center Width		Metric version: 10 mm Inch version: 0.4 inch
Image Repeat Separation Line		None
Double Copies Separation Line		None
Separation Line in Combine		None
Copy Order in Combine		From left to right
Orientation: Booklet, Magazine		Open to left
Front Cover Copy in Combine		Combine
Copy on Designating Page in Combine		Combine
Double Copies Position		Same Position
Stamp (see p.136 "Stamp")		
Background Numbering	Size	Normal
	Density	Normal
Preset Stamp	Stamp Language	English
	Stamp Priority	Copy
	Stamp Format (COPY/URGENT/PRIORITY/For Your Info./PRELIMINARY/For Internal Use Only)	Top Right/1×/Normal/All pages
User Stamp	Program/Delete Stamp	
	Stamp Format : 1–5	Top Right/All pages
Date Stamp	Stamp Format	MM/DD/YYYY
	Stamp Font	Font 1
	Stamp Position	Top Left
	Page Numbering in Combine	All pages
	Stamp Size	Auto
	Superimpose	Off

4

User tools item names		Default
Page Numbering	Stamp Format	P1, P2...
	Stamp Font	Font 1
	Stamp Size	Auto
	Back Side Stamp Position in Duplex	Opposite position to Front
	Page Numbering in Combine	Per original
	Stamp on Designated Sheet Sheet	Off
	Superimpose	Off
	Stamp Position: P1, P2…	Top Right
	Stamp Position: 1/5, 2/5…	Top Right
	Stamp Position: -1-, -2-…	Bottom Center
	Stamp Position: P.1, P.2…	Top Right
	Stamp Position: 1, 2…	Top Right
	Stamp Position: 1-1, 1-2…	Bottom Center
Stamp Text	Stamp Font	Font 1
	Stamp Position	Top Right
	Page Numbering in Combine	All Pages
	Stamp Size	Auto
	Superimpose	Off
Input/Output (see p.139 "Input/Output")		
SADF Auto Reset		5 seconds
Eject Copy Face Up/Down in Glass Mode		Face up
Auto Sort		Off
Memory Full Auto Scan Restart		Off
Sort/Stack Shift Tray Setting		On
Insert Separation Sheet		Per 1 set(s)
Select Staple Position	Finisher 3000B (100–sheet staples)	Top Left/Top Left slant/Top2/Left2
	Booklet Finisher	Top Left/Saddle stich/Top2/Left2
Select Punch Type		3 Holes
Letterhead Setting		Off

4

Accessing User Tools (Copier/Document Server Features)

This section is for key operators in charge of this machine. You can change defaults.

Note

❒ Settings with the user tools are completely different function from the ordinary copier function. Be sure to return to the copier function when you finish the settings.

❒ Selected keys are highlighted.

❒ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the 【Clear Modes】 key is pressed.

Reference

For details about system settings, see "User Tools", *General Settings Guide*.

A **Press the 【User Tools】 key.**

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Note

❒ When the access code is set, the access code input screen is displayed when changing the initial settings. Enter the registered access code. For details about the access code, see "Key Operator Tools", *General Settings Guide*.

B **Press [Copier/Document Server Features].**

C **Select the item you want to set.**

Setting screens for the selected item is displayed.

Reference

p.121 "User Tools Menu (Copier/Document Server Features)"

D **Change the settings by following the instructions on the display panel, and then press [OK].**

Exiting User Tools

A **After changing User Tools settings, press [Exit] on the User Tools main menu.**

User Tool changes are complete, and the machine is ready to copy.

Note

❒ You can also exit User Tools by pressing the 【User Tools】 key.

Settings You Can Change with User Tools

General Features - General

❖ **Auto Paper Select Priority**
You can select to have "Auto Paper Select" selected when the machine is turned on or reset, or when modes are cleared. See p.33 "Selecting Copy Paper".

❖ **Auto Image Density Priority**
You can turn the Auto Image Density on or off for each original type (Text, Text/Photo, Photo, Pale, Generation Copy, and Dark Background).

❖ **Original Type Priority**
You can select the type of originals effective when the machine is turned on or reset, or when modes are cleared.

❖ **Duplex Mode Priority**
You can select the type of Duplex function effective when the machine is turned on or reset, or when modes are cleared.

❖ **Original Orientation in Duplex Mode**
You can set original orientation when making two-sided copies.

❖ **Copy Orientation in Duplex Mode**
You can set copy orientation when making two-sided copies.

❖ **Change Initial Mode**
You can select the initial mode or Program No. 25 as the mode effective when the machine is turned on or reset, or when modes are cleared.

❖ **Reverse Job Mode**
You can select the display when you press the 【New Job】 key or **[New Job]**, keeping the previous one displayed or resetting the display.

❖ **Max. Number of Sets**
The maximum copy quantity can be set between 1 and 9999.

❖ **Manual Original Counter Reset**
You can select whether to turn the Manual Original Counter display on or off. The Original Counter can be reset by touching this key.
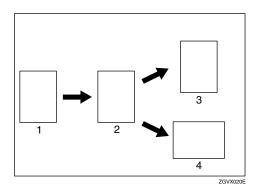
❖ **Auto Tray Switching**
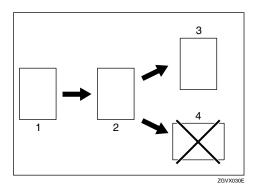
If you load paper of the same size and type in two or more trays, the machine automatically shifts to the other tray when the tray in use runs out (when Auto Paper Select is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use "Auto Tray Switching" or not.

🖉 **Note**

❒ **[With image rotation]** Use this to copy with Auto Tray Switching.

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1. **Original**

2. **Paper (Tray 1)**

3. **Paper (Another tray)**

4. **Paper (Another tray)**

❒ **[Without image rotation]** Only copies with Auto Tray Switching if you load paper of the same size and in the same orientation in two or more trays. If the paper is not the same size or in the same orientation, copying is interrupted and the message "Load paper." appears.

ZGVX030E

1. **Original**

2. **Paper (Tray 1)**

3. **Paper (Another tray)**

4. **Paper (Another tray)**

❒ **[OFF]** When a paper tray runs out, copying is interrupted and the message "Load paper." appears.

General Features - Image Adjustment

You can select the copy quality and image density for each original type (Text, Text/Photo, Photo, Pale, Generation Copy, and Dark Background).

❖ **Text**

- Copy Quality
  You can select the sharpness of text.

- Image Density
  You can select one of three original image density levels.

❖ **Text/Photo**

- Copy Quality
  When there are photo(s) and text on the original, you can determine which takes priority.

- Image Density
  You can select one of three original image density levels.

❖ **Photo**

- Copy Quality
  For a photo original, you can adjust the finish quality level to match the photo original.

- Image Density
  You can select one of three original image density levels.

❖ **Pale**

- Copy Quality
  You can select the quality level for a pale original.

- Image Density
  You can select one of three original image density levels.

❖ **Generation Copy**

- Copy Quality
  You can select a quality level that will not thicken the lines of the finished image.

- Image Density
  You can select one of three original image density levels.

❖ **Dark Background**

You can select to display **[Dark Background]** on the initial display. Keep the Original Type Display to set to **[Hide]**. See p.129 "Original Type Display".

General Features - Display/Tone
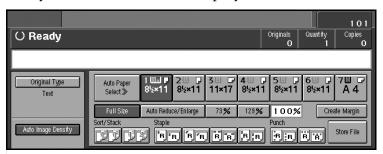
❖ **Original Type Display**
You can have original types shown on the initial display.

Note
❒ If you select "Hide", the display is shown as below.

❖ **Special Original Display**
You can have the special original types shown on the initial display.

Note
❒ If you select "Hide", the display is shown as below.
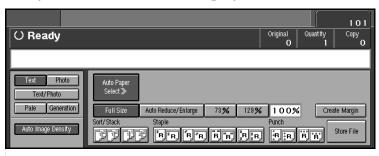
❖ **Paper Display**
You can select to have available paper trays and sizes shown on the initial display.

Note
❒ If you select "Hide", the display is shown as below.

129

❖ **Panel Features Default**
You can specify the other tab function that is selected automatically just after the machine is turned on or when modes are cleared.

❖ **Image Adjustment Priority**
You can select the function that is priority detected in Image Adjustment mode.

❖ **Tone: Original Remains**
The beeper (key tone) sounds when you forget to remove originals from the exposure glass after copying.

Note
❒ If the "Panel Tone" in User Tools (System Settings) is "Off", the beeper does not sound irrespective of the "Tone: Original Remains" setting. See "Panel Tone", *General Settings Guide*.

❖ **Job End Call**
You can select to have the beeper sound when copying is complete.

Note
❒ If the "Panel Tone" in User Tools (System Settings) is "On", the machine beeps to notify you if it did not complete a job, for reasons such as: copying was interrupted, the paper tray ran out of paper or a paper jam occurred.

❖ **Customize Function: Copy**
You can register frequently used functions for copying in function keys. You can also change registered functions.

❖ **Customize Function: Store Document Server**
You can register frequently used functions for storing data in the Document Server in function keys. You can also change registered functions.

❖ **Customize Function: Print Document Server**
You can register frequently used functions for printing data stored in the Document Server in function keys. You can also change registered functions.

❖ **Special Original Display Defaults**
You can have special originals shown on the initial display.

Reproduction Ratio

❖ **Preset Reduce/Enlarge**
You can set the Reduce/Enlarge ratios first displayed.

❖ **Preset Reduce/Enlarge Priority**
You can select a Reduce/Enlarge ratio that is detected as priority in preset Reduce/Enlarge mode.

❖ **Shortcut R/E**
You can register up to two frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change registered Reduce/Enlarge ratios.

❖ **Create Margin Ratio**
You can set a Reduce/Enlarge ratio when registering "Create Margin" in a shortcut key.

🖉 **Note**
❒ You can enter a ratio between 90 and 99 (in increments of 1%) using the number keys.

Edit

❖ **Copy Back Cover**
When copying the back cover, you can specify to have the back cover outside (outside page) or inside (inside page).

❖ **Front Page Margin : Left/Right**
You can specify left and right margins on the front side of copies in Margin Adjust mode.

🖉 **Note**
❒ You can enter a margin width of between 0 and 30 mm in 1 mm increments (0 inch and 1.2 inch in 0.1 inch steps) using the number keys.

❖ **Back Side Margins : Left/Right**
You can specify left and right margins on the back side of copies in Margin Adjust mode.

🖉 **Note**
❒ You can enter a margin width of between 0 and 30 mm in 1 mm increments (0 inch and 1.2 inch in 0.1 inch increments) using the number keys.

❖ **Front Side Margin : Top/Bottom**
You can specify top and bottom margins on the front side of copies in Margin Adjust mode.

Note
❒ You can enter a margin depth of between 0 and 30 mm in 1 mm increments (0 inch and 1.2 inch in 0.1 inch increments) using the number keys.

❖ **Back Side Margin : Top/Bottom**
You can specify top and bottom margins on the back side of copies in Margin Adjust mode.

Note
❒ You can enter a margin depth of between 0 and 30 mm in 1 mm increments (0″ and 1.2″ in 0.1″ increments) using the number keys.

❖ **1→2 sided Auto Back Side Margins:T to T**
In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

Note
❒ You can enter a margin width of between 0 and 30 mm in 1 mm increments (0″ and 1.2″ in 0.1″ increments) using the number keys.

❖ **1→2 sided Auto Back Side Margins :T to B**
In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

Note
❒ You can enter a margins depth of between 0 and 30 mm in 1 mm increments (0 inch and 1.2 inch in 0.1 inch increments) using the number keys.

❖ **Erase Border Width**
Specify the width of erased border margins using this function.

Note
❒ You can enter a width of between 2 and 99 mm in 1 mm increments (0.1 inch and 3.9 inch in 0.1 inch increments) using the number keys.

❖ **Erase Original Shadow in Combine**
In Combine Copy mode, you can erase a 3 mm (0.1 inch) boundary margin around all four edges of originals.

❖ **Erase Center Width**
You can specify the width of the erased center area using this function.

Note
❒ You can enter a width of between 2 and 99 mm in 1 mm increments (0.1 inch and 3.9 inch in 0.1 inch increments) using the number keys.

❖ **Image Repeat Separation Line**

You can select a separation line in Image Repeat mode.

• None

• Solid

• Broken A

• Broken B

• Crop Marks

📝 **Note**

❒ An image of approximately 1.5 mm (0.06 inch) will not be copied as the width of the separation line, when specifying solid or broken lines.

❖ **Double Copies Separation Line**

You can select a separation line in Double Copy mode.

• None

• Solid

• Broken A

133

• Broken B

• Crop Marks

✐ Note

❒ An image of approximately 1.5 mm (0.06 inch) will not be copied as the width of the separation line, when specifying solid or broken lines.

❖ **Separation Line in Combine**

You can select a separation line in Combine mode. See p.56 "1 Sided Combine", and p.60 "2 Sided Combine".

• None

• Solid

• Broken A

• Broken B

• Crop Marks

✐ Note

❒ An image of approximately 1.5 mm (0.06 inch) will not be copied as the width of the separation line, when specifying solid or broken lines.

134

❖ **Copy Order in Combine**
You can set the copy order in Combine mode to "Left to Right" or "Top to Bottom".

Top to Top		Top to Bottom	
From Left to Right	From Right to Left	From Left to Right	From Right to Left
1 2 / 3 4	2 1 / 4 3	1 3 / 2 4	3 1 / 4 2
1 2 3 4 / 5 6 7 8	4 3 2 1 / 8 7 6 5	1 3 5 7 / 2 4 6 8	7 5 3 1 / 8 6 4 2
Front 1 2 / 3 4 Back 5 6 / 7 8	Front 2 1 / 4 3 Back 6 5 / 8 7	Front 1 3 / 2 4 Back 5 7 / 6 8	Front 3 1 / 4 2 Back 7 5 / 8 6
Front 1 2 3 4 / 5 6 7 8 Back 9 10 11 12 / 13 14 15 16	Front 4 3 2 1 / 8 7 6 5 Back 12 11 10 9 / 16 15 14 13	Front 1 3 5 7 / 2 4 6 8 Back 9 11 13 15 / 10 12 14 16	Front 7 5 3 1 / 8 6 4 2 Back 15 13 9 11 / 16 14 10 12

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❖ **Orientation: Booklet, Magazine**
You can select the type of originals for Booklet or Magazine mode.

❖ **Front Cover Copy in Combine**
You can make a combined copy on the front cover sheet when you select Front Cover copier mode.

Combine	Do not Combined	
1 2 / 3 4 5 6 / 7 8	1	2 3 / 4 5 6 7 / 8

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❖ **Copy on Designating Page in Combine**
You can make a combined copy on a designated page.

❖ **Double Copies Position**
You can select copy position of the bottom or left page relative to the top or right page as the original image position. This setting is available when Centering/Cornering is selected in the Document Server.

Stamp

Background Numbering

❖ **Size**
You can set the size of the numbers.

❖ **Density**
You can set the density of the numbers.

Preset Stamp

❖ **Stamp Language**
You can select the language of the message that is printed in Stamp mode.

❖ **Stamp Priority**
You can select the priority stamp type when **[Preset Stamp]** is pressed. See "Preset Stamp".

❖ **Stamp Format**
You can adjust the size, density, and print page for the stamp.

- Stamp Position
  You can set the position at which the stamp is printed.
  Press the arrow keys to adjust the position.
- Stamp Size
  You can set the size of the stamp.
- Density
  You can set the pattern used to print the stamp.

  ✎ **Note**
  ❒ Normal: The stamp is printed on the image. You cannot confirm which parts overlap the image.
  ❒ Lighter: The image can be seen through the stamp.
  ❒ Lightest: You can see the image even clearer than in the "Lighter" setting.
- Page Stamp
  You can have the stamp printed on the first or all pages.

User Stamp

❖ **Program/Delete Stamp**

You can register/change/delete the designs you like as user stamps.

✏ **Note**

❐ You can register up to five custom stamps of your favorite designs. See p.99 "To program the user stamp".

🔍 **Reference**

For how to delete stamps, see p.101 "To delete the user stamp".

❖ **Stamp Format**

You can adjust the position and print page for registered User Stamps 1 to 5.

- Stamp Position
  Set the position where the stamp is printed.

- Page to Stamp
  Set to have the stamp printed on all or only the first page.

Date Stamp

❖ **Stamp Format**

You can select the date format for Date Stamp mode.

❖ **Stamp Font**

You can select the Date Stamp font.

❖ **Stamp Position**

You can set where the stamp is printed.

❖ **Page to Stamp**

You can have the date printed on the first or all pages.

❖ **Stamp Size**

You can set the Date Stamp size.

❖ **Superimpose**

You can have Date Stamp printed as a negative where it overlaps black parts of the image.

Page Numbering

❖ **Stamp Format**

You can select the priority page number format when **[Page Numbering]** is pressed.

❖ **Stamp Font**
You can select the font of the page numbers printed in Page Numbering mode.

❖ **Stamp Size**
You can set the size of the stamp printed in Page Numbering mode.

❖ **Back Side Stamp Position in Duplex**
You can set where the duplex back page number printed in Duplex mode.

❖ **Page Numbering in Combine**
You can set how pages are numbered when you use the Combine function and Page Numbering function together.

❖ **Stamp on Designated Slip Sheet**
You can print the page number on slip sheets when you use the Designate function set to "Copy" and Page Numbering function together.

❖ **Superimpose**
You can have page numbers printed as a negative where they overlap black parts of the image.

❖ **Stamp Position**
P1, P2...Stamp Position: 1/5, 2/5...Stamp Position: -1-, -2-...Stamp Position: P.1, P.2...Stamp Position: 1, 2...Stamp Position: 1–1, 1–2...
You can set where the stamp is printed.
Press the arrow keys to adjust the position.

Stamp Text

❖ **Stamp Font**
You can select the font of the text in Stamp Text mode.

❖ **Stamp Position**
You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

❖ **Page to Stamp**
You can set how pages are numbered when you use the Combine function and Stamp Text function together.

❖ **Stamp Size**
You can select the size of the stamp printed in Stamp Text mode.

❖ **Superimpose**
You can have page numbers printed as a negative where they overlap black parts of the image.

Input/Output

❖ **SADF Auto Reset**

When you set one original at a time in the ADF, the **Auto Feed** indicator lights for a selected time after an original is fed, showing it is ready for another original.

✎ **Note**

❒ You can adjust this time from 3 seconds to 99, in 1 second increments.

❖ **Eject Copy Face Up/Down in Glass**

You can specify the way copies are delivered when copying an original from the exposure glass.

❖ **Auto Sort**

You can have Sort mode selected when the machine is turned on or reset, or if the mode is cleared.

❖ **Memory Full Auto Scan Restart**

If memory becomes full while scanning, the machine can make copies of those already scanned, and then automatically resume scanning remaining originals.

You can enable or disable this function.

✎ **Note**

❒ If you select **[Off]**:

- When memory becomes full, the machine stops operations allowing you to remove copies delivered to the output tray.

❒ If you select **[On]**:

- You can leave the machine unattended to make all the copies, but resulting pages will not be sequentially ordered.

❖ **Sort/Stack Shift Tray Setting**

You can select to turn Shift Tray Setting on or off in sort or stack mode.

❖ **Insert Separation Sheet**

You can set the number of sets between Separation Sheets.

✎ **Note**

❒ You can set the number from 1 set to 999 sets.

❖ **Select Staple Position**

You can register a frequently-used type of stapling in the top left staple key on the initial display. You can also change the registered type.

❖ **Select Punch Type**

You can select the type of punch.

✎ **Note**

❒ The 4–hole punch type can only punch in the 4–hole format.

❖ **Letterhead Setting**

If you select "On" in this function, the machine rotates the image to the correct position.

✎ **Note**

❒ Orientation-fixed (top to bottom) or 2-sided paper might not be printed correctly, depending on how the originals and paper are placed.

🔍**Reference**

When using letterhead paper, pay attention to the paper orientation. See "Orientation-Fixed Paper or 2-Sided Paper", *General Settings Guide*.
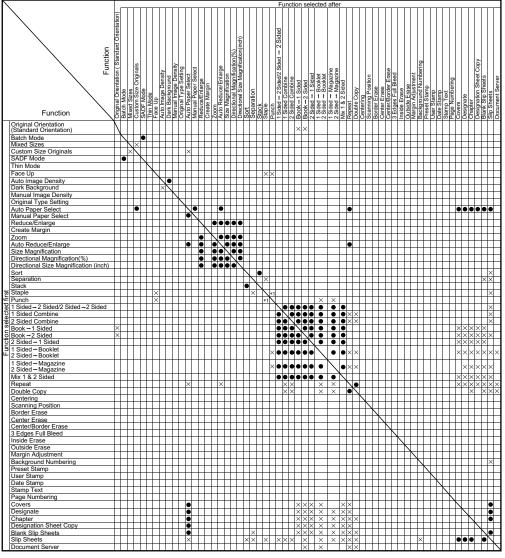
Combination Chart

The combination chart given below shows modes that can be used together. When using the chart, note the explanations of the symbols, as given in the following table.

	In the chart without mark means it enable to use together.
●	These modes cannot be used together. The second mode selected will be the mode you work in.
×	These modes cannot be used together. The first mode selected will be the mode you work in.

The following tables show the combinations of functions.

*1 You cannot use Top 2 and Saddle stich of Staple position with Standard Punch position. You cannot use Top, Top Slant or Bottom with 90° turn Punch position.

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Supplementary Specifications

❖ **Mixed Size mode**

- Copy and scanning speed may be reduced.

❖ **Multi Bypass Tray Copy**

- The following paper sizes can be selected:
  A3⤷, B4⤷, A4⤷ ⤵, B5 ⤵⤷, A5 ⤵⤷, 11"×17"⤷, 11"×15"⤷, 10"×14"⤷,
  $8^1/_2$"×14"⤷, $8^1/_2$"×13"⤷, Letter ($8^1/_2$"×11") ⤵⤷, $8^1/_4$"×13"⤷, $5^1/_2$"×
  $8^1/_2$" ⤵⤷, 8"×13"⤷, 8"×$10^1/_2$"⤷, 8"×10"⤷, 12"×18"⤷, $7^1/_4$"×
  $10^1/_2$"⤷⤵, 8K⤷, 16K⤵⤷

- You can place copy paper up to the indicated with the limit mark.

❖ **Preset Reduce/Enlarge**

- You can select one of 12 preset ratios (five enlargement ratios, seven reduction ratios).

- You can select a ratio regardless of original size or copy paper. With certain ratios, part of the image might not be copied or margins will appear.

- Copies can be reduced or enlarged as follows:

- **Metric version**

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3, A6→A4, B6→B4
141 (enlarge area by 2)	A4→A3, A5→A4, A6→A5, B5→B4, B6→B5
122	F→A3, A4→B4
115	B4→A3
93	--
82	F→A4, B4→A4
75	B4→F4, B4→F
71 (reduce area by $^1/_2$)	A3→A4, A4→A5
65	A3→F
50 (reduce area by $^1/_4$)	A3→A5, F→A5
25	--

- **Inch version**

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	$5^1/_2" \times 8^1/_2" \to 11" \times 17"$
155 (enlarge area by 2)	$5^1/_2" \times 8^1/_2" \to 8^1/_2" \times 14"$
129	$8^1/_2" \times 11" \to 11" \times 17"$
121	$8^1/_2" \times 14" \to 11" \times 17"$
93	--
85	$F \to 8^1/_2" \times 11"$
78	$8^1/_2" \times 14" \to 8^1/_2" \times 11"$
73	$11" \times 15" \to 8^1/_2" \times 11"$
65	$11" \times 17" \to 8^1/_2" \times 11"$
50 (reduce area by $^1/_4$)	$11" \times 17" \to 5^1/_2" \times 8^1/_2"$
25	--

❖ **Zoom**

- Specifiable reproduction ratios are between 25 – 400%.
- You can select a ratio regardless of original size or copy paper. With certain ratios, parts of the image might not be copied or margins will appear.

❖ **Auto Reduce/Enlarge**

- Specifiable reproduction ratios are between 25 – 400%.

❖ **Size Magnification**

- If the calculated ratio is over maximum or under the minimum ratio, it is automatically adjusted to within available range. However, with certain ratios, parts of the image might not be copied or margins will appear.
- Specifiable reproduction ratios are between 25 – 400%.

❖ **Directional Size Magnification**

- Specifiable reproduction ratios are between 25 – 400%.
- When entering a percentage ratio, you can specify any value within the permitted range, regardless of original size or copy paper. However, depending on settings and other conditions, part of the image may not be copied, or margins will appear.
- When entering a size in mm, if the calculated ratio is over maximum or under minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied or margins will appear.

143

❖ **Sort**

The number of copies that can be placed on the tray is as follows. When the number exceeds capacity, remove copies from the tray.

	Paper size and orientation	Number of copies
Finisher 3000B(100– sheet staples)	**Finisher upper tray**	
	A4▯▭, B5▯▭, A5▯▭, $8^1/_2$"×11"▯▭, $5^1/_2$"×$8^1/_2$"▯▭	500 sheets
	A3▭, B4▭, 11"×17"▭, $8^1/_2$"×14"▭, 12"×18"▭	250 sheets
	Finisher shift tray	
	A4▯, B5▯, $8^1/_2$"×11"▯	3, 000 sheets
	A3▭, B4▭, A4▭, B5▭, 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▭, 12"×18"▭	1, 500 sheets
	A5▯, $5^1/_2$"×$8^1/_2$"▯	500 sheets
	A5▭, $5^1/_2$"×$8^1/_2$"▭	100 sheets
Booklet finisher	**Finisher upper tray**	
	A4▯▭, B5▯▭, A5▯▭, $8^1/_2$"×11"▯▭, $5^1/_2$"×$8^1/_2$"▯▭	250 sheets
	A3▭, B4▭, 11"×17"▭, $8^1/_2$"×14"▭, 12"×18"▭	50 sheets
	Finisher shift tray 1	
	A4▯▭, B5▯▭, A5▯, $8^1/_2$"×11"▯▭	500 sheets
	A3▭, B4▭, 11"×17"▭, $8^1/_2$"×14"▭, 12"×18"▭	250 sheets
	A5▭, $5^1/_2$"×$8^1/_2$"▭▯	100 sheets
	Finisher shift tray 2	
	A4▯, $8^1/_2$"×11"▯	2, 500 sheets
	A3▭, B4▭, A4▭, B5▯▭, 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▭, 12"×18"▭	1, 250 sheets
	A5▯	500 sheets
	A5▭, $5^1/_2$"×$8^1/_2$"▭	100 sheets

Paper weight is 80 g/m² (20 lb).

✎ **Note**

❐ When using Staple function, tray capacity may be reduced.

• Paper sizes and orientations that can be used with the Sort function are A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×11"▯▭ and $5^1/_2$"×$8^1/_2$"▯▭.

144

- Paper sizes and orientations that can be used with the Shift Sort function are as follows:

	Paper size and orientation
Finisher 3000B (100–sheet staples)	A3⊡, B4⊡, A4⊡⊡, B5⊡⊡, A5⊡⊡, 11" × 17"⊡, $8^1/_2$" × 11"⊡⊡, $5^1/_2$" × $8^1/_2$"⊡⊡, $8^1/_2$" × 14"⊡, 12" × 18"⊡
Booklet finisher	A3⊡, B4⊡, A4⊡⊡, B5⊡⊡, A5⊡⊡, 11" × 17"⊡, $8^1/_2$" × 11"⊡⊡, $5^1/_2$" × $8^1/_2$"⊡⊡

❖ **Stack**

- Paper sizes and orientations that can be used with the Stack function are as follows:

	Paper size and orientation
Finisher 3000B (100–sheet staples)	A3⊡, B4⊡, A4⊡⊡, B5⊡⊡, A5⊡⊡, 11" × 17"⊡, $8^1/_2$" × 11"⊡⊡, $5^1/_2$" × $8^1/_2$"⊡⊡, $8^1/_2$" × 14"⊡, 12" × 18"⊡
Booklet finisher	A3⊡, B4⊡, A4⊡⊡, B5⊡⊡, A5⊡⊡, 11" × 17"⊡, $8^1/_2$" × 11"⊡⊡, $5^1/_2$" × $8^1/_2$"⊡⊡

❖ **Staple**

In the following cases, copies will be delivered to the shift tray without stapling:

- When the number of sheets for one set is above stapler capacity.

- When memory reaches 0% during copying.

- When using Double copies, or "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided" or "2 Sided → 2 Sided" in Combine mode, select ⊡ original for ⊡ copy and ⊡ original for ⊡ copy.

- When using Double copies, or "1 Sided 2 Pages→ 1 Sided Combine" and "1 Sided 4 Pages→ 2 Sided Combine" in Combine mode, select ⊡ original for ⊡ copy and ⊡ original for ⊡ copy.

- When using "Left 2" or "Top 2" with Double copies, or "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided", or "2 Sided → 2 Sided" in Combine mode, select ⊡ original for ⊡ copy and ⊡ originals for ⊡ copy.

- If you use the Auto Paper Select function in Mixed Size mode, the machine selects the proper size of paper and staples it even if you place different sizes of originals. Set the size of paper you want to use in the paper tray beforehand. The sizes of the paper you can staple in Mixed Size mode are as follows:

  - A3⊡ and A4 ⊡

  - B4 ⊡ and B5 ⊡

  - 11" × 17"⊡ and Letter ($8^1/_2$" × 11")⊡

  The sizes and orientations of paper you can staple and stapler capacity are as follows.

145

- **Finisher 3000B (100–sheet staples)**

Paper sizes and orientations	Stapler capacity (sheets)
A4 ▯▭, B5 ▯▭, $8^1/_2$" × 11" ▯▭	100
A3▭, B4▭, 11" × 17"▭, $8^1/_2$" × 14"▭	50
In Mixed Size Mode	
A4 ▯ /A3▭, B5 ▯ /B4▭, $8^1/_2$" × 11" ▯ /11" × 17"▭	50

- **Booklet finisher**

Paper sizes and orientation	Stapler capacity (sheets)
A4 ▯▭, B5 ▯▭, $8^1/_2$" × 11" ▯▭	50
A3▭, B4▭, 11" × 17"▭, $8^1/_2$" × 14"▭	30
In Mixed Size Mode	
A4 ▯ /A3▭, B5 ▯ /B4▭, $8^1/_2$" × 11" ▯ /11" × 17"▭	30
Saddle stitch	
A3▭, B4▭, A4▭, 11" × 17"▭, $8^1/_2$" × 11"▭	15

- When the number of copies exceeds tray capacity, copying stops. If this happens, remove copies from the tray, and then resume copying.
  The finisher capacities after stapling are as follows.

- **Finisher 3000B (100–sheet staples)**

Paper sizes and orientation	Number of the sheets	Number of stapled copies (sets)
A4 ▯▭, B5 ▯▭, $8^1/_2$" × 11" ▯▭	10-100 sheets	200-30
	2-9 sheets	150
A3▭, B4▭, 11" × 17"▭, $8^1/_2$" × 14"▭	10-50 sheets	150-30
	2-9 sheets	150

- **Booklet finisher**

Paper sizes and orientation	Maximum number of sheets	Maximum number of the stapled copies (sets)
Finisher Shift Tray 1		
A4 ▯, $8^1/_2$" × 11" ▯	10-50 sheets	50-10
	2-9 sheets	50
Other paper size	10-30 sheets	25-16
	2-9 sheets	25

Paper sizes and orientation		Maximum number of sheets	Maximum number of the stapled copies (sets)
In the Mixed Size Mode		2-30 sheets	16
Finisher Shift Tray 2			
A4 ▯ , 8¹/₂" × 11" ▯		10-50 sheets	250-50
		2-9 sheets	250
A4 ▭, B5 ▯ ▭, 8¹/₂" × 11" ▭		10-50 sheets	125-25
		2-9 sheets	125
Other paper size		10-30 sheets	125-40
		2-9 sheets	125
In the Mixed Size Mode		2-30 sheets	50
Saddle stitch	A4 ▭, 8¹/₂" × 11" ▭	2-5 sheets	25
		6-10 sheets	15
		11-15 sheets	10
	Other paper size	2-5 sheets	30
		6-10 sheets	20
		11-15 sheets	10

- You cannot change stapling positions during copying.
- When the original image is rotated, stapling position turns by 90 degrees.
- When **[Top]** or **[Bottom]** is selected and paper with the same orientation as the original is not loaded, the image is rotated and paper of the same size and different orientation is selected.
- With certain stapling settings, you cannot use the Rotate function.
- When **[Saddle Stitch]** is selected, copies are stapled using the saddle stitch stapler, folded in half and then delivered.
- When **[Saddle Stitch]** is selected with the Magazine function, copies are stapled using the saddle stitch stapler, folded like a magazine and then delivered.

❖ **Punch**

- With certain Punch function settings, the Rotate function cannot be used.
- Since punch holes are made in each copy, positions vary slightly.
- Punchable paper sizes are as follows:

5

147

- **Booklet Finisher**

Punch unit type			
2 & 4 holes type	2 holes	⊐	A3–A5, 11" × 17"–5$^1/_2$" × 8$^1/_2$"
		▯	A4–A5, 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$"
	4 holes	⊐	A3, B4, 11" × 17"
		▯	A4, B5, 8$^1/_2$" × 11"
4 holes type	4 holes	⊐	A3–A5, 11" × 17"–5$^1/_2$" × 8$^1/_2$"
		▯	A4–A5, 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$"
2 & 3 holes type	2 holes	⊐	A3–A5, 11" × 17"–5$^1/_2$" × 8$^1/_2$"
		▯	A4–A5, 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$"
	3 holes	⊐	A3, B4, 11" × 17"
		▯	A4, B5, 8$^1/_2$" × 11"

- **Finisher 3000B (100–sheet staples)**

Punch unit type			
2 holes type(metric version) 4 holes type(metric version) 2 & 4 holes type(metric version)	2 holes	⊐	A3–A5, 11" × 17"–5$^1/_2$" × 8$^1/_2$"
		▯	A4–A5, 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$"
	4 holes	⊐	A3, 11" × 17"
		▯	A4, 8$^1/_2$" × 11"
4 holes type(narrow 2× 2 version)	4 holes	⊐	A3–B5, 11" × 17"–8$^1/_2$" × 11"
		▯	A4–A5, 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$"
2 holes type(inch version) 3 holes type(inch version) 2 & 3 holes type(inch version)	2 holes	⊐	A3–A5, 11" × 17"–5$^1/_2$" × 8$^1/_2$"
		▯	A4–A5, 8$^1/_2$" × 11", 5$^1/_2$" × 8$^1/_2$"
	3 holes	⊐	A3, B4, 11" × 17"
		▯	A4, B5, 8$^1/_2$" × 11"
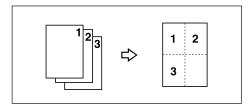
❖ **Duplex**

- When an odd number of originals is placed in the ADF, the back of the last page is blank.
- During copying in Mixed 1 & 2 Sided mode, the image is shifted to allow for the binding margin. Image quality on the front and back of copies may differ.

❖ **Combine**

- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with certain ratios, parts of the image might not be copied.
- You cannot use custom size paper.

- In this mode, the machine automatically selects the ratio. This ratio depends on copy paper size and the number of originals.
- Specifiable reproduction ratios are between 25 – 400%.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page is left blank, as shown in the illustration.
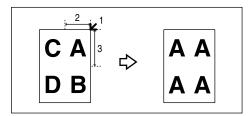
❖ **Copying Book Originals**

- The machine sets the reproduction ratio automatically to fit paper size and copies originals together onto the paper.
- The machine uses ratios in the range of 25 to 400%
- If the calculated ratio is under the available minimum, it will be adjusted to minimum ratio. However, with certain ratios, parts of the image might not be copied.
- Even if the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.
- If you mix originals of different sizes or place originals in different orientations, you cannot use this function.
- Four originals are copied onto each sheet of copy paper with this function. If the number of originals scanned is less than a multiple of four, the last page will be blank.
- Copying to make a magazine may take some time after scanning originals.
- If the booklet finisher is installed and you select **[Magazine]** and **[Staple (Saddle Stitch)]**, copies are stacked, stapled at the center, folded in half, and then delivered.

❖ **Repeat**

Depending on paper size, ratio, and orientation, parts of repeated images may not be copied.

- If you use this function with "Custom Size Original", you can make multiple copies of an image section by specifying the image area's vertical and horizontal length from the base point. In this case, place your original on the exposure glass. See p.18 "Placing custom size originals".

1. **Base point**

2. **Horizontal length**

3. **Vertical length**

❖ **Centering**

Although the original is set at a different orientation to the paper, the machine will not rotate the image by 90 degrees (Rotate copy).

❖ **Erase**

The width of the erased margin varies depending on the reproduction ratio. If the size of the original is different to sizes listed in the following chart, the erased margin might be shifted.

- **Metric version**

Where original is set	Paper size and orientation
Exposure glass	A3⊡, B4⊡, A4⊓⊡, B5⊓⊡, A5⊡, $8^1/_2$" × 14"⊡, $8^1/_2$" × 13"⊡
ADF	A3⊡, B4⊡, A4⊓⊡, B5⊓⊡, A5⊓⊡, $8^1/_2$" × 13"⊡

- **Inch version**

Where original is set	Paper size and orientation
Exposure glass	11" × 17"⊡, $8^1/_2$" × 14"⊡, $8^1/_2$" × 11"⊓⊡, 10" × 14"⊡, 8" × 10"⊡
ADF	11" × 17"⊡, $8^1/_2$" × 14"⊡, $8^1/_2$" × 11"⊓⊡, 10" × 14"⊡, $5^1/_2$" × $8^1/_2$"⊡

You can erase two parts using "Erase Inside 1" with "Erase Inside 2".

❖ **Margin Adjustment**
If you set a binding margin too wide, part of the image may not be copied.
When making copies in Combine mode, the binding margin is added to copies after the combination is finished.

❖ **Preset Stamp**
- You can change the size and density of the stamp with User Tools.
  Depending on paper size, if you change the stamp size, part of the stamp may not be printed.
- When you use this function with the Magazine or Booklet function, you can print the stamp only on the first page.
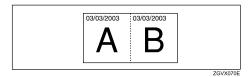
❖ **Date Stamp**
- When using Combine mode, the date stamp is printed as follows:

ZGVX060E
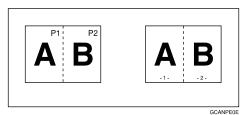
- When using the Magazine or Booklet function, the date stamp is printed as follows:

ZGVX070E
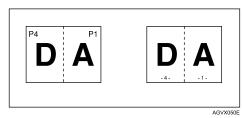
❖ **Page Numbering**
When page numbering is used with Combine mode, page numbers are printed as follows:
- Page Numbering per original:
  Combined with 1 Sided/2 Sided in the Combine function

GCANPE0E
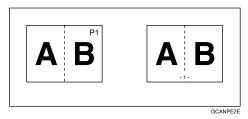
Combined with the Magazine or Booklet function

AGVX050E
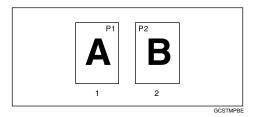
- Page Numbering per copy:
Combined with 1 Sided/2 Sided in the Combine function

GCANPE2E

If you combine this function with the Duplex (Top to Top) function and select the "P1, P2" or "1/n, 2/n" format, page numbers on the back are printed as follows:

GCSTMPBE

1. **Front**

2. **Back**

❖ **Front Cover, Front/Back Cover**

- In "Cover Sheet Tray" of User Tools (System Settings), if you selected **[On Mode Select]** for **[Display Setting]**, the machine refers to the settings in "Cover Sheet Tray" to ascertain whether the front and back covers are copied one-sided or two-sided. If you selected **[Always Display]** for **[Display Setting]**, the machine refers to the settings in "Paper Type" to ascertain whether the front and back covers are copied one-sided or two-sided. See "Paper Tray Settings" "Paper Type" and "Cover Sheet Tray", *General Settings Guide*.

- If Blank mode is selected, the cover is not counted as a copy.

❖ **Designate**

- When **[Combine (1 Sided→2 Sided)]** has been selected, specified pages will always be copied on the front of copies, as in Chapters mode.

- In "Cover Sheet Tray" of User Tools (System Settings), if you selected **[On Mode Select]** for **[Display Setting]**, the machine refers to the settings in "Cover Sheet Tray" to ascertain whether the front and back covers are copied one-sided or two-sided. If you selected **[Always Display]** for **[Display Setting]**, the machine refers to the settings in "Paper Type" to ascertain whether the front and back covers are copied one-sided or two-sided. See "Paper Tray Settings" "Paper Type" and "Cover Sheet Tray", *General Settings Guide*.

- If Blank mode is selected, the designate sheet is not counted as a copy.

❖ **Slip Sheets**

When not copying onto slip sheets, the sheets are not counted as copies.

- In "(Cover Sheet Tray)" of Tray Paper Settings, if you selected **[On Mode Select]** for **[Display Setting]**, the machine refers to the settings in "Cover Sheet Tray" to ascertain whether the front and back covers are copied one-sided or two-sided. If you selected **[Always Display]** for **[Display Setting]**, the machine refers to the settings in "Paper Type" to ascertain whether the front and back covers are copied one-sided or two-sided. See "Paper Tray Settings" "Paper Type" and "Cover Sheet Tray", *General Settings Guide*.

- Tab stock are possible to use as slip sheets.

5

153

INDEX

MEMO

MEMO

MEMO

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