RIGOH



# Operating Instructions Copy Reference





2 Copying

3 Troubleshooting

4 User Tools (Copier Features)

5 Specifications

Read this manual carefully before you use this product and keep it handy for future reference. For safe and correct use, please be sure to read the Safety Information in the "General Settings Guide" before using the machine.

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

#### Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating 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.

#### **Operator Safety**

This machine contains LED Array in scanner and writing units. The machine is considered a class 1 LED device, safe for both office and EDP use.

#### Notes:

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

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts with your Ricoh office products.

#### Important

Do not make copies of any item for which copying is prohibited by law.

Copying the following items is normally prohibited by local law:

Bank billes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

#### **Power Source**

220 - 240V, 50Hz/60Hz, 10A or more

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For good copy quality, Rex-Rotary recommends that you use genuine Rex-Rotary toner.

Rex-Rotary shall not be responsible for any damage or expense that might result from the use of parts other than genuine Rex-Rotary parts in your Rex-Rotary office product.

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For good copy quality, Gestetner recommends that you use genuine Gestetner toner.

Gestetner shall not be responsible for any damage or expense that might result from the use of parts other than genuine Gestetner parts in your Gestetner office product.

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220 - 240V, 50Hz/60Hz, 10A or more

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For safe and correct use of this machine, please be sure to read the Safety Information in General Settings Guide before you use it.

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#### 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.

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#### Notes:

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

For good copy quality, Nashuatec recommends that you use genuine Nashuatec toner.

Nashuatec shall not be responsible for any damage or expense that might result from the use of parts other than genuine Nashuatec parts in your Nashuatec office product.

#### **Power Source**

220 - 240V, 50Hz/60Hz, 10A or more

# CE

Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives."

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

#### means POWER ON.

#### () means STAND BY.

In accordance with IEC 60417, this machine uses the following symbols for the anti- humidity heater switch:

means POWER ON.

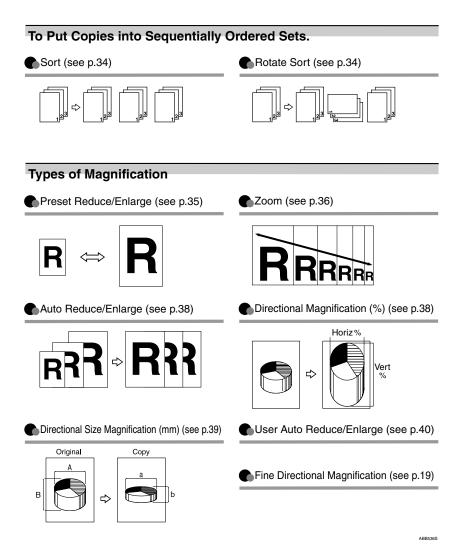
O means POWER OFF.

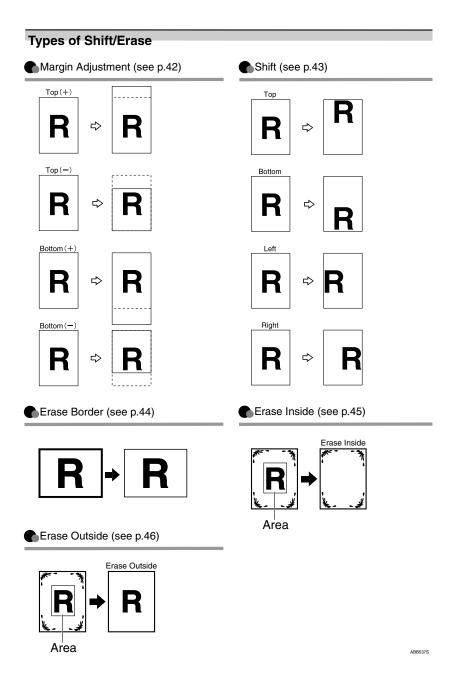
# Manuals for This Machine

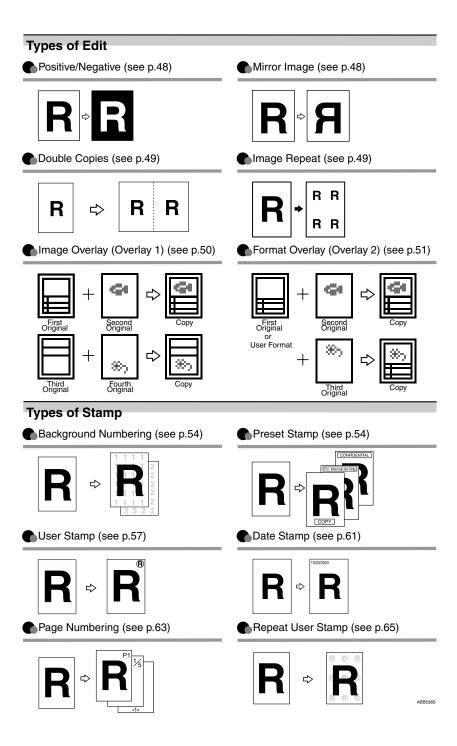
This machine can be used as a copier, printer, or scanner. Its manuals are divided thus: a manual covering common operations and functions, and separate copier, printer, and scanner function manuals. Refer to the appropriate manual to learn about your machine.

# What You Can Do with This Machine

Available functions depend on installed options. See p.3 "Functions That Require Options".







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# How to Read this Manual

#### Symbols

In this manual, the following symbols are used:

#### A WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

#### A 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 when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

\* The statements above are notes for your safety.

#### Important

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

#### Preparation

This symbol indicates the prior knowledge or preparations required before operating.

#### 🖉 Note

This symbol indicates precautions for operation, or actions to take after misoperation.

## Limitation

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

## Reference

1

This symbol indicates a reference.

[

Keys that appear on the machine's display.

#### 

Keys built into the machine's control panel.

# Names of Major Options

Major options for this machine are referred to as follows:

- Roll Feeder Type  $240A \rightarrow Paper roll tray 1$
- Roll Feeder Type  $240B \rightarrow$  Paper roll tray 2
- Paper Cassette Type  $240 \rightarrow Cut$  paper tray
- Table Type  $240 \rightarrow$  Table
- Stamp Board Type A  $\rightarrow$  Stamp board
- Hard Disk Drive Type  $240 \rightarrow HDD$

# **Functions That Require Options**

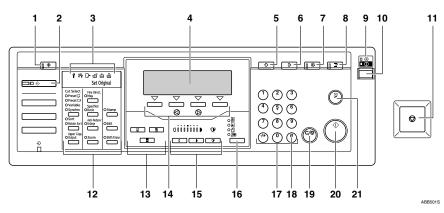
#### Available functions depend on installed options.

ORequired options

Fun	ctions	Lower Output	User Format Overlay	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	Repeat User Stamp
su	Paper roll tray or table	0							
Options	HDD		0			0			0
Ō	Stamp board			0	0	0	0	0	0

# **Control Panel**

This illustration shows the control panel of a machine that has all options fully installed.



#### 1. [User Tools] key

Press to change the default settings and operation conditions to match your requirements. See p.75 "User Tools (Copier Features)". Can also be used to display and print the total number of copies made, For details, see "Counter", *General Settings Guide*.

#### 2. [New Job] key

Press to make settings for the next copy job and scan originals during a copy run. See p.21 "Job Preset".

#### 3. Indicators

Show errors or machine status. For details, see "Control Panel", *General Settings Guide*.

P: Service Call indicator

- ₿. Misfeed indicator
- ☐ ·: Open Cover indicator
- 🕼: Used Toner Full indicator
- Add Toner indicator
- : Load Paper indicator

Set Original: Shows the machine is ready to scan an original.

#### 4. Screen

Displays the keys to operate each function, operation status, and error messages.

## 5. [Program] key

Press to store or select the program mode. See p.26 "Programs".

#### 6. [Clear Modes] key

Press to clear a setting's contents. The number of copies is cleared when you press and hold down this key for three seconds.

## 7. [Energy Saver] key

Press to enter Energy Saver mode. When you press this key again, the machine returns to the ready condition. For details, see "Saving Energy", *General Settings Guide*.

#### 8. [Interrupt] key

Press to make interrupt copies during a copy run. See p.22 "Interrupt Copy".

#### 9. Main power indicator/On indicator

When the main power switch is turned on, the main power indicator lights.

The On indicator lights when the operation switch is on.

#### **10.** Operation switch

Press to turn the power on or off. The On indicator lights when the power is on.

#### 11. [Scanner Stop] key

Press if originals are feeding in slanted, or to cancel scanning while an original is feeding in.

#### 12. Copy function keys

• [Cut Select] key

Press to set the length to cut the paper roll. See p.32 "Setting the Length of Copy Paper Cut".

 [Sort/Rotate Sort] key Press to put copies into sequentially ordered sets. See p.34 "Sort/Rotate Sort".

#### • [Upper Copy Output] key

Press to set the copy output location. See p.7 "Original and Copy Output Locations".

#### • [Fine Direct. Mag.] key

Press to adjust the magnification ratio of additional copies. See p.19 "Fine Directional Magnification (Additional Copies Only)".

#### • [Specified Ratio] key

Press to make copies at different magnifications horizontally and vertically or copy to a selected copy size for each original size. See p.38 "Directional Magnification (%)", p.39 "Directional Size Magnification (mm)", and p.40 "User Auto Reduce/Enlarge".

#### • [Auto Reduce/Enlarge] key

Press to make reduced/enlarged copies based on the paper you select. See p.38 "Auto Reduce/Enlarge".

#### • [Zoom] key

Press to make reduced/enlarged copies by the preset magnification ratio in 0.1% (or 1%) increments. See p.36 "Zoom".

• [Stamp] key

Press to print the stamps, date stamps, or page numbers on copies. See p.54 "Background Numbering", p.54 "Preset Stamp", p.57 "User Stamp", p.61 "Date Stamp", p.63 "Page Numbering", and p.65 "Repeat User Stamp".

#### • [Edit] key

Press to reverse black and white areas of the original or combine two originals on one copy. See p.48 "Positive/Negative", p.48 "Mirror Image", p.49 "Double Copies", p.49 "Image Repeat", p.50 "Image Overlay (Overlay 1)", and p.51 "Format Overlay (Overlay 2)".

#### • [Shift/Erase] key

Press to create a margin for the leading and trailing edges of the original or copy the original while erasing a specified area. See p.42 "Margin Adjustment", p.43 "Shift", p.44 "Erase Border", p.45 "Erase Inside", and p.46 "Erase Outside".

# 13. [Reduce]/[Enlarge]/[Full Size] key

Press to change the magnification ratio for copying. See p.35 "Preset Reduce/Enlarge".

#### 14. Selection keys

Press to select the corresponding item on the display. See p.6 "Reading the Display and Using Keys".

#### 15. Image density keys

Press to adjust copy density. See p.28 "Adjusting Copy Image Density".

#### 16. [Original Type] key

Press to select the original type for copying. See p.29 "Selecting Original Type Setting".

#### 17. Number keys

Press to enter a value, such as the number of copies.

#### 18. [#] key (Enter key)

Press to confirm values entered.

#### 19. [Clear/Stop] key

- Clear: press to clear numbers entered.
- Stop: press to cancel copying.

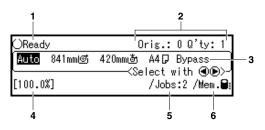
#### 20. [Start] key

Press to start scanning originals or copying.

#### 21. [Sample Copy/Partial Copy] key

- Sample Copy: press to make a copy of the first part of an original to a length of 280 mm (11") to check the copy settings. See p.23 "Sample Copy".
- Partial Copy: press to make copies of only a specified portion of the original. See p.24 "Partial Copy".

# Display



**1.** Displays operational status and messages.

2. Displays the number of scanned originals and copies. When you change the Count Display setting, it displays the number of sets and copies. See p.85 "Count Display". **3.** Displays the types of paper set in the machine, etc.

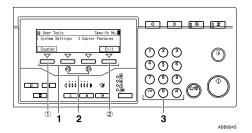
4. Displays the magnification settings.

5. Displays the number of preset jobs when you preset jobs.

**6.** Displays the remaining memory icon.

## **Reading the Display and Using Keys**

The display is not touch-sensitive. Use the following keys to select the keys and items displayed on the screen.



#### 1. Selection keys

Correspond to items on the bottom line of the display.

Example: initial copy display

- To select [Counter], press (1).
- To select [Exit], press 2.

#### 2. 👁 keys

Press to move a highlighted item in either direction, step by step. Use these keys to select function items.

#### 3. Number keys

Press to enter the number of an item you want to select when it is displayed with that number.

Example:

To select 2 **[Copier Features]** in the initial display.

Press the **[2]** key.

# 1. Basics

# **Original and Copy Output Locations**

# **Original Output Locations**

The following original output locations are available:

#### Original Upper Output

This is the basic original output location. Originals are ejected onto the upper output stacker.

#### 🖉 Note

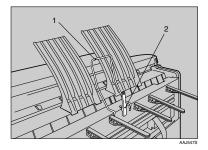
□ If the original is thicker than 157g/m<sup>2</sup> (41.8 lb.), select original rear output.

#### Original Rear Output

Originals are ejected onto the original output supports. When copying thick or hard originals, select this output location.

#### Original upper output

Check the upper output guide and original exit switching lever at the machine's centre rear are both raised.



- 1. Upper output guide
- 2. Original exit switching lever

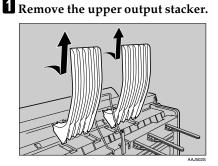
#### 🖉 Note

Remove the ejected original after it is ejected by holding its leading edge.

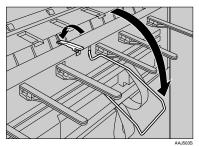
#### Original rear output

#### 🖉 Note

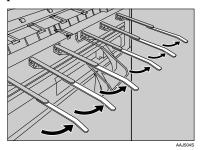
When original rear output is set as the original output location, the copy output location is automatically set to lower output.



**2** Lower the upper output guide and original exit switching lever at the machine's rear.

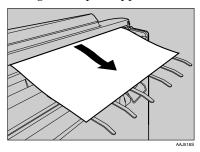


# Extend the original output supports.



#### 🖉 Note

Originals are ejected onto the original output supports.



# **Copy Output Locations**

The following copy output locations are available.

#### Upper Output

Copies come out between the upper output stacker and upper output guide on the machine's top.

#### 🖉 Note

□ When copying sizes up to A1 (D) □, we recommend selecting upper output.

#### Lower Output

Copies come out to the lower output stacker through the lower output exit and lower output tray at the machine's rear.

#### 🖉 Note

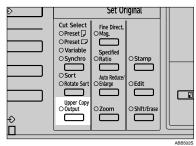
- □ When copying A1 (D) □ or A0 (E) □, select lower output.
- The optional paper roll tray or table are required to use this function.

## Limitation

- Paper capacities for each copy output location are 25 sheets \*1 for upper output; 20 sheets for lower output. If copies exceed the upper limit, paper jams may occur. Remove the copies from the stacker.
- \*1 The number of sheets may be less, according to conditions, paper type, and size.

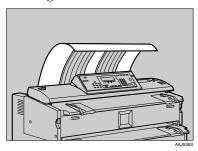
#### Upper output

**1** Make sure the Upper Copy Output indicator lights.



## 🖉 Note

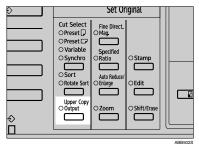
When the Upper Copy Output indicator goes off, press the [Upper Copy Output] key. The indicator lights.



#### Lower output

#### Press the [Upper Copy Output] key.

The Upper Copy Output indicator goes off.



## 🖉 Note

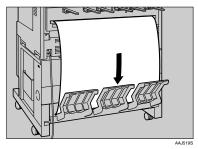
When the Upper Copy Output indicator lights, press the [Upper Copy Output] key. The indicator goes off.

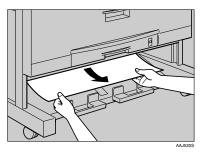
#### ∰Important

□ If you copy roll originals using the lower output auxiliary guide, and original rear output is selected for the copy output location, the original in the lower output auxiliary guide may interfere with copy output. This may damage originals or cause paper jams. If you use Copy Start Method, copying does not start until you press the **[Start]** key, so you can prevent this. See p.83 "Copy Start Method".



Copies are ejected from the lower output exit onto the lower output tray, and then sent to the lower output stacker at the machine's front.





When using thick paper, the last sheet to be ejected may remain in the output exit. If this happens, remove it.

# Originals

# Sizes and Weights of Recommended Originals

#### ✤ Metric version

Where original is placed	Original size	Original weight
Original table	Standard sizes: A0, A1, D, A2, D, A3, D, A4, D, B1, B2, D, B3, D, B4, D, B5, D	20.9 – 157 g/m <sup>2</sup> (18 – 135 kg) and 0.03 – 1 mm thick originals
	Custom sizes: Original length 140 – 3600mm Original width 182 – 914mm (Maximum width 960mm)	

#### Inch version

Where origi- nal is placed	Original type	Original size	Original weight
Original table	Standard size	<ul> <li>Engineering E(34"×44") □, D(22"×34") □ □, C(17"×22") □ □</li> <li>B(11"×17") □ □, A(8<sup>1</sup>/<sub>2</sub>"×11") □ □</li> <li>Architecture E(36"×48") □, 30"×42" □, D(24"×36") □ □, C(18"×24") □ □</li> <li>B(12"×18") □ □, A(9"×12") □ □</li> </ul>	20.9 - 157 g/m <sup>2</sup> (5.6 - 41.8 lb.) and 1.1 Mil - 40 Mil thick originals
	Custom size	Length: 5.6" - 141.8" Width: 7.2" - 36" (Maximum width: 37.8")	

#### Originals that should be scanned using the carrier sheet

The following type of originals should be mounted on the carrier sheet. You should also use the carrier sheet for important originals and for originals you will copy repeatedly.

- Cut and pasted originals
- Originals with fold lines
- Wrinkled or torn originals
- Waved originals
- Punched originals
- Originals with sticky tape or adhesive
- Pasted originals
- Originals with a damaged leading edge
- Photos or other originals glass-attactive surfaces
- Originals drawn in pencil

#### 

p.15 "Setting the Carrier Sheet"

#### Non-recommended original

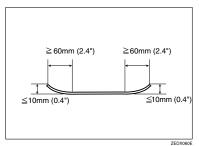
The following original types can cause jams, or may itself be damaged.

- Originals other than those specified in p.11 "Sizes and Weights of Recommended Originals"
- Stapled or clipped originals
- Perforated or torn originals
- Bent, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Bound originals such as books
- Damp originals
- Badly curled originals
- Originals that vary in thickness
- Originals with sticky tape or adhesive
- Originals with thick leading edges
- Originals with wet ink or correction fluid

- Carbon-backed originals
- Originals not made of paper (such as glass, metal)
- Originals with a roll diameter smaller than \$45 mm (\$1.4")
- Originals with a roll diameter larger than \$110 mm (\$4.3")

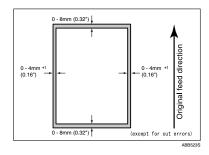
Flatten curled originals so they fit within the range shown below.

• Front and back curl; R 60 mm (2.4") or more, Height 10 mm (0.4") or less



Originals that use more than 20% of the image area, may be faint.

# **Missing Image Area**



As shown above, part of the original may not be copied (using paper roll or fullsize copying).

<sup>\*</sup>1: Left and right, less than 5 mm (0.2")

# **Placing Originals**

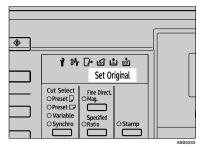
#### 🖉 Note

- Place the original after any correction fluid or ink has completely dried. Not taking this precaution will result in a dirtied exposure glass and blemished copies.
- Dust and residue from pencildrawn originals can result in a dirtied exposure glass and blemished copies. We recommend using the carrier sheet for this type of original. See p.15 "Setting the Carrier Sheet".
- □ If the original's rear edge is badly curled, smooth it out with both hands before scanning. If the original is inserted as is, it may be damaged.
- When copying curled originals, use the lower output auxiliary guide.

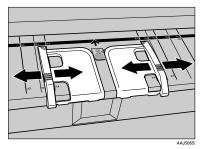
#### 

For details about precautions for originals, see p.11 "Originals".

**1** Make sure "Set Original" lights on the control panel.

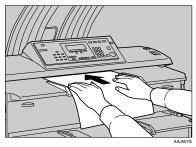


2 Adjust the original guides to the size and orientation of the original width.



#### 🖉 Note

- Do not push the original guide side fence with force.
- **3** Using both hands, carefully insert the original between the original guides, copy side down.



## ∰Important

- Once originals start to feed in, do not push or pull them. This may damage them.
- After inserting an original, do not try to handle it. Support it, if necessary, so as not to interrupt feeding.
- When inserting thick paper, push it lightly against the roller. Pushing it with force may cause a paper jam.

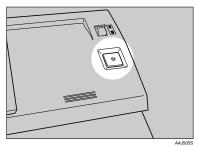
When inserting originals, be careful not to put the trailing edge into the entrance of the bypass tray. This will cause a paper jam.

#### 🖉 Note

- Do not release your hands until the original is pulled in. Release when it has gone slightly in.
- You can change the original feed delay setting if originals are repeatedly feeding in slanted, or if you need to adjust the delay for the type of originals you are using. See "Orig. Feed Delay1", General Settings Guide.

#### • To stop originals feeding in

If the originals are feeding in slanted, or jamming, etc., press the **[Scanner Stop]** key to stop them feeding in.



#### 🖉 Note

- □ When you press the **[Scanner Stop]** key, the original stops immediately, which can cause it to jam. When this happens, see "**%** Clearing Misfeeds", *General Settings Guide*.
- When you have set original rear output as the original output location, the rear edge of the originals are held at the output exit. To cancel this, press the [Scanner Stop] key. See p.7 "Original Output Locations".

# **Setting the Carrier Sheet**

#### ∰Important

When using the optional carrier sheet, set the original output location to rear original output. If the original output location is set to original upper output, the original may be damaged.

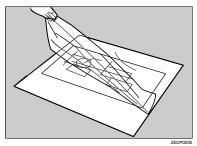
#### 🖉 Note

When using the carrier sheet with Synchro Cut selected, the paper is cut to the size of the carrier sheet.

#### Reference

For details about using the carrier sheet to make copies, see p.12 "Originals that should be scanned using the carrier sheet".

Open the carrier sheet with the transparent sheet face up, and then insert the original also face up.



#### 🖉 Note

Align the original with the fold of the carrier sheet. 2 Using both hands, hold the original copy side down, and carefully insert the folded edge of the carrier sheet into the insertion area.

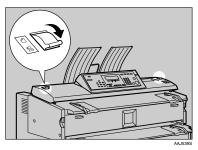


# Setting Folded Originals (the Original Switching Lever)

When setting folded originals such as drawings, you can make copies with the fold lines erased.

#### Limitation

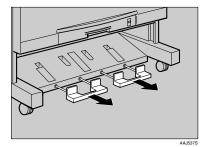
- □ Originals thicker than 157  $g/m^2$  (41.8 lb.) cannot be used.
- **1** Move the original switching levers at both sides of the machine to the front.



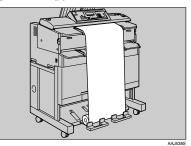
# **Setting Rolled Originals**

When setting rolled originals, you can make copies using the lower output auxiliary guide.

**1** Pull the lower output auxiliary guide out and forward.



- **2** Place the rolled original on the lower output auxiliary guide.
- Pull the leading edge of the original up to the original table, and then adjust the original guides to the paper width.
- **4** Using both hands, carefully insert the original between the original guides, copy side to down.



## 🖉 Note

Do not apply excessive force to the lower output auxiliary guide.

# 2. Copying

# **Basic Procedure**

# 1 If user codes are set, enter it using the number keys, and then press the [#] key.

The machine is ready to make copies.

## PReference

For details about user codes, see p.97 "Key Operator Tools".

# 2 Make sure the message "Ready" is displayed on the screen.

OReady	Orig.: 0 Q'ty: 1
<mark>Auto</mark> 841mmത്	420mm 💩 A4 🗗 Bypass
[100.0%]	Select with @●>- /Mem.∎

#### 🖉 Note

When the message "Press Start key to copy additional" appears, you can make additional copies. See p.19 "Additional Copy".

3 Make sure no previous settings remain.

#### 🖉 Note

□ To clear settings, press the **[Clear Modes]** key.

4 Set the output locations for originals and copies, and then prepare to use them.

## $\mathcal{P}$ Reference

p.7 "Original and Copy Output Locations"

# **5** Make the necessary settings.

#### 🔗 Note

□ The settings are displayed on the screen.

OReady	Orig.: 0 Q'ty: 1
<mark>Auto</mark> 841mmල්	420mm齿 A4口 Bypass
[141.4%]	Kelect with �●>- /Mem.₽:

# Reference

For details, see explanations of each function.

If you use the **[Program]** key to access the program function, you can store and easily recall the settings. See p.26 "Programs".

**6** Enter the number of copies using the number keys.

#### 🖉 Note

- $\square The copy quantity is from 1 to 20.$
- 7 Make sure "Set Original" lights on the control panel, and then place your originals.

Originals feed into the machine, which then starts copying.

#### Reference

p.14 "Placing Originals"

## 🖉 Note

□ To stop originals feeding in, press the **[Scanner Stop]** key. See p.15 "To stop originals feeding in".

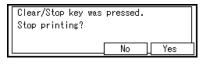
- □ When **[Press Start Key]** is selected in the Copy Start Method, copying starts when you press the **[Start]** key. See p.83 "Copy Start Method".
- The number of scanned originals is displayed in the screen's top right corner.

ORead	ły	0	rig.:	20	l'ty:	1
Auto	841mm@					
[100.0	)%]		lect	with	n @@ /Mem	

# Interrupting a multiple-sheet copy job

Press the **[Clear/Stop]** key after the originals have fed in. The machine stops when the current copy finishes.

Press **[Yes]** to cancel the copy job; press **[No]** to resume the interrupted copy job.



# Auto Start

If you make settings and scan the originals while the message "Ready" is displayed, your copies will be made as soon as the warm-up finishes.

# **Copier Auto Reset**

The machine automatically returns to its initial condition when your job is finished, after a certain period of time. This function is called ,"Copier Auto Reset".

#### 🖉 Note

Default settings are applied after Copier Auto Reset, or after the [Clear Modes] key has been pressed, and are as follows:

Auto Image Densi- ty	On
Combined Auto and Manual Densi- ty	On *1
Default image den- sity	Centre
Synchro Cut	Off *2
Selected paper tray	Bypass Tray *3 *4
Full size	On

- <sup>\*1</sup> Can be changed by Auto Density.
- \*2 When optional paper roll tray 1 is installed, it becomes On.
- \*3 When optional paper roll tray 1 is installed, it becomes paper roll tray 1. When optional paper roll tray 2 or cut paper tray is installed, it becomes Auto.
- \*4 Can be changed by Ppr.Tray Priority.
- □ You can change the Copier Auto Reset time. See p.82 "Copier Auto Reset".
- In the following cases Copier Auto Reset will not restore settings to their default values:
  - If there is an original or paper jam
  - When Service Call occurs
  - If a cover is open
  - If copying was interrupted

- During copying (if the specified number of copies is not completed)
- During copying (if there is no paper in the bypass tray after a manual copy original was scanned)
- When the "Please wait." message is displayed (such as when the machine is warming up).

# **Additional Copy**

You can make additional copies after you have finished copying until Copier Auto Reset. You can make additional copies using previous settings and the scanned original's image saved in machine memory. Making changes to settings as required, and then press the **[Start]** key.

#### 🖉 Note

- You can change the following functions when using Additional Copy.
  - Number of copies
  - Paper tray selection
  - Fine Magnification
  - Shift
  - Margin
  - Erase Border
  - Double Copies
  - Upper output/Lower output
  - Paper cut method
  - Interrupt Copy
  - Print function (only when selected in the original settings)
- If paper roll tray 1, 2, or the cut paper tray was selected as the paper source in the original settings, you cannot select the bypass tray.

If you make a mistake when entering the settings, press the function key again or [Cancel] to clear them.
 If you press the [Clear Modes] key, you can delete the scanned original's image from memory.

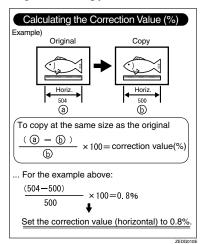
#### **1** Press the **[Start]** key.

# Fine Directional Magnification (Additional Copies Only)

Paper can expand or shrink, resulting in original and copy size not matching (such as under humid conditions). This function uses the measurements of the original and copy to calculate a ratio to produce copies close to actual size.

#### 🖉 Note

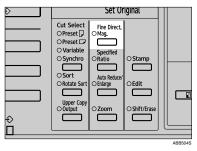
□ Fine Directional Magnification is used for originals that have already been scanned. To perform fine magnification corrections for paper that has expanded due to its type or exposure to humidity, set "Fine Ratio:Copier" in System Settings. See "User Tools (System Settings)", General Settings Guide. Set the correction ratio after measuring the length and width of the original and copy.



When the bypass tray is selected, you can set Fine Directional Magnification after scanning the originals.

#### Press the [Fine Direct. Mag.] key.

The Fine Direct. Mag. indicator lights.



2 Adjust the horizontal ratio using [-] and [+], and then press the [#] key.



Adjust the vertical ratio using [-] and [+], and then press [OK].



After you set the correction values, they are displayed on the screen.

Press	Start key	' to add copies
		420mm 💩 🗚 🕞 Bypass
		Kelect with �€>-
[100.0	)% H.+0.3%	( V.+0.6%]

#### 🖉 Note

- □ If you make a mistake, select the ratio you want to change using the ③ (b) keys, and then adjust it using [-] and [+].
- □ These settings also appear in "Fine Ratio:Copier" settings in System Settings. If they are adjusted in System Settings using the screen, the setting will apply to both.

## Job Preset

The following Job Preset methods are available (when the current copy job is finished, your copy job will start automatically):

#### Job Preset (Standard Preset)

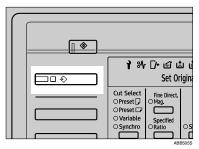
Use this function to set up the next copy job and scan an original when a copy job is in progress. When the current copy job is finished, your copy job will start automatically.

#### Quick Preset

Use this function to scan the original of the next copy job when ejecting copies from the copy output.

#### Job preset (Standard preset)

Press the [New Job] key while the message "Copying..." is displayed.



2 Make the settings for the copy job you want to preset.

#### 🖉 Note

□ To cancel a setting while making the preset settings, press the **[Clear Modes]** key.

**3** Place the originals. The machine scans them.

When copying finishes, the preset job starts automatically.

#### Quick preset

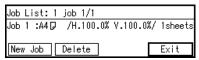
# **1** Place originals when copies are being ejected. The machine scans them.

When copying finishes, the preset job starts automatically.

#### Checking a job preset

Both Standard Preset and Quick Preset are displayed.

#### Press the [New Job] key.



#### 🖉 Note

- If three or more copy jobs are preset, display the job preset you want to check using the
   (1) keys.
- □ If you press **[Exit]**, the current copy job is displayed.

Adding a job preset

#### Limitation

- If you delete a preset job when the optional HDD is not installed, you cannot add another until all remaining preset jobs are finished.
- Press the [New Job] key.
- Press [New Job], and then make the settings for the copy job you want to preset.

Job List: 1			
Job 1 :A4 🖓	/H.100.0%	V.100.0%/	1sheets
New Job	Delete		Exit

#### **3** Place the originals. The machine scans them.

A job preset is added.

#### Deleting a job preset

# Press the [New Job] key. Press [Delete].

Job List: :			
Job 1 :A4 🖟	/H.100.0	)% V.100.0%∕	1sheets
		4% V.141.4%/	1sheets
New Job	Delete		Exit

Enter the number of the job you want to delete using the number keys, and then press the [#] key.

Del.Job 1/1 Enter No.&⊕	
Job 1 :A4口 /H.100.0% V.100.0 Job 2 :A4口 /H.141.4% V.141.4 Job No. to Delete:	%/ 1sheets
Job 2 :A4 🖓 /H.141.4% V.141.4	%/ 1sheets
Job No. to Delete:🌉	Exit

#### 🖉 Note

□ If the number of the job preset you want to delete is not displayed, scroll to it using the ③ () keys.

#### 4 Press [Yes].

Do you want to dele	ete Job No	. 2?	
Original Size:A4D			
Ratio:H.100.0% V.100.0%			
Q'ty:1 No Yes			

#### 🖉 Note

□ To delete another job preset, repeat steps 3 to 4.

#### 6 Press [Exit].

The Job list is displayed on the screen.

# Interrupt Copy

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

#### Limitation

You cannot use Interrupt Copy while the following types of copying are in progress.

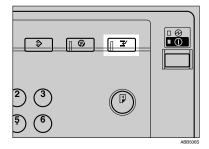
- Copying from the bypass tray
- Image Overlay/Format Overlay

#### 🖉 Note

The number of originals is counted from "1" when you use Interrupt Copy.

## Press the [Interrupt] key.

The Interrupt key indicator lights.



The current copy is ejected, and the machine stops ejecting copies.

2 Make the settings for the Interrupt Copy job.

#### Limitation

You cannot use the settings for Sort, Rotate Sort, Double Copies, Image Repeat, Image Overlay, Format Overlay, Stamp, Erase, or Job Preset.

B Place your originals.

4 When copying has finished, remove the copy output for the Interrupt Copy job.

#### **5** Press the **[Interrupt]** key again.

The Interrupt key indicator goes off.

Resuming the previous copy job

Place your originals, or press the [Start] key.

Exiting interrupt copy

Press the [Clear Modes] key.

## Sample Copy

Use this function to copy the first part (0 - 250 mm (0 - 10")) of an original to a length of 280 mm (11"). This allows you to check the copy settings before starting a full copy run.

#### 🖉 Note

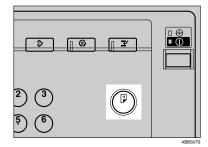
When you use cut paper, the whole surface of the original is copied. You can specify the start position.

#### ✓ Reference

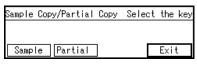
Related default settings:

p.85 "Sample Copy Pos."

**1** Press the [Sample Copy/Partial Copy] key.



#### 2 Press [Sample].



Enter the start position (Y) using the number keys, and then press [OK].



#### 🔗 Note

□ To change the value entered, press the **[Clear/Stop]** key, and then enter the new value.

## 4 Press [Exit].

**5** Make the necessary settings.

#### 6 Place your originals.

The machine makes a 280 mm (11") copy.

Exiting sample copy

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

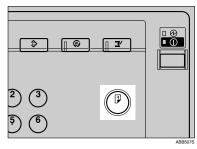
# Partial Copy

Use this function to copy only a specified portion of the original.

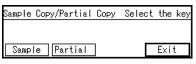
#### ✓ Reference

Related default settings: p.85 "Partial Copy Size"

# Press the [Sample Copy/Partial Copy] key.



## 2 Press [Partial].



**3** Enter the scan start position (the length from the leading edge of the original) using the number keys, and then press the **[#]** key.

Partial Copy	Enter positio	on, then⊕
	Y1(Start Position) Y2(Copy Size)	: 0mm : 280mm
	Cancel	OK

4 Enter the copy size using the number keys, and then press [OK].

Partial Copy	Enter si	ze to copy
Y1€ ¥1(Start Y2€ ¥2(Copy S	Position) Size)	: 1 Omm : 280mm
	Cancel	OK

#### 🖉 Note

- □ To change the value entered, press the **[Clear/Stop]** key, and then enter the new value.
- □ The entered copy size should be 280 mm (11") or more.
- □ The maximum length of copy sizes is as follows:
  - HDD not installed: Y1 + Y2 ≤ 1189 mm (48")
  - HDD installed: Y1 + Y2 ≤ 3600 mm (141.7")
- □ If the length specified by "Y1" and "Y2" is longer than the maximum, the machine shortens it. The value entered second is adjusted based on the value entered first.

5 Press [Exit].

## **6** Make the necessary settings.

## **2** Place your originals.

The machine copies the specified area.

Exiting partial copy

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

# Copying from the Bypass Tray

Use the bypass tray to copy onto paper sizes that cannot be loaded on the paper rolls, or cut sheet paper.

## Limitation

- You cannot use Interrupt Copy after setting the original.
- □ The maximum length is 2000 mm (78").
- □ The width for paper in the bypass tray is  $210 914 \text{ mm} (8^{1}/{2^{"}} 36^{"})$ .
- Insert the paper in the bypass tray lengthwise or sideways to fit it onto the feeding orientation.
- □ Insert the paper in the bypass tray lengthwise when you use A0(E) size paper.
- Do not copy on both sides of the paper.
- Do not use paper already copied or printed on.
- You cannot use Job Preset. If you scan several originals, the last is used.

## 

For details about paper type, orientation, and number of sheets that can be loaded in the bypass tray, see "Copy Paper" *General Settings Guide*.

Select [Bypass] using the Ob keys.

[Bypass] is highlighted.

OReady	Orig.: 0 Q'ty: 1
Auto 841mml⊠ ──(Plain)──	420mmıð A4 <b>₽ <mark>Bypass</mark> ───────────────────────────────────</b>
[100.0%]	Kselect with ④●>- /Mem.∰

**2** Make the necessary settings.

**3** Place your original and scan it.

## 

p.14 "Placing Originals"

4 Adjust the bypass tray's paper guides to the size of the paper.



**5** Insert the paper in the bypass tray, copy side up.

The paper feeds in automatically and copying starts.



# Important

Insert the paper evenly on both sides and support it with your hands until it feeds in.

# 🖉 Note

- To make multiple copies, insert an additional sheet after each feeds in.
- □ To set a rolled original, pull out the lower output auxiliary guide to the front, and then place the rolled original on it. See p.16 "Setting Rolled Originals".

# Programs

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

The Program function includes the following settings:

- Storing a program To store frequently used settings.
- Deleting a program

To delete a stored program.

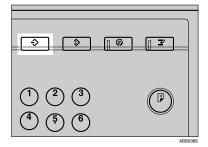
Recalling a program To recall a stored program.

#### S Note

- □ You can store up to 10 programs.
- □ You can only select the paper tray. You cannot store a paper type or size.
- □ If you store the settings in the program sheet, you can create a list. See p.112 "Program Record Sheet".
- □ Immediately after the machine is turned on, after Copier Auto Reset, or after the **[Clear Modes]** key is pressed, settings are reset to standard or those stored in program No. 10. See p.82 "Change Init. Mode".
- □ Stored settings are kept even after the power is turned off or the **[Clear Modes]** key is pressed. They are cleared only when you delete or edit them.

#### Storing a program

- Make all the copy settings you want to store.
- Press the [Program] key.



The Program screen appears.

#### B Press [Store].

Program		Select	No.to	reca	ll with⊛⊛
	1	2	3	4	5
	6	7	8	9	10
Store		Delete	E:	xit	

Select the program number you want to store using the **O** keys.

Store Program		Select	No. wi	th®®
1	2	3 4	5	
6	7	89	10	
		Exit		DK

#### Solution Note

 $\Box$   $\Rightarrow$  indicates a program is already stored.

# 5 Press [OK].

When the settings are successfully stored,  $\diamondsuit$  appears.

Program	Select	No.to	recall	wi th 👁 🕑
->1	2	3	4	5
6	7	8	9	10
Store	Delete	E;	⊲it	OK

If settings are already stored (edit)

• Check the settings in a stored program.

## 🖉 Note

To check the settings in a stored program, recall the program. See p.27 "Recalling a program".

To change the settings in the stored program, repeat steps to 5.

3 Press [Yes].



#### **Deleting a Program**

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

The Program screen appears.

2	Press	[Delete]

Program	Select	No.to	recall	with 👁 🕑
->1	2	3	4	5
6	7	8	9	10
Store	Delete	E:	cit	OK

- **3** Select the program number you want to delete using the **(a)** keys, and then press **[OK]**.
- 4 Press [Yes].



**5** To delete another program, repeat steps **3** to **4**.

#### Recalling a program

Press the [Program] key.

The Program screen appears.

2 Select the program number you want to recall using the ④ keys, and then press [OK].

Program	Select	No.to	recal	∣with⊛⊛
->1	→>2	3	4	5
6	7	8	9	10
Store	Delete	E	ci t	OK

## 🖉 Note

□ ⇒ indicates a program is already stored.

# **Copier Functions**

# Adjusting Copy Image Density

#### Preparation

You can adjust the copy density to match your originals. There are three types of density function:

#### Auto Image Density

To automatically adjust the image density.

#### Manual Image Density

To adjust the image density of whole originals.

#### Combined Auto and Manual Density

To copy originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

#### Reference

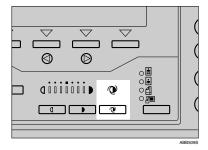
Related default settings:

- p.83 "Auto Density"
- p.83 "Adj. Scan Density"
- p.85 "Orig.Mode Density"

# **1** Select the method of image density adjustment.

#### Auto image density

Make sure the [Auto Image Density] key is pressed and the Auto Image Density indicator lights.



## 🖉 Note

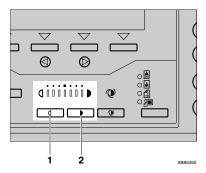
If the Auto Image Density function is not selected, press the [Auto Image Density] key.

Manual image density

If Auto Image Density is selected, press the [Auto Image Density] key to cancel it.

#### Adjust the image density using the [Lighter] or [Darker] keys.

The image density indicator moves.



- 1. Lighter
- 2. Darker

Combined auto and manual density

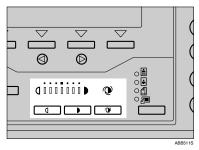
Make sure the [Auto Image Density] key is pressed.

# 🖉 Note

□ If Auto Image Density is not selected, press the **[Auto Image Density]** key.

Adjust the image density using the [Lighter] or [Darker] keys.

The image density indicator moves, and the Auto Image Density indicator lights.



## 🖉 Note

□ If dark backgrounds still appear on copies, adjust the density using the **[Lighter]** key.

# Selecting Original Type Setting

The following image quality modes are available, select one to match your originals:

## Text

For originals that contain mainly text, or printed characters.

### 🔶 Text/Photo 🗟

For originals that contain both text and photographs or pictures.

## 🔶 Photo 🗟

For photographs or pictures.

### Drawing

For drawings that contain fine lines. Faint lines are clearly reproduced.

## Special Original — Pale

For originals that have faintly drawn pencil lines or faint carboncopy receipts or slips. Faint lines are clearly reproduced.

#### Special Original – Generation Copy For originals that are copied. This will copy the image while stopping the width of the characters expanding. It also eliminates any specks on the image.

#### Special Original a – Background Lines

For images drawn on section paper (blue or green sectioned graph paper) without copying the lines on the paper.

Sepia lines on originals cannot be eliminated.

Special Original 🔊 – Sharpen Text

For posters that contain photos with text overlays, requiring a high contrast setting. Use Photo mode to copy glossy photographs and other simple pictures.

### Reference

Related default settings:

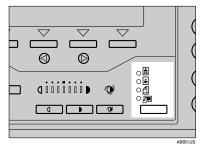
p.82 "Original Priority"

p.84 "Noise Reduction"

p.84 "Orig.Mode Quality"

p.85 "Orig.Mode Density"

# Select the original type using the [Original Type] key.



The indicator of the selected original type lights.

## 🖉 Note

- When you press the [Original Type] key, the indicator moves in the order of "Text/Photo", "Photo", "Drawing", "Special".
- When no indicators are lit, the original type is set to "Text".

You can select the special original type such as [Generation Copy] by pressing the [Original Type] key four times.

Special Original	Select with 👁 🗩		
Pale Background Lines	Generation Copy Sharpen Text		
	Cancel	OK	

- □ When you set the special original type, select the original type using the ③ ▷ keys, and then press [OK].
- When you select "Photo", Auto Image Density is automatically canceled.

# **Selecting Copy Paper**

#### Preparation

There are two ways to select copy paper:

#### Auto Paper Select

The machine detects the original's size, and then automatically selects a suitable copy paper size based on the magnification.

#### Manual Paper Select

Select the paper roll tray, cut paper tray, or bypass tray containing the paper you want to copy onto.

### 🖉 Note

□ In Auto Paper Select mode, insert the proper size paper in the bypass tray or select the magnification ratio for the paper currently loaded in the paper tray, and then set your original again.

## ₽ Reference

p.25 "Copying from the Bypass Tray"

Related default settings:

p.83 "APS Priority"

p.83 "Ppr.Tray Priority"

#### Auto paper select

## **1** Make sure [Auto] is selected.

OReady	Orig.: 0 Q'ty: 1
<mark>Auto</mark> 841mml©	j 420mm)当 A4口 Bypass
[100.0%]	

#### 🖉 Note

□ When **[Auto]** is not selected, select **[Auto]** using the ④ keys.

#### Manual paper select

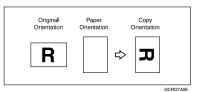
**1** Select paper roll tray 1, paper roll tray 2, cut paper, or bypass tray using the **(a)** keys.

The display of the selected tray is highlighted.

OReady	Orig.: 0 Q'ty: 1
Auto <u>841mml@</u>	420mm 👌 A4 🖓 Bypass
└──( Plain )── [100.0%]	

# 🛱 Rotate Copy

If the original's width is different to that of the paper set in the paper roll tray, or the original's orientation ( $\Box$  or  $\Box$ ) is different to that of the paper set in the bypass tray, this function rotates the original image by 90 degrees, to fit it onto the copy paper.



### 🖉 Note

- This function works when Auto Paper Select is selected. See p.30 "Selecting Copy Paper".
- Rotate Copy in APS default setting is [On]. You cannot use Rotate Copy if this setting is changed to [Off]. See p.86 "Rotate Copy in APS".
- You cannot use Rotate Copy when enlarging onto A0 (E) size paper. To do this, place originals in the orientation.

. . . . . . . . . . .

# Setting the Length of Copy Paper Cut

#### Preparation

The following paper cut methods are available.

#### Synchro Cut

Cuts the paper at the same length as the original.

If the copy is enlarged or reduced, the machine calculates the appropriate length for the magnification ration and cuts the paper.

#### Preset Cut

Cuts the paper at a preset size, regardless of the size of the original. You can use this to copy different sized originals to the same size.

#### Variable Cut

Cuts the paper to the size entered.

#### 🖉 Note

- □ The maximum length for copy paper is 3600 mm (141.7") regardless of paper type, width, or paper cut method.
- You cannot cut the paper in the bypass tray.

#### Synchro cut

#### 🖉 Note

□ When using Synchro Cut, the paper can be cut from 280 to 3600 mm (11" to 141.7").

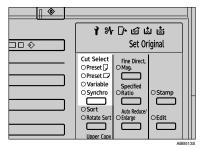
#### Limitation

Depending on the original length and paper, copy paper length may be different from the original.

**1** Select paper roll tray 1 or 2 using the **(a)** keys.

OReady	Orig.: 0 Q'ty: 1
<mark>Auto</mark> 841mmල්	420mm 👌 A4 🖓 Bypass
[100.0%]	Select with ④●>- /Mem.⊟:

The Synchro indicator lights.



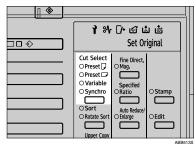
#### Preset cut

**1** Select paper roll tray 1 or 2 using the **()** keys.

ORead	У	Orig.: O Q'ty: 1
Auto	841mml@j	420mm 💩 A4 🖓 Bypass
[100.0	x]	Select with @⊙>- /Mem.⊟:

### 2 Select "Preset **□**" or "Preset **□**" using the [Cut Select] key.

The Preset  $\Box$  or Preset  $\Box$  indicator is lit.



## 🖉 Note

The preset cut size differs depending on the roll paper width. It is cut in the following sizes or standard lengths.

#### Metric version

Roll paper width	Preset 🔽	Preset 🕞
841 mm	A0 🖓	A1D
594 mm	A1 🔽	A2 <b>₽</b>
420 mm	A2 🖓	A3 <b>₽</b>
297 mm	A3 🖓	—
210 mm	A4 🖓	—
728 mm	B1 🖵	B2 <b>□</b>
515 mm	B2 🗗	B3 <b>□</b>
364 mm	B3 🖵	—
257 mm	B4 🖵	—
914 mm	1219 mm	610 mm
880 mm	1219 mm	610 mm
800 mm	1189 mm	594 mm
660 mm	1189 mm	594 mm
440 mm	594 mm	297 mm

#### Inch version (Engineering)

Roll paper width	Preset 🔽	Preset 🗗
34"	44"	22"
22"	34"	17"
17"	22"	11"
11"	17"	—
81/2"	11"	—

## Inch version (Architecture)

Roll paper width	Preset 🖵	Preset 🗗
36"	48"	24"
30"	42"	21"
24"	36"	18"
18"	24"	12"
12"	18"	—
9"	12"	—

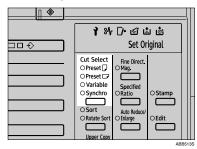
### Variable cut

## 🖉 Note

- □ When using Variable Cut, the paper can be cut from 280 to 3600 mm (from 11" to 141.7").
- **1** Select paper roll tray 1 or 2 using the **(a)** keys.

OReady	Orig.: 0 Q'ty: 1
Auto 841mm@	420mm 💩 A4 🖓 Bypass
[100.0%]	Select with ⊛⊛>- /Mem.⊟

# 2 Select "Variable" using the [Cut Select] key.



Enter the length using the number keys, and then press [OK].

Variable Cut	Enter	length	to	cut
Vert.	Length: 280r	nm		
	Cance	el 📔	OK	

#### 🖉 Note

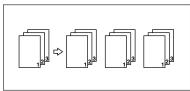
□ To change the value, press the **[Clear/Stop]** key, and then enter the new value.

# Sort/Rotate Sort

You can put copies into sequentially ordered sets.

#### Sort

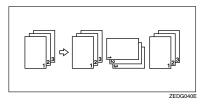
Put copies into sequentially ordered sets.



#### ZEDG030E

#### Rotate sort

Alternate sets are rotated ( $\square \square$ ) and delivered to the output tray.



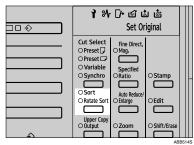
# 🖉 Note

- You cannot select Sort for Job Preset copy jobs.
- When using Rotate Sort, make sure original and paper image sizes are the same. See p.105 "Supplementary Specifications".

## ✓ Reference

Related default settings: p.85 "Copy Mode in Sort"

#### **1** Select "Sort" or "Rotate Sort" using the [Sort/Rotate Sort] key.





## **2** Make the necessary settings.

## **3** Place your originals.

After the originals are scanned, the following message appears.





#### Note 🖉

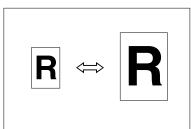
- □ You can repeat the scanning procedure until all your originals are scanned.
- □ Press **[Delete]** to delete scanned images.

#### After the last original is scanned, press [Exit].

Copying starts.

# Preset Reduce/Enlarge

You can select a preset copy ratio. You can store up to three enlargement or reduction ratios of your own.



#### Metric version

Enlargement Ratios: 141.4%, 200.0%, 282.8%, 400.0% Reduction Ratios: 25.0%, 35.4%, 50.0%, 70.7%

#### Inch version

Engineer- ing	Enlargement ratios: 129.4%, 200.0%, 258.8%, 400.0%
	Reduction Ratios: 25.0%, 32.4%, 50.0%, 64.7%
Architec- ture	Enlargement ratios: 133.3%, 200.0%, 266.7%, 400.0%
	Reduction Ratios: 25.0%, 33.3%, 50.0%, 66.7%

You can store up to three ratios of your own for frequently used ratio, but are not preset. The ratios can be set in 0.1% increments (0.2% over 200%). See p.86 "User R/E Ratio".

#### 🖉 Note

Preset ratios are set by combining original size and paper size.

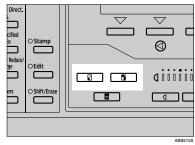
## 

For details about the relationship between the original and paper sizes for preset ratios, see p.115 "Magnification Ratio Chart".

Related default settings:

p.86 "R/E Priority"

# **1** Press the [Reduce] or [Enlarge] key.

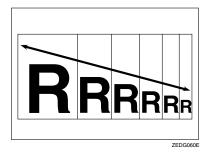


2 Select a ratio using the ③ ▷ keys, and then press [OK].

Enlarge		Selec	t with⊛⊛
141.4%	200.0%	282.8%	400.0%
B2JIS→B1	JIS	Cancel	OK

# Zoom

You can change the magnification in 0.1% (or 1%) increments.



#### Preparation

You can set the ratio in the following ways.

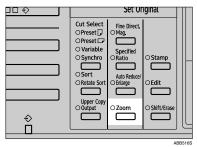
- Using the number keys
- Selecting a ratio close to the one you want to set from Preset Reduce/Enlarge, and then press [-] or [+] to adjust the ratio

#### 🔗 Note

□ For ratios 25.0 – 200.0%, increments are 0.1%, for ratios 200.0 – 400.0%, 0.2%.

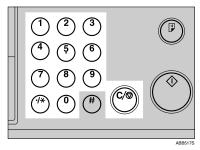
#### Using the number keys

# Press the **[Zoom]** key.



2

# 2 Enter the ratio using the number keys, and then press [OK].

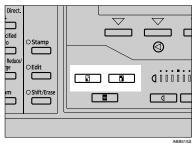


## 🖉 Note

- □ Use the [·] key to enter a decimal point.
- □ To change the value, press the **[Clear/Stop]** key, and then enter the new value.

# Selecting a ratio from the preset ratios, and then using [-] or [+] to adjust it

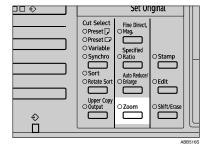
**1** Press the [Reduce] or [Enlarge] key.



2 Select a ratio using the ③ keys, and then press [OK].

Enlarge		Selec	t with⊛⊛
141.4%	200.0%	282.8%	400.0%
B2JIS→B1	JIS	Cancel	OK

# **3** Press the **[Zoom]** key.



# **4** Press [-] or [+] to set the ratio, and then press [OK].

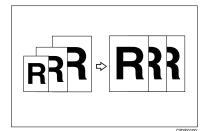
Zoom	Use 🖃	or	enter	ratio
	Ratio: <mark>141.4</mark> %			
	+		(	) K

## 🖉 Note

- □ Press [-] or [+] to adjust the ratio in 0.1% increments.
- □ If you make a mistake, press [-] and [+] to readjust the ratio.

# Auto Reduce/Enlarge

The machine chooses an appropriate magnification based on the paper and original sizes you select.



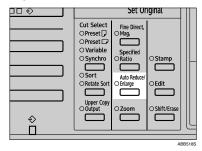
## 🖉 Note

- The machine selects one of the following ratios:
  - Metric version 400.0%, 282.8%, 200.0%, 141.4%, 100.0%, 70.7%, 50.0%, 35.4%, 25.0%
  - Inch version (Engineering) 400.0%, 258.8%, 200.0%, 129.4%, 100.0%, 64.7%, 50.0%, 32.4%, 25.0%
  - Inch version (Architecture) 400.0%, 266.7%, 200.0%, 133.3%, 100.0%, 66.7%, 50.0%, 33.3%, 25.0%
- This is useful to copy different size originals to same size paper.

### ✓ Reference

p.115 "Magnification Ratio Chart"

Press the [Auto Reduce/Enlarge] key.

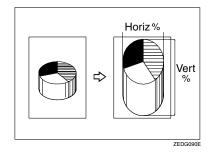


2 Select paper roll tray 1, paper roll tray 2, or cut paper using the **O** keys.

⊖Ready	Orig.: 0 Q'ty: 1
Auto <u>841mm@</u>	420mm逝 A4卩 Bypass 🌖
	Kelect with €€>-
[Auto R/E]/A0₽	/Mem . 🗃

# **Directional Magnification (%)**

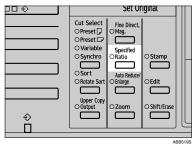
Copies can be reduced or enlarged at different magnifications, horizontally and vertically. Use this function to alter the image.



## 🖉 Note

□ For ratios 25.0 – 200.0%, increments are 0.1%, for ratios 200.0 – 400.0%, 0.2%.

# Press the **[Specified Ratio]** key.



# 2 Press [D.Mag.%].

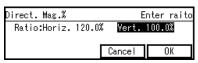


#### Enter the horizontal ratio using the number keys, and then press the [#] key.



# 🖉 Note

- □ Use the (·) key to enter a decimal point.
- 4 Enter the vertical ratio using the number keys, and then press [OK].



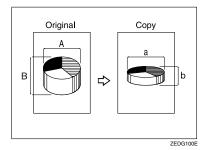
# 🖉 Note

□ To change the value, select the ratio you want to change using the ④ ▷ keys, and then enter the new value.

# **5** Press [Exit].

# Directional Size Magnification (mm)

You can specify the length for the horizontal and vertical of both originals and copies separately. Use this function to alter the image.



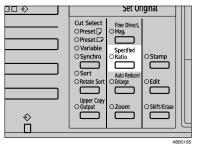
## Preparation

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

## 🖉 Note

- **\Box** You can set the ratio from 25.0 to 400.0%.
- □ If the calculated ratio is less than 25%, the ratio is set to 25.0%, if it is more than 400%, 400.0%.
- Enter the length of the vertical from 1 to 9999 mm, for the horizontal, 1 to 999 mm (1 mm increments).

# Press the [Specified Ratio] key.



2

#### 2 Press [D.Mag.mm].

्र <b>ा</b>	Evi	ł
		o Exi

B Enter the length for "Orig.: Horiz." using the number keys, and then press the [#] key.

Direct. Size Mag.mm	Enter size, then⊛
Orig.: <mark>Horizmm</mark>	Copy:Horizmm
Vertmm	Vertmm
	Cancel 🔅

- 4 Enter the length for "Copy: Horiz." using the number keys, and then press the [#] key.
- Enter the length for "Orig.: Vert." using the number keys, and then press the [#] key.
- **6** Enter the length for "Copy: Vert." using the number keys, and then press [OK].

Direct. Size Mag.mm	Enter siz	
Orig.:Horiz35mm	Copy:Horiz33mm	
Vert50mm	Vertmm	
	Cancel OK	

### 🖉 Note

□ To change a length, select the length you want to change using the ④ keys, and then reenter the number.

# 7 Press [Exit].

#### 🖉 Note

□ If you enter the only length of either "Vert." or "Horiz." and press **[OK]**, the one not entered is set at the same magnification also.

# **User Auto Reduce/Enlarge**

Use this function to copy to a selected size for each original size.

When the original is set, the machine automatically enlarges or reduces the image to fit the size of the copy paper.

#### Preparation

You can select the following combinations:

#### Metric version

Original size	Copy size
A0, A1, A2, A2, A3, A4, A4, A4, A4, A4, A4, A4, A4, A4, A4	A0, A1, A2, A3, A4
A1, A2, A3, A3, A4, A4, A4, A2, A3, A3, A4, A4, A4, A4, A4, A4, A4, A4, A4, A4	A1, A2, A3
B1 JIS □, B2 JIS □, B3 JIS □, B4 JIS □	B1 JIS, B2 JIS, B3 JIS, B4 JIS
B2 JIS□, B3 JIS□, B4 JIS□	B2 JIS, B3 JIS

JIS: Japanese Industrial Standard	t
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#### Inch version

	Original size	Copy size
	$ \begin{array}{c} E(34"\times44") \\ \hline D, \\ D(22"\times34") \\ \hline D, \\ C(17"\times22") \\ \hline D, \\ B(11"\times17") \\ \hline D, \\ A(8^{1}/_{2}"\times 11") \\ \hline \end{array} $	E(34"×44"), D(22"×34"), C(17"×22"), B(11"×17"), A(8 <sup>1</sup> / <sub>2</sub> "×11")
Engineering	D(22"×34") $\Box$ , C(17"×22") $\Box$ , B(11"×17") $\Box$ , A(8 <sup>1</sup> / <sub>2</sub> "× 11") $\Box$	D(22"×34"), C(17"×22"), B(11"×17")

	E(36"×48") D, D(26"×36") D, C(18"×24") D, B(12"×18") D, A(9"×12") D	E(36"×48"), D(26"×36"), C(18"×24"), B(12"×18"), A(9"×12")
Architecture	D(26"×36") □, C(18"×24") □, B(12"×18") □, A(9"×12") □	D(26"×36"), C(18"×24"), B(12"×18")

## 🖉 Note

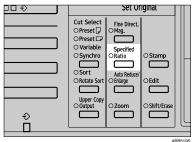
□ The default setting is to copy at same size (full size). To change the combination, use User Auto R/E. See p.87 "User Auto R/E".

# PReference

Related default settings:

p.87 "User Auto R/E"





# 2 Press [UserAuto].



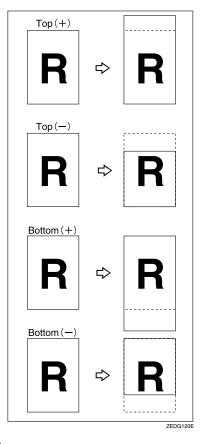
Check that the combination selected for User Auto Reduce/Enlarge is the one you want.



# 4 Press [Exit].

# Margin Adjustment

When Synchro Cut is selected, you can create a margin for the original's leading and trailing edge, cut unwanted parts from the copy.



### Preparation

You can select the following types of margin for this function:

• Top (+): margin at the leading edge of the original (top of copy).

- Top (-): reduces leading edge margin of the original (top of copy).
- Bottom (+): margin at the trailing edge of the original (bottom of copy).
- Bottom (-): reduces trailing edge margin of the original (bottom of copy).

You can set the margin from -200 to +200 mm, in 1 mm increments (from -7.8" to 7.8", 0.1" increments).

The default margin setting is 20 mm (0.8").

You can set the margin using distance (mm) from either top or bottom.

The copy length is the specified length plus or minus the margin.

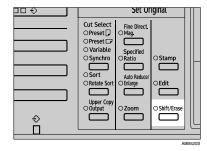
#### Reference

p.32 "Synchro cut"

Related default settings:

p.88 "Margin Adjustment"

## **1** Press the **[Shift/Erase]** key.



2 Press [Margin].

Shift/Erase	1/2	۲	Next	Menu
Margin	Shift	E.Border	Ex	it

#### Use [-] or [+] to specify the top margins, and then press the [#] key.

Margin Adj.	Adju	ust wir	th⊟⊞,	then⊕
	Top Marg Bottom Ma			
<b>—</b> (	+	Cance	el	OK

# 🖉 Note

- □ If you set a minus margin that makes the copy less than 280 mm (11"), the paper will be cut at 280 mm (11").
- **4** Use [-] or [+] to specify the bottom margins, and then press [OK].

Margin Adj.	A	∖djust :	size	: with⊟⊞
	Fop Margi Bottom Ma			
	+	Cance		OK

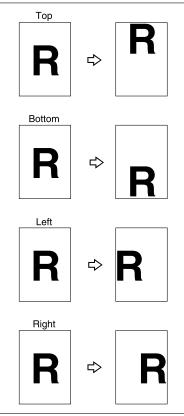
The Synchro indicator lights.

				=[]
⊐□≎	1 %	් 🖸 🖉 🖓 Set Or		
	Cut Select OPreset OPreset OVariable OSynchro Sort ORotate Sort Upper Copy	Fine Direct. Mag. Specified Ratio Auto Reduce/ Enlarge	⊂Stamp □ □ □ □ □ □	-

**5** Press [Exit].

# Shift

Use this function to move (shift) the copy image up, down, left, or right to create a margin.



## Preparation

You can select the following types of margin for this function:

- [1] (Top): shift towards the leading edge of the original (top of copy).
- [J] (Bottom): shift towards the trailing edge of the original (bottom of copy).

- [←] (Left): shift towards the left of the original.
- [→] (Right): shift towards the right of the original.

You can shift the image from 0 to 200 mm in 1 mm increments (0 to 7.8" in 0.1" increments).

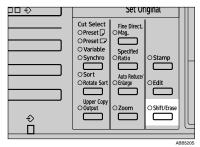
The default setting is Up 20 mm (0.8") and Right 20 mm (0.8").

You can also shift in a combination of up/down and left/right.

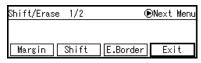
## ₽ Reference

Related default settings: p.88 "Shift Image"

## Press the [Shift/Erase] key.



# **2** Press [Shift].



Creating a top or bottom margin

● Use [↑] or [↓] to specify the length of shift.

Shift Image	Shift with	ħ₩, then∰
Up/Do	own : <mark>Up</mark> ′Right: Right	20mm
Left/	<u>/Right: Right</u>	: 20mm
	Cancel	ÓK –

Creating a left or right margin

● Press the 【#】 or ⊚ key.

2 Use [←] or [→] to specify the length of shift.

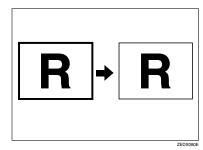


**3** Press [OK].

4 Press [Exit].

# Erase Border

Use this function to erase the border area around the original image.



## Preparation

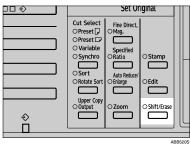
The default erase border setting is 10 mm (0.4").

## PReference

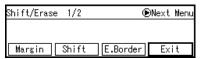
Related default settings:

p.89 "Erase Brdr. Width"

# Press the [Shift/Erase] key.



# 2 Press [E.Border].



Press [-] or [+] to set the Erase Border width, and then press [OK].

Erase Border	Specify widt	h with⊟⊞
Jan Erase	Width: <mark>10mm</mark>	
- +	Cancel	OK

# 🖉 Note

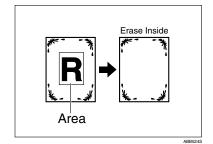
□ The Erase Border width can be set from 3 to 50 mm (0.1" to 2.0").

# 4 Press [Exit].

Shift/Erase 1/2	۲	Next Menu
Erase Border		
Margin Shift	E.Border	Exit

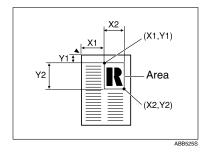
# **Erase Inside**

Use this function to copy the original while erasing a specified area.

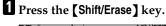


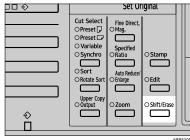
# 🖉 Note

The area is specified by defining two points for the top left of the original (X1, Y1) and two points for the size of the area (X2, Y2). Measure the area you want to specify before entering the area settings.



- When using this function with magnification, the actual setting will be the specified setting multiplied by the reproduction ratio.
- □ You can specify up to five areas.

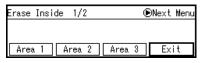




2 Display "Shift/Erase 2/2" using the(b) key, and then press [E.Inside].

Shift/Erase	1/2	۲	Next	Menu
Margin	Shift	E.Border	Ex	it

3 Press [Area 1].



Enter the length of "X1" using the number keys, and then press the [#] key.

Erase Insid	le:Area 1	Enter	size,	then⊛
	X1:m	X2	:m	n
Y2	···•	Cance		(X)

5 Enter the length of "X2", "Y1", and "Y2" in the same way, and then press [OK].

Erase Insid	le:Are	a 1		Enter	size
Y1 1 X2	X1: Y1:	20mm 20mm		250mm 350mm	
Y24		[	Cancel	0	К

### 🖉 Note

□ To change a length, select the length you want to change using the ④ keys, and then enter the new length.

**6** To specify multiple areas, specify areas 1 to 5, and then repeat steps **4** to **5**.

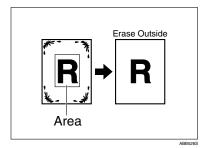
#### 🖉 Note

□ To display [Area 4] and [Area 5], press the ④ ▷ keys.

**7** Press [Exit] twice.

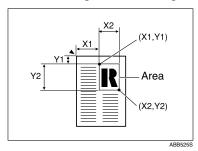
# **Erase Outside**

Use this function to copy the original while erasing outside a specified area.



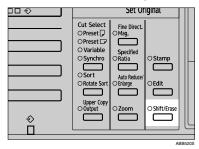
# 🖉 Note

The area is specified by defining two points for the top left of the original (X1, Y1) and two points for the size of the area (X2, Y2). Measure the area you want to specify before entering the area settings.



- When using this function with magnification, the actual setting will be the specified setting multiplied by the reproduction ratio.
- □ You can specify up to five areas.

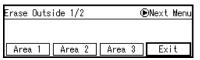
## Press the [Shift/Erase] key.



2 Display "Shift/Erase 2/2" using the (D) key, and then press [E.Outsd.].

Shift/Erase	1/2	۲	Next	Menu
Margin	Shift	E Porder	E-	+
Margin	Shift	E.Border	Ex	it

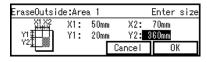
3 Press [Area 1].



Enter the length of "X1" using the number keys, and then press the [#] key.

EraseOutsic	le:Area 1	Enter	size,	then⊕
	X1:mm X1:mm	X2	:mn	0
Y2		Cance		()(

**5** Enter the length of "X2", "Y1", and "Y2" in the same way, and then press [OK].



#### 🖉 Note

- □ To change a length, select the length you want to change using the ④ keys, and then enter the new length.
- **6** To specify multiple areas, specify areas 1 to 5, and then repeat steps **4** to **5**.

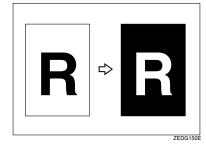
#### 🖉 Note

□ To display [Area 4] and [Area 5], press the ④ ▷ keys.

# **7** Press [Exit] twice.

# Positive/Negative

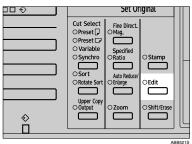
Use this function to reverse black and white areas of the original.



## 🖉 Note

When making continuous copies, image density may deteriorate. See p.70 "If You Cannot Make Clear Copies".

# Press the [Edit] key.



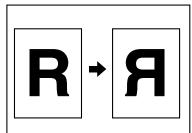
# 2 Press [Pos./Neg].

Edit	1/2			ÐΝ	ext Mer	าน
Pos./	'Neg 🛛	Mirror	2xCopies		Exit	

**3** Press [Exit].

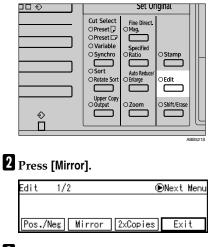
# **Mirror Image**

Use this function to mirror the image along the left/right axis, so it appears as if in a mirror.



ZEDG160E

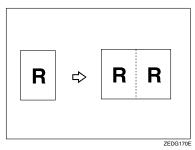
# **1** Press the **[Edit]** key.



# **3** Press [Exit].

# **Double Copies**

Use this function to copy an original image twice onto one copy, as shown.



# 🖉 Note

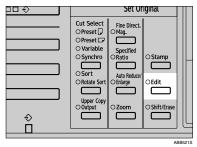
- □ You can erase the separation line between the two images.
- When using Double Copies, the copy paper must be twice as large as the original. When using Reduce/Enlarge, consider the magnification ratio when selecting the paper size.

## Reference

Related default settings:

p.89 "2xCopies Sep.Line"

# Press the [Edit] key.



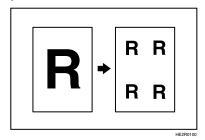
# 2 Press [2xCopies].



# **3** Press [Exit].

# **Image Repeat**

The original image is copied repeatedly.



## Preparation

The number of repeated images depends on original size, copy paper size, and reproduction ratio.

• For example, you can copy eight A4 (A) images to one sheet of A1 (D) size paper.

### 🖉 Note

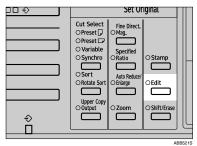
- □ You cannot use the bypass tray with this function.
- You can insert separation lines (solid, broken, crop marks) between repeated images.
- When using Image Repeat with Shift, the composite image is shifted.
- When using Image Repeat with Image Overlay, the composite image is repeated.

## Reference

Related default settings:

p.89 "Repeat Sep. Line"

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



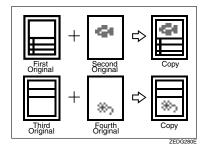
**2** Display "Edit 2/2" using the key, and then press [Repeat].

Edit	1/2		۲	Next	Menu
Pos./	Neg M	lirror	2xCopies	Exi	t

**3** Press [Exit].

# Image Overlay (Overlay 1)

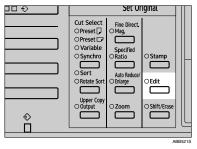
Use this function to combine two originals onto one copy.



# PReference

For details about combinations for background and composite image originals, see p.105 "Supplementary Specifications".

# Press the [Edit] key.



2 Display "Edit 2/2" using the key, and then press [Overlay1].



# B Press [Exit].

- **4** Make the necessary settings.
- **5** Place the first original of the composite image.

The first original is scanned.

#### **6** Place the next original (to be overlaid on the first) of the composite image.

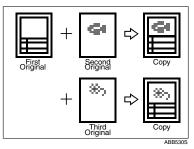
Set next origin	nal	
Auto 841mm⊠	420mm遗	A4 🖵 Byparr
└──( Plain )──		lect with ��>-′
[100.0%]		lect with ⓓ●>- /Mem.∎

The next original is scanned and the composite copy is output to the copy output tray.

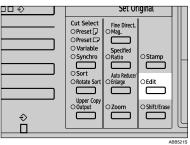
You can continue adding further pairs to make overlay copies.

# Format Overlay (Overlay 2)

Use this function to combine two images (original + format) onto one copy using the first original.



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



2 Display "Edit 2/2" using the key, and then press [Overlay2].

Edit	1/2		۲	Next	Menu
Pos.,	/Neg	Mirror	2xCopies	Ex	it

**3** Select [1st Orig.], and then press [OK].

Overlay 2	Select form	at with 👁 🕑
<mark>1st Orig.</mark> Format 3	Format 1 Format 4	Format 2
n verma verve	Cancel	OK

If the optional HDD is not installed, the screen in step **3** does not appear. Proceed to step **4**.

## 4 Press [Exit].

5 Make the necessary settings, and then place the first original.

# **6** Place the second original.



The machine makes a composite copy of the first and second originals.

# **2** Place the third original.

The machine makes a composite copy of the first and third originals.

# Place any further originals, as required.

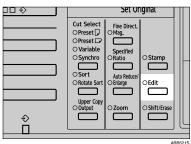
# **User Format Overlay**

Two images (original + format) are combined onto a single copy using a stored image (user format).

#### 🖉 Note

To use User Format Overlay, you need to use Prog.Overlay Fmt. See p.52 "Program/Delete Overlay Format".

### Press the [Edit] key.



2 Display "Edit 2/2" using the key, and then press [Overlay2].



3 Select a stored format number using the ③ ▷ keys, and then press [OK].

Overlay 2	Select form	at with€€
<mark>1st Orig.</mark> Format 3	Format 1 Format 4	Format 2
rormat o	Cancel	ОК

4 Press [Exit].

# **5** Make the necessary settings, and then place the first original to be overlaid on the format original.

The machine makes a copy overlaying the first original onto the user format original.

# **6** Place any further originals, as required.

The machine makes a copy overlaying the new original onto the user format original.

#### Program/Delete Overlay Format

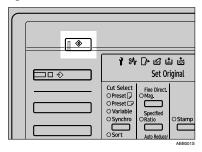
#### Preparation

The maximum size of original size to be stored is A0 (E). You cannot store long length originals.

Make sure the machine is ready to copy.

## **2** Press the **[User Tools]** key.

The User Tools key indicator lights.



Press [2] ([Copier Features]) using the number keys.

📓 User Tools	Specify No.
1 System Settings	2 Copier Features
Counter	Exit

#### 4 Press [3] ([Edit]) using the number keys.

	Copier Features		Specify	No.
1	General Features Edit Key Operator Tools	2	Reproduction	Ratio
3	Edit	4	Stamp	
5	Key Operator Tools		Pre	vMenu

 Display "Edit 2/2" using [↓Next], and then press [6] ([Prog.Overlay Fmt.]) using the number keys.

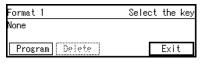
⊠Edit 1/2	Specify No.
1 Margin Adjustment 2 3 Erase Brdr. Width 4	Shift Image Report Sep Line
Next €	PrevMenu

#### Storing

# • Enter a format number (1 to 4) using the number keys.

⊠Prog./Del.Overlay	Format Specify No.
1 Form1.:None 3 Form3.:None	2 Form2.:None 4 Form4.:None
	PrevMenu

#### **2** Press [Program].



#### **3** Place your originals.

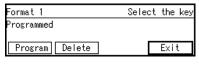


4 To store another original, repeat steps ● to 3.

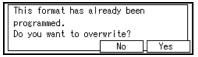
#### Overwriting a stored format

Enter the number for the format you want to overwrite using the number keys.

#### **2** Press [Program].



### 3 Press [Yes].



#### **4** Place your originals.

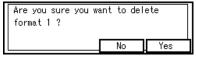
#### Deleting

• Select the number for the format you want to delete using the number keys.

#### 2 Press [Delete].



## • Press [Yes].



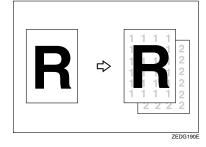
**6** Press [PrevMenu] three times.

## 7 Press [Exit].

The machine exits Storing/Deleting overlay format and is ready to copy.

# **Background Numbering**

Use this function to make numberstamped copies.



#### 🖉 Note

- □ You can set the number from 1 to 999.
- You can combine this function with up to two other print functions.

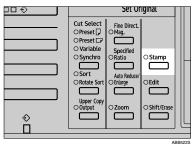
## PReference

Related default settings:

p.90 "Size"

p.90 "Density"

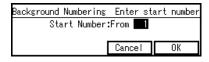
# Press the [Stamp] key.



# **2** Press [Backgrnd].



Enter the start number using the number keys, and then press [OK].



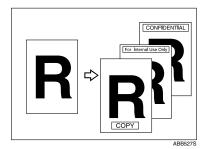
### 🖉 Note

□ To change the number, press the **[Clear/Stop]** key, and then enter the new number.

## 4 Press [Exit].

# **Preset Stamp**

Use this function to print a stamp that already stored in the machine.

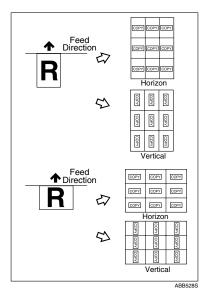


• Stamp types are as follows:

COPY	URGENT		
PRIORITY	For Your Info.		
DRAFT	PRELIMINARY		
For Internal Use Only	CONFIDENTIAL		

- You can change the position and orientation of the stamp.
- You can use this function with Background Numbering and Date Stamp (up to two types).

Setting Originals and Stamp Position/Orientation



### 🖉 Note

□ You can use only one type of stamp at a time.

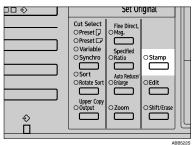
## 

Related default settings:

p.90 "Stamp Type Priority"

p.91 "Stamp Settings"

## 1 Press the [Stamp] key.



## 2 Press [Preset].

Stamp 1/2 @Next Menu [Backgrnd] Preset User Exit

#### Select the stamp type using the (a) keys.

Preset Stamp	Selec	t with⊛⊛		
COPY /URGENT /PRIORITY /For Your Info. /DRAFT				
PRELIMINARY /For Internal Use Only /CONFIDENTIAL				
Change	Cancel	OK		

#### 🔗 Note

You can change the priority of the selected stamp. See p.90 "Stamp Type Priority".

4 Press [Change] to change the stamp orientation, stamp position, size, density, and stamp page.

#### 🖉 Note

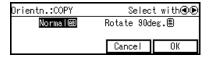
If you do not need to change any of these, proceed to step **G**.

Setting the stamp orientation

#### Press [Orientn.].

COPY 1/2	۲	Next	Menu
Orientation:🕮 /Pos	ition:🗖	/Size	:1X
Density:Normal /:	Stamp Pg:A	II Pag	es
Orientn. Position	Size	01	(

Select the stamp orientation ([Normal] or [Rotate 90deg.]) using the ③ keys, and then press [OK].



#### Setting the stamp position

#### Press [Position].

COPY 1/2	Nex	t Menu
Orientation:🕮 /Pos	ition:🖬 /Si	ze:1X
	Stamp Pg:A <u>ll P</u>	ages
Orientn. Position	Size	OK

Select the stamp position using the ③ keys, and then press [OK].

Position:COPY	Select with 👁 🗩
RR 000	
	Cancel OK

#### Setting the size

#### Press [Size].

COPY 1/2	۲	Next Menu
Orientation:🐵 /Pos	ition:🗖	/Size:1X
	Stamp Pg:A	II Pages
Orientn. Position	Size	OK

Select the size ([1X], [2X], [4X], or [8X]) using the ③ keys, and then press [OK].

Size:COPY			S	Select	with 👁 🕑
	1X	2X	4X	8X	
			0		01/
			Cano	ei –	UK

Setting the density

● Display "XXX 2/2" using the key, and then press [Density].

COPY 1/2	۲	Next Menu
		/Size:1X
	Stamp Pg:A	II Pages
Orientn. Position	Size	OK

 Select the density ([Normal], [Lighter], or [Lightest]) using the
 keys, and then press [OK].

Density:COPY		Selec	t with⊛⊛
Normal	Lighter	Ligh	test
	Ca	ancel	OK

#### Setting the stamp page

● Display "XXX 2/2" using the key, and then press [Stamp Pg].

COPY 1/2	۲	Next Menu
		/Size:1X
Density:Normal /	Stamp Pg:A	II Pages
Orientn. Position	Size	OK

Select the stamp page ([All Pages] or [1st Page Only]) using the
 (a) keys, and then press [OK].



#### 🖉 Note

- When you select Sort or Rotate Sort, you can select [All Pages] or [1st Page Only]. If neither is selected, the machine stamps all pages.
- 5 When all settings are made, press [OK].
- 6 Press [OK].

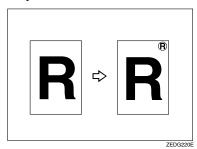
## 7 Press [Exit].

✓ Reference

For details about setting originals, see p.55 "Setting Originals and Stamp Position/Orientation".

# **User Stamp**

You can store frequently used characters or symbols, and then use them as a stamp.



#### Preparation

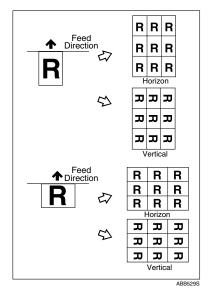
You must have a user stamp already stored. See p.59 "Program/Delete User Stamp".

- You can store up to four types of user stamp.
- You can use a stored user stamp for Repeat User Stamp.
- You can use this function with Background Numbering and Date Stamp (up to two types).
- You can change the stamp position and orientation.

## 

For details about deleting stored user stamps, see p.59 "Program/Delete User Stamp".

# Setting Originals and Stamp Position/Orientation



## 🖉 Note

When User Stamp is selected, it may take longer to print the first copy.

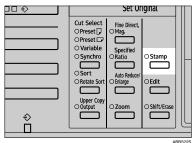
## Reference

Related default settings:

p.92 "Program/Del. User Stamp"

p.92 "Stamp Settings"

# Press the [Stamp] key.



## 2 Press [User].

Stamp	1/2	(	€Next Menu
Backgrn	d Preset	User	Exit

#### **3** Select the number for the user stamp using the **(D)** keys.

User Stamp	Selec	t with⊛⊛
Stamp 1 Niamo S	Stamp 2 Stamp 4	
Change	Cancel	OK

4 Press [Change] to change the stamp orientation, stamp position, density, and stamp page.

#### Note

□ If you do not need to change any of these, proceed to step **G**.

#### Setting the stamp orientation

#### **1** Press [Orientn.].

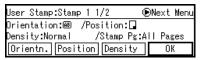


**2** Select the stamp orientation ([Normal] or [Rotate 90deg.]) using the **(()** keys, and then press [OK].

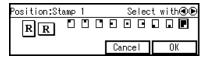
Orientn.:Stamp 1	Select with 👁 🗩
Norma i 🕮	Rotate 90deg.🖲
	Cancel OK

#### Setting the stamp position

#### Press [Position].



2 Select the stamp position using the **()** keys, and then press [OK].

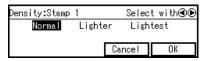


#### Setting the density

#### **1** Press [Density].

User Stamp:Stamp 1 1/2 🛛 🖲	)Next Menu
Orientation:🐵 /Position:🗖	
Density:Normal /Stamp Pg:A	II Pages
Orientn. Position Density	OK

 Select the density ([Normal], [Lighter], or [Lightest]) using the **(()** keys, and then press **[OK]**.



#### Setting the stamp page

Display "User Stamp : Stamp X 2/2" using the 🕟 key, and then press [Stamp Pg].

User Stamp:Stamp 1 1/2 🛛 🖲	Next Menu
Orientation:🐵 /Position:🖬	
Density:Normal /Stamp Pg:A	II Pages
Orientn. Position Density	OK

2 Select the stamp page ([All Pages] or [1st Page Only]) using the (**Ob** keys, and then press [OK].

Stamp Page:Stamp	1	Selec	t with⊛⊛
All Pages		ict Page On	ly.
		Cancel	OK

# 🖉 Note

 When you select Sort or Rotate Sort, you can select [All Pages] or [1st Page Only]. If neither is selected, the machine stamps all pages.

5 When all settings are made, press [OK].

6 Press [OK].

# **7** Press [Exit].

## $\mathcal{P}$ Reference

For details about setting originals, see p.57 "Setting Originals and Stamp Position/Orientation".

#### Program/Delete User Stamp

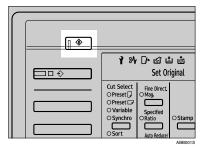
#### Preparation

If the stamp is red or bright red, it may not scan clearly. To store a user stamp, use a black ink stamp, or make a copy and use that as the original.

**1** Make sure the machine is ready to copy.

## **2** Press the **[User Tools]** key.

The User Tools key indicator lights.



# Press [2] ([Copier Features]) using the number keys.

📓 User Tools	Specify No.
1 System Settings	2 Copier Features
Counter	Exit

# 2

# **4** Press **[4]** ([Stamp]) using the number keys.

⊠Copier Features		Spe	oi fy	No.
1 General Features	2	Reproduct	tion	Ratio
3 Edit	4	Stamp		
5 Key Operator Tools	\$		Prev	/Menu

# **5** Press **[3]** ([User Stamp]) using the number keys.

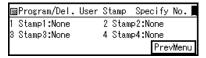
⊠Stamp	Specify No.
1 Background No. 3 User Stamp	2 Preset Stamp 4 Date Stamp
5 Page Numbering	PrevMenu

# **6** Press **[1]** ([Program/Delete]) using the number keys.

⊠User Stamp 1/2	Specify No.
1 Program/Delete	2 Stamp 1 Settings
3 Stamp 2 Settings	4 Stamp 3 <u>Settings</u>
(≜Prev.) <b>√N</b> ext	) PrevMenu

#### Storing

Select the number you want to use to store the stamp as (1 to 4) using the number keys.



### Press [Program].

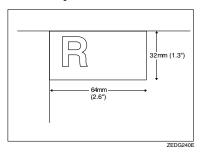
Stamp 1	Select the key
None	
Program Delete	Exit
	Exite

#### **3** Place your originals.



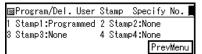
#### 🖉 Note

□ The area in the top right of the original of 64×32 mm (2.6"×1.3") is stored as a user stamp.

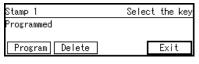


#### Overwriting a stored user stamp

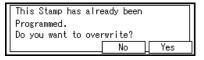
• Enter the number of the stamp you want to overwrite (1 to 4) using the number keys.



### Press [Program].



### 3 Press [Yes].

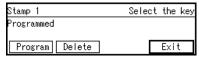


#### **4** Place your originals.

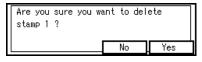
#### Deleting

Select the number of the stamp you want to delete (1 to 4) using the number keys.

#### 2 Press [Delete].



## • Press [Yes].



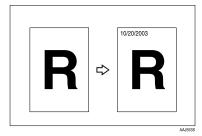
# **7** Press [PrevMenu] four times.

# 8 Press [Exit].

After the default settings are changed, the machine is ready to make copies.

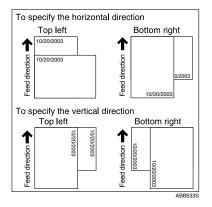
# **Date Stamp**

Use this function to print a date stamp on copies.



- There are five formats of Date Stamp:
  - MM/DD/YYYY
  - MM.DD.YYYY
  - DD/MM/YYYY
  - DD.MM.YYYY
  - YYYY.MM.DD
- Specify the stamp position (Top left/Top centre/Top right/Bottom left/Bottom centre/Bottom right) and print orientation (Horizon-tal/Vertical).

#### Setting Originals and Date Stamp Position/Orientation



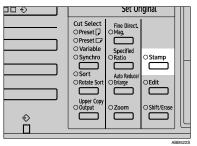
## 🖉 Note

□ You can use the date stamp with up to two other user stamps.

# ✓ Reference

- Related default settings:
- p.94 "Format Priority"
- p.94 "Stamp Settings"
- "Date", General Settings Guide

# Press the [Stamp] key.



2 Display "Stamp 2/2" using the key, and then press [Date].

Stamp 1/2	Q	)Next Menu
Backgrnd Preset	User	Exit

Selecting date stamp format

#### Press [Format].

Date Stamp		Select	the	Key	
Date Format: 10/20/2003 (MM/DD/YYYY)					
Change Format Cancel OK					

# Select the date format using the ③ keys.

Date Format 1/2	Select with 👁 🖲	
MM/DD/YYYY	MM.DD.YYYY DD.MM.YYYY	
DD/MM/YYYY ↑↑????	Cancel	

- 🔗 Note
- □ Press [**↑Prev.**] or [**↓Next**] to display the date format.
- **3** Press [OK] twice.

#### Selecting the stamp orientation

#### Press [Change].

Date Stamp		Select	the	Key	
Date Format: 10/20/2003					
(MM/DD/YYY)					
Change	Format	Cancel	OK		

#### **2** Press [Orientn.].

Date Stamp:MM/DD/YYYY			
Orientation: /Position:🗖			
Stamp Pg:All Pages			
Orientn. Position Stamp Pg	OK		

Select the stamp orientation ([Normal] or [Rotate 90deg.]) using the ③ keys, and then press [OK].

Select	with 👁 🕑
Rotate 90de:	5.8
Cancel	ОК
	Rotate 90de:

When all settings are made, press [OK] twice.

Setting the stamp position

#### Press [Change].



#### **2** Press [Position].

Date Stamp:MM/DD/YYYY		
Orientation:🐵 /Position:🗖		
Stamp Pg:All Pages		
Orientn. Position Stamp Pg	OK	



**4** When all settings are made, press [OK] twice.

#### Setting the stamp page

#### Press [Change].

Date Stamp	Select the Key			
Date Format: 10/20/2003				
(MM/DD/YYYY)				
Change Format	Cancel OK			

#### Press [Stamp Pg].

Date Stamp:MM/DD/YYYY				
Orientation:🐵 /Position:🗖				
Stamp Pg:All Pages				
Orientn. Position Stamp Pg OK				

Select the stamp page ([All Pages] or [1st Page Only]) using the
 keys, and then press [OK].



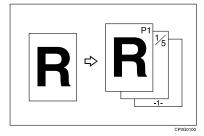
### 🖉 Note

- When you select Sort or Rotate Sort, you can select [All Pages] or [1st Page Only]. If neither is selected, the machine stamps all pages.
- **4** When all settings are made, press [OK] twice.

B Press [Exit].

# Page Numbering

Use this function to print page numbers on your copies.



- There are five formats of Page Numbering:
  - 1, 2,...
  - -1-, -2-,...
  - P.1,P.2...
  - P1,P2...
  - 1/5, 2/5,...
  - Specify the stamp position (Top left/Top centre/Top right/Bottom left/Bottom centre/Bottom right) and print orientation (Horizontal/Vertical).

# 🖉 Note

□ You can print page numbers from 1 to 999.

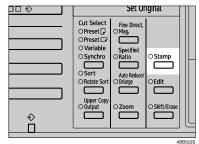
# 

Related default settings:

p.95 "Format Priority"

p.95 "Stamp Settings"

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



**2** Display "Stamp 2/2" using the key, and then press [Page].

Stamp	1/2			۲	Next	Menu
Backgr	rnd	Preset	User		Exi	t

Select the page numbering format using the **()** keys.

Page Numbering		Selec	twith€ා€
.,	-,-2 5,2/5	P.1	,P.2
Change	Ca	ancel	OK

4 Press [Change] to change the stamp orientation, stamp position, stamp page, and start number.

#### 🖉 Note

If you do not need to change any of these, proceed to step G.

Selecting the stamp orientation

#### Press [Orientn.].

Page No.:P.1,P.2	1/2 💽	€Next Menu
Orientation:🐵 /Pos	ition:🗖	
Stamp Pg.:1-to End	/Start N	o.:1
Orientn. Position	Stamp Pg	OK

Select the stamp orientation ([Normal] or [Rotate 90deg.]) using the ③ b keys, and then press [OK].

Orientn.:P.1,P.2	Select with 👁 🗩
Normal	Rotate 90deg.🖲
	Cancel OK
	Cancer UK

#### Setting the stamp position

#### Press [Position].

Page No.:P.1,P.2	1/2 💽	Next	Menu
Orientation:🕮 /Posi	tion:🗖		
Stamp Pg.:1-to End	/Start N	o.:1	
Orientn. Position	Stamp Pg	01	(

#### Select the stamp position using the ③ keys, and then press [OK].

Position:P.1	,P.2.			Sele	ct w	i th®®
RR						
		[	Саг	icel		OK

Specifying first page/last page to print

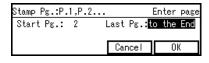
#### Press [Stamp Pg].

	€Next	Menu
Orientation:🐵 /Position:🛽		
Stamp Pg.:1-to End /Start N	o.:1	
Orientn. Position Stamp Pg	01	<

Enter the first page using the number keys, and then press the [#] key.

Stamp Pg.:P.1,P.2		page & 🏽
Start Pg.: <mark>1st Pg.</mark>	Last Pg.:to	o the End
	Cancel	OK

S Enter the last page using the number keys, and then press [OK].



#### 🖉 Note

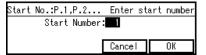
□ To change the number, press the **[Clear/Stop]** key, and then enter the new number.

#### Selecting start number

● Display "Page No.: xxx 2/2" using the ⊚ key, and then press [StartNo.].

Page No.:P	.1,P.2	1/2 (	€Next Menu
Orientatio	n:🕮 /Pos	ition:🗖	
Stamp Pg.:	1-to End	/Start M	lo.:1
Orientn.	Position	Stamp Pg	OK

Enter the start number using the number keys, and then press [OK].



#### 🖉 Note

□ To change the number, press the **[Clear/Stop]** key, and then enter the new number.

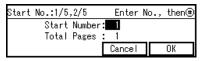
#### If [1/5,2/5...] are selected

If you select **[1/5,2/5...]** the screen for setting the total pages is displayed.

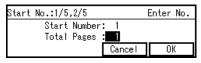
Display "Page No.:1/5, 2/5... 2/2" using the (b) key, and then press [StartNo.].

Page No.:1/5,2/5 2/2 🕥	<sup>p</sup> rev.	Menu
Orientation:🐵 /Position:🗖		
Stamp Pg.:1-to End /Start No	5 <b>.:</b> 1/1	1
StartNo.	01	<

Enter the start number using the number keys, and then press the [#] key.



Enter the total pages using the number keys, and then press [OK].



# 🖉 Note

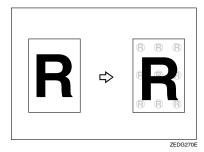
□ To change the number, press the **[Clear/Stop]** key, and then enter the new number.

**5** Press [OK] twice.

6 Press [Exit].

# **Repeat User Stamp**

Use this function to print a stored user stamp of letters or symbols over the whole area of the copy.



# Preparation

You must have a user stamp already stored. See p.59 "Program/Delete User Stamp".

- You can store up to four user stamps.
- You can choose to print the user stamp vertically or horizontally.
- You can use this function with Background Numbering and Date Stamp (up to two types).

#### 🖉 Note

When the Repeat User Stamp function is selected, it may take longer to print the first copy.

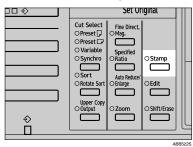
#### Reference

For details about deleting user stamps, see p.59 "Program/Delete User Stamp".

Related default settings:

- p.92 "Program/Del. User Stamp"
- p.92 "Stamp Settings"

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



2 Display "Stamp 2/2" using the key, and then press [Repeat].

Stamp	1/2			€Next	Menu
Backgr	rnd [ f	Preset	User	Ex	it

# Select the user stamp number (1 to 4) using the @ keys.

Repeat User Stamp	Select	: with 👁 🕑
Stamp 1 Stamp 2	Stamp 3	Stamp 4
Orientation:Normal	AB	
Orientn.	Cancel	OK

Selecting the stamp orientation

Press [Orientn.].

Repeat User Stamp	Select	:with⊛⊛
Stamp 1 Stamp 2		Stamp 4
Orientation:Normal	AB	
Orientn.	Cancel	OK

Select the stamp orientation ([Normal] or [Rotate 90deg.]) using the ③ keys, and then press [OK].

Orientn. Stamp 1	Select with 👁 🕑
Norma i 🕮	Rotate 90deg.🖲
	Cancel OK

4 Press [OK].

**5** Press [Exit].

# 3. Troubleshooting

# If Your Machine Does Not Operate As You Want

# When a Message Appears

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

# 🖉 Note

□ Service Call messages contain a contact phone number and your machine number.

Message	Problem/Causes	Solutions
Please wait.	The main power has just been turned on, paper type (plain paper/translucent pa- per/film) was changed, or the machine is otherwise getting ready.	Wait for the machine to fully warm-up. <b>Note</b> When the "Ready" mes- sage appears, you can
Loading toner Please wait.	The machine is getting ready after loading toner.	make the settings for your copies and scan your origi- nals. After the originals have been scanned, the machine will automatical- ly start copying after it has warmed-up. See p.83 "Copy Start Method".
Check original size	An improper original is set.	Select paper manually, do not use Auto Paper Select.
Set original length- wise	In User Auto Reduce/En- large, the original is set to $\square$ .	For User Auto Reduce/Enlarge, set the original to $\square$ .
Set original side- ways	In User Auto Reduce/En- large, the original is set to $\square$ .	For User Auto Reduce/En- large, set the original to $\square$ .
Memory is full. Cannot scan.	The machine's memory is full due to scanning originals or performing a function. The number of originals that can be stored in memory depends on the size of originals and function settings.	<ul> <li>When Sort is selected, press [Exit] to copy scanned originals, and then copy remaining originals.</li> <li>When the Job Preset function is selected, check the number of preset jobs, and then try scanning the originals again.</li> </ul>

Message	Problem/Causes	Solutions
Out of specified pa- per Load ***mm width pa- per	The ratio set in Auto Paper Se- lect is different to the size of the copy paper size.	<ul> <li>Check the settings for Re- duce/Enlarge, etc., and then try again.</li> <li>Set paper of a suitable width.</li> </ul>
Check settings	Copy paper size and original size is different.	Check the settings for Re- duce/Enlarge, etc., and then try again.
Cannot rotate sort this size orig.	The scanned original is too big to rotate.	You cannot use rotate sort with A0 (E) originals.
Set other original, or press[Change] and cancel rotate sort.	An unsuitable paper size for rotate sort has been set.	Set paper of the following di- mensions: A2 594 × 420 mm, A3 420 × 297 mm.
Max. Copy Quantity: NN	The number of copies exceeds maximum.	<ul> <li>♦ Inch version (Engineering)         <ul> <li>11" × 17"</li> <li>17" × 22"</li> <li>22" × 34"</li> </ul> </li> <li>♦ Inch version (Architecture)         <ul> <li>12" × 18"</li> <li>18" × 24"</li> <li>24" × 35"</li> </ul> </li> <li>Change the maximum copy quantity you can make at a time. See p.84 "Max. No. of</li> </ul>
Some settings cannot be changed. Press [Re-scan] and reset original to copy with current set- ting.	Function that cannot be changed are set in Additional Copy.	Sets". Check the settings, and then use Additional Copy again.
Open the part as shown and remove original.	The original has jammed (original misfeed).	Follow the on-screen instruc- tions to remove the jammed original. See " <b>%</b> rClearing Mis- feeds", <i>General Settings Guide</i> .
Open the part as shown and remove pa- per. Open the Rear Cover and remove paper.	The copy paper has jammed.	Follow the on-screen instruc- tions to remove the jammed paper. See " <b>%</b> Clearing Mis- feeds", <i>General Settings Guide</i> .

Message	Problem/Causes	Solutions
Toner is almost emp- ty Add Toner	The machine is running out of toner.	Change the toner cartridge. See "الطَّAdding Toner", <i>Gener-</i> al Settings Guide.
Open the cover as shown and replace toner bottle.	The machine has run out of toner.	Follow the on-screen instruc- tions to change the toner car- tridge. See "LaAdding Toner", <i>General Settings Guide</i> .

# If You Cannot Make Clear Copies

Problem	Causes	Solutions
Black or white streaks appear on copies.	Image density is too dark.	Adjust image density. See p.28 "Adjusting Copy Image Den- sity".
	The exposure glass or platen plate is dirty.	Clean the exposure glass or platen plate. See "Maintaining Your Machine", <i>General Set-</i> <i>tings Guide</i> .
	The original is dusty.	Clean the original and try cop- ying again.
		Be particularly careful when using the following types of original:
		• Hand drawn or drawn on with other forms of pencil or pen, such as a plotter.
		• Film, translucent paper, or other originals that attract static electricity.
		<ul> <li>Very long originals.</li> </ul>
A shadow of the reverse side of an original image appears on copies.	Image density is too dark.	Adjust the image density set- ting. See p.28 "Adjusting Copy Image Density".
The background is dirty.	Image density is too dark.	Adjust the image density set- ting. See p.28 "Adjusting Copy Image Density".
The edges of pasted sections are shown.	Image density is too dark.	Adjust the image density set- ting. See p.28 "Adjusting Copy Image Density".
		Change the orientation of the original.
		Put mending tape on the past- ed part.
The same copy area is dirty whenever making copies.	The exposure glass or platen plate is dirty.	Clean the exposure glass or platen plate. See "Maintaining Your Machine", General Set- tings Guide.

Problem	Causes	Solutions
Copies are too light.	Image density is too light.	Adjust the image density set- ting. See p.28 "Adjusting Copy Image Density".
	Damp or rough grain paper is used.	For good copy quality, use recommended paper.
		<ul> <li>Note</li> <li>If you use coated paper (such as thermal fax paper, art paper, carbon paper), damp paper, or rough grain paper, copy image might be too light.</li> </ul>
Toner fusing is poor.	The fusing temperature is too low.	Adjust the fusing temperature for the paper. See "Fusing Ad-
	The copy paper is too thick.	justment", General Settings Guide.
A moire pattern appears on copies.	Your original has a dot pat- tern image or many lines.	Change the orientation of the original. This may prevent the moire pattern.
		Copy using "Photo" or "Sharpen Text".
Image density is uneven.	The original has areas of solid colour, or Positive/Negative is selected when copying mul- tiple sheets.	When using Repeat Copy with originals that have areas of solid colour, set the number of originals as follows: A0 - A2 (E - C): 1 sheet, A3 (B) or smaller: 3 sheets
	Halftone originals can cause this problem.	Try using "Text/Photo" or "Photo".
Images are blurred when us- ing translucent paper.	Translucent paper is being used when copying multiple sheets.	Adjust the fusing setting to match the paper type. See "Fusing Adjustment", General Settings Guide.
Wrinkles appear when using translucent paper.	Fusing temperature is too low.	Adjust the fusing setting to match the paper type. See "Fusing Adjustment", General Settings Guide.
	The paper type has recently been changed from plain pa- per to translucent paper.	Wait about one minute.
The background on translu- cent paper is dirty.	More than 50 copies are being made of originals longer than 1189 mm (46.9") with solid blocks of colour (2 mm × 900 mm (0.08" × 35.4") or larger.)	Adjust the fusing setting to match the paper type. See "Fusing Adjustment", <i>General</i> <i>Settings Guide</i> .

Problem	Causes	Solutions
Streaks, scratches, or wrinkles appear in areas of solid black.	Copy paper has been changed from plain to translucent pa- per, or from translucent to plain paper.	After switching from plain to translucent paper, wait one minute. After switching from translucent to plain paper, wait two minutes before mak- ing copies.
Shadows appear on the copies.	The original is two-sided, or the image density setting is too dark.	Adjust the image density set- ting. See p.28 "Adjusting Copy Image Density".
Copies are blurred.	Continuous copies have been made on small sized paper.	Wait about two minutes, and then try copying again.

# If You Cannot Make Copies As You Want

Problem	Causes	Solutions
Misfeeds occur frequently.	The size of paper is different to that of the tray.	Adjust the tray to the size of paper.
	Jammed or torn paper is in- side the machine.	Remove the paper. See "% Clearing Misfeeds", Gener- al Settings Guide.
	The paper is curled.	Smooth out the curl and try again.
Images are cropped when us- ing Erase Border.	The Erase Border setting is too big. The margin of the original is too small.	Reduce the size of the Erase Border setting. See p.44 "Erase Border".
Parts of the image are not copied.	The original is not placed correctly.	Place the original correctly. See p.14 "Placing Originals".
	An improper size of paper is selected.	Select the proper paper. See "Copy Paper", General Set- tings Guide.
	Shift or Margin Adjustment mode is selected.	Cancel Shift or Margin Ad- justment mode. See p.42 "Margin Adjustment" and p.43 "Shift".
Copies are blank.	The original is not set correct- ly.	Place the original with the sur- face to be copied on face down.
Copies shift sideways.	The paper roll is not set cor- rectly.	Set the paper roll correctly, making sure it is straight and not loose. See "Job Loading Pa- per Roll", General Settings Guide.
	The original does not match the size in the original table setting.	Adjust the original guides to the specified size, and then in- sert the original along the guides. See p.14 "Placing Originals".
	The paper is not set correctly in the bypass tray.	Make sure the paper size matches the bypass tray guides. See p.25 "Copying from the Bypass Tray".

This section explains causes of, and solutions for, unexpected copy results.

Problem	Causes	Solutions
Copies shift in the direction of the original feed (or opposite) direction.	Shift or Margin Adjustment mode is selected.	Cancel Shift or Margin Ad- justment mode. See p.42 "Margin Adjustment" and p.43 "Shift".
Copies are shorter than the se- lected size, or cut off before the end.		p.45 Shift .
Wrinkles appear on the copy.	The paper is damp.	Replace the paper with new paper. Cut the paper to 1000 mm (40") just before copying.
	The paper is damp. See "Anti- humidity Heater Switch", General Settings Guide.	Turn on the anti-humidity heater. See "Anti-humidity Heater Switch", <i>General Set-</i> <i>tings Guide</i> .
Copies are slanted.	The original is not straight.	Insert the original along the original guides, so it is straight.
Original and copy size does not match.	Dampness can cause paper to stretch.	Adjust the Fine Magnification setting for Additional Copy. See p.19 "Fine Directional Magnification (Additional Copies Only)".
		Adjust the Fine Magnification setting. See "Fine Ratio:Copi- er", General Settings Guide.
You cannot combine several functions.	The selected functions cannot be used together.	Check the combination of set- tings, and set again. See p.102 "Combination Chart".

# 4. User Tools (Copier Features)

# User Tools Menu (Copier Features)

# PReference

For details about option-related functions, see p.3 "Functions That Require Options".

#### General Features (see p.82 "General Features")

User Tools item menu	Default
Change Init. Mode	Standard
Copier Auto Reset	On 60 sec.
Original Priority	Text
Auto Density	On
Adj. Scan Density	4
APS Priority *1	On
Ppr.Tray Priority *1	Paper Roll1
Copy Start Method	Auto
Orig. Size Detect	Auto
Max. No. of Sets	20 sheets
Noise Reduction	Text: Off Text/Photo: Off Photo: Off Drawing: Off Pale: Off Generation Copy: Off Background Lines: Off Sharpen Text: Off
Orig.Mode Quality	Text: Normal Text/Photo: Normal Photo: Normal Drawing: Normal Pale: Normal Generation Copy: Normal Background Lines: Normal Sharpen Text: Normal

User Tools item menu	Default
Orig.Mode Density	Text: Normal
	Text/Photo: Normal
	Photo: Normal
	Drawing: Normal
	Pale: Normal
	Generation Copy: Normal
	Background Lines: Normal
	Sharpen Text: Normal
Copy Mode in Sort *1	Copy after Scan
Sample Copy Pos.	0mm
Partial Copy Size	Start Position: 0 mm
	Copy Size: 280 mm
Count Display	Original
Rotate Copy in APS *1	On

## Reproduction Ratio (see p.86 "Reproduction Ratio")

User Tools item menu	Default
User R/E Ratio : 1-3	100.0%
R/E Priority	Metric version: 100.0%
	Inch version (Engineering): 100.0%
	Inch version (Architecture): 100.0%
User Auto R/E	Metric version
	A0 : A0/ A1 : A1/ A2 : A2/ A3 : A3/A4 : A4/B1 JIS : B1 JIS / B2 JIS : B2 JIS / B3 JIS : B3 JIS / B4 JIS : B4 JIS
	Inch version (Engineering)
	34×44 : 34×44/22×34 : 22×34/17×22 : 17×22/11×17 : 11×17/8 <sup>1</sup> /2×11 : 8 <sup>1</sup> /2×11
	Inch version (Architecture)
	36×48 : 36×48/24×36 : 24×36/18×24 : 18×24/12×18 : 12×18/9×12 : 9×12
UserAutoR/E Orig.	Vertical

# Edit (see p.88 "Edit")

User Tools item menu	Default
Margin Adjustment	Metric version
	Top Margin: +20 mm
	Bottom Margin: +20 mm
	Inch version
	Top Margin: +0.8"
	Bottom Margin: +0.8"
Shift Image	Metric version
	Up: 20 mm
	Right: 20 mm
	Inch version
	Up: 0.8″
	Right: 0.8"
Erase Brdr. Width	Metric version
	10 mm
	Inch version
	0.4"
Repeat Sep. Line	None
2xCopies Sep.Line	Separation Line
Prog.Overlay Fmt. *2	—

#### Stamp (see p.90 "Stamp")

User To	ols item menu	Default
<u>*</u>	Size	1X
Background No.	Density	Normal
	Stamp Type Priority	СОРҮ
	Stamp Settings	Orientation: Normal
		Position: Bottom Right
		Adjust:
~		Metric version
Preset Stamp *3		• Left/Right/Top/Bottom: 24 mm
Stan		• Centre (Left/Right): 0 mm
set (		• Centre (Top/Bottom): 0 mm
Pre		Inch version
		• Left/Right/Top/Bottom: 0.9"
		• Centre (Left/Right): 0"
		Centre (Top/Bottom): 0" Size: 1X
		Density: Normal
	Program/Del. User Stamp	—
	Stamp Settings	Orientation: Normal
		Position: Bottom Right
		Adjust:
\$		Metric version
User Stamp *2 *3		• Left/Right/Top/Bottom: 24 mm
Star		Centre (Left/Right): 0 mm
ser		• Centre (Top/Bottom): 0 mm
		Inch version <ul> <li>Left/Right/Top/Bottom: 0.9"</li> </ul>
		<ul> <li>Centre (Left/Right): 0"</li> </ul>
		<ul> <li>Centre (Top/Bottom): 0"</li> </ul>
		Density: Normal
		Denony. Norman

User To	ools item menu	Default	
	Date Format Priority	MM/DD/YYYY	
	Stamp Settings	Orientation: Normal	
		Position: Top Left	
ŝ		Adjust:	
du		Metric version	
Star		• Left/Right/Top/Bottom: 24 mm	
Date Stamp *3		• Centre (Left/Right): 0 mm	
ñ		Inch version	
		• Left/Right/Top/Bottom: 0.9"	
		• Centre (Left/Right): 0"	
		Size: 1X	
	Format Priority	1, 2	
	Stamp Settings	Orientation: Normal	
°*		Position: Top Left	
ring		Adjust:	
nbe		Metric version	
Zur		• Left/Right/Top/Bottom: 24 mm	
Page Numbering *3		• Centre (Left/Right): 0 mm	
Pa		Inch version	
		• Left/Right/Top/Bottom: 0.9"	
		• Centre (Left/Right): 0"	

## Key Operator Tools (see p.97 "Key Operator Tools")

User Tools item menu	Default
Program/Change/Delete User Code	_
Display/Clear/Print Counter per Code	_

<sup>\*1</sup> The optional paper roll tray is required.
<sup>\*2</sup> The optional HDD is required.
<sup>\*3</sup> The optional stamp board is required.

# Accessing User Tools (Copier Features)

This section is for key operators in charge of this machine. You can change or set the machine's default settings.

#### 🖉 Note

- Be sure to exit User Tools and return to the initial copy display after all settings are made. See p.81 "Exiting User Tools".
- □ 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 Menu (System Settings)", *General Settings Guide*.

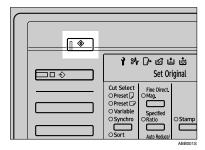
# **Changing Default Settings**

## 🖉 Note

□ When a key operator code is set, the key operator code input display appears when changing the default settings. Enter the registered key operator code beforehand. For details about key operator codes, see "Key Op. Tools", *General Settings Guide*.

## Press the [User Tools] key.

The User Tools key indicator lights.



**2** Press **[2]** ([Copier Features]) using the number keys.

🖩 User Tools	Specify No.
1 System Settings	2 Copier Features
Counter	Exit

Enter the number of the menu you want to select using the number keys.

The relevant settings screen appears for the item selected.

# 🖉 Note

□ If the item you want to select is not displayed, press [**↑Prev.**] or [**↓Next**] to scroll to it.

# ₽ Reference

p.75 "User Tools Menu (Copier Features)"

4 Change the settings as described in the on-screen instructions, and then press [OK].

		riority		Select	. with 👁 🕑
Paper	Roll1	Paper	Roll2	Cut P	'aper Tray
			Can	cel	OK

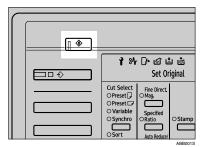
# 🖉 Note

- □ For details about selecting items, see p.6 "Reading the Display and Using Keys".
- □ Use the [·] key to enter a decimal point.
- □ To cancel changing settings and return to the initial display, press the **[User Tools]** key.

# **Exiting User Tools**

# **1** Press the **[User Tools]** key.

The User Tools key indicator goes off.



# 🖉 Note

□ You can also exit User Tools by pressing **[Exit]**.

📓 User Tools	Specify No.
1 System Settings	2 Copier Features
Counter	Exit

# Settings You Can Change with User Tools

For details about displaying settings, see p.80 "Accessing User Tools (Copier Features)".

# **General Features**

#### Change Init. Mode

Specifies the settings to appear in the initial copy display after the machine is turned on, after Copier Auto Reset, or after the **[Clear Modes]** key is pressed. You can select from **[Standard]** or the settings stored in **[Program No.10]**.

- Standard
- Program No.10

Note 🖉

Default: Standard

#### Copier Auto Reset

Specifies the time period for Copier Auto Reset. See p.18 "Copier Auto Reset".

• On 60 sec.

The machine copies using the Auto Roll Switch.

• Off

#### 🖉 Note

- Default: On 60 sec.
- □ The time can be set from 10 to 999 seconds.

#### Original Priority

Specifies the default original type to be used after the machine is turned on, after Copier Auto Reset, or after the **[Clear Modes]** key is pressed. See p.29 "Selecting Original Type Setting".

- Text
- Text/Photo
- Photo
- Drawing
- Pale
- Generation Copy
- Background Lines
- Sharpen Text

#### 🖉 Note

Default: Text

# Auto Density

Specifies whether or not Auto Image Density should be used after the machine is turned on, after Copier Auto Reset, or after the **[Clear Modes]** key is pressed. See p.28 "Adjusting Copy Image Density".

- On
- Off

# 🖉 Note

Default: On

#### Adj. Scan Density

Specifies one of seven density levels as the scan density.

Adjust Scan Density		t with⊛⊛
Lighter 🗌 🖸 🖾 🛛		Darker
	Cancel	OK

# 🖉 Note

Default: Centre



Specifies whether or not Auto Paper Select should be used after the machine is turned on, after Copier Auto Reset, or after the **[Clear Modes]** key is pressed. See p.30 "Selecting Copy Paper".

- On
- Off

# 🖉 Note

Default: On

# Ppr.Tray Priority

Specifies the default paper tray to be used after the machine is turned on, after Copier Auto Reset, or after the **[Clear Modes]** key is pressed.

- Paper Roll1
- Paper Roll2
- Cut Paper Tray

# 🖉 Note

Default: Paper Roll1

# Copy Start Method

Specifies whether or not the machine should start copying automatically. To scan the originals first and then copy when the **[Start]** key is pressed, press **[Press Start Key]**. To start copying automatically after the originals are scanned, press **[Auto]**.

- Auto
- Press Start Key

Default: Auto

#### Orig. Size Detect

Specifies whether or not to automatically detect the size of originals. To detect the size of original automatically, press **[Auto]**. To scan the original at maximum size, press **[Fixed (Max. Size)]**.

- Auto
- Fixed (Max. Size)

#### 🖉 Note

Default: Auto

#### Max. No. of Sets

Specifies the maximum number of copies that can be set.

#### 🖉 Note

- Default: 20 sheets
- □ The number can be set from 1 to 20 sheets.

#### Noise Reduction

Specifies the noise (specks of dirt or dust on the image) reduction level for each original type (Text, Text/Photo, Photo, Drawing, Pale, Generation Copy, Background Lines, Sharpen Text).

If you select **[Off]**, small scratches and specks on the original will appear on copies.

- Off
- Low
- Medium
- High

🖉 Note

Default: Off

#### Orig.Mode Quality

Adjusts the finish for each original type (Text, Text/Photo, Photo, Drawing, Pale, Generation Copy, Background Lines, Sharpen Text).

- Normal
- Custom Setting

# 🖉 Note

- Default: Normal
- □ [Custom Setting]: Your service representative will set this to meet your requirements. For details, consult your service representative.

#### Orig.Mode Density

Specifies the copy image density for each original type (Text, Text/Photo, Photo, Drawing, Pale, Generation Copy, Background Lines, Sharpen Text).

- Light
- Normal
- Dark

## 🖉 Note

Default: Normal

#### Copy Mode in Sort

Specifies whether all originals should be scanned before starting copying, when using Sort. Or, whether copying should start while originals are still being scanned. See p.34 "Sort/Rotate Sort".

- Copy after Scan
- Copy during Scan

## 🖉 Note

Default: Copy after Scan

#### Sample Copy Pos.

Specifies the default dimensions for Sample Copy. See p.23 "Sample Copy".

#### 🖉 Note

🗖 Default: 0

 $\Box$  The dimensions can be set from 0 to 250 mm (10").

#### Partial Copy Size

Specifies the default dimensions for the start point (Y1) and end point (Y2) in Partial Copy. See p.24 "Partial Copy".

Partial Copy Size - H	Enter posi	tn.,then⊕
Y1 Y2 Y2 Y2 Y2 Y2 Y2 Y2 Y2 Y2 Y2 Y2 Y2 Y2	Position) Size)	: 0mm 280mm
	Cancel	OK

# 🖉 Note

Default:

- Y1: 0 (0")
- Y2: 280 mm (11")
- □ Y1 can be set from 0 to 3320 mm (0" to 131").
- □ Y2 can be set from 280 to 3600 mm (11" to 142").

# Count Display

Specifies to show the number of sets or number of originals on the counter.

- Quantity
- Original

Default: Original

#### Rotate Copy in APS

Specifies whether to rotate paper to meet the originals when Auto Paper Select is selected.

- On
- Off

🖉 Note

Default: On

# **Reproduction Ratio**

#### User R/E Ratio

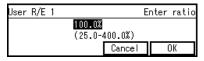
You can store up to three reproduction ratios, in addition to those already in Preset Ratio.

Enter the reproduction ratio using the number keys.

#### 🖉 Note

- □ Default: 100.0 %
- $\Box$  Use the  $[\cdot]$  key to enter a decimal point.

 $\Box$  The value can be set from 25.0% to 400.0%.



#### R/E Priority

Specifies the default reproduction ratio used after the machine is turned on, after Copier Auto Reset, or after the **[Clear Modes]** key is pressed.

- Metric version
  - 25.0%
  - 35.4%
  - 50.0%
  - 70.7%
  - 100.0%
  - 141.4%
  - 200.0%
  - 282.8%
  - 400.0%

- Inch version (Engineering)
  - 25.0%
  - 32.4%
  - 50.0%
  - 64.7%
  - 100.0%
  - 129.4%
  - 200.0%
  - 258.8%
  - 400.0%
- Inch version (Architecture)
  - 25.0%
  - 33.3%
  - 50.0%
  - 66.7%
  - 100.0%
  - 133.3%
  - 200.0%
  - 266.7%
  - 400.0%

□ Default:

- Metric version: 100.0%
- Inch version (Engineering): 100.0%
- Inch version (Architecture): 100.0%

Preset	R/E F	Priority	1/3 Select	: with 👁 🕑
25.0%	35.4	4% 50.0	% 70.7%	100.0%
( Three	(	<b>↓</b> Next_)	Cancel	OK

#### User Auto R/E

Specifies original and copy sizes displayed when **[UserAuto]** is pressed. See p.40 "User Auto Reduce/Enlarge".

Select the copy size to use with the original size.

User A	Auto	R/E:A0		Select	with 👁 🕑
Α0		A1	A2	A3	Α4
			_		
				Cancel	OK

If you select a setting for A0(E), A4(A), or B1 size paper in User Auto Reduce/Enlarge, you cannot select [Horizontal]. When you cannot select [Horizontal] (grayed out), select the original size and copy size for Horizontal using this setting.

#### UserAutoR/E Orig.

Specifies whether an original should be processed as a vertical or horizontal original when **[UserAuto]** is selected. See p.40 "User Auto Reduce/Enlarge".

- Vertical 🖓
- Horizontal

#### 🖉 Note

🗇 Default: Vertical 🖓

#### 🖉 Note

You cannot specify A0(E), A4(A), B1, or B4 in User Auto R/E when you select [Horizontal].

# Edit

#### Margin Adjustment

Specifies the default setting for the margin size. You can set the top and bottom margin sizes. See p.42 "Margin Adjustment".

# 🖉 Note

Default:

- Metric version: +20 mm
- Inch version: +0.8"

□ The size can be set as follows:

- Metric version: -200 mm to 200 mm (1 mm increments)
- Inch version: -7.8" to 7.8" (0.1" increments)

#### Shift Image

Specifies the default setting for Shift. Use  $[\uparrow] [\downarrow]$  to set the shift orientation and distance. See p.43 "Shift".

# 🖉 Note

Default:

- Metric version: Up: 20 mm/Right: 20 mm
- Inch version: Up: 0.8"/Right: 0.8"

 $\hfill\square$  The orientation/distance can be set as follows:

• Metric version: Up: 200 mm - Down: 200 mm (1 mm increments) Right: 200 mm - Left: 200 mm (1 mm increments) • Inch version: Up: 7.8" - Down: 7.8" (0.1" increments) Right: 7.8" - Left: 7.8" (0.1" increments)

Shift Image	Shift wit	hÆ⊎,then⊛
Le	/Down : <mark>Up</mark> ft/Right : Rig	20mm ht 20mm
$\frown \uparrow \bigcirc \bigcirc$	↓ Cancel	OK

#### Erase Brdr. Width

Specifies the default setting for Erase Border. See p.44 "Erase Border". Use [+] or [-] to make the setting.

#### 🖉 Note

□ Default:

- Metric version: 10 mm
- Inch version: 0.4"

□ The width can be set as follows:

- Metric version: 3 mm 50 mm (1 mm increments)
- Inch version: 0.1" 2.0" (0.1" increments)

#### Repeat Sep. Line

Specifies the separation line type. See p.49 "Image Repeat".

- None
- Solid
- Broken A
- Broken B
- Crop Marks

🖉 Note

Default: None

#### 2xCopies Sep.Line

Specifies whether or not to use a separation line for Double Copies. See p.49 "Double Copies".

The separation line is dotted.

- None
- Separation Line

#### 🖉 Note

Default: Separation Line

#### Prog.Overlay Fmt.

Stores a format (background) image for use with Format Overlay. You can store up to four formats.

See p.51 "Format Overlay (Overlay 2)" and p.52 "Program/Delete Overlay Format".

# Stamp

#### Background No.

#### Size

Make settings for the size of background numbers. See p.54 "Background Numbering".

- 1X
- 2X
- 4X
- 8X

#### 🖉 Note

🗖 Default: 1X

#### Density

Make settings for the density of background numbers. See p.54 "Background Numbering".

- Light
- Normal
- Dark
- Very Dark

#### Note 🖉

Default: Normal

#### Preset Stamp

#### Stamp Type Priority

Specifies the default user stamp selected as the preset stamp. See p.54 "Preset Stamp".

- COPY
- URGENT
- PRIORITY
- For Your Info.
- DRAFT
- PRELIMINARY
- For Internal Use Only
- CONFIDENTIAL

#### 🖉 Note

Default: COPY

### Stamp Settings

Specifies the stamp orientation, position, size, and density for each preset stamp (COPY, URGENT, PRIORITY, For Your Info., DRAFT, PRELIMI-NARY, For Internal Use Only, CONFIDENTIAL). You can make separate settings for both horizontal and vertical. See p.54 "Preset Stamp".

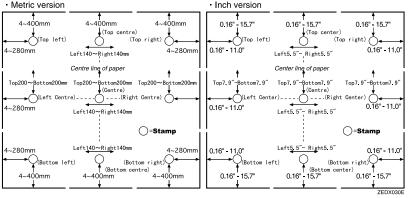
- Orientation (Normal, Rotate 90deg.)
- Position (Top left, Top centre, Top right, Left centre, Centre, Right centre, Bottom left, Bottom centre, Bottom right)
  - Adjust
    - Left/Right:
      - Metric version: 4 280 mm
      - Inch version: 0.16 11.0"
    - Top/Bottom:
      - Metric version: 4 400 mm
      - Inch version: 0.16 15.7"
    - Centre (Left/Right):
      - Metric version: Left 140 Right 140 mm
      - Inch version: Left 5.5 Right 5.5"
    - Centre (Top/Bottom):
      - Metric version: Left 200 Right 200 mm
      - Inch version: Left 7.9 Right 7.9"
- Size (1X, 2X, 4X, 8X)
- Density (Normal, Lighter, Lightest)

# 🖉 Note

- Default:
- Orientation: Normal
- Position: Bottom right
  - Adjust
    - Left/Right:
      - Metric version: 24 mm
      - Inch version: 0.9"
    - Top/Bottom:
      - Metric version: 24 mm
      - Inch version: 0.9"
    - Centre (Left/Right):
      - Metric version: 0 mm
      - Inch version: 0.0"

- Centre (Top/Bottom):
  - Metric version: 0 mm
  - Inch version: 0.0"
- Size: 1X
- Density: Normal





#### User Stamp

#### Program/Del. User Stamp

You can store, change, or delete a design of your choice as a user stamp.

#### Note 🖉

□ You can store up to four user stamps. See p.57 "User Stamp".

# PReference

For details about deleting user stamps, see p.59 "Program/Delete User Stamp".

#### Stamp Settings

Specifies the stamp orientation, position, and density for user stamps. You can set separate settings for horizontal and vertical. See p.57 "User Stamp".

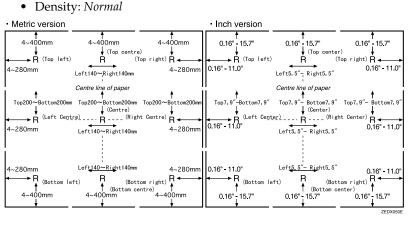
- Orientation (Normal, Rotate 90deg.)
- Position (Top left, Top centre, Top right, Left centre, Centre, Right centre, Bottom left, Bottom centre, Bottom right)
  - Adjust
    - Left/Right:
      - Metric version: 4 280 mm
      - Inch version: 0.16 11.0"
    - Top/Bottom:
      - Metric version: 4 400 mm
      - Inch version: 0.16 15.7"

- Centre (Left/Right):
  - Metric version: Left 140 Right 140 mm
  - Inch version: Left 5.5 Right 5.5"
- Centre (Top/Bottom):
  - Metric version: Left 200 Right 200 mm
  - Inch version: Left 7.9 Right 7.9"
- Density (Normal, Lighter, Lightest)

# Note 🖉

Default:

- Orientation: Normal
- Position: Bottom right
  - Adjust
    - Left/Right:
      - Metric version: 24 mm
      - Inch version: 0.9"
    - Top/Bottom:
      - Metric version: 24 mm
      - Inch version: 0.9"
    - Centre (Left/Right):
      - Metric version: 0 mm
      - Inch version: 0.0"
    - Centre (Top/Bottom):
      - Metric version: 0 mm
      - Inch version: 0.0"



#### Date Stamp

#### Format Priority

You can specify the date stamp format. See p.61 "Date Stamp".

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

#### 🖉 Note

□ Default: *MM/DD/YYYY* 

#### Stamp Settings

Specifies Date Stamp conditions. See p.61 "Date Stamp". You can specify the stamp orientation, position, and size for the date stamp.

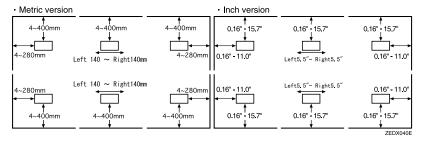
⊠Stamp Settings	Specify No.
1 Orientation 3 Size	2 Position
	PrevMenu

- Orientation (Normal, Rotate 90deg.)
- Position (Top left, Top centre, Top right, Bottom left, Bottom centre, Bottom right)
  - Adjust
    - Left/Right:
      - Metric version: 4 280 mm
      - Inch version: 0.16 11.0"
    - Top/Bottom:
      - Metric version: 4 400 mm
      - Inch version: 0.16 15.7"
    - Centre (Left/Right):
      - Metric version: Left 140 Right 140 mm
      - Inch version: Left 5.5 Right 5.5"
- Size (1X, 2X, 4X, 8X)

#### 🖉 Note

- Default:
  - Orientation: Normal
  - Position: Top left

- Adjust
  - Left/Right:
    - Metric version: 24 mm
    - Inch version: 0.9"
  - Top/Bottom:
    - Metric version: 24 mm
    - Inch version: 0.9"
  - Centre(Left/Right):
    - Metric version: 0 mm
    - Inch version: 0.0"
- Size: 1X



#### Page Numbering

#### Format Priority

Specifies the page number format by pressing **[Page]**. See p.63 "Page Numbering".

- 1, 2...
- -1-, -2-...
- P.1,P.2...
- P1,P2...
- 1/5, 2/5...

#### 🖉 Note

□ Default: 1, 2...

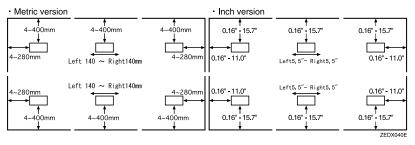
#### Stamp Settings

Specifies Page Numbering conditions. See p.63 "Page Numbering". You can specify stamp orientation and position for the page number.

- Orientation: (Normal, Rotate 90deg.)
- Position: (Top left, Top centre, Top right, Bottom left, Bottom centre, Bottom right)

- Adjust
  - Left/Right:
    - Metric version: 4 280 mm
    - Inch version: 0.16 11.0"
  - Top/Bottom:
    - Metric version: 4 400 mm
    - Inch version: 0.16 15.7"
  - Centre (Left/Right):
    - Metric version: Left 140 Right 140 mm
    - Inch version: Left 5.5 Right 5.5"

- □ Default:
  - Orientation: Normal
  - Position: Top left
    - Adjust
      - Left/Right:
        - Metric version: 24 mm
        - Inch version: 0.9"
      - Top/Bottom:
        - Metric version: 24 mm
        - Inch version: 0.9"
      - Centre (Left/Right):
        - Metric version: 0 mm
        - Inch version: 0.0"



# Key Operator Tools

If a key operator code is already entered, you cannot begin key operator settings unless you enter the key operator code (up to eight digits).

📓 Key	Operator	Tools	Specif	y No.
			te User Code Counter per	
			Pr	evMenu

# Program/Change/Delete User Code

You can register, change, or delete user codes (up to eight digits). You can store up to 50 user codes.

- Program You can register new user codes.
   Press [Program], and then enter the user code using the number keys.
- Change You can change user codes. Press **[Change]**, and then enter the user code.
- Delete User Code You can delete user codes. Press **[Delete]**, and then enter the user code you want to delete.
- Delete All User Codes You can delete all user codes. Press **[Del. All]**.

# Display/Clear/Print Counter per Code

You can check or print the number of copies made under each user code. You can also reset each user code's counter to 0.

- Print Counter List Press [Print].
- Reset Counter Select a counter, and then press [per Code].
- Reset All Counters Press [All].

# 5. Specifications

# Main Unit

## Configuration: Desktop

Originals: Sheet

# Original size (W × L):

- Metric version:  $182 \times 140 \text{ mm} 914 \times 3600 \text{ mm}$
- Inch version: 7" × 5"-36" × 142"

# Copy size (W × L):

- Metric version: A0 □ -A4 □ Roll paper: 210 × 280 mm-914 × 3600 mm Bypass tray: 210 × 257 mm-914 × 2000 mm
- Inch version: E□ -A□ Roll paper: 8<sup>1</sup>/<sub>2</sub>"×11" -36"×142" Bypass tray: 8<sup>1</sup>/<sub>2</sub>"×11"-36"×78"

# Reproduction ratio:

- Metric version: Full size: 100.0% Reduce: 25.0%, 35.4%, 50.0%, 70.7% Enlarge: 141.4%, 200.0%, 282.8%, 400.0% Zoom: 25.0-200.0% (0.1% increments) Zoom: 200.0-400.0% (0.2% increments)
- Inch version (Engineering): Full size: 100.0% Reduce: 25.0%, 32.4%, 50.0%, 64.7% Enlarge: 129.4%, 200.0%, 258.8%, 400.0% Zoom: 25.0-200.0% (0.1% increments) Zoom: 200.0-400.0% (0.2% increments)
- Inch version (Architecture): Full size: 100.0% Reduce: 25.0%, 33.3%, 50.0%, 66.7% Enlarge: 133.3%, 200.0%, 266.7%, 400.0% Zoom: 25.0-200.0% (0.1% increments) Zoom: 200.0-400.0% (0.2% increments)

# Copying speed (full-size copying):

2 copies/minute (A0(E)  $\square$ ), 4 copies/minute (A1(D) $\square$ )

 Warm-up time: Less than 2 minutes (23°C)

## First copy time:

- Metric version: When selected lower output tray: 22 seconds (A1<sup>-</sup>, Paper roll tray 2), 34 seconds (A1<sup>-</sup>, Bypass Tray)
- Inch version: When selected lower output tray: 22 seconds (DD, Paper roll tray 2), 34 seconds (DD, Bypass Tray)

# Repeat copy:

- Metric version:
  - Main unit only

Width	Length							
914/880 mm	Up to 1219 mm							
841 mm	Up to 1325 mm							
594 mm	Up to 1875 mm							
420 mm	Up to 2652 mm (Transportation dis- tance: 2000 mm)							
297 mm	Up to 3600 mm (Transportation dis- tance: 2000 mm)							
When deleting a copy size: Up to 3600 mm								

• Optional HDD installed 3600 mm (any width)

# • Inch version (Engineering):

• Main unit only

Width	Length					
34"	Up to 50.8"					
22"	Up to 78.5"					
17"	Up to 101.6"					
11"	Up to 157"					
81/2"	Up to 203.2"					
When deleting a copy size: Up to 50.8"						

• Optional HDD installed 236" (any width)

- Inch version (Architecture):
  - Main unit only

Width	Length					
36" (30")	Up to 48"					
24"	Up to 72"					
18"	Up to 96"					
12"	Up to 144"					
9"	Up to 192"					
When deleting a copy size: Up to 48"						

• Optional HDD installed 236" (any width)

# Non-reproduction area:

- Metric version:
  - Top: 8 mm
  - Bottom: 8 mm
  - Left and Right 2 ± 2 mm (less than 5 mm on either side)
- Inch version:
  - Top: 0.32"
  - Bottom: 0.32"
  - Left and Right  $0.08" \pm 0.08"$  (less than 0.2" on either side)

## Continuous copying count:

20 copies

## Copy paper capacity:

bypass tray

# **Combination Chart**

The combination chart below shows modes that can be used together.

		You try to select function		Pa	per	Sel	ect			Re	duc	e/E	inlar	ge				Ori	gina	dΤy	/pe	Set	ting		Co Ima De	age	Pa	ıper	Ту	pe
		Required options																												l
Already selected function	Required options		You try to select mode	Auto Paper Select	Manual Paper Select: Paper roll	Manual Paper Select: Cut paper	Bypass Tray	Preset Reduce/Enlarge	Jser Reduce/Enlarge	Zoom	Auto Reduce/Enlarge	Jser Auto Reduce/Enlarge	Directional Magnification (%)	Directional Size Magnification(mm)	Fine Directional Magnification	Original Size Auto Detect	ext	Fext/Photo	Photo	Drawing	ale	Generation Copy	Sharpen Text	Background Lines	Auto Image Density	Manual Image Density	Plain paper	Franslucent paper	ranslucent film	Beckched namer
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# Symbols used in the chart

Blank	Can be used together.
F	Cannot be used together. The first mode selected is active.
В	Cannot be used together. The second mode selected is active.
R	Cannot set modes after the original is scanned.
Numbers	Number of modes that can used together.
1	Can be used together when copying at full size.
2	Can be used together when using Additional Copy. You can select the bypass tray after scanning the original.
3	Cannot set the stamp function. If you have already set a stamp, you can change or delete it.
4	Cannot select Auto Paper Select when you use Rotate Copy.
Symbols	
0	Can be used together. The first mode selected has priority.
×	Cannot be used together. The second mode selected has priority.
_	Cannot select. It is set with User Tools.
Required options	
W	stamp board and optional HDD
Н	optional HDD

# **Supplementary Specifications**

# Fine Directional Magnification (Additional Copy)

• When Fine Magnification is selected, depending on the pattern of original, moire patterns may appear or image quality deteriorate.

# Job Preset

• Number of sheets that can be set for Job Preset and each paper size are as follows:

	HDD installed	HDD not installed
A0	50 sheets	_
A1	100 sheets	2 sheets
A2	100 sheets	4 sheets
A3	100 sheets	8 sheets
A4	100 sheets	16 sheets

- You cannot use the following functions with Job Preset:
  - Recalling a Program
  - Copying from the Bypass Tray
  - Sort/Rotate Sort
  - Image Overlay/Format Overlay
  - Erase Inside/Erase Outside
  - Image Repeat
  - User Stamp
  - Repeat User Stamp
  - Sample Copy
- You cannot preset a job while a job is being sorted.
- The maximum number of jobs that can be preset is 99.
- Depending on the size of original, you may not be able to preset more jobs even if below the maximum.

# Copying from the Bypass Tray

• The width for paper in the bypass tray is 210 - 914  $\times$  2000 mm (8<sup>1</sup>/<sub>2</sub>" - 36"  $\times$  78").

Selecting Copy Paper

- If you change the paper type, copying may take longer to start.
- When Auto Paper Select is selected, copying may take slightly longer since the machine selects the copy paper after scanning the original.

# Sort/Rotate Sort

- You can use Sort for copy sizes up to A0(E).
- You can use Rotate Sort for copy sizes up to A0(E) (HDD installed), A1 (D) (HDD not installed).
- You can use the following paper sizes with Rotate Sort:

Metric version	420 mm × 297 mm (A3)
	594 mm × 420 mm (A2)
	841 mm × 594 mm (A1)
	515 mm × 364 mm (B3 JIS)
	728 mm × 515 mm (B2 JIS)
Inch version	11"×17" (B)
(Engineering)	17"×22" (C)
	22" × 34" (D)
Inch version	12"×18" (B)
(Architecture)	18" × 24" (C)
	24" × 36" (D)

• The number of originals that can be scanned for Sort and Rotate Sort is as follows:

	HDD installed	HDD not installed
A0(E) *1	100 sheets	1 sheet
A1(D)	100 sheets	2 sheets
A2(C)	100 sheets	4 sheets
A3(B)	100 sheets	8 sheets
A4(A) *1	100 sheets	17 sheets

<sup>\*1</sup> Sort only. You cannot use A4(A) with Rotate Sort.

# Preset Reduce/Enlarge

- You can set the magnification ratio from 25.0 to 400.0%.
- You can select one of 8 preset ratios (4 enlargement ratios, 4 reduction ratios).
- The relationship between original size and paper size enlarged/reduced by the preset ratios is as follows:

# Metric version

Ratio (%)	Original size $\rightarrow$ Paper size
400.0 (16 times in area ratio)	A4→A0
282.8 (8 times in area ratio)	A3 $\rightarrow$ A0, A4 $\rightarrow$ A1, B4 $\rightarrow$ B1
200.0 (twice in area ratio)	A2 $\rightarrow$ A0, A3 $\rightarrow$ A1, A4 $\rightarrow$ A2, B3 $\rightarrow$ B1, B4 $\rightarrow$ B2

141.4 ( $^{1}/_{2}$ in area ratio)	$\begin{array}{l} A1 {\rightarrow} A0, A2 {\rightarrow} A1, A3 {\rightarrow} A2, A4 {\rightarrow} A3, \\ B2 {\rightarrow} B1, B3 {\rightarrow} B2, B4 {\rightarrow} B3 \end{array}$
70.7 ( $^{1}/_{4}$ in area ratio)	$A0 \rightarrow A1, A1 \rightarrow A2, A2 \rightarrow A3, A3 \rightarrow A4, B1 \rightarrow B2, B2 \rightarrow B3, B3 \rightarrow B4$
50.0	$A0 \rightarrow A2, A1 \rightarrow A3, A2 \rightarrow A4, B1 \rightarrow B3, B2 \rightarrow B4$
35.4	$A0 \rightarrow A3, A1 \rightarrow A4, B1 \rightarrow B4$
25.0	A0→A4

# Inch version (Engineering)

Ratio(%)	Original size $\rightarrow$ Paper size
400.0	$A \rightarrow E$
258.8	$A \rightarrow D, B \rightarrow E$
200.0	$A \rightarrow C, B \rightarrow D, C \rightarrow E$
129.4	$A \rightarrow B, B \rightarrow C, C \rightarrow D, D \rightarrow E$
64.7	$B \rightarrow A, C \rightarrow B, D \rightarrow C, E \rightarrow D$
50.0	$C \rightarrow A, D \rightarrow B, E \rightarrow C$
32.4	$D \rightarrow A, E \rightarrow B$
25.0	$E \rightarrow A$

# Inch version (Architecture)

Ratio(%)	Original size $\rightarrow$ Paper size
400.0	$A \rightarrow E$
266.7	$A \rightarrow D, B \rightarrow E$
200.0	$A \rightarrow C, B \rightarrow D, C \rightarrow E$
133.3	$A \rightarrow B, B \rightarrow C, C \rightarrow D, D \rightarrow E$
66.7	$B \rightarrow A, C \rightarrow B, D \rightarrow C, E \rightarrow D$
50.0	$C \rightarrow A, D \rightarrow B, E \rightarrow C$
33.3	$D \rightarrow A, E \rightarrow B$
25.0	$E \rightarrow A$

• You can select a ratio regardless of original size, or paper roll cut method. With certain ratios, parts of the image might not copy or margins will appear.

# Zoom

- You can set the magnification ratio from 25.0 to 400.0%.
- You can select a ratio regardless of original size, or paper roll cut method. With certain ratios, parts of the image might not copy or margins will appear.

# Directional Magnification

- You can set the magnification ratio from 25.0 to 400.0%.
- You can enter a ratio (%) regardless of original and copy paper size. With certain ratios, parts of the image might not copy or margins will appear.
- When you set Directional Magnification (mm), if the calculated ratio is less or more than the maximum ratio, the ratio is set to the minimum or maximum ratio respectively. With certain ratios, parts of the image might not copy or margins will appear.
- You cannot use Directional Magnification if Auto Paper Select is selected.

# Margin Adjustment

• If you set the margin too long for the original, parts of the image might not copy.

# Shift

- When using the print and shift settings, the print position moves according to the orientation and length of the shift setting.
- You can use Shift for copy sizes up to A0 (E).
- If you set the margin too long for the original, parts of the image might not copy.

# ♦ Erase Inside/Erase Outside

- If the original is larger than A1, you can only erase one area (Metric version).
- If the original is larger than C, you can only erase one area (Inch version).

# Double Copies

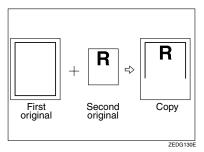
• You can copy an image up to A2 (C) □ size using Double Copies. You can use paper sizes up to A1 (D) □.

# Image Repeat

- Depending on paper size and reproduction ratio, the repeated images may be cropped.
- You can use Image Repeat for copy sizes up to A1(D).
- When Image Repeat is selected, the maximum length for Variable Cut is 1219 mm (48").
- If you have used Image Repeat with the stamp function, you cannot delete only the repeated image when using Additional Copy.

# Image Overlay

• When using Image Overlay, you should use a second original larger than the first. Because the background image (first original image) will be cut if Preset Cut is selected, and if the second original is smaller than the first.



- You cannot shift the position of the first or second original after the composite image is created. To change the position, move one of the originals. Use the composite copy itself as an original, or insert originals using the carrier sheet.
- If you use Shift with Additional Copy after creating an Image Overlay copy, the composite image moves. You cannot move individual original images.
- When using the following functions, the effects are applied to the composite image created using Image Overlay.
  - Shift
  - Margin Adjustment
  - Erase Border
  - Area Selection
  - Mirror Image
  - Double Copies
  - Image Repeat
- When you set Image Overlay with Image Repeat, the maximum size using Image Overlay function is A0(E). However, if you create an Image Overlay copy using A0(E) size paper, the composite image data is lost.

# Format Overlay

- When selecting the programmed user format, if the sizes of the programmed user format and original to be overlaid on the programmed user format are different, the image is created at the size of the overlaid original.
- The maximum paper size is A0 (E). However, if you create an Image Overlay copy using A0(E) size paper, the composite image data is lost.

# Background Numbering

• A pattern-like image may appear in the area where an original's picture overlaps the background number.

# Preset Stamp

- You can stamp onto paper sizes up to A0 (E).
- You can change the size and density of the stamp. Depending on settings, image density may change.
- When you change the size of the stamp, it may be cropped depending on the paper size.
- When you set the stamp position to "Bottom Left"/"Bottom Centre"/"Bottom Right", and then use Rotate Sort or Rotate Copy, the stamp position may shift.

# User Stamp/Date Stamp

• You can stamp onto paper sizes up to A0 (E).

# Page Numbering

• When using page numbering with the bypass tray selected, the stamp position is based on original size multiplied by the magnification ratio.

# Repeat User Stamp

- You can print on paper sizes up to A0 (E).
- A pattern-like image may appear in the area where an original's picture overlaps the background number.

# Scan Size Limitations, by Function

The following chart shows scan size limitations for the Shift, Margin Adjustment, Edit, and Stamp functions.

Shift		less than 3.6 m (141.8")	
Margin Ad	justment	less than 3.6 m (141.8")	
Image	Image Overlay	A0(E)	
Overlay	Format Overlay	A0(E)	
Erase	Erase Inside	A1(D) or smaller, 5 locations	
		A0(E) or smaller, 1 location	
	Erase Outside	A1(D) or smaller, 5 locations	
		A0(E) or smaller, 1 location	
	Erase Border	less than 3.6 m (141.8")	
	Erase Inside, Erase Border, and Image Overlay Combinations	A1(D)	
	Erase Outside and Image Overlay Combinations	A1(D)	
	Erase Inside, Erase Border, and Format Overlay Combinations	A1(D)	
	Erase Outside and Format Over- lay Combinations	A1(D)	
Positive/N	egative	less than 3.6 m (141.8")	
		HDD not installed: A0	
Mirror Ima	ge	less than 3.6 m (141.8")	
Double Co	pies	less than 3.6 m (141.8")	
Image	with no other modes	A0(E)	
Repeat	with Erase Border	A0(E)	
	with Image Overlay	A0(E)	
	with Format Overlay	A0(E)	
Stamp		A0(E)	

# **Settings Record Sheet**

# Program Record Sheet

Function 1 Function 2 Function 3 Function 4 Function 5										
Function 2 Funct										
Function 1										
Original name										
Program No.	٣	N	ε	4	a	Q	7	8	6	10

Make copies of this sheet to keep a record of your program settings.

# Stored Format Record Sheet

					1
Date					
Note					
Original name					
Format No	-	N	ε	4	

Make copies of this sheet to keep a record of your format settings.

Date				
Stamp image				
Corporation/section/projectetc				
Record No.	-	2	м	4

# Make copies of this sheet to keep a record of your user stamps.

Specifications

User Stamp Record Sheet

# **Magnification Ratio Chart**

# Metric version (A series)

		Copy size (r	nm)			
	%	A0	A1/B1	A2/B2	A3/B3	A4/B4
	A0	100.0	70.7	50.0	35.4	25.0
e	A1/B1	141.4	100.0	70.7	50.0	35.4
l size	A2/B2	200.0	141.4	100.0	70.7	50.0
Original	A3/B3	282.8	200.0	141.4	100.0	70.7
Ori	A4/B4	400.0	282.8	200.0	141.4	100.0

# Inch version (Engineering)

		Copy size (i	in)			
	%	E	D	С	В	А
	Е	100.0	64.7	50.0	32.4	25.0
0.	D	129.4	100.0	64.7	50.0	32.4
Original size	С	200.0	129.4	100.0	64.7	50.0
gina	В	258.8	200.0	129.4	100.0	64.7
Ori	А	400.0	258.8	200.0	129.4	100.0

# Inch version (Architecture)

		Copy size (ii	n)			
	%	Е	D	С	В	А
	E	100.0	66.7	50.0	33.3	25.0
a	D	133.3	100.0	66.7	50.0	33.3
l size	С	200.0	133.3	100.0	66.7	50.0
Original	В	266.7	200.0	133.3	100.0	66.7
Ori	А	400.0	266.7	200.0	133.3	100.0

# **Measure Chart**

# Metric version (A series)

	Width × Length (mm)
A0	841×1189
A1	594 × 841
A2	420 × 594
A3	297 × 420
A4	210×297
B1	728×1030
B2	515×728
B3	364 × 515
B4	257 × 364

# Inch version (Engineering)

	Width $\times$ Length (in)
Е	34×44
D	22 × 34
С	17 × 22
В	11 × 17
А	8 <sup>1</sup> / <sub>2</sub> ×11

# Inch version (Architecture)

	Width × Length (in)
Е	36 × 48
D	24×36
С	18×24
В	12×18
А	9×12

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### Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives."

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

### means POWER ON.

### () means STAND BY.

In accordance with IEC 60417, this machine uses the following symbols for the anti- humidity heater switch:

means POWER ON.

O means POWER OFF.



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