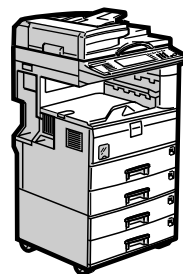




Operating Instructions

Copy/Document Server

Reference



-
- 1** Placing Originals
 - 2** Copying
 - 3** Document Server
 - 4** Appendix

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

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.

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

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

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

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.





Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

Caution:

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

Notes:

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

- Type 1: 25 copies/minute (A4 , 8 1/2" x 11" )
- Type 2: 30 copies/minute (A4 , 8 1/2" x 11" )

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

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

Manuals for This Machine

Refer to the manuals that are relevant to what you want to do with the machine.

Important

- ☐ Media differ according to manual.
- ☐ The printed and electronic versions of a manual have the same contents.
- ☐ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- ☐ Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.

❖ About This Machine

Be sure to read the Safety Information in this manual before using the machine. This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

❖ General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

❖ Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, and other consumables.

❖ Security Reference

This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered with, or prevent the machine from unauthorized use.

Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ Copy/Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

❖ Facsimile Reference

Explains Facsimile functions and operations.

❖ Printer Reference

Explains Printer functions and operations.

❖ Scanner Reference

Explains Scanner functions and operations.

❖ **Network Guide**

Explains how to configure and operate the machine in a network environment, and use the software provided.

This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine.

❖ **Other manuals**

- Manuals for This Machine
- Safety Information
- Quick Reference Copy Guide
- Quick Reference Fax Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- PostScript3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite
 - DeskTopBinder Lite Setup Guide
 - DeskTopBinder Introduction Guide
 - Auto Document Link Guide

Note

- ☐ Manuals provided are specific to machine types.
- ☐ For “UNIX Supplement”, please visit our Web site or consult an authorized dealer.
- ☐ “PostScript3 Supplement” and “UNIX Supplement” include descriptions of functions and settings that might not be available on this machine.

What You Can Do with This Machine

Functions differ depending on machine type and options.

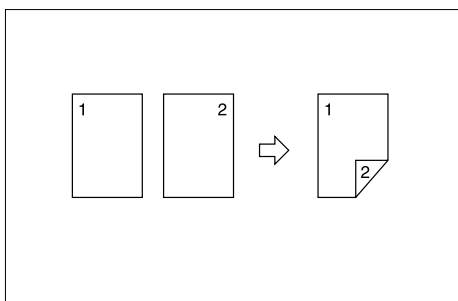
Reference

p.2 “Functions Requiring Optional Configurations”

Types of Duplex Copies

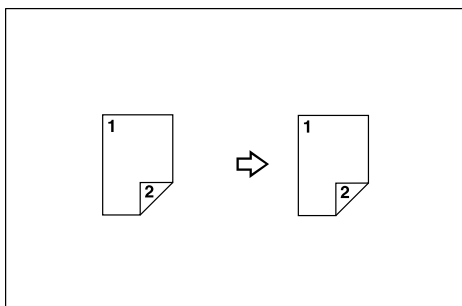
❖ 1-sided 2 Pages → 2-sided 1 Page

See p.60 “Duplex”.



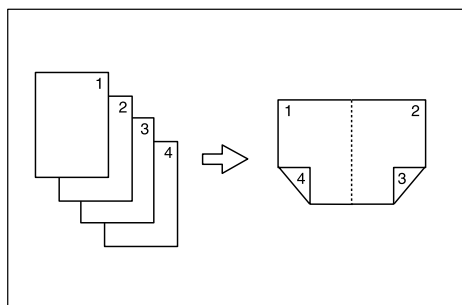
❖ 2-sided 1 Page → 2-sided 1 Page

See p.60 “Duplex”.



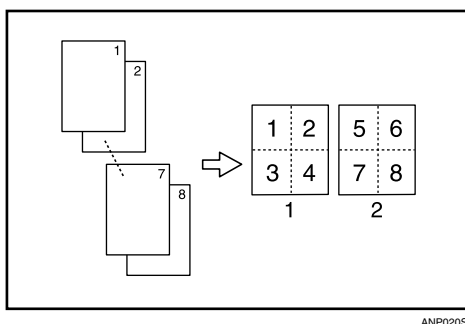
❖ 1-sided 4 Pages → 2-sided 1 Page

See p.68 “Two-Sided Combine”.



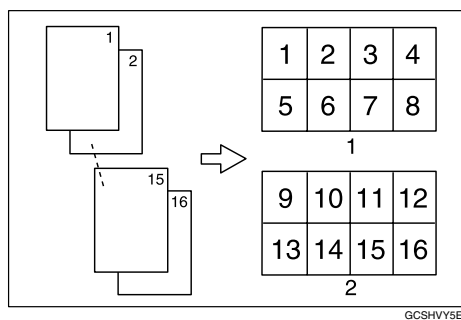
GCSHVY9E

❖ **1-sided 8 Pages → 2-sided 1 Page**
See p.68 “Two-Sided Combine”.



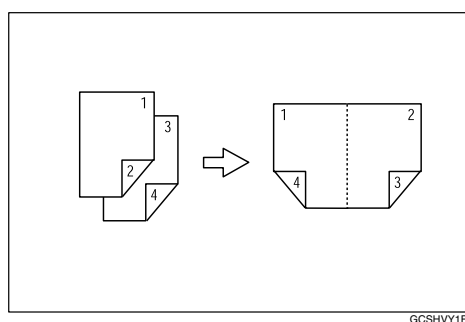
1 Front
2 Back

❖ **1-sided 16 Pages → 2-sided 1 Page**
See p.68 “Two-Sided Combine”.

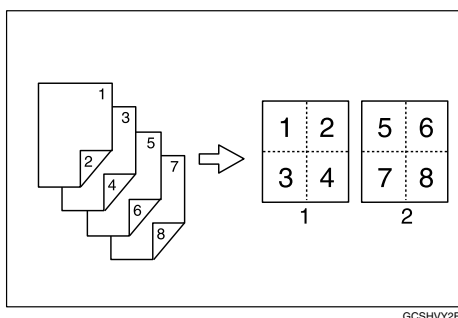


1 Front
2 Back

❖ **2-sided 2 Pages → 2-sided 1 Page**
See p.68 “Two-Sided Combine”.

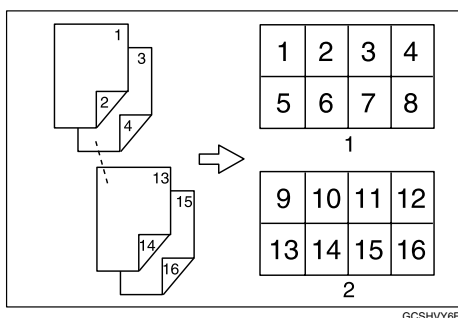


❖ **2-sided 4 Pages → 2-sided 1 Page**
See p.68 “Two-Sided Combine”.



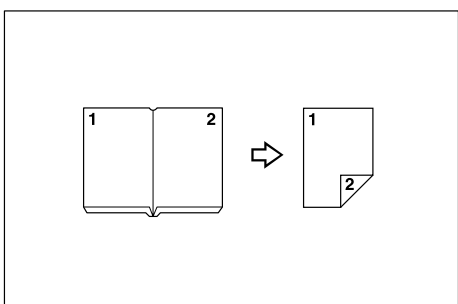
1 Front
2 Back

❖ **2-sided 8 Pages → 2-sided 1 Page**
See p.68 “Two-Sided Combine”.



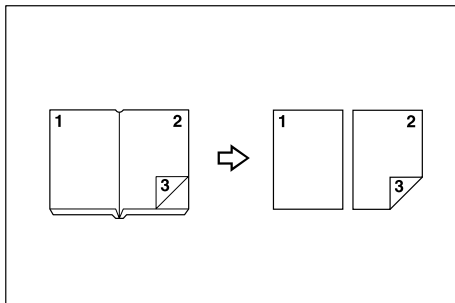
1 Front
2 Back

❖ **Bound Originals → 2-sided 1 Page**
See p.71 “Series Copies”.



❖ **Front/Back Bound Originals → 2-sided Pages**

See p.71 “Series Copies”.

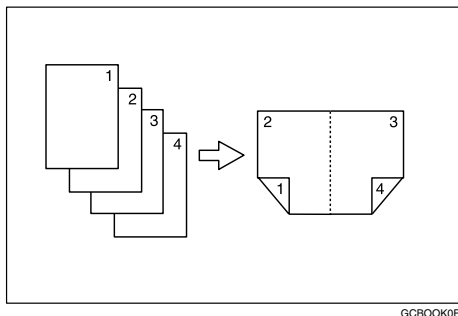


Booklet/Magazine

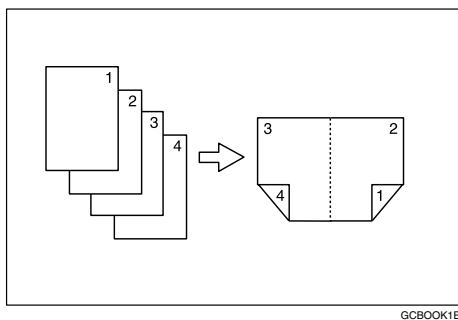
❖ **1-sided 4 Pages → Booklet**

See p.73 “Booklet/Magazine”.

- Open to left



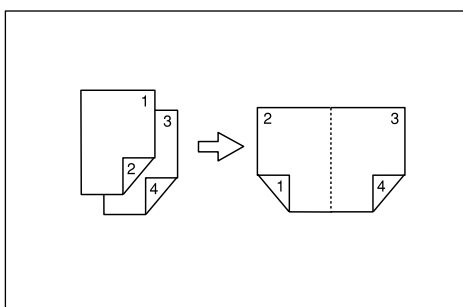
- Open to right



❖ **2-sided 2 Pages → Booklet**

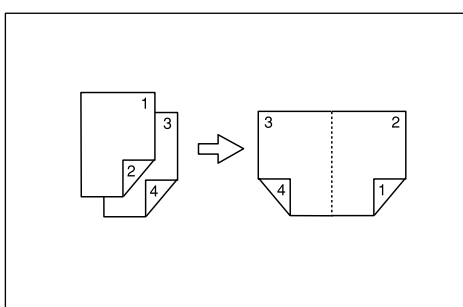
See p.73 “Booklet/Magazine”.

- Open to left



GCAH010E

- Open to right

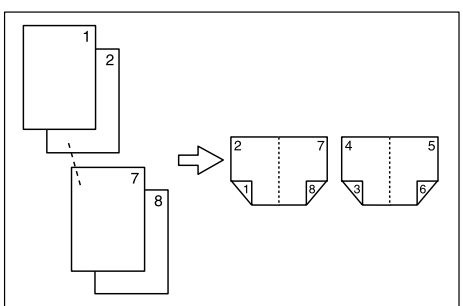


GCAH020E

❖ **1-sided → Magazine**

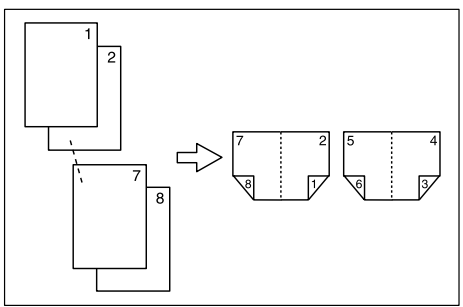
See p.73 “Booklet/Magazine”.

- Open to left



GCBOOK3E

- Open to right

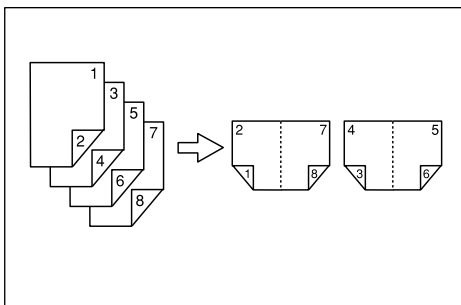


GCBOOK4E

❖ **2-sided → Magazine**

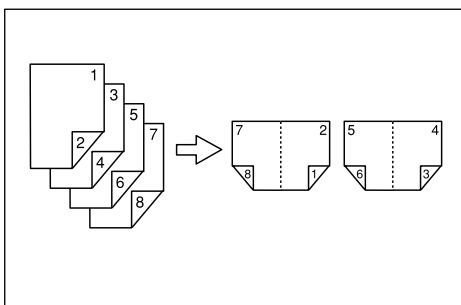
See p.73 “Booklet/Magazine”.

- Open to left



GCAH030E

- Open to right

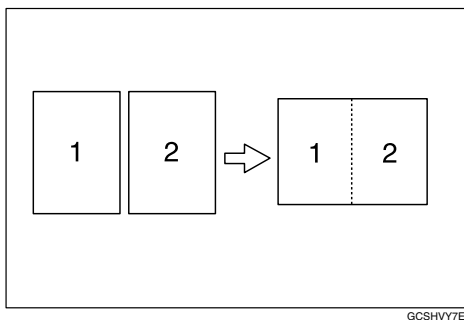


GCAH040E

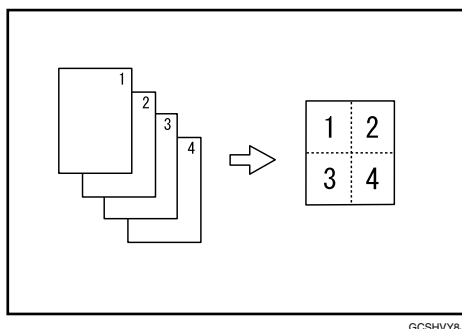
Combining Multiple Pages onto a Single Page

See p.64 “One-Sided Combine”.

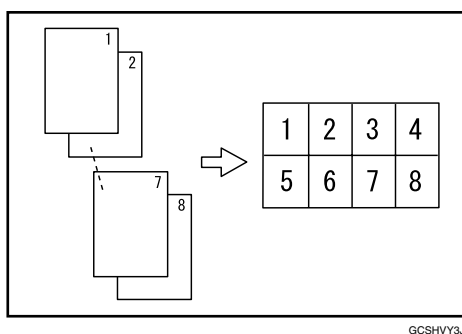
❖ 1-sided 2 Pages → 1-sided 1 Page



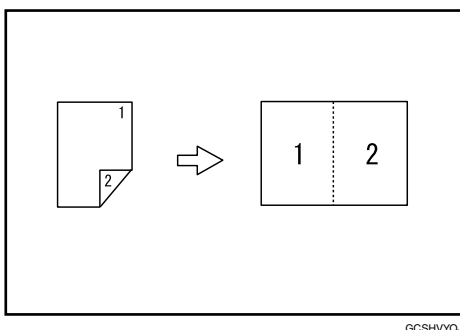
❖ 1-sided 4 Pages → 1-sided 1 Page



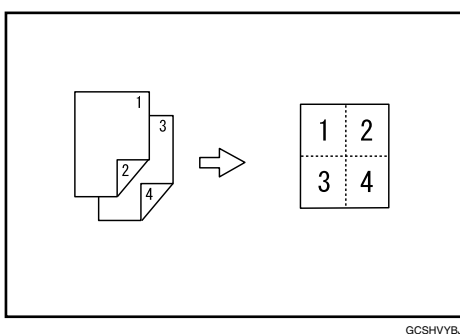
❖ 1-sided 8 Pages → 1-sided 1 Page



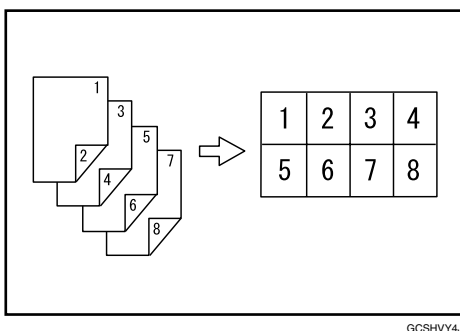
❖ 2-sided 1 Page → 1-sided 1 Page



❖ 2-sided 2 Pages → 1-sided 1 Page



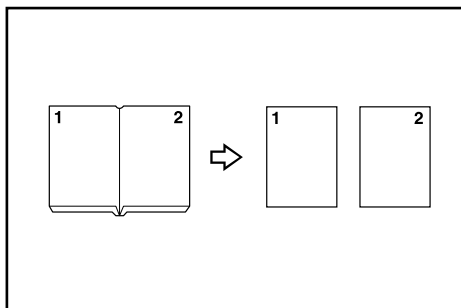
❖ 2-sided 4 Pages → 1-sided 1 Page



Copying Originals Such as Books

❖ Bound Originals → 1-sided Pages

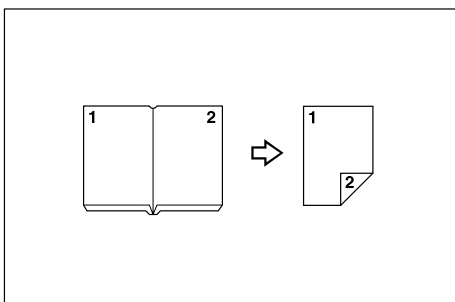
See p.71 “Series Copies”.



CP2B0100

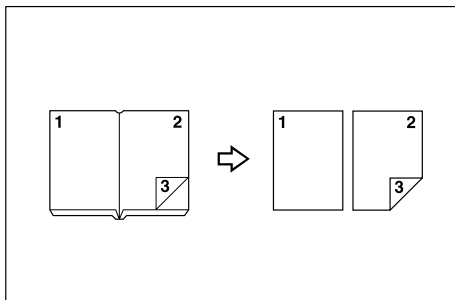
❖ Bound Originals → 2-sided 1 Page

See p.71 “Series Copies”.



❖ Front/Back Bound Originals → 2-sided Pages

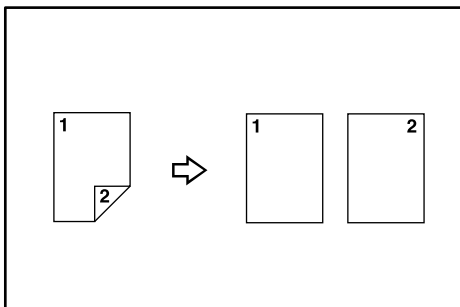
See p.71 “Series Copies”.



Copying 2-Sided Pages onto 1-Sided Pages

See p.60 “Duplex”.

❖ **2-sided 1 Page → 1-sided 2 Pages**



CP2B0200

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How to Read This Manual

Note

- ❑ For proper use of this product, be sure to read About This Machine first.
- ❑ Supplementary information about the copier mode is described in “Supplementary Information”.

Reference

p.140 “Supplementary Information”

Symbols

This manual uses the following symbols:

WARNING:

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the “Safety Information” section of About This Machine.

CAUTION:

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the “Safety Information” section of About This Machine.

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[]

Indicates the names of keys that appear on the machine's display panel.

[]

Indicates the names of keys on the machine's control panel.

Functions Requiring Optional Configurations

Certain functions require special machine configuration and extra options as follows.

Batch: Auto Document Feeder (ADF)

SADF: Auto Document Feeder (ADF)

Mixed Size: Auto Document Feeder (ADF)

Copy from the Bypass Tray: Bypass tray

Job Preset: HDD

Shift Sort: 500-sheet finisher, 1000-sheet finisher, or shift sort tray

Shift Stack: 500-sheet finisher, 1000-sheet finisher, or shift sort tray

Staple: 500-sheet finisher or 1000-sheet finisher

Duplex: Duplex unit

1 Sided 4, 8, 16 Pages → Combine 2 Side: Duplex unit

2 Sided 4, 8, 16 Pages → Combine 2 Side: Duplex unit

Series Copies: Duplex unit and HDD

Designates: Duplex unit

Background Numbering: HDD

Preset Stamp: HDD

User Stamp: HDD

Store File (Document Server): HDD

Note

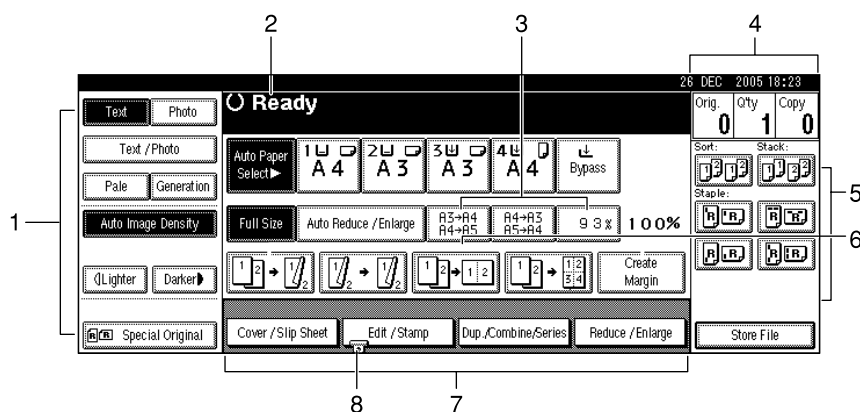
- ☐ To use the 500-sheet finisher, the bridge unit is required.
- ☐ To use the 1000-sheet finisher, the bridge unit and paper tray are required.
- ☐ When you select English language in Preset Stamp, HDD is not required. However, HDD is required when any other language is selected.

Display Panel

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like **Full Size**. Keys appearing as **OK** cannot be used.

❖ Initial copy display



AHR024S

1. Original function, Image Density and Special Original function.

2. Operational status and messages.

3. You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. See "Reproduction Ratio", General Settings Guide.

4. Numbers of originals scanned into memory, copies set, and copies made.

5. Sort, Stack, Staple functions.

6. Displays contents of the shortcut keys. You can register frequently used functions in these keys. See "General Features", General Settings Guide.

7. Displays available functions. Press a function name to display its menu. For example, press [Reduce / Enlarge] to bring up the Reduce/Enlarge menu.

8. A clip mark indicates the currently selected function.

🔍 Reference

"Reproduction Ratio", "General Features", General Settings Guide

User Tools Menu (Copier and Document Server Features)

This section describes items that can be specified on the copier initial screen. Copier initial screen can be displayed by pressing the **[User Tools/Counter]** key. For more information about how to set up these items, see General Settings Guide.

❖ General Features

Item	Description
Auto Paper Select Priority	Auto Paper Select is the default setting. You can cancel this setting.
Auto Tray Switching	If you load paper of the same size in two or more trays, the machine automatically shifts to the other when the first tray runs out of paper (when Auto Paper Select is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.
Paper Display	You can choose to have the available paper trays and sizes shown on the initial display.
Original Type Priority	You can select the original type effective when the power is turned on, or modes cleared.
Original Type Display	You can have the original types shown on the initial display.
Auto Image Density Priority	You can set whether Auto Image Density is "On" or "Off" when the machine is turned on, reset, or modes are cleared.
Copy Quality	You can adjust the copy quality level for each original type (Text, Text/Photo, Photo, Pale, Generation Copy).
Image Density	You can adjust the image density level for each original type (Text, Text/Photo, Photo, Pale, Generation Copy).
Duplex Mode Priority	You can select the type of the Duplex function effective when the power is turned on, or modes cleared.
Copy Orientation in Duplex Mode	You can set the copy orientation when making two-sided copies.
Original Orientation in Duplex Mode	You can set the original orientation when making two-sided copies.
Change Initial Mode	You can select standard mode or Program No.10 as the mode effective when power is turned on, or modes cleared.
Max. Copy Quantity	The maximum copy quantity can be set between 1 and 999.
Tone: Original Remains	The beeper (key tone) sounds if you forget to remove originals after copying.
Job End Call	You can choose whether or not the beeper sounds when copying is complete.
Copy Function Key: F1–F5	You can assign frequently used functions to function keys F1 to F5.
Document Server Storage Key: F1–F5	You can assign frequently used functions to function keys F1 to F5.

❖ Reproduction Ratio

Item	Description
Shortcut R / E	You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display.
Enlarge 1-5	You can customize available enlargement ratios by pressing [Reduce / Enlarge] , followed by [Enlarge] .
Priority Setting: Enlarge	You can set the ratio with priority when [Reduce / Enlarge] is pressed, followed by [Enlarge] .
Reduce 1-6	You can customize available reduction ratios by pressing [Reduce / Enlarge] , followed by [Reduce] .
Priority Setting: Reduce	You can set the ratio with priority when [Reduce / Enlarge] is pressed, followed by [Reduce] .
Ratio for Create Margin	You can set a Reduce/Enlarge ratio when registering Create Margin in a shortcut key.
R / E Priority	You can specify which tab has priority on the display panel when [Reduce / Enlarge] is pressed.

❖ Edit

Item	Description
Front Margin: Left / Right	Specify left and right margins on the front side of copies in Margin Adjustment mode.
Back Margin: Left / Right	Specify left and right margins on the back side of copies in Margin Adjustment mode.
Front Margin: Top / Bottom	Specify top and bottom margins on the front side of copies in Margin Adjustment mode.
Back Margin: Top / Bottom	Specify top and bottom margins on the back side of copies in Margin Adjustment mode.
1 Sided→2 Sided Auto Margin: TtoT	When using the 1 sided → 2 sided Duplex function, you can specify the margins on the back side. The margin is set to the same value of "Back Margin: Left / Right".
1 Sided→2 Sided Auto Margin: TtoB	When using the 1 sided → 2 sided Duplex function, you can specify the margins on the back side. The value set for "Back Margin: Top / Bottom" is used.
Erase Border Width	Specify the width of the erased border margins using this function.
Erase Original Shadow in Combine	In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 3 mm, 0.1" bounding margin around all four edges of each original.
Erase Centre Width	Specify the width of the erased centre margins using this function.
Image Repeat Separation Line	You can select a separation line using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop Marks.
Double Copies Separation Line	You can select a separation line using the Double Copies function from: None, Solid, Broken A, Broken B, or Crop Marks.
Separation Line in Combine	You can select a separation line using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.

Item	Description
Copy on Designating Paper	Specify whether to copy onto slip sheets.
Front Cover Copy in Combine	You can make a combined copy on the front cover sheet when you select the Front Cover mode.
Copy on Designating Page in Combine	Specify whether to make a combined copy on the inserted slip sheets in Desig./Chapter mode.
Orientation: Booklet, Magazine	You can select the opening orientation of copies to open when using Booklet or Magazine mode.
Copy Order in Combine	You can set the copy order in Combine mode to Left to Right or Top to Bottom.

❖ Stamp

Item	Description
Background Numbering	
Size	You can set the size of the numbers.
Density	You can set the density of the numbers.
Preset Stamp	
Stamp Priority	You can select the stamp type given priority when [Preset Stamp] is pressed.
Stamp Language	You can select the language of the message printed in Stamp mode.
Stamp Position	You can set the position where the stamp is printed.
Stamp Format	You can adjust the stamp's size, density, and print page.
User Stamp	
Program / Delete Stamp	You can register, change, or delete user stamps.
Stamp Position: 1-4	Specify position where the stamp is printed.
Stamp Format: 1-4	You can adjust the print page for User Stamps 1 to 4 already registered.
Date Stamp	
Format	You can select the date format for the Date Stamp function.
Font	You can select the Date Stamp font.
Stamp Position	You can set the position where the stamp is printed.
Stamp Setting	You can have the date printed on the first page or all pages.
Size	You can set the Date Stamp size.
Superimpose	You can have the Date Stamp printed in white when it overlaps black parts of the image.
Page Numbering	
Stamp Format	You can select the page number format given priority when [Page Numbering] is pressed.
Font	You can select the page number printed in Page Numbering mode.
Size	You can set the size of the stamp printed in Page Numbering mode.
Duplex Back Page Stamp-ing Position	You can set the position of the duplex back page number printed in Duplex mode.

Item	Description
Page Numbering in Combine	You can set page numbering when using the Combine function and the Page Numbering function together.
Stamp on Designating Slip Sheet	You can print the page number onto slip sheets when using the Designate function and the Page Numbering function together.
Stamp Position	You can set the position where the stamp is printed.
Superimpose	You can have page numbers printed in white when they overlap black parts of the image.
Page Numbering Initial Letter	You can select the page numbering initial letter between "P1, P2.../ P.1, P.2..." and "S1, S2.../ S.1, S.2...".

❖ Input / Output

Item	Description
Switch to Batch	You can select to have Batch mode or SADF mode displayed when you press [Special Original] .
SADF Auto Reset	When you set one original at a time in the ADF, the Auto Feed indicator lights for a specified time after an original is fed, to show the ADF is ready for another original. You can adjust this time from 3 to 99 seconds in increments of 1 second.
Rotate Sort: Auto Paper Continue	Specify to continue copying when paper of the required orientation has run out during rotate sort.
Auto Sort	You can specify whether the Sort function is selected when the machine is turned on, or the functions are cleared.
Memory Full Auto Scan Restart	When memory becomes full while scanning originals, the machine can make copies of scanned originals first, and then automatically proceed scanning remaining originals.
Select Stack Function	Specify whether Stack or Rotate Sort has priority on the initial display.
Letterhead Setting	If you select [Yes] in this function, the machine rotates the image correctly.

❖ Administrator Tools

Item	Description
Menu Protect	Using Menu Protect, you can prevent unauthenticated users from changing the user tools.

1. Placing Originals

This chapter describes the types of originals you can set and how to place originals.







Originals

This section describes the types of originals that can be placed, paper sizes that are automatically detected, and missing image area.







Sizes and Weights of Recommended Originals

The following describes recommended paper sizes and non-recommended originals for the ADF.

❖ Metric version

Original location	Original size	Original weight
Exposure glass	Up to A3	-
ADF	One-sided originals: A3  - A5  	40-128 g/m ²
	Two-sided originals: A3  - A5  	52-105 g/m ²

❖ Inch version

Original location	Original size	Original weight
Exposure glass	Up to 11" × 17"	-
ADF	One-sided originals: 11" × 17"  - 5 ¹ / ₂ " × 8 ¹ / ₂ "  	11-34 lb.
	Two-sided originals: 11" × 17"  - 5 ¹ / ₂ " × 8 ¹ / ₂ "  	14-28 lb.

Note

- ❑ The maximum number of originals that can be placed in the ADF is about 50.
- ❑ The weight range for originals when using Mixed Size mode is 52-81 g/m² (13.8-21.5 lb.).
- ❑ Paper of 433 mm (17.0") in length, or larger, is likely to jam, crease, or not feed in properly.

Originals not recommended for the Auto Document Feeder (ADF)

1

Placing the following types of originals in the ADF can cause paper misfeeds or light & black lines or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified on “Sizes and Weights of Recommended Originals”.
- Stapled or clipped originals
- Perforated or torn originals
- Curled, 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 perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin, highly flexible originals
- Thick originals such as postcards
- Originals of inappropriate weight
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that are still wet with ink or correction fluid.

 **Note**

- ☐ The original might become dirty if it is written with a pencil or a similar tool.

 **Reference**

p.9 “Sizes and Weights of Recommended Originals”

Sizes Detectable with Auto Paper Select

Sizes detectable from the exposure glass and ADF are:

❖ Metric version

Size	A3 ☐	B4 JIS☐ *2	A4 ☐☐	B5 JIS ☐☐	A5 ☐☐	11" × 17" ☐	8 ¹ / ₂ " × 13" ☐	8" × 13" ☐	8 ¹ / ₄ " × 13" ☐	8 ¹ / ₂ " × 11" ☐☐	5 ¹ / ₂ " × 8 ¹ / ₂ " ☐☐
Original location											
Exposure glass	○	○	○	○	×	×	○ ^{*1}	×	×	×	×
ADF	○	○	○	○	○	×	×	×	×	×	×

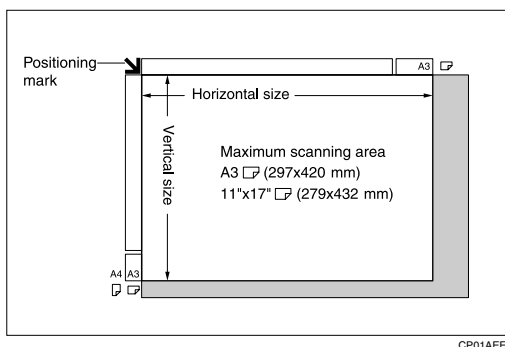
^{*1} You can select from 8¹/₂" × 13", 8¹/₄" × 13", 8" × 13" with User Tools (System Settings).

^{*2} JIS stands for Japanese Industrial Standard.

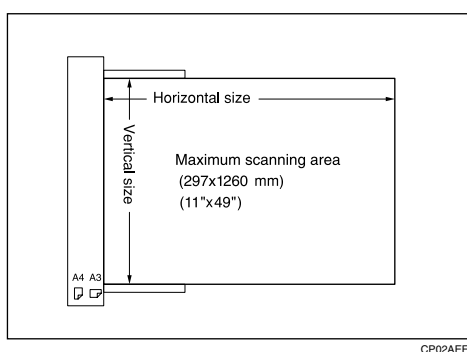
❖ Inch version

Size	A3 ☐	B4 JIS ☐	A4 ☐☐	B5 JIS ☐☐	A5 ☐☐	11" × 17" ☐	8 ¹ / ₂ " × 14" ☐	8 ¹ / ₂ " × 11" ☐☐	5 ¹ / ₂ " × 8 ¹ / ₂ " ☐☐	8 ¹ / ₂ " × 13" ☐	8" × 10" ☐	10" × 14" ☐	7 ¹ / ₄ " × 10 1/2" ☐
Original location													
Exposure glass	×	×	×	×	×	○	○	○	×	×	×	×	×
ADF	×	×	×	×	×	○	○	○	○	×	×	○	×

❖ Exposure glass



❖ ADF



Note

- ❑ When you copy custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly.

Reference

p.22 "Placing Custom Size Originals"

Sizes difficult to detect

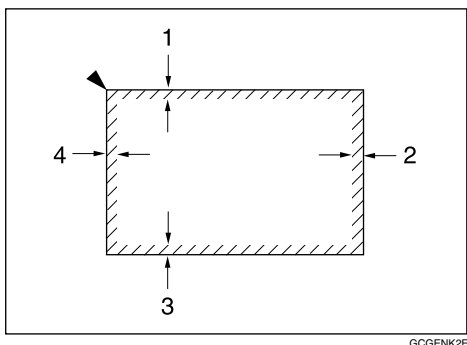
It is difficult for the machine to automatically detect the sizes of the following types of originals, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with a lot of text and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges

Missing Image Area

Even if you place originals in the ADF or on the exposure glass correctly, 3 mm (0.1") margins on all four sides might not be copied.

1



GCGENK2E

1 $2 + 2.5/-1.5$ mm, $0.08'' + 0.1''/-0.06''$

2 0.5 mm or more, 0.02" or more

3 2 ± 1.5 mm, $0.08'' \pm 0.06''$

4 3 ± 2 mm, $0.12'' \pm 0.08''$

Placing Originals

1

This section describes the procedure for placing originals on the exposure glass and in the ADF.

Take care to place originals after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper.



Note

- ❑ For original sizes you can set, see “Originals”.



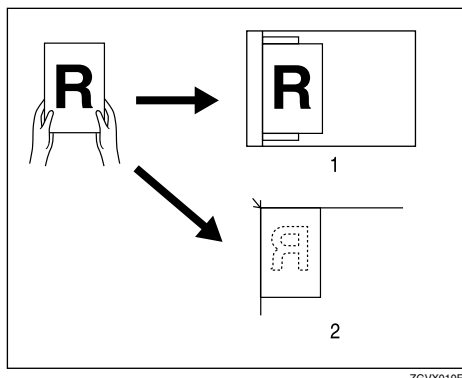
Reference

p.9 “Originals”

Original Orientation

When using the ADF, place the original face up.


When using the exposure glass, place the original face down.



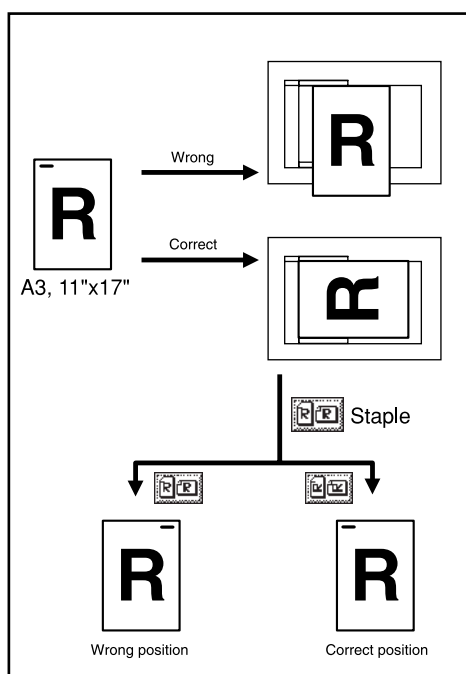
ZGVX010E

1 ADF

2 Exposure glass

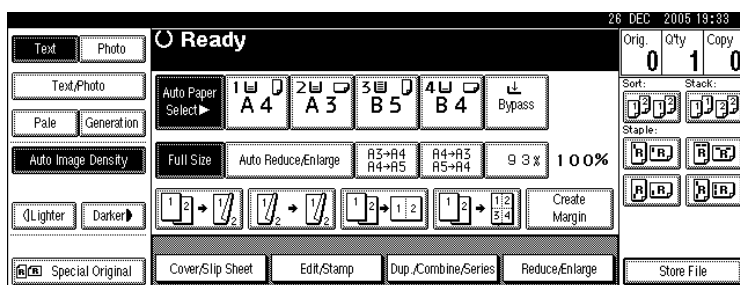
When copying A3, B4 JIS or 11" × 17" size originals, select  as the Original Orientation. The machine then rotates the copy image by 90°. This is useful for copying large originals using the Staple, Duplex, Combine, or Stamp functions.

For example, to copy A3 or 11" × 17" originals with the Staple function selected:



ARS007S

1 Press [Special Original].



2 Select the original orientation ([R] or [L]), and then press [OK].

Note

- It is recommended that you use the Original Orientation function with the Auto Paper Select or Auto Reduce / Enlarge function.

Placing Originals on the Exposure Glass

Place originals on the exposure glass.

Important

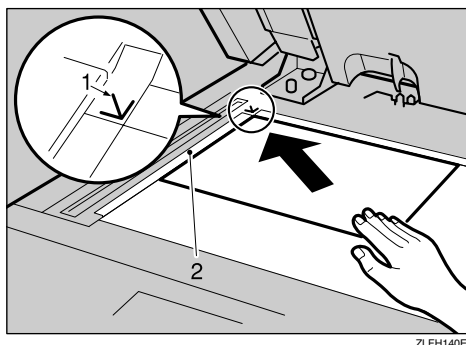
- Do not lift the exposure glass cover or the ADF forcefully. Otherwise, the cover of the ADF might open or be damaged.

1 Lift the exposure glass cover or the ADF.

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

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

Start with the first page to be copied.



1 Positioning mark

2 Scale

3 Lower the exposure glass cover or the ADF.

Placing Originals in the Auto Document Feeder

Place originals in ADF.

There are four types of special originals. Setting should be made in the following situations:

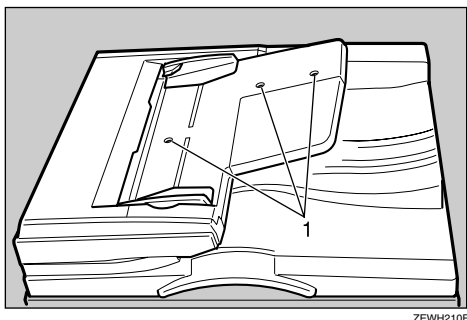
- ❖ **When placing originals consisting of more than 50 pages:**
See “Batch Mode”.
- ❖ **When placing originals one by one:**
See “SADF Mode”.
- ❖ **When placing same width originals of different sizes:**
See “Mixed Size Mode”.
- ❖ **When placing custom size originals:**
See “Placing Custom Size Originals”.

1 Adjust the document guide to the original size.**2 Set the aligned originals face up into the ADF.**

Do not stack originals beyond the limit mark.

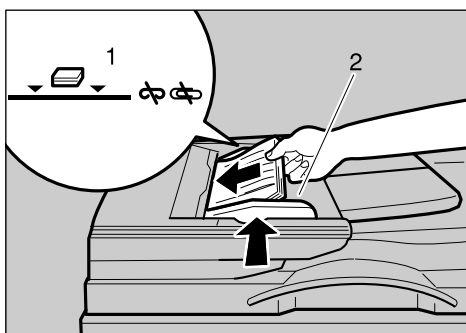
The last page should be on the bottom.

Be sure not to block the sensor or load the original untidily. Doing so may cause the machine to detect the size of the scanned image incorrectly or display a paper misfeed message. Also, be sure not to place originals or other objects on the top cover. Doing so may cause a malfunction.



ZEWH210E

1 Sensors



ZLFH050E

1 Limit mark

2 Document guide

Note

- ☐ Straighten curls in the originals before placing them on the ADF.
- ☐ To prevent multiple sheets from being fed at once, fan the original before placing it on the ADF.
- ☐ Set the original squarely.

Reference

p.19 "Batch Mode"

p.20 "SADF Mode"

p.21 "Mixed Size Mode"

p.22 "Placing Custom Size Originals"

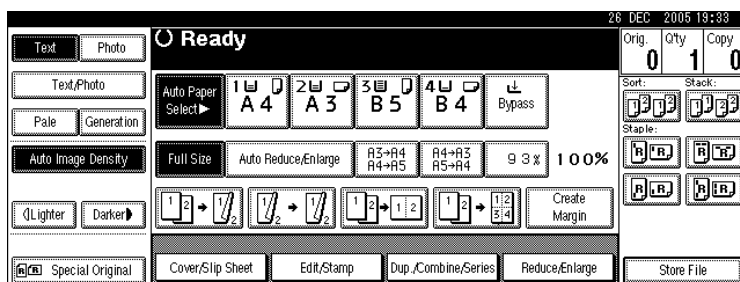
Batch Mode

In Batch mode, the machine copies an original of more than 50 pages as one document, even if it is placed on the ADF in parts.

Important

- ☐ Place special originals, such as translucent paper, one by one.

1 Press [Special Original].



2 Select [Batch] and then press [OK].

3 Place the first part of the original, and then press the [Start] key.

4 After the first part of the original has been fed, place the next part, then press the [Start] key.

Note

- ☐ When [SADF] is displayed in step **2**, set [Batch] with [Switch to Batch]. See "Input/Output", General Settings Guide.
- ☐ To copy subsequent originals in this mode, repeat step **4**.
- ☐ When the Sort, Combine or 1 Sided→2 Sided mode has been set, press the [#] key after all originals have been scanned.

Reference

"Input/Output", General Settings Guide

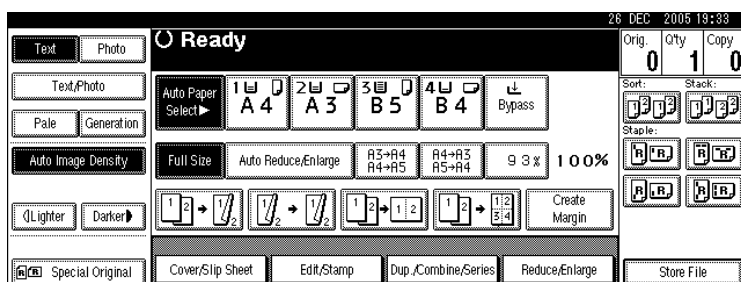
SADF Mode

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

Important

- ☐ You should make a setting so that **[SADF]** is displayed when you press **[Special Original]**. See “Input/Output”, General Settings Guide.

1 Press **[Special Original]**.



2 Press **[SADF]**, and then press **[OK]**.

3 Place one page of an original, and then press the **[Start]** key.

4 When the machine instructs you to place another original, place the next page.

The second and subsequent pages will be fed automatically without pressing the **[Start]** key.

Note

- ☐ When the Sort, Combine or 1 Sided→2 Sided mode has been set, press the **[#]** key after all originals have been scanned.

Reference

“Input/Output”, General Settings Guide

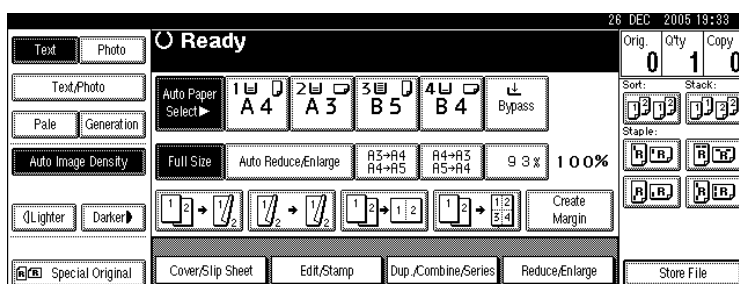
Mixed Size Mode

In Mixed size mode, you can place originals of various sizes in the ADF at the same time if their widths are the same.

Important

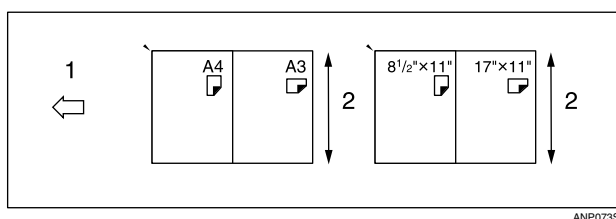
- ❑ When placing originals of different sizes in the ADF and making copies without using the Mixed size mode, paper might become jammed or parts of the original image might not be copied.
- ❑ The sizes of the originals that can be placed in this mode are follows:
 - Metric version
A3 and A4, B4 JIS and B5 JIS, A4 and A5
 - Inch version
11" × 17" and 8 1/2" × 11", 8 1/2" × 14" and 8 1/2" × 11",
8 1/2" × 14" and 5 1/2" × 8 1/2", 8 1/2" × 11" and 5 1/2" × 8 1/2"
- ❑ You can place two different sizes of originals in the ADF at the same time.

1 Press [Special Original].



2 Select [Mixed Sizes], and then press [OK].

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



1 Place the originals into the ADF

2 Vertical size

4 Adjust the document guide to the size of the original.

5 Place originals in ADF.

6 Press the [Start] key.

Placing Custom Size Originals

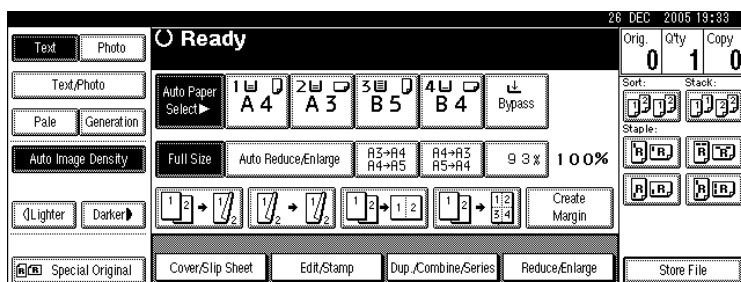
When placing custom size originals in the ADF, specify the size of the originals.

1

Important

- ☐ Paper that has a horizontal length of 128–1,260 mm (5.1"–49.6") and a vertical length of 105–297 mm (4.2"–11.6") can be specified.

1 Press [Special Original].



2 Press [Custm Size Origi.].

3 Enter the horizontal size of the original with the number keys, and then press [#].

4 Enter the vertical size of the original with the number keys, and then press [#].

5 Press [OK].

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

Note

- ☐ If you make a mistake in step 3 or 4, press [Clear] or the [Clear/Stop] key in step 3, and then enter the value again.

2. Copying

This chapter describes procedures for making copies in various modes.

Basic Procedure

This section describes the basic procedure for making copies.

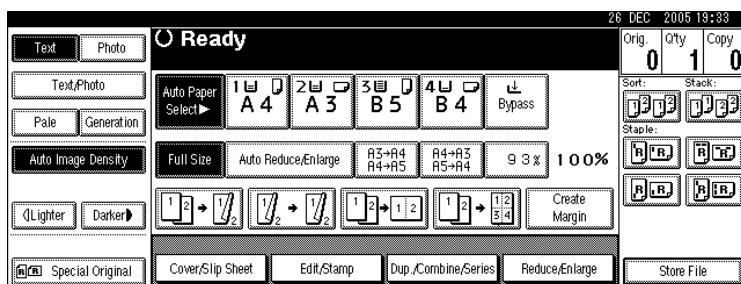
Important

- ❑ When User Code Authentication is set, enter your user code (up to eight digits) with the number keys so that the machine accepts copy jobs. See “Administrator Tools”, General Settings Guide.
- ❑ When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, enter your login user name and user password so that the machine accepts copy jobs. Ask the user administrator for the login user name and login password. For details, see “When the Authentication Screen is Displayed”, About This Machine.

1 Make sure “Ready” appears on the screen.

If any other function is displayed, press the **[Copy]** key on the left side of the control panel.

- Initial copy screen



2 Make sure no previous settings remain.

When there are previous settings remaining, press the **[Clear Modes]** key and enter the setting again.

3 Place your originals.

4 Make desired settings.

5 Enter the number of copies using the number keys.

The maximum copy quantity that can be set is 999.

6 Press the [Start] key.

The machine starts copying.

When placing originals on the exposure glass, press the [#] key after all originals are scanned.

Copies are delivered face down.

Note

- ☐ Always log off when you have finished using the machine to prevent unauthorized users from using the machine.
- ☐ To stop the machine during a multi-copy run, press the [Clear/Stop] key.
- ☐ To return the machine to its initial state after copying, press the [Clear Modes] key.
- ☐ To clear entered values, press the [Clear/Stop] key or [Cancel] on the screen.
- ☐ To confirm settings, press the [Check Modes] key.

Reference

“When the Authentication Screen is Displayed”, About This Machine
 “Administrator Tools”, General Settings Guide

Interrupt Copy

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

Important

- ☐ You cannot use Interrupt Copy with the scanner function, or when fax originals are being scanned.

1 Press the [Interrupt] key.**2 The machine stops scanning. Remove the originals that were being copied.****3 Place the originals you want to copy.****4 Press the [Start] key.**

The machine starts making copies.

5 When copying is complete, remove the originals and copies.**6 Press the [Interrupt] key again.**

The interrupt key indicator goes off.

7 Replace the originals that you were copying, and then press the [Start] key.

Following the instructions on the display, replace the originals that you were copying.

Note

- ☐ The previous copy job settings are restored. Simply press the [Start] key to continue copying from where it left off.

Left Original Beeper

The beeper sounds and an error message is displayed when you leave your originals on the exposure glass after copying.

Note

- For details, see "General Features", General Settings Guide.

Reference

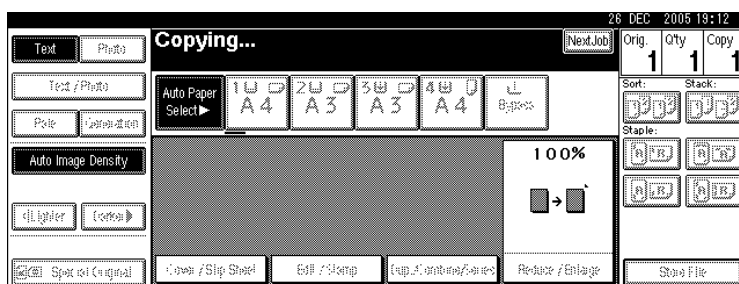
"General Features", General Settings Guide

2

Job Preset

You can make settings for the next copy job while copying is in progress. When the current copy job is finished, the next copy job will start automatically.

- Press [NextJob] when "Copying..." appears.



- Make settings for the next copy job.
- Place the originals in the ADF, and then press the [Start] key.
All originals are scanned.
- Press [To "Printing"].
The initial copy display appears.
Following the current copy job, the next job starts automatically.

Note

- You can switch the display to the current copy job by pressing [To "Printing"]. You can switch the display to the preset job by pressing [To "Reserving"].

Copying from Paper Tray 2

You can use Paper Tray 2 as an alternative Bypass Tray to copy non-standard paper. You can also use Paper Tray 2 as an ordinary tray.

Important

- ☐ Paper has a vertical length of 100-297 mm (3.94-11.69 inch) and a horizontal length of 148-432 mm (5.83-17 inch) can be copied from Paper Tray 2.
- ☐ For sizes, types, and thicknesses of paper you can use, or the maximum number of sheets you can load at once, see “Copy Paper”, About This Machine.
- ☐ When copying onto special paper such as OHP transparencies, thick paper postcards, envelopes, etc.), thin paper, and adhesive label paper, you must specify the paper type. See “When copying onto special paper”.
- ☐ To load paper, see “Loading Paper into Paper Trays”, Troubleshooting.

Reference

p.29 “When copying onto special paper”

“Copy Paper”, About This Machine

“Loading Paper into Paper Trays”, Troubleshooting

Using Tray 2 as the Bypass Tray

This section explains how to use Paper Tray 2 as the Bypass Tray.

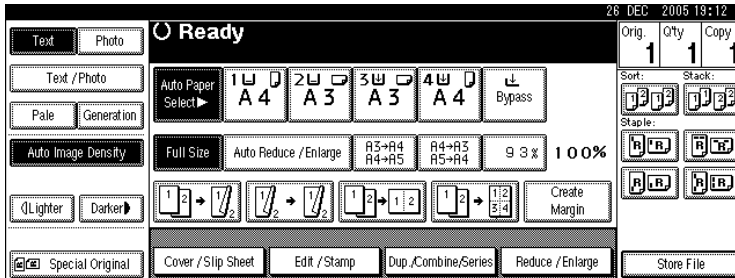
Important

- ☐ Paper size and type settings programmed by pressing the **【#】** key are cleared and reset automatically when copying is completed.
- ☐ If the paper size shown on the key for tray 2 is different that of the paper set in tray 2, paper might misfeed. Be sure to remove any paper left in the tray after copying.

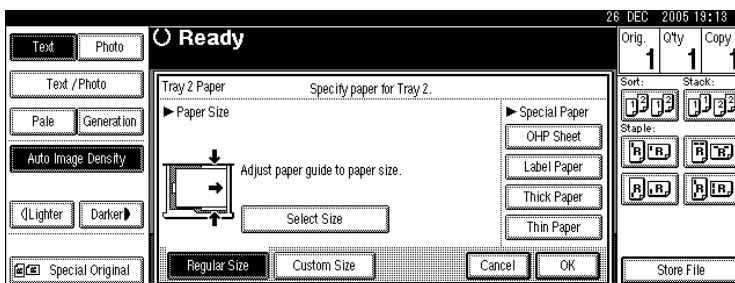
When copying onto regular size paper

Makes copies onto regular size paper from Paper Tray 2.

1 Select tray 2, and then press the **[#]** key.



2 Press **[Select Size]**.



3 Select the paper size.

4 Press **[OK]**.

5 Press **[OK]**.

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

Note

- ☐ Steps **2** to **4** are not necessary if the size displayed on the key for tray 2 and that of the paper set in tray 2 are the same.
- ☐ You can also specify the size of paper directly, using the paper size selector for tray 2.
- ☐ Some kinds of envelopes might cause misfeeds and wrinkles. If this happens, push down the fusing unit's green lever. See "Envelopes". Also, be sure to place the front face of the envelope upward.

Reference

p.30 "Envelopes"

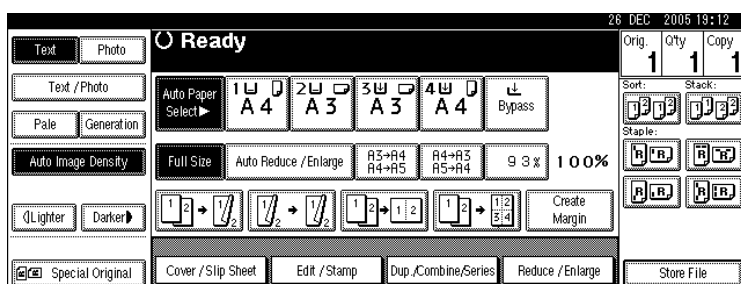
When copying onto custom size paper

Makes copies onto custom size paper from Paper Tray 2.

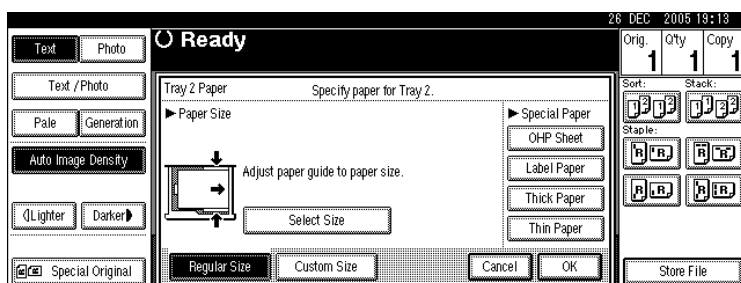
❗ Important

- ☐ If [2 Sided] is selected for copying in [Dup./Combine/Series] (for example [1 Sided] → [2 Sided]), select [1 Sided] for copying (for example [1 Sided] → [1 Sided]).
- ☐ Paper will be delivered automatically to the internal tray.

1 Select tray 2, and then press the [#] key.



2 Press [Custom Size].



3 Enter the vertical size of the paper with the number keys, and then press the [#] key.

4 Enter the horizontal size of the paper with the number keys, and then press the [#] key.

5 Press [OK].

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

📌 Note

- ☐ If you make a mistake in step **3** or **4**, press [Clear] or the [Clear/Stop] key, and then enter the value again.
- ☐ To register the custom size entered in **4**, press [Program] and then press [Exit] in the confirmation screen.
- ☐ Only one custom size can be stored.
- ☐ To recall the custom size stored, press [Recall].
- ☐ If you do not register the custom size, the size you set is deleted when modes are cleared.

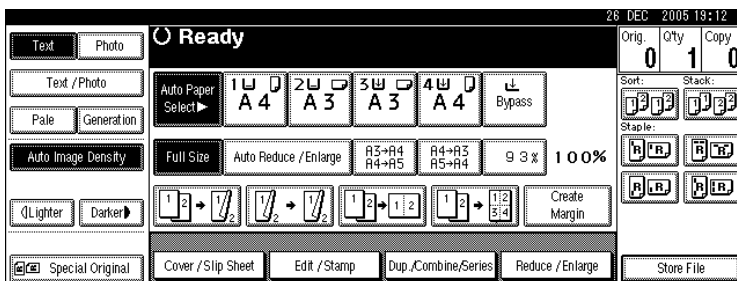
When copying onto special paper

When copying onto special paper such as OHP transparencies, thick paper (postcards, envelopes, etc.), and adhesive label paper, select the type and size of paper.

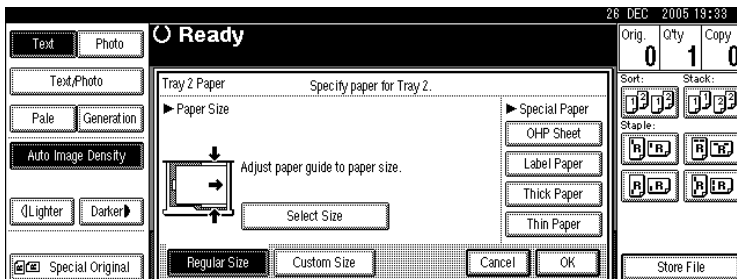
Important

- ☐ If [2 Sided] is selected for copying in [Dup./Combine/Series] (for example [1 Sided] → [2 Sided]), select [1 Sided] for copying (for example [1 Sided] → [1 Sided]).
- ☐ Select [Thick Paper] if the paper weight is 105 g/m² (28 lb.) or more.

1 Select tray 2, and then press the [#] key.



2 Select paper type in "Special Paper".



3 Press [OK].

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

Note

- ☐ The maximum limit for stacking special paper is different to that for plain paper. See "Loading Paper", Troubleshooting.
- ☐ When setting OHP transparencies, thin paper, or adhesive label paper, Staple, Shift, or Sort functions cannot be used.

Reference

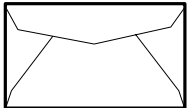
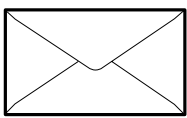
"Loading Paper", Troubleshooting

Envelopes

Makes copies onto envelopes from paper tray 2.

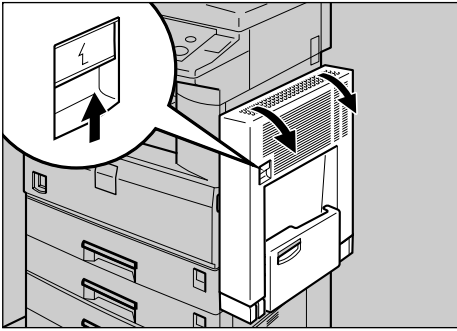
Important

- ☐ Postcards and envelopes should be fed from paper tray 2 or the bypass tray.
- ☐ Some kinds of envelopes might cause misfeeds or wrinkle. If this happens, push down the green lever of the fusing unit.
- ☐ Envelopes with large flaps should be fed from paper tray 2 to prevent misfeeds. See the illustration below.

Envelope Type \ Paper Tray	Paper Tray2	Bypass Tray
	○	○
	○	×

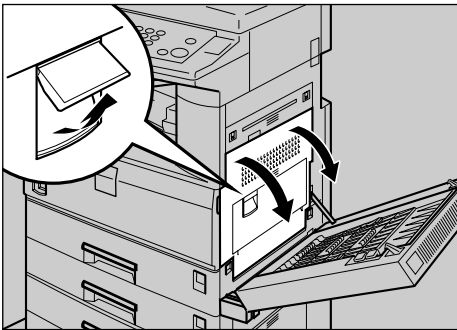
GEWH110E

- 1** If the duplex unit is installed, open it by lifting the catch.



AHR015S

- 2** Open the right cover by lifting the catch.

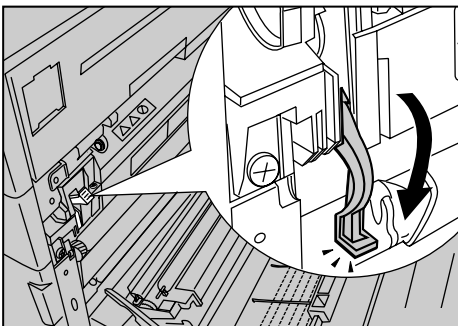


AHR016S

- 3** Push down the green fusing unit's lever, as shown.

Be sure to return the lever to its original position after you have finished copying onto envelopes.

If you copy onto plain paper without returning the lever to its original position, the copy quality might be reduced.



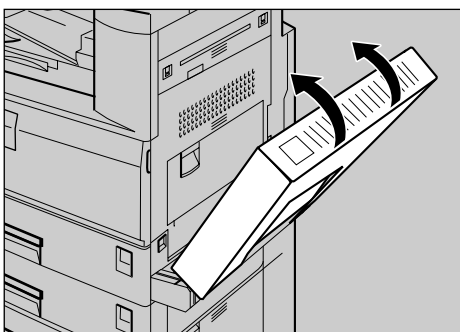
ZEWH320E

4 Close the right cover.



ZEWH330E

5 If the duplex unit is installed, close it.



AHR014S

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

7 Select the paper size, and then select **[Thick Paper]** for the paper type.

8 Press **[OK]**.















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

10 When your copy job is finished, press the **[Clear Modes]** key to clear the settings.

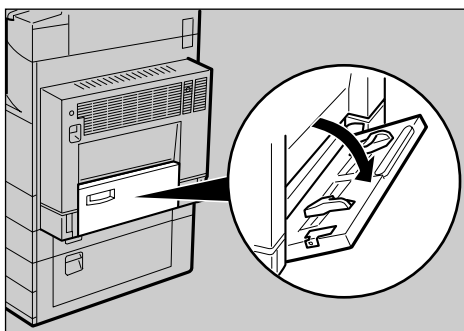
Copying from the Bypass Tray

The bypass tray allows you to copy non-standard paper.

Important

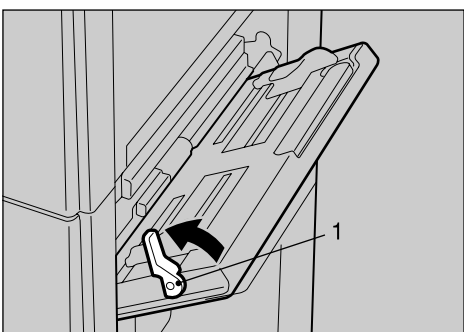
- ☐ When copying from the bypass tray, select **[1 Sided]** for copying in **[Dup./Combine/Series]** (for example **[1 Sided]** → **[1 Sided]** or **[2 Sided]** → **[1 Sided]**).
- ☐ Paper has a vertical length of 90-297 mm (3.55-11.69 inch) and a horizontal length of 148-600 mm (5.83-23.6 inch) can be copied from the bypass tray.
- ☐ The machine can automatically detect the following sizes as standard size copy paper:
 - Metric version: A3 , A4 , A4 , A5 , 8" × 13" , B4 JIS , B5 JIS , B5 JIS , B6 JIS 
 - Inch version: 11" × 17" , 8¹/₂" × 14" , 8¹/₂" × 11" , 5¹/₂" × 8¹/₂" , 10" × 14" 
- ☐ If you want to use the size of paper other than the above, be sure to specify the size.
- ☐ Select the paper size when making horizontal copies.
- ☐ When copying on OHP transparencies or paper heavier than 128 g/m² (about 34 lb.), you need to specify the type and size of paper in "Special Paper".
- ☐ The maximum number of sheets you can load into the bypass tray depends on paper type. The number should not exceed the upper limit.
- ☐ Some kinds of envelope might cause misfeed and wrinkle. If this happens, push down the fusing unit's green lever. See "Envelopes". Also, be sure to place the front face of the envelope downward.
- ☐ Paper of 433 mm (17.0") in length, or larger, is likely to jam, crease, or not feed in properly.
- ☐ When copying onto envelopes, see "Envelopes".

1 Open the bypass tray.



ZEWH110E

2 Push up the paper guide release lever.



ZEWH220E

1 Paper guide release lever

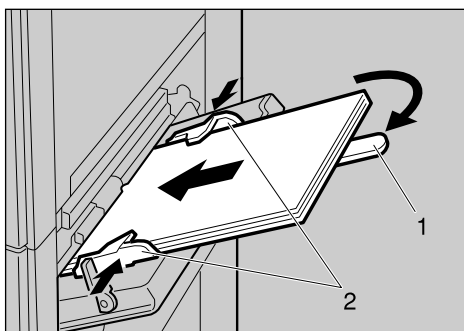
3 Lightly insert the copy paper face-down, and then adjust the paper guide.

If the guides are not flush against the copy paper, image skewing or misfeeds might occur.

Do not stack paper over the limit mark, if you do image skewing or misfeeds might occur.

Swing out the extender to support paper sizes larger than A4, 8 1/2" x 11".

Fan paper to get air between the sheets and avoid multi-sheet feeds.



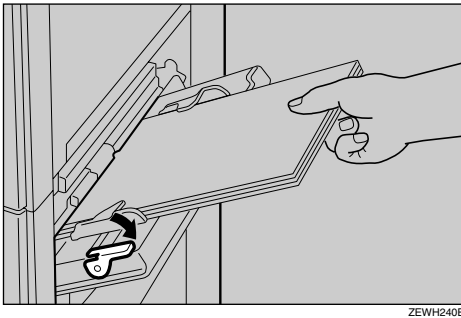
ZEWH100E

1 Extender

2 Paper guide

4 Push down the paper guide release lever.

"Bypass" is selected automatically.



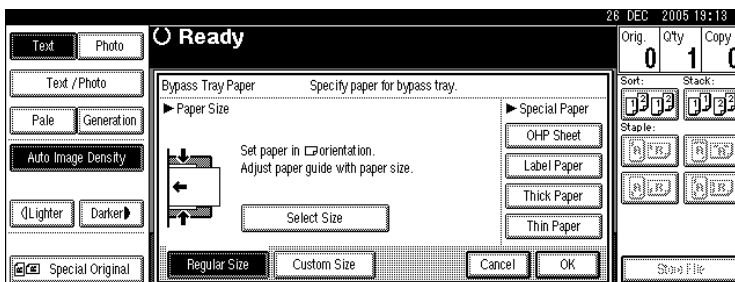
ZEWH240E

5 Select the paper type and size.**6 Place the paper, and then press the [Start] key.****7 When the copy job is finished, press the [Clear Modes] key to clear the settings.****Reference**

p.30 "Envelopes"

When Copying onto Regular Size Paper

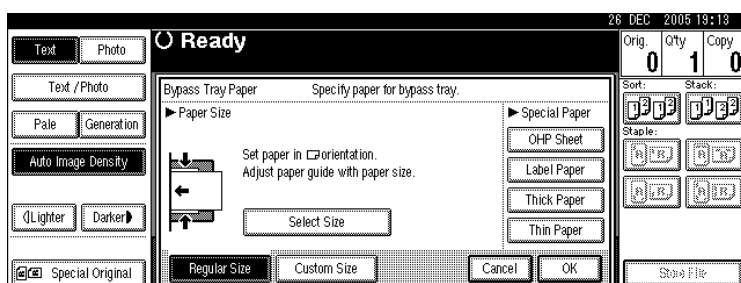
Makes copies onto regular size paper from the bypass tray.

1 Open the bypass tray, and then push up the paper guide release lever.**2 Insert the paper face-down, adjust the paper guide, and then push down the paper guide release lever.****3 Press the [#] key.****4 Press [Select Size].****5 Select the paper size.****6 Press [OK] twice.****7 Place originals, and then press the [Start] key.****8 When the copy job is finished, press the [Clear Modes] key to clear the settings.**

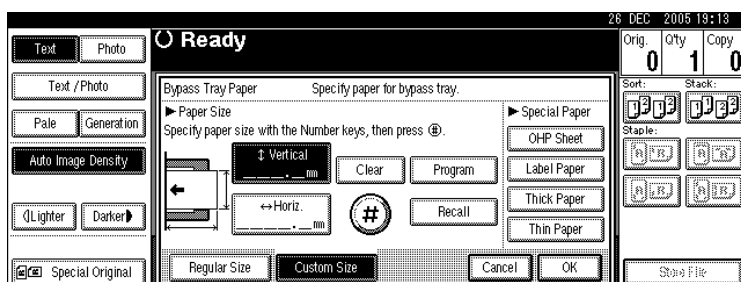
When Copying onto Custom Size Paper

Makes copies onto custom size paper from the bypass tray.

- 1** Open the bypass tray, and then push up the paper guide release lever.
- 2** Insert the paper face-down, adjust the paper guide, and then push down the paper guide release lever.
- 3** Press the **[#]** key.
- 4** Press **[Custom Size]**.



- 5** Enter the vertical size of the paper using the number keys, and then press **[#]**.



- 6** Enter the horizontal size of the paper using the number keys, and then press **[#]**.

If **[Horiz.]** is not highlighted, press **[Horiz.]**.

- 7** Press **[OK]**.
- 8** Place originals, and then press the **[Start]** key.
- 9** When the copy job is finished, press the **[Clear Modes]** key to clear the settings.

Note

- ☐ If you make a mistake in step **5** or **6**, press **[Clear]** or the **[Clear/Stop]** key, and then enter the value again.
- ☐ To register the custom size entered in **6**, press **[Program]** and then press **[Exit]** in the confirmation screen.

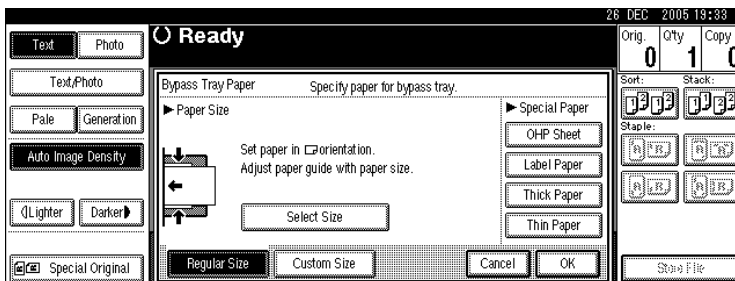
When Copying onto Special Paper

When copying onto special paper such as OHP transparencies, thick paper (postcards, envelopes, etc.), and adhesive label paper, select the type and size of paper.

Important

- ☐ When copying onto OHP transparencies, remove copied sheets one by one.
- ☐ When setting OHP transparencies, thin paper, or adhesive label paper, Staple, Shift, or Sort functions cannot be used.

- 1** Open the bypass tray, and then push up the paper guide release lever.
- 2** Insert the paper face-down, adjust the paper guide, and then push down the paper guide release lever.
- 3** Press the [#] key.
- 4** Select the paper type in "Special Paper".



- 5** Press [OK].
- 6** Place originals, and then press the [Start] key.
- 7** When the copy job is finished, press the [Clear Modes] key to clear the settings.

Copier Functions

This section describes the copy functions.

Adjusting Copy Image Density

2

There are three types of adjustment available.

❖ Auto Image Density

The machine automatically adjusts the image density by scanning the densities of originals. Dark texture originals (such as newspaper or recycled paper) will be copied so that background will not be reproduced.

❖ Manual image density

You can adjust the general density of the original in seven increments.

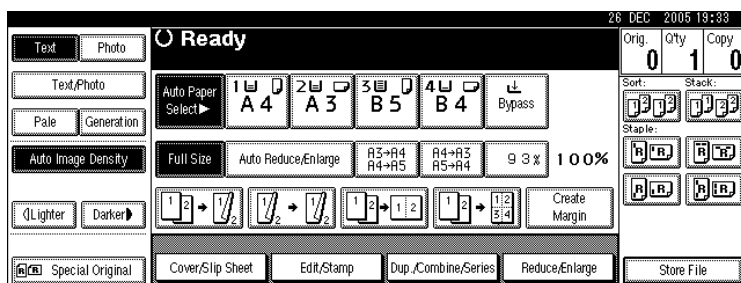
❖ Combined auto and manual image density

Adjusts the density of an image only for dark texture originals.

Auto image density

The machine automatically adjusts the image density by scanning the densities of originals. Dark texture originals (such as newspaper or recycled paper) will be copied so that background will not be reproduced.

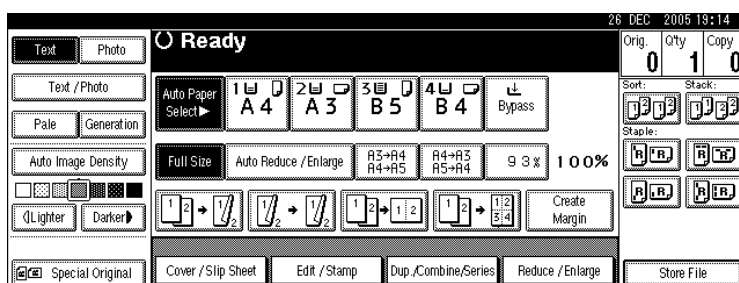
1 Make sure that [Auto Image Density] is selected.



Manual image density

You can adjust the general density of the original in seven increments.

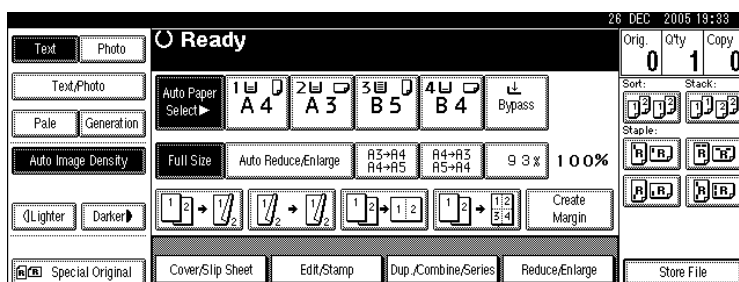
- 1** If [Auto Image Density] is selected, press [Auto Image Density] to cancel it.
- 2** Press [Lighter] or [Darker] to adjust the image density.



Combined auto and manual image density

Adjusts the density of an image only for dark texture originals.

- 1** Make sure [Auto Image Density] is selected.
- 2** Press [Lighter] or [Darker] to adjust the density.



Selecting the Original Type Setting

Select one of the following 5 types to match your originals:

❖ Text

When originals contain only text (no pictures).

❖ Text/Photo

When originals contain photographs or pictures alongside the text.

❖ Photo

When you want to reproduce the delicate tones of photographs and pictures.

❖ Pale

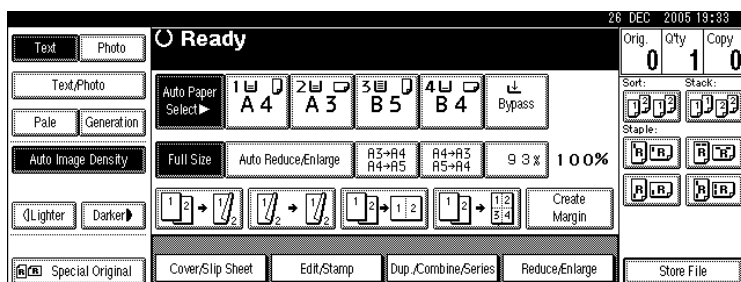
When you want to reproduce originals that have lighter lines in pencil, or faintly copied slips. Faint lines are copied with greater clarity.

❖ Generation Copy

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

1 Select the original type.

If the original type keys are not displayed, press **[Original Type]**, select the original type, and then press **[OK]**.



Selecting Copy Paper

There are two ways to select copy paper:

❖ Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio.

❖ Manual Paper Select

Choose the tray containing the paper you wish to copy onto: a paper tray, bypass tray or Large Capacity Tray (LCT).

The following table shows copy paper sizes and directions that can be used with Auto Paper Select (when copying at a ratio of 100%).

❖ Metric version

Original location	Paper size and orientation
Exposure glass	A3, B4 JIS, A4, B5 JIS, 8 1/2" × 13"
ADF	A3, B4 JIS, A4, B5 JIS, A5

❖ Inch version

Original location	Paper size and orientation
Exposure glass	11" × 17", 8 1/2" × 14", 8 1/2" × 11"
ADF	11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2", 10" × 14"

Note

- Only the paper trays set to **[No Display]** or **[Recycled Paper]** in Paper Type and also set to **[Yes]** in Apply Auto Paper Select in Tray Paper Settings can be selected in Auto Paper Select mode.

Reference

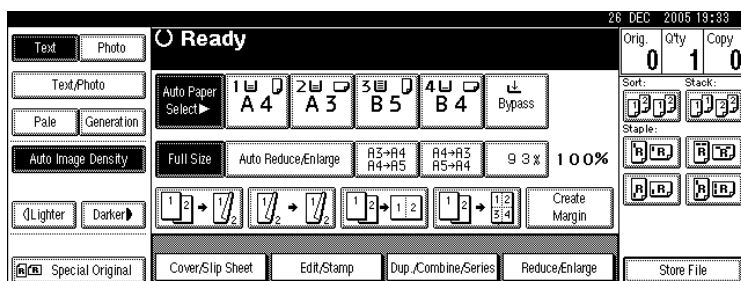
p.10 "Originals not recommended for the Auto Document Feeder (ADF)"
"Tray Paper Settings", General Settings Guide

Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio.

1 Make sure that [Auto Paper Select] is selected.

Trays with a key mark will not be automatically selected. See “General Features”, General Settings Guide.



Reference

“General Features”, General Settings Guide

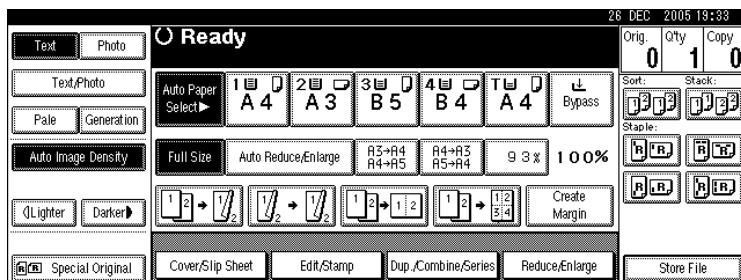
Manual Paper Select

Choose the tray containing the paper you wish to copy onto: a paper tray, bypass tray or Large Capacity Tray (LCT).

1 Select the tray containing the paper you wish to copy onto: a paper tray, bypass tray or Large Capacity Tray (LCT).

If the paper tray keys are not displayed, press [Auto Paper Select] to display them.

The indicator corresponding to the selected paper tray is highlighted. See “Copying from the Bypass Tray”.

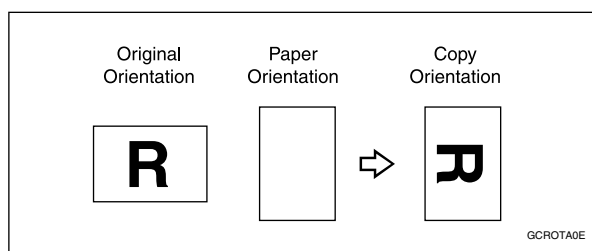


Reference

p.33 “Copying from the Bypass Tray”


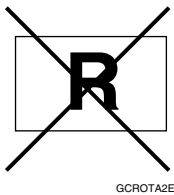


Rotated Copy

If the direction in which your original is placed (⌂ or ⌂) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper (rotated copy). This function works when **[Auto Paper Select]** or **[Auto Reduce / Enlarge]** is selected. See “Auto Paper Select” and “Auto Reduce/Enlarge”.



The default setting for Auto Tray Switching is **[With Image Rotation]**. You cannot use the Rotated Copy function if this setting is changed to **[Without Image Rotation]** or **[Off]**. See “General Features”, General Settings Guide.

You cannot use the Rotated Copy function when enlarging onto A3, B4 JIS or 11" × 17", 8¹/₂" × 14" size paper. To do this, place original in the ⌂ orientation.

	Original size and orientation			Copy paper size and orientation	
You cannot rotate:	A4, B5 JIS, or A5 ⌂		When enlarging to →	B4 JIS or A3	
However, you can use:	A4, B5 JIS, or A5 ⌂		When enlarging to →	B4 JIS or A3	

Note

- ☐ You cannot use the Rotated Copy function when **[Left 2]** or **[Top 2]** is selected for stapling when using the 1000-sheet finisher. See “Staple”.
- ☐ You cannot use the Rotated Copy function if the Staple function is selected when using the 500-sheet finisher.

Reference

p.42 “Auto Paper Select”

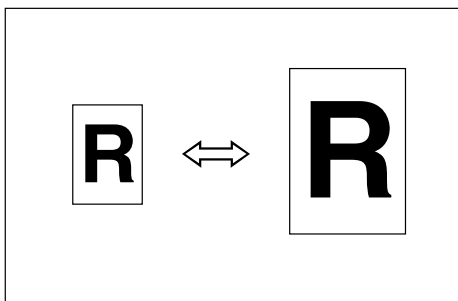
p.48 “Auto Reduce/Enlarge”

p.58 “Staple”

“General Features”, General Settings Guide

Preset Reduce/Enlarge

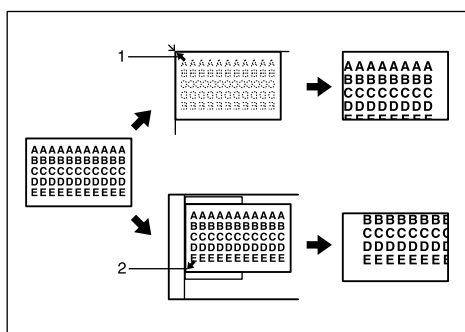
Reduces or enlarges images. You can select a preset ratio for copying.



❖ Base Point

The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is set on the exposure glass, the upper left corner will be the base point. When it is set to ADF, the bottom left corner of the original will be the base point.

Shown below are the resulting copy images that differ depending on how the original is scanned.

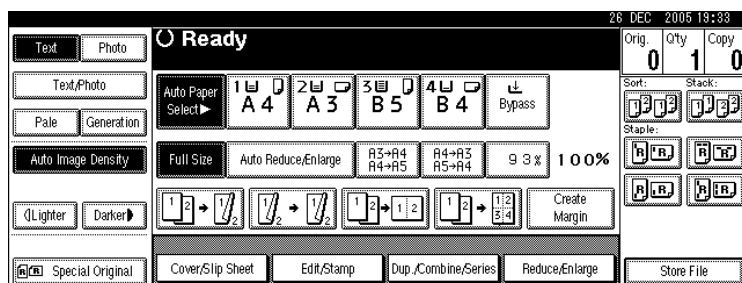


GCKA031e

1 Base point when placed on the exposure glass.

2 Base point when placed in the ADF.

1 Press [Reduce / Enlarge].



2 Press [Reduce] or [Enlarge].

3 Select a ratio, and then press [OK].

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

Note

- ☐ To select a preset ratio on the initial display in step **1**, press the shortcut reduce/enlarge key and go to step **4**.

Reference

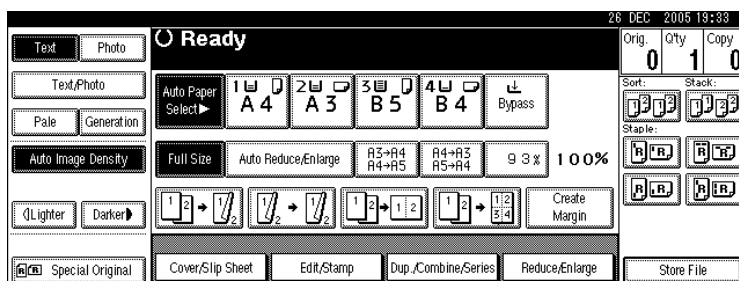
“Reproduction Ratio”, General Settings Guide

2

Create Margin function

Use Create Margin to reduce the image to 93% of original size using the centre as reference. You can assign this function to a shortcut key on the initial display. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

1 Press **[Create Margin]** displayed on the initial display.



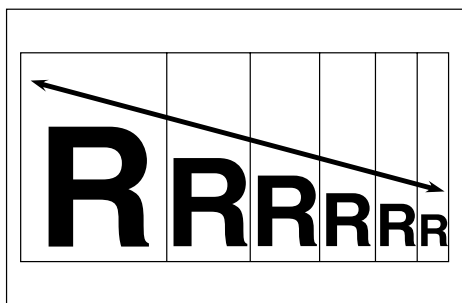
2 If you do not wish to combine it with the Reduce/Enlarge function, place your originals, and then press the **[Start]** key.

Reference

“General Features”, “Reproduction Ratio”, General Settings Guide

Zoom

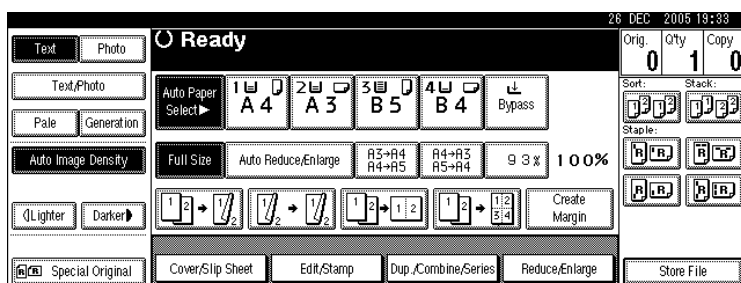
You can change the reproduction ratio in increments of 1%.



To select the ratio with **[−]** and **[+]**

Select a ratio using **[−]** or **[+]**.

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



2 Press **[Reduce]** or **[Enlarge]**.

3 Select a preset ratio which is close to the desired ratio.

4 Specify the ratio using **[−]** or **[+]**.

Pressing **[−]** or **[+]** changes the ratio in increments of 1%. Pressing and holding down the relevant key changes the ratio in increments of 10%.

5 Press **[OK]**.

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

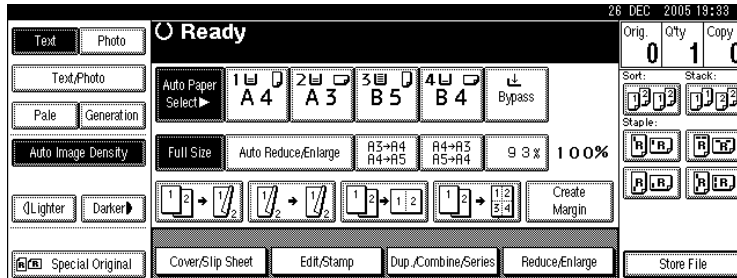
Note

□ If you have incorrectly entered the ratio in **4**, readjust it with **[−]** or **[+]**.

To enter the ratio with the number keys

Select a ratio using the number keys.

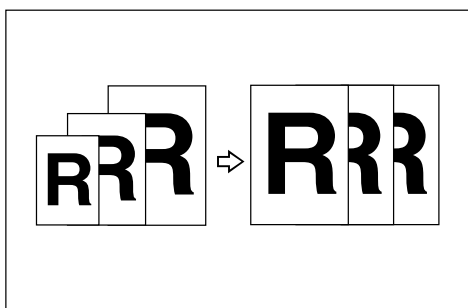
- 1** Press [Reduce / Enlarge].




- 2** Press [Mag. Ratio].
- 3** Enter the desired ratio with the number keys, and then press [#].
- 4** Press [OK].
- 5** Place the originals, and then press the [Start] key.

Auto Reduce/Enlarge











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











Important

- ☐ You cannot use the bypass tray with this function.
- ☐ You cannot use the Rotated Copy function when enlarging to B4 JIS or A3. When enlarging to B4 JIS or A3 size copy paper, place the original in the  orientation.
- ☐ When using Auto Reduce/Enlarge, see the following table for original sizes and orientations you can use:

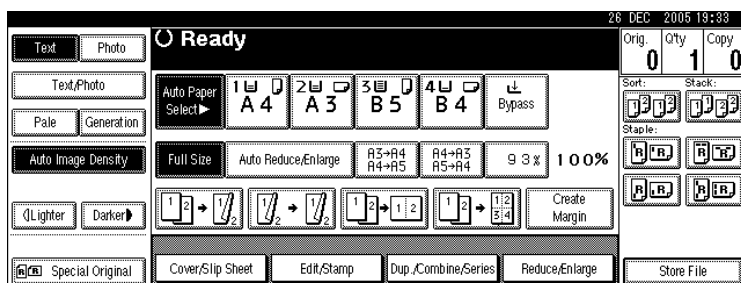
❖ Metric version

Original location	Original size and orientation
Exposure glass	A3  , B4 JIS  , A4  , B5 JIS  , 8 1/2" × 13" 
ADF	A3  , B4 JIS  , A4  , B5 JIS  , A5 

❖ Inch version

Original location	Original size and orientation
Exposure glass	11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11" 
ADF	11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11"  , 10" × 14"  , 5 1/2" × 8 1/2" 

1 Press [Auto Reduce / Enlarge].



- 2** Select the paper tray.
- 3** Place the originals, and then press the **[Start]** key.

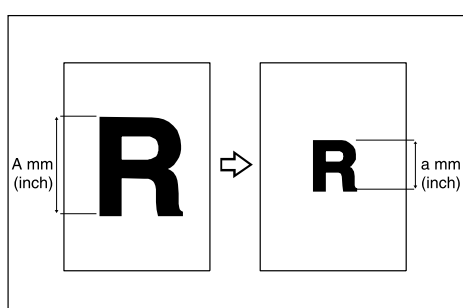
Reference

p.10 "Originals not recommended for the Auto Document Feeder (ADF)"

Size Magnification

2

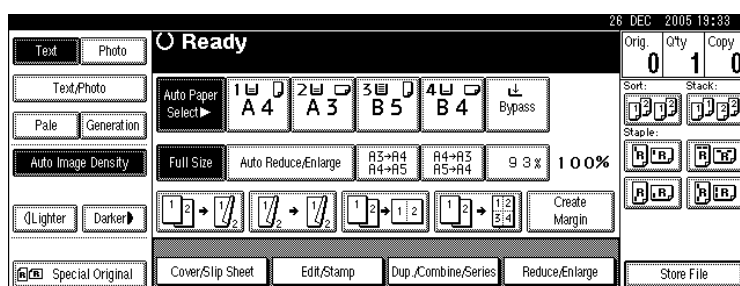
You can calculate an enlargement or reduction ratio based on the lengths of the original and copy.



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

- 1** Press **[Reduce / Enlarge]**.



- 2** Press **[Specifd. Ratio]**.
- 3** Make sure **[Size Magnificatn]** is highlighted.
- 4** Enter the length of the original with the number keys, and then press **[#]**.
You can enter sizes between 1 to 999 mm (0.1" to 99.9") in 1 mm (0.1") steps.
- 5** Enter the length of the copy with the number keys, and then press **[#]**.
- 6** Press **[OK]** twice.
- 7** Place the originals, and then press the **[Start]** key.

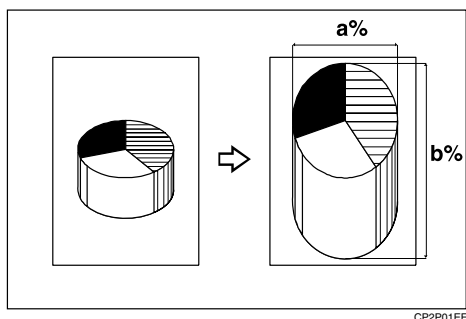
Note

- ☐ To change the length after pressing **[#]** in **5**, select **[Original]** or **[Copy]**, and then enter the desired length.

Directional Magnification (%)

2

Specify the horizontal and vertical lengths of the original and copy image at different reproduction ratio. Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



CP2P01EE

a: Horizontal ratio

b: Vertical ratio

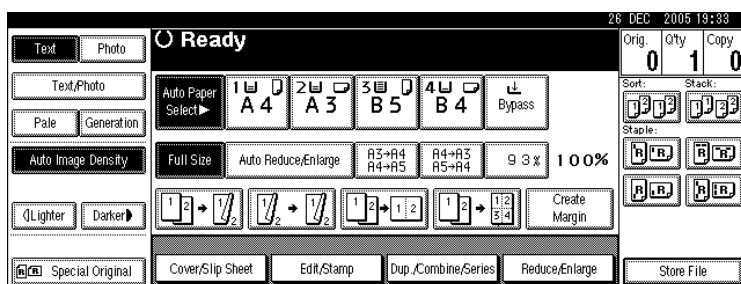
Note

- ☐ You can also select a preset ratio close to the ratio using **[Reduce]** or **[Enlarge]**, and then adjust it further, using **[+]** or **[-]**.

To enter the ratio with the number keys

Select a ratio using the number keys.

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



2 Press **[Specifd. Ratio]**.

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

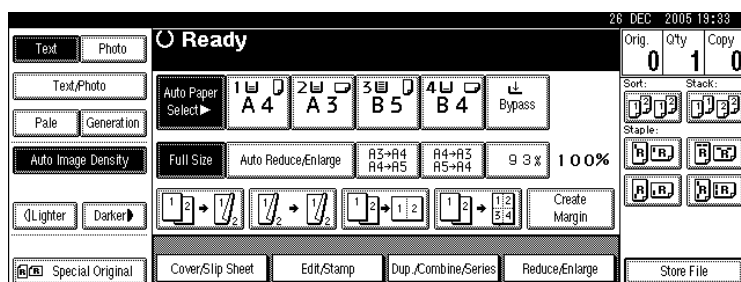
4 Press **[Horizontal]**.

- 5** Enter the desired ratio with the number keys, and then press [#].
- 6** Press [Vertical].
- 7** Enter the desired ratio with the number keys, and then press [#].
- 8** Press [OK] twice.
- 9** Place the originals, and then press the [Start] key.

To specify a ratio with [—] and [+]

Select a ratio using [—] or [+].

- 1** Press [Reduce / Enlarge].



- 2** Press [Specifd. Ratio].
- 3** Press [Direct. Mag.%].
- 4** Press [With +—].
- 5** Press [Horizontal].
- 6** Specify the desired ratio using [+] or [—].

Pressing [+] or [—] changes the ratio in increments of 1%. Pressing and holding down the relevant key changes the ratio in increments of 10%.

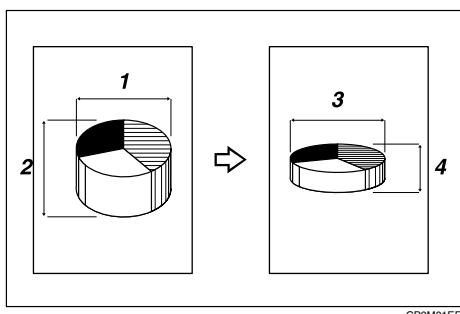
- 7** Press [Vertical].
- 8** Specify the desired ratio using [+] or [—].
- 9** Press [OK] twice.
- 10** Place the originals, and then press the [Start] key.

Note

- ☐ If you have incorrectly entered the ratio in steps **6** or **8**, readjust it with [+] or [—].

Directional Size Magnification (mm)

A suitable reproduction ratio is automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.



CP2M01EE

1 Horizontal original size: A mm (inch)

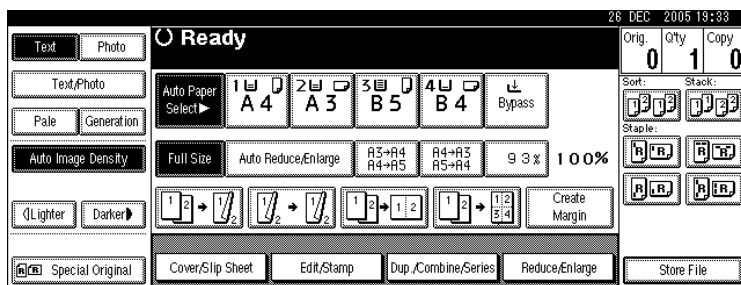
2 Vertical original size: B mm (inch)

3 Horizontal copy size: a mm (inch)

4 Vertical copy size: b mm (inch)

Measure and specify the lengths of the original and copy by comparing “A” with “a” and “B” with “b”.

1 Press [Reduce / Enlarge].



2 Press [Specifd. Ratio].

3 Press [Dir. Size Mag mm].

4 Enter the horizontal size of the original with the number keys, and then press [#].

You can enter sizes between 1 to 9999 mm (0.1" to 99.9") in 1 mm (0.1") steps.

5 Enter the horizontal size of the copy with the number keys, and then press [#].

6 Enter the vertical size of the original with the number keys, and then press [#].

You can enter sizes between 1 to 999 mm (0.1" to 99.9") in 1 mm (0.1") steps.

7 Enter the vertical size of the copy with the number keys, and then press [#].

8 Press [OK] twice.

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

 **Note**



- ☐ To change a length in steps **4** to **7**, press the key you wish to change and enter the new value.

2

Sort

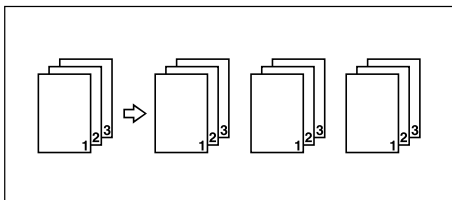
The machine assembles copies as sets in sequential order.

Important



- ☐ To use the Rotate Sort function, two paper trays with paper identical in size and different in direction ( ) are required. See "Tray Paper Settings", General Settings Guide.

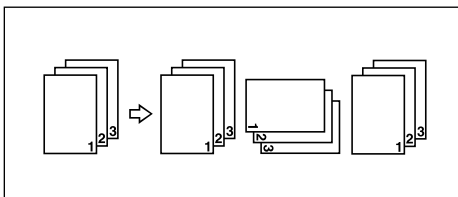
❖ Sort

Copies are assembled as sets in sequential order.



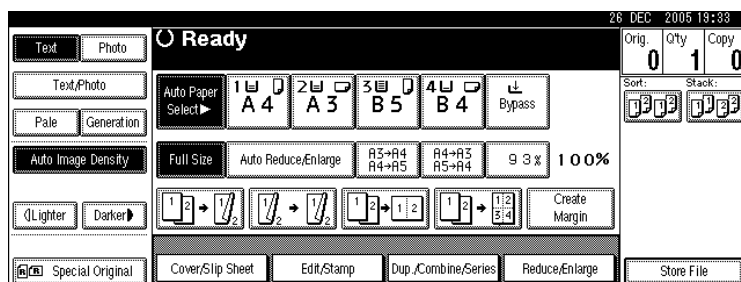
❖ Rotate Sort

Every other copy set is rotated by 90 degrees ( ) and delivered to the copy tray.

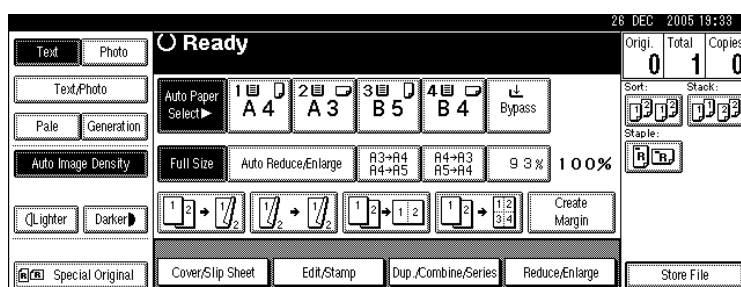


1 Press [Sort] or [Rotate Sort].

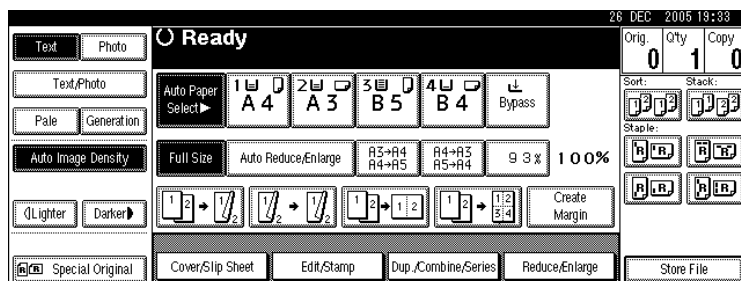
When a finisher is not installed:



When the 500-sheet finisher is installed:



When the 1000-sheet finisher is installed:



When the optional finisher is installed, use the User Tools to display **[Rotate Sort]**. See “Input/Output”, General Settings Guide.

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

The maximum number of sets is 99.

3 Set the originals.

When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.

When placing originals on the exposure glass or in the ADF using the Batch function, press the **[#]** key after all the originals have been scanned.

4 Press the **[Start]** key.

Note

- To confirm the type of finishing, press the **[Sample Copy]** key in step 5.

Reference

“Input/Output”, “Tray Paper Settings”, General Settings Guide

Sample copy

You can use this function to check the copy settings before making a long copy run.

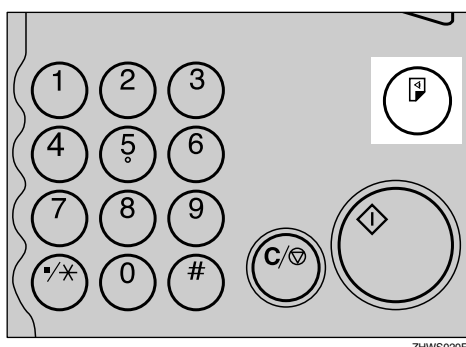
Important

☐ This function can be used only when the Sort function is turned on.

1 Select Sort and any other necessary functions, and then place the originals.

2 Press the **[Sample Copy]** key.

One copy set is delivered as a sample.



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

The number of copies made is smaller than the specified number by one.

Note

☐ If you press **[Suspend]** after checking the results, you can return to step **1**. You can change the settings for Staple, Duplex, Copy Orientation, Stamp, Margin Adjust., and Cover/Slip Sheet. However, depending on the combination of functions, you may not be able to change certain settings.

Changing the number of sets

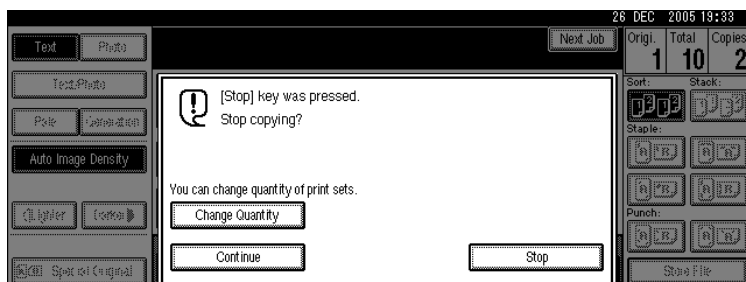
You can change the number of copy sets during copying.

Important

❑ This function can be used only when the Sort function is turned on.

1 While “Copying...” is displayed, press the **[Clear/Stop]** key.

2 Press **[Change Quantity]**.



3 Enter the number of copy sets with the number keys, and then press the **[#]** key.

4 Press **[Continue]**.

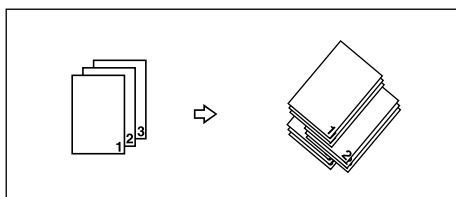
Copying starts again.

Note

❑ The range of print copies enterable in step **3** depends on when the **[Clear/Stop]** key is pressed.

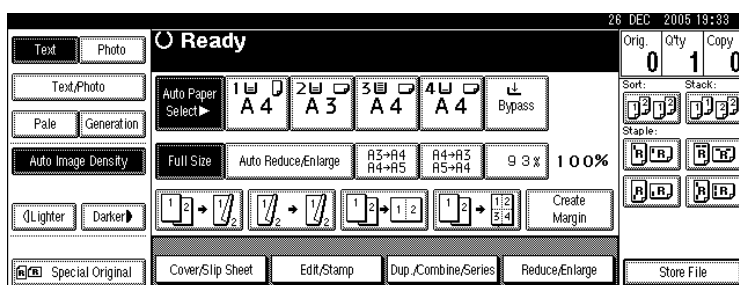
Stack

This function groups together copies of each page in a multi-page original.



Every other page stack is shifted for ease of separation. If the shift sort tray is installed, this function is done by sliding from side to side.

1 Press [Stack].



2 Enter the number of copies with the number keys.

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

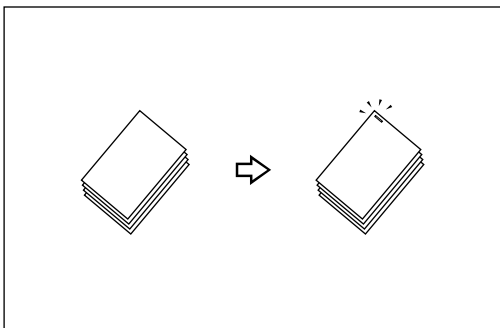
Note

- ☐ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.
- ☐ When placing originals on the exposure glass or in the ADF using the Batch function, press the [#] key after all the originals have been scanned.

Staple

Individual copy sets can be stapled.

2



Important

☐ You cannot use the bypass tray with this function.

❖ Original orientation and stapling position

Place originals in the ADF in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards.

When copy paper is identical in size and orientation to the original, the original orientations and staple positions are as follows.

❖ 500-sheet finisher

If your machine is equipped with the 500-sheet finisher, the stapling position is fixed to “Top”.

		Original location		Stapling position
		Exposure glass	ADF	
	Top			

ARS008S

❖ 1000-sheet finisher

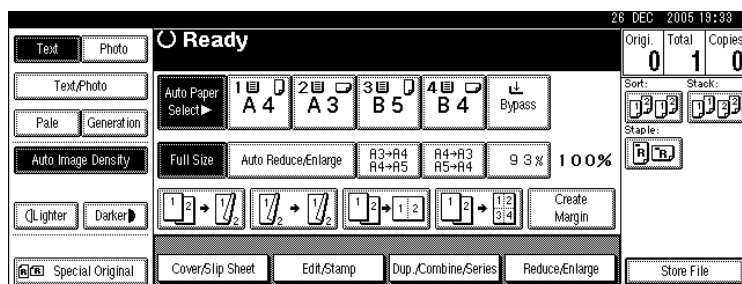
		Original location		Stapling position
		Exposure glass	ADF	
	Top			
	Bottom			
	Left 2			
	Top 2			

ARS009S

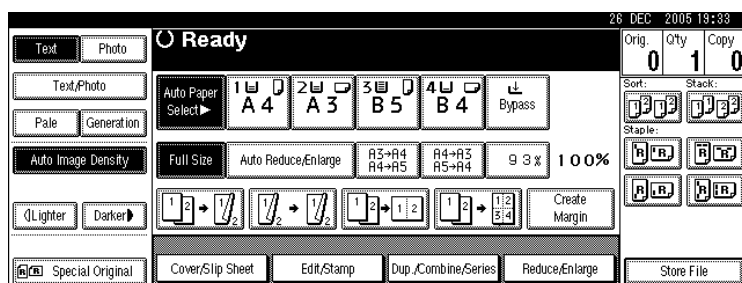
This table shows the stapling positions, not the orientation of delivery.
Vertical Left 2 and vertical Top 2 are not available for paper larger than A4 size.

1 Select one of the stapling positions.

500-sheet finisher



1000-sheet finisher



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

2 Enter the number of copy sets with the number keys.**3** Place the originals, and then press the [Start] key.

Note

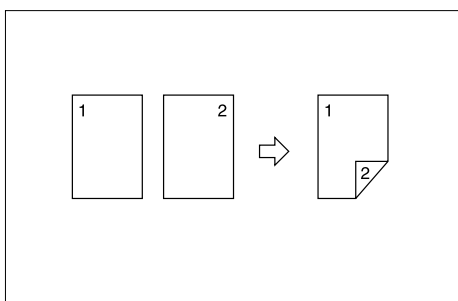
- ☐ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.
- ☐ When placing originals on the exposure glass or in the ADF using the Batch function, press the **【#】** key after all the originals have been scanned.

2**Duplex**

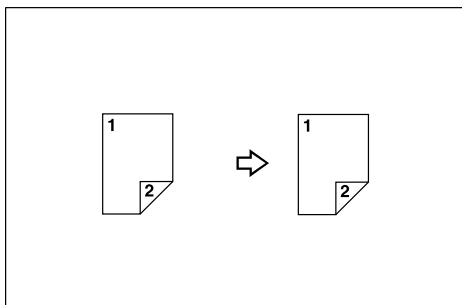
There are three types of duplex copies:

❖ 1 Sided → 2 Sided

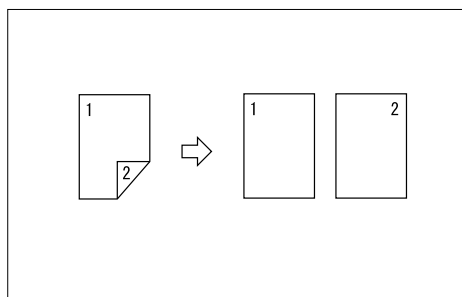
Copies 2 one-sided pages onto 1 two-sided page.

**❖ 2 Sided → 2 Sided**

Copies 1 two-sided page onto 1 two-sided page.

**❖ 2 Sided → 1 Sided**

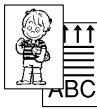
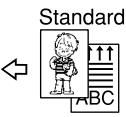

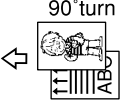


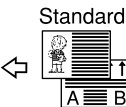

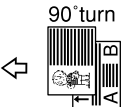

Copies each side of a two-sided original onto two separate pages.



❖ Original orientation and completed copies

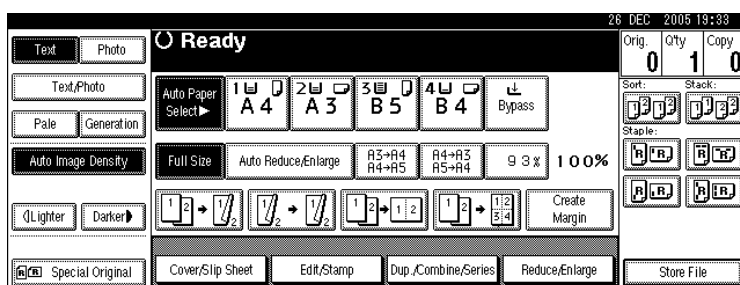
Copy images differ according to the orientation in which you place the originals (□ or □).

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

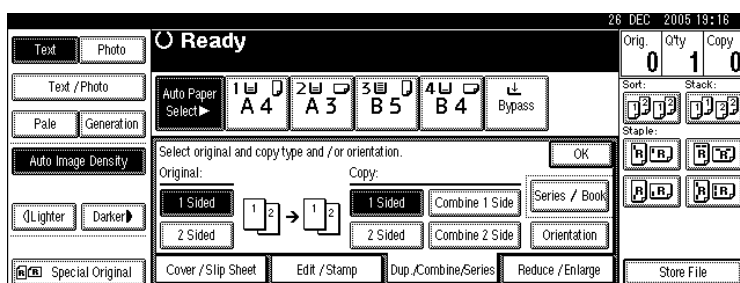
Original	How to place originals	Copy
Vertical 	Standard 	Top to Top 
	90° turn 	Top to Bottom 
Horizontal 	Standard 	Top to Top 
	90° turn 	Top to Bottom 

GCRYOU1E

1 Press [Dup./Combine/Series].



2 Select [1 Sided] or [2 Sided] for Original, and then select [1 Sided] or [2 Sided] for Copy.



3 Press [OK].

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

 **Note**

- ☐ You cannot use the bypass tray with this function.
- ☐ The maximum paper weight that can be used with duplex copying is 64–105 g/m² (17.1 - 28 lb.).
- ☐ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.
- ☐ You can also select “1 Sided to 2 Sided” or “2 Sided to 2 Sided” directly by pressing the copy function key in step **1**. In that case, proceed to step **4**.
- ☐ To change originals and copy orientation in step **2**, press [Orientation].
- ☐ When placing originals on the exposure glass or in the ADF using the Batch function, press the [#] key after all the originals have been scanned.

 **Reference**

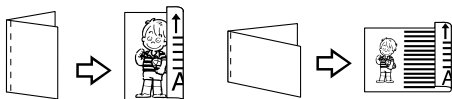
p.78 “Margin Adjustment”

“Edit”, General Settings Guide

Originals and copy orientation

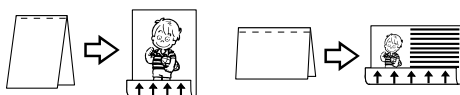
The orientation can be selected when copying Duplex job.

- Top to Top



Duplex1

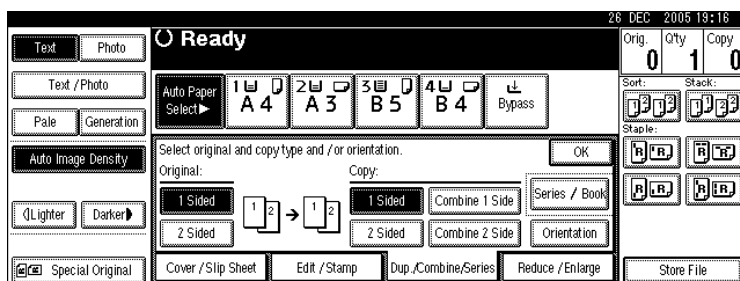
- Top to Bottom



Duplex2

1 Press [Dup./Combine/Series].

2 Press [Orientation], select the orientation (Original/Copy), and then press [OK].



Note

- ☐ The default setting is **[Top to Top]**. You can change the default orientation with Copier/Document Server Features.

Reference

“General Features”, General Settings Guide

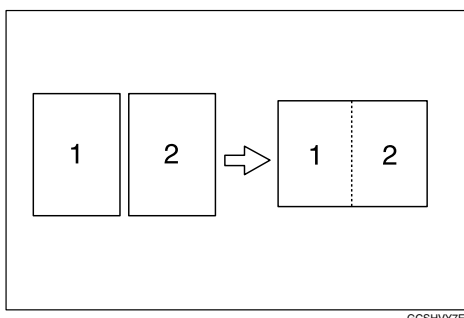
One-Sided Combine

Combine several pages onto one side of a sheet.

There are six types of One-Sided Combine.

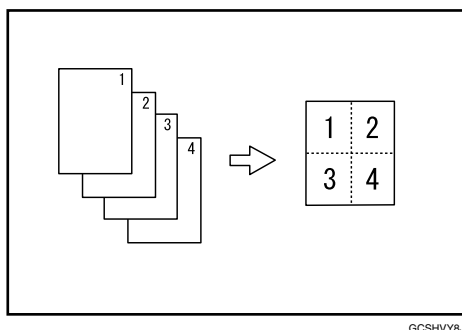
❖ 1 Sided 2 Pages → Combine 1 Side

Copies 2 one-sided originals to one side of a sheet.



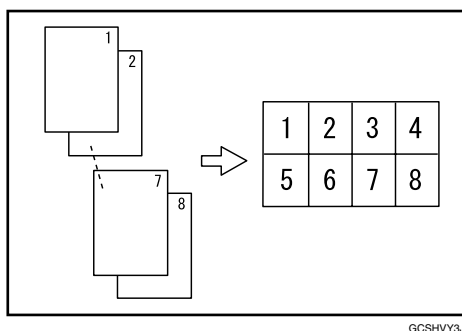
❖ 1 Sided 4 Pages → Combine 1 Side

Copies 4 one-sided originals to one side of a sheet.



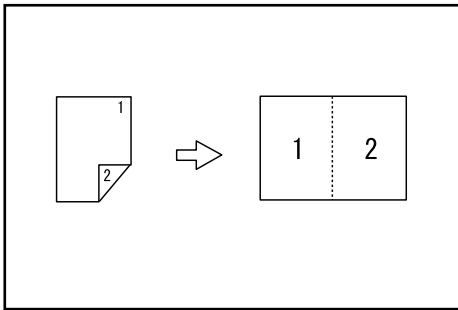
❖ 1 Sided 8 Pages → Combine 1 Side

Copies 8 one-sided originals to one side of a sheet.



❖ **2 Sided 1 Page → Combine 1 Side**

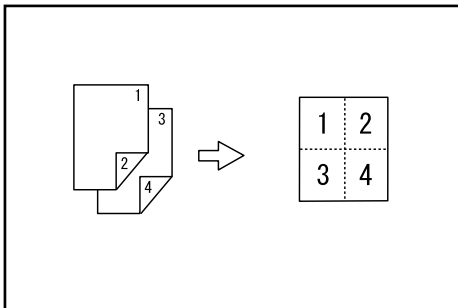
Copies 1 two-sided original to one side of a sheet.



GCSHVYUJ

❖ **2 Sided 2 Pages → Combine 1 Side**

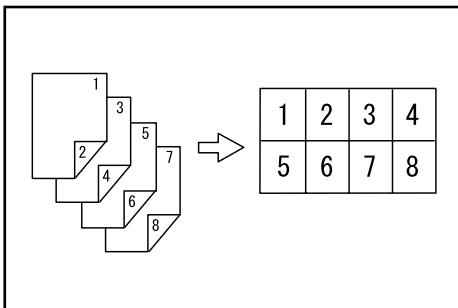
Copies 2 two-sided originals to one side of a sheet.



GCSHVYBJ

❖ **2 Sided 4 Pages → Combine 1 Side**

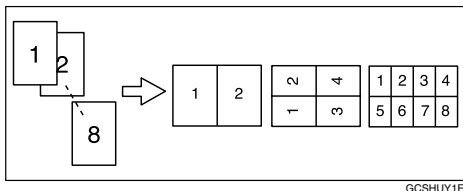
Copies 4 two-sided originals to one side of a sheet.



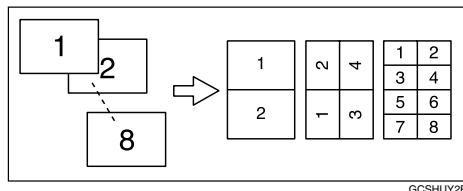
GCSHVY4J

❖ Orientation of the original and combine image position

Open to left (📄) originals

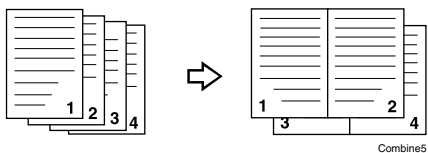


Open to top (📄) originals

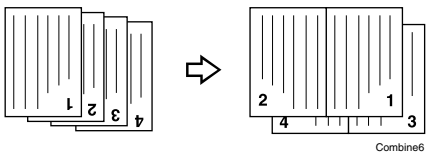


Placing originals and copying (originals placed in the ADF)

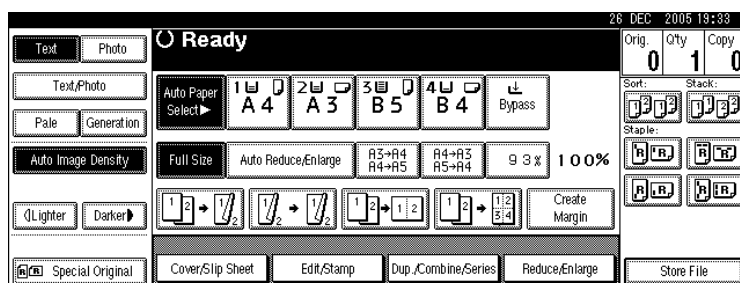
- Originals read from left to right



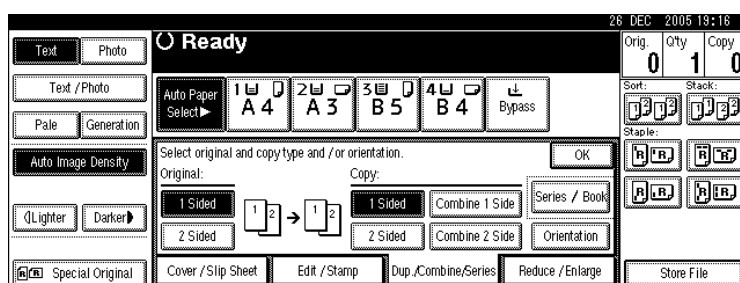
- Originals read from top to bottom



1 Press [Dup./Combine/Series].



2 Select [1 Sided] or [2 Sided] for original, and then press [Combine 1 Side] for Copy.



3 Select the number of originals to combine, and then press [OK].

4 Select the paper size.

5 Press [OK].

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

Note

- ☐ You cannot use the bypass tray with this function.
- ☐ You can also select "1 Sided 2 Pages → Combine 1 Side" or "1 Sided 4 Pages → Combine 1 Side" directly by pressing the copy function key in step 1. In that case, proceed to step 6.

Reference

"Edit", General Settings Guide

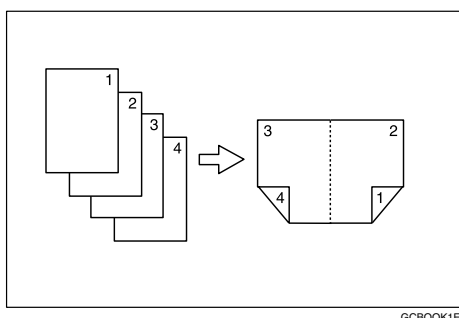
Two-Sided Combine

Combine various pages of originals onto one two-sided sheet.

There are six types of Two-Sided Combine.

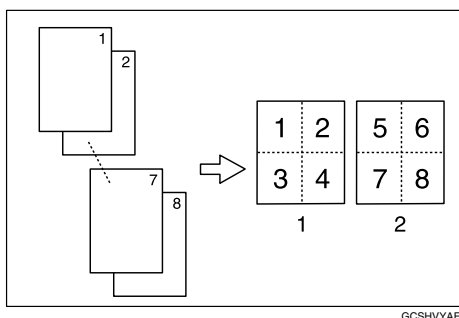
❖ 1 Sided 4 Pages → Combine 2 Sides

Copies 4 one-sided originals to one sheet with two pages per side.



❖ 1 Sided 8 Pages → Combine 2 Sides

Copies 8 one-sided originals to one sheet with four pages per side.

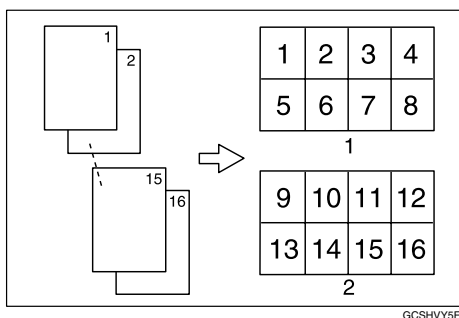


1 Front

2 Back

❖ 1 Sided 16 Pages → Combine 2 Sides

Copies 16 one-sided originals to one sheet with eight pages per side.

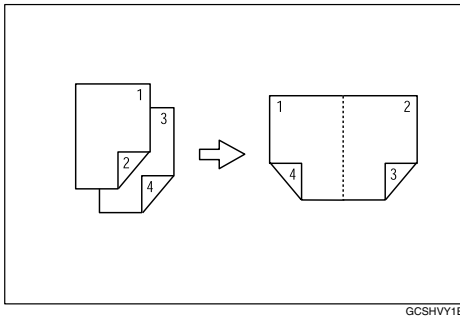


1 Front

2 Back

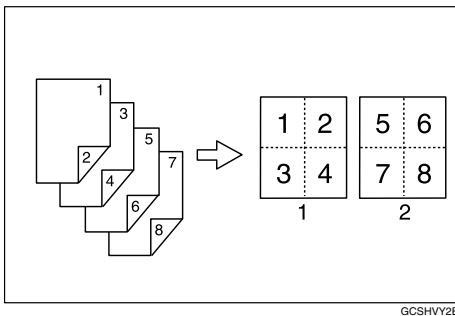
❖ **2 Sided 4 Pages → Combine 2 Sides**

Copies 2 two-sided originals to one sheet with two pages per side.



❖ **2 Sided 8 Pages → Combine 2 Sides**

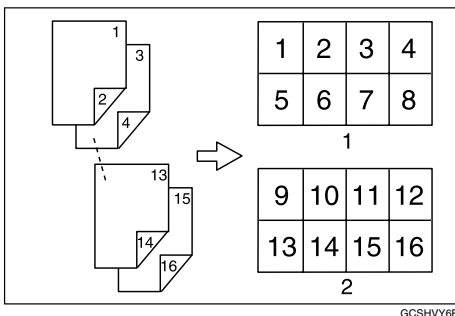
Copies 4 two-sided originals to one sheet with four pages per side.



1 Front
2 Back

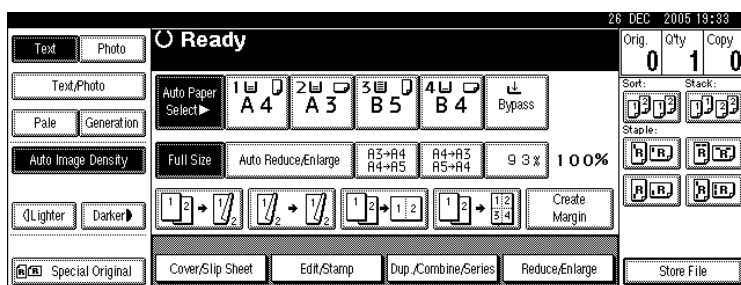
❖ **2 Sided 16 Pages → Combine 2 Sides**

Copies 8 two-sided originals to one sheet with eight pages per side.

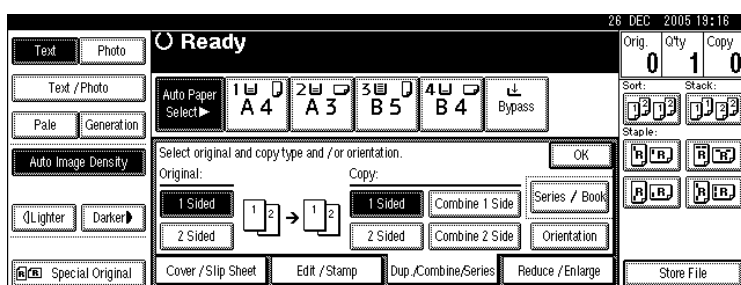


1 Front
2 Back

1 Press [Dup./Combine/Series].



2 Select [1 Sided] or [2 Sided] for Original, and then press [Combine 2 Side] for Copy.



3 Select the number of originals to combine, and then press [OK].

4 Select the paper size.

5 Press [OK].

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

Note

- ☐ You cannot use the bypass tray with this function.

Reference

"Edit", General Settings Guide

Series Copies







This function copies the front and back of a two-sided original separately, or the two facing pages of a bound original onto two sheets.

There are three types of Series Copies.

Important





- ☐ You cannot use the Series Copies function with the ADF.
- ☐ The following table shows the paper sizes of two facing pages of a bound original (book) and one-sided copy (when copying at a ratio of 100%).

- Metric version

Original	Paper for 1-sided copy
A3 	A4  × 2 sheets
B4 JIS 	B5 JIS  × 2 sheets
A4 	A5  × 2 sheets

AMA020S







- Inch version

Original	Paper for 1-sided copy
11" × 17" 	8 1/2" × 11"  × 2 sheets
8 1/2" × 11" 	5 1/2" × 8 1/2"  × 2 sheets

AMA027S





- ☐ The following table shows the paper sizes of two facing pages of a bound original (book) and two-sided copy (when copying at a ratio of 100%).

- Metric version

Original	Paper for 2-sided copy
A3 	A4 
B4 JIS 	B5 JIS 
A4 	A5 

ARS011S

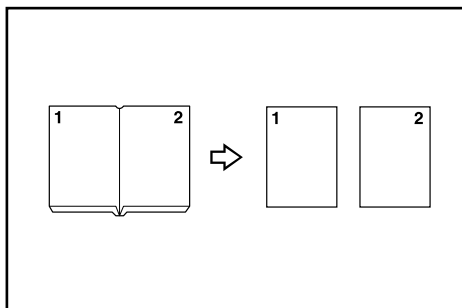
- Inch version

Original	Paper for 2-sided copy
11" × 17" 	8 1/2" × 11" 
8 1/2" × 11" 	5 1/2" × 8 1/2" 

ARS012S

❖ **Book → 1 Sided**

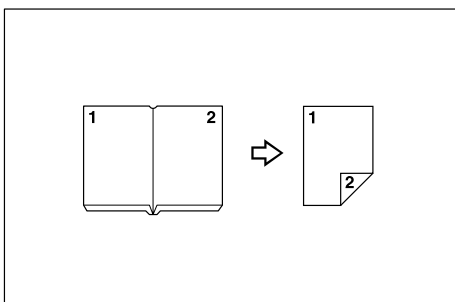
You can make one-sided copies from two facing pages of a bound original (book).



CP2B0100

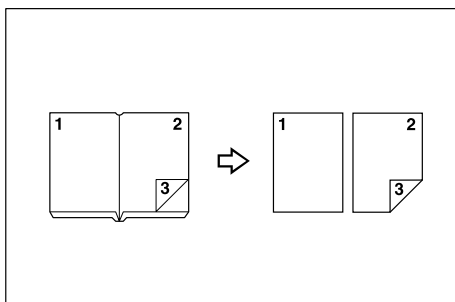
❖ **Book → 2 Sided**

Copies a two-page spread original onto one sheet with one page per side.

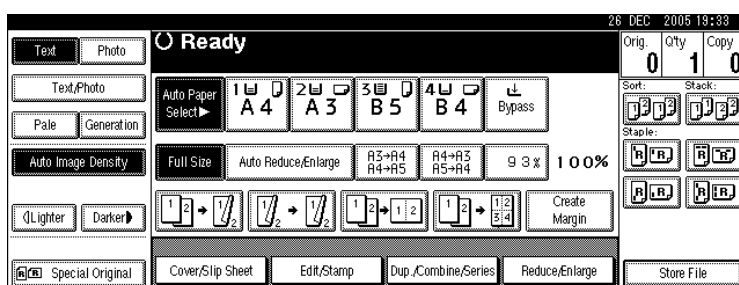


❖ **Front & Back → 2 Sided**

Copies each two-page spread original as it is onto both sides of a sheet.



1 Press [Dup./Combine/Series].



2 Press [Series / Book].

3 Press [Series].

4 Select [Book→1 Sided], [Book→2 Sided], or [Front&Back→2 Sided], and then press [OK].

5 Press [OK].

6 Make sure [Auto Paper Select] is selected.

7 Place original on the exposure glass, and then press the [Start] key.

Note

- Press the [#] key after all originals have been scanned.

Booklet/Magazine

Copies two or more originals in page order.

There are four types of Booklet/Magazine.

The following table shows paper sizes available for originals and two-sided copies when copying at a ratio of 100%.

❖ Metric version

Original	Paper for 2-sided copy
A4	A3
B5 JIS	B4 JIS
A5	A4

ARS013S

❖ Inch version

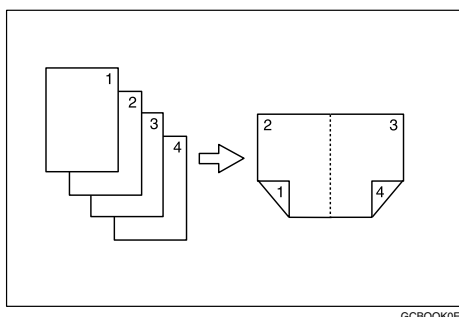
Original	Paper for 2-sided copy
8 1/2 × 11"	11" × 17"
5 1/2 × 8 1/2"	8 1/2 × 11"

ARS014S

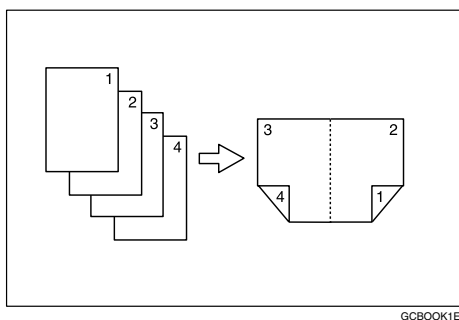
❖ 1 Sided → Booklet

Make copies in page order for a folded booklet as shown.

- Open to left



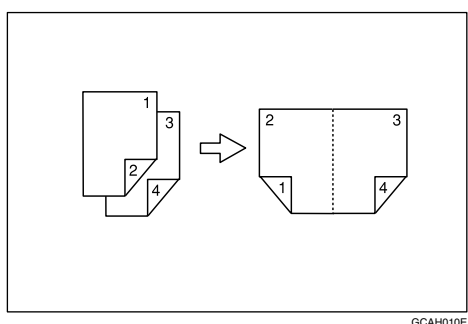
- Open to right



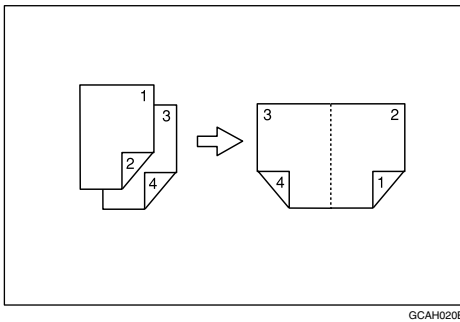
❖ 2 Sided → Booklet

Make two-sided originals to copies in page order for a folded booklet as shown.

- Open to left



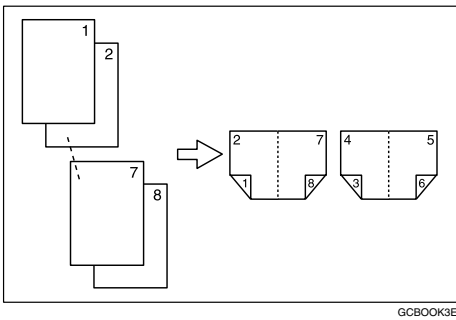
- Open to right



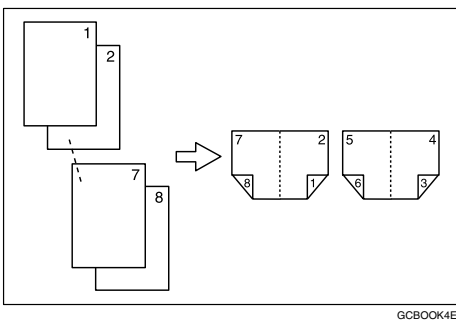
❖ 1 Sided → Magazine

Copies two or more originals to make copies in page order when they are folded and stacked.

- Open to left



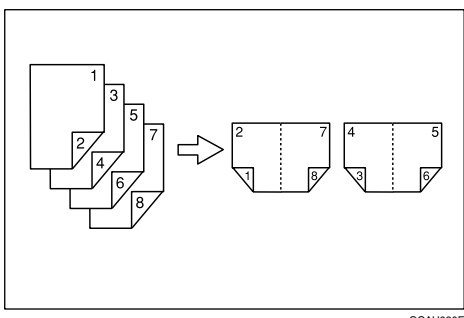
- Open to right



❖ 2 Sided → Magazine

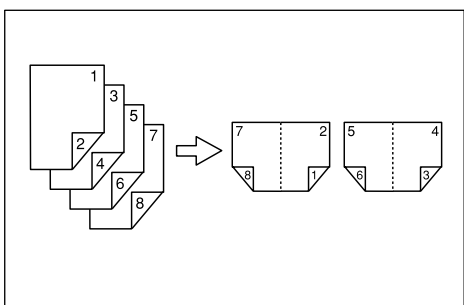
Copies two or more originals of two-sided to make copies in page order when they are folded and stacked.

- Open to left



GCAH030E

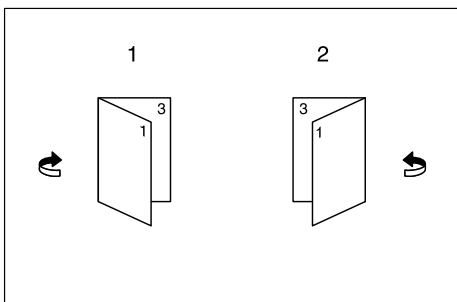
- Open to right



GCAH040E

❖ How to fold and unfold copies to make a booklet

As shown below, fold a copy along the centreline, and open.



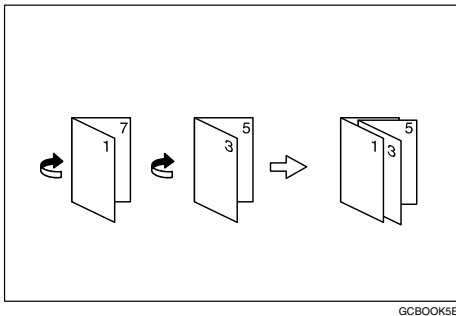
GCBOOK2E

- 1 Open to left
- 2 Open to right

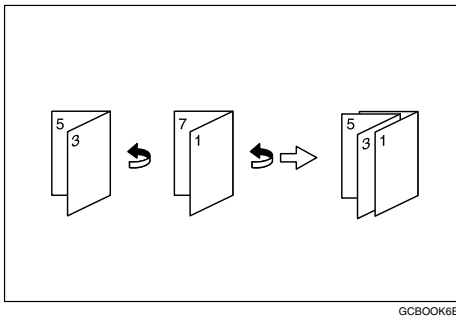
❖ How to fold and unfold copies to make a magazine

As shown below, fold and stack copies to make a magazine, and open.

- Open to left



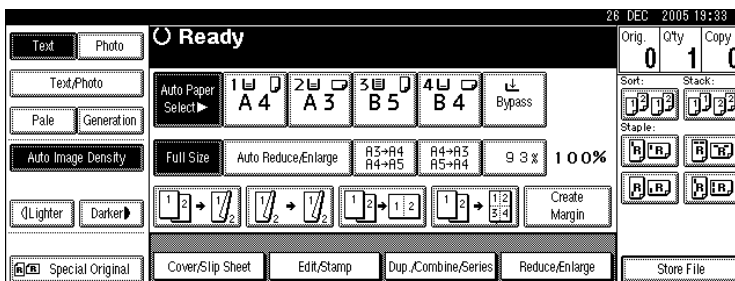
- Open to right



⚠ Important

- ❑ Before using this function, select **[Open to Left]** or **[Open to Right]** with **[Orientation: Booklet, Magazine]** in advance. See “Edit”, General Settings Guide.

1 Press [Dup./Combine/Series].



2 Press [Series / Book].

3 Press [Book].

4 Select [1 Sided→Booklet], [2 Sided→Booklet], [1 Sided→Magazine], or [2 Sided→Magazine], and then press [OK].

5 Press [OK].

6 Select the paper.

7 Place original, and then press the **[Start]** key.

Note

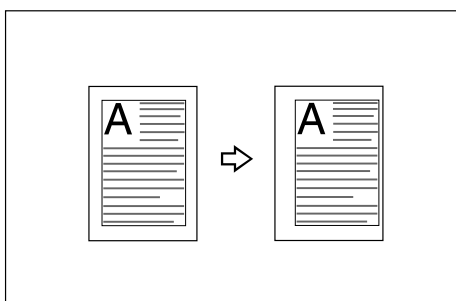
- ☐ You cannot use the bypass tray with this function.
- ☐ When placing originals on the exposure glass or in the ADF using the Batch function, press the **[#]** key after all the originals have been scanned.
- ☐ The machine sets the reproduction ratio automatically to fit the paper size.

Reference

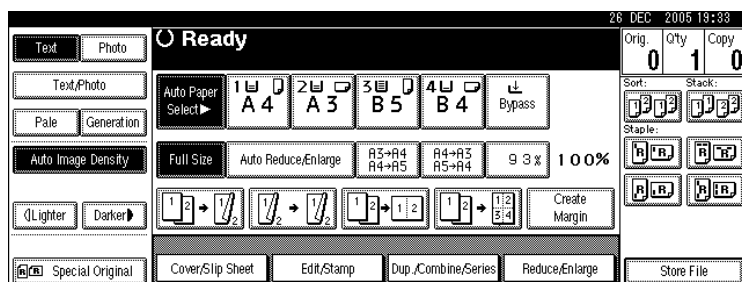
“Edit”, General Settings Guide

Margin Adjustment

You can make a binding margin.



1 Press **[Edit / Stamp]**.



2 Press **[Margin Adjustment]**.

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

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

Margin on the back side of the page is valid when **[2 Sided]** or **[Combine 2 Side]** is selected.

5 Press **[OK]**.

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

Note

- ☐ You can set the binding margin up to 30 mm (1.2") in 1 mm (0.1") increments.
- ☐ If you make a mistake, press [**←**], [**→**], [**↓**], [**↑**] to set a new value.
- ☐ If you do not need to specify the margins for the back side pages in step 3, press [**OK**] and proceed to step 5.

Reference

"Edit", General Settings Guide

2

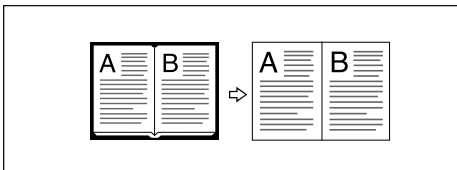
Erase

You can erase the centre and/or all four sides of the original image.

This function comes in the following modes:

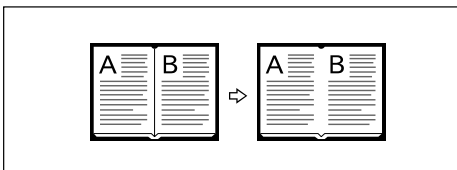
❖ **Border**

Erases the original's edge margin from the copy.



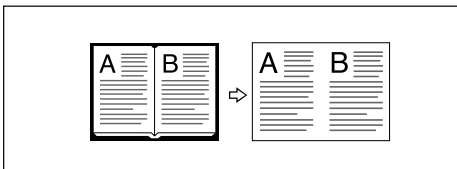
❖ **Centre**

Erases the original's centre margin from the copy.



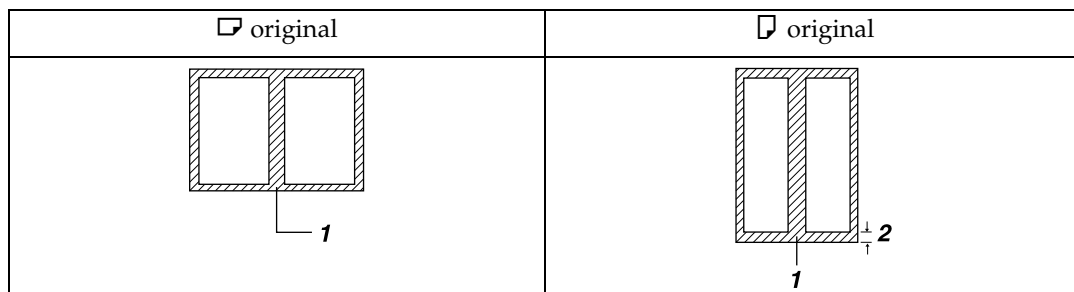
❖ **Centre/Border**

Erases both the original's centre and edge margins from the copy.



Note

- ☐ The erase width is set to 10 mm (0.4 inch) as a default. You can change this setting with Edit under User Tools Menu (Copier and Document Server Features).
- ☐ The relationship between the original orientation and the erased part is as follows:



1 Erased part

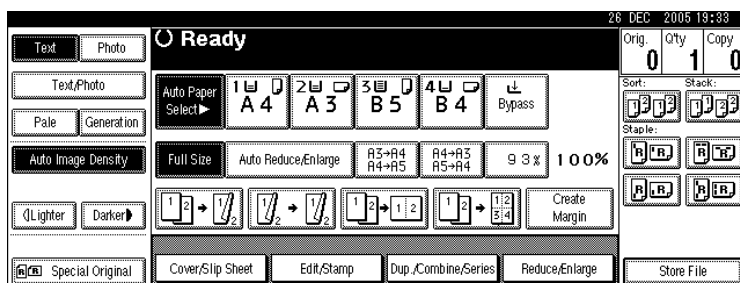
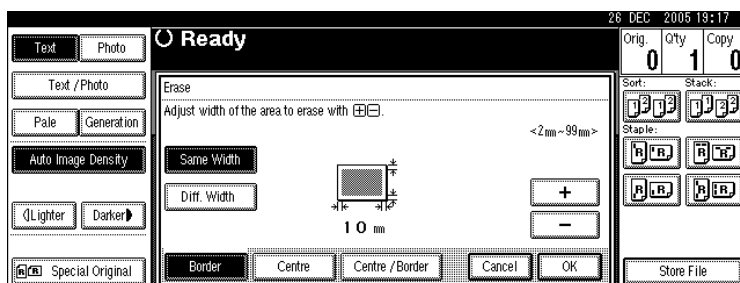
2 2-99 mm (0.1"-3.9")

Reference

"Edit", General Settings Guide

Border Erase (same width)

This mode erases the edge margin of the original image.

1 Press [Edit / Stamp].**2** Press [Erase].**3** Press [Same Width].**4** Set an erase border width with [+] or [-].

5 Press [OK] twice.

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

 **Note**

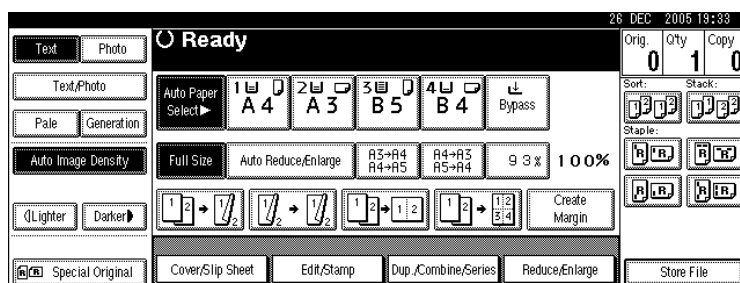
- ☐ To change the value entered in step 4, press [+] and [-] to set a new value.

Border Erase (different width)

2

This mode erases the edge margin of the original image.

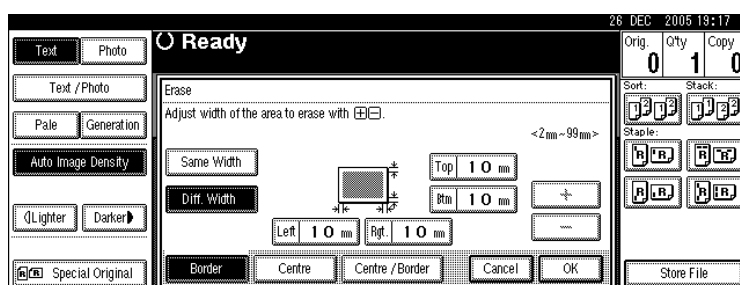
1 Press [Edit / Stamp].



2 Press [Erase].

3 Press [Diff. Width].

4 Press the key for the border you want to change and set an erase width with [+] and [-].



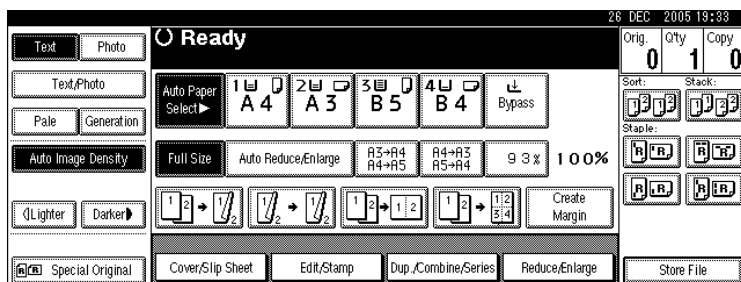
5 Press [OK] twice.

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

Centre Erase

This mode erases the centre margin of the original image.

1 Press [Edit / Stamp].



2 Press [Erase].

3 Press [Centre].

4 Set the erase centre width with [+] and [-].

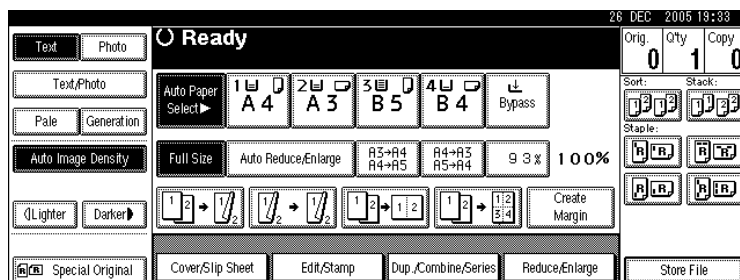
5 Press [OK] twice.

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

Centre/Border Erase (same width)

This mode erases both the centre and edge margins of the original image.

- 1 Press [Edit / Stamp].

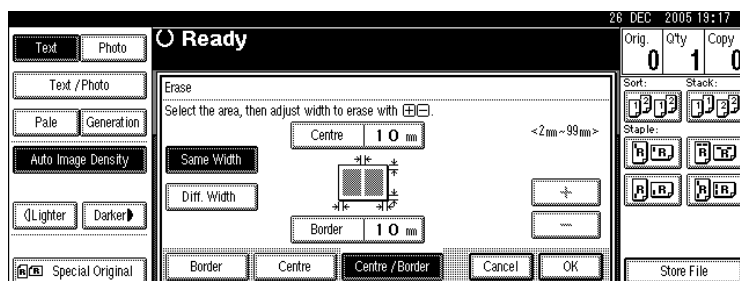


- 2 Press [Erase].

- 3 Press [Centre / Border].

- 4 Press [Same Width].

- 5 Press [Centre], and then set the erase centre width with [+/-] and [-].



- 6 Press [Border], and then set the erase border width with [+/-] and [-].

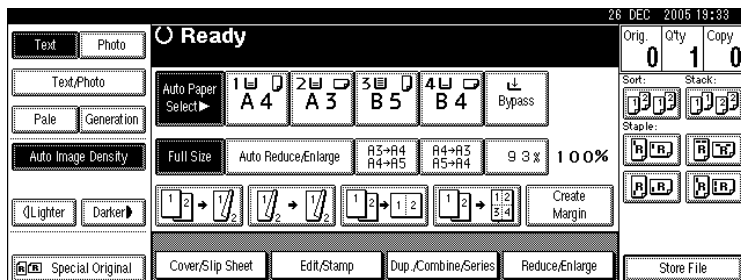
- 7 Press [OK] twice.

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

Centre/Border Erase (different width)

This mode erases both the centre and edge margins of the original image.

1 Press [Edit / Stamp].

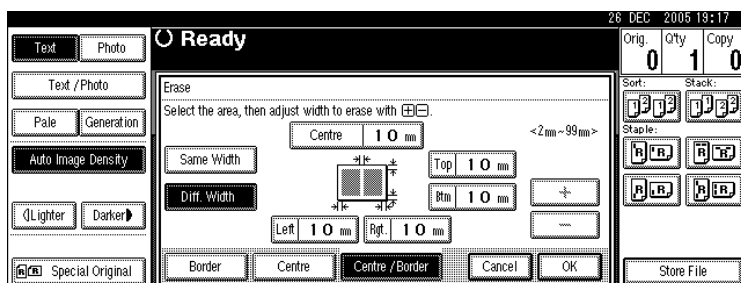


2 Press [Erase].

3 Press [Centre / Border].

4 Press [Diff. Width].

5 Press the key for the part you want to change and set an erase width with [+/-].

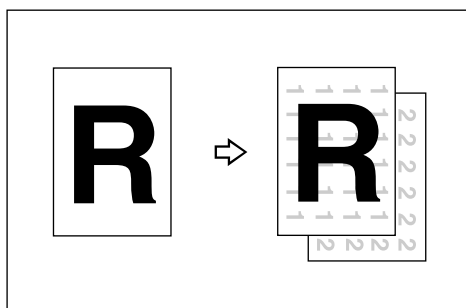


6 Press [OK] twice.

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

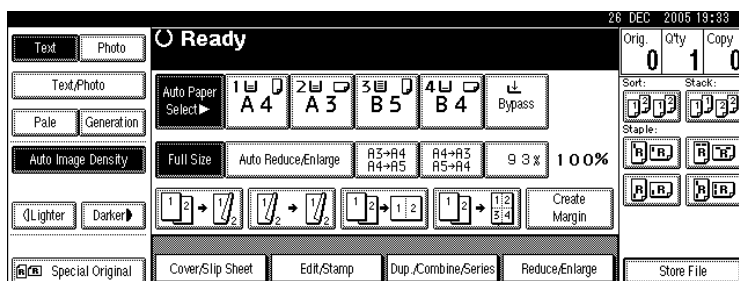
Background Numbering

Use this function to have numbers printed on the background of copies. If this function is used in conjunction with Sort, same numbers are printed on a department basis, helping you to keep track of confidential documents.



GCSTMP2E

1 Press [Edit / Stamp].



2 Press [Stamp].

3 Press [Background Numbering].

4 Enter the number to start counting from with the number keys, and then press [OK].

5 Press [OK] twice.

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

Note

- ☐ You can enter a number between 1 and 999.

Reference

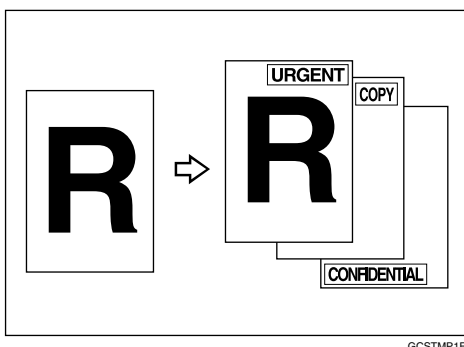
"Stamp", General Settings Guide

Preset Stamp

Frequently used messages can be stored in memory and stamped on copies.

Important

- ☐ You cannot use the bypass tray with this function.
- ☐ Only one message can be stamped at a time.

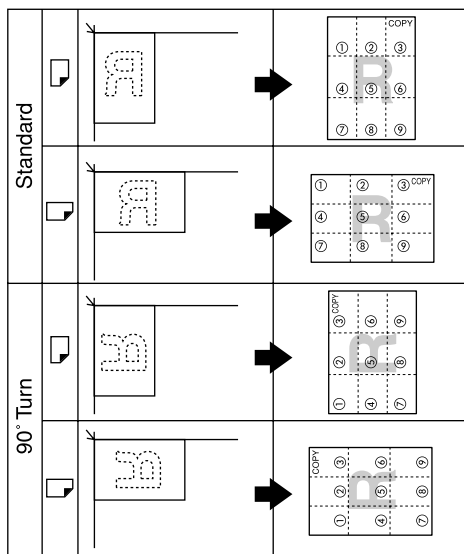


GCSTMP1E

- The following eight messages are available for stamping.
"COPY", "URGENT", "PRIORITY", "For Your Info.", "PRELIMINARY",
"For Internal Use Only", "CONFIDENTIAL", "DRAFT"

Stamp position and original orientation

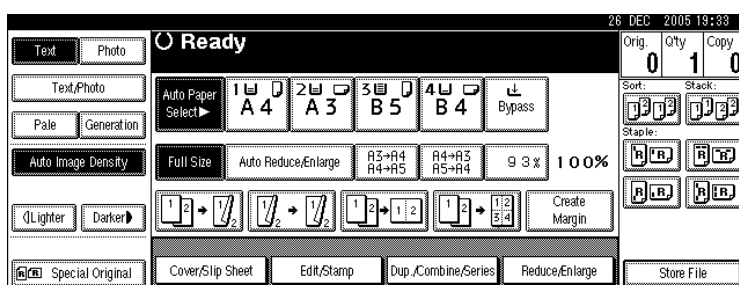
The stamp positions differ according to the orientation in which you place your originals.



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

GCSTMP5E

1 Press [Edit / Stamp].



2 Press [Stamp].

3 Press [Preset Stamp].

4 Select the desired message.

You can change the position, size, and density of the stamp.

5 Press [All Pages] or [1st Page Only] to select the print page.

6 After you specify all desired settings, press [OK].

7 Press [OK] twice.

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

Reference

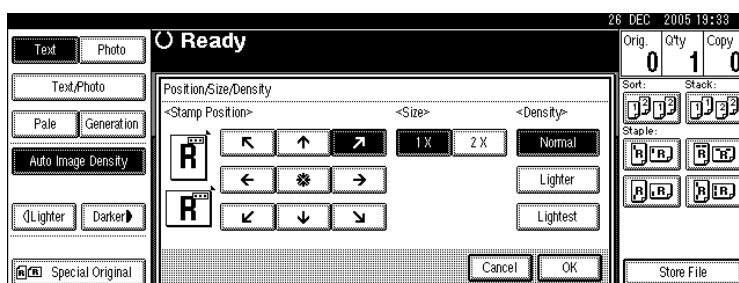
"Stamp", General Settings Guide

Changing the stamp position, size and density

Changes the stamp position, size and density.

1 Press [Change].

2 Select the position for print, size, and density, and then press [OK].

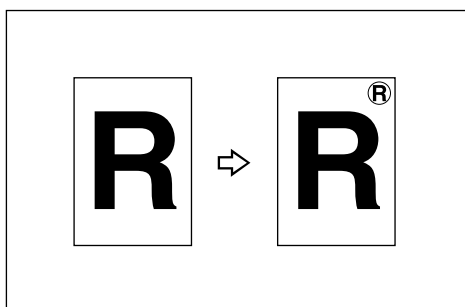


User Stamp

Prints a registered stamp onto copies. Letters or images you use frequently can be registered.

❗ Important

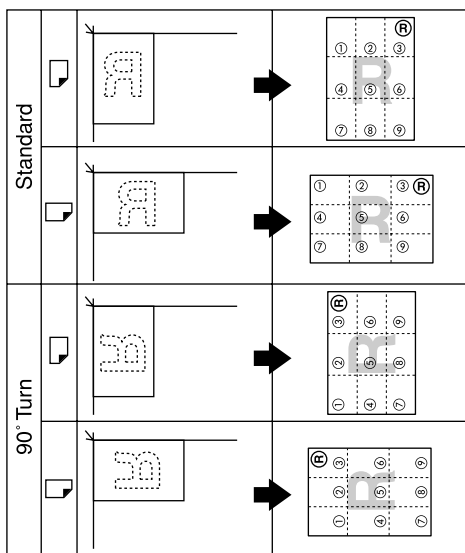
- ☐ You have to program a user stamp before using this function.
- ☐ You cannot use the bypass tray with this function.
- ☐ Only one message can be stamped at a time.
- ☐ You can combine this function with only one Preset Stamp.



GCSTMP0E

❖ Stamp position and original orientation

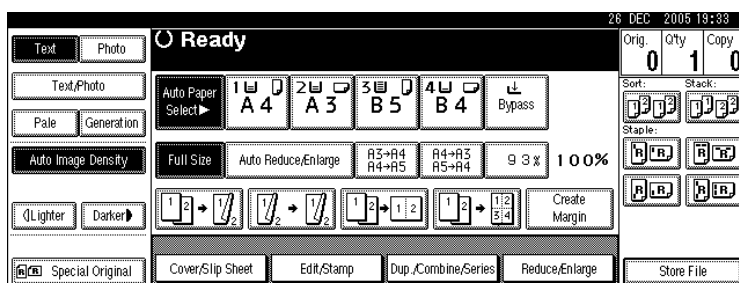
The user stamp positions differ according to the orientation in which you place your originals.



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

GCSTMP6E

1 Press [Edit / Stamp].



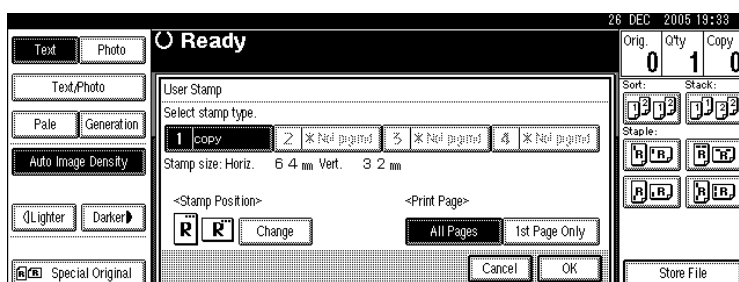
2 Press [Stamp].

3 Press [User Stamp].

4 Select the stamp number.

You can change the stamp position.

5 Press [All Pages] or [1st Page Only] to select the print page.



6 After you specify all desired settings, press [OK].

7 Press [OK] twice.

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

Reference

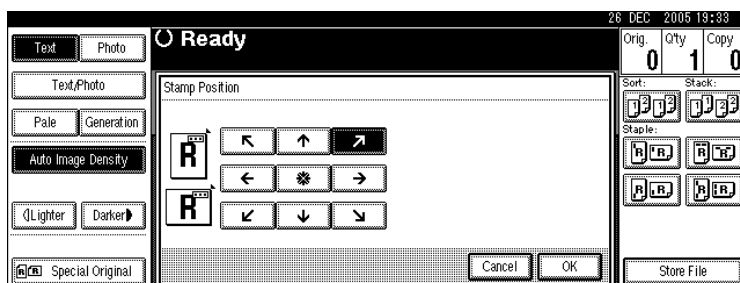
“Stamp”, General Settings Guide

Changing the user stamp position

Changes the stamp position.

1 Press [Change].

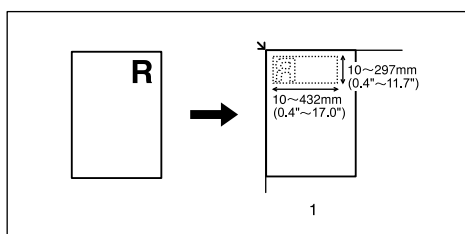
2 Select the desired position, and then press [OK].



To program the user stamp

This function scans an image that is used as a user stamp.

The range of stamp images for readability is 10–297 mm (0.4"–11.7") high and 10–432 mm (0.4"–17.0") wide. However, if the value exceeds the maximum value of the area (5,000 mm², 7.75 inch²), it is corrected within the range of the area automatically.



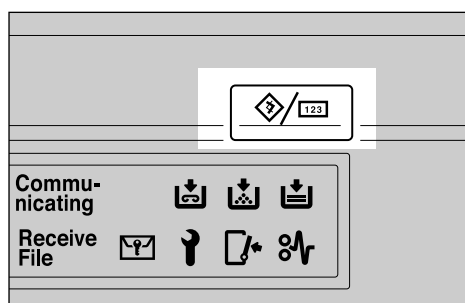
ARS019S

Important

□ Up to four frequently used images can be stored in memory.

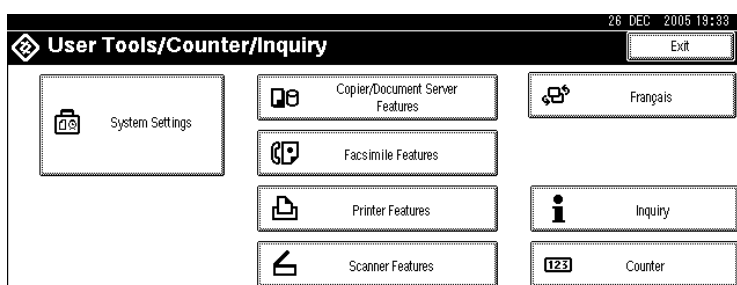
1 Make sure that the machine is in Copy mode.

2 Press the [User Tools/Counter] key.



ZEWS050E

3 Press [Copier / Document Server Features].



4 Press [Stamp].

5 Press [User Stamp].

6 Press [Program / Delete Stamp].

7 Press [Program], and then press the stamp number you want to program.

8 Enter the user stamp name (up to ten characters) with the letter keys, and then press [OK].

9 Enter the horizontal size of the stamp with the number keys, and then press [#].

10 Press [Vertical], enter the vertical size of the stamp with the number keys, and then press [#].

11 Place the original for user stamp on the exposure glass, and then press [Start Scanning].

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

12 Press [Exit].

13 Press [Exit].

The display returns to the User Tools/Counter/Inquiry menu screen.

14 Press [Exit].

Exits settings and gets ready to copy.

Note

- ☐ Stamp numbers with already have settings in them.
- ☐ If the user stamp number is already being used, the machine will ask you if you want to overwrite it. To overwrite it, press [Yes]; otherwise, press [No].
- ☐ Originals cannot be scanned from the ADF when programming the user stamp.

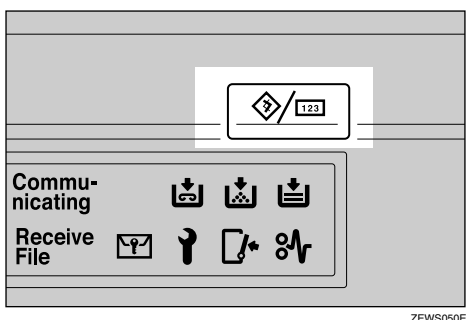
To delete the user stamp

Deletes an image registered as a user stamp.

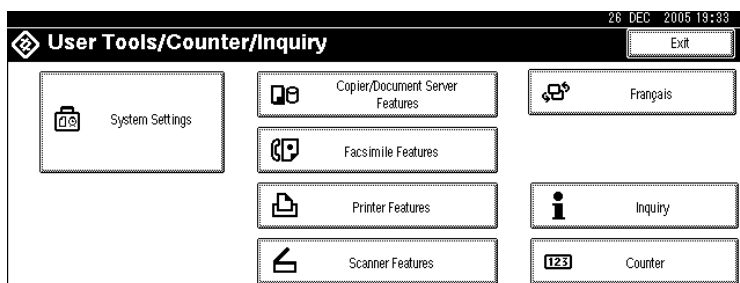
You cannot restore a deleted stamp.

1 Make sure that the machine is in Copy mode.

2 Press the [User Tools/Counter] key.



3 Press [Copier / Document Server Features].



4 Press [Stamp].

5 Press [User Stamp].

6 Press [Program / Delete Stamp].

7 Press [Delete], and then press the stamp number you want to delete.

8 Select [Delete], and then press [Exit].

9 Press [Exit].

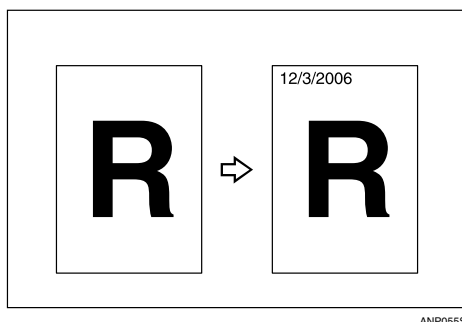
The display returns to the User Tools/Counter/Inquiry menu screen.

10 Press [Exit].

Exits settings and gets ready to copy.

Date Stamp

You can use this function to print dates onto copies.



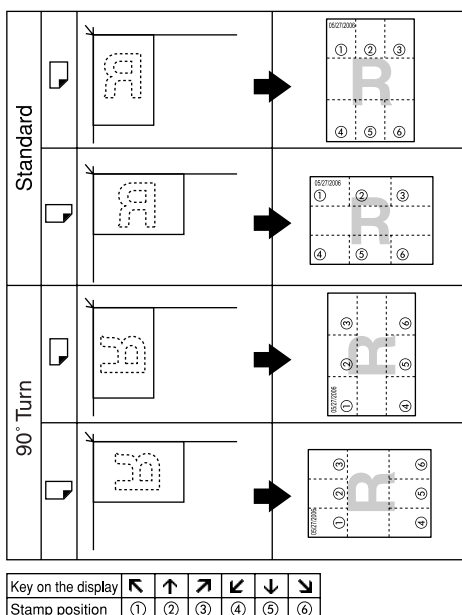
2

The following five date print styles are available.

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

❖ Stamp position and original orientation

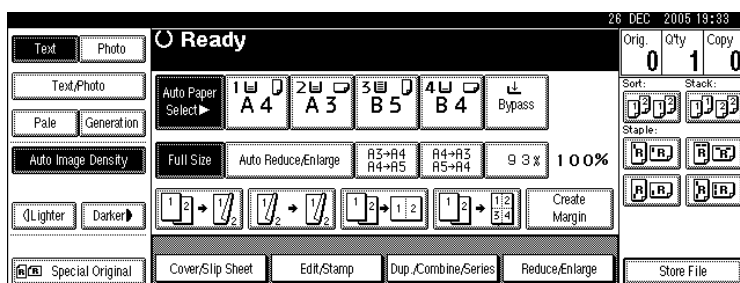
The date stamp positions differ according to the orientation in which you place your originals.



❗ Important

- ❑ You cannot use the bypass tray with this function.

1 Press [Edit / Stamp].

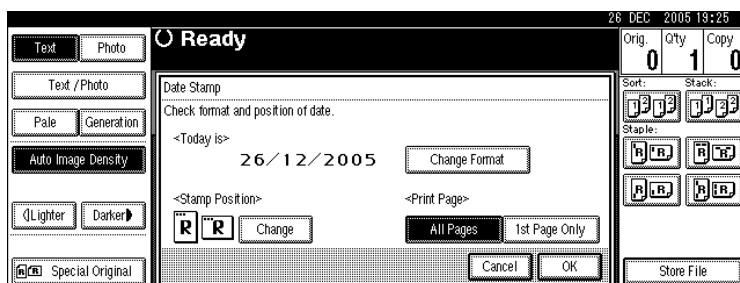


2 Press [Stamp].

3 Press [Date Stamp].

You can change the format and position of the date to be stamped.

4 Press [All Pages] or [1st Page Only] to select the print page.



5 After you specify all desired settings, press [OK].

6 Press [OK] twice.

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

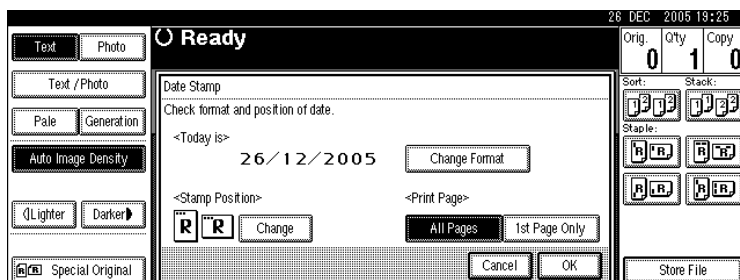
Reference

"Stamp", General Settings Guide

To change the format of date

Changes the style of date to be stamped.

- 1 Press [Change Format].

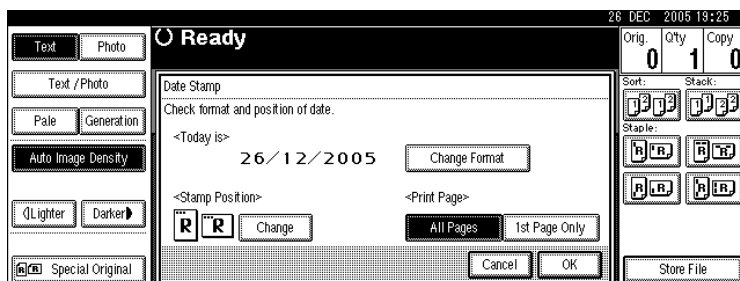


- 2 Select the date format, and then press [OK].

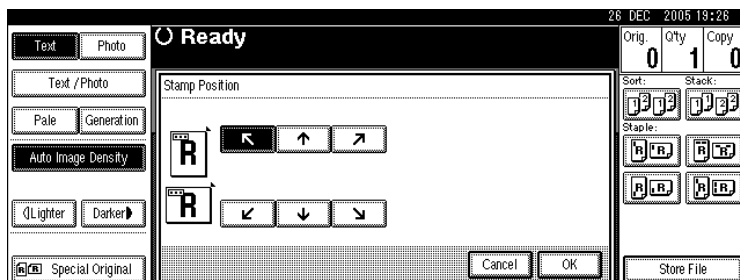
To change the date stamp position

Changes the stamp position.

- 1 Press [Change] under Stamp Position.



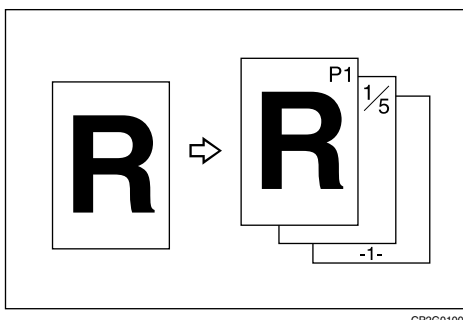
- 2 Select the desired position, and then press [OK].



Page Numbering

You can use this function to print page numbers onto copies.

2



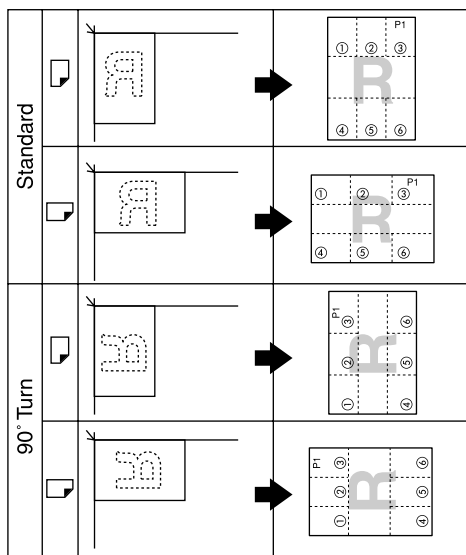
CP2G0100

There are six types of page numbering.

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

❖ Original orientation and stamp position

The page stamp positions differ according to the orientation in which you place your originals.



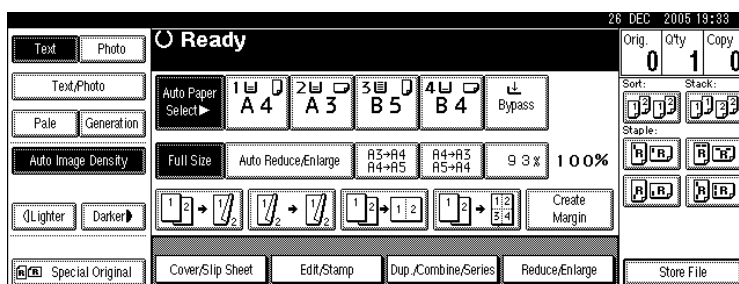
Key on the display	↖	↑	↗	↘	↓	↙
Stamp position	①	②	③	④	⑤	⑥

GCSTMP8E

Important

- ☐ You cannot use the bypass tray with this function.

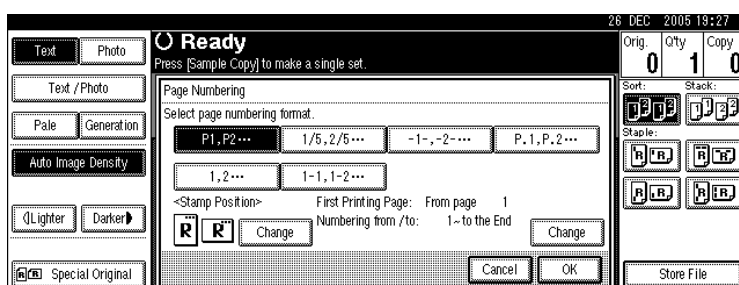
1 Press [Edit / Stamp].



2 Press [Stamp].

3 Press [Page Numbering].

4 Select the format.



You can specify the stamp position, pages to be stamped, and numbering.

5 After you specify all desired settings, press [OK].

6 Press [OK] twice.

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

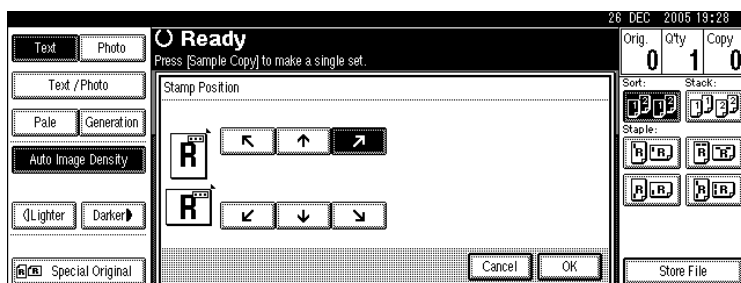
Reference

“Stamp”, General Settings Guide

Changing the stamp position

Changes the stamp position.

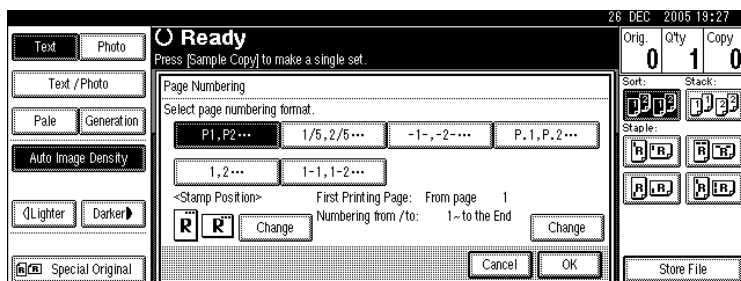
- 1** Press [Change] under Stamp Position.
- 2** Select the desired position, and then press [OK].



Specifying the first printing page and start number ("P1,P2...", "-1,-2...", "P.1,P.2...", "1,2...")

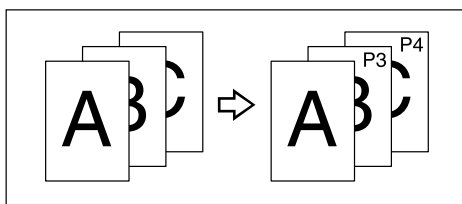
Below explains the example when "P1, P2 ..." is selected. The steps are the same for other cases.

- 1** Press [Change] on the right side.



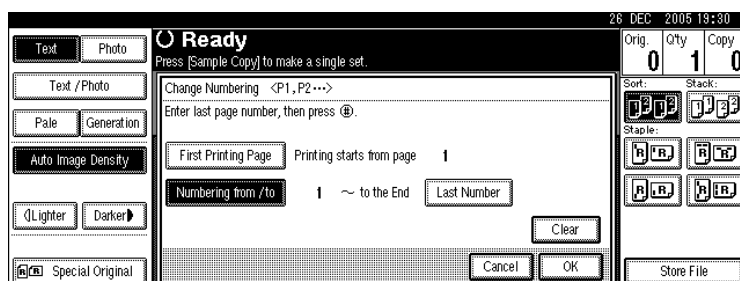
- 2** Press [First Printing Page], enter the original page number from which to start printing with the number keys, and then press the [#] key.
- 3** Press [Numbering from / to], enter the number of page from which to start numbering with the number keys, and then press the [#] key.

The example below shows when the first printing page is "2" and the start number is "3".



GCANPE2J

- 4** Press [Last Number], enter the number of the page at which to stop numbering with the number keys, and then press the [#] key.



If you want to number all pages to the end, press [to the End].

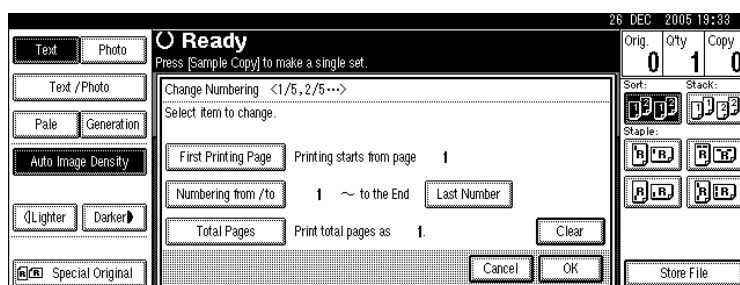
- 5** When page designation is complete, press [OK].
- 6** Press [OK] three times.
- 7** Place the originals, and then press the [Start] key.

Note

- ☐ To change the number entered in step 2, press [Clear] or the [Clear/Stop] key, and then enter a new number.

Specifying the first printing page and start number ("1/5,2/5...")

- 1** Press [Change] on the right side.
- 2** Press [First Printing Page]. Enter the original page number from which to start printing with the number keys, and then press the [#] key.



You can enter between 1 and 9999 for the original page number from which to start printing.

- 3** Press [Numbering from / to], enter the number of page from which to start numbering with the number keys, and then press the [#] key.

- 4** To change the number to end numbering, press [Last Number], enter that number with the number keys, and then press the [#] key.

Proceed to step **5** when not changing.

If you want to number all pages to the end, press [to the End].

The last number is the last page number to print. For example, if Total Pages is ten, if you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.

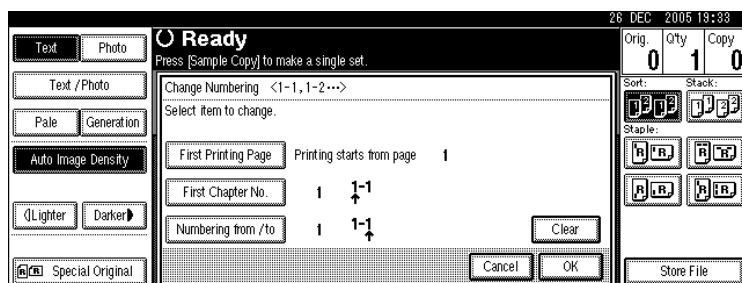
- 5** Press [Total Pages], enter the total number of original pages with the number keys, and then press the [#] key.
- 6** When page designation is complete, press [OK].
- 7** Press [OK] three times.
- 8** Place the originals, and then press the [Start] key.

 **Note**

- ☐ To change the number entered in step **2**, press [Clear] or the [Clear/Stop] key, and then enter a new number.
- ☐ To change the settings (the first printing page, the number of page from which to start numbering, or total number of pages) after pressing [OK] in step **6**, press [Change] and then enter the numbers again.

Specifying the first printing page and start number ("1-1,1-2...")

- 1** Press [Change] on the right side.
- 2** Press [First Printing Page], enter the original page number from which to start printing with the number keys, and then press the [#] key.



- 3** Press [First Chapter No.], enter the chapter number from which to start numbering with the number keys, and then press the [#] key.
- You can enter between 1 and 9999 for the chapter number from which to start numbering.
- 4** Press [Numbering from / to], enter the page number from which to start printing with the number keys, and then press the [#] key.

- 5** Press [OK].
- 6** When page designation is complete, press [OK].
- 7** Press [OK] twice.
- 8** Place the originals, and then press the [Start] key.

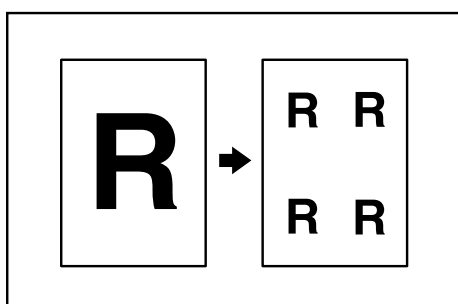
 **Note**

- ☐ To change the number entered in step **2**, press [Clear] or the [Clear/Stop] key, and then enter a new number.
- ☐ To change the settings (the first printing page, the chapter from which to start numbering, or the page from which to start numbering) after pressing [OK] in step **6**, press [Change] and then enter the numbers again.




2

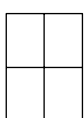
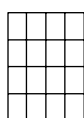
Image Repeat





The original image is copied repeatedly.

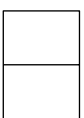
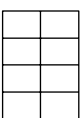
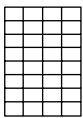


The number of repeated images depends on the original size, copy paper size, and reproduction ratio. For example, see the following table.

❖ **Original: A5 /Copy paper: A4  or Original: A5 /Copy paper: A4 **

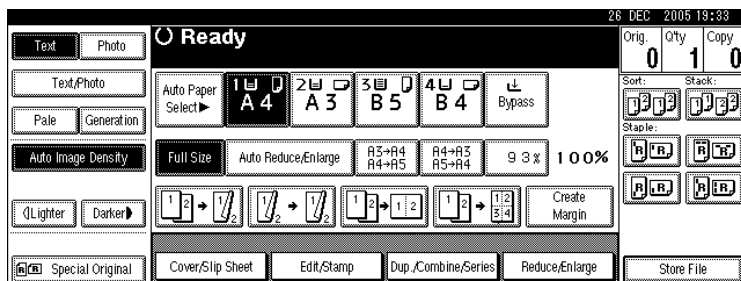
4 repeats (71%)	16 repeats (35%)
 <p>Repeat1</p>	 <p>Repeat2</p>

❖ **Original: A5 /Copy paper: A4  or Original: A5 /Copy paper: A4 **

2 repeats (100%)	8 repeats (50%)	32 repeats (25%)
 <p>Repeat3</p>	 <p>Repeat4</p>	 <p>Repeat5</p>

1 Select the size of copy paper and the reproduction ratio.

2 Press [Edit / Stamp].



3 Press [Edit Image].

4 Press [Image Repeat].

5 Press [OK] twice.

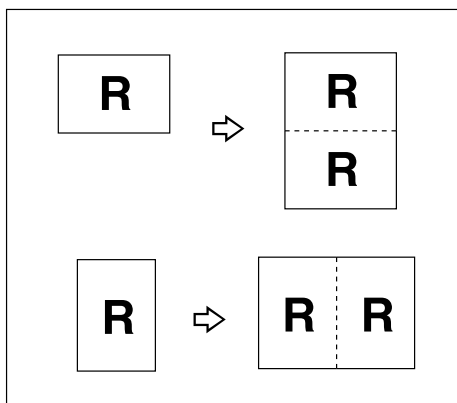
6 Place the originals, and then press the [Start] key.

Reference

“Edit”, General Settings Guide

Double Copies









One original image is copied twice onto one sheet, as shown.



Important







- ☐ You cannot use the bypass tray with this function.
- ☐ Originals with a size of A5 , 5¹/₂" × 8¹/₂" cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or place the originals in the ADF.
- ☐ The following table shows original and copy paper sizes (when copying at a ratio of 100%).

❖ Metric version

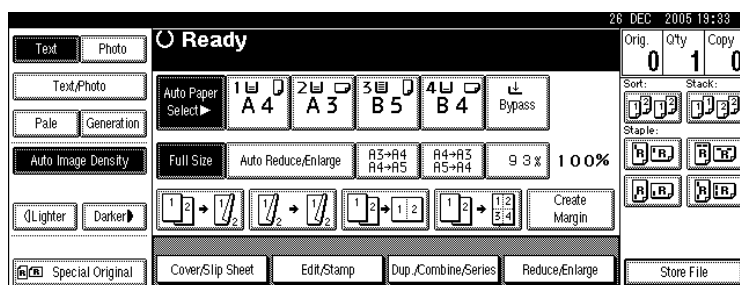
Original size and Orientation	Copy paper size and Orientation
A5 	A4 
A4 	A3 
A5 	A4 
B5 JIS 	B4 JIS 

ARS015S

❖ Inch version

Original size and Orientation	Copy paper size and Orientation
5 1/2" × 8 1/2" 	8 1/2" × 11" 
5 1/2" × 8 1/2" 	8 1/2" × 11" 
8 1/2" × 11" 	11" × 17" 

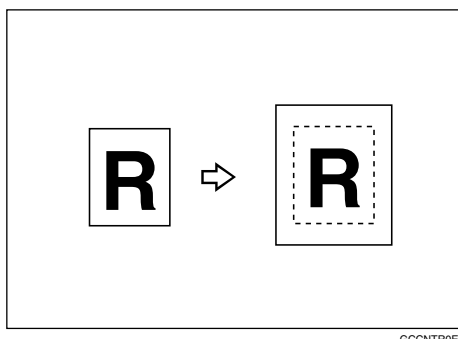
AMG016S

1 Press [Edit / Stamp].**2** Press [Edit Image].**3** Press [Double Copies].**4** Press [OK] twice.**5** Select the paper.**6** Place the originals, and then press the [Start] key. **Reference**

"Edit", General Settings Guide

Centring

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



GCCNTR0E

Important

- ☐ You cannot use the bypass tray with this function.
- ☐ The original sizes and directions for centring are listed below.

❖ Metric version

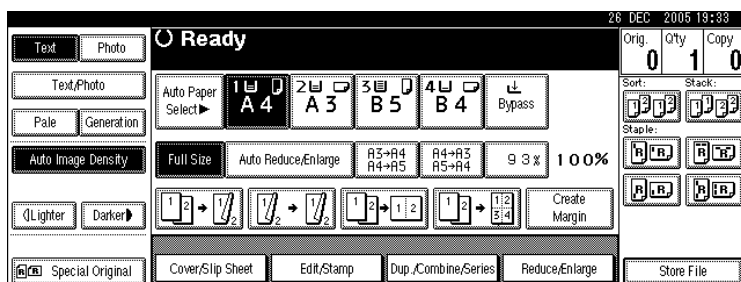
Original location	Original size and orientation
Exposure glass	A3, B4 JIS, A4, B5 JIS, 8 ¹ / ₂ " × 13"
ADF	A3, B4 JIS, A4, B5 JIS, A5

❖ Inch version

Original location	Original size and orientation
Exposure glass	11" × 17", 8 ¹ / ₂ " × 14", 8 ¹ / ₂ " × 11"
ADF	11" × 17", 8 ¹ / ₂ " × 14", 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ ", 10" × 14"

1 Select the paper.

2 Press [Edit / Stamp].

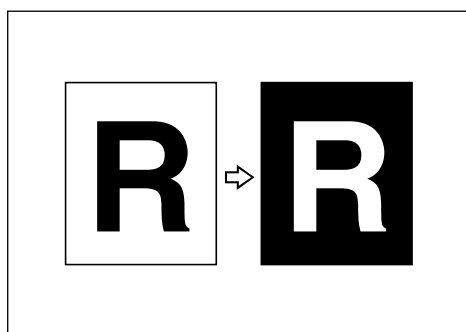


3 Press [Edit Image].

- 4** Press [Centring].
- 5** Press [OK] twice.
- 6** Place the originals, and then press the [Start] key.

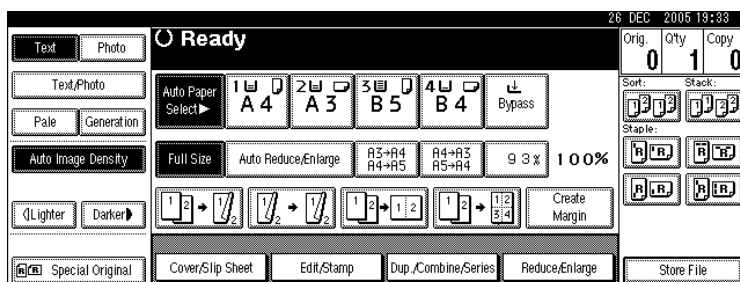
Positive/Negative

If your original is black and white, copy images are inverted.



GCHATN1E

- 1** Press [Edit / Stamp].



- 2** Press [Edit Image].
- 3** Press [Positive / Negative].
- 4** Press [OK] twice.
- 5** Select the paper.
- 6** Place the originals, and then press the [Start] key.

Covers

You can use this function to create cover sheets by adding additional pages of different paper, or copying existing pages onto different paper.

Important

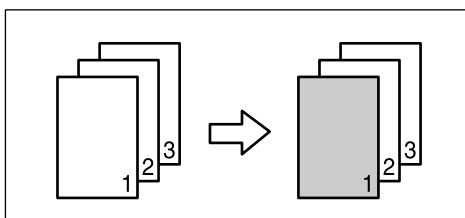
- ☐ You cannot set the copy paper in the bypass tray. Only set cover or slip sheets in the bypass tray.
- ☐ When selecting **[Copy]**, select whether the front and back covers are copied 1 Sided or 2 Sided.

Covers function includes Front Cover and Front/Back Covers.

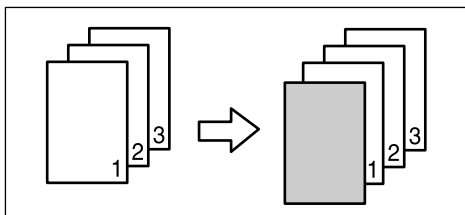
❖ Front cover

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

- Copy



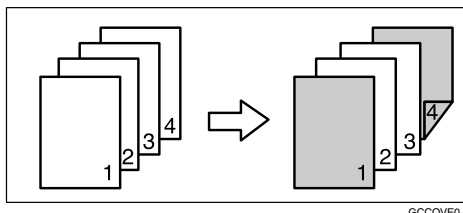
- Blank



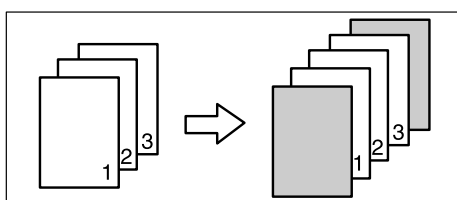
❖ **Front/Back Covers**

The first and last pages of your original are copied on separate paper for use as covers, or a cover sheet is inserted before the first copy and after the last copy.

- Copy



- Blank

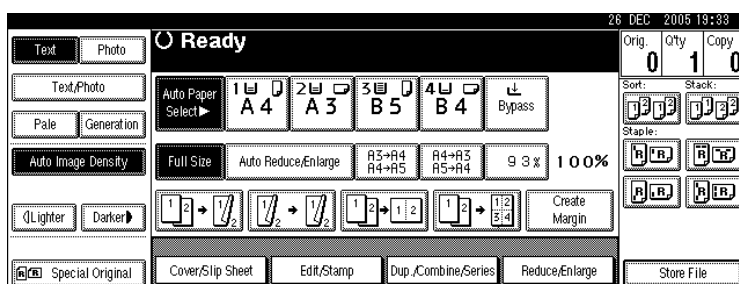


1 Set the tray for the front cover or back cover sheet.

You can select the tray for the front or back cover sheet using Tray Paper Settings in System Settings.

The cover sheet should be the same size and orientation as the copy paper.

2 Press [Cover / Slip Sheet].



3 Press [Front Cover] or [Front/ Back Cover].

4 Select [Copy] or [Blank] for the cover sheet.

5 Select the paper tray containing the paper to copy the originals onto, and then press [OK].

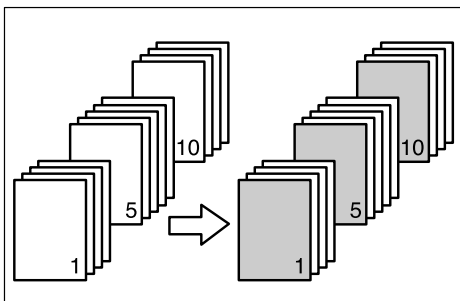
6 Place originals in the ADF, and then press the [Start] key.

🔍 Reference

“Tray Paper Settings”, General Settings Guide

Designate

Use this function to have certain pages of your original copied onto slip sheets.



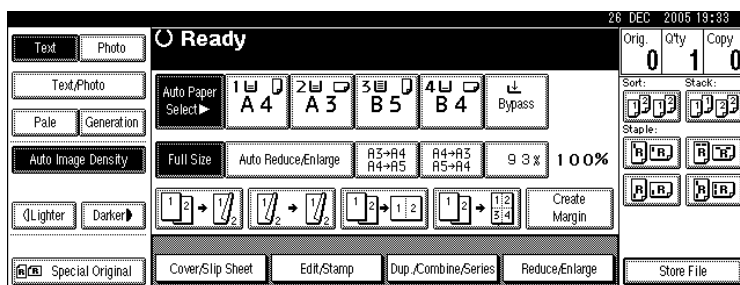
Important

- ☐ You cannot place the copy paper in the bypass tray.

1 Set the tray you want to use for slip sheets.

You can select the tray for slip sheets using Tray Paper Settings in System Settings. The paper for slip sheets should be of the same size and orientation as the copy paper.

2 Press [Cover / Slip Sheet].



3 Press [Desig. / Chapter].

4 Press the key to select the chapter number.

To select chapters 11 to 20, press [▼11~20].

5 Enter the page number of the original's location you want to copy onto a slip sheet with the number keys, and then press the [#] key.

6 To specify another page location, repeat steps 4 to 5.

Up to 20 pages can be specified.

7 When you finish specifying pages, press [OK] twice.

8 Select the paper tray that contains the sheet paper to copy the originals.

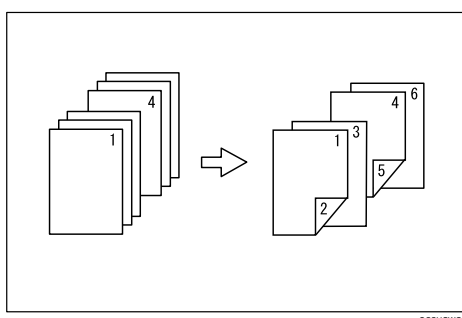
9 Place the originals in the ADF, and then press the [Start] key.

Reference

“Tray Paper Settings”, General Settings Guide

Chapters

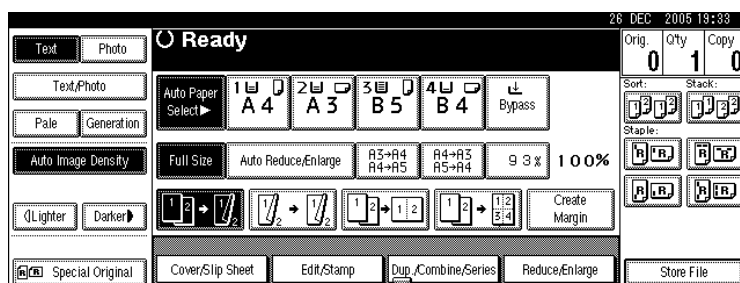
The pages you specify with this function will appear on the front of copy sheets.



Important

- ☐ Before selecting this function, press **[Dup./Combine/Series]** and select “1 Sided→2 Sided” or “Combine”.
- ☐ This function can be used only when you use the Duplex (1 Sided→2 Sided) or Combine function.

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



2 Press **[Desig. / Chapter]**.

3 Press **[Chapter]**.

4 Press the key to select the chapter number.

To select chapters 11 to 20, press **[▼11~20]**.

5 Enter the page location of the first page of the chapter with the number keys, and then press the **[#]** key.

Up to 20 chapter locations can be specified.

6 To specify another page location, repeat steps 4 to 5.

7 When you finish specifying page location, press **[OK]** twice.

8 Select the paper tray that contains the sheet paper to copy the originals.

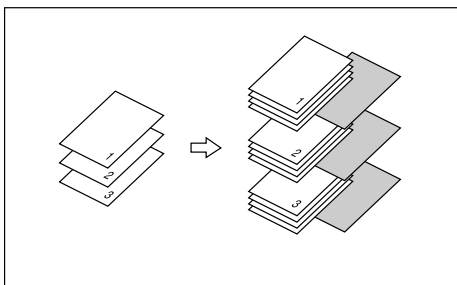
9 Place the originals, and then press the **[Start]** key.

Slip Sheets

2

Every time an original page changes, a slip sheet is inserted. This function can be used to automatically insert a slip sheet between OHP transparencies, or as a stacking function.

You can also copy onto slip sheets.

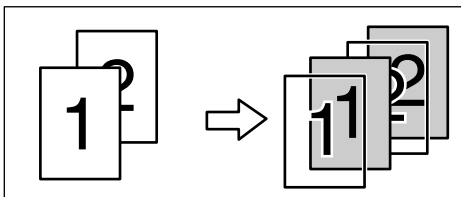


Important

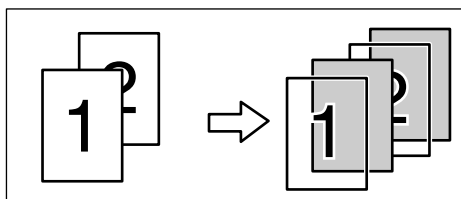
☐ If **[1 Sided→2 Sided]** is set, change it to **[1 Sided→1 Sided]**.

❖ When placing OHP transparencies in the bypass tray

- Copy



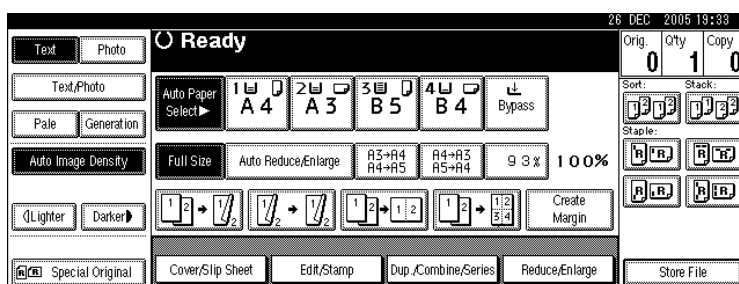
- Blank



1 Set the tray for the slip sheet.

You can select the tray for slip sheets using Tray Paper Settings in System Settings. The paper for slip sheets should be of the same size and orientation as the copy paper.

2 Press [Cover / Slip Sheet].



3 Press [Slip Sheet].

4 Select [Copy] or [Blank], and then press [OK].

5 Select the paper tray that contains the sheet paper to copy the originals.

When using OHP transparencies, open the bypass tray or set Paper Tray 2.

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

Note

- When loading OHP transparencies, press the [#] key and then select [OHP Sheet] in the special paper settings.

Reference

p.37 "When Copying onto Special Paper"

"Tray Paper Settings", General Settings Guide

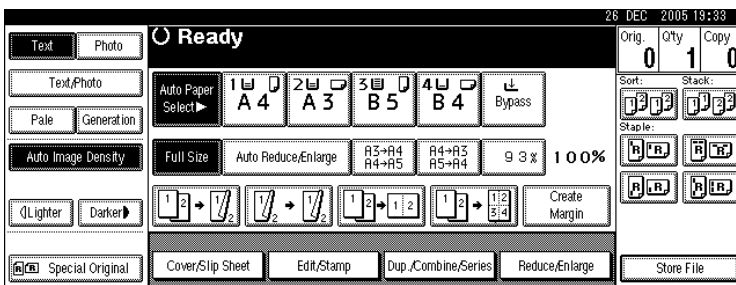
Storing Originals in the Document Server

Using the Document Server enables you to store documents being read with the copy feature on the hard disk of this machine. Thus you can print them later applying necessary conditions.

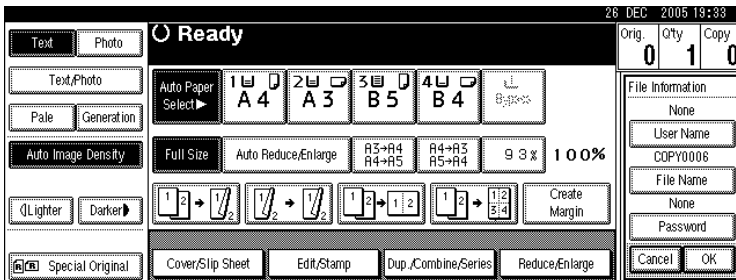
Important

- ☐ Machine failure can result in data loss. Important data stored on the hard disk should be backed up. The manufacturer shall not be responsible for any damage that might result from loss of data.

1 Press [Store File].



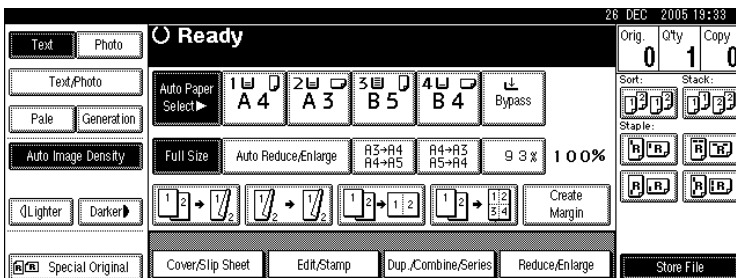
2 Enter a user name, file name, or password if necessary.



3 Press [OK].

4 Place your originals.

5 Make scanning settings for the original.



6 Press the [Start] key.

Originals are scanned and scanned data is stored in the hard disk.

 **Note**

- ☐ When interrupting the scan, press the **[Clear/Stop]** key. Pressing **[Continue]** from the confirmation screen resumes the scan. Pressing **[Stop]** deletes the scanned images.
- ☐ When placing originals on the exposure glass, press the **[#]** key after all originals are scanned.
- ☐ According to the factory default, the documents stored on the Document Server are deleted three days (72 hours) after the storing date. You can cancel the automatic document deletion or select other period than three days for the automatic deletion. For more information about changing settings, see "Administrator Tools", General Settings Guide.
- ☐ To check if the document has been stored, press the **[Document Server]** key to display the document selection screen.
- ☐ If you want to store another document, do so after copying is complete.
- ☐ For further information about the Document Server, see "Document Server".
- ☐ For details about printing stored documents, see "Printing a Stored Document".
- ☐ For details about setting user name, file name, and password, see "Storing Data".

 **Reference**

p.121 "Using the Document Server"

p.131 "Printing a Stored Document"

p.121 "Storing Data"

"Administrator Tools", General Settings Guide

Programs

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

You can store up to 10 programs.

Note

- ☐ You can select the standard mode or program No. 10 as the mode to be set when modes are cleared or reset, or immediately after the operation switch is turned on. See “Change Initial Mode”, General Settings Guide.
- ☐ Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized with the Copier Features will be selected first. See “Tray Paper Settings”, General Settings Guide.
- ☐ Programs are not cleared by turning the power off or by pressing the **[Clear Modes]** key.

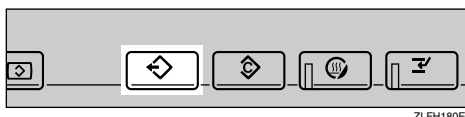
Reference

“Tray Paper Settings”, “Change Initial Mode”, General Settings Guide

Storing a Program

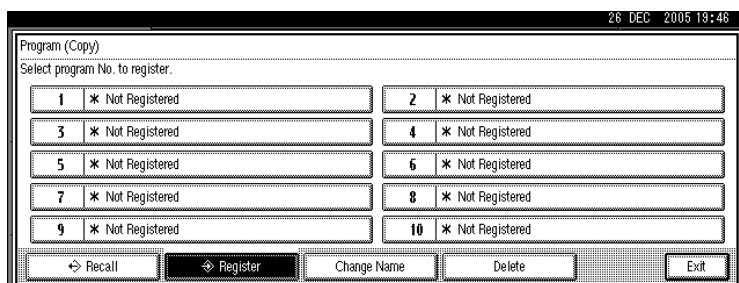
Stores a program.

- 1** Edit the copy settings.
- 2** Press the **[Program]** key.



ZLFH180E

- 3** Press **[Register]**.

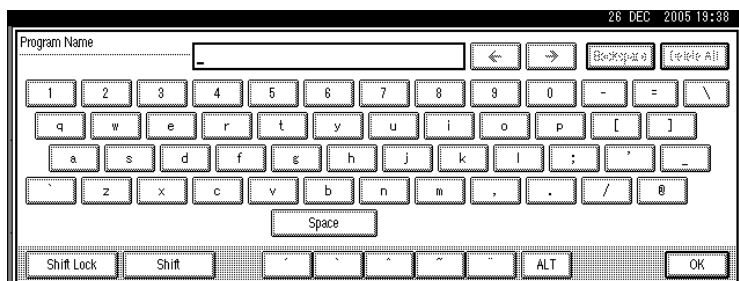


- 4** Press the program number you want to store.

5 Enter the program name.

You can enter up to 40 characters.

If you do not want to enter a program name, proceed to step **6**.

**6 Press [OK].**

The screen returns to the program screen, showing the program number followed by the program name. The screen returns to the initial copy display after a short time.

Note

- ☐ Program numbers with \Rightarrow against them already have settings made for them.

Changing a Stored Program

Changes program settings.

1 Check the program settings.**2 Set the contents of a program.****3 Press the [Program] key.****4 Press [Register].****5 Press the program number you want to store.****6 Press [Register].****7 Enter the program name.**

You can enter up to 40 characters.

8 Press [OK].

The screen returns to the program screen, showing the program number followed by the program name. The screen returns to the initial copy display after a short time.

Note

- ☐ When you want to check the contents of a program, recall the program.
- ☐ When it is overwritten, the previous program is deleted.

Changing the Name of a Stored Program

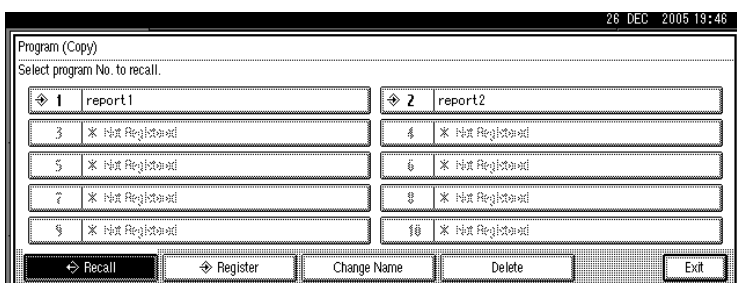
Changes the name of a stored program.

- 1** Press the **[Program]** key.
- 2** Press **[Change Name]**.
- 3** Press the number of the program whose name you want to change.
- 4** Enter a new name for the program.
You can enter up to 40 characters.
- 5** Press **[OK]**.

Deleting a Program

Erases the contents of a program.

- 1** Press the **[Program]** key.
- 2** Press **[Delete]**.



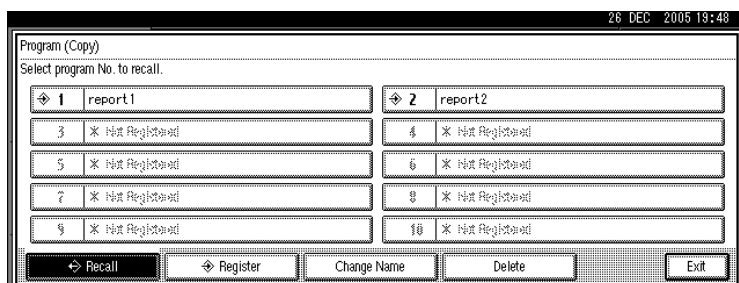
- 3** Press the program number you want to delete.
- 4** Press **[Yes]**.
The program is deleted, and the screen returns to the copy screen.

Recalling a Program

Recalls a stored program and copies its contents.

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

2 Press **[Recall]**.




3 Press the program number you want to recall.

The stored settings are displayed.

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

Note

- ☐ Only programs with  against them contain a program in step **3**.

3. Document Server

Using the Document Server enables you to store documents being read with the copy feature on the hard disk of this machine. Thus you can print them later applying necessary conditions.

Relationship between Document Server and Other Functions

State of the Document Server varies depending on the function used.

❖ Copier Functions

- Storing method: Copy/Document Server
- List display: Available
- Printing: Available
- Transmission: Unavailable

❖ Printer Functions

- Storing method: Document Server
- List display: Available
- Printing: Available
- Transmission: Unavailable

❖ Facsimile Functions

- Storing method: Facsimile
- List display: Available
- Printing: Available
- Transmission: Available
Transmission is done by use of the stored document transmission of the facsimile feature. See “Sending Stored Documents”, Facsimile Reference.

❖ Scanner Functions

- Storing method: Scanner
- List display: Unavailable
When documents are stored with the scanner feature, you can confirm them from the scanner feature screen. See “Displaying the List of Stored Files”, Scanner Reference.
- Printing: Unavailable
- Transmission: Available
Transmission is done by use of the stored document transmission of the scanner feature. See “Sending a Stored File”, Scanner Reference.



Reference

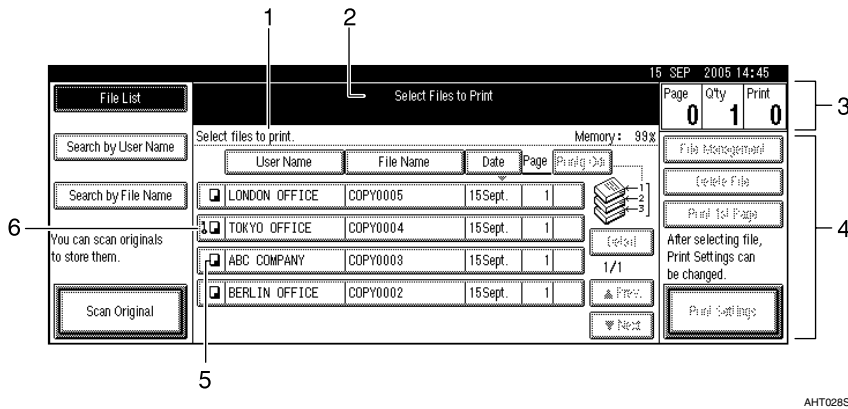
“Sending Stored Documents”, Facsimile Reference

“Displaying the List of Stored Files”, “Sending a Stored File”, Scanner Reference

Document Server Display

The following explains the screens and icons displayed in the Document Server function.

❖ **Document Server initial display**



1. Operational status or messages

2. Title of the currently selected screen

3. The number of originals scanned into memory, and the numbers of sets and prints made

4. Keys for the current operation

5. Icon of the function used to store the document

6. A lock icon is displayed next to each password-protected file.

The icons below show the functions active when the documents were stored in the Document Server.

Function	Copier	Facsimile	Printer	Scanner
Icons				--



Note

- ❑ Depending on the settings of security functions, not all the stored documents may be displayed.

Using the Document Server

The following describes how to use the Document Server.

Storing Data

The following describes the procedure for storing documents on the Document Server.

Important

- ☐ Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage resulting from loss of data.
- ☐ Be careful not to let anyone know your password, especially when entering a password or recording it. Keep any record of your password in a secure place.
- ☐ Avoid using a single number or consecutive numbers for a password such as "0000" or "1234", since the numbers like this are easy to guess, so using them will not provide a worthwhile level of security.
- ☐ A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. To stop this, be sure to press the **[Clear Modes]** key to cancel the document selection.
- ☐ The user name used when adding a document to the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.


❖ File Name

Stored documents are automatically named "COPY0001", "COPY0002". You can change assigned file names.

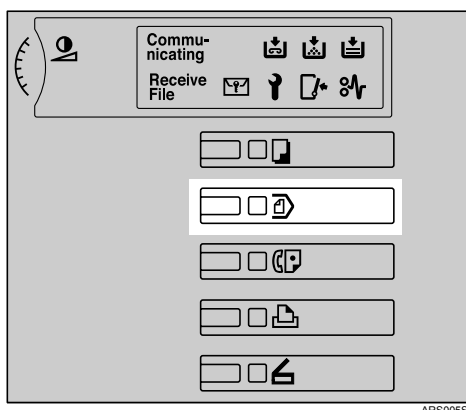
❖ User Name

You can register a user name to identify the user or user group that stored the documents. To assign it, you can register the user name using the name assigned to the user code, or by entering the name directly.

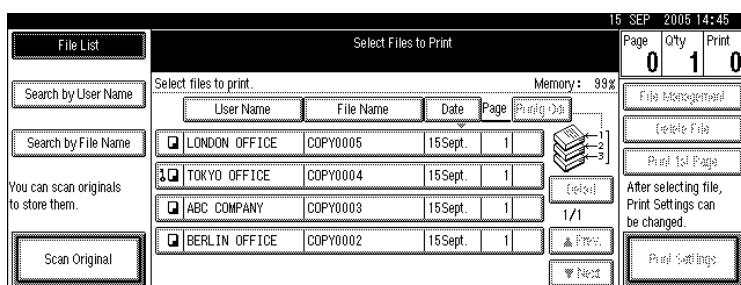
❖ Password

To prevent unauthorized printing, you can set a password for any stored file. A protected file can only be accessed if its password is entered. When a password is set for the documents,  appears next to the documents.

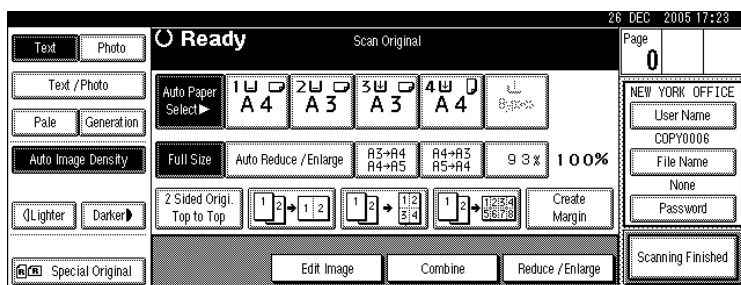
- 1** Press the **[Document Server]** key.



- 2** Press **[Scan Original]**.



- 3** Enter a user name, file name, or password if necessary.
If you do not enter a file name, one is automatically assigned.
- 4** Place originals either on the exposure glass or in the ADF.
- 5** Specify the original scanning conditions.



- 6** Press the **[Start]** key.

The original is scanned. The document is saved in the Document Server.

Note

- ☐ You can use four to eight digits for specifying the password.
- ☐ By default, data stored in the Document Server is deleted after three days (72 hours). You can specify the time taken for the stored data to be deleted automatically. See “Administrator Tools”, General Settings Guide.
- ☐ If you do not want stored data to be automatically deleted, select **[No]** in Auto Delete File before storing a document. If you select **[Yes]** later, data stored after will be automatically deleted.
- ☐ When the machine is printing a document stored using the copier function, wait until printing has finished before you store a document in the Document Server.
- ☐ To stop scanning, press the **[Clear/Stop]** key. To restart a paused scanning job, press **[Continue]** in the confirmation display. To delete saved images and cancel the job, press **[Stop]**.
- ☐ When a password is set, **1** appears on the left side of the file name.
- ☐ When placing an original on the exposure glass, press **[Scanning Finished]** after all the originals have been scanned.

Reference

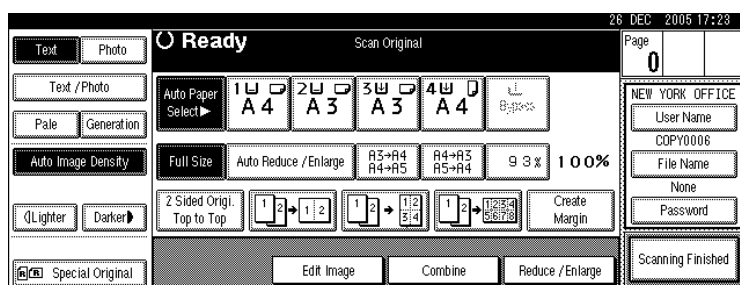
“Administrator Tools”, General Settings Guide

To register or change a user name (when using a user name registered to the Address Book)

The following describes the procedure for registering or changing a user name to be attached to a stored document.

1 Display the Scan Original display.

2 Press **[User Name]**.



The Change User Name display appears.

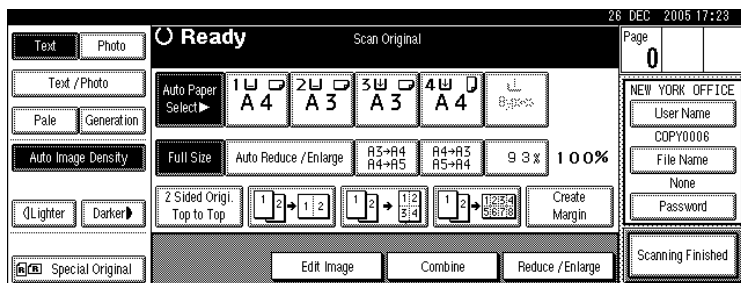
3 Select the user name and then press **[OK]**.

To register or change a user name (when using a user name not registered to the Address Book)

The following describes the procedure for registering or changing a user name to be attached to a stored document.

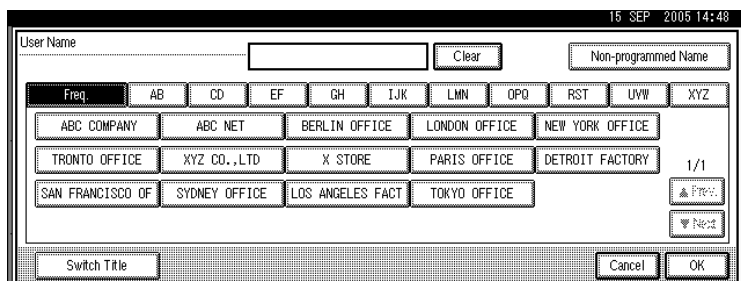
1 Display the Scan Original display.

2 Press [User Name].



The Change User Name display appears.

3 Select the user name and then press [Non-programmed Name].

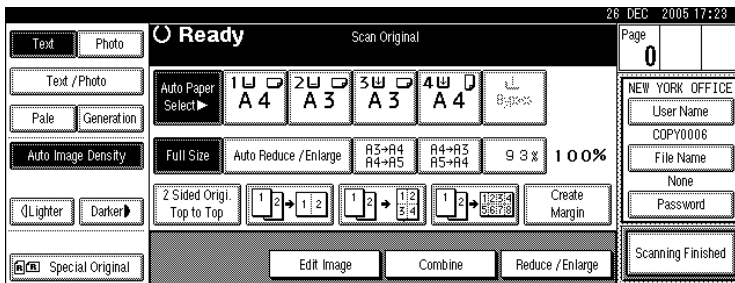


4 Enter the user name and then press [OK].

To register or change a user name (when no name is registered to the Address Book)

The following describes the procedure for registering or changing a user name to be attached to a stored document.

- 1** Display the Scan Original display.
- 2** Press [User Name].



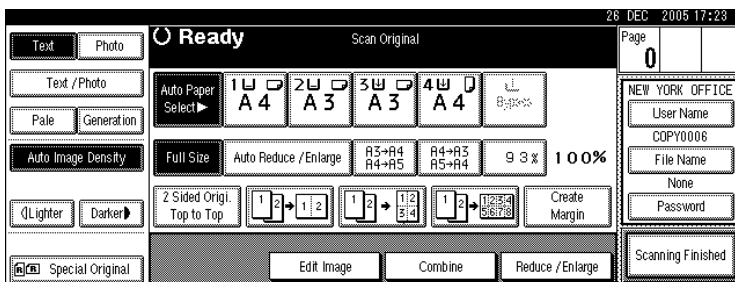
The User Name entry display appears.

- 3** Enter the user name and then press [OK].

To change a file name

The following describes the procedure for changing a name to be attached to a stored document.

- 1** Display the Scan Original display.
- 2** Press [File Name].



The Change File Name display appears.

- 3** Press [Delete All] to delete the old file name.
- 4** Enter a new file name, and then press [OK].

Note

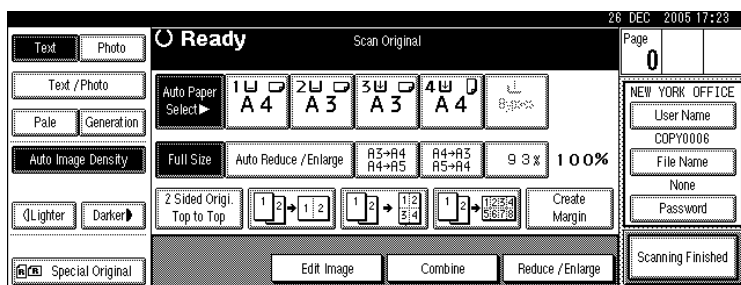
- ☐ In step **3**, pressing [Backspace] allows you to delete up to any desired location.
- ☐ Up to 20 characters can be entered as a file name. Note that only 16 characters of each file name appear in the document list.

To set or change a password

The following describes the procedure for setting or changing a password to be attached to a stored document.

1 Display the Scan Original display.

2 Press [Password].



3 Enter a password using the number keys, and then press the [#] key.

You can use four to eight digits for specifying the password.

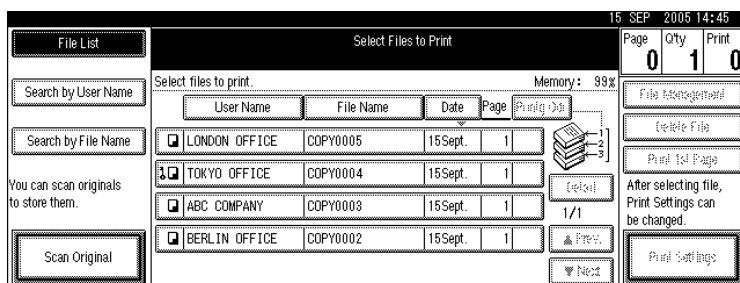
4 Reenter the password for verification, and then press the [#] key.

5 Press [OK].

Changing User Name, File Name or Password of a Stored Document

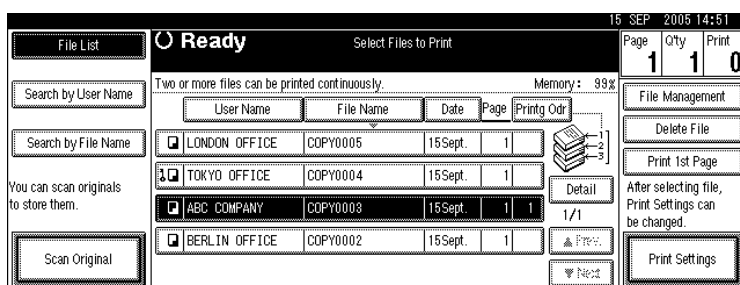
The following describes the procedure for changing a user name, document name or password.

- 1** Press the [Document Server] key.
- 2** Select the document whose user name, document name or password is to be changed.



When a password is set, enter it and then press [OK].

- 3** Press [File Management].

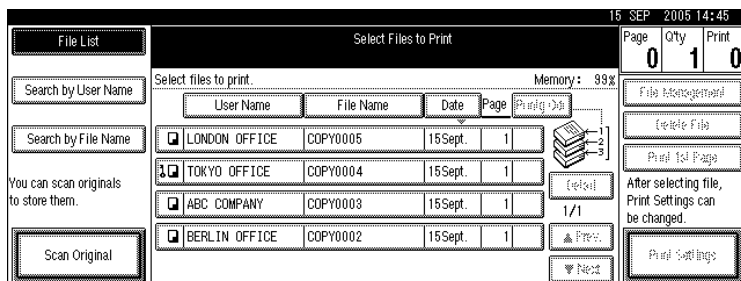


- 4** Press [Change User Name], [Change File Name] or [Change Password].
- 5** Enter the new user name, file name, or password using the letter keys or number keys, and then press [OK].
- 6** Press [OK].

Checking the Details of a Stored Document

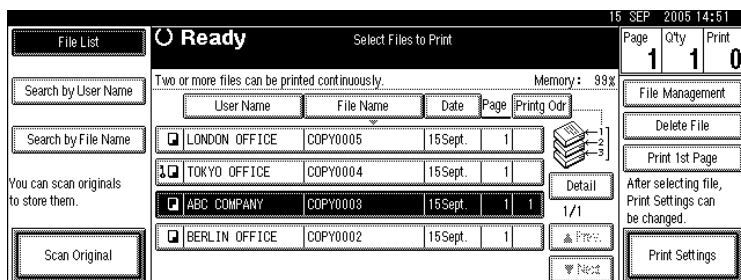
The following describes the procedure for displaying details of a stored document.

- 1** Press the **[Document Server]** key.
- 2** Select the document whose details are to be displayed.

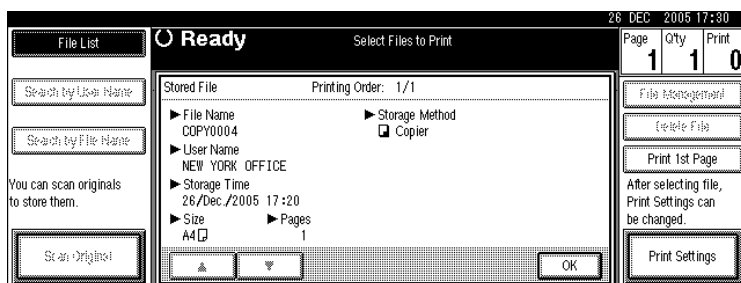


When a password is set, enter it and then press **[OK]**.

- 3** Press **[Detail]**.



Details of the document will be displayed.



Note

- ☐ When you have selected two or more documents, you can view the information of the documents in the order of **[▲]****[▼]**.
- ☐ Pressing **[OK]** restores the Select Files to Print display.

Searching for a Stored Document

The following describes the procedure for searching a stored document from user name or document name.

You can rearrange the currently chronologically ordered documents in any desired order.

❖ To search by file name

The following describes the procedure for searching a stored document from the document name.

❖ To search by user name

The following describes the procedure for searching a stored document from the user name.

Note

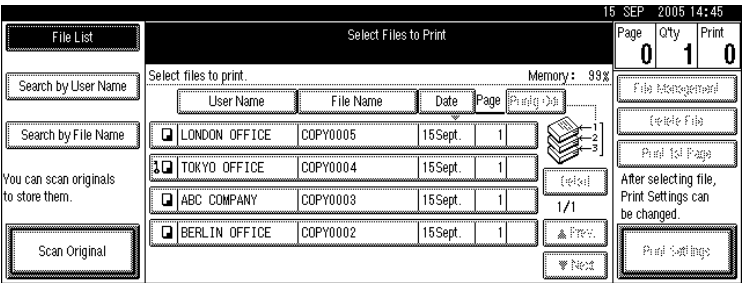
- ☐ If you install DeskTopBinder Professional or DeskTopBinder Lite on your computer, you can search for and rearrange documents using your computer.
- ☐ For more information about DeskTopBinder Professional/Lite, see Instruction Manual and Help of DeskTopBinder Professional/Lite.

To search by file name

The following describes the procedure for searching a stored document from the document name.

1 Press the **[Document Server]** key.

2 Press **[Search by File Name]**.



3 Enter the file name using the letter keys, and then press **[OK]**.

Only files beginning with the name entered appear in the Select Files to Print display.

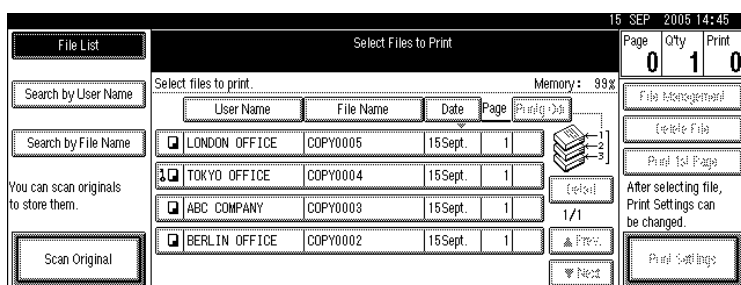
Note

- ☐ To display all files stored in the Document Server, press **[File List]**.

To search by user name

The following describes the procedure for searching a stored document from the user name.

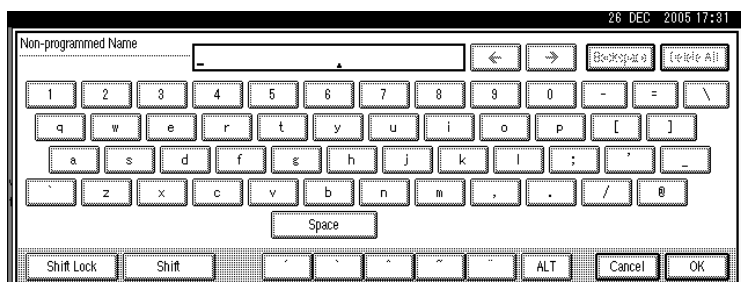
- 1** Press the [Document Server] key.
- 2** Press [Search by User Name].



- 3** To specify a registered user name, select the user name from the displayed list, and then press [OK].

To specify an unregistered user name, follow the procedure below.

- 4** To specify an unregistered user name, press [Non-programmed Name]. Enter a user name, and then press [OK].



- 5** Press [OK].

Only files beginning with the name entered appear in the Select Files to Print display.

Note

- ☐ To display all files stored in the Document Server, press [File List].

Printing a Stored Document

The following describes the procedure for printing a stored document.

Web Image Monitor allows you to print documents stored in the Document Server from a network computer.

1 Press the **[Document Server]** key.

2 Select the document to be printed.

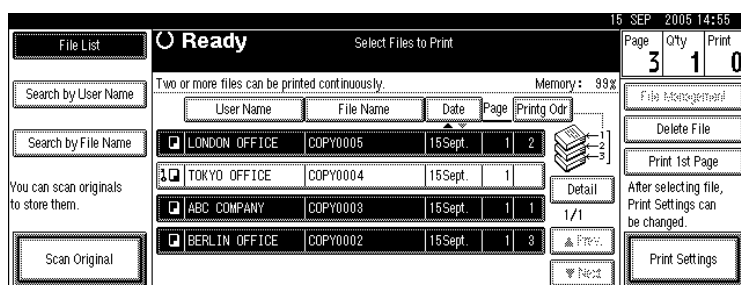
When a password is set, enter it and then press **[OK]**.

3 When printing two or more documents at a time, repeat the operation in **2**.

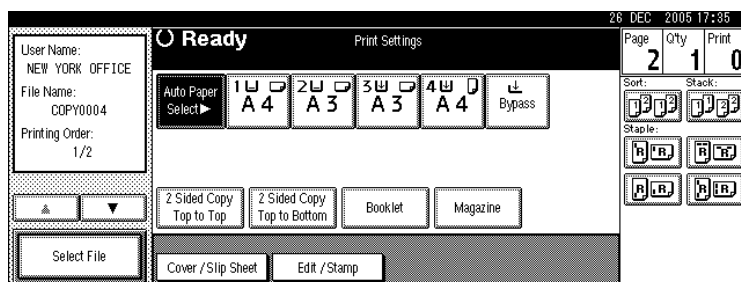
Up to 30 documents can be printed.

4 When specifying printing conditions, press **[Print Settings]**.

The Print Settings display appears. User names, file names, and print order of documents appear.



5 Enter the number of print copies using the number keys.



Up to 999 copies are specifiable.

6 Press the **[Start]** key.

Printing starts.

Note

- ☐ You can use **[Search by User Name]** or **[Search by File Name]** on the upper left side of the screen to search for target documents in step 2.
- ☐ In the display order field of step 2, you can sort the documents by **[User Name]**, **[File Name]**, **[Date]**. Press the item to be used for the sorting.
- ☐ If sizes or resolutions of selected documents are not the same, the documents may not be printed.
- ☐ If you wish to change the order for printing, cancel the selection, and reselect in the desired order.
- ☐ Pressing the **[Clear Modes]** key cancels every selection.
- ☐ Pressing **[Printg Odr]** displays the selected documents in the printing order.
- ☐ Print settings made for printing in copier or printer function remain after printing and will be applied to the next job. Print settings made in facsimile mode, however, do not remain.
- ☐ If you select multiple documents, print settings remain applied to the first document, but not to other documents.
- ☐ The following settings are available for the printing conditions. For respective printing results, see "Copier Functions".
 - Binding format (2 Sided Copy Top to Top, 2 Sided Copy Top to Bottom, Magazine, Booklet)
 - Cover handling (Cover/Slip Sheet, Edit / Stamp)
 - Finish (Sort, Stack, Staple)
- ☐ If you print more than one set using the Sort function, you can check the print result by printing out only the first set. See "Sample copy".
- ☐ When multiple documents are printed at the same time, you can combine them into a single set by adjusting the print order.
- ☐ When multiple documents are printed at the same time, print settings made for the document printed first are applied to all other documents.
- ☐ If you select multiple files, you can check file names or print order selected in step 2 by scrolling the list using **[▼]** and **[▲]**.
- ☐ Pressing **[Select File]** restores the Select Files to Print display.
- ☐ "Booklet", "Magazine", and "Stamp" cannot be set for documents saved in facsimile mode.
- ☐ "Booklet" and "Magazine" cannot be set for documents saved under multiple functions.

Reference

p.38 "Copier Functions"

p.55 "Sample copy"

When interrupting printing

The following describes the procedure for interrupting printing work.

- 1** Press the **[Clear/Stop]** key.
- 2** Press **[Stop]**.

Changing number of print copies while printing is in progress

The following procedure explains changing the number of print copies after printing has started.

Important

- ☐ This feature is enabled when the sort function is selected in the printing conditions.

- 1** Press the **[Clear/Stop]** key.
- 2** Press **[Change Quantity]**.
- 3** Enter the number of print copies anew using the number keys.
- 4** Press the **[#]** key.
- 5** Press **[Continue]**.

Printing will be resumed.

Note

- ☐ The range of print copies enterable in step **3** depends on the timing of your pressing the **[Clear/Stop]** key.

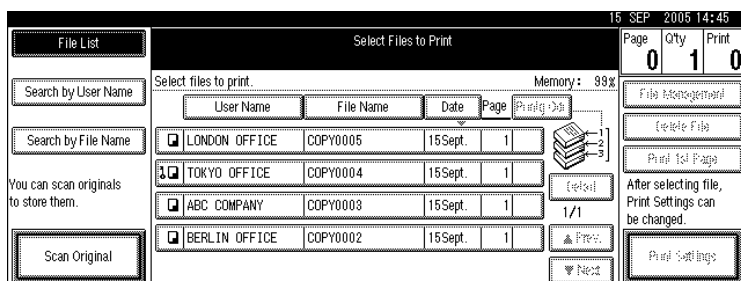
Sample print

When print copies are massive, you can print a single copy in advance to check appropriateness of the printing order of the selected documents and the printing conditions.

Important

- ☐ This feature is enabled when the sort function is selected in the printing conditions.

1 Select the document to be printed.



When a password is set, enter it and then press **[OK]**.

2 Press the **[Sample Copy]** key.

Only one copy will be printed.

3 Press **[Print]**.

Printing will be resumed.

Note

- ☐ You can search for the target document using, in step **1**, **[Search by User Name]** or **[Search by File Name]** situated in the upper left side of the screen.
- ☐ In the display order field of step **1**, you can sort the documents by **[User Name]**, **[File Name]**, **[Date]**. Press the item to be used for the sorting.
- ☐ To cancel the selection in step **1**, press the highlighted document again.
- ☐ Press **[Suspend]** to cancel printing and return to the Print Settings menu to change settings.

Printing the first page

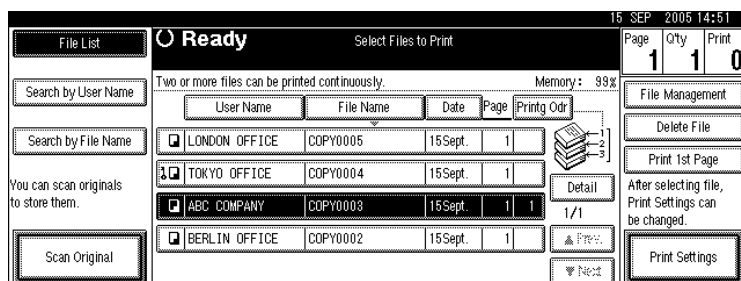
In order to confirm the print results, you can print the first page alone of the document selected from the document selection screen.

When two or more documents are selected, the first page of the respective documents is printed.

1 Select the document to be printed (confirmed).

When a password is set, enter it and then press [OK].

2 Press [Print 1st Page].



3 Press the [Start] key.

Note

- ☐ You can search for the target document using, in step 1, [Search by User Name] or [Search by File Name] situated in the upper left side of the screen.
- ☐ In the display order field of step 1, you can sort the documents by [User Name], [File Name], [Date]. Press the item to be used for the sorting.
- ☐ To cancel the selection in step 1, press the highlighted document again.

Deleting a Document

The following describes the procedure for deleting a stored document.

Important

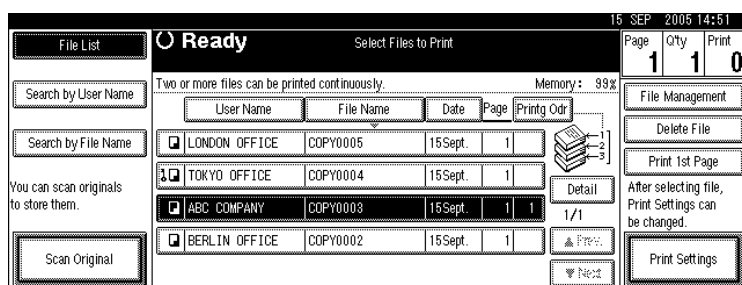
- ❑ The Document Server can store up to 3000 documents. As the number of stored documents reaches 3000, storing of a new document becomes unavailable. Thus, you should delete unnecessary documents as much as practicable.

1 Press the **[Document Server]** key.

2 Select the document to be deleted.

When a password is set, enter it and then press **[OK]**.

3 Press **[Delete File]**.



4 Press **[Delete]**.

Note

- ❑ You can delete all stored documents at once with User Tools. See “Administrator Tools”, General Settings Guide.
- ❑ Web Image Monitor allows you to delete documents stored in the Document Server from a network computer.
- ❑ It is also possible to select two or more documents and delete them.
- ❑ You can search for the target document using, **[Search by File Name]** or **[Search by User Name]** situated in the upper left side of the screen.
- ❑ In the display order field, you can sort the documents by **[User Name]**, **[File Name]**, **[Date]**. Press the item to be used for the sorting.
- ❑ When you could not identify the target document from the file name, print the first page alone of the document in order to confirm the print results.
- ❑ To cancel your selection, press the highlighted document again.
- ❑ For the Web Image Monitor starting procedure, see “Displaying a Document in Document Server with Web Image Monitor”.

Reference

p.137 “Displaying a Document in Document Server with Web Image Monitor”

“Administrator Tools”, General Settings Guide

Displaying a Document in Document Server with Web Image Monitor

The following procedure explains using Web Image Monitor to view the properties of documents stored in the Document Server on your computer.

1 Start your Web browser.

2 Enter “http:// (IPv4 address of this machine) /” to the address.

Top page of Web Image Monitor will be displayed.

3 Click [Document Server].

The list of documents in the Document Server will be displayed.

4 Click the properties icon of the document you want to confirm.

Information of the document will be displayed.

5 Confirm contents of the document.

 **Note**

- ☐ You can change the document list display format in step **3**. Click [Details], [Thumbnails] or [Icons] from the [Display method] list.
- ☐ When you want to enlarge the preview display in step **5**, click [Enlarge Image].

Downloading Stored Documents

The following describes the procedure for downloading a stored document to a computer by use of Web Image Monitor.

Important

- ☐ File Format Converter is required when downloading documents stored in copier or printer mode.

1 Start your Web browser.

2 Enter “http://(IPv4 address of this machine)/” to the address.

Top page of Web Image Monitor will be displayed.

3 Click [Document Server].

List of the documents will be displayed.

4 Click the properties button of the document you want to download.

5 Select [PDF] or [Multi-page TIFF] in the [File format] list.

6 Click [Download].

7 Click [OK] in the confirmation window.

Note

- ☐ You can change the document list display format in step **3**. Click [Details], [Thumbnails] or [Icons] from the [Display method] list.
- ☐ In step **5**, [Multi-page TIFF] is available when file format converter is installed.
- ☐ In step **5**, [Multi-page TIFF] cannot be selected for documents stored in copier or printer mode.

4. Appendix

The following describes the copy machine's specifications and the function compatibility.

Function Compatibility

A given combination of the copy features may or may not be available depending on the order of its setup.

Blank space: Combination available

×: Combination unavailable (Precedence is given to the function selected earlier)

●: Combination unavailable (Precedence is given to the function selected later)

The following lists the combinations of functions.

		Function selected after																																	
Function selected first	Function	Function																																	
	Mixed Sizes	Custom Size Originals	Original Orientation(Standard Orientation)	Auto Image Density	Manual Image Density	Auto Paper Select	Manual Paper Select	Copying from the Bypass Tray	Auto Reduce/Enlarge	Reduce/Enlarge	Create Margin Mode	Book	1 Sided → 2 Sided / 2 Sided → 2 Sided / 2 Sided → 1 Sided	Combine	Book → 2 Sided / Front & Back → 2 Sided	Booklet	Magazine	Double Copies	Image Repeat	Margin Adjustment	Positive/Negative	Centring	Centre Erase	Border Erase	Background Numbering	Preset Stamp	Page Numbering / Date Stamp	Cover / Designate / Chapters	Slip Sheet	Sort	Stack	Staple	Store File		
	Mixed Sizes	×	×																																
	Custom Size Originals	×	×																																
	Original Orientation(Standard Orientation)			×								×			×																				
	Auto Image Density				×																														
	Manual Image Density					×																													
	Auto Paper Select		●																																
	Manual Paper Select					●	●	●	●												●									●	●				
	Copying from the Bypass Tray					●	●	●	×	×	×																×	×	×						
	Auto Reduce/Enlarge					●			×											●								×	×	×		*	2	×	×
	Reduce/Enlarge									●																									
	Create Margin Mode										×												×												
	Book			×																															
	1 Sided → 2 Sided / 2 Sided → 2 Sided / 2 Sided → 1 Sided												●																						
	Combine												●																						
	Book → 2 Sided / Front & Back → 2 Sided		×										●	●	●	●	●	●	×	×															
	Booklet												●	●	●	●	●	●	×	×															
	Magazine												●	●	●	●	●	●	×	×															
	Double Copies												●	●	●	●	●	●	×	×															
	Image Repeat												●	●	●	●	●	●	×	×															
	Margin Adjustment												●	●	●	●	●	●	×	×															
	Positive/Negative																																		
	Centring										×																								
	Centre Erase																																		
	Border Erase																																		
	Background Numbering																																		
	Preset Stamp																																		
	Page Numbering / Date Stamp																																		
	Cover / Designate / Chapters																																		
	Slip Sheet																																		
	Sort																																		
	Stack																																		
	Staple																																		
	Store File																																		

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The following combinations are not possible.

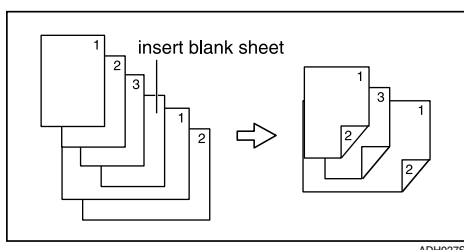
- *1 1 Sided → 2 Sided / 2 Sided → 2 Sided with Copying from the Bypass Tray with Copying from the Bypass Tray or Slip Sheet.
- *2 Rotate Sort with Copying from the Bypass Tray or Cover / Designate / Chapters.
- *3 Cover with 1 Sided → 2 Sided.
- *4 Designate with Magazine.
- *5 Front & Back → 2 Sided with Store File.

Supplementary Information

The following describes the detailed specifications of the respective functions.

❖ Mixed Size mode

- Since small originals may not be correctly aligned with the original guide, the copy image may be slanted.
- You can place originals of two different sizes at a time.
- Copying speed and scanning speed will be reduced.
- When using with 1 Sided→2 Sided mode, always ensure that the originals of each size are in even numbers. If you have an odd number of originals, insert blank sheets to adjust the total.



❖ Bypass Tray Copy

- The following paper sizes can be selected as the standard sizes:
A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, Postcard,
11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2",
7 1/4" × 10 1/2", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 11" × 14",
11" × 15", 10" × 14", 10" × 15", 8 1/4" × 14", 8" × 10 1/2",
8" × 10", 8K, 16, 3 7/8" × 7 1/2", 4 1/8" × 9 1/2", C5 Env,
C6 Env, DL Env
- When the beeper is turned off, it will not sound if you insert paper into the bypass tray. See "System Settings", General Settings Guide.

❖ Preset Reduce/Enlarge

- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- The following shows the relation between the original's size and copied-to paper size at respective scaling factors.
 - Metric version
 - 400% (Area ratio 16 times):-
 - 200% (Area ratio 4 times): A5 → A3, B6 JIS → B4 JIS
 - 141% (Area ratio 2 times): A4 → A3, A5 → A4, B5 JIS → B4 JIS, B6 JIS → B5 JIS
 - 122%: F → A3, A4 → B4 JIS, A5 → B5 JIS
 - 115%: B4 JIS → A3, B5 JIS → A4, B6 JIS → A5
 - 93%:-
 - 82%: F → A4, B4 JIS → A4, B5 JIS → A5
 - 75%: B4 JIS → F4, B4 JIS → F
 - 71% (Area ratio $1/2$ times): A3 → A4, A4 → A5, B4 JIS → B5 JIS, B5 JIS → B6 JIS
 - 65%: A3 → F
 - 50% (Area ratio $1/4$ times): A3 → A5, F → A5, B4 JIS → B6 JIS
 - 25%:-
 - Inch version
 - 400% (Area ratio 16 times): -
 - 200% (Area ratio 4 times): $5\frac{1}{2}" \times 8\frac{1}{2}" \rightarrow 11" \times 17"$
 - 155% (Area ratio 2 times): $5\frac{1}{2}" \times 8\frac{1}{2}" \rightarrow 8\frac{1}{2}" \times 14"$
 - 129%: $8\frac{1}{2}" \times 11" \rightarrow 11" \times 17"$
 - 121%: $8\frac{1}{2}" \times 14" \rightarrow 11" \times 17"$
 - 93%: -
 - 85%: F → $8\frac{1}{2}" \times 11"$
 - 78%: $8\frac{1}{2}" \times 14" \rightarrow 8\frac{1}{2}" \times 11"$
 - 73%: $11" \times 15" \rightarrow 8\frac{1}{2}" \times 11"$
 - 65%: $11" \times 17" \rightarrow 8\frac{1}{2}" \times 11"$
 - 50% (Area ratio $1/4$ times): $11" \times 17" \rightarrow 5\frac{1}{2}" \times 8\frac{1}{2}"$
 - 25%: -
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❖ Zoom

- The reproduction ratios you can specify are 25-400% (25-200% when placing originals in the ADF).
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❖ Auto Reduce/Enlarge

- You can place originals of different sizes in the ADF at once.
- The machine selects reproduction ratios of between 25 – 400% (25–200% when placing originals in the ADF).

❖ Size Magnification

- If the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied, or margins will appear on copies.
- The machine selects reproduction ratios of between 25 - 400% (25-200% when placing originals in the ADF).

❖ Directional Size Magnification

- The reproduction ratios you can specify are 25-400%.
- When entering a percentage ratio, you can specify any value in the permitted range, regardless of original or copy paper size. However, depending on settings and other conditions, part of the image may not be copied, or margins will appear on copies.
- When entering a size in mm, if the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

❖ Sort, Rotate Sort, Stack

- Paper sizes and orientations that can be used with the Shift Sort and Stack functions are as follows:

500-sheet finisher	1000-sheet finisher
A3, B4 JIS, A4, B5 JIS, 11" × 17", 11" × 15" ^{*1} , 11" × 14", 10" × 14" ^{*1} , 10" × 15" ^{*1} , 8 1/2" × 14", 8 1/2" × 13", 8 1/2" × 11", 8" × 10 1/2", 8" × 10" ^{*1} , 7 1/4" × 10 1/2" ^{*1}	A3, B4 JIS, A4, B5 JIS, 11" × 17", 11" × 15" ^{*1} , 11" × 14", 10" × 14" ^{*1} , 10" × 15" ^{*1} , 8 1/2" × 14", 8 1/2" × 13", 8 1/4" × 14", 8 1/4" × 13", 8" × 13", 8 1/2" × 11", 8" × 10 1/2", 8" × 10" ^{*1} , 7 1/4" × 10 1/2" ^{*1}

^{*1} To place paper of sizes 7 1/4" × 10 1/2", 8" × 10", 11" × 15", 10" × 14", and 10" × 15", use the paper tray 2 or the optional bypass tray.

- Paper sizes that can be used with the Sort function are as follows.

Metric version	A3, B4 JIS, A4, B5 JIS, A5
Inch version	11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2"

- Paper sizes that can be used with the Rotate Sort function are as follows.

Metric version	A4, B5 JIS
Inch version	8 1/2" × 11"

- When the number of copies exceeds capacity, remove copies from the tray.

- The number of copies that can be placed on the tray is as follows.

Internal tray

Paper Size and Orientation	Number of Copies
A4, B5 JIS, A5, B6 JIS, A6, Postcard, $8\frac{1}{2}" \times 11"$, $7\frac{1}{4}" \times 10\frac{1}{2}"$, $5\frac{1}{2}" \times 8\frac{1}{2}"$, $8" \times 10\frac{1}{2}"$, $8" \times 10"$, 16K	500 sheets (80 g/m ²) (20 lb.) 250 sheets when the optional bridge unit is installed.
A3, B4 JIS, $11" \times 17"$, $8\frac{1}{2}" \times 14"$, $8" \times 13"$, $8\frac{1}{2}" \times 13"$, $8\frac{1}{4}" \times 14"$, $8\frac{1}{4}" \times 13"$, $11" \times 15"$, $11" \times 14"$, $10" \times 14"$, $10" \times 15"$, 8K	250 sheets (80 g/m ²) (20 lb.) 125 sheets when the optional bridge unit is installed.
$3\frac{7}{8}" \times 7\frac{1}{2}"$, $4\frac{1}{8}" \times 9\frac{1}{2}"$, C5 Env, C6 Env, DL Env	–

4

Internal tray 2 (1 bin tray)

Paper Size and Orientation	Number of Copies
A3, B4 JIS, A4, B5 JIS, A5, $11" \times 17"$, $8\frac{1}{2}" \times 14"$, $11" \times 15"$, $11" \times 14"$, $10" \times 14"$, $10" \times 15"$, $8\frac{1}{2}" \times 11"$, $7\frac{1}{4}" \times 10\frac{1}{2}"$, $5\frac{1}{2}" \times 8\frac{1}{2}"$, $8" \times 13"$, $8\frac{1}{2}" \times 13"$, $8\frac{1}{4}" \times 13"$, $8" \times 10\frac{1}{2}"$, $8" \times 10"$, $8\frac{1}{4}" \times 14"$ To place paper of sizes $10\frac{1}{2}" \times 7\frac{1}{4}"$, $8" \times 10"$, $11" \times 15"$, $10" \times 14"$, and $10" \times 15"$, use the paper tray 2.	125 sheets (80 g/m ²) (20 lb.)

Shift sort tray

Paper Size and Orientation	Number of Copies
A4, B5 JIS, A5, B6 JIS, A6, $8\frac{1}{2}" \times 11"$, $7\frac{1}{4}" \times 10\frac{1}{2}"$, $5\frac{1}{2}" \times 8\frac{1}{2}"$, $8" \times 10"$	250 sheets (80 g/m ²) (20 lb.)
A3, B4 JIS, $11" \times 17"$, $8\frac{1}{2}" \times 14"$, $8" \times 13"$, $8\frac{1}{2}" \times 13"$, $8\frac{1}{4}" \times 13"$	125 sheets (80 g/m ²) (20 lb.)

500-sheet finisher

Paper Size and Orientation	Number of Copies
A4, B5 JIS, $8\frac{1}{2}" \times 11"$, $8" \times 10\frac{1}{2}"$	500 sheets (80 g/m ²) (20 lb.)
A3, B4 JIS, $11" \times 17"$, $11" \times 14"$, $8\frac{1}{2}" \times 14"$, $8\frac{1}{2}" \times 13"$	250 sheets (80 g/m ²) (20 lb.)

1000-sheet finisher (upper tray)

Paper Size and Orientation	Number of Copies
A4, B5 JIS, A5, B6 JIS, A6, Postcard, $8\frac{1}{2}" \times 11"$, $7\frac{1}{4}" \times 10\frac{1}{2}"$, $5\frac{1}{2}" \times 8\frac{1}{2}"$, $8" \times 10\frac{1}{2}"$, $8" \times 10"$ To place paper of sizes $10\frac{1}{2}" \times 7\frac{1}{4}"$, $8" \times 10"$, $11" \times 15"$, $10" \times 14"$, and $10" \times 15"$, use the paper tray 2 or the optional bypass tray.	250 sheets (80 g/m ²) (20 lb.)
A3, B4 JIS, $11" \times 17"$, $11" \times 15"$, $11" \times 14"$, $10" \times 14"$, $10" \times 15"$, $8\frac{1}{2}" \times 14"$, $8" \times 13"$, $8\frac{1}{2}" \times 13"$, $8\frac{1}{4}" \times 13"$, $8\frac{1}{4}" \times 14"$ To place paper of sizes $10\frac{1}{2}" \times 7\frac{1}{4}"$, $8" \times 10"$, $11" \times 15"$, $10" \times 14"$, and $10" \times 15"$, use the paper tray 2 or the optional bypass tray.	50 sheets (80 g/m ²) (20 lb.)













1000-sheet finisher (shift tray)

Paper Size and Orientation	Number of Copies
A4, B5 JIS, $8\frac{1}{2}" \times 11"$, $7\frac{1}{4}" \times 10\frac{1}{2}"$, $8" \times 10\frac{1}{2}"$ B5 JIS cannot be shifted.	1000 sheets (80 g/m ²) (20 lb.)
A3, B4 JIS, $11" \times 17"$, $11" \times 14"$, $8\frac{1}{2}" \times 14"$, $8" \times 13"$, $8\frac{1}{2}" \times 13"$, $8\frac{1}{4}" \times 13"$, $8\frac{1}{4}" \times 14"$	500 sheets (80 g/m ²) (20 lb.)
















- When selecting the Sort, Stack, or Staple functions, copies of some sizes can be made by feeding the paper from tray 2 or the optional bypass tray.
- When using the Rotate Sort or Staple functions, the capacity may be reduced.

❖ Staple



















- The following types of paper cannot be stapled:
 - Postcard
 - Translucent paper
 - OHP transparencies
 - Label paper (adhesive labels)
 - Thick paper
 - Curled paper
 - Paper of low stiffness
 - Paper of mixed sizes
- The Staple function is not available for mixed size originals. When using Mixed Size with the staple function, select Auto Reduce/Enlarge.
- In the following cases, copies will be delivered to the shift tray without stapling:
 - When the number of sheets for one set is over stapler capacity.
 - When memory reaches 0% during copying.






- When using **[Double Copies]**, and **[1 Sided→1 Sided]**, **[1 Sided→2 Sided]**, **[2 Sided→1 Sided]**, or **[2 Sided→2 Sided]** with the Combine function, select  original for  copy and  original for  copy.
- When using **[Double Copies]**, and **[1 Sided 2 Pages→Combine 1 Side]** or **[1 Sided 4 Pages→Combine 2 Side]** with the Combine function, select  paper for  original and  for  original.
- When using **[Left 2]** or **[Top 2]** with **[Double Copies]**, or **[1 Sided→1 Sided]**, **[1 Sided→2 Sided]**, **[2 Sided→1 Sided]**, or **[2 Sided→2 Sided]** with the Combine function, select  paper for  original and  paper for  original.
- Paper sizes and orientations that can be used in the Staple function and the stapler capacity are as follows:

500-sheet finisher

Paper Size and Orientation	Number of Copies
A3  , B4 JIS  , 11" × 17"  , 11" × 15"  , 11" × 14"  , 10" × 14"  , 10" × 15"  , 8 1/2" × 14"  , 8 1/2" × 13" 	20 sheets (80 g/m ²)
A4  , B5 JIS  , 8 1/2" × 11"  , 8" × 10 1/2"  , 8" × 10"  , 7 1/4" × 10 1/2" 	30 sheets (80 g/m ²)

1000-sheet finisher

Paper Size and Orientation	Number of Copies
A3  , B4 JIS  , 11" × 17"  , 11" × 15"  , 11" × 14"  , 10" × 14"  , 10" × 15"  , 8 1/2" × 14"  , 8 1/2" × 13"  , 8 1/4" × 14"  , 8 1/4" × 13"  , 8" × 13" 	30 sheets (80 g/m ²)
A4  , B5 JIS  , 8 1/2" × 11"  , 8" × 10 1/2"  , 8" × 10"  , 7 1/4" × 10 1/2" 	50 sheets (80 g/m ²)

*1 To load paper of sizes 7 1/4" × 10 1/2", 8" × 10", 11" × 15", 10" × 14", and 10" × 15", use paper tray 2.

- When the number of copies exceeds tray capacity, copying stops. If this happens, remove the copies from the shift tray, and then resume copying.
- You cannot change stapling positions during copying.
- When the original image is rotated, the staple orientation changes by 90°.
- The maximum original image size that can be rotated is as follows:

Metric version	A4
Inch version	8 1/2" × 11"

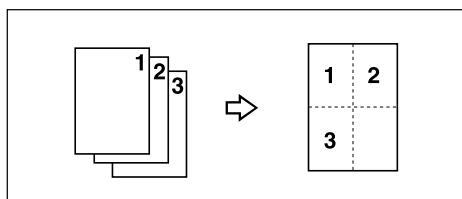
- When using **[Left 2]** or **[Top 2]** with the Combine function, Double Copies, or Auto Reduce/Enlarge, the "Blank part will appear. Check orientation." message may appear. If this happens, change the paper orientation.
- When **[Left 2]** or **[Top 2]** is selected, the following settings are useful to rotate images appropriately:
 - Auto Reduce/Enlarge or Auto Paper Select
 - With image rotation in Auto Tray Switching of User Tools

❖ Duplex

- The following paper sizes and directions allow the double-side copy.
A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 11" × 15", 11" × 14", 10" × 14", 10" × 15", 8 1/2" × 13", 8" × 14", 8 1/4" × 13", 8" × 13", 11" × 8 1/2", 8" × 10 1/2", 8" × 10", 10" × 8", 7 1/4" × 10 1/2", 10 1/2" × 7 1/4", 5 1/2" × 8 1/2"
- You cannot use the following copy paper with this function:
 - Paper smaller than A5, 5 1/2" × 8 1/2"
 - Translucent paper
 - Label paper (adhesive labels)
 - OHP transparencies
 - Paper thicker than 90 g/m², 24 lb.
 - Paper thinner than 64 g/m², 20 lb.
 - Postcards
- If you place an odd number of 1-sided originals in the ADF, the reverse side of the last page is left blank.
- When original images are copied, the images are shifted by the width of the binding margin.
- By default, a binding margin is made on the back side.

❖ Combine

- When using this function, the machine selects the reproduction ratio automatically. This ratio depends on copy paper sizes and the number of originals.
- The machine selects reproduction ratios of between 25 – 400% (25–200% when placing originals in the ADF).
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown.



❖ **Booklet/Magazine**

- The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- The machine selects reproduction ratios of between 25 – 400% (25–200% when placing originals in the ADF).
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with certain ratios, parts of the image might not copy.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- You cannot copy using originals that are different in size and orientation.
- If the number of originals scanned is less than a multiple of 4, the last page is copied blank.
- When using the Magazine function, copying may take some time after scanning originals.






























❖ **Image Repeat**

- Depending on the paper size, ratio, and orientation, parts of repeated images may not be copied.

❖ **Centring**

- Though the original is set to a different orientation from the paper loaded, the machine will not rotate the image by 90° (Rotated copy).

❖ **Erase**

- The width of the erased margin varies depending on the reproduction ratio.
- If the size of the original is different from sizes listed in the following chart, the erased margin might be shifted:
 - Metric version
Exposure glass : A3 , B4 JIS , A4  , B5 JIS  , A5 ,
8 1/2" × 14" , 8 1/2" × 13" 
ADF : A3 , B4 JIS , A4  , B5 JIS  , A5 , 8 1/2" × 13" 
 - Inch version
Exposure glass: 11" × 17" , 8 1/2" × 14" , 8 1/2" × 11"  , 10" × 14" ,
8" × 10" 
ADF: 11" × 17" , 8 1/2" × 14" , 8 1/2" × 11"  , 10" × 14" ,
5 1/2" × 8 1/2" 

❖ **Margin Adjustment**

- If you set a binding margin that is too wide, part of the image may not be copied.
- When making copies in the Combine mode, the binding margin is added to the copies after the combination is finished.
- When [**2 Sided**→**1 Sided**] is selected, set the binding margins for the original's front and back pages.

❖ **Background Numbering**

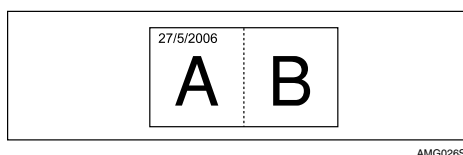
- The numbers appear to overlap the copied image in some cases.

❖ **Preset Stamp**

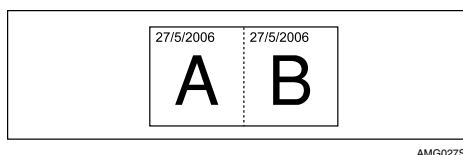
- You can change the size and density of the stamp with User Tools. Depending on the setting, density may change.
- Depending on paper size, if you change the stamp size, parts of the stamp might not be printed.

❖ **Date Stamp**

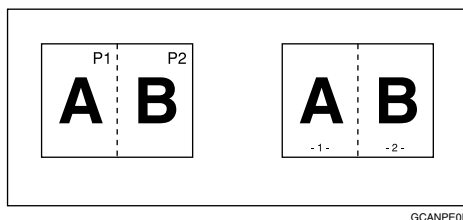
- If you use this function with the Combine, Magazine, or Booklet function, the date stamp is printed as follows:
 - With the Combine function



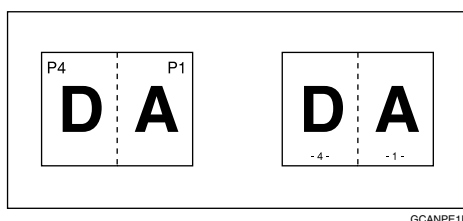
- With the Magazine or Booklet function

❖ **Page Numbering**

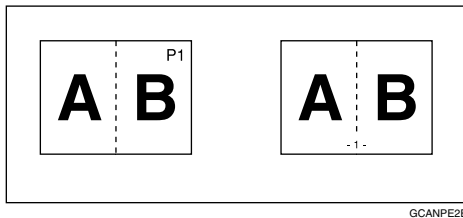
- If you use this function with the Combine, Magazine, or Booklet function, page numbers are printed as follows:
- Page Numbering per original:
With 1 Sided/2 Sided using the Combine function



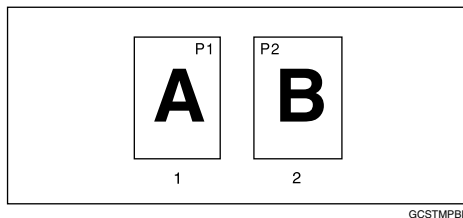
With the Magazine or Booklet function



- Page Numbering per copy:
With 1 Sided/2 Sided using the Combine function



- If you use this function with the Duplex (Top to Top) function and select [P1,P2] or [1/n, 2/n], page numbers on the back are printed as follows:



1 Front
2 Back

❖ Front Cover, Front/Back Covers

- If Blank is selected, the cover will not be counted as a copy.
- Front and back covers are two-sided copied depending on the settings made in Display Time in Cover Sheet Tray of User Tools (System Settings).
 - At Mode Selected... Depends on the setting done from Cover Sheet Tray.
 - Full Time... Depends on the setting done from Paper Type. See "Tray Paper Settings", General Settings Guide.

❖ Designate

- When "Combine (1 Sided→2 Sided)" has been selected, specified pages will always be copied on the front of copies in the same way as in Chapters function.

❖ Slip sheet

- If you do not copy onto slip sheets, they are excluded from the number of copies counted.

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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:

I means POWER ON.

⏻ means STAND BY.

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The proper names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows® 95
- The product name of Windows® 98 is Microsoft® Windows® 98
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me)
- The product names of Windows® 2000 are as follows:
 - Microsoft® Windows® 2000 Advanced Server
 - Microsoft® Windows® 2000 Server
 - Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
 - Microsoft® Windows® XP Professional
 - Microsoft® Windows® XP Home Edition
- The product names of Windows Server™ 2003 are as follows:
 - Microsoft® Windows Server™ 2003 Standard Edition
 - Microsoft® Windows Server™ 2003 Enterprise Edition
 - Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows NT® are as follows:
 - Microsoft® Windows NT® Server 4.0
 - Microsoft® Windows NT® Workstation 4.0

