



AficioTM 3260C Aficio ColorTM 5560

Operating Instructions Copy Reference



-
- 1 Placing Originals
 - 2 Copying
 - 3 Colour Adjustment/Program
 - 4 Connect Copy
 - 5 Troubleshooting
 - 6 User Tools (Copier / Document Server Features)
 - 7 Specifications

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.



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.



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 P.3 “*Machine Types*”.)

- Type 1: Aficio 3260C
- Type 2: Aficio Color 5560

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.

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

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

Power Source

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

Please be sure to connect the power cord to a power source as shown above. For details about power source, see “Power Connection” in the General Settings Guide.

Manuals for This Machine

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

Note

- ☐ Manuals provided are specific to machine type.
- ☐ Adobe Acrobat Reader / Adobe Reader is necessary to view the manuals as a PDF file.
- ☐ Two CD-ROMs are provided:
 - CD-ROM 1 “Operating Instructions”
 - CD-ROM 2 “Scanner Driver and Document Management Utility”

◆ **General Settings Guide**

Provides an overview of the machine and describes System Settings (such as Tray Paper Settings), Document Server functions, and troubleshooting.

◆ **Security Reference**

This manual is for administrators of this machine. It describes security functions that the administrators can use to protect data from being tampered, 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.

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

Provides information about configuring and operating the printer in a network environment or using software.

This manual covers all models, and therefore contains functions and settings that may not be available for your model. Images, illustrations, functions, and supported operating systems may differ from those of your model.

◆ **Copy Reference (this manual)**

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

◆ **Printer Reference**

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

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

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

❖ **Manuals for DeskTopBinder Lite**

DeskTopBinder Lite is a utility included on the CD-ROM labeled “Scanner Driver and Document Management Utility”.

- DeskTopBinder Lite Setup Guide (PDF file - CD-ROM2)
Describes installation of, and the operating environment for DeskTopBinder Lite in detail. This guide can be displayed from the **[Setup]** display when DeskTopBinder Lite is installed.
- DeskTopBinder Introduction Guide (PDF file - CD-ROM2)
Describes operations of DeskTopBinder Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
Describes operations and functions of Auto Document Link installed with DeskTopBinder Lite. This guide is added to the **[Start]** menu when DeskTopBinder Lite is installed.

❖ **Other manuals**

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

What You Can Do with This Machine

<Colour Functions/Colour Adjustments>

Colour Copying (see p.30)

You can switch the colour copy mode depending on the type of originals used and the desired finish.

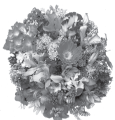
Full Colour Copy (see p.30)

Copies using four colours: yellow, magenta, cyan and black.



Black/White Copy (see p.30)

Copies in black and white, even when the original is in colour.



Single Colour Copy (see p.30)

Copies in the designated colour.



Yellow



Beige



Orange



Red



Light green



Cyan



Pink



Magenta



Green



Marine blue



Blue



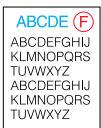
Purple



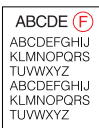
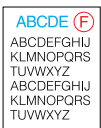
Registered colour

2-Colour Copy (see p.30)

Colour: Copies using 2 registered colours.



Black/Red: Copies the red part of the original in red, and copies all other areas in black and white.

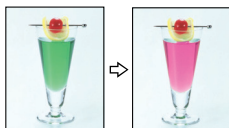


GCM0022e

Colour Copying (see p.30)

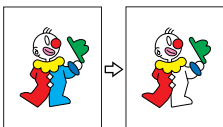
Convert Colours (see p.31)

Copies by changing a specific colour in the original to another colour.



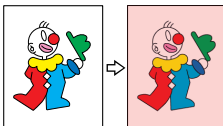
Erase Specified Colour (see p.32)

Copies by deleting a specific colour in the original.



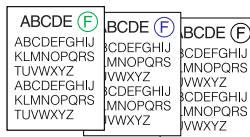
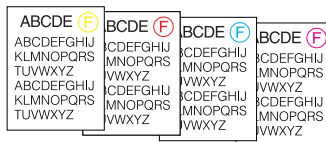
Colour Background (see p.33)

Copies by adding a colour to the whole page.



Stamping on Copies (see p.73)

Copies with the date, page numbers, etc. The stamp colour can be yellow, red, cyan, magenta, green, blue, and black.



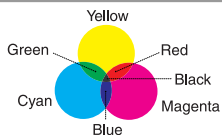
Printed inserts types:

- Background Numbering (p.73)
- Preset Stamp (p.74)
- User Stamp (p.75)
- Date Stamp (p.78)
- Page Numbering (p.79)
- Stamp Text (p.83)

AFU043S

Adjusting Colours (see p.93)

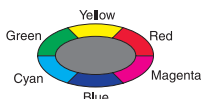
Primary Colours



Colours can be created by combining the 3 primary colours: yellow, magenta and cyan. Black can be made by combining yellow, magenta and cyan, however, as there might be some slight differences, "black" will be expressed using a black toner.

Adjust Colour (see p.93)

Adjusts the specific colours (yellow, red, magenta, blue, cyan and green) by mixing them with adjacent colours in the colour circle.



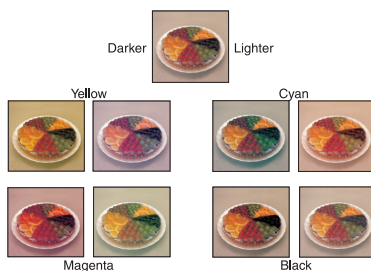
Make yellow more green



Make yellow more red

Colour Balance (see p.94)

Adjusts the overall colour tone of copies.



Adjusting Images (see p.96)

Sharp/Soft (see p.96)

Adjusts the outline of the image.



Soft



Sharp

Background Density (see p.97)

Adjusts the background density of the image.



Light



Dark

Contrast (see p.96)

Adjusts the shades of the image.



Low



High

Other Adjustments (see p.97)

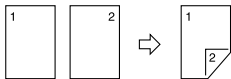
- ◆ Adjust U.C.R (see p.97)
- ◆ Text/Photo Sensitivity (see p.97)
- ◆ A.C.S. Sensitivity (see p.139)
- ◆ Colour Sensitivity (see p.139)

What You Can Do with This Machine

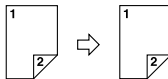
Functions differ depending on machine type and options. See p.4 “Functions Requiring Optional Configurations”.

Types of Duplex Copies

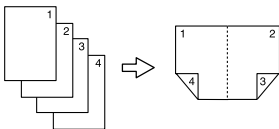
- 1-sided 2 Pages → 2-sided 1 Page (see p.51
"❖ 1 Sided → 2 Sided")



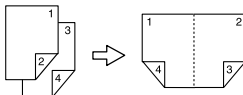
- 2-sided 1 Page → 2-sided 1 Page (see p.51
"❖ 2 Sided → 2 Sided")



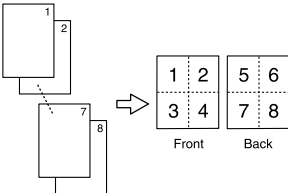
- 1-sided 4 Pages → 2-sided 1 Page (see p.55
"❖ 1 Sided 4 Pages → Combine 2 Side")



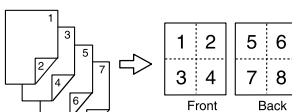
- 2-sided 2 Pages → 2-sided 1 Page (see p.55
"❖ 2 Sided 4 Pages → Combine 2 Side")



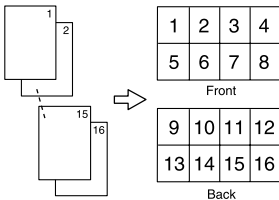
- 1-sided 8 Pages → 2-sided 1 Page (see p.55
"❖ 1 Sided 8 Pages → Combine 2 Side")



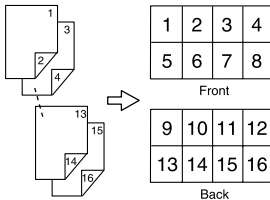
- 2-sided 4 Pages → 2-sided 1 Page (see p.55
"❖ 2 Sided 8 Pages → Combine 2 Side")



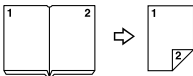
- 1-sided 16 Pages → 2-sided 1 Page (see p.55
"❖ 1 Sided 16 Pages → Combine 2 Side")



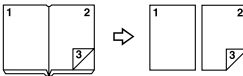
- 2-sided 8 Pages → 2-sided 1 Page (see p.56
"❖ 2 Sided 16 Pages → Combine 2 Side")



- Bound Originals → 2-sided Pages (see p.57
"❖ Book → 2 Sided")



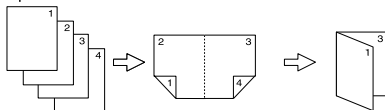
- Front/Back Bound Originals → 2-sided Pages (see p.57
"❖ Front & Back → 2 Sided")



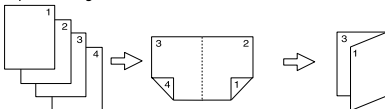
Copying Book Originals

1-sided 4 Pages → Booklet (⇒ P.59 "❖ 1 Sided → Booklet")

Open to Left

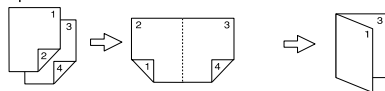


Open to Right

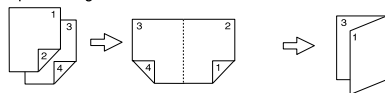


2-sided 2 Pages → Booklet (⇒ P.59 "❖ 2 Sided → Booklet")

Open to Left

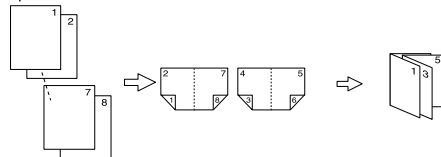


Open to Right

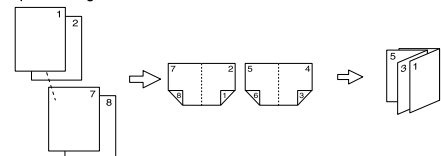


1-sided → Magazine (⇒ P.59 "❖ 1 Sided → Magazine")

Open to Left

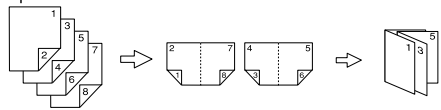


Open to Right

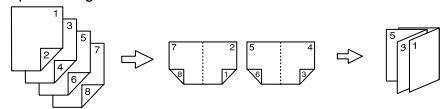


2-sided → Magazine (⇒ P.60 "❖ 2 Sided → Magazine")

Open to Left

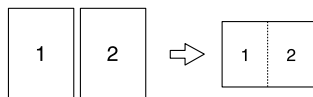


Open to Right

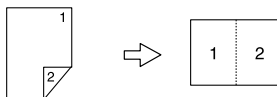


Combining Multiple Pages onto a Single Page (see p.53 "One-Sided Combine")

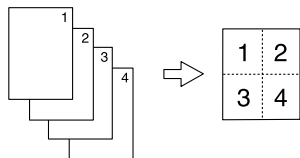
● 1-sided 2 Pages → 1-sided 1 Page



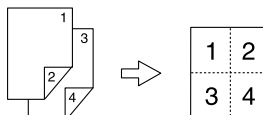
● 2-sided 1 Page → 1-sided 1 Page



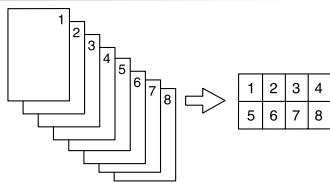
● 1-sided 4 Pages → 1-sided 1 Page



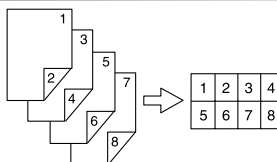
● 2-sided 2 Pages → 1-sided 1 Page



● 1-sided 8 Pages → 1-sided 1 Page

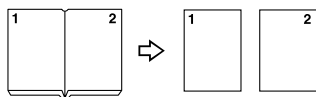


● 2-sided 4 Pages → 1-sided 1 Page

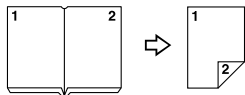


Copying Originals Such as Books (see p.57 "Series Copies")

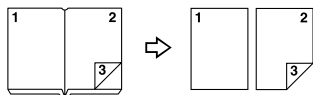
● Bound Originals → 1-sided Pages



● Bound Originals → 2-sided Pages

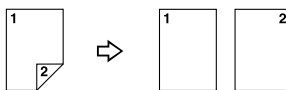


● Front/Back Bound Originals
→ 2-sided Pages



Copying 2-Sided Pages onto 1-Sided Pages (see p.58 "2 Sided → 1 Sided")

● 2-sided 1 Page → 1-sided 2 Pages



Copying onto Envelopes (see p.27)

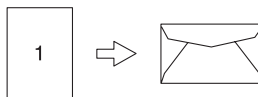


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Notice

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.

The colour samples in this manual may differ slightly from the colours of actual copies.

Colours on colour keys or the colour circle may differ slightly from the colours of actual copies.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

How to Read This Manual

Symbols

This manual uses the following symbols:

WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury if you misuse the machine by not following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide.

CAUTION:

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

- WARNINGS and CAUTIONS are notes for your safety.

Important

If these instructions are not followed, paper might misfeed, originals might be damaged, or data might be lost. Be sure to read these instructions.

Preparation

This symbol indicates prior knowledge or preparations are required before operation.

Note

This symbol indicates precautions for operation, or actions to be taken following user error.

Limitation

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

Reference

This symbol indicates where further relevant information can be found.

[]









Keys that appear on the machine's display panel.

[]

Keys built into the machine's control panel.

Machine Types

This machine comes in two models which vary by copy speed. To confirm which model you have, see the inside front cover of this manual.

	Type 1	Type 2
Copy speed/Full Colour	45 copies/minute (A4  , 8 1/2" x 11" )	55 copies/minute (A4  , 8 1/2" x 11" )
Copy speed/B&W	60 copies/minute (A4  , 8 1/2" x 11" )	60 copies/minute (A4  , 8 1/2" x 11" )

Functions Requiring Optional Configurations

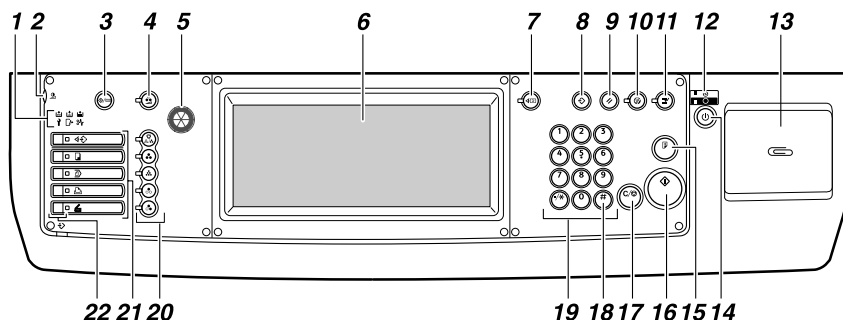
Certain functions require special machine configuration and extra options. See the table below.

○: Required options

Functions		Copying onto the Tab Stock	Shift Sort	Stack	Staple	Staple (Saddle Stitch)	Punch	Connect Copy
Options	Tab Sheet Holder	○						
	Finisher MEC (50-sheet staples)		○	○	○		○	
	Finisher MEC BK (saddle stitch)		○	○	○	○	○	
	Finisher 3000B (100-sheet staples)		○	○	○		○	
	Copy Connector							○

Control Panel

This illustration shows the control panel of a machine with options fully installed.



AFU021S

1. Indicators

Displays the status of the machine and indicate errors.

: Add Staple indicator.

: Add Toner indicator.

: Load Paper indicator.

: Service Call indicator.

: Open Cover indicator.

: Misfeed indicator.

See "Control Panel", *General Settings Guide*.

2. Screen Contrast knob

Adjusts the brightness of the display panel.

3. [User Tools/Counter] key

- User Tools
Press to change the default settings and conditions to meet your requirements. See p.140 "Accessing User Tools (Copier / Document Server Features)".
- Counter
Press to check or print the Counter value. See "Counter", *General Settings Guide*.

4. [Adjust / Program Colour]key

Use this key to adjust and register colours. See p.93 "Colour Adjustment".

Note

- When image quality is adjusted, the lamp in the [Adjust/Program Colour] key is lit.

5. Colour Circle

Refer to this when adjusting colours. See p.93 "Colour Adjustment".

6. Display panel

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

7. [Check Modes] key

Press to check the entered copy job settings.

8. [Program] key

Press to store or recall a program. See p.91 "Programs".

9. [Clear Modes] key

Press to clear previously entered copy job settings.

10. **[Energy Saver] key**

Press to switch to and from Energy Saver mode. See "Saving Energy", *General Settings Guide*.

11. **[Interrupt] key**

Press to interrupt a long copy job to make copies. See p.20 "Interrupt Copy".

12. **Main power indicator, On indicator**

The main power indicator goes on when the main power switch is turned on and goes off when the switch is turned off.

The **On** indicator goes on when the operation switch is turned on and goes off when the switch is turned off.

Important

- ❑ Do not turn the main power off while the **On** indicator is flashing. The hard disk may malfunction.

13. **Clip Tray**

Holds clips and staples.

14. **Operation switch**

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off). See "Turning On the Power", *General Settings Guide*.

15. **[Sample Copy] key**

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. See p.44 "Sample copy".

16. **[Start] key**

Press to start copying. Press to start scanning and printing in Document Server mode.

17. **[Clear/Stop] key**

- Clear
Press to delete a number entered.
- Stop
Press to stop a copy job in progress. Press to stop scanning and printing in Document Server mode.

18. **[#] key**

Press to enter a value.

19. **Number keys**

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

20. **Colour Selection Key (Copy mode)**

Switch keys depending on the type of original, or the copying purpose:

[Auto Colour Selection] : 

[Full Colour] : 

[Black & White] : 



[Single Colour] : 

[Two-colour] : 

See p.30 "Colour Functions"

21. **Function keys**

Press to select the following functions:

- Copy: 
- Document Server: 
- Printer: 
- Scanner: 



22. **Function Status indicator**

These show the status of the above functions:

- Green: the function is active.
- Red: the function has been interrupted.

Display Panel

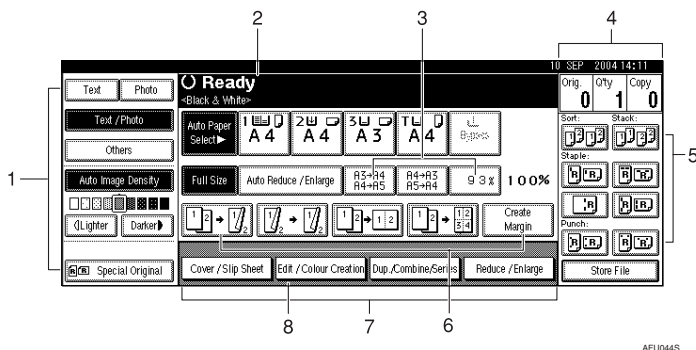
The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like this: . Keys appearing as  cannot be used.

Note

- ❑ The following illustration is an example of the panel display when the optional Finisher MEC BK (saddle stitch) and Large Capacity Tray (LCT) are installed.

◆ Initial copy display



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 p.145 "Shortcut R / E".

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

5. Sort, Stack, Staple, and Punch functions.

6. Displays contents of the Shortcut keys. You can register frequently used functions in these keys. See p.144 "Copy Function Key: F1-F5".

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.






1. Placing Originals

Originals







Highlighter pen colours are difficult to reproduce. Depending on the colour used, they may not come out on copies, or may come out as a different colour.

Sizes and Weights of Recommended Originals



◆ Metric version

Where original is placed	Original size	Original weight
Exposure glass	Up to A3	--
ADF	One-sided originals: A3  – B6 JIS (Japanese Industrial Standard) 	40–128 g/m ²
	Two-sided originals: A3  – A5  	52–128 g/m ²

◆ Inch version

Where original is placed	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 100.
-  The weight range for originals when using Mixed Size mode is 52–81.4 g/m², 13.8–21.7 lb.

Originals not recommended for the Auto Document Feeder (ADF)

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

- Originals other than those specified on p.9 "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 originals that have low stiffness
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper














Note

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



Sizes Detectable by Auto Paper Select





○ : Detectable size × : Undetectable size

◆ Metric version

Size	A3	B4 JIS	A4	B5 JIS	A5	B6 JIS	11" × 17"	8 1/2" × 14"	8 1/2" × 11"	5 1/2" × 8 1/2"	8 1/2" × 13"	8K	16K
													
Location of the original							^{*2}		^{*3}		^{*1}		
Exposure glass	○	○	○	○	×	×	×	×	×	×	○	×	×
ADF	○	○	○	○	○	○	○	×	○	×	○	○	○

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

^{*2} If you wish to switch detectable paper size from 11" × 17"  to 8K , please contact your service representative.

^{*3} If you wish to switch detectable paper size from 8 1/2" × 11"   to 16K  , please contact your service representative.

◆ Inch version

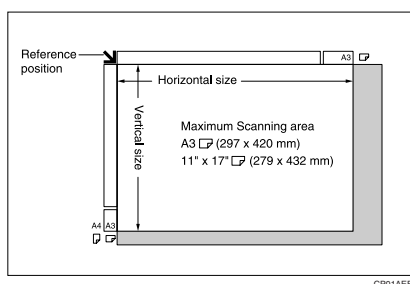
Size	A3 ☐	B4 JIS ☐	A4 ☐	B5 JIS ☐	A5 ☐	11" × 17" ☐ ^{*2}	8 ¹ / ₂ " × 14" ☐ ^{*1}	8 ¹ / ₂ " × 11" ☐ ^{*3}	5 ¹ / ₂ " × 8 ¹ / ₂ " ☐	8 ¹ / ₂ " × 13" ☐	11" × 15" ☐	8" × 10" ☐	10" × 14" ☐
Location of the original													
Exposure glass	×	×	×	×	×	○	○	○	×	×	×	×	×
ADF	○	×	○	×	×	○	○	○	○	○	○	○	○

^{*1} If you wish to switch detectable paper size from 8¹/₂" × 14"☐ to 8¹/₂" × 13"☐, please contact your service representative.

^{*2} If you wish to switch detectable paper size from 11" × 17"☐ to 11" × 15"☐, please contact your service representative.

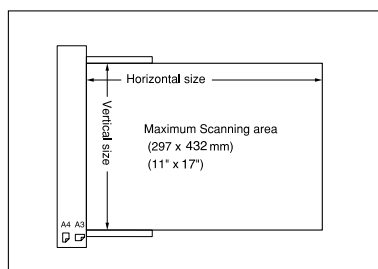
^{*3} If you wish to switch detectable paper size from 8¹/₂" × 11"☐ to 8" × 10"☐, please contact your service representative.

◆ Exposure glass



CP01AEE

◆ ADF



CP02AEE

✎ Note

- ☐ When copying custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly. See p.17 "Placing custom size originals".

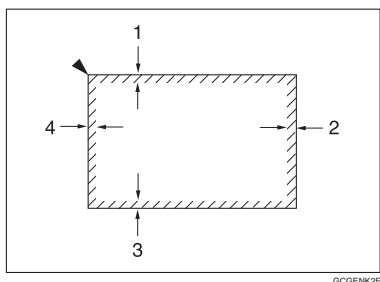
Sizes difficult to detect

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 protrusions
- Transparent originals such as OHP transparencies or translucent paper
- Text or picture dense original
- Originals containing solid images
- Originals containing solid images around their edges

Missing Image Area

Even if you correctly place originals in the ADF or on the exposure glass, margins of a few millimeters on all four sides of the original might not be copied.



1. 2 ± 2 mm, 0.16" or less

2. 2 ± 2 mm, 0.16" or less

3. 2 ± 2 mm, 0.16" or less

4. 4 ± 2 mm, 0.24"

Placing Originals

Note

- Place originals only when all correction fluid and ink has completely dried. Not taking this precaution could dirty the exposure glass, thus resulting in blemished copies.

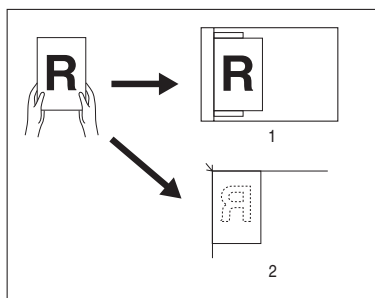
Reference

For original sizes you can set, see p.9 "Originals".

Original Orientation

When using the ADF, place the original face up.

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

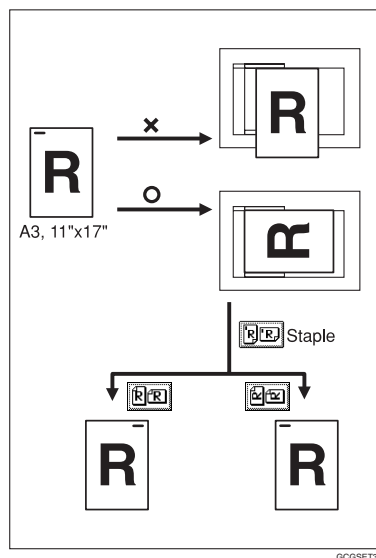


1. ADF

2. Exposure glass

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

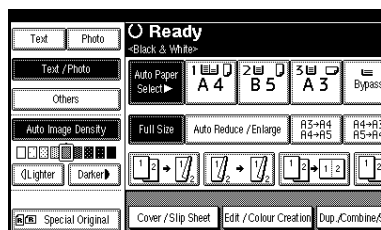
For example, to copy A3 or 11" × 17" originals with the Staple function selected:



Note

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

1 Press [Special Original].



2 Select [Original Orientation] or [Original Orientation] and press [OK].

Placing Originals on the Exposure Glass

Reference

For related default settings, see p.156 “Eject Copy Face Up / Down in Glass Mode”.

1 Lift the ADF.

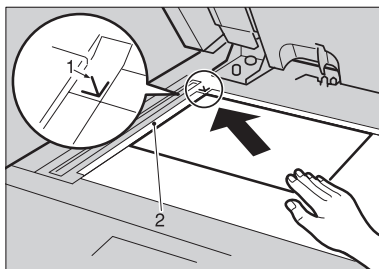
Important

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

Note

- ☐ Be sure to lift the ADF more than 30°. Otherwise, the size of the original might not be detected correctly.

2 Place the original face down on the exposure glass. It should be aligned with the left scale.



ZGMH012E

1. Positioning mark

2. Left scale

Note

- ☐ Start with the first page to be copied.

3 Lower the ADF.

Placing Originals in the Auto Document Feeder

Settings should be made accordingly in the following situations:

- ◆ **When placing originals consisting of more than 100 pages:**
p.15 “Batch”

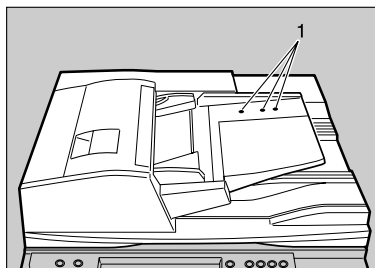
- ◆ **When placing originals one by one:**
p.15 “SADF”

- ◆ **When placing originals of the same width but different sizes:**
p.16 “Placing originals of mixed sizes”

- ◆ **When placing custom size originals:**
p.17 “Placing custom size originals”

Note

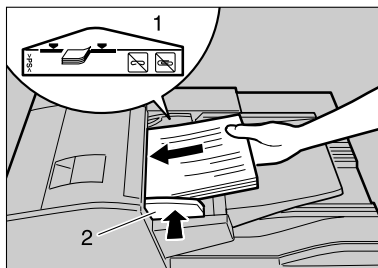
- ☐ Do not stack originals above the limit mark on the side guide of the ADF.
- ☐ The last page should be on the bottom.
- ☐ When you copy two-sided originals, both front and back sides of each original are scanned at once.
- ☐ Do not place objects on the sensors or cover them with your hands, or the original size may not be detected properly.



ADB028S

1. Sensors

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



ADB029S

1. Limit mark
2. Document guide

Note

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

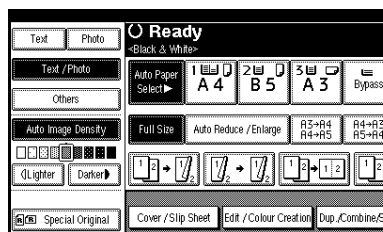
Batch

The Batch mode enables you to copy originals of more than 100 pages as a single document, even if you place the originals into the ADF in installments.

Important

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

- 1 Press **[Special Original]**.



- 2 Press **[Batch]**, and then press **[OK]**.

Note

- ☐ If **[SADF]** is displayed, change the settings. See p.154 "Switch to Batch (SADF)".

- 3 Place the first instalment of the originals, and then press the **[Start]** key.

- 4 After the originals has been fed, place the next instalment.

Note

- ☐ When the Sort, Combine, or Duplex function is set, press the **[#]** key after all originals have been scanned.

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

SADF

In SADF mode, even when an original is placed one page at a time into the ADF, each page is automatically fed as it is placed.

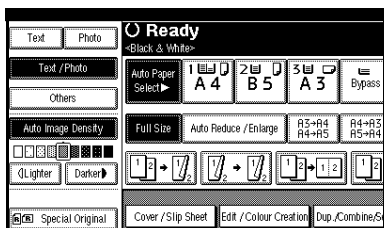
Preparation

To use the SADF function, set User Tools (Copier / Document Server Features) such that **[SADF]** is displayed when you press **[Special Original]**. See p.154 "Switch to Batch (SADF)".

Reference

For related default settings, see p.154 "SADF Auto Reset".

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 feed in automatically without a need to press the [Start] key.

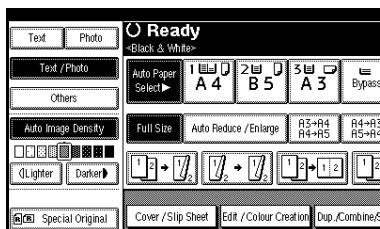
Note

- When the Sort, Combine or Duplex function is set, press the [#] key after all originals have been scanned.

- Sizes of originals that can be placed together using this function are as follows:

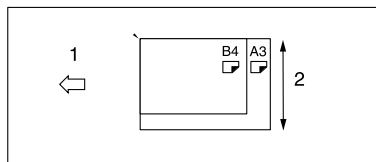
Metric version	A3, B4 JIS, A4, B5 JIS
Inch version	11" × 17", 8 1/2" × 14", 8 1/2" × 11"

1 Press [Special Original].



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

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



CP19AE

Placing originals of mixed sizes

When placing different size originals of the same width in the ADF together, the machine automatically checks the sizes of the originals and makes copies.

Note

- When placing same width originals of different sizes in the ADF and making copies without using the Mixed size function, parts of the original image might not be copied, or the paper might jam.

1. Place the originals into the ADF

2. Vertical size

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

5 Place the aligned originals face up in the ADF.

6 Press the [Start] key.

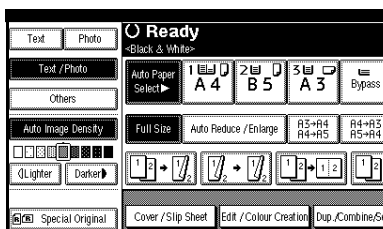
Placing custom size originals

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

Note

- Paper with a vertical size of 128–297 mm (5.1"–11.6") and a horizontal size of 128–432 mm (5.1"–17") can be placed with this function.

1 Press [Special Original].



2 Press [Custm Size Ori.].

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

Note

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

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

5 Press [OK] twice.

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

2. Copying

Basic Procedure

Preparation

When User Code Authentication is set, the screen for entering a user code will be displayed. Enter your user code using the number keys, and then press the **[#]** key.

When Basic Authentication, Windows Authentication, or LDAP Authentication is set, the authentication screen will be displayed. Enter your login user name and user password, and then press **[Login]**. See "When the Authentication Screen is Displayed", *General Settings Guide*.

Reference

For user codes, see "Authentication Information", *General Settings Guide*.

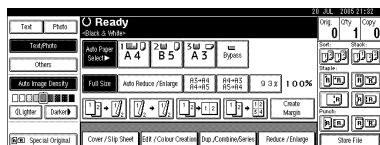
Note

- ☐ To copy onto thick paper of 127 g/m² (34 lb.) or heavier, specify the paper thickness under "Paper Thickness Settings" in User Tools. See "Paper Thickness Setting", *General Settings Guide*.

1 Make sure "Ready" is shown on the display.

If any other function is displayed, press the **[Copy]** key.

◆ Initial copy display



2 Make sure no previous settings remain.

Note

- ☐ When there are previous settings remaining, press the **[Clear Modes]** key before entering your settings.

3 Place the originals.

Reference

p.13 "Placing Originals"

4 Make the necessary settings.

Reference

Refer to each function.

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

Note

- ☐ The maximum copy quantity that can be set is between 1 and 999.

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

Copying starts.

Note

- ☐ When placing originals on the exposure glass, press the **[#]** key after all the originals are scanned.
- ☐ Copies are delivered face down.

Important

- ☐ When Basic Authentication, Windows Authentication, or LDAP Authentication is set, always log off when you have finished using the machine to prevent unauthorized users from using the machine.

How to operate

- ❖ **To stop the machine during a multi-copy run**

Press the **[Clear/Stop]** key.

- ❖ **To return the machine to the initial condition after copying**

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

- ❖ **When clearing entered values**

Press the **[Clear/Stop]** key or **[Clear]** on the display.

- ❖ **To check the settings**

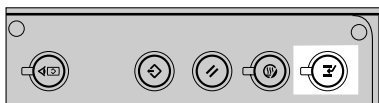
Press the **[Check Modes]** key.

Interrupt Copy

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

- 1 Press the **[Interrupt]** key.**

The **Interrupt** indicator lights.



When scanning is interrupted

- 1 Remove the originals that were being copied, and then place the originals you want to copy.**
- 2 Press the **[Start]** key.**
Copying starts.
- 3 When copying is complete, remove the originals and copies.**
- 4 Press the **[Interrupt]** key again.**

The **Interrupt** indicator turns off.

- 5 When the display prompts you to do so, place the former set of originals again.**

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

Note

- The previous copy job's settings are restored and the machine continues copying from where it left off.

When the machine continues copying

- 1 Place the originals you want to copy.**

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

The machine stops the previous job and starts copying the new originals.

- 3 When copying is complete, remove originals and copies.**

- 4 Press the **[Interrupt]** key again.**

The **Interrupt** indicator goes out.

The previous copy job's settings are restored and the machine continues copying from where it left off.

Left Original Beeper

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

Note

- See p.143 "Tone: Original Remains".

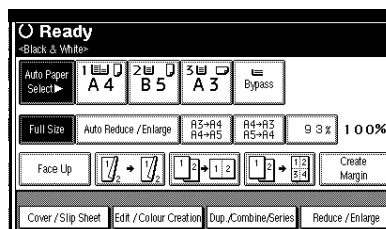
Copy Face Up

Use this function to reverse the order of copies.

Preparation

Before using this function, register "Face up" as a copy function key. See p.144 "Copy Function Key: F1-F5".

1 Press [Face Up] key.



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

Job Preset

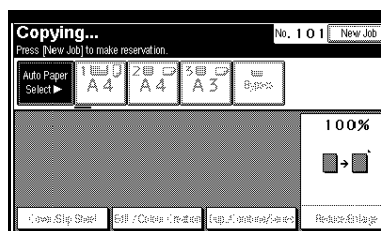
You can make settings for the next copy job while copying is in progress.

If a long copy job is in progress and you do not want to wait for it to finish, you can use this function to make settings for the next copy job in advance. When the current copy job finishes, the next job begins automatically.

Reference

See "Job List", *General Settings Guide*.

1 Press [New Job] when "Copying..." is displayed.



2 Make settings for the next copy job.

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

All originals are scanned.

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

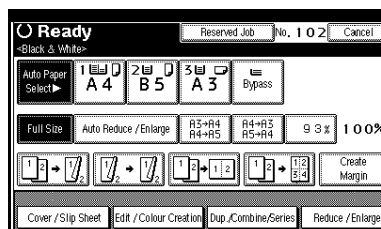
Note

- ☐ Each job stored is allocated a job number that is displayed on the Reserved Job screen.
- ☐ To switch the display to the current copy job press [Reserved Job], followed by [Printing], and then [Exit].

Editing Job Preset

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

1 Press [Reserved Job].



2 Select the number of the job you want to check or change.

3 Press [Check / Change Job].

The contents of the job are displayed.

To check the job contents

2

1 Check the contents of the job.

2 Press [Confirmed].

The display returns to the Reserved Job screen.

To change the job contents after checking

1 Check the contents of the job.

2 Change its contents, and then press [Confirmed].

3 Press [Change].

The display returns to the Reserved Job screen.

To delete a job after checking its contents

1 Check the contents of the job.

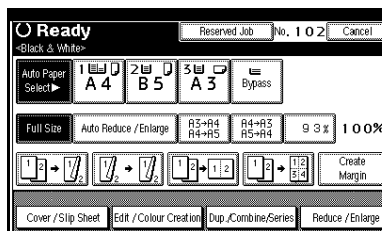
2 Press [Delete Job] key.

3 Press [Delete] key.

The display returns to the Reserved Job screen.

Deleting a Preset Job

1 Press [Reserved Job].



2 Select the number of the job you want to delete.

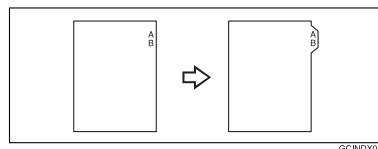
3 Press [Delete Job].

4 Press [Delete].

The display returns to the Reserved Job screen.

Copying onto Tab Stock

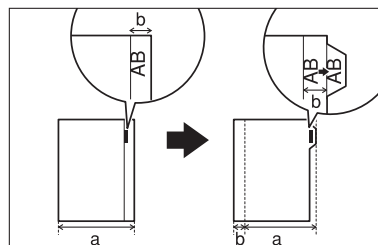
You can copy onto tab stock.



GCINDX0E

Preparation

Before using this function, set the tray for tab stock and set the position of the index tab. See "Paper Type" in "User Tools (System Settings)", *General Settings Guide*.



GCINDX1E

1 Load tab stock.

Note

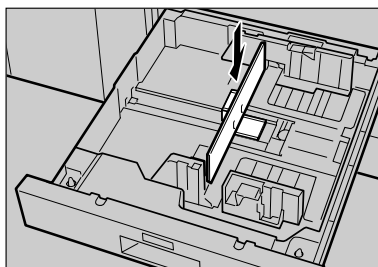
- Align the image you want to copy by checking the position of the index tab. If the image extends beyond the index tab, the backs of sheets may get soiled with toner.

When loading tab stock in a paper tray

Important

- When setting tab stock, always use the optional tab sheet guide.

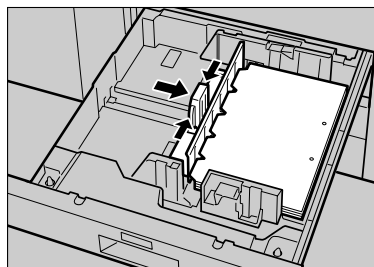
- 1 Pull the paper tray out completely.
- 2 Attach the tab sheet guide to the tray.



ADB0315

- 3 Hold the tab stock with the side you want to print facing down, and then load them so that the side with the index is against the tab sheet guide.

- 4 Move the back guide to adjust the tab sheet guide to suit the tab stock size.

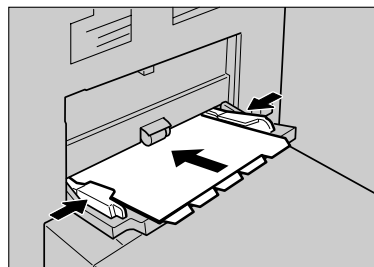


ADB0305

- 5 Push the tray in.

When loading tab stock in the bypass tray

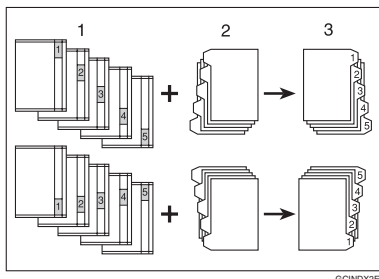
- 1 Pull the bypass tray out.
- 2 Load the tab stock with the side you want to print facing up.



ADB0925

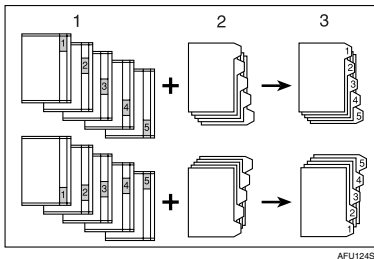
- 2 Select the paper tray where the tab stock is set.
- 3 Place originals, and then press the **[Start]** key. Tab stock is always fed starting from the top tab.

❖ When Feeding Tab Stock from a Paper Tray



1. Originals
2. Tab stock
3. Copies

❖ When Feeding Tab Stock from the Bypass Tray



1. Originals
2. Tab stock
3. Copies

Auto Start

Copying starts immediately when the machine is ready.

1 Make your settings while "Select copy mode and press [Start]." and "Scanning originals can be started." are displayed alternately.

2 Place the original.

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

The machine scans the original.

Copying starts automatically once the machine is ready.

Copying from the Bypass Tray

Use the bypass tray to copy onto special paper such as OHP transparencies, thick paper, thin paper, and copy paper that cannot be loaded in the paper trays.

Preparation

When copying from the bypass tray, select **[1 Sided→1 Sided]** for copying in **[Dup./Combine/Series]**. You can change the initial settings. See p.143 “Duplex Mode Priority”.

Important

- ☐ Paper larger than 458 mm, 18.1" in length is likely to jam, crease, or not feed in properly.
- ☐ When copying onto special paper such as adhesive labels, always select “Face up”. If you select “Face Down”, a paper misfeed may occur. See p.156 “Eject Copy Face Up / Down in Bypass Mode”.
- ☐ Do not use colour OHP transparencies that have easily melted coatings.

Note

- ☐ The sizes that you can use in the bypass tray are as follows:

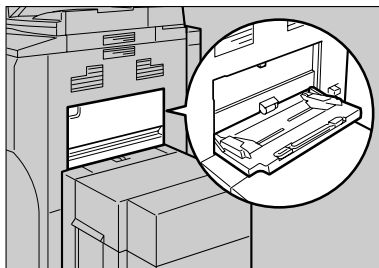
Metric version	<ul style="list-style-type: none"> • Vertical: 100 – 305 mm • Horizontal: 148 – 437.2 mm
Inch version	<ul style="list-style-type: none"> • Vertical: 4.0" – 12.0" • Horizontal: 5.9" – 17.3"

- ☐ For paper sizes you can select in bypass copy, see p.161 “Bypass Tray Copy”.
- ☐ The machine can automatically detect the following sizes as standard size copy paper:

Metric version	A3□, A4□, A5□, B4 JIS□, B5 JIS□, B6 JIS□
Inch version	11" × 17"□, 8 ¹ / ₂ " × 11"□, 5 ¹ / ₂ " × 8 ¹ / ₂ "□

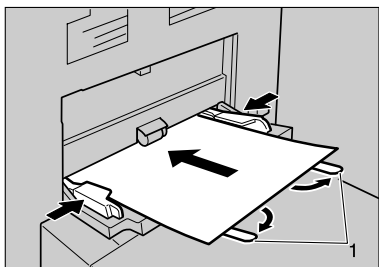
- ☐ When copying on sizes other than those specified above, you need to specify the paper size. See p.26 “When copying onto standard size paper” and p.26 “When copying onto custom size paper”.
- ☐ To copy onto OHP transparencies, paper thinner than 72 g/m² (about 16 lb.), or paper of 127 g/m² (about 34 lb.) or above, you need to specify the paper type. See p.27 “When copying onto special paper”.
- ☐ When printing on OHP transparencies, make sure you adjust the guides in the tray to “A4□” or “8¹/₂" × 11"□” and specify **[Paper Size]** in User Tools.
- ☐ If you place originals on the exposure glass and want the copies to be delivered face down, select “Face down” for both “Eject Copy Face Up/Down in Glass Mode” and “Eject Copy Face Up/Down in Bypass Mode” of User Tools. For details, see *General Settings Guide*.
- ☐ If you select OHP transparencies or thick paper 2 in “Special paper”, you cannot have copies delivered face down.
- ☐ If you select Tab Stock, you cannot have copies delivered face up.
- ☐ If you use paper larger than 458 mm, 18.1" in size, you cannot have copies delivered face down.
- ☐ The maximum number of sheets that you can load onto the bypass tray depends on paper type. The number should not exceed the upper limit.
- ☐ We recommend that you use a 4000ANSI lumen or brighter overhead projector to project OHP transparencies.

1 Open the bypass tray.



ADB038S

2 Insert the paper with the side you want to copy facing up until you hear the beep, and align the paper guide to the paper size.



ADB076S

1. Extender

Important

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

Note

- ☐ Do not stack paper over the limit mark, otherwise 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 avoid multi-sheet feeds.

3 Select the paper type and size.

When copying onto standard size paper

1 Press the [#] key.

The "Bypass Tray Paper" screen is displayed.

2 Press [Select Size].

3 Select the paper size.

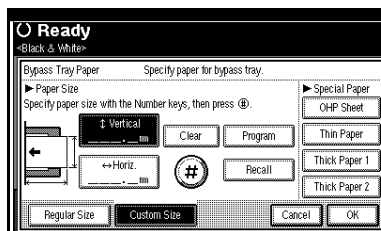
4 Press [OK] twice.

When copying onto custom size paper

1 Press the [#] key.

2 Press [Custom Size].

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



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

Note

- ☐ If [Horiz.] is not highlighted, press [Horiz.].
- ☐ To register the custom size entered, press [Program], and then press [Exit].

5 Press [OK].

When copying onto special paper

- ❶ Press the **[#]** key.
- ❷ Select paper type in "Special paper".
- ❸ Press **[OK]**.
- ❹ Place the originals, and then press the **[Start]** key.

Note

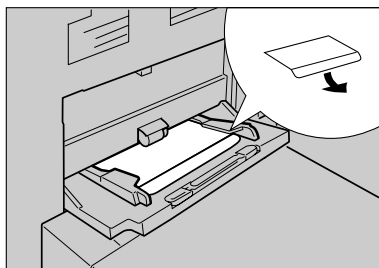
- ❑ When the Sort function is set, press the **[#]** key after all originals have been scanned.

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

When Copying onto Envelopes

Note

- ❑ When placing an original on the exposure glass, place the original with the bottom line aligned to the left scale.
- ❑ When placing originals in the ADF, place the originals with the bottom line inserted in the ADF.
- ❑ When inserting envelopes, be sure to unfold the flaps and position them opposite to the paper feed direction.



AFU1315

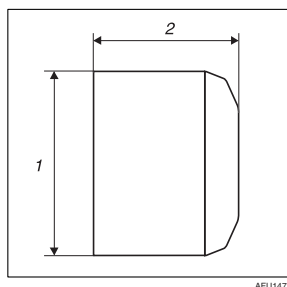
Reference

For more information about supported size of envelope, see "Recommended Paper Sizes and Types", *General Settings Guide*.

- ❶ Open the bypass tray, and then insert the envelopes with the side you want to copy face up until the beeper sounds.
- ❷ Align the paper guide to the envelope side.
- ❸ Press the **[#]** key.
- ❹ Press **[Custom Size]**.
- ❺ Enter the vertical size of the envelope using the number keys, and then press **[#]**.
- ❻ Enter the horizontal size of the envelope using the number keys, and then press **[#]**.

Note

- ❑ When entering the horizontal size for envelopes, including the opened-out flap in the measurement.



1. Vertical

2. Horizontal

- ❷ Select **[Thick Paper 2]** for the paper type.

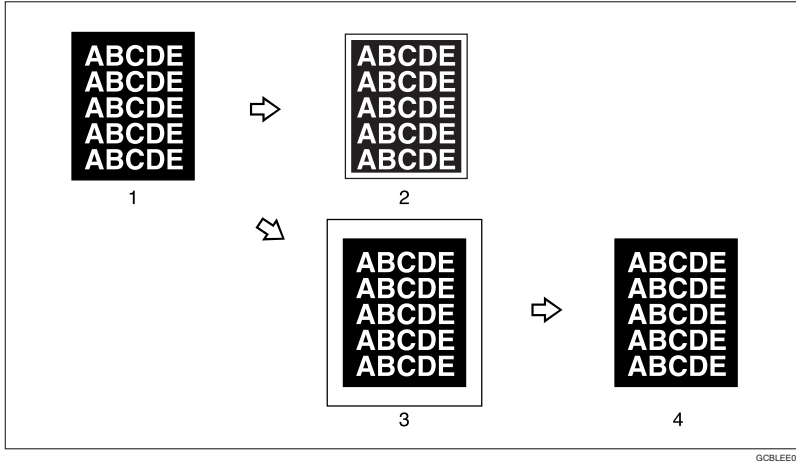
- ❸ Press **[OK]**.

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

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

Making A3, 11" × 17" Full Bleed Copies

You can make A3, 11" × 17" full bleed copies with 12" × 18" paper. This is useful for making A3, 11" × 17" size copies with a coloured background (e.g. catalogues).



1. A3, 11" × 17" size Original

2. In standard copy mode, margins appear on copies

3. 12" × 18" Full Bleed Copy

4. Cut around the margins to produce a full image

Note

- ☐ You can use this function with 12" × 18" paper.
- ☐ When A3, 11" × 17" full bleed copying is made, the original image is copied onto the centre.
- ☐ You can only use this function with the bypass tray.

Colour Functions

Selecting a Colour Mode

Select a Colour mode that best suits your originals and copying requirements.

Reference

For colour images, see p.iii “What You Can Do with This Machine <Colour Functions/Colour Adjustments>”

The following basic functions are explained in this section.

❖ Auto Colour Selection

Judges the colour of the original automatically, and copies either in full colour or black/white.

Note

- ❑ When using Auto Colour Selection, the machine decides whether to copy in full colour or black and white by examining the central part of the original. Because of this detection method, small full-colour originals such as business cards may be detected as black and white. When copying small full-colour originals, we recommend you select Full Colour Copy.

❖ Full Colour Copy

Copies by overlaying yellow, magenta, cyan, and black.

❖ Black/White Copy

Copies in black regardless of the colour of the original.

❖ Single Colour Copy

Copies in one designated colour.

Note

- ❑ Yellow, magenta, and cyan will be copied with one toner colour, but beige, orange, red, light green, pink, green, marine blue, blue and purple uses 2 toner colours to copy.

❖ Two Colour Copy

- Two Colour Copy (Normal)
Copies black and other parts in two specified colours.

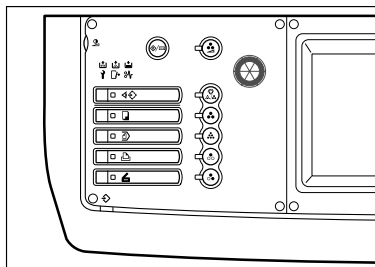
Note

- ❑ You can select from basic colours and registered colours.
- Two Colour Copy (Red & Black)
Copies the red part in red, and all the other parts in black or white.

Note

- ❑ When the width of the colour is set to “Wider”, colours close to orange and purple will be recognized as red. This adjustment will be valid in “Erase Colour” and “Convert Colours”. See p.156 “Colour Sensitivity”.

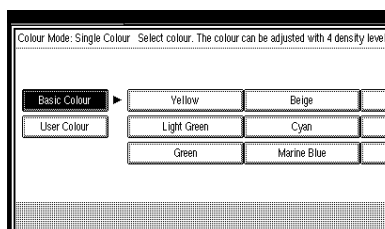
1 Select the type of colour key.



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When the **[Single Colour]** key is selected

- 1 Select designation method of colour (**[Basic Colour]**, **[User Colour]**).



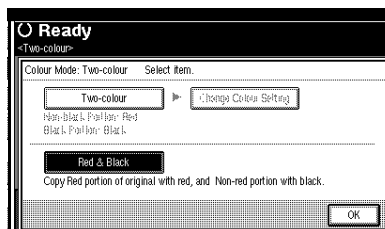
- 2 Select the colour, and then press **[OK]**.

Note

- ☐ When copied using the registered colour, the original will be copied lighter than the registered colour.
- ☐ Press **[Lighter]** or **[Darker]**, and you can adjust the density in 4 steps.

When the **[Two-colour]** key is selected

- 1 Select either **[Two-colour]** or **[Red & Black]**.

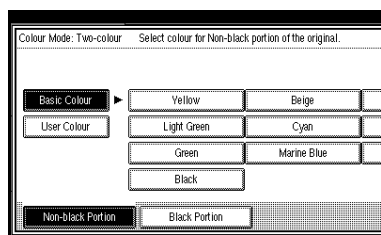


When **[Red & Black]** is pressed

- 1 Press **[OK]**.

When **[Two-colour]** is pressed

- 1 Press **[Change Colour Setting]**.
 - 2 Press **[Black Portion]**, and then select the colour to be replaced by black.
- Note**
- ☐ When selecting a colour from the user colours, press **[User Colour]**.
- 3 Press **[Non-black Portion]**, and then select the colour to replace the black colour of the original.



- 4 Press **[OK]** twice.

Convert Colours

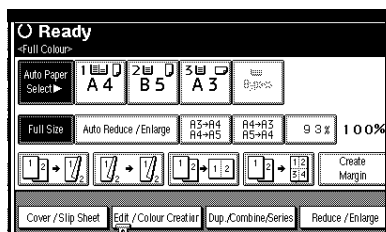
Copies by changing the colour in the original to a different colour.

Note

- ☐ It is possible to specify up to 4 colours.
- ☐ The width of the colour to be converted can be adjusted in 5 levels. If the colour width is set to "Wider" and red has been specified, colours which are close to magenta or orange, will also be converted. The colour width can be adjusted in the "User Tools". See p.156 "Colour Sensitivity".

- 1 Press the **[Full Colour]** key.

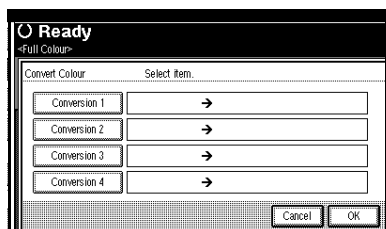
2 Press [Edit / Colour Creation].



3 Press [Colour Creation].

4 Press [Convert Colour].

5 Select any one item from [Conversion 1] to [Conversion 4].



6 Select the colour to be converted.

7 Select the new colour to be converted.

Note

- ☐ You can adjust the density of each colour in 4 levels.
- ☐ When you want to change the converted colour, press from [Conversion 1] to [Conversion 4] and make the selection again.
- ☐ When changing between more than two colours, repeat steps 6 to 7.

Selecting from [User Colour]

1 Press [User Colour].

2 Select from the registered colours, then press [OK].

8 After selecting all the colours to be converted, press [OK].

9 Press [OK] three times.

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

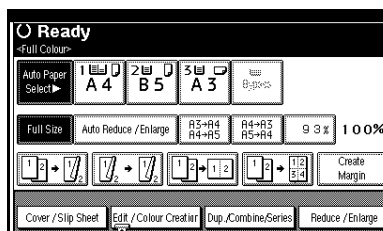
Erase Colour

You can erase a certain colour in the image of the original.

Note

- ☐ It is possible to select up to 4 colours.
- ☐ The width of the colour to be deleted can be adjusted in 5 levels. If the colour width is set to "Wider" and red has been specified, colours which are close to magenta or orange, will also be deleted. The colour width can be adjusted in the "User Tools". See p.156 "Colour Sensitivity".

1 Press [Edit / Colour Creation].



2 Press [Colour Creation].

3 Press [Erase Colour].

4 Select the colour to be erased.

Note

- ☐ You can cancel the selection by pressing the selected (highlighted) key.
- ☐ You can erase 4 colours at once.

5 Press [OK] after selecting all the colours to be deleted.

6 Press [OK] twice.

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

5 Press [OK] twice.

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

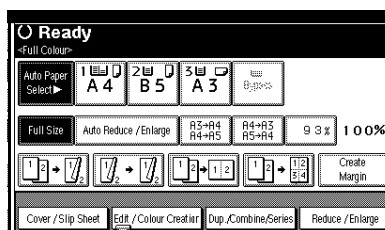
Colour Background

Copies by adding a colour in the whole page.

Note

- Since the Colour Background function overprints the entire original, the colour of the image may change.

1 Press [Edit / Colour Creation].



2 Press [Colour Creation].

3 Press [Colour Background].

4 Select the background colour, then press [OK].

Note

- You can adjust the density of each colour in 4 levels.
- You can cancel the selection by pressing the selected (highlighted) key.

Selecting from the [User Colour]

1 Press [User Colour].

2 Select a registered colour, and then press [OK].

Copier Functions

Adjusting Copy Image Density

There are three types of adjustment available:

❖ Auto Image Density

The machine automatically adjusts image density.

❖ Manual Image Density

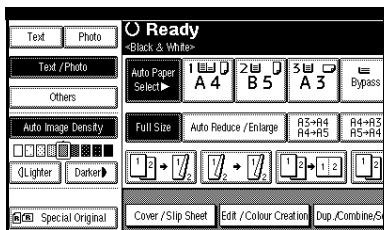
You can adjust the general density of the original in nine increments.

❖ Combined auto and manual image density

Use when copying originals with dirty backgrounds (such as newspapers). You can adjust foreground density while leaving the background unchanged.

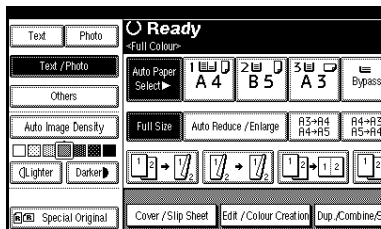
Auto image density

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



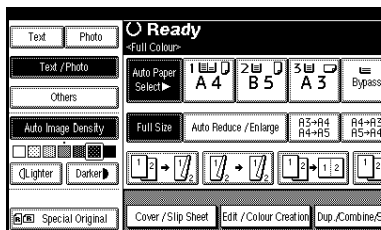
Manual image density

- 1 Press [Auto Image Density] to cancel it.
- 2 Press [Lighter] or [Darker] to adjust image density.



Combined auto and manual image density

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



Selecting the Original Type

Select one of the following eight types to match 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.

 **Note**

- ❑ If you select “Text / Photo” or “Photo” as the original type, select the photo type from among the three options below:

- **Glossy Photo**
Use when copying developed photographs.
- **Printed Photo**
Use when copying photographs or pictures that are printed on paper (e.g. magazines).
- **Copied Photo**
Use when copying copies or originals generated by printers.

❖ **Generation Copy**

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

◆ Pale

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

 **Map**

You can configure the machine to scan Map originals.

◆ Highlight Pen

You can configure the machine to copy documents marked in highlighter pen.

◆ Inkjet Output

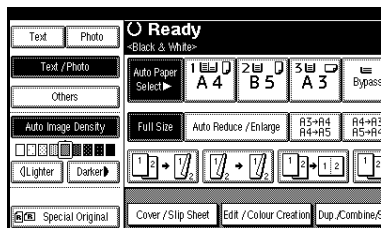
When copying inkjet paper documents, specify the inkjet output appropriate to the colour balance of the document. There are three types of inkjet output. See p.157 "InkJet Type"

Reference

p.142 "Original Type Display"

p.142 "Original Photo Type Priority"

1 Press the appropriate key to select the original type.



Press **[Others]** first if you want to select **[Generation]**, **[Pale]**, **[Map]**, **[Highlight Pen]**, or **[Inkjet Output]**.

If the original type keys are not displayed

- 1 Press [Original Type].
- 2 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 original size and reproduction ratio.

❖ Manual Paper Select

Choose the paper you want to copy onto from a paper tray, bypass tray, or Large Capacity Tray (LCT).



Reference

p.12 "Sizes difficult to detect"



Note

- ❑ See the following table for copy paper sizes and orientations that can be used with Auto Paper Select (when copying at a ratio of 100%).

❖ Metric version

Where original is placed	Paper size and orientation
Exposure glass	A3□, B4 JIS□, A4□□, B5 JIS□□
ADF	A3□, B4 JIS□, A4□□, B5 JIS□□, A5□, 11"×17"□, 8 ¹ / ₂ "×11"□□

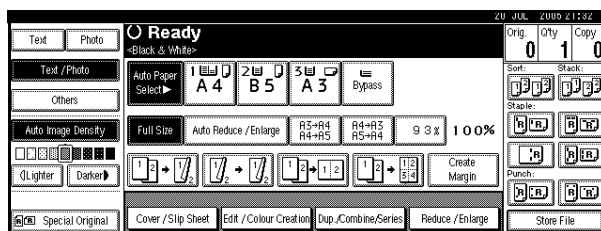
❖ Inch version

Where original is placed	Paper size and orientation
Exposure glass	11"×17"□, 8 ¹ / ₂ "×14"□, 8 ¹ / ₂ "×11"□□
ADF	A3□, A4□□, 11"×17"□, 8 ¹ / ₂ "×14"□, 8 ¹ / ₂ "×11"□□

- ❑ Only the paper trays set to **[No Display]** or **[Recycled Paper]** in Paper Type and also set to **[Yes]** in Apply Auto Paper Select can be selected for the Auto Paper Select function. See "Paper Type" in "Tray Paper Settings", *General Settings Guide*.

Auto Paper Select

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



Note

- ❑ Trays with a key mark are not automatically selected. See “Paper Type” in “Tray Paper Settings”, *General Settings Guide*.

Manual Paper Select

- 1 Select the paper tray, bypass tray or LCT.

The selected paper tray is highlighted.

Reference

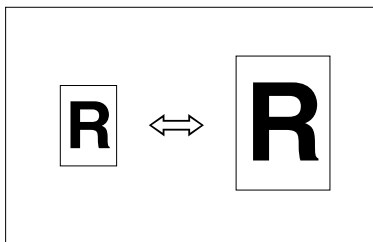
p.25 “Copying from the Bypass Tray”

If the paper type keys are not displayed

- 1 Press [Auto Paper Select].
- 2 Select the paper type.

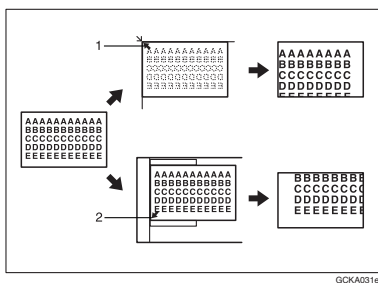
Preset Reduce / Enlarge

You can select a preset ratio for copying.



◆ Base Point

The base point of Reduce / Enlarge differs depending on how the original was scanned. When the original is placed on the exposure glass, the upper left corner is the base point. When placed in the ADF, the bottom left corner is the base point.



GCKA031e

1. Base point when placed on the exposure glass.

2. Base point when placed in the ADF.

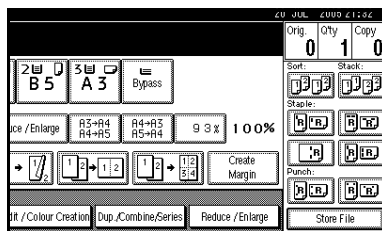
🔍 Reference

Related default settings:

p.145 "Shortcut R / E"

p.147 "R / E Priority"

1 Press [Reduce / Enlarge].



📌 Note

- ❑ To select a preset ratio on the initial display, press the shortcut Reduce / Enlarge key, and then proceed to step 4.

2 Press [Enlarge] or [Reduce].

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

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

💡 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.

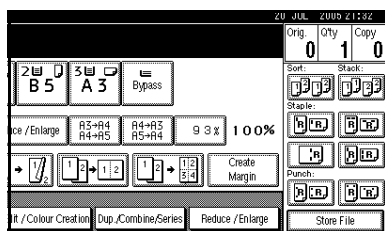
🔍 Reference

Related default settings:

p.144 "Copy Function Key: F1-F5"

p.147 "Ratio for Create Margin"

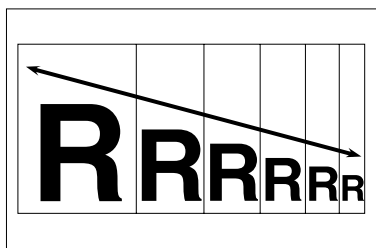
- ① Press **[Create Margin]** on the initial display.



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

Zoom

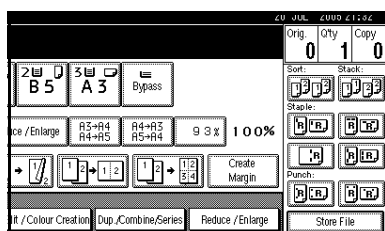
You can change the reproduction ratio in increments of 1%.



Note

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

- ① Press **[Reduce / Enlarge]**.



- ② Enter the ratio.

To select the ratio using **[+]** and **[-]**

- Select a preset ratio close to the ratio using **[Reduce]** or **[Enlarge]**.
- Adjust the ratio further, using **[+]** or **[-]**.

Note

- Pressing **[+]** or **[-]** changes the ratio in increments of 1%. Pressing and holding down **[+]** or **[-]** changes it in increments of 10%.
- If you have incorrectly entered the ratio, readjust it using **[+]** or **[-]**.

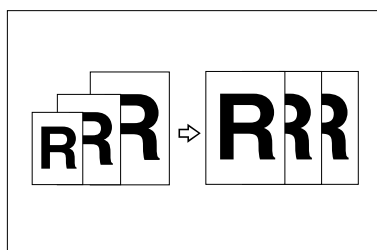
To enter the ratio using the number keys

- Press **[Mag. Ratio]**.
- Enter the ratio using the number keys.
- Press **[#]**.
- Press **[OK]**.

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

Auto Reduce / Enlarge















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














Note

- ☐ You cannot use the bypass tray with this function.
- ☐ When using Auto Reduce / Enlarge, see the following table for original sizes and orientations you can use:

◆ Metric version

Where original is placed	Original size and orientation
Exposure glass	A3  , B4 JIS  , A4  , B5 JIS  , 8 1/2" × 13" 
ADF	A3  , B4 JIS  , A4  , B5 JIS  , A5  , B6 JIS  , 11" × 17"  , 8 1/2" × 11"  , 8 1/2" × 13" 

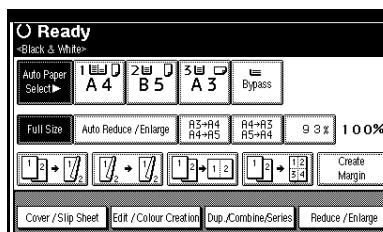
◆ Inch version

Where original is placed	Original size and orientation
Exposure glass	11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11" 
ADF	A3  , A4  , 11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11"  , 5 1/2" × 8 1/2"  , 10" × 14"  , 7 1/4" × 10 1/2" 

Reference

p.12 "Sizes difficult to detect"

1 Press [Auto Reduce / Enlarge].

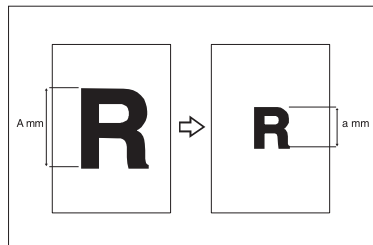


2 Select the paper tray.

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

Size Magnification

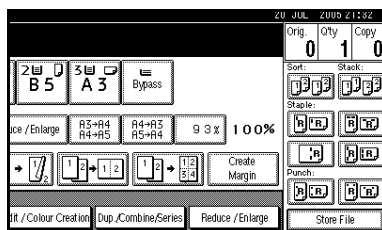
You can calculate an enlargement or reduction ratio based on the lengths of the original and copy.



Note

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

1 Press [Reduce / Enlarge].



2 Press [Specifd. Ratio].

3 Make sure [Size Magnificatn] is highlighted.

4 Enter the length of the original using the number keys, and then press [#].

Note

- You can enter sizes within the following ranges:

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

5 Enter the length of the copy using the number keys, and then press [#].

Note

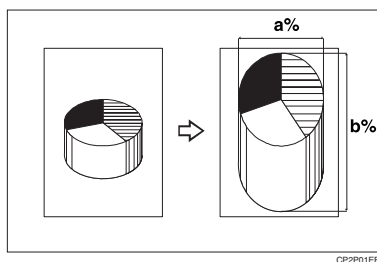
- To change the length after pressing [#], select [Original] or [Copy], and then enter the length.

6 Press [OK] twice.

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

Directional Magnification (%)

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



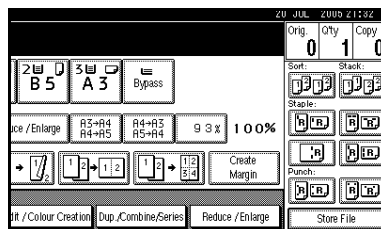
a: Horizontal ratio

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 [–].

1 Press [Reduce / Enlarge].



2 Press [Specifd. Ratio].

3 Press [Direct. Mag.%].

To enter the ratio using the number keys

- Press [Horizontal].
- Enter the ratio using the number keys, and then press [#].
- Press [Vertical].
- Enter the ratio using the number keys, and then press [#].
- Press [OK].

To specify a ratio using [+] and [–]

- Press [With +–].
- Press [Horizontal].
- Adjust the ratio using [+] or [–].

Note

- Pressing [+] or [–] changes the ratio in increments of 1%. Pressing and holding down [+] or [–] changes it in increments of 10%.

- ❑ If you have incorrectly entered the ratio, readjust it using **[+]** or **[-]**.

4 Press **[Vertical]**.

5 Adjust the ratio using **[+]** or **[-]**.

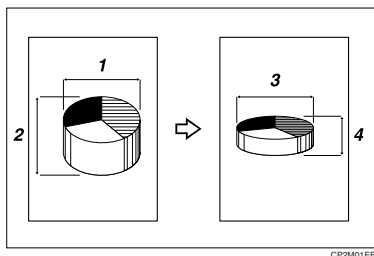
6 Press **[OK]**.

4 Press **[OK]**.

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

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

2. Vertical original size

3. Horizontal copy size

4. Vertical copy size

Preparation

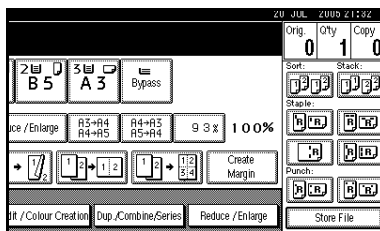
Specify the vertical and horizontal size of the original and that of the copy, as shown.

Note

- ❑ You can enter sizes within the following ranges:

Metric version	Vertical: 1–999 mm (increments of 1 mm) Horizontal: 1–999 mm (increments of 1 mm)
Inch version	0.1"–99.9" (increments of 0.1")

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



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

3 Press **[Dir. Size Mag mm]**.

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

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

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

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

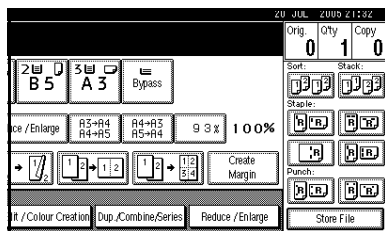
Note

- ❑ To change the length, press the key you want to change, and then enter the new value.

8 Press **[OK]** twice.

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

◆ When the Finisher MEC BK (saddle stitch) is installed



2

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

⚠ **Limitation**

- ❑ The maximum number of sets is 999.

📖 **Note**

- ❑ To check the finishing, press the **[Sample Copy]** key. See p.44 "Sample copy".

3 Place the originals.

📖 **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.

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

🔍 **Reference**

p.44 "Sample copy"

p.45 "Changing the number of sets"

Sample copy

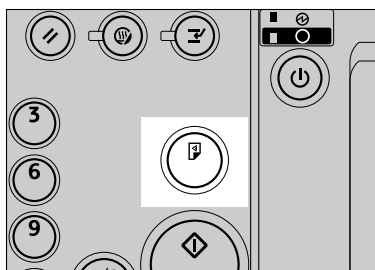
You can use this function to check copy settings before making a long copy run.

📖 **Note**

- ❑ 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 specified number of copies is made, minus one for the sample copy.

📖 **Note**

- ❑ If you press **[Suspend]** after checking the results, return to step **1** to adjust the copy settings as necessary. 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

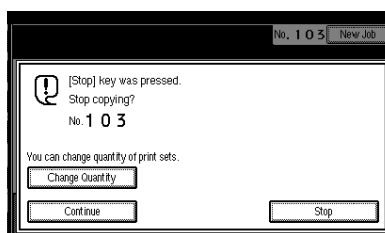
You can change the number of copy sets during copying.

Note

- ☐ This function can only be used 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 using the number keys, and then press the **[#]** key.

Note

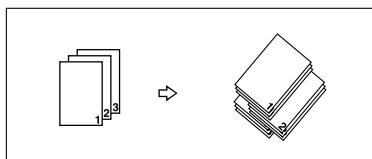
- ☐ The number of sets you can enter differs depending on when the **[Clear/Stop]** key is pressed.

4 Press **[Continue]**.

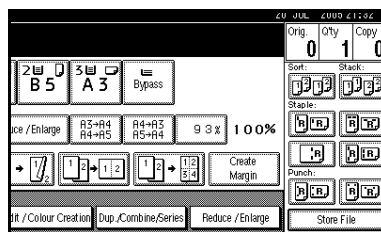
Copying starts again.

Stack

This function groups together copies of each page in a multi-page original. Every other page stack is shifted for ease of separation.



1 Press **[Stack]**.



2 Enter the number of copies using the number keys.

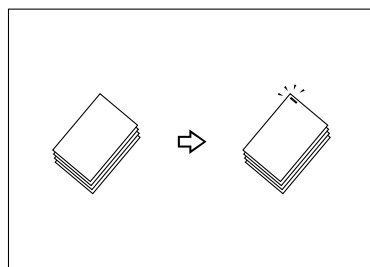
3 Place the originals, and then press the **[Start]** key.

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.

Staple

Individual copy sets can be stapled.



Important

- ☐ If you select Saddle Stitch without having the stapler cartridge for Saddle Stitch set in the Finisher MEC BK (saddle stitch), a paper misfeed might occur.

Note

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

Reference

p.155 "Select Stapling Position (Top Left)"

p.155 "Select Stapling Position (Bottom Left)"




































p.155 "Select Stapling Position (Top Right)"

p.155 "Select Stapling Position (Bottom Right)"

Stapling position and original setting




































Place all the originals in an orientation in which they can be read. They will be automatically rotated for copying. When using the exposure glass, keep the same orientation, but set the originals facing down. When copy paper is identical in size and orientation to the original, staple positions are as follows:

◆ Finisher 3000B (100-sheet staples)

		Original logation		Stapling position *1
		Exposure glass	ADF	
	Top			
				
	Top slant			
				
	Bottom			
				
	Left 2			
				
	Top 2			
				











































AFU1055

◆ Finisher MEC (50-sheet staples)


		Original logation		Stapling position *1
		Exposure glass	ADF	
	Top			
				
	Top slant			
				
	Bottom			
				
	Left 2			
				
	Top 2			
				

AFU1065

◆ Finisher MEC BK (saddle stitch)

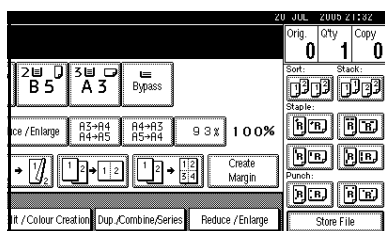
		Original logation		Stapling position *1
		Exposure glass	ADF	
	Top			
				
	Top slant			
				
	Bottom			
				
	Left 2			
				
	Top 2			
				
	Saddle stitch			
				

AFU1075

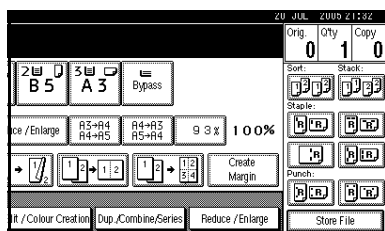
- *1 The above tables show staple positioning. The orientation of the paper does not indicate direction of delivery.
- *2 You cannot staple at this position when copying onto A3 or B4 JIS size paper.
- *3 If you want to staple at this position on A3 or B4 JIS size paper, select  and then select "Top 2".

1 Select one of the stapling positions.

◆ Finisher 3000B (100-sheet staples), Finisher MEC (50-sheet staples)



◆ Finisher MEC BK (saddle stitch)



Note

- When you select the stapling position, the Sort function is automatically selected.

Reference

p.46 "Stapling position and original setting"

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

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

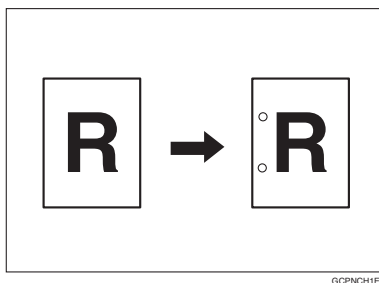
Note

- 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.

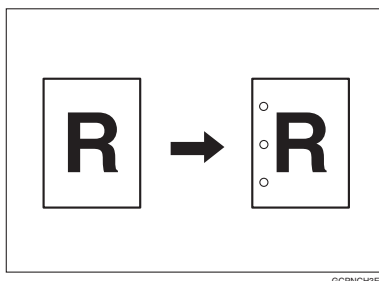
Punch

You can make punch holes in copies.

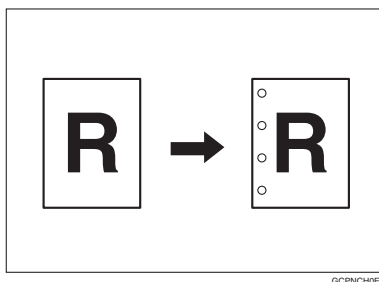
❖ 2 holes



❖ 3 holes



❖ 4 holes



🔍 Reference



















p.156 "Select Punch Type"

📝 Note

- ❑ The 4-hole punch type is only capable of punching in the 4-hole format.
- ❑ You cannot use the bypass tray with this function.

- ☐ The relationship between the orientation in which you place the original and the punch hole positions is as follows:

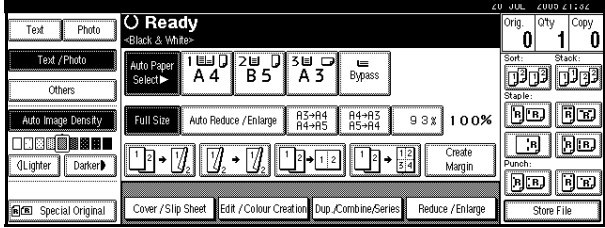
Punch hole positions

		Direction in which Original is Set		Punch Hole Positions
		Exposure glass	ADF	*1
Standard	2 holes			
				
	3 holes			
				
	4 holes			
				

		Direction in which Original is Set		Punch Hole Positions *1
		Exposure glass	ADF	
90° Turn	2 holes			
	3 holes			
	4 holes			

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

1 Select one of the punch hole positions.



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

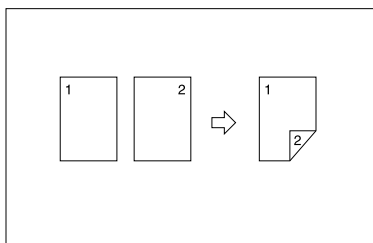
3 Place the originals, and then press the **[Start]** key.

Duplex

There are two types of duplex copies:

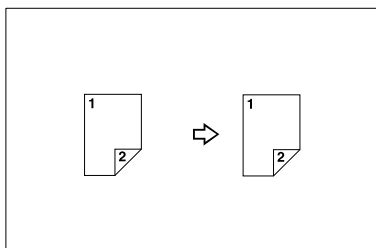
❖ 1 Sided→2 Sided

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



❖ 2 Sided→2 Sided

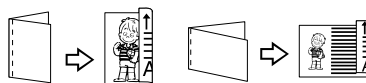
Copies 1 two-sided page onto a two-sided page.



Originals and copy orientation

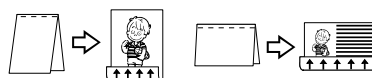
You can select the orientation.

- Top to Top



Duplex1

- Top to Bottom



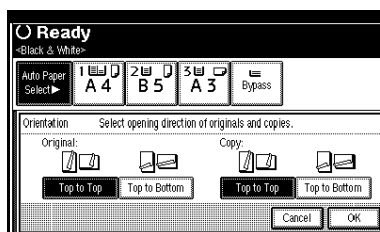
Duplex2



Note






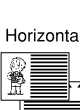




- ❑ You can change the default orientation with User Tools. See p.143 “Copy Orientation in Duplex Mode” and p.143 “Original Orientation in Duplex Mode”.

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



Original orientation and completed copies

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

Original	How to Set Your Original	Copy *1
Vertical 	Standard 	Top to Top 
	90° turn 	Top to Bottom 
Horizontal 	Standard 	Top to Top 
	90° turn 	Top to Bottom 

GCRYOU1E

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

Note

- ❑ You cannot use the bypass tray with this function.
- ❑ The maximum paper weight that can be used with duplex copying is 64 - 127.9 g/m², 17.1 - 34.1lb..

Reference

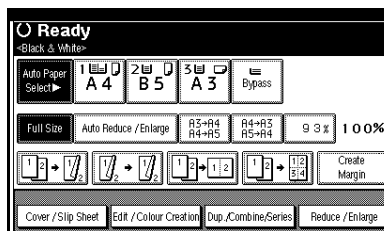
p.67 "Margin Adjustment"

Related default settings:

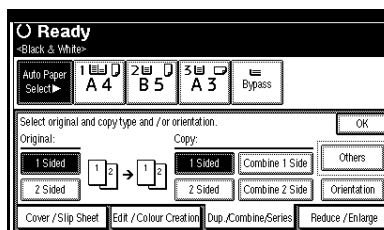
p.147 "Back Margin: Left / Right"

p.147 "Front Margin: Top / Bottom"

1 Press [Dup./Combine/Series].



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



Note

- ❑ To change the copy orientation, press [Orientation]. See p.52 "Original orientation and completed copies".

3 Press [OK].

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

Note

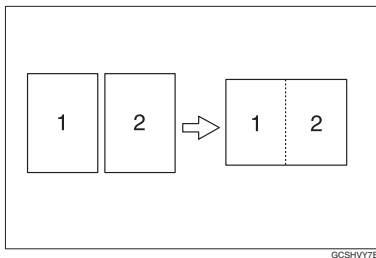
- ❑ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.
- ❑ When placing originals on the exposure glass or in the ADF using the Batch function, press the [#] key after all the originals have been scanned.

1 Sided Combine

Combine several pages onto one side of a sheet.

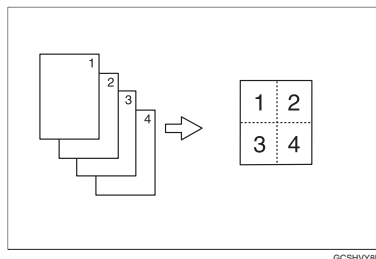
◆ 1 Sided 2 Pages → Combine 1 Side

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



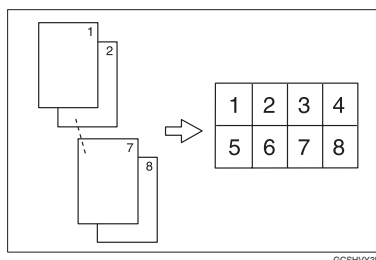
◆ 1 Sided 4 Pages → Combine 1 Side

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



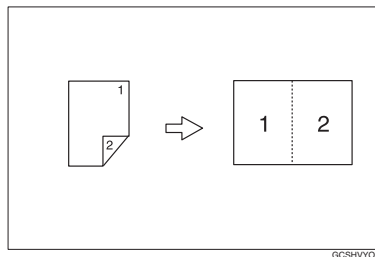
◆ 1 Sided 8 Pages → Combine 1 Side

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



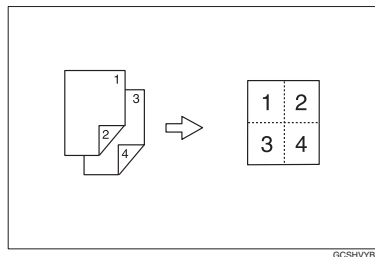
◆ 2 Sided 1 Page → Combine 1 Side

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



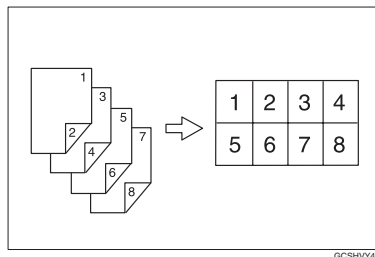
◆ 2 Sided 2 Pages → Combine 1 Side

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



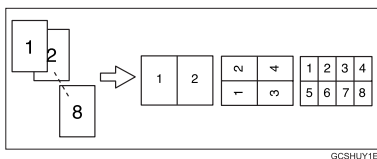
◆ 2 Sided 4 Pages → Combine 1 Side

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



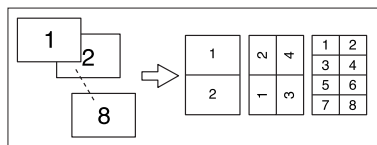
❖ Orientation of the original and combine image position

- Open to left  originals



GCSHUY1E

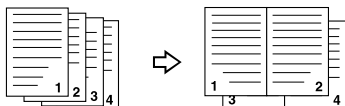
- Open to top  originals



GCSHUY2E

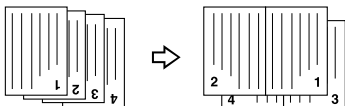
❖ Placing originals (originals placed in the ADF)

- Originals read from left to right



Combine5

- Originals read from top to bottom



Combine6

Note

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

Reference

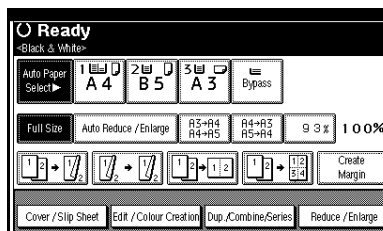
Related default settings:

p.148 "Erase Original Shadow in Combine"

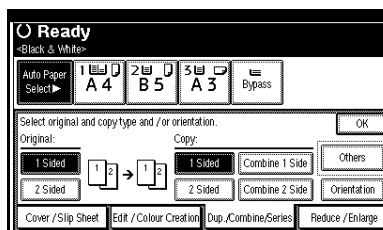
p.149 "Copy Order in Combine"

p.150 "Separation Line in Combine"

1 Press [Dup./Combine/Series].



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



Reference

p.52 "Original orientation and completed copies"

3 Select the number of originals to combine.

4 Select the paper size.

5 Press [OK].

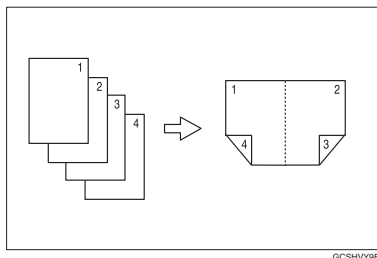
6 Place the originals, and then press the [Start] key.

2 Sided Combine

Combines various pages of originals onto a two-sided sheet.

❖ 1 Sided 4 Pages → Combine 2 Side

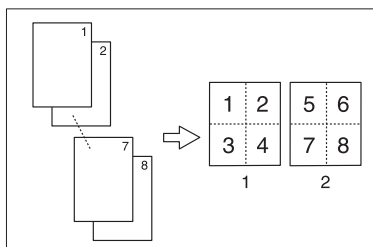
Copies 4 one-sided originals onto a sheet, two pages per side.



GCSHVYSE

❖ 1 Sided 8 Pages → Combine 2 Side

Copies 8 one-sided originals onto a sheet, four pages per side.



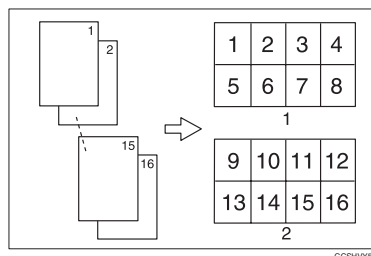
GCSHVYAE

1. Front

2. Back

❖ 1 Sided 16 Pages → Combine 2 Side

Copies 16 one-sided originals onto a sheet, eight pages per side.



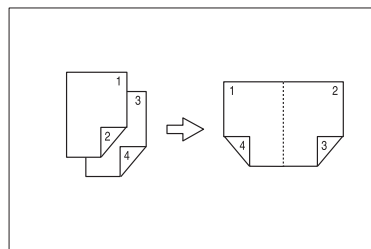
GCSHVYSE

1. Front

2. Back

❖ 2 Sided 4 Pages → Combine 2 Side

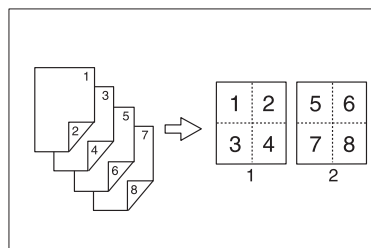
Copies 2 two-sided originals onto a sheet, two pages per side.



GCSHVY1E

❖ 2 Sided 8 Pages → Combine 2 Side

Copies 4 two-sided originals onto a sheet, four pages per side.

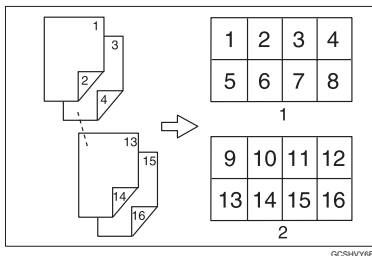


GCSHVY2E

1. Front

2. Back

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



Note

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

Reference

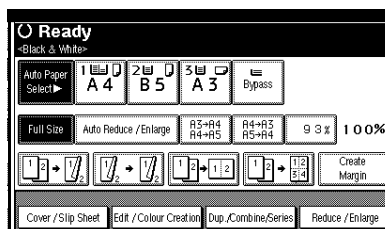
Related default settings:

p.148 "Erase Original Shadow in Combine"

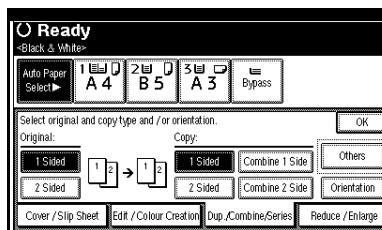
p.149 "Copy Order in Combine"

p.150 "Separation Line in Combine"

- 1** Press [Dup./Combine/Series].



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



Reference

p.52 "Original orientation and completed copies"

- 3** Select the number of originals to combine.

- 4** Select the paper size.

- 5** Press [OK].

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

Series Copies

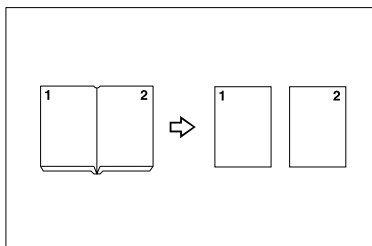
This function copies the front and back of a two-sided original separately, or two facing pages of a bound original, onto two sheets.

Limitation

- ❑ You cannot use the Series Copies function with the ADF.

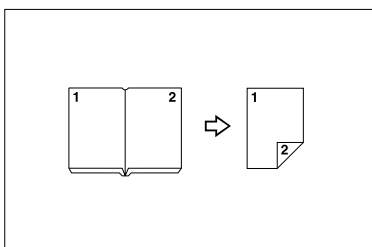
❖ Book→1 Sided

Copies a two-page spread original onto two separate pages.



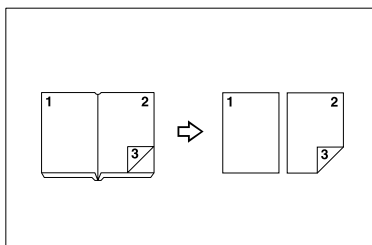
❖ Book→2 Sided

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



❖ Front & Back→2 Sided







Copies both sides of a two-page spread original onto both sides of a sheet.







Note

- ❑ See the following table for original and copy paper sizes when making two-sided copies with a 100% ratio.

❖ Metric version







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

❖ Inch version





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

- ❑ See the following table for original and copy paper sizes when making one-sided copies with a 100% ratio.

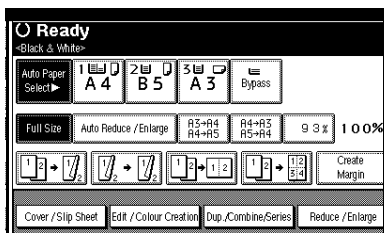
❖ Metric version

Original	Paper for one-sided copy
A3 	A4  × 1 two-sided sheet
B4 JIS 	B5 JIS  × 1 two-sided sheet
A4 	A5  × 1 two-sided sheet

❖ Inch version

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

1 Press [Dup./Combine/Series].



2 Press [Others].

3 Press [Series / Book].

4 Press [Series].

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

6 Press [Exit].

7 Press [OK].

8 Make sure [Auto Paper Select] is selected.

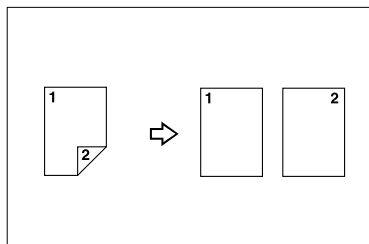
9 Place the original on the exposure glass, and then press the [Start] key.

Note

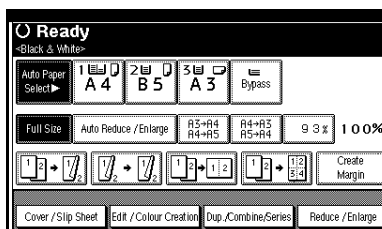
- Press the [#] key after all originals have been scanned.

2 Sided→1 Sided

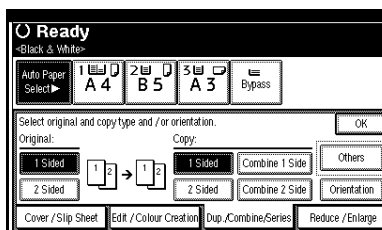
You can make one-sided copies from 2-sided originals.



1 Press [Dup./Combine/Series].



2 Press [2 Sided] for the original, then press [1 Sided] for the copy.



Reference

p.51 "Originals and copy orientation"

3 Press the [OK] key.

4 Set your originals, then press the [Start] key.

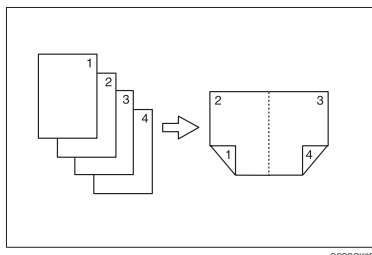
Copying Book Originals

Copies two or more originals in page order.

❖ 1 Sided→Booklet

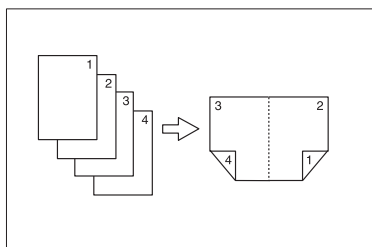
Make copies in page order for a folded booklet.

❖ Open to left



GCB00K0E

❖ Open to right

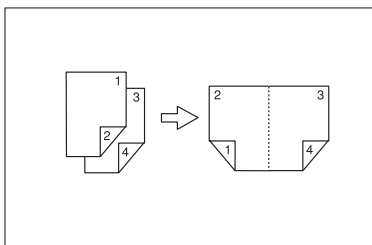


GCB00K1E

❖ 2 Sided→Booklet

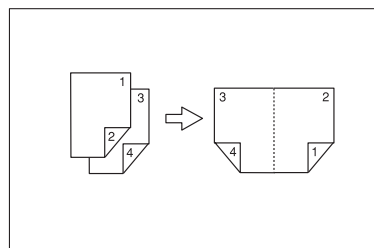
Make 2 sided originals into page ordered copies for a folded booklet.

❖ Open to left



GCAH010E

❖ Open to right

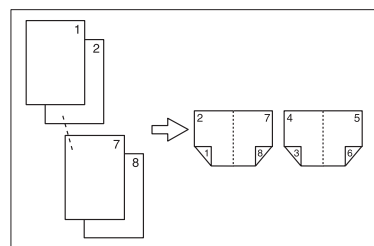


GCAH020E

❖ 1 Sided→Magazine

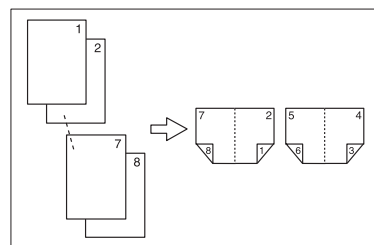
Copies two or more originals into page ordered copies when they are folded and stacked.

❖ Open to left



GCB00K3E

❖ Open to right

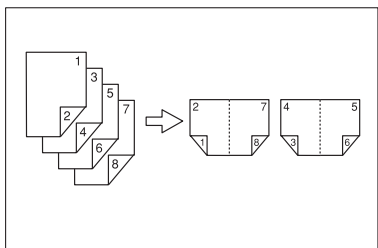


GCB00K4E

❖ 2 Sided→Magazine

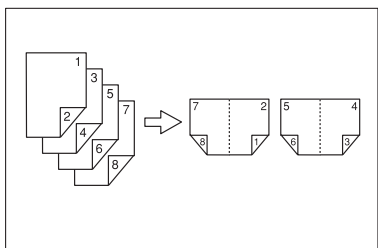
Copies two or more of 2-sided originals into page ordered copies when they are folded and stacked.

❖ Open to left



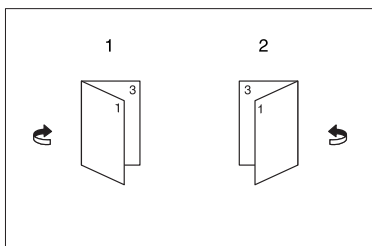
GCAH030E

❖ Open to right



GCAH040E

How to fold copies to make a booklet



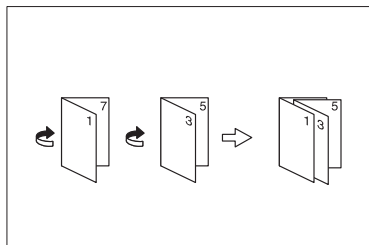
GCBOOK2E

1. Open to Left
2. Open to Right

How to fold and stack copies to make a magazine

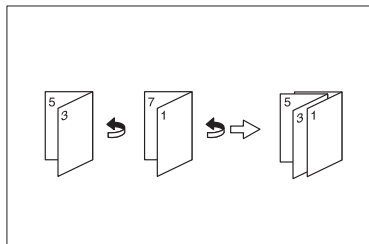
Fold and stack copies to make a magazine.

❖ Open to left



GCBOOK5E

❖ Open to right



GCBOOK6E

🖋 Note

- ❑ You cannot use the bypass tray with this function.
- ❑ The machine sets the reproduction ratio automatically to fit the paper size.

🔍 Reference

Related default settings:

p.148 "Erase Original Shadow in Combine"

p.150 "Separation Line in Combine"

- 1 Select [Open to Left] or [Open to Right] with User Tools.

Reference

p.148 "Orientation: Booklet, Magazine"

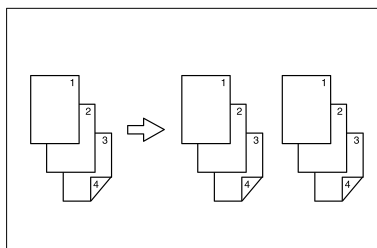
- 2** Press [**Dup./Combine/Series**].
- 3** Press [**Others**].
- 4** Press [**Series / Book**].
- 5** Press [**Book**].
- 6** Select [**1 Sided→Booklet**], [**2 Sided→Booklet**], [**1 Sided→Magazine**], or [**2 Sided→Magazine**], and then press [**OK**].
- 7** Press [**Exit**].
- 8** Press [**OK**].
- 9** Select the paper.
- 10** Place the originals, and then press the [**Start**] key.

Note

- 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.

Mix 1 & 2 Sided

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

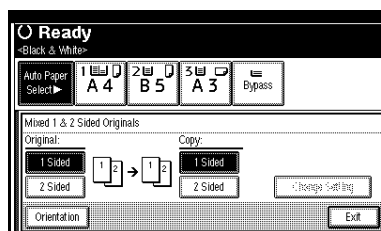


GCMIXSE

Note

- You can scan originals from the exposure glass, batch mode or SADF mode.
- You cannot combine with sample copy or designate function.

- 1** Press [**Dup./Combine/Series**].
- 2** Press [**Others**].
- 3** Press [**Mixed 1 & 2 Sided**].
- 4** Place originals.
- 5** Select the type of original.



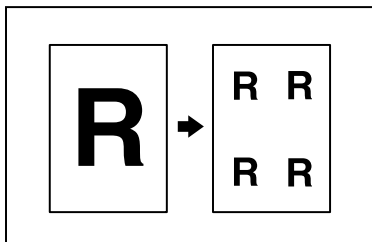
- 6** Select the type of copy.
- 7** Press [**Exit**] twice.
- 8** Press [**OK**].
- 9** Press the [**Start**] key.
- 10** Place the next originals, and then repeat steps **5** to **9**.

Note

- Press [**Change Setting**] if the originals end an odd page or when you want to change the copy page manually.
- [**Specify Pages to Print in Duplex**] function is available for jobs Stored by selecting [**Store File**].

Image Repeat

The original image is copied repeatedly.



There are two types of designation methods for Image Repeat.

❖ Whole Area Repeat

Repeatedly copies the entire image.

❖ Specified Area Repeat

Repeatedly copies a specified portion of the image. Decide the base point of the area, specify the length and the width, and then specify the location of the area.



Reference

Related Initial Settings

See p.149 "Image Repeat Separation Line"

Whole Area Repeat

Note

- ❑ The number of repeated images depends on the original and copy paper sizes, and the reproduction ratio.

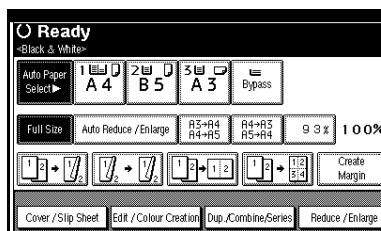
❖ Original: A5 /Copy paper: A4
or Original: A5 /Copy paper A4

4 repeats (71%)	16 repeats (35%)
 Repeat1	 Repeat2

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

2 repeats (100%)	8 repeats (50%)	32 repeats (25%)
 Repeat3	 Repeat4	 Repeat5

- 1** Select the size of the copy paper and the reproduction ratio.
- 2** Press [Edit / Colour Creation].



- 3** Press [Edit Image].
- 4** Press [Image Repeat].
- 5** Make sure that [Whole Area] is selected, then press [OK].
- 6** Press [OK] twice.
- 7** Place the original, and then press the [Start] key.

Specified Area Repeat

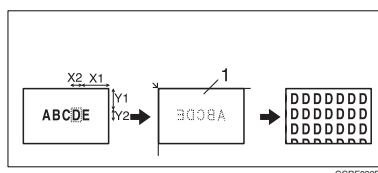
You can use this function only when you are making a copy from the Exposure Glass.

Note

- The base point X1, Y1, and the length set by point X2, Y2 determines the area of an image repeatedly copied.

Limitation

- You cannot use the specified area repeat from ADF.



1. Set on the exposure glass

- Specify the location of the area's base point (X1, Y1), and its length and width (X2, Y2).

Note

- You can set any value in the range of X1: 0~412 mm (0"~16.2"), X2: 20~432 mm (0.8"~17.0"), Y1: 0~277 mm (0"~10.8"), and Y2: 20~297 mm (0.8"~11.6").

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

- Press [Edit / Colour Creation].

- Press [Edit Image].

- Press [Image Repeat].

- Press [Specified Area].

- Enter the length of [X1] with the number keys, then press [#].

- Enter the length of [Y1] with the number keys, then press [#].

- Enter the length of [X2] with the number keys, then press [#].

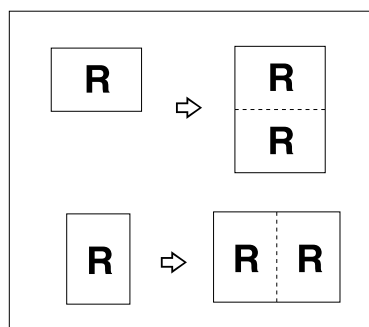
- Enter the length of [Y2] with the number keys, then press [#].

- Press [OK] three times.

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

Double Copies

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



Note

- You cannot use the bypass tray with this function.
- See the following table for original and copy paper sizes and orientations when using a 100% ratio:

◆ Metric version

Original size and orientation	Copy paper size and orientation
A5	A4
B6 JIS	B5 JIS
A4	A3
A5	A4
B6 JIS	B5 JIS

◆ 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" □

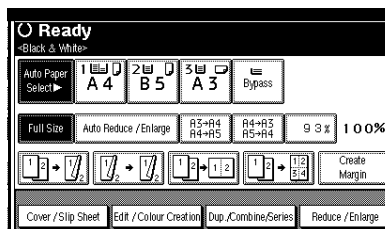
- ❑ Originals with a size of A5 □, B6 JIS □, 5¹/₂" × 8¹/₂" □ cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or place the originals in the ADF.

🔍 Reference

Related default settings:

p.149 "Double Copies Separation Line"

1 Press [Edit / Colour Creation].



2 Press [Edit Image].

3 Press [Double Copies].

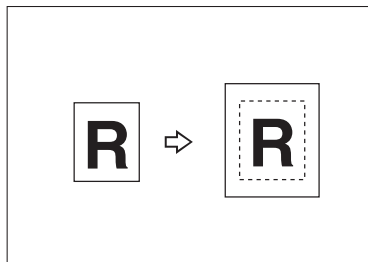
4 Press [OK] twice.

5 Select the paper.

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

Centering

You can make copies with the image moved to the centre.



GCENTRE

📌 Note

- ❑ You cannot use the bypass tray with this function.
- ❑ Original sizes and orientations for centering are listed below.

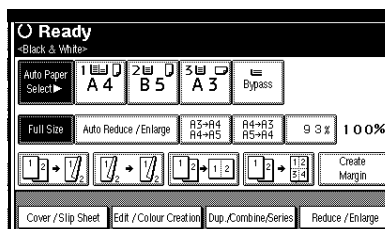
◆ Metric version

Original placed on:	Original size and orientation
Exposure glass	A3 □, B4 JIS □, A4 □ □, B5 JIS □ □, 8 ¹ / ₂ " × 13" □
ADF	A3 □, B4 JIS □, A4 □ □, B5 JIS □ □, A5 □ □, B6 JIS □ □, 11" × 17" □, 8 ¹ / ₂ " × 11" □ □, 8 ¹ / ₂ " × 13" □

◆ Inch version

Original placed on:	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 " □ □, 8 ¹ / ₂ " × 13" □, 11" × 15" □, 8" × 10" □, 10" × 14" □

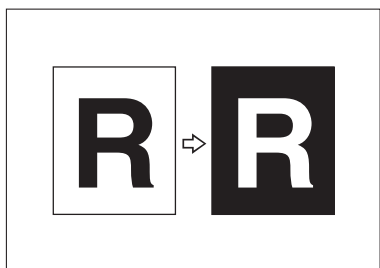
- 1** Select the paper.
- 2** Press **[Edit / Colour Creation]**.



- 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.



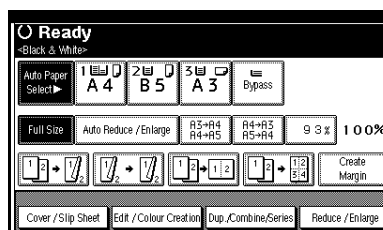
GCHATN1E

Note

- ☐ If your original is black and white, copy images are inverted. If your original is colour, the density, darkness and brightness of each colour will be reversed and inverted to complimentary colours.
- ☐ If the **[Single Colour]** key is selected, copy images are copied in white and specified colours.

- ☐ If **[Two-colour]** (normal) is selected, the white part of the original becomes black and the black part becomes white, and the coloured part is copied with the specified colour.
- ☐ If **[Red & Black]** is selected, the white part of the original becomes black, the black part and the red part becomes white, and the blue part becomes red colour.

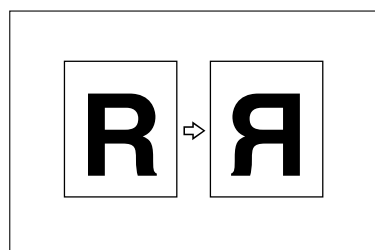
- 1** Press **[Edit / Colour Creation]**.



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

Mirror

Copies by reversing the image from left to right, as reflected in a mirror.



GCMLL1J

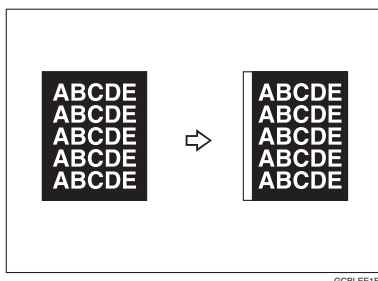
- 1** Press **[Edit / Colour Creation]**.
- 2** Press **[Edit Image]**.

- 3** Press [Mirror Image].
- 4** Press [OK] twice.
- 5** Place the originals, then press the [Start] key.

2

3 Edges Full Bleed

You can make full image copy by cutting down the margin of top, bottom, and right sides. This function is useful for originals full of image.

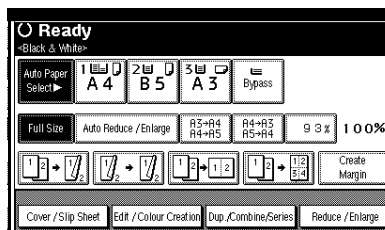


0GBLEET1E

Preparation

Before using this function, register [3 Edges Full Bleed] as a Copy Function Key. See p.144 "Copy Function Key: F1-F5".

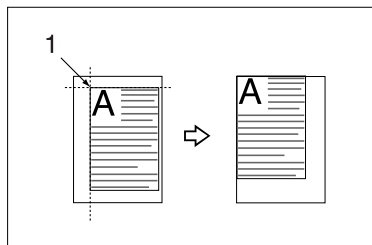
- 1** Press [Edit / Colour Creation].



- 2** Press [Edit Image].
- 3** Press the [3 Edges Full Bleed] key.
- 4** Press [OK] twice.
- 5** Place the originals, and then press the [Start] key.

Scanning Position

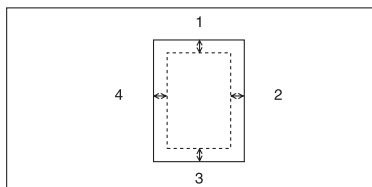
You can move the scanning position of originals.



- 1.** Point from which the machine begins scanning

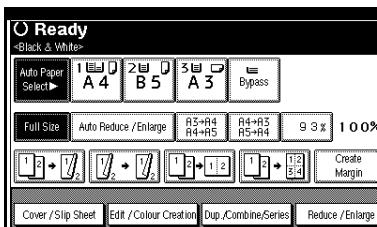
Note

- ☐ You can move the scanning position up to 30 mm (in 1 mm increments) upward, downward, to left and to right.

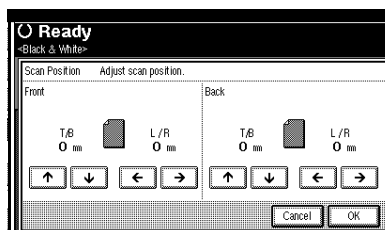


- 1.** Top: 0 – 30 mm, 0" – 1.2"
- 2.** Right: 0 – 30 mm, 0" – 1.2"
- 3.** Bottom: 0 – 30 mm, 0" – 1.2"
- 4.** Left: 0 – 30 mm, 0" – 1.2"

- 1** Press [Edit / Colour Creation].



- 2** Press [Edit Image].
- 3** Press [Scan Position] .
- 4** Set the scanning position for the front of the original. Press [↑] or [↓] to set the top or bottom position. Press [←] or [→] to set the left or right position.



Note

- ☐ If you have incorrectly set the position, readjust with [↑], [↓], [←] or [→] .
- ☐ If you don't need to set the scanned position of the back of the original, go to step 5.

- 5** Set the scanning position for the back of the original. Press [↑] or [↓] to set the top or bottom position. Press [←] or [→] to set the left or right position. Then press [OK].

Note

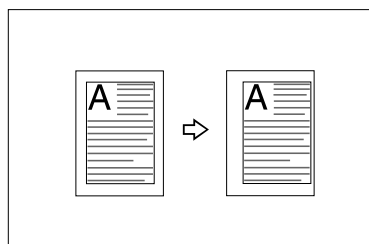
- ☐ The scanning position for the back is valid only when you are copying 2-sided originals.

- 6** Press [OK] twice.

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

Margin Adjustment

You can make a binding margin.



Reference

Related default settings:

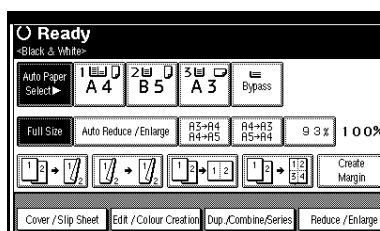
- p.147 "Front Margin: Left / Right"
- p.147 "Back Margin: Left / Right"
- p.147 "Front Margin: Top / Bottom"
- p.147 "Back Margin: Top / Bottom"
- p.147 "1 Sided→2 Sided Auto Margin: TtoT"

Note

- ☐ You can change the width of the binding margin as follows:

Metric version	0–30 mm (increments of 1 mm)
Inch version	0"–1.2" (increments of 0.1")

- 1** Press [Edit / Colour Creation].



- 2** Press [Erase / Margin Adj.].

3 Press **[Margin Adjustment]**.

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

Note

- ☐ To change the value entered, press **[←]**, **[→]**, **[↓]**, **[↑]** to set it.
- ☐ If you do not need to specify margins for back side pages, proceed to step **6**.

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

Note

- ☐ Margins on the back side of the page are possible only when **[Duplex]** or **[Duplex]** of Combine is selected.

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

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

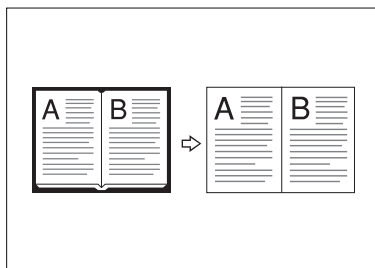
Erase

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

This function comes in the following modes:

◆ **Border**

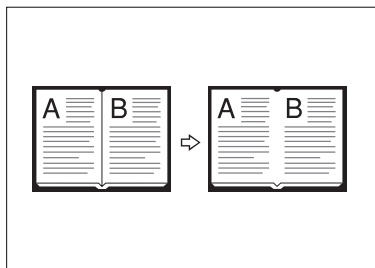
Erases the original's edge margin from the copy.



GCCE2T2E

◆ **Centre**

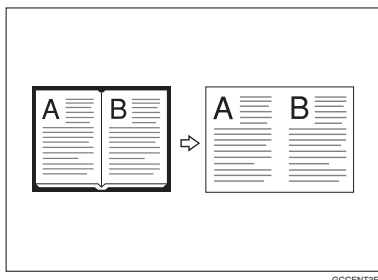
Erases the original's centre margin from the copy.



GCCE2T1E

◆ Centre / Border

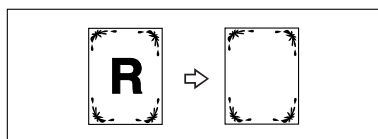
Erases both the original's centre and edge margins from the copy.



GCCENT3E

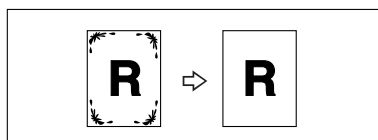
◆ Inside

Erases a designated area of the copy image.



◆ Outside

Erases all areas of the copy image other than the area you have selected.



🔍 Reference

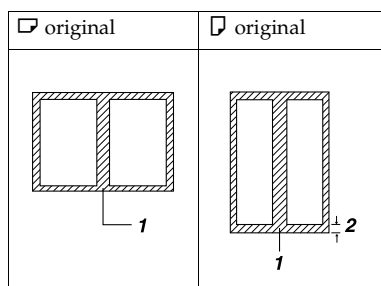
The erase width is set to 10 mm (0.4") as default. You can change this setting with User Tools.

p.148 "Erase Centre Width"

p.148 "Erase Border Width"

📝 Note

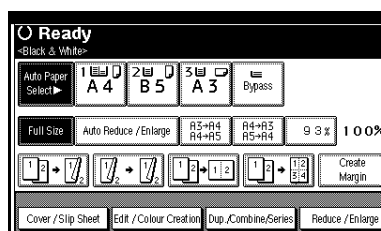
- ❑ The relationship between the original orientation and erased area is as follows:



- ❑ 1: Erased part
- ❑ 2: 2–99 mm (0.1"–3.9")

Border Erase

1 Press [Edit / Colour Creation].



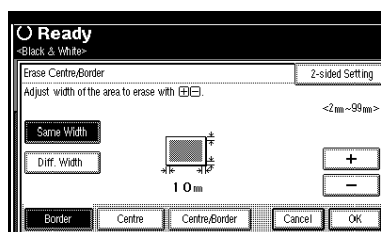
2 Press [Erase / Margin Adj.].

3 Press [Erase Centre / Border].

4 Set the erase border width.

Selecting [Same Width]

1 Press [Same Width].



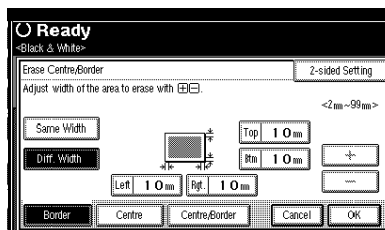
- 2 Set the erase border width using **[+]** and **[-]**.

Note

- ☐ To change the value entered, press **[+]** and **[-]** to set the new value.

Selecting [Diff. Width]

- 1 Press **[Diff. Width]**.



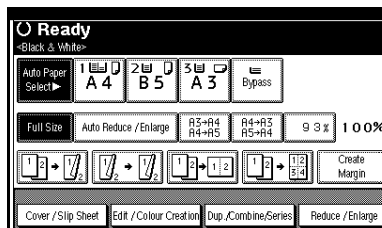
- 2 Press the key for the border you want to change, and then set the erase border width using **[+]** and **[-]**.
- 5 Press **[2 Sided Setting]**, and then press **[Back Side]**.

Note

 - ☐ If you do not need to erase the border on the back of the original, proceed to step 7.
- 6 Set the erase border width for the back of the original.
- 7 Press **[OK]** three times.
- 8 Place the originals, and then press the **[Start]** key.

Centre erase

- 1 Press **[Edit / Colour Creation]**.



- 2 Press **[Erase / Margin Adj.]**.
- 3 Press **[Erase Centre / Border]**.
- 4 Press **[Centre]**.
- 5 Set the erase centre width using **[+]** and **[-]**.
- 6 Press **[2 Sided Setting]**, and then press **[Back Side]**.

Note

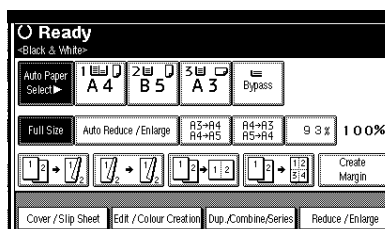
 - ☐ If you do not need to erase the centre on the back of the original, proceed to step 8.
- 7 Set the erase centre width for the back of the original.

Note

 - ☐ Erasing the centre of the back of the original is valid only when you are copying 2-sided originals.
- 8 Press **[OK]** three times.
- 9 Place the originals, and then press the **[Start]** key.

Centre/border erase

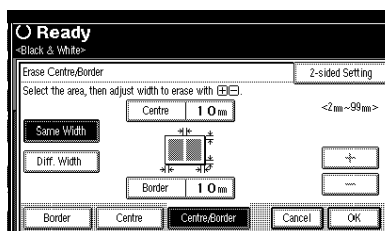
- 1 Press [Edit / Colour Creation].



- 2 Press [Erase / Margin Adj.].
- 3 Press [Erase Centre / Border].
- 4 Press [Centre / Border].
- 5 Set the centre and border to be erased.

Selecting [Same Width]

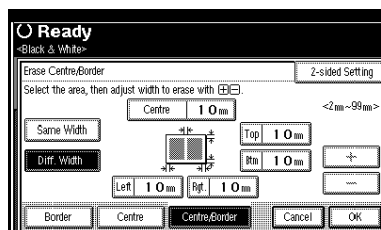
- 1 Press [Same Width].



- 2 Press [Centre], and then set the erase centre width using [+/-].
- 3 Press [Border], and then set the erase border width using [+/-].

Selecting [Diff. Width]

- 1 Press [Diff. Width].



- 2 Press the key for the part you want to change, and then set the erase margin width using [+/-].
- 6 Press [2 Sided Setting], and then press [Back Side].

Note

- If you do not need to erase the border or centre on the back of the original, proceed to step 8.

- 7 Set the erase border or centre width for the back of the original.

Note

- Erasing the centre or border of the back of the original is valid only when you are copying 2-sided originals.

- 8 Press [OK] three times.

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

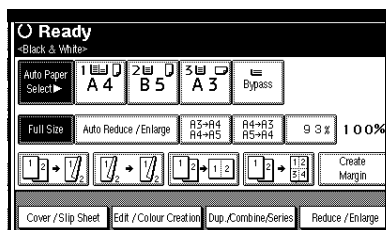
Inside Erase

- 1** Specify the point where the machine starts scanning (X1, Y1) and where it stops scanning (X2, Y2).

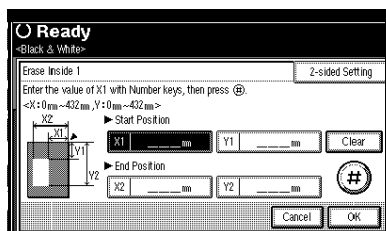
Note

- ☐ You can input lengths of 0 – 432 mm, 0 – 17".

- 2** Press [Edit / Colour Creation].



- 3** Press [Erase / Margin Adj.].
- 4** Press [Erase Inside 1], [Erase Inside 2], [Erase Inside 3], [Erase Inside 4] or [Erase Inside 5].
- 5** Enter the value of [X1] with the number keys, and then press [#].



- 6** Enter the value of [Y1] with the number keys, and then press [#].
- 7** Enter the value of [X2] with the number keys, and then press [#].
- 8** Enter the value of [Y2] with the number keys, and then press [#].
- 9** Press [2 Sided Setting], and then press [Back Side].

Note

- ☐ If you do not need to erase the image on the back, go to step 11.

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

Note

- ☐ Erasing the image on the back is valid when you copy 2-sided originals.

- 11** Press [OK].

Note

- ☐ If you want to go on to erase another area, repeat from steps 4 to 11.

- 12** Press [OK] twice.

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

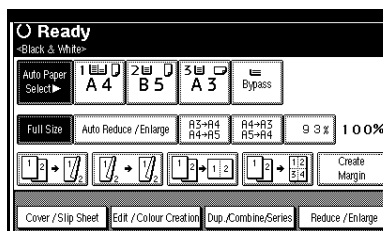
Outside Erase

- 1** Specify the point where the machine starts scanning (X1, Y1) and where it stops scanning (X2, Y2).

Note

- ☐ You can input lengths of 0 – 432 mm, 0 – 17".

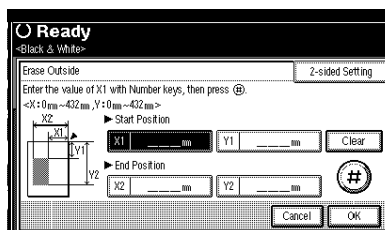
- 2** Press [Edit / Colour Creation].



- 3** Press [Erase / Margin Adj.].

- 4** Press [Erase Outside].

- 5** Enter the value of [X1] with the number keys, and then press [#].



- 6** Enter the value of [Y1] with the number keys, and then press [#].
- 7** Enter the value of [X2] with the number keys, and then press [#].
- 8** Enter the value of [Y2] with the number keys, and then press [#].
- 9** Press [2 Sided Setting], and then press [Back Side].

 **Note**

- ☐ If you do not need to erase the image on the back, go to step 11.

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

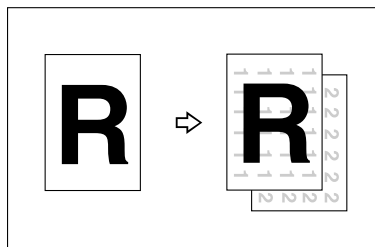
 Note

- ❑ Erasing the image on the back is valid only when you are copying 2-sided originals.

- 11** Press [OK] three times.
- 12** Place the originals, and then press the [Start] key.

Background Numbering

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



GCSTMP2P

 **Note**

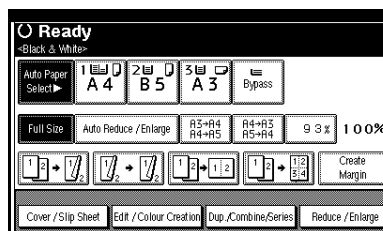
- ❑ The default stamp colour is black.

Reference

Related Initial Settings

p.150 "Background Numbering"

- 1** Press [Edit / Colour Creation].



- 2** Press [Stamp].
- 3** Press [Background Numbering].
- 4** Enter the number to start counting from with the number keys.

 **Note**

- ❑ To change the entered number, press **[Clear]** or **[Clear/Stop]** and enter the new number.

- 5** Press [OK] three times.

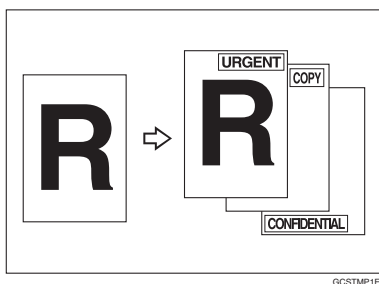
- 6** Place the originals, then press the **[Start]** key.

Changing the stamp colour

- 1** Press [Stamp Colour].
- 2** Select the stamp colour, then press [OK].

Preset Stamp

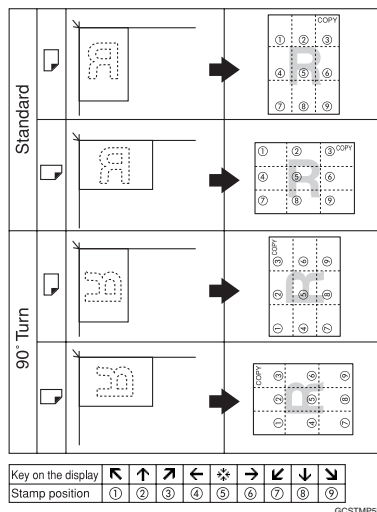
Frequently used messages can be stored in memory and stamped on copies.



One of the following eight messages can be stamped on copies with a frame around it:

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

Stamp position and original orientation



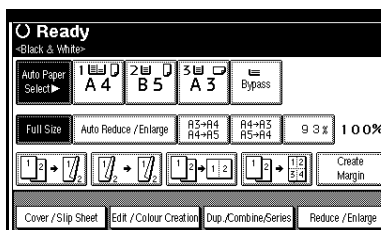
Note

- ☐ You cannot use the bypass tray with this function.
- ☐ Only one message can be stamped at a time.
- ☐ The default stamp colour is black.

Reference

- p.150 "Stamp Priority"
- p.150 "Stamp Language"
- p.150 "Stamp Position"
- p.151 "Stamp Format"
- p.150 "Stamp Colour"

- 1** Press [Edit / Colour Creation].



- 2** Press [Stamp].
- 3** Press [Preset Stamp].
- 4** Select the message.
- 5** Press [All Pages] or [1st Page Only] to select the print page.

 **Note**

- You can change the stamp colour, position, size, and density of the stamp. See p.75 “Changing the stamp colour” and p.75 “Changing the stamp position, size, and density”.

- 6** After you have specified all necessary settings, press [OK].
- 7** Press [OK] twice.
- 8** Place the originals, and then press the [Start] key.

Changing the stamp colour

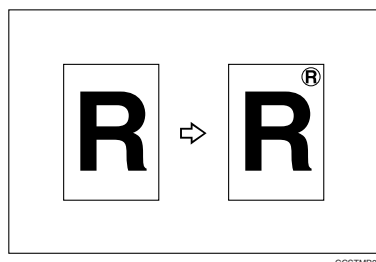
- 1 Press [Stamp Colour].
- 2 Select the stamp colour, then press [OK].

Changing the stamp position, size, and density

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

User Stamp

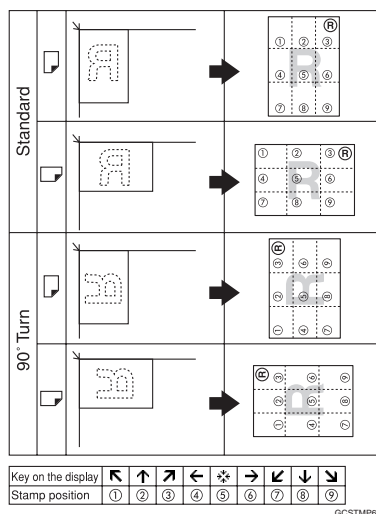
Prints a registered stamp onto copies.



Preparation

You have to register a user stamp before using this function. See p.76 “Programming a user stamp”.

Stamp position and original orientation



 Note

- ☐ You cannot use the bypass tray with this function.
- ☐ Only one message can be stamped at a time.
- ☐ The default stamp colour is black.

Reference

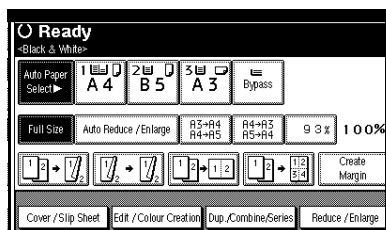
Related default settings:

p.151 "Stamp Position 1 - 4"

p.152 "Stamp Format 1 - 4"

p.152 "Stamp Colour 1 - 4"

1 Press [Edit / Colour Creation].

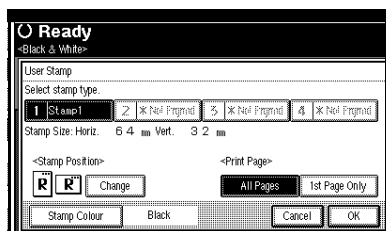


2 Press [Stamp].

3 Press [User Stamp].

4 Select the stamp type.

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



Note

- You can change the stamp colour and position. See p.76 "Changing the stamp colour" and p.76 "Changing the stamp position".

6 After all settings are complete, press [OK].

7 Press [OK] twice.

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

Changing the stamp colour

1 Press [Stamp Colour].

2 Select the stamp colour, then press [OK].

Changing the stamp position

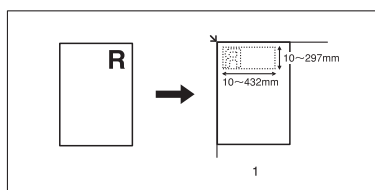
1 Press [Change].

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

Programming a user stamp

Note

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



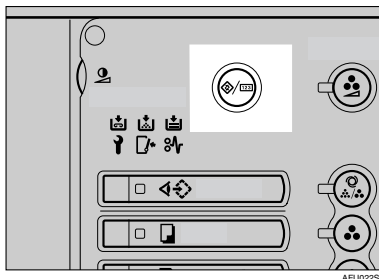
ZGVX040E

1. Exposure glass

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


1 Make sure the machine's copier function is selected.

- 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 **[Program]**, and then press the stamp number (1–4) you want to program.

Note

- ☐ Stamp numbers displayed with  next to them already have settings.
- ☐ If the stamp number is already in use, the machine will ask you if you want to overwrite it. Press **[Yes]** or **[No]**.

- 8** Enter the user stamp name using the letter keys on the display panel. You can register up to 10 characters.

Reference

"Entering Text", *General Settings Guide*

- 9** Press **[OK]**.
- 10** Enter the horizontal size of the stamp using the number keys, and then press **[#]**.

- 11** Press **[Vertical]**, and then enter the vertical size of the stamp using the number keys, and then press **[#]**.

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

The original is scanned, and the stamp is registered.

Note

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

- 13** Press **[Exit]**.

- 14** Press **[Exit]**.

The Copier / Document Server Features main menu is displayed.

- 15** Press **[Exit]**.

Exits settings and gets ready to copy.

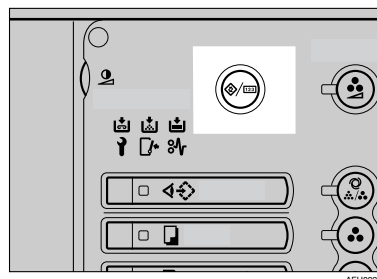
Deleting a user stamp

Important

- ☐ You cannot restore a deleted stamp.

- 1** Make sure the machine's copier function is selected.

- 2** Press the **[User Tools/Counter]** key.

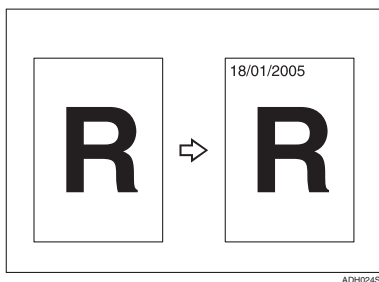


- 3** Press **[Copier / Document Server Features]**.

- 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 Copier / Document Server Features main menu is displayed.
- 10** Press [Exit].
Exits settings and gets ready to copy.

Date Stamp

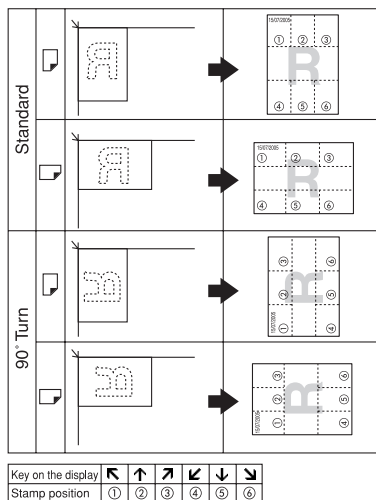
You can use this function to print dates onto copies.



You can select from the following date formats:

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

Stamp position and original orientation



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Note

- ☐ You cannot use the bypass tray with this function.
- ☐ The Default stamp colour is black.

Reference

Related default settings:

p.152 "Format"

p.152 "Font"

p.152 "Stamp Position"

p.152 "Stamp Setting"

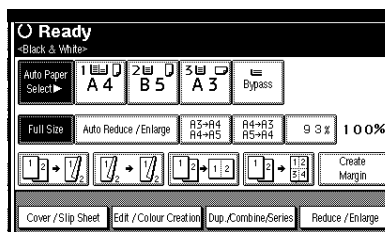
p.152 "Size"

p.152 "Superimpose"

p.152 "Stamp Colour"

"Timer Settings", *General Settings Guide*

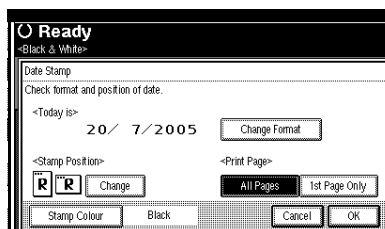
1 Press [Edit / Colour Creation].



2 Press [Stamp].

3 Press [Date Stamp].

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



Note

- ☐ You can change the colour, format and position of the date stamp. See p.79 "Changing the stamp colour", p.79 "Changing the date format", p.79 "Changing the stamp position".

5 After all settings are complete, press [OK].

6 Press [OK] twice.

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

Changing the stamp colour

1 Press [Stamp Colour].

2 Select the stamp colour, then press [OK].

Changing the date format

1 Press [Change Format].

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

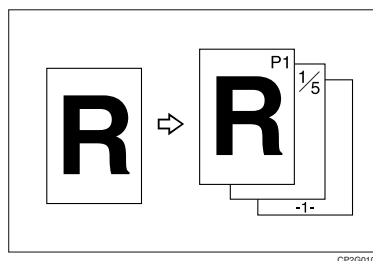
Changing the stamp position

1 Press [Change].

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

Page Numbering

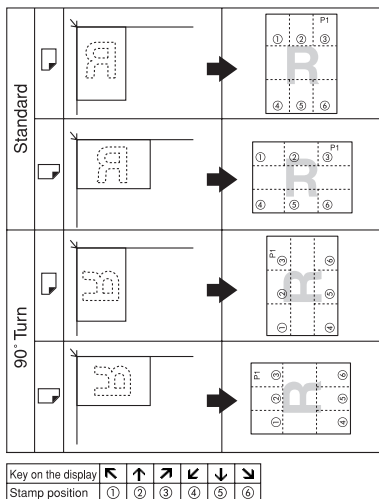
You can use this function to print page numbers onto copies.



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

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

Stamp position and orientation of originals



GCMTPMBE

Note

- ☐ You cannot use the bypass tray with this function.
- ☐ The default stamp colour is black.

Reference

Related default settings:

p.153 "Stamp Format"

p.153 "Font"

p.153 "Size"

p.153 "Duplex Back Page Stamping Position"

p.153 "Page Numbering in Combine"

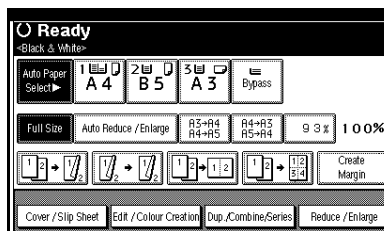
p.153 "Stamp on Designating Slip Sheet"

p.153 "Stamp Position"

p.153 "Superimpose"

p.153 "Stamp Colour"

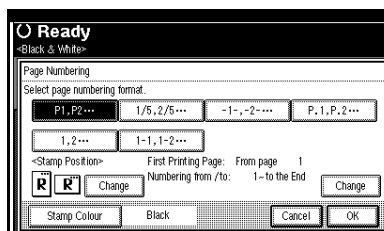
1 Press [Edit / Colour Creation].



2 Press [Stamp].

3 Press [Page Numbering].

4 Select the format.



Note

- ☐ You can specify the stamp colour, position, pages to be stamped, and numbering. See p.80 "Changing the stamp colour", p.81 "Changing the stamp position", p.81 "Specifying the first printing page and start number".

5 After all settings are complete, press [OK].

6 Press [OK] twice.

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

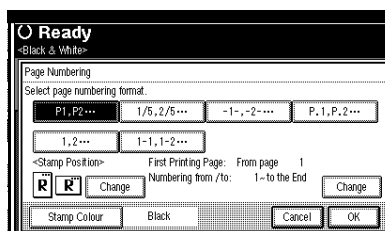
Changing the stamp colour

1 Press [Stamp Colour].

2 Select the stamp colour, then press [OK].

Changing the stamp position

- 1 Press **[Change]**.



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

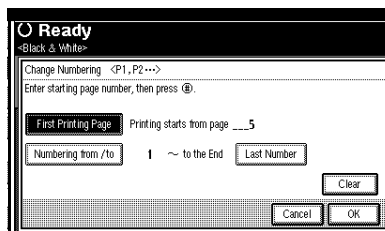
Specifying the first printing page and start number

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

Note

- The following explanation uses P1, P2... as an example. The steps are the same for other selections.

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



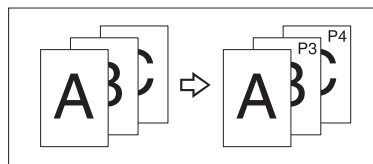
Note

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

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

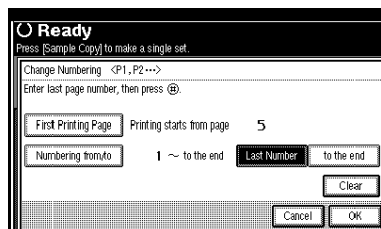
Note

- The example below shows the first printing page as "2" and the start number as "3".



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



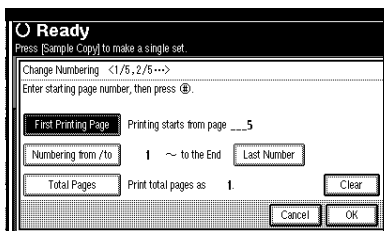
Note

- 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.

If you selected (1/5, 2/5...)

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



Note

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

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

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

Proceed to step **4** when not changing.

Note

- ☐ To print on the last page, press **[to the End]**.
- ☐ The last number is the last page number printed. For example, if **[Total Pages]** is ten, if you want to print seven pages up to page 7, enter **[7]** as the **[Last Number]**.
- ☐ Normally, you do not need to enter this number.

- 5** Press **[Total Pages]**, enter the total number of original pages using the number keys, and then press the **[#]** key.

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

Note

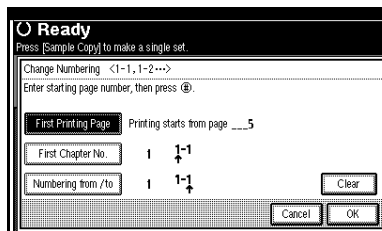
- ☐ To change the settings after pressing **[OK]**, press **[Change]**, and then enter the numbers again.

- 7** Press **[OK]** three times.

If you selected (1-1, 1-2,...)

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

- 2** Press **[First Printing Page]**, and then enter the original page number from which to start printing using number keys, and then press the **[#]** key.



Note

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

- 3** Press **[First Chapter No.]**, enter the chapter number from which to start numbering using the number keys, and then press the **[#]** key.

Note

- ☐ You can enter between 1 and 9999 for the chapter number from which to start numbering.

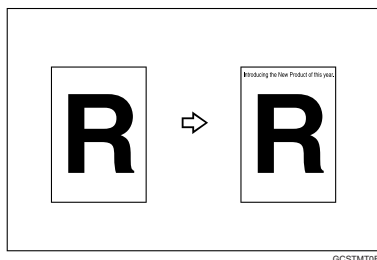
4 Press [Numbering from / to], and then enter the page number from which to start numbering using the number keys, and then press the [#] key.

5 When page designation is complete, press [OK].

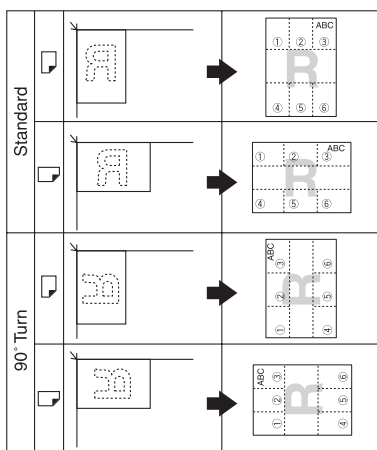
6 Press [OK] three times.

Stamp Text

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



GCSTMT0E



Key on the display	↶	↷	↸	↹	↺
Stamp position	①	②	③	④	⑤

AFU109S

Note

- If the Main Power is turned off, the text is cleared. To save the typed text, you can program them. See p.91 "Programs".

Reference

Related default settings:

p.153 "Font"

p.153 "Stamp Position"

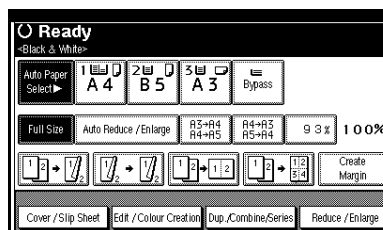
p.154 "Stamp Setting"

p.154 "Size"

p.154 "Superimpose"

p.154 "Stamp Colour"

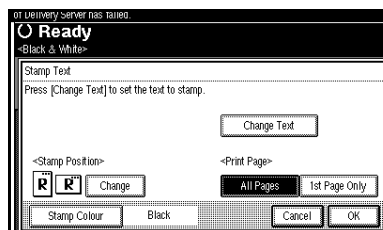
1 Press [Edit / Colour Creation].



2 Press [Stamp].

3 Press [Stamp Text].

4 Press [Change Text].



5 Enter stamp text, and then press [OK].

Reference

"Entering Text", *General Settings Guide*

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

7 Press **[OK]**.

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

Changing the stamp position

1 Press **[Change]**.

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

Changing the stamp colour

1 Press **[Stamp Colour]**.

2 Select the stamp colour, then press **[OK]**.

Front Covers / Back Covers

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

Preparation

Before selecting this function, set the tray for front cover sheets. See "Front Cover Sheet Tray" or "Back Cover Sheet Tray" in "Tray Paper Settings", *General Settings Guide*.

Note

- ☐ The cover sheet should be the same size and orientation as the copy paper.
- ☐ You cannot use the bypass tray with this function.

- ☐ When selecting **[Copy]**, select whether the front and back covers are copied one-sided or two-sided. See "Front Cover Sheet Tray" or "Back Cover Sheet Tray" in "Tray Paper Settings", *General Settings Guide*.

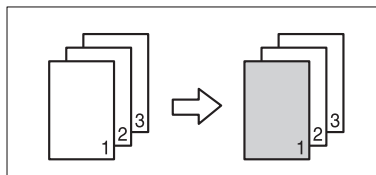
Reference

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

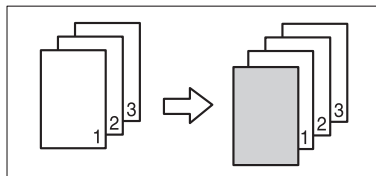
❖ Front cover

The first page of originals is copied onto a specified cover sheet paper, or a cover sheet is inserted before the first copy page.

- Copy



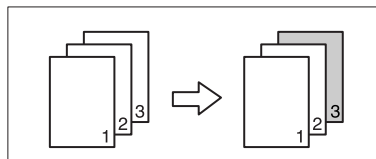
- Blank



❖ Back Cover

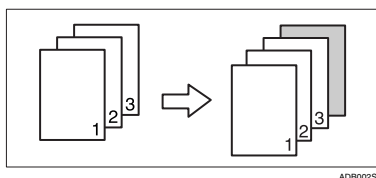
The last page of originals is copied onto a specified cover sheet paper, or a cover sheet is inserted after the last page.

- Copy



ADB001S

- Blank

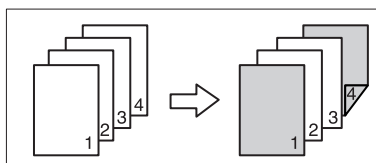


ADB002S

❖ Front/Back covers

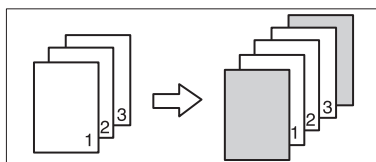
When you select **[Front Cover]** and **[Back Cover]** together, the first and last page of original is copied onto a specified cover sheet paper.

- Copy



GCCOVE0E

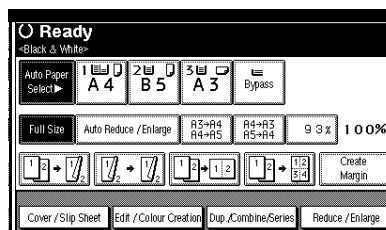
- Blank



🔍 Reference

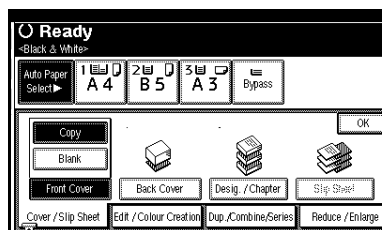
p.148 “Front Cover Copy in Combine”

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



2 Press **[Front Cover]** or **[Back Cover]**.

3 Select **[Copy]** or **[Blank]** for the cover sheet.

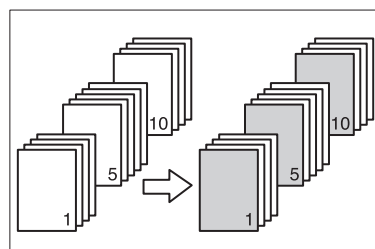


4 Select the paper tray containing the paper to copy the originals onto, and then press **[OK]**.

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

Designate

You can use this function to copy certain pages of your original onto slip sheets.



📄 Preparation

Before using this function, set the special paper tray for slip sheets. See “Designation Sheet 1/2 Tray” of “Tray Paper Settings”, *General Settings Guide*.

📌 Note

- ❑ The paper for slip sheets should be the same size as the copy paper and should be set in the same direction.

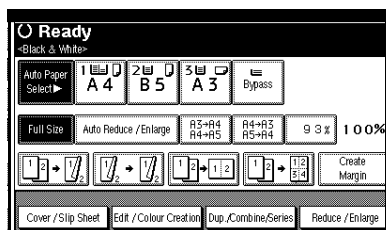
2

- ☐ If you have selected "Interposer" for "Designate Sheet 2 Tray" in System Settings, you cannot copy on the slip sheets that you have specified for this function.
- ☐ You cannot select the bypass tray for sheet paper to copy the originals onto.
- ☐ You can specify up to 100 pages.

Reference

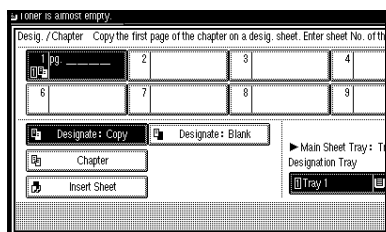
To set paper using the interposer, see "Loading Paper in the Interposer", *General Settings Guide*.

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



- 2 Press **[Design. / Chapter]**.

- 3 Press the key to select the chapter number.



- 4 Use the number keys to enter the page number of the originals you want to copy onto a slip sheet. Then press the **[#]** key.

- 5 Select the paper tray for slip sheets.

- 6 Press **[Designate: Copy]** to copy onto the slip sheets. Press **[Designate: Blank]** if you do not want to copy onto them.

- 7 To specify another page, repeat steps 4 to 6.

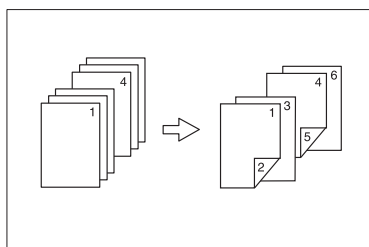
- 8 Press **[OK]** twice.

- 9 Select the paper tray containing the paper to copy the originals onto.

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

Chapter

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



GCSHOWOE

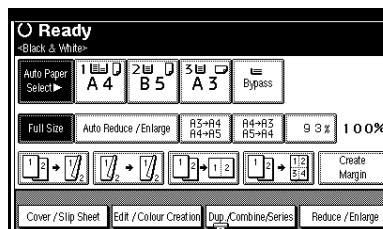
Preparation

Before selecting this function, press the **[Dup./Combine/Series]** key and select Duplex (1 Sided → 2 Sided) mode or Combine mode.

Note

- ☐ You can specify up to 100 pages.
- ☐ This function can be used only when you select the Duplex (1 Sided→2 Sided) or Combine function.

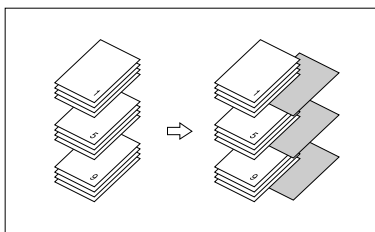
- 1 Press **[Cover / Slip Sheet]**.



- 2** Press [Desig. / Chapter].
- 3** Press [Chapter].
- 4** Enter the number of the first page of the first chapter using the number keys. Then, press the [#] key.
- 5** To specify another page, repeat steps **4**.
- 6** Press [OK] twice.
- 7** Set originals, and then press the [Start] key.

Blank Slip Sheets

You can insert a blank slip sheet before or after a specified page.



Preparation

Before using this function, select a tray for slip sheets. See "Slip Sheet Tray", in "Tray Paper Settings", *General Settings Guide*.

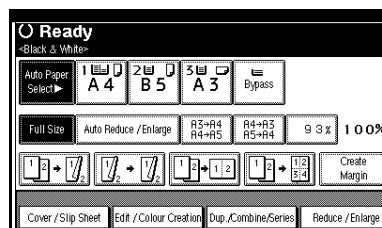
Note

- ☐ The paper for slip sheets should be of the same size as the copy paper and also be set in the same direction.
- ☐ You can specify up to 100 pages (chapters).

Reference

For details on how to set paper when using the interposer, see "Loading Paper in the Interposer", *General Settings Guide*.

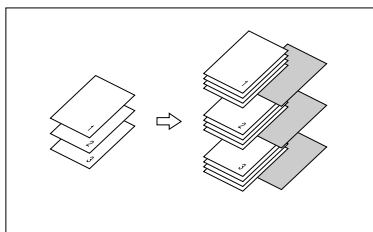
- 1** Press [Cover / Slip Sheet].



- 2** Press [Desig. / Chapter].
- 3** Press the key to select the chapter number.
- 4** Press [Insert Sheet].
- 5** Select the paper tray for slip sheets.
- 6** Select [Before] to insert slip sheets before the desired page. Select [After] to insert slip sheets after the desired page. Enter the page number with the number keys. Then press [#].
- 7** Press [Insert Quantity], and use the number keys to enter the number of sheets you wish to insert. Then press [#].
- 8** To specify another location where to insert sheets, repeat steps **4** to **7**.
- 9** When you have finished specifying all settings, press [OK].
- 10** Press [OK].
- 11** Select the paper tray containing the paper to copy the originals onto.
- 12** Place originals, and then press the [Start] key.

Slip Sheets

Every time the originals' 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.



Preparation

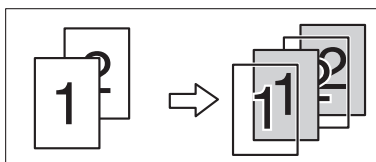
Before selecting this function, set the tray for slip sheets. See "Slip Sheet Tray" in "Tray Paper Settings", *General Settings Guide*.

Note

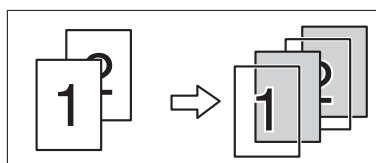
- ☐ Load slip sheets in the same size and orientation as copy paper or OHP transparencies.

◆ When using OHP transparencies from the bypass tray

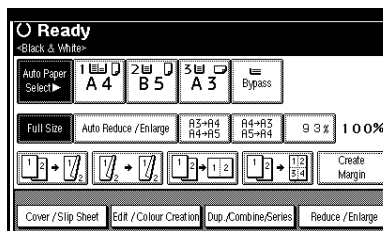
- Copy



- Blank



1 Press [Cover / Slip Sheet].



2 Press [Slip Sheet].

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

4 Select the paper tray containing the paper to copy the originals.

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

Storing Data in the Document Server

The Document Server enables you to store documents in memory and print them as you want.

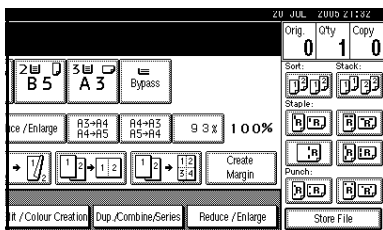
Important

- ❑ 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.

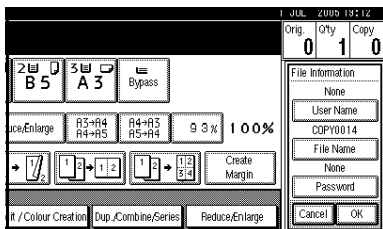
Note

- ❑ Data stored in the Document Server is deleted after three days by setting default. You can specify a period after which stored data is automatically deleted. For more information about settings, see “Auto Delete File” in “Administrator Tools”, *General Settings Guide*.

1 Press [Store File].



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



Reference

For details about how to register the user name, file name, or password, see “To register or change a user name”, and “To set or change a password”, *General Settings Guide*.

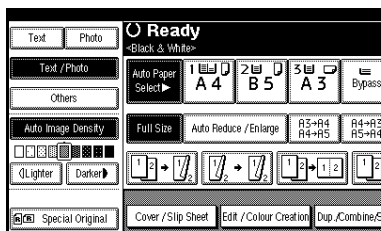
3 Press [OK].

4 Place the originals.

Reference

For more information about the types of originals that can be placed and how to place them, see p.13 “Placing Originals”.

5 Make the scanning settings for the originals.



6 Press the [Start] key.

Copies are delivered, and originals scanned and stored in memory.

Note

- ❑ To stop scanning, press the **[Clear/Stop]** key. To resume a paused scanning job, press **[Continue]** in the confirmation display. To delete saved images and cancel the job, press **[Stop]**.
- ❑ When placing an original on the exposure glass, press the **[#]** key after all the originals have been scanned.

- ❑ To check that the document has been stored, press the **【Document Server】** key to display the document selection screen.
- ❑ When the machine is printing a document stored using the copier function, wait until printing has finished before you store another copy document.
- ❑ To print stored documents, see "Printing Stored Documents", *General Settings Guide*.

Programs

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

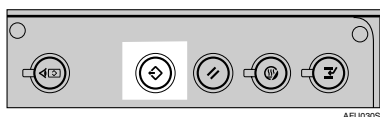
Note

- ☐ You can store up to 10 programs.
- ☐ You can select the standard mode or Program No.10 as the default mode to be set when modes are cleared or reset, or immediately after the operation switch is turned on. See p.143 “Change Initial Mode”.
- ☐ Paper settings are stored based on paper size. However, if you have more than one paper tray containing the same size paper, the tray prioritized with User Tools (System Settings) is selected first. See “Paper Tray Priority” in “Tray Paper Settings”, *General Settings Guide*.
- ☐ Programs are not deleted by turning the power off or pressing the **[Clear Modes]** key. They are canceled only when you delete or overwrite them with another program.

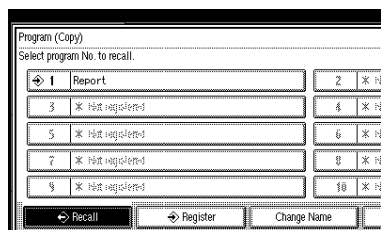
Storing a Program

1 Edit the copy settings so all functions you want to store in this program are selected.

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



3 Press **[Register]**.



4 Press the program number you want to store.

Note

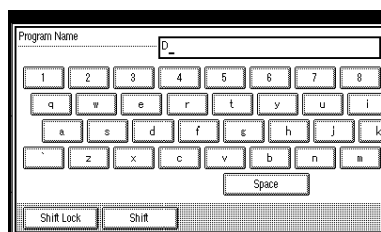
- ☐ Program numbers displayed with a diamond icon next to them already have settings.

Reference

p.92 “Changing a stored Program”

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

You can enter up to 40 characters.




Reference

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

Note

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

6 Press [OK].

When the settings are successfully stored, the  indicator followed by the program number and program name will be displayed. After a while, the screen reverts back to the initial copy display.

Changing a stored Program

1 Check the program settings. **Note**

- ☐ To check the contents of a program, recall it. See p.92 “Recalling a Program”.

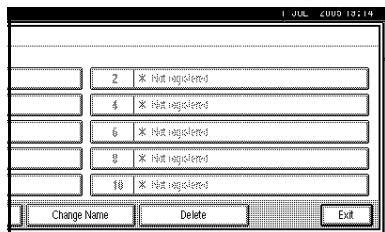
2 Repeat steps **1** to **4**.**3** Press [Register].

Repeat steps **5** and **6** of “Storing a Program”.

 **Note**

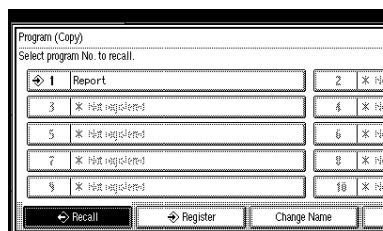
- ☐ When overwritten, the previous program is deleted.

Deleting a Program

1 Press the [Program] key.**2** Press [Delete].**3** Press the number of the program you want to delete.**4** Press [Yes].


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

Recalling a Program

1 Press the [Program] key.**2** Press [Recall].**3** Press the number of the program you want to recall.

The stored settings are displayed.

 **Note**

- ☐ Program numbers displayed with  next to them already have settings.

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

3. Colour Adjustment/Program

Colour Adjustment

This function lets you alter up to three single colours by mixing them with adjacent colours in the colour circle.

Reference

For types and examples of image adjustment functions, see p.iii “What You Can Do with This Machine <Colour Functions/Colour Adjustments>”.

Note

- ☐ You can adjust up to 3 colours from yellow, red, magenta, blue, cyan, or green at the same time.
- ☐ This function is only available in Full Colour mode.

1 Press the **[Adjust/Program Colour]** key.



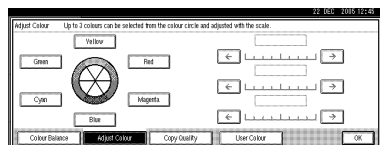
AFU0315

2 Press **[Adjust Colour]**.

The colour circle is displayed.

3 Select the colours you want to adjust.

You can select up to 3 colours.



4 Adjust the colour using **[←]** or **[→]**.

Note

- ☐ Refer to the colour circle on the control panel.

5 Press **[OK]**.

Note

- ☐ The indicator of the **[Adjust/Program Colour]** key will light up when adjusting the colour.
- ☐ The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been performed, when the **[Clear Modes]** key has been pressed or when the power has been turned off.

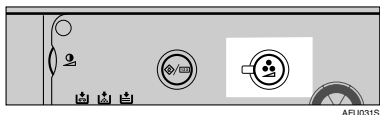
Colour Balance

You can adjust the overall colour tone when the overall copy is reddish or bluish.

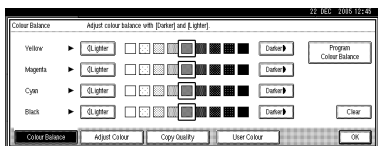
Reference

For types and examples of the image adjustment functions, see p.iii “What You Can Do with This Machine <Colour Functions/Colour Adjustments>”.

1 Press the **[Adjust/Program Colour]** key.



2 Make sure that **[Colour Balance]** is selected.



3 Adjust by pressing **[Lighter]** or **[Darker]**.

Note

- ❑ You can also register the adjusted settings. See p.94 “Colour Balance Program”.

4 Press **[OK]**.

Note

- ❑ The indicator of the **[Adjust/Program Colour]** key will light up when adjusting the colour balance.

- ❑ The adjusted settings will be deleted and the initial values will be reset when either Auto Clear has been performed, when the **[Clear Modes]** key has been pressed or when the power has been turned off.

Colour Balance Program

You can also store the colour balance setting in memory and recall it when you want to use it.

Note

- ❑ You can store up to 3 programs.
- ❑ To change the registered settings, register them again. Previously registered settings will be overwritten.

Storing the adjusted colour balance

1 Press the **[Adjust/Program Colour]** Key.

Reference

See p.94 “Colour Balance”.


2 Press **[Program Colour Balance]**.

3 Press **[Program]**.

4 Select a number (1–3) for this setting.

The colour balance setting will be registered in the selected number.

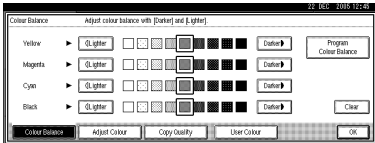
Note

- ❑ If you select the program number key where the  is displayed, the previously registered settings will be overwritten. See p.95 “Changing the registered settings”.

5 Press **[OK]**.

Changing the registered settings

- 1** Press the **[Adjust/Program Colour]** key.
- 2** Make sure that **[Colour Balance]** is selected, and then press **[Program Colour Balance]**.



- 3** Select the program number (1–3) whose settings you want to change.

The registered colour balance is displayed.

- 4** Change the registered settings.
- 5** After the registered settings are changed, press **[Program Colour Balance]**.
- 6** Press **[Program]**, and then select the program number to be overwritten.
- 7** Press **[Register]**.

The settings are changed.

- 8** Press **[OK]**.

Copying with the registered settings

- 1** Press the **[Adjust/Program Colour]** key.
- 2** Make sure that **[Colour Balance]** is selected, and then press **[Program Colour Balance]**.
- 3** Make sure that **[Recall]** has been selected, and then select the program that you want to use.

- 4** Press **[OK]**.

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

Note

- ☐ The adjusted settings will be deleted and the initial values will be reset when either Auto Clear has been performed, when the **[Clear Modes]** key has been pressed or when the power has been turned off.

Deleting the registered settings

- 1** Press the **[Adjust/Program Colour]** key.
- 2** Make sure that **[Colour Balance]** has been selected, and then press **[Program Colour Balance]**.
- 3** Press **[Delete]**, and then select the program that you want to delete.
- 4** Press **[Yes]**.
- 5** Press **[OK]**.

Image Adjustment

Reference

For types and examples of the image adjustment functions, see p.iii “What You Can Do with This Machine <Colour Functions/Colour Adjustments>”.

You can make the following types of image adjustments.

◆ Sharp / Soft

Adjusts the outline of an image.

◆ Contrast

Adjusts the shades of an image.

◆ Background Density

Adjusts the background density of an image.

◆ Adjust U.C.R.

Adjusts the amount of black toner used in order to vividly express the black areas in an image.

◆ Text / Photo Sensitivity

Adjusts the standard level in judging the image in the text and the photo part, when using “Text/Photo”.

Note

- ❑ “Sharp / Soft”, “Contrast”, “Background Density” can each be adjusted. However, their adjustments can affect the level of other adjustment functions.
- ❑ When adjusting the image quality, the indicator of the **[Adjust/Program Colour]** key will light up.

- ❑ The adjusted settings will be deleted and the initial values will be reset when either Auto Clear has been performed, when the **[Clear Modes]** key has been pressed or when the power has been turned off.

- 1** Press the **[Adjust/Program Colour]** key.



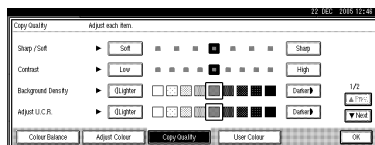
AFU031S

- 2** Press **[Copy Quality]**.

- 3** Adjust the settings.

Adjusting the sharpness/softness

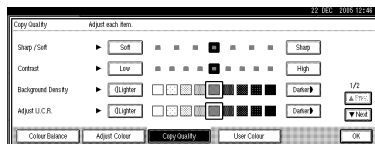
- 1** Adjust by pressing **[Soft]** or **[Sharp]**.



- 2** Press **[OK]**.

Adjusting the contrast

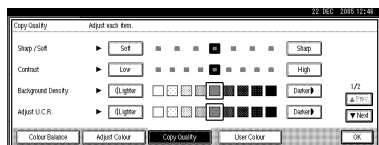
- 1** Adjust by pressing **[Low]** or **[High]**.



- 2** Press **[OK]**.

Adjusting the background density

- 1 Adjust by pressing [Lighter] or [Darker].



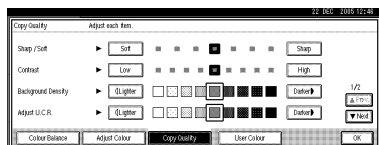
Note

- ☐ Adjust to a lighter density when copying dark textured originals, such as newspaper or recycled paper.
- ☐ Adjust to a darker density when darkening the colour of markers or highlighters. However, highlighter pen colours are difficult to reproduce. Depending on the colour used, they may not come out on copies, or may come out as a different colour.

- 2 Press [OK].

Adjusting the U.C.R.

- 1 Adjust by pressing [Lighter] or [Darker].



- 2 Press [OK].

Adjusting the text/photo sensitivity

- 1 Press [▼Next].
- 2 Adjust by pressing [Text] or [Photo].



Note

- ☐ Adjust toward "Text" if parts of the texts are faded or are not clear. Adjust toward "Photo" if the outline of photos becomes dark.

- 3 Press [OK].

User Colour

You can register colours created by adjusting the density of yellow, magenta, cyan, and black. You can also name the colours that you register, and print out registered colours.

Reference

For types and examples of the image adjustment functions, see p.iii “What You Can Do with This Machine <Colour Functions/Colour Adjustments>”.

The following show you how to create colours:

- Adjust the density of each colour using the density of a chosen basic colour.
- Directly specify the density of each colour using the number keys.

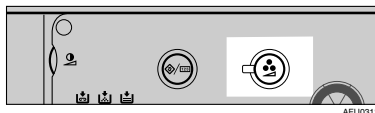
Note

- ❑ Adjust the colours to be registered such that the total density of yellow, magenta, cyan, and black is under 255%.
- ❑ When the total density of a registered colour is over 256%, it will be corrected to 255%.
- ❑ When copying with user colours, the finer shades may vary depending on the condition of the machine.
- ❑ In order to correctly reproduce originals, the values entered are corrected by the machine, and copies are made using the optimum values. Therefore, there may be slight colour differences when copying using “Text” and when using “Photo”.
- ❑ Up to 15 colours can be registered.

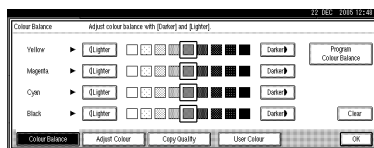
- ❑ Sample prints of user colours can also be made on an A4 \square , $8\frac{1}{2}$ " \times 11" \square size page or on an A3 \square , 11" \times 17" \square size page.
- ❑ Printing out a user colour sample will be counted under the full colour counter.

Adjusting Colours Based on the Selected Colour

- 1 Press the **[Adjust/Program Colour]** key.



- 2 Press **[User Colour]**.



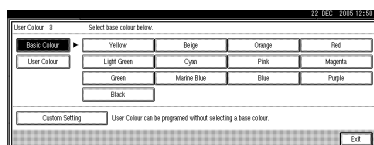
- 3 Select the number (1–15) you want to store the user colour in.

Note

- ❑ The settings of the user colour will change when selecting the number already displayed by the colour name.

- 4 Select the colour to be used as a base from **[Basic Colour]**.

The density of each colour for the selected colour is displayed.



Note

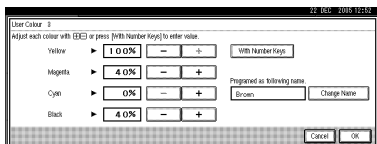
- ❑ Press **[Custom Setting]** to directly specify the density of each colour with the number keys. See p.99 “Mixing Colours Manually with the Number Keys”

Selecting from user colours

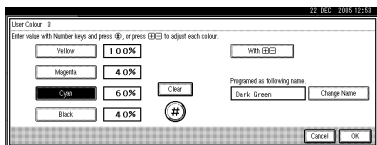
- 1 Press **[User Colour]**.
 - 2 Select from the registered colours.
- 5** Specify the colour density.

Using [+][-]

- 1 Specify the density in percentages (%) using **[+]** or **[-]**.

**Using [With Number keys]**

- 1 Press **[With Number keys]**.
- 2 Select the colour that you want to adjust.
- 3 Enter the density in percentages (%) using the number keys, and then press **[#]**.

**Note**

- ❑ If you want to use **[+]** or **[-]**, press **[With + -]**.

- ❑ If you enter the wrong density, press **[Clear]** or the **[Clear/Stop]** key, and then re-enter the correct density.
- ❑ Repeat steps **2** and **3** to specify the density of multiple colours.

When renaming a colour

- 1 Press **[Change Name]**.
- 2 Enter the name of the colour (up to 16 characters), and then press **[OK]**.

Reference

“Entering Text” *General Settings Guide*.

- 6 Check the density and the name of the colour, and then press **[OK]**.

- 7 Press **[Exit]**.

Mixing Colours Manually with the Number Keys

- 1 Press the **[Adjust/Program Colour]** key.
- 2 Press **[User Colour]**.
- 3 Select the number (1–15) that you want to store the user colour in.

Note

- ❑ The settings of the user colour will change when selecting the number already displayed by the colour name.

- 4 Press **[Custom Setting]**.

- 5 Select the colour that you want to adjust.

- 6** Enter the density in percentages (%) with the number keys, and then press [#].

When renaming a colour

- 1** Press [Change Name].
- 2** Enter the name of the colour (up to 16 characters can be used), and then press [OK].



Reference

"Entering Text" *General Settings Guide*.

- 7** Check the names of each colour, and then press [OK].



Note

- ☐ Repeat steps **5** to **7** if you want to specify the density of multiple colours.

- 8** Press [Exit].

Deleting User Colours



Note

- ☐ You cannot delete colours registered in the program or registered colours currently in use.

- 1** Press the [Adjust/Program Colour] key.

- 2** Press [User Colour].

- 3** Press [Delete].

- 4** Select the number of the user colour you want to delete.

- 5** Press [Delete].

- 6** Press [Exit].

Sampling the User Colours

- 1** Press the [Adjust/Program Colour] key.





- 2** Press [User Colour].

- 3** Make sure that the paper is of the correct size, and then press [Print Sample of User Colour].

The sample of user colours is output to the standard tray.



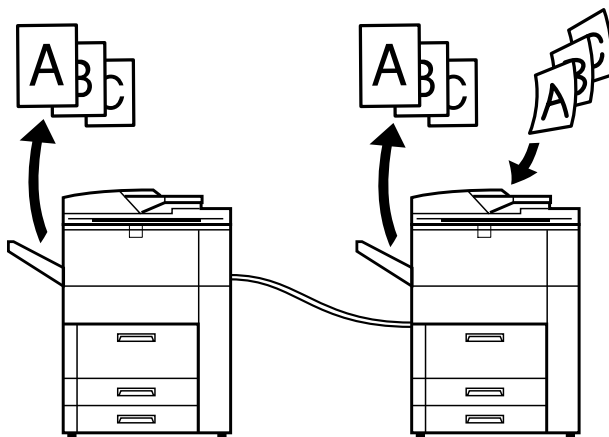
Note

- ☐ The user colours will be copied on a A4 , 8 1/2" × 11"  sheet or a A3 , 11" × 17"  sheet.

4. Connect Copy

What is Connect Copy?

Connect Copy allows you to connect two machines together via a cable. When you set up a copy job on one machine (the main machine), data is transferred to the other (the sub-machine) so copies can be made on both simultaneously.





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◆ High-speed copying for greater productivity

Large volume copy runs can be completed in shorter time.

- B&W

For instance, when two 60 copies/minute machines are connected together, a speed of 120 copies/minute can be achieved (paper size of A4 , 8 1/2" x 11" .

- Full Colour

For instance, when two 45 copies/minute machines are connected together, a speed of 90 copies/minute can be achieved (paper size of A4 , 8 1/2" x 11" .

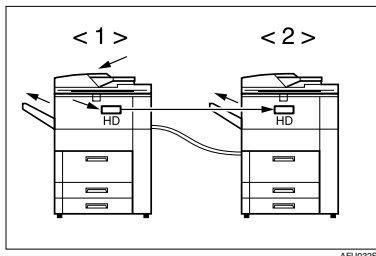
◆ Reducing time loss

Even if one machine stops due to a paper jam, or runs out of toner or paper, the other machine can automatically take over and finish the job.

How It Works

Note


- ☐ In this manual, the two machines connected are referred to as main machine and sub-machine.

**4**

1. Main machine

2. Sub-machine

After the original is scanned, the data is stored on the hard disk of the main machine. As soon as the main machine starts copying, the data is transferred to the hard disk of the sub-machine, and the sub-machine then starts copying.

The main machine is the one on which you press  to make Connect Copy settings. The other machine becomes the sub-machine.

Machine Types and Options

- Both machines need not be of the same type.
- You can still use Connect Copy without an optional finisher or large capacity tray (LCT). However, to use the Staple and Punch functions, the optional finisher and punch unit must be installed on both machines. To use the Saddle Stitch function, the optional Finisher MEC BK (saddle stitch) must be installed on both machines.

Interrupt Copy

- You can use the Interrupt function on the sub-machine, but not on the main machine.
- You cannot use Connect Copy when a job has been paused using the Interrupt function.

Before You Start

Both machines must have paper trays loaded with paper of the same size, type and orientation.

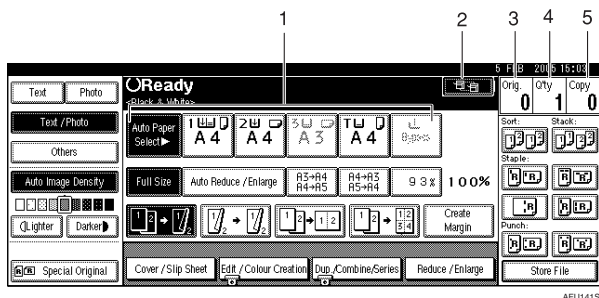
To ensure the same copy results from both machines,


- Copy Quality settings in User Tools should be the same on each machine.
- Both main and sub machines should be installed with the same type of finisher.

Connect Copy Display Panel

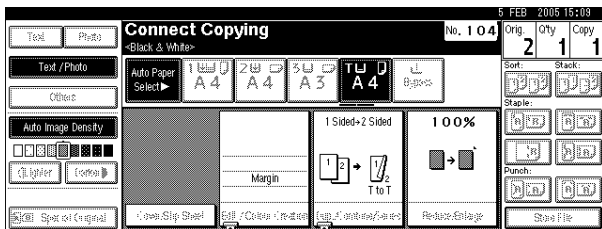
The display panel shows machine status, error messages and function menus.

◆ Initial copy display



- ① Paper Select
Displays the size, type and orientation of the paper set on both machines.
- ② 
Press to switch from the initial copy display to the Connect Copy display.
- ③ Numbers of originals
Displays the number of originals scanned into memory of the main machine.
- ④ Number of sets
Displays the number of sets of copies.
- ⑤ Number of copies
Display the number of copies for the main machine.
Press this part of the display to display the total number of copies for two machines.

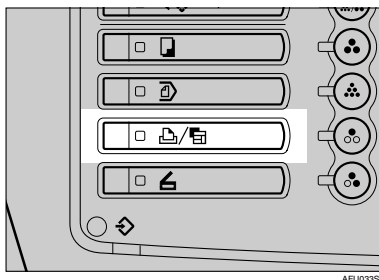
◆ Display during Connect Copy



Display panel of the sub-machine

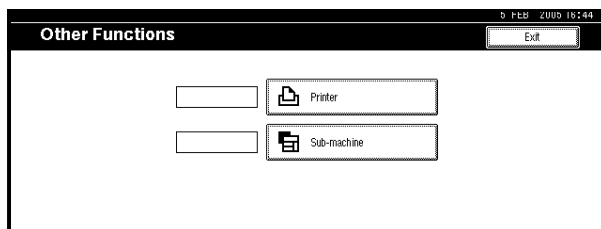
Even if Connect Copy has been selected on the main machine, the sub-machine will still continue to show the initial copy display. To switch to the Connect Copy initial display, follow the procedure below.

- 1 Press the **【Printer】** key.

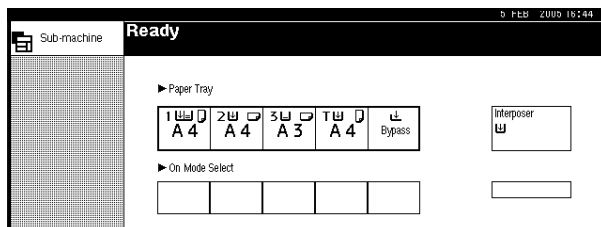


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- 2 Press **[Sub-machine]**.



The Connect Copy initial display is shown on the sub-machine.




Using Connect Copy

You can select Connect Copy from either machine by pressing . The machine on which you pressed  and made Connect Copy settings becomes the main machine, and the other the sub-machine.

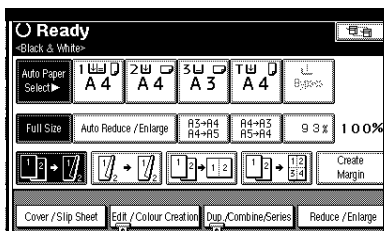
⚠ Limitation



- ❑ Once Connect Copy has been selected, you must carry out all operations on the main machine.

📌 Note

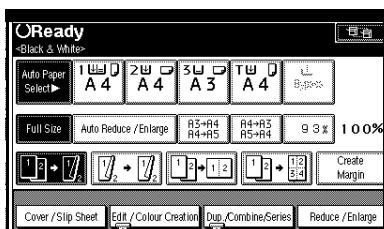
- ❑ You can specify with User Tools whether  is displayed or not. See p.144 “Connect Copy Key Display”.

- 1** Make sure "Ready" is shown on the display.

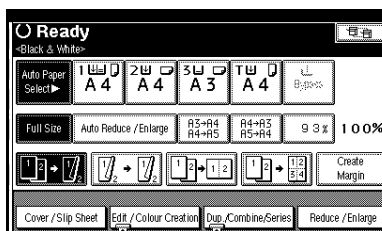


- 2** Press  on the machine that you want to use as the main.  becomes highlighted, and the two machines are connected.

◆ Main machine



◆ Sub-machine




- 3** Set the originals on the main machine.

🔍 Reference

See p.9 “Placing Originals”.

- 4** Make the necessary settings using the main machine.

📌 Note

- ❑ If you have made any copy settings before using Connect Copy, the settings remain effective. However, if optional finishers are not installed on both main and sub machines, the Stack, Staple and Punch functions are automatically disabled.
- ❑ To exit Connect Copy, press  on the main machine again.

🔍 Reference

See p.19 “Copying”.

- 5** Enter the required number of copies using the number keys.

📌 Note

- ❑ The maximum copy quantity that can be set is 999.
- ❑ If you have entered the wrong value, press the **[Clear/Stop]** key and enter again.

- ❑ When the number of originals or copies is small, copying will be done on only the main machine.

6 Press the **[Start]** key on the main machine.

Copying starts on the main machine after the originals are scanned.

Copying starts on the sub-machine when data transfer from the main machine is completed.

Placing originals on the exposure glass

- 1 Place the next original when the machine has finished scanning the first one. Press the **[Start]** key.
- 2 When all the pages have been scanned, press the **[#]** key.

Note

- ❑ If the machine is not in use, it will begin copying.

Using Batch mode

- 1 Place the originals and press the **[Start]** key.
- 2 After the first set of originals has been fed, place the next set.

Note

- ❑ The next set of originals must be set while the Auto Feed indicator is lit.
- ❑ To stop scanning or copying, press the **[Clear/Stop]** key on the main machine, and then follow the instructions on the display.

Reference

p.15 "Batch"

3 Collect your copies from both the main and sub machines.

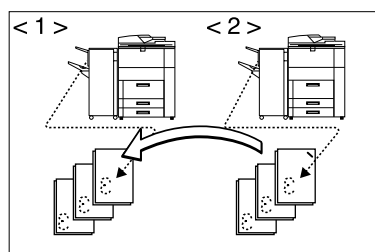
Note

- ❑ The number of copies might differ on the main and sub machines.
- ❑ Both machines may not finish copying at the same time.
- ❑ When using the Sort/Staple function, copying is divided between the two machines by the number of sets. If a paper misfeed occurs when processing a set of copies, it is not possible for the other machine to take over the remainder of that particular set.

Order of Copy Output

◆ When copying with the Sort/Staple function

(Example) Copying 6 sets of a three-page original



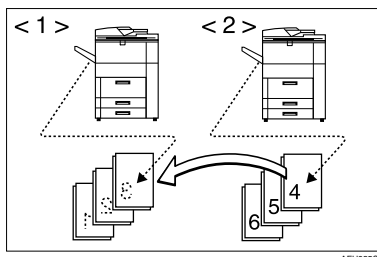
AFU034S

1. Main machine

2. Sub-machine

Copies are delivered face-down on both the main and sub machines. When using the Sort/Staple function, the processing of one copy set cannot be divided between the two machines.

- ❖ **When copying with the Stack function**
(Example) Making 2 copies of each page of a three-page original



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4

1. Main machine

2. Sub-machine

Copies are delivered face-down on both the main and sub machines. Copies are delivered as shown in the above illustration.

💡 Auto Reset when using Connect Copy

The machine exits Connect Copy mode automatically and returns to the initial condition after a certain period of time has lapsed after job completion. This is called "Auto Reset".

🔧 Note

- ❑ Auto Reset is based on the Auto Reset Timer settings in User Tools of the main machine.
- ❑ When the Auto Reset time of the sub-machine lapses when it is processing an Interrupt Copy job, the sub-machine will return to its original position and the Interrupt Copy job will be cancelled.

💡 Auto Off

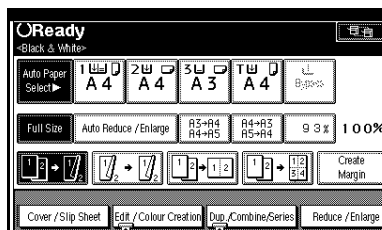
The machine automatically turns itself off after a certain period of time has lapsed after job completion. This is called "Auto Off". In Connect Copy mode, the sub-machine will not turn off automatically.

🔍 Reference

"Auto Off Timer", *General Settings Guide*

Exiting Connect Copy

- 1 Press  on the main machine.



The machine returns to standard copying mode.

🔧 Note

- ❑ Settings made on the main machine during Connect Copy mode remain effective.
- ❑ If you press the **[Clear Modes]** key on the main machine, Connect Copy mode is cancelled and the main machine returns to its initial condition.

Copying Stored Documents Using Connect Copy

You can print a document stored in the Document Server using Connect Copy.

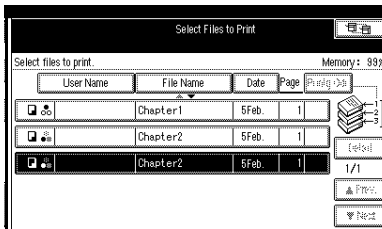
Note

- ❑ The main machine is the one on which the document is stored.

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

2 Select the document to be printed.

The selected document is highlighted.



Reference

"Document Server", *General Settings Guide*

3 Repeat step if you want to select more documents.

The documents will be printed in the order that they have been selected.

Note

- ❑ To change the printing order, press the highlighted documents to cancel your selection. Select again in the desired order.
- ❑ You can also cancel all your selections by pressing the **[Clear Modes]** key.

4 If you need to change the print settings, press **[Print Settings]**.

Note

- ❑ If you do not need to change any settings, proceed to step **5**.
- ❑ If you are selecting multiple files, you can check the file names and printing order by pressing **[▼]** and **[▲]** to scroll through the list.
- ❑ Press **[Select File]** to return to the Select Files to Print display.

5 Press **[Print]**.

The key is highlighted and the two machines are connected.

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

Note

- ❑ The maximum copy quantity that can be set is 999.
- ❑ If you have entered a wrong value, press the **[Clear/Stop]** key and enter again.
- ❑ When using the Sort function, you can check the print results by making a sample copy on the main machine. The sub-machine cannot be used to make sample copies.

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

Note

- ❑ The main machine begins making copies from the document stored in the Document Server. Copying on the sub-machine starts when the document is transferred from the main machine.
- ❑ To stop the printing, press the **[Clear/Stop]** key on the main machine, and then follow the instructions on the display.
- ❑ The number of copies might differ on the main and sub machines.
- ❑ Both machines may not finish copying at the same time.

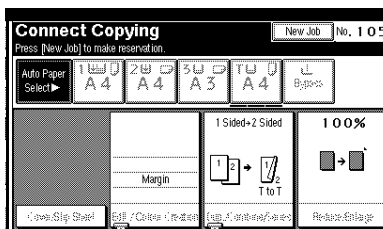
Using Job Preset in Connect Copy

You can make settings for the next Connect Copy job when the current job is still in progress on the main machine. When the current job finishes, the next job begins automatically.

Note

- ☐ You can preset a maximum of eight jobs.

- 1** On the main machine, confirm that “Press [New Job] to make reservation.” is displayed, and then press [New Job].



- 2** Confirm that “Ready” is displayed, and then press [Ready].
- 3** Place the originals in the main machine.

Reference

See p.9 “Placing Originals”.

- 4** Confirm that “Ready” is displayed, and then make settings for the job.

- 5** Press the [Start] key on the main machine.

Scanning begins.

As soon as the current job is finished, the next job starts automatically.

When placing originals in the ADF

- 1** The main machine scans the originals. Copying starts on the sub-machine when the data transfer is completed.

When placing originals on the exposure glass

- 1** After the first original is scanned, place the next one and press the [Start] key. Press the [#] key when you have finished scanning all the originals.
- 2** The main machine scans the originals. Copying starts on the sub-machine when the data transfer is completed.

Note

- ☐ Preset jobs in Connect Copy mode can only be changed when
 - the main machine has finished scanning the originals.
 - copying has yet to begin on either machine.

Reference

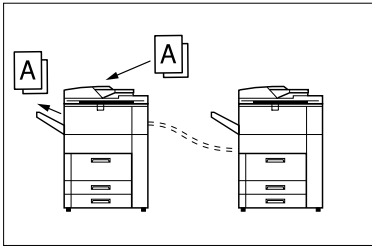
p.21 “Job Preset”

Connect Copy Job Flow

The job flow depends on the status of the two machines.

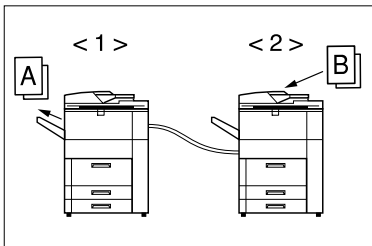
When One of the Two Machines is Idle

One of the machines is copying Original A.

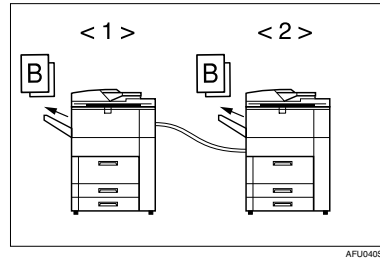


Using the idle machine as the main machine (Connect Copy)

- 1 Make Connect Copy settings for Original B on machine <2> (the idle machine).



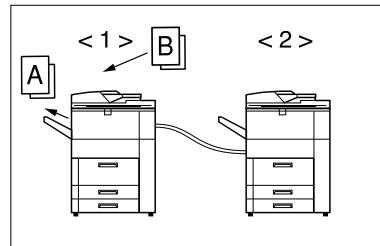
- 2 Machine <2> begins copying Original B. Machine <1> also starts copying Original B when it has finished with Original A.



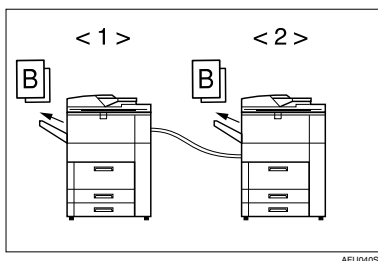
1. Sub-machine
2. Main machine

Using the machine currently copying as the main machine (Connect Copy: Job Preset)

- 1 Make Connect Copy settings for Original B on machine <1> (the machine currently in use).



- 2** When machine <1> has finished with Original A, Connect Copy is activated and both machines begin copying Original B.



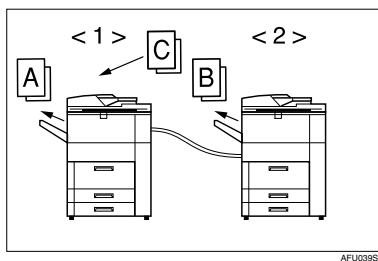
1. Sub-machine
2. Main machine

When Both Machines are in Use

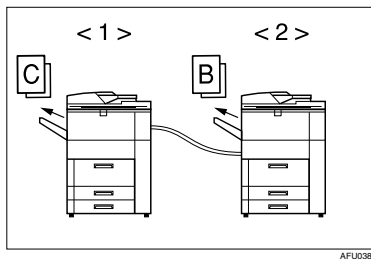
One machine is copying Original A and the other Original B.

When both machines are copying the same number of originals (Connect Copy: Job Preset)

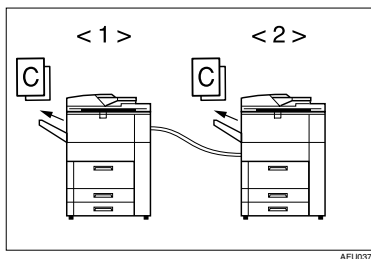
- 1** Make Connect Copy settings for Original C on machine <1> .



- 2** When machine <1> has finished with Original A, it begins copying Original C.



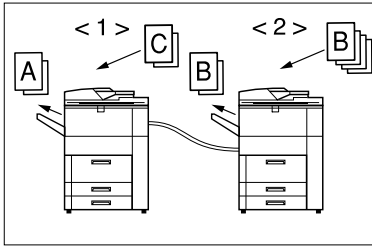
- 3** When machine <2> has finished with Original B, it also begins copying Original C.



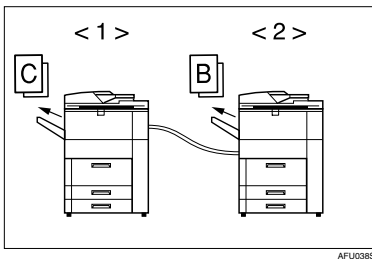
1. Sub-machine
2. Main machine

When one machines is copying a larger number of originals (Connect Copy: Job Preset)

- 1** Make Connect Copy settings for Original C on machine <1> .



- 2** When machine <1> has finished with Original A, it begins copying Original C. If machine <1> finishes copying its allotment of Original C before machine <2> finishes with Original B, machine <1> will take over to copy the remainder of Original C.



1. Sub-machine
2. Main machine

System Settings on Main and Sub-machines

This section explains the System Settings on the two machines during Connect Copy.

Reference

See “User Tools (System Settings)”, *General Settings Guide*.

Note

❑ In Connect Copy mode, the User Tools/Counter key on the sub-machine is disabled. To access User Tools on the sub-machine, first exit from Connect Copy mode.

○: The main and sub-machines are independent from each other.

←: The settings on the main machine applies to both machines.

—: Not related to the settings.

●: Depends on the function.

◆ General Features

	Main machine	Sub-machine	Remarks
Panel Tone	○	○	
Warm Up Notice	○	○	
Copy Count Display	—	—	The copy counter is always displayed as Up (count up).
Function Priority	—	—	When the Auto Reset time of the main machine has lapsed, ConnectCopy will be cancelled. After that, the machine switches back to the mode selected in Function Priority upon reaching the System Reset time.
Print Priority	—	—	
Function Reset Timer	—	—	
Interleave Print	—	—	
Output Tray Setting	○	○	
Output: Copier	○	○	
Output: Document Server	○	○	
Output: Printer	○	○	

	Main machine	Sub-machine	Remarks
ADF Original Table Elevation	○	—	
Job List Display Time	○	—	
<F/F4> Size Setting	○	○	

❖ Tray Paper Settings

	Main machine	Sub-machine	Remarks
Paper Tray Priority: Copier	○	○	
Paper Tray Priority: Printer	○	○	
Paper Thickness Setting	○	○	
Tray Paper Size: Tray 2	○	○	Both the main and sub-machines should have the same paper tray settings. Only paper trays with the same size, orientation and paper type of paper can be used in Connect Copy mode.
Tray Paper Size: Tray 3	○	○	
Paper Type: Bypass tray	●	●	The bypass tray can only be used with the Covers and Chapter functions.
Paper Type: Tray 1	○	○	
Paper Type: Tray 2	○	○	
Paper Type: Tray 3	○	○	
Paper Type: LCT	○	○	
Front Cover Sheet Tray	○	○	
Back Cover Sheet Tray	○	○	
Slip Sheet Tray	○	○	
Designation Sheet 1 Tray	○	○	
Designation Sheet 2 Tray	○	○	
Printer Bypass Paper Size	—	—	
Paper Type Detect	○	○	
Double Feed Detect	○	○	

❖ Timer Settings

	Main machine	Sub-machine	Remarks
Auto Off Timer	○	—	
Energy Saver Timer	—	—	In Connect Copy mode, neither machine will enter Energy Saver modes (Low Power mode, or Energy Saver Mode).
Panel Off Timer	—	—	
System Auto Reset Timer	—	●	When the System Reset time has lapsed, Interrupt mode on the sub-machine will be cancelled.
Copier / Document Server Auto Reset Timer	—	—	
Printer Auto Reset Timer	—	—	
Scanner Auto Reset Timer	—	—	
Set Date	○	○	
Set Time	○	○	
Weekly Timer Code	—	—	
Auto Logout Timer	—	—	
Weekly Timer: Monday – Sunday	○	—	In Connect Copy mode, Weekly timer settings on the sub-machine will be disabled.

❖ Administrator Tools

	Main machine	Sub-machine	Remarks
User Authentication Management	○	—	
Administrator Authentication Management	—	—	
Program / Change Administrator	—	—	
External Charge Unit Management	○	—	

	Main machine	Sub-machine	Remarks
Enhanced External Charge Unit Management	○	—	
Extended Security	—	—	
Display / Print Counter	—	—	
Display / Clear/Print Counter per User	—	—	
Address Book Management	—	—	
Address Book: Program / Change / Delete Group	—	—	
Address Book: Change Order	—	—	
Print Address Book: Destination List	—	—	
Address Book: Edit Title	—	—	
Address Book: Select Title	—	—	
Auto Delete File	—	—	
Delete All Files	—	—	
Program / Change / Delete LDAP Server	—	—	
Use LDAP Server	—	—	
AOF (Always ON)	—	—	During Connect Copy, neither machine is turned off automatically. The power will be turned off only when you exit from Connect Copy mode.
Firmware Version	—	—	
Auto Erase Memory	—	—	
Erase All Memory	—	—	

Copier / Document Server Features on Main and Sub-machines

This section explains the Copier / Document Server Features on the two machines during Connect Copy.

Reference

See p.133 “User Tools (Copier / Document Server Features)”.

Note

☐ In Connect Copy mode, the User Tools/Counter key on the sub-machine is disabled. To access User Tools on the sub-machine, first exit from Connect Copy mode.

○: The main and sub-machines are independent from each other.

←: The settings on the main machine applies to both machines.

—: Not related to the settings.

●: Depends on the function.

User Tools Item Names	Main machine	Sub-machine	Remarks
General Features			
Auto Paper Select Priority	○	—	Trays with paper of the same size and orientation are selected from the main and sub-machines automatically.
Paper Display	○	—	
Original Type Display	○	—	
Original Type Priority	○	—	
Original Photo Type Priority	○	—	
Auto Tray Switching	○	○	The sub-machine displays the paper type regardless of the setting.
Duplex Mode Priority	○	—	
Copy Orientation in Duplex Mode	○	—	
Original Orientation in Duplex Mode	○	—	
Change Initial Mode	○	—	
Max. Copy Quantity	○	—	
Tone: Original remains	○	—	
Job End Call	○	○	When [On] is selected, only the main machine beeper sounds.
Connect Copy Key Display	○	○	
Copy Function Key: F1–F5	○	—	
Document Server Storage Key: F1–F5	—	—	

User Tools Item Names	Main machine	Sub-machine	Remarks
Document Server Print Key: F1–F5	○	—	
Clear Bypass Mode	○	—	
Colour Mode Priority	○	—	
Two-colour Mode Priority	○	—	
Auto Image Density Priority	○	—	
Reproduction Ratio			
Shortcut R/E1–3	○	—	
Enlarge 1–5	○	—	
Priority Setting: Enlarge	○	—	
Reduce 1–6	○	—	
Priority Setting: Reduce	○	—	
Ratio for Create Margin	○	←	
R/E Priority	○	—	
Edit			
Front Margin: Left/Right	○	←	
Back Margin: Left/Right	○	←	
Front Margin: Top/Bottom	○	←	
Back Margin: Top/Bottom	○	←	
1 Sided →2 Sided Auto Margin: TtoT	○	←	
1 Sided →2 Sided Auto Margin: TtoB	○	←	
Erase Border Width	○	←	
Erase Original Shadow in Combine	○	←	
Erase Centre Width	○	←	
Copy Back Cover	○	←	Main machine settings have priority.
Front Cover Copy in Combine	○	←	
Copy on Designating Page in Combine	○	←	
Orientation Booklet, Magazine	○	←	
Copy Order in Combine	○	←	
Image Repeat Separation Line	○	←	
Double Copies Separation Line	○	←	
Separation Line in Combine	○	←	

User Tools Item Names	Main machine	Sub-machine	Remarks
Stamp			
Background Numbering			
Size	<input type="radio"/>	←	
Density	<input type="radio"/>	←	
Stamp Colour	<input type="radio"/>	←	
Preset Stamp			
Stamp Priority	<input type="radio"/>	←	
Stamp Language	<input type="radio"/>	←	
Stamp Position	<input type="radio"/>	←	
Stamp Format	<input type="radio"/>	←	
Stamp Colour	<input type="radio"/>	←	
User Stamp			
Program / Delete Stamp	<input type="radio"/>	<input type="radio"/>	Both machines must have the same settings.
Stamp Position 1-4	<input type="radio"/>	←	
Stamp Format 1-4	<input type="radio"/>	←	
Stamp Colour 1-4	<input type="radio"/>	←	
Date Stamp			
Format	<input type="radio"/>	←	
Font	<input type="radio"/>	←	
Size	<input type="radio"/>	←	
Stamp Position	<input type="radio"/>	←	
Stamp Setting	<input type="radio"/>	←	
Superimpose	<input type="radio"/>	←	
Stamp Colour	<input type="radio"/>	←	

User Tools Item Names	Main machine	Sub-machine	Remarks
Page Numbering			
Stamp Format	○	←	
Font	○	←	
Size	○	←	
Duplex Back Page Stamping Position	○	←	
Page Numbering in Combine	○	←	
Stamp on Designating Slip Sheet	○	←	
Stamp Position: P1,P2...	○	←	
Stamp Position: 1/5,2/5...	○	←	
Stamp Position: -1,-2...	○	←	
Stamp Position: P.1,P.2...	○	←	
Stamp Position: 1,2...	○	←	
Stamp Position: 1-1,1-2...	○	←	
Superimpose	○	←	
Stamp Colour	○	←	
Page Numbering Initial Letter	○	—	
Stamp Text			
Font	○	←	
Stamp Position	○	←	
Stamp Setting	○	←	
Size	○	←	
Superimpose	○	←	
Stamp Colour	○	←	

User Tools Item Names	Main machine	Sub-machine	Remarks
Input/Output			
Switch to Batch	—	—	
SADF Auto Reset	○	—	
Rotate Sort: Auto Paper Continue	○	—	This function is effective when Auto Tray Switching in User Tools (System Settings) is set to "On (Rotate)".
Auto Sort	○	—	
Memory Full Auto Scan Restart	○	←	Main machine settings have priority.
Select Stapling Position (Top Left)	○	—	
Select Stapling Position (Bottom Left)	○	—	
Select Stapling Position (Top Right)	○	—	
Select Stapling Position (Bottom Right)	○	—	
Select Stack Function	○	—	
Select Punch Type	○	←	
Letterhead Setting	○	←	
Eject Copy Face Up/Down in Glass Mode	○	—	
Eject Copy Face Up/Down in Bypass Mode	○	—	
Adjust Colour Image	○	—	
Background Density of ADS (Full Colour / Two-Colour)	○	—	
Colour Sensitivity	○	—	
A.C.S Sensitivity	○	—	
A.C.S Priority	○	—	
InkJet Type	○	—	
Administrator Tools			
Menu Protect	—	—	

5. Troubleshooting

If Your Machine Does Not Operate As You Want

When a Message Is Displayed

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



Note

❑ For messages not listed here, see “Troubleshooting”, *General Settings Guide*.

Message	Causes	Solutions
Cannot detect original size.	An irregular or custom size original is placed. See p.12 “Sizes difficult to detect”.	Place the original on the exposure glass. See p.14 “Placing Originals on the Exposure Glass”.
		Specify the size manually.
		Do not use the Auto Reduce / Enlarge function.
Check original orientation.	There is no copy paper in the same orientation as the originals.	Place the original in the same orientation as the copy paper.
Check paper size.	An irregular paper size is set.	Press the [Start] key and copying will start on the selected paper.
Rotate Sort is not available with this image size.	A paper size for which Rotate Sort is not available is selected.	Select a proper paper size. See p.163 “Sort”.
It is over stapling capacity.	The number of sheets per set is over the staple capacity.	Check the stapler capacity. See p.165 “Staple”.
Duplex is not available with this paper size.	A paper size not available when using the Duplex function has been selected.	Select a proper paper size. See p.170 “Duplex”.
Maximum number of sets is *.	The number of copies exceeds maximum copy quantity.	You can change the maximum copy quantity. See p.143 “Max. Copy Quantity”.
Paper type or thickness does not match. Set the correct paper type or thickness, or change settings.	The specified paper size differs from the actual size of the paper loaded in the paper tray.	Press the [Clear/Stop] key. When copying stops, select the appropriate paper type with User Tools, or use the appropriate paper.

Message	Causes	Solutions
Original is being scanned by another function.	The Document Server function is in use.	To cancel a job being processed, press [Exit] , and then press the [Document Server] key. Next, press the [Clear/Stop] key. When the message "[Stop] key was pressed. Stop storing?" is displayed, press [Stop] .
You do not have the privileges to use this function.	The use of this function is restricted to authenticated users only.	Contact the administrator.
Authentication has failed.	The entered login user name or login password is not correct.	Inquire the user administrator for the correct login user name and login password.
	The machine cannot perform authentication.	Contact the administrator.
Selected files contain file(s) that the user does not have access privileges to. Please note that only the files with access privileges will be deleted.	You have tried to delete files without the authority to do so.	Files can be deleted by the file creator or file administrator. To delete a file which you are not authorized to delete, contact the file creator.
"Updating the destination list...Please wait.Specified destination(s) or sender's name has been cleared."appears, and operations are not possible.	The destination list is being updated from the network using SmartDeviceMonitor for Admin. Depending on the number of destinations to be updated, there may be some delay before you can resume operation. Operations are not possible while this message is displayed.	Wait until the message disappears. Do not switch off the power while this message is displayed.




◆ Connect Copy

Message	Causes	Solutions
Cannot connect to the sub-machine. Check the status of the sub-machine.	The  indicator is lit.	Press [Exit] on the main machine and follow the instructions on the display.
	The hard disk of the sub-machine is malfunctioning.	
Cannot print from the sub-machine. Check the status of the sub-machine.	A paper misfeed has occurred on the sub-machine, or toner or other supplies need to be replenished.	Follow the instructions displayed.  Reference “Adding Toner”, <i>General Settings Guide</i> “Clearing Misfeeds”, <i>General Settings Guide</i> “Loading Paper”, <i>General Settings Guide</i> If the sub-machine's display indicates that a cover is open, follow the instructions shown.
	The User Tools menu of the sub-machine is open.	Press the [User Tools/Counter] key to close the User Tools menu.
Sub-machine is in Interrupt mode.	The sub-machine is in Interrupt mode.	Press the [Interrupt] key on the sub-machine to exit Interrupt mode. See ⇒ p.20 “Interrupt Copy”.
Sub-machine does not have the same paper setting(s).	Paper type or tray settings on the two machines do not match.	Make the same settings on both machines.
The Cover Sheet setting(s) of the sub-machine is different from the main machine.	Cover settings on the two machines do not match.	
The Slip Sheet setting(s) of the sub-machine is different from the main machine.	Slip Sheet settings on the two machines do not match.	
The Designation Sheet setting(s) of the sub-machine is different from the main machine.	Designation Sheet settings on the two machines do not match.	





Message	Causes	Solutions
This tray is unavailable because the sub-machine does not have the same paper setting(s).	Paper tray settings on the two machines do not match.	Make the same settings on both machines.
No stamp data in the sub-machine.	The stamp data on the sub-machine has been deleted.	Program the stamp again on the sub-machine.
Cannot print from the sub-machine. Sub-machine will be disconnected.	Sub-machine has stopped because of a power failure or communication error.	Continue copying using the main machine.

Display During Connect Copy





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Problem	Causes	Solutions
 is not displayed.	The main power of the sub-machine is off.	Turn the main power of the sub-machine on.
	Functions that cannot be used with Connect Copy are selected on the main machine (such as storing or copying the first page of a document in the Document Server).	Cancel the functions selected on the main machine.
	The main machine is in Interrupt mode.	Press the 【Interrupt】 key on the sub-machine to exit Interrupt mode.
	The Connect Copy Key Display setting is Off.	Select 【On】 for the Connect Copy Key Display setting.
	The cable connecting the two machines is damaged.	Contact your service representative.
	The  is lit.	Follow the instructions displayed.
 appears faded.	Functions that cannot be used with Connect Copy have been set.	Press the 【Clear Modes】 key to clear the settings.



If Connect Copy is Cancelled

Problem	Causes	Solutions
The machine exits from Connect Copy.	The main power of the main machine is off, or the operation switch has been pressed.	Turn the main power or operation switch of the sub-machine on. Then press  .
	The main power of the sub-main machine is off.	A message is displayed on the main machine instructing you to check the sub-machine. Press [Cancel] to clear Connect Copy. Turn on the main power of the sub-machine. Press  and make your settings again.
	The Weekly Timer setting comes into effect on the main machine.	Turn on the operation switch of the main machine, and then press  .
An error message indicates a breakdown of the main machine.	The  is lit.	Copying is not possible. Follow the instructions displayed.

If You Cannot Exit from Connect Copy





Problem	Causes	Solutions
There is no response when you press 	Scanning of originals is still in progress.	Press the [Clear/Stop] key on the main machine, and then press [Yes] .
	Copying is in progress.	
	A paper misfeed has occurred on either the main or sub-machine.	<p>Follow the instructions displayed.</p> <p> Reference</p> <p>“Clearing Misfeeds”, <i>General Settings Guide</i></p> <p>“Removing Jammed Staples”, <i>General Settings Guide</i></p> <p>“Removing Punch Waste”, <i>General Settings Guide</i></p> <p>If the sub-machine's display indicates that a cover is open, follow the instructions shown.</p>
		To cancel Connect Copy, Press the [Clear/Stop] key on the main machine, and then press [Yes] .
	A paper misfeed has occurred on either machine, or toner or other supplies need to be replenished.	<p>Follow the instructions displayed.</p> <p> Reference</p> <p>“Adding Toner”, <i>General Settings Guide</i></p> <p>“Clearing Misfeeds”, <i>General Settings Guide</i></p> <p>“Loading Paper”, <i>General Settings Guide</i></p> <p>“Adding Staples”, <i>General Settings Guide</i></p> <p>“Removing Punch Waste”, <i>General Settings Guide</i></p>
		To cancel Connect Copy, Press the [Clear/Stop] key on the main machine, and then press [Yes] .
	A paper misfeed has occurred during stapling.	<p>Removed the jammed paper.</p> <p> Reference</p> <p>“Removing Jammed Staples”, <i>General Settings Guide</i></p> <p>To cancel Connect Copy, Press the [Clear/Stop] key on the main machine, and then press [Yes].</p>


If You Cannot Make Clear Copies

Problem	Causes	Solutions
Copies appear dirty.	The image density is too dark.	Adjust the image density. See p.34 "Adjusting Copy Image Density".
	Auto Image Density is not selected.	Select Auto Image Density. See p.34 "Adjusting Copy Image Density".
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. See p.34 "Adjusting Copy Image Density".
	Auto Image Density is not selected.	Select Auto Image Density. See p.34 "Adjusting Copy Image Density".
A shadow appears on copies if you use pasted originals.	The image density is too dark.	Adjust the image density. See p.34 "Adjusting Copy Image Density". Change the orientation of the original. Put tape over pasted parts.
The same copy area is dirty whenever making copies.	The exposure glass or ADF is dirty.	Clean them. See "Maintaining Your Machine", <i>General Settings Guide</i> .
Copies are too light.	The image density is too light.	Adjust the image density. See p.34 "Adjusting Copy Image Density".
	The paper size is not suitable.	Use a recommended paper size.  Note <input type="checkbox"/> A light copy may result when you use damp or rough grain paper.
	The toner cartridge is almost empty.	Add toner. See "Adding Toner", <i>General Settings Guide</i> .
Parts of the image are not copied.	The original is not set correctly.	Place originals correctly. See p.9 "Placing Originals".
	An irregular paper size is selected.	Select a proper paper size.
Copies are blank.	The original is not placed correctly.	When using the exposure glass, place originals face down. When using the ADF, place them face up. See p.9 "Placing Originals".
A moiré pattern is produced on copies. 	Original has a dot pattern image, or too many lines.	Position the original on the exposure glass at a slight angle.


If You Cannot Make Copies As You Want

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Problem	Causes	Solutions
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. See “Removing Jammed Staples”, <i>General Settings Guide</i> .  Note <input type="checkbox"/> After removing jammed staples, staples might not eject the first few times you try to use the stapler.
	The number of copies exceeds stapler capacity.	Check the stapler capacity. See p.165 “Staple”.
	Copy paper is curled.	Turn the copy paper over in the tray.
Paper jams occur frequently.	The paper size is not correct.	Set the correct paper size. See “Changing the Paper Size”, <i>General Settings Guide</i> .
	The specified paper size differs from the actual size of the paper loaded in the paper tray.	Press the [Clear/Stop] key. When copying stops, select the appropriate paper type with User Tools, or use the appropriate paper.
You cannot combine several functions.	Selected functions cannot be used together.	Check the combination of functions and make the settings again.  Reference ⇒ p.159 “Combination Chart”
When sorting, the pages are divided into two blocks.	The memory became full in the middle of sorting and the pages were delivered in two blocks.	You can interrupt copying when the memory becomes full. ⇒ p.154 “Memory Full Auto Scan Restart”
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select A3  for A4  originals and A4 for A5 originals (when using a 100% ratio).
In Border, Centre, or Centre/Border mode, parts of the original image are not copied.	You have set an erase margin that is too wide.	Set a narrower margin with User Tools. You can set a margin between 2–99 mm.
	Originals are not scanned correctly.	Set the originals correctly.
In Margin Adjustment mode, parts of the original image are not copied.	You have set an erase margin that is too wide.	Set a narrower margin with User Tools.
	There is a lack of margin space on the opposite side of the binding position	

Problem	Causes	Solutions
In Image Repeat mode, the original image is not copied repeatedly.	You selected copy paper the same size as the originals, or you did not select the proper reproduction ratio.	Select copy paper larger than the originals. Select the proper reproduction ratio.
The stamp position is wrong.	The paper orientation is wrong.	Check the paper orientation and stamp position.
When using Combine, parts of the image are not copied.	You specified a reproduction ratio that does not match the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches your originals and the copy paper.  Note <input type="checkbox"/> Select the correct reproduction ratio before using Combine mode.
Order of copies is not correct.	You placed originals in incorrect order.	When placing a stack of originals in the ADF, the last page should be at the bottom. If you place an original on the exposure glass, start with the first page to be copied.
When using Duplex, copy is made Top/Bottom even though Left/Right is selected, or copy is made Left/Right even though Top/Bottom is selected.	You placed originals in the wrong direction.	Place originals in the correct orientation.
Paper does not output during printing with stapling.	If you stop printing while using the staple function, papers not stapled during printing may be left in the staple unit.	Press the [Reset] key and cancel copy settings, including stapling.

❖ Connect Copy

Problem	Causes	Solutions
You cannot staple or punch.	The main and sub-machines are not installed with the same options.	Press  to cancel Connect Copy.
You get different copy results from the main and sub-machines.	The Copy Quality setting differ on the two machines.	Set the Copy Quantity.

When Memory Is Full

Note

- ❑ If you set **[Memory Full Auto Scan Restart]** in User Tools (see p.154 “Memory Full Auto Scan Restart”) to **[Yes]**, even if memory becomes full, the memory overflow message will not be displayed. The machine will make copies of scanned originals first, then automatically scan and copy remaining originals. When this happens, the resulting sorted pages will not be sequential.

Message	Causes	Solutions
<p>Memory is full.* originals have been scanned.</p> <p>Press [Print] to copy scanned originals. Do not remove remaining originals.</p> <p>Note</p> <ul style="list-style-type: none"> ❑ Copying will stop and this message will be displayed when the memory is full. 	<p>The scanned original exceeds the number of pages that can be stored in memory.</p>	<p>Press [Print] to print out already scanned originals and then delete scan data.</p> <p>Or, press [Clear] to simply delete scan data.</p>
<p>Press [Resume] to scan and copy remaining originals.</p> <p>[Stop] [Resume]</p>	<p>The machine checks if the remaining originals should be copied, after the scanned original is printed.</p>	<p>To continue copying, remove all copies, and then press [Resume]. To stop copying, press [Stop].</p>

◆ Connect Copy

Message	Causes	Solutions
<p>Sub-machine memory is full. Sub-machine will be disconnected.</p>	<p>The data exceeds the capacity of the sub-machine.</p>	<p>Continue printing on the main machine.</p>

6. User Tools (Copier / Document Server Features)

User Tools Menu (Copier / Document Server Features)

User Tools Item Names	Default Settings
General Features P.1/6 See p.142 "General Features P. ¹ /6".	
Auto Paper Select Priority	<i>On</i>
Paper Display	<i>Display</i>
Original Type Display	<i>Display</i>
Original Type Priority	<i>Text</i>
Original Photo Type Priority	Full Colour / Two-colour: <i>Text / Photo</i>
	B&W / Single Colour: <i>Text / Photo</i>
Auto Tray Switching	<i>With Image Rotation</i>
General Features P.2/6 See p.143 "General Features P. ² /6".	
Duplex Mode Priority	<i>1 Sided→1 Sided (metric)</i>
Copy Orientation in Duplex Mode	<i>Top to Top</i>
Original Orientation in Duplex Mode	<i>Top to Top</i>
Change Initial Mode	<i>Standard</i>
Max. Copy Quantity	<i>999 Sheets</i>
Tone: Original Remains	<i>On</i>
Job End Call	<i>On</i>
Connect Copy Key Display	<i>Display</i>
General Features P.3/6 See p.144 "General Features P. ³ /6".	
Copy Function Key: F1~F5	<ul style="list-style-type: none"> • F1: <i>1 Sided→2 Sided: T to T</i> • F2: <i>2 Sided: T to T→2 Sided: T to T</i> • F3: <i>1 Sided→1 Sided Combine</i> • F4: <i>1 Sided→1 Sided Combine: 4 originals</i> • F5: <i>Create Margin</i>

User Tools Item Names	Default Settings
General Features P.4/6 See p.144 "General Features P. ⁴ / ₆ ".	
Document Server Storage Key: F1~F5	<ul style="list-style-type: none"> • F1: 2 Sided Original Top to Top • F2: 1 Sided→1 Sided Combine • F3: 1 Sided→1 Sided Combine: 4 originals • F4: 1 Sided→1 Sided Combine: 8 originals • F5: Create Margin
General Features P.5/6 See p.145 "General Features P. ⁵ / ₆ ".	
Document Server Print Key: F1~F5	<ul style="list-style-type: none"> • F1: 2 Sided Top to Top • F2: 2 Sided Top to Bottom • F3: Booklet • F4: Magazine • F5: Off
General Features P.6/6 See p.145 "General Features P. ⁶ / ₆ ".	
Clear Bypass Mode	Clear
Colour Mode Priority	Black & White
Two-colour Mode Priority	Red & Black
Auto Image Density Priority	Full Colour/Two-colour: Off / B & W/Single Colour: On
Reproduction Ratio P.1/2 See p.145 "Reproduction Ratio P. ¹ / ₂ ".	
Shortcut R / E	Metric version <ul style="list-style-type: none"> • Shortcut R/E 1: 71% • Shortcut R/E 2: 141% • Shortcut R/E 3: 93% Inch version <ul style="list-style-type: none"> • Shortcut R/E 1: 73% • Shortcut R/E 2: 155% • Shortcut R/E 3: 93%
Enlarge 1~5	Metric version <ul style="list-style-type: none"> • Enlarge 1: 115% • Enlarge 2: 122% • Enlarge 3: 141% • Enlarge 4: 200% • Enlarge 5: 400% Inch version <ul style="list-style-type: none"> • Enlarge 1: 121% • Enlarge 2: 129% • Enlarge 3: 155% • Enlarge 4: 200% • Enlarge 5: 400%

User Tools Item Names	Default Settings
Priority Setting: Enlarge	Metric version 141% Inch version 155%
Reproduction Ratio P.2/2 See p.146 "Reproduction Ratio P. ² /2".	
Reduce1~6	Metric version •Reduce1: 25% •Reduce2: 50% •Reduce3: 65% •Reduce4: 71% •Reduce5: 75% •Reduce6: 82% Inch version •Reduce1: 25% •Reduce2: 50% •Reduce3: 65% •Reduce4: 73% •Reduce5: 78% •Reduce6: 85%
Priority Setting: Reduce	Metric version: 71% Inch version: 73%
Ratio for Create Margin	93%
R / E Priority	<i>Reduce</i>
Edit P.1/3 See p.147 "Edit P. ¹ /3".	
Front Margin: Left / Right	Metric version: <i>Left 5 mm</i> Inch version: <i>Left 0.2"</i>
Back Margin: Left / Right	Metric version: <i>Right 5 mm</i> Inch version: <i>Right 0.2"</i>
Front Margin: Top / Bottom	Metric version: <i>T/B 0 mm</i> Inch version: <i>T/B 0"</i>
Back Margin: Top / Bottom	Metric version: <i>T/B 0 mm</i> Inch version: <i>T/B 0"</i>
1 Sided→2 Sided Auto Margin: TtoT	Metric version: <i>Right 5 mm</i> Inch version: <i>Right 0.2"</i>
1 Sided→2 Sided Auto Margin: TtoB	Metric version: <i>T/B 0 mm</i> Inch version: <i>T/B 0"</i>
Erase Border Width	Metric version: <i>10 mm</i> Inch version: <i>0.4"</i>
Erase Original Shadow in Combine	<i>Yes</i>
Erase Centre Width	Metric version: <i>10 mm</i> Inch version: <i>0.4"</i>

User Tools Item Names		Default Settings
Edit P.2/3 See p.148 "Edit P. ² /3".		
Copy Back Cover		<i>Outside</i>
Front Cover Copy in Combine		<i>Combine</i>
Copy on Designating Page in Combine		<i>Combine</i>
Orientation: Booklet, Magazine		<i>Open to Left</i>
Copy Order in Combine		<i>From Left to Right</i>
Edit P.3/3 See p.149 "Edit P. ³ /3".		
Image Repeat Separation Line		<i>None</i>
Double Copies Separation Line		<i>None</i>
Separation Line in Combine		<i>None</i>
Stamp See p.150 "Stamp".		
Background Numbering	Size	<i>Normal</i>
	Density	<i>Normal</i>
	Stamp Colour	<i>Black</i>
Preset Stamp	Stamp Priority	<i>Copy</i>
	Stamp Language	<i>English</i>
	Stamp Position	Metric version <ul style="list-style-type: none"> • Position: <i>Top Right</i> • Top Margin: <i>24 mm</i> • Right Margin: <i>24 mm</i> Inch version <ul style="list-style-type: none"> • Position: <i>Top Right</i> • Top Margin: <i>1.0"</i> • Right Margin: <i>1.0"</i>
	Stamp Format	Size: <i>1 X</i>
		Density: <i>Normal</i>
		Page to Stamp: <i>All Pages</i>
	Stamp Colour	<i>Black</i>

User Tools Item Names		Default Settings
User Stamp	Program / Delete Stamp	
	Stamp Position: 1~4	Metric version <ul style="list-style-type: none"> • Position: <i>Top Right</i> • Top Margin: <i>24 mm</i> • Right Margin: <i>24 mm</i> Inch version <ul style="list-style-type: none"> • Position: <i>Top Right</i> • Top Margin: <i>1.0"</i> • Right Margin: <i>1.0"</i>
	Stamp Format: 1~4	<i>All Pages</i>
	Stamp Colour: 1~4	<i>Black</i>
Date Stamp	Format	Metric version: <i>DD / MM / YYYY</i> Inch version: <i>MM / DD / YYYY</i>
	Font	<i>Font 1</i>
	Stamp Position	Metric version <ul style="list-style-type: none"> • Position: <i>Top Left</i> • Top Margin: <i>8 mm</i> • Right Margin: <i>32 mm</i> Inch version <ul style="list-style-type: none"> • Position: <i>Top Left</i> • Top Margin: <i>0.3"</i> • Right Margin: <i>0.8"</i>
	Stamp Setting	<i>All Pages</i>
	Size	<i>Auto</i>
	Superimpose	<i>No</i>
	Stamp Colour	<i>Black</i>

User Tools Item Names		Default Settings
Page Numbering	Stamp Format	<i>P1, P2...</i>
	Font	<i>Font 1</i>
	Size	<i>Auto</i>
	Duplex Back Page Stamping Position	<i>Opposite Position</i>
	Page Numbering in Combine	<i>Per Original</i>
	Stamp on Designating Slip Sheet	<i>No</i>
	Stamp Position	Metric version <ul style="list-style-type: none"> • Position P1, 1/5, P.1, 1: <i>Top Right</i> -1-, 1-1: <i>Bottom Centre</i> • Top/Bottom Margin P1, 1/5, P.1, 1: <i>12 mm</i> -1-, 1-1: <i>8 mm</i> • Left/Right Margin P1, 1/5, P.1, 1: <i>12 mm</i> -1-, 1-1: <i>0 mm</i> Inch version <ul style="list-style-type: none"> • Position P1, 1/5, P.1, 1: <i>Top Right</i> -1-, 1-1: <i>Bottom Centre</i> • Top/Bottom Margin P1, 1/5, P.1, 1: <i>0.5"</i> -1-, 1-1: <i>0.3"</i> • Left/Right Margin P1, 1/5, P.1, 1: <i>0.5"</i> -1-, 1-1: <i>0.0"</i>
	Superimpose	<i>No</i>
	Stamp Colour	<i>Black</i>
	Page Numbering Initial Letter	<i>P1, P2.../P.1, P.2...</i>
Stamp Text	Font	<i>Font 1</i>
	Stamp Position	<i>Top Right</i>
	Stamp Setting	<i>All Pages</i>
	Size	<i>Auto</i>
	Superimpose	<i>No</i>
	Stamp Colour	<i>Black</i>

User Tools Item Names	Default Settings
Input / Output P.1/2 See p.154 "Input / Output P. ¹ /2".	
Switch to Batch	<i>Batch</i>
SADF Auto Reset	<i>5 seconds</i>
Rotate Sort: Auto Paper Continue	<i>No</i>
Auto Sort	<i>No</i>
Memory Full Auto Scan Restart	<i>No</i>
Select Stapling Position (Top Left)	<i>Top</i>
Select Stapling Position (Bottom Left)	Finisher 3000B (100-sheet staples): <i>Top Slant</i> Finisher MEC (50-sheet staples): <i>Top Slant</i> Finisher MEC BK (saddle stitch): <i>Centre</i>
Select Stapling Position (Top Right)	<i>Top 2</i>
Select Stapling Position (Bottom Right)	<i>Left 2</i>
Input / Output 2/2 See p.155 "Input / Output P. ² /2".	
Select Stack Function	<i>Stack</i>
Select Punch Type	<i>2 Holes</i> ^{*1}
Letterhead Setting	<i>No</i>
Eject Copy Face Up / Down in Glass Mode	<i>Face Up</i>
Eject Copy Face Up / Down in Bypass Mode	<i>Face Up</i>
Adjust Colour Image See p.156 "Adjust Colour Image".	
Background Density of ADS (Full Colour / Two-colour)	<i>Center of the 5 level adjustment</i>
Colour Sensitivity	<i>Center of the 5 level adjustment</i>
A.C.S. Sensitivity	<i>Center of the 5 level adjustment</i>
A.C.S. Priority	<i>Full Colour</i>
InkJet Type	<i>InkJet 1</i>
Administrator Tools See p.157 "Administrator Tools".	
Menu Protect	<i>Level 2</i>

^{*1} The 4-hole punch type can only punch in the 4-hole format.

Accessing User Tools (Copier / Document Server Features)

This section is for key operators in charge of this machine. With User Tools can change the machine's default settings.

Note

- ❑ Be sure to exit User Tools and return to the initial copy display after all settings are finished. This section describes system settings you can set for the copier function.
- ❑ The selected key is highlighted.
- ❑ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Clear Modes]** key is pressed.

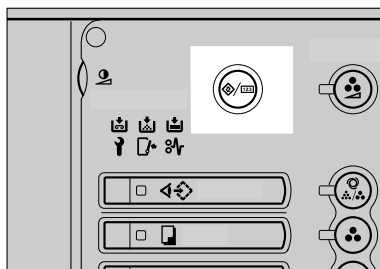
Reference

For details, see “Changing Default Settings” in “User Tools (System Settings)”, *General Settings Guide*.

Changing Default Settings

- 1** Press the **[User Tools/Counter]** key.

The User Tools main menu appears.



Note

- ❑ When Basic Authentication, Windows Authentication, or LDAP Authentication is set, the authentication screen will be displayed. Enter your login name and login password, and then press **[Login]**.

- 2** Press **[Copier / Document Server Features]**.

The Copier / Document Server Features menu is displayed.

- 3** Select the menu you want to set.

The setting display for each menu is displayed.

Reference

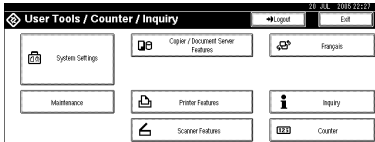
See p.133 “User Tools Menu (Copier / Document Server Features)”.

- 4** Change settings by following the instructions on the display panel, and then press **[OK]**.

Exiting User Tools

- 1** After changing default settings, press **[Exit]** on the User Tools main menu.

Changes to User Tools are complete, and the machine is ready to copy.



Note

- ❑ You can also exit User Tools by pressing the **[User Tools/Counter]** key.

Settings You Can Change with User Tools

General Features P.1/6

❖ Auto Paper Select Priority

Auto Paper Select is the default setting. You can cancel this setting. See p.36 “Selecting Copy Paper”.

Note

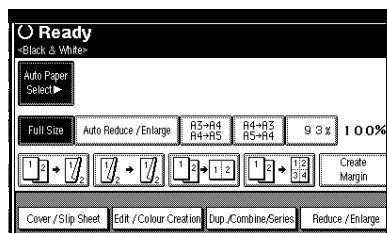
- ☐ Default: *On*

❖ Paper Display

You can choose to have the available paper trays and sizes shown on the initial display.

Note

- ☐ Default: *Display*
- ☐ If you select [**Hide**], the display is shown as below. Press [**Auto Paper Select**] to display paper sizes.



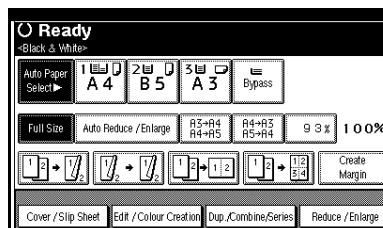
❖ Original Type Display

You can have the original types shown on the initial display.

Note

- ☐ Default: *Display*

- ☐ If you select [**Hide**], the display is as below.



❖ Original Type Priority

You can select the type of originals effective when the machine is turned on or reset, or when modes are cleared.

Note

- ☐ Default: *Text*

❖ Original Photo Type Priority

You can select the original type effective when the power is turned on, or modes cleared. See p.35 “Selecting the Original Type”.

Note

- ☐ Default:
 - Full Colour / Two-colour: *Text / Photo*
 - B&W / Single Colour: *Text / Photo*

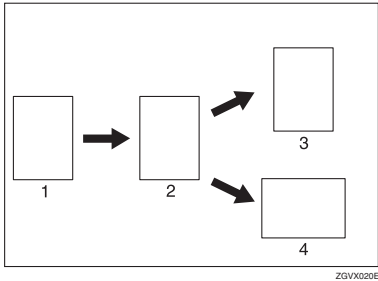
❖ Auto Tray Switching

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.

Note

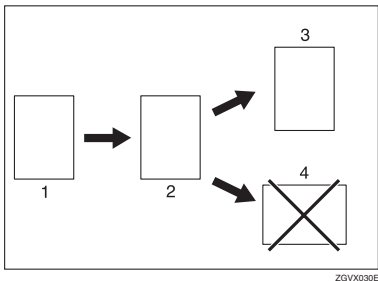
- ☐ Default: *With Image Rotation*

- ☐ **[With Image Rotation]** Use to copy when using the Auto Tray Switching function.



1. Original
2. Paper (Tray 1)
3. Paper (Tray 2)
4. Paper (Tray 3)

- ☐ **[Without Image Rotation]** Only copies with Auto Tray Switching if you load paper of the same size and in the same orientation in two or more trays. If the paper is not the same size or in the same orientation, copying is interrupted and the message "Load paper." is displayed.



1. Original
2. Paper (Tray 1)
3. Paper (Tray 2)
4. Paper (Tray 3)

- ☐ **[Off]** When a paper tray runs out of paper, copying is interrupted and the message "Load paper." is displayed.

General Features P.2/6

◆ Duplex Mode Priority

You can select the type of the Duplex function effective when the power is turned on, or modes are cleared.

Note

- ☐ Default: *1 Sided* → *1 Sided*

◆ Copy Orientation in Duplex Mode

You can set the copy orientation when making two-sided copies.

Note

- ☐ Default: *Top to Top*

◆ Original Orientation in Duplex Mode

You can set the original orientation when making two-sided copies.

Note

- ☐ Default: *Top to Top*

◆ Change Initial Mode

You can select standard mode or Program No.10 as the mode effective when power is turned on, or modes are cleared.

Note

- ☐ Default: *Standard*

◆ Max. Copy Quantity

The maximum copy quantity can be set between 1 and 999.

Note

- ☐ Default: *999 Sheets*

◆ Tone: Original Remains

The beeper (key tone) sounds if you forget to remove originals after copying.

Note

- ☐ Default: *On*
- ☐ If Panel Tone in User Tools (System Settings) is **[Off]**, the beeper does not sound, whatever the Tone: Original remains setting. See "Panel Tone" in "General Features", *General Settings Guide*.

❖ Job End Call

You can choose to have the beeper sound when copying is complete.

Note

- ☐ Default: *On*
- ☐ If Panel Tone of User Tools (System Settings) settings is **[On]**, the machine beeps to notify you that it did not complete a job for reasons such as: the paper tray ran out of paper, or a paper misfeed occurred.

❖ Connect Copy Key Display

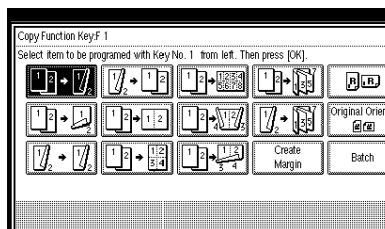
You can specify whether or not to display the key for Connect Copy.

Note

- ☐ Default: *Display*

General Features P.^{3/6}**❖ Copy Function Key: F1-F5**

You can assign frequently used functions to function keys F1 to F5.

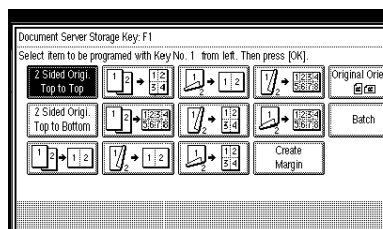
**Note**

- ☐ Default:

- Copy Function Key: F1: 1 Sided→2 Sided: T to T
- Copy Function Key: F2: 2 Sided: T to T→2 Sided: T to T
- Copy Function Key: F3: 1 Sided→1 Sided Combine
- Copy Function Key: F4: 1 Sided→1 Sided Combine: 4 originals
- Copy Function Key: F5: Create Margin

General Features P.^{4/6}**❖ Document Server Storage Key: F**

You can assign frequently used functions to function keys F1 to F5. You can also change assigned functions.

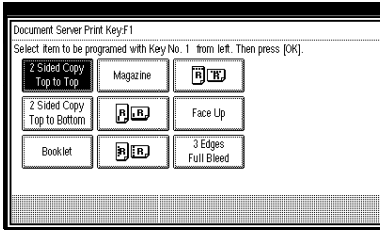
**Note**

- ☐ Default:
- Document Server Storage Key: F1: 2 Sided Original Top to Top
- Document Server Storage Key: F2: 1 Sided→1 Sided Combine
- Document Server Storage Key: F3: 1 Sided→1 Sided Combine: 4 originals
- Document Server Storage Key: F4: 1 Sided→1 Sided Combine: 8 originals
- Document Server Storage Key: F5: Create Margin

General Features P.5/6

❖ Document Server Print Key: F

You can assign frequently used functions to function keys F1 to F5. You can also change assigned functions.



Note

☐ Default:

- Document Server Print Key: F1: *2 Sided Top to Top*
- Document Server Print Key: F2: *2 Sided Top to Bottom*
- Document Server Print Key: F3: *Booklet*
- Document Server Print Key: F4: *Magazine*
- Document Server Print Key: F5: *Off*

General Features P.6/6

❖ Clear Bypass Mode

You can set whether to “Clear” or “Do not Clear” bypass tray settings when the machine is turned on, reset, or modes are cleared.

Note

☐ Default: *Clear*

❖ Colour Mode Priority

You can select to prioritize “Auto Colour Select”, “Full Colour”, or “Black & White” when the machine is turned on, reset, or modes are cleared.

Note

☐ Default: *Black & White*

❖ Two-colour Mode Priority

You can set whether to prioritize “Red & Black” or “Two-colour” in Two-colour mode.

Note

☐ Default: *Red & Black*

❖ 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.

Note

☐ Default:

- Full Colour/Two-colour: *Off*
- B&W/Single Colour: *On*

☐ When using the Auto Colour Select function, the settings of Full Colour/Two-colour will be effective.

Reproduction Ratio P.1/2

❖ 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. You can also change registered Reduce / Enlarge ratios.

If no Reduce / Enlarge ratio has been set when selecting [Shortcut R / E 1], [Shortcut R / E 2], or [Shortcut R / E 3], enter the ratio using the number keys.

◆ Enlarge 1-5

You can customize available enlargement ratios by pressing **[Reduce / Enlarge]**, followed by **[Enlarge]**.

115% B4→A3	122% F→A3 A4→B4	141% A4→A3 A5→A4	200% A→A3	400%
Enlarge1	Enlarge2	Enlarge3	Enlarge4	Enlarge5

Note

□ Default:

- Metric version:
 - Enlarge 1: 115%
 - Enlarge 2: 122%
 - Enlarge 3: 141%
 - Enlarge 4: 200%
 - Enlarge 5: 400%
- Inch version:
 - Enlarge 1: 121%
 - Enlarge 2: 129%
 - Enlarge 3: 155%
 - Enlarge 4: 200%
 - Enlarge 5: 400%

- When selecting **[User Enlrg. Ratio]**, enter a ratio using the number keys (in the range of 101 to 400%).

◆ Priority Setting: Enlarge

You can set the ratio with priority when **[Reduce / Enlarge]** is pressed, followed by **[Enlarge]**.

Note

□ Default:

- Metric version: 141%
- Inch version: 155%

Reproduction Ratio P.²/₂

◆ Reduce 1-6

You can customize available reduction ratios by pressing **[Reduce / Enlarge]**, followed by **[Reduce]**.

25% A3→A5 F→A5	50% A3→A5 F→A5	61% A3→A4 A4→A5	71% A3→A4 F→A4	82% B4→A4	87%
Reduce1	Reduce2	Reduce3	Reduce4	Reduce5	Reduce6

Note

□ Default:

- Metric version:
 - Reduce 1: 25%
 - Reduce 2: 50%
 - Reduce 3: 65%
 - Reduce 4: 71%
 - Reduce 5: 75%
 - Reduce 6: 82%
- Inch version:
 - Reduce 1: 25%
 - Reduce 2: 50%
 - Reduce 3: 65%
 - Reduce 4: 73%
 - Reduce 5: 78%
 - Reduce 6: 85%

- When selecting **[User Redc.Ratio]**, enter a ratio using the number keys (in the range of 25 to 99%).

◆ Priority Setting: Reduce

You can set the ratio with priority when **[Reduce / Enlarge]** is pressed, followed by **[Reduce]**.

Note

□ Default:

- Metric version: 71%
- Inch version: 73%

❖ **Ratio for Create Margin**

You can set a Reduce / Enlarge ratio when registering Create Margin in a shortcut key.

Note

- ☐ Default: 93%

❖ **R / E Priority**

Specifies which tab has priority on the display panel when [**Reduce / Enlarge**] is pressed.

Note

- ☐ Default: *Reduce*

Edit P.1/3

❖ **Front Margin: Left / Right**

You can specify left and right margins on the front side of copies using the Margin Adjustment function.

Note

- ☐ Default:
 - Metric version: *Left 5 mm*
 - Inch version: *Left 0.2"*

❖ **Back Margin: Left / Right**

You can specify left and right margins on the back side of copies using the Margin Adjustment function.

Note

- ☐ Default:
 - Metric version: *Right 5 mm*
 - Inch version: *Right 0.2"*

❖ **Front Margin: Top / Bottom**

You can specify top and bottom margins on the front side of copies using the Margin Adjustment function.

Note

- ☐ Default:
 - Metric version: *T/B 0 mm*
 - Inch version: *T/B 0.0"*

❖ **Back Margin: Top / Bottom**

You can specify top and bottom margins on the back side of copies using the Margin Adjustment function.

Note

- ☐ Default:
 - Metric version: *T/B 0 mm*
 - Inch version: *T/B 0.0"*

❖ **1 Sided→2 Sided Auto Margin: TtoT**

When using the 1 sided → 2 sided Duplex function, you can specify margins on the back side.

The margin is set to the same value as "**Back Margin: Left/Right**".

Note

- ☐ Default:
 - Metric version: *Right 5 mm*
 - Inch version: *Right 0.2"*

❖ **1 Sided→2 Sided Auto Margin: TtoB**

When using the 1 sided → 2 sided Duplex function, you can specify margins on the back side. The margin is set to the same value as "**Back Margin: Top/Bottom**".

Note

- ☐ Default:
 - Metric version: *T/B 0 mm*
 - Inch version: *T/B 0.0"*

❖ Erase Border Width

You can specify the width of erased border margins using this function.

Note

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

❖ Erase Original Shadow in Combine

In Combine Copy or Magazine Copy mode, you can specify whether to erase a 3 mm, 0.1" bounding margin around all four edges of each original.

Note

- ☐ Default: Yes

❖ Erase Centre Width

You can specify the width of the erased centre margins using this function.

Note

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

Edit P.²/₃

❖ Copy Back Cover

When copying the back cover, you can specify whether to have the back cover outside (outside page) or inside (inside page).

Note

- ☐ Default: *Outside*

❖ Front Cover Copy in Combine

You can make a combined copy on the front cover sheet when you select the Front Cover function.

Combine				Not Combined			
1	2	5	6	1	2	3	6
3	4	7	8		4	5	8

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Note

- ☐ Default: *Combine*

❖ Copy on Designating Page in Combine

You can make a combined copy on a designated paper.

Note

- ☐ Default: *Combine*

❖ Orientation: Booklet, Magazine

You can select the orientation of copies to open when using Magazine or Booklet functions.

Note



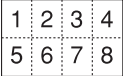

- ☐ Default: *Open to Left*

Reference

p.60 "How to fold copies to make a booklet"

❖ Copy Order in Combine

You can set the copy order when using the Combine function to Left to Right or Top to Bottom.

From Left to Right	From Top to Bottom
	
	

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Note

- ☐ Default: *From Left to Right*

Edit P.^{3/3}

❖ Image Repeat Separation Line

You can select a separation line and colour using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop Marks.

- None



- Solid



- Broken A



- Broken B



- Crop Marks



Note

- ☐ Default: *None*
- ☐ An image of approximately 1.5 mm will not be displayed as the width of the separation line, when specifying solid or broken lines.

❖ 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.

- None



- Solid



- Broken A



- Broken B



- Crop Marks



Note

- ☐ Default: *None*
- ☐ Images of approximately 1.5 mm will not be displayed as the width of the separation line when solid or broken lines have been specified.

◆ Separation Line in Combine

You can select a separation line using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks. See p.53 “1 Sided Combine” and p.55 “2 Sided Combine”.

- None



- Solid



- Broken A



- Broken B



- Crop Marks



Note

- ☐ Default: *None*
- ☐ Images of approximately 1.5 mm will not be displayed as the width of the separation line when solid or broken lines have been specified.

Stamp

Background Numbering

◆ Size

You can set the size of the numbers.

Note

- ☐ Default: *Normal*

◆ Density

You can set the density of the numbers.

Note

- ☐ Default: *Normal*

◆ Stamp Colour

You can set the colour of the numbers.

Note

- ☐ Default: *Black*

Preset Stamp^{1/5-5/5}

◆ Stamp Priority

You can select the stamp type given priority when **[Preset Stamp]** is pressed. See p.74 “Preset Stamp”.

Note

- ☐ Default: *Copy*

◆ Stamp Language

You can select the language of the stamp.

Note

- ☐ Default: *English*

◆ Stamp Position

You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.

 **Note**☐ Default:

- Metric Version:
 - Position: *Top Right*
 - Top Margin: *24 mm*
 - Right Margin: *24 mm*
- Inch Version:
 - Position: *Top Right*
 - Top Margin: *1.0"*
 - Right Margin: *1.0"*

❖ **Stamp Format**

You can adjust the stamp's size, density, and print page.

- Size
You can set the size of the stamp.

 **Note**

☐ Default: *1 X*

- Density
You can set the pattern used to print the stamp.

 **Note**

☐ Default: *Normal*

☐ Normal: The stamp is printed on the image. You cannot check which parts will overlap.

☐ Lighter: The image can be seen through the stamp.

☐ Lightest: The image appears even clearer than in the Lighter setting.

- Print Page
You can have the stamp printed on the first page or all pages.

 **Note**

☐ Default: *All Pages*

❖ **Stamp Colour**

Sets the stamp print colour.

 **Note**

☐ Default: *Black*

User Stamp $1/2$ - $2/2$

❖ **Program / Delete Stamp**

You can register, change, or delete these user stamp designs.

 **Note**

- ☐ You can register up to four custom stamps with your favourite designs. See p.76 "Programming a user stamp".

 **Reference**

For how to delete the user stamp, see p.77 "Deleting a user stamp".

❖ **Stamp Position 1 - 4**

You can set the position where the stamp is printed.

Press the arrow keys to adjust the position.

 **Note**

☐ Default:

- Metric version:
 - Position: *Top Right*
 - Top Margin: *24 mm*
 - Right Margin: *24 mm*
- Inch version:
 - Position: *Top Right*
 - Top Margin: *1.0"*
 - Right Margin: *1.0"*

❖ Stamp Format 1 - 4

You can adjust the print page for User Stamps 1 to 4 already registered.

- **Page to Stamp**
Sets whether to print the stamp on all pages or only the first page.

Note

- ☐ Default: *All Pages*

❖ Stamp Colour 1 - 4

Sets the colour registered in User Stamp colour (1 to 4).

Note

- ☐ Default: *Black*

Date Stamp

❖ Format

You can select the date format for the Date Stamp function.

Note

- ☐ Default:
 - Metric version: *DD/MM/YYYY*
 - Inch version: *MM/DD/YYYY*

❖ Font

You can select the Date Stamp font.

Note

- ☐ Default: *Font 1*
- ☐ This setting is linked to the Page Numbering function.

❖ Stamp Position

You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.

Note

- ☐ Default:
 - Metric version:
 - Position: *Top Left*
 - Top Margin: *8 mm*
 - Left Margin: *32 mm*
 - Inch version:
 - Position: *Top Left*
 - Top Margin: *0.3"*
 - Left Margin: *0.8"*

❖ Stamp Setting

You can have the date printed on the first page or all pages.

Note

- ☐ Default: *All Pages*

❖ Size

You can set the Date Stamp size.

Note

- ☐ Default: *Auto*

❖ Superimpose

You can have the Date Stamp printed in white where it overlaps black parts of the image.

Note

- ☐ Default: *No*

❖ Stamp Colour

You can set the selected priority colour when printing the date.

Note

- ☐ Default: *Black*

Page Numbering $1/3-2/3$

❖ Stamp Format

You can select the page number format given priority when **[Page Numbering]** is pressed.

Note

☐ Default: *P1, P2*

❖ Font

You can select the page number font.

Note

☐ Default: *Font 1*

❖ Size

You can set the size of the page number.

Note

☐ Default: *Auto*

❖ Duplex Back Page Stamping Position

You can set the position of the duplex back page number printed using the Duplex function.

Note

☐ Default: *Opposite Position*

❖ Page Numbering in Combine

You can set page numbering when using the Combine and Page Numbering function together.

Note

☐ Default: *Per Original*

❖ Stamp on Designating Slip Sheet

You can print the page number on slip sheets when you use the Designate function set to "Copy" and Page Numbering function together.

❖ Stamp Position

P1, P2... Stamp Position: 1/5, 2/5...
Stamp Position: -1-, -2-... Stamp Position: P.1, P.2. Stamp Position: 1, 2... Stamp Position: 1-1, 1-2...
You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.

❖ Superimpose

You can have page numbers printed in white where they overlap black parts of the image.

Note

☐ Default: *No*

❖ Stamp Colour

You can set the selected priority colour when printing the date.

Note

☐ Default: *Black*

❖ Page Numbering Initial Letter

You can select the page numbering initial letter between "P.1, P.2 ..." and "S.1, S.2...".

Note

☐ Default: *P.1, P.2...*

Stamp Text

❖ Font

You can select the font of the text in Stamp Text mode.

Note

☐ Default: *Font 1*

❖ Stamp Position

You can set the position at which the stamp is printed.

Note

☐ Default: *Top Right*

❖ **Stamp Setting**

You can have the text printed on the first page or all pages.

 **Note**

☐ Default: *All Pages*

❖ **Size**

You can select the size of the stamp printed in Stamp Text mode.

 **Note**

☐ Default: *Auto*

❖ **Superimpose**

You can have page numbers printed as a negative where they overlap black parts of the image.

 **Note**

☐ Default: *No*

❖ **Stamp Colour**

You can set the selected priority colour when printing the text.

 **Note**

☐ Default: *Black*

Input / Output P.1/2

❖ **Switch to Batch (SADF)**

You can select to have the Batch or SADF function displayed when you press **[Special Original]**. See p.15 "Batch".

 **Note**

☐ Default: *Batch*

❖ **SADF Auto Reset**

In SADF mode, an original must be set within a specific time after the previous original has been fed. You can adjust this time from 3 seconds to 99 in 1 second increments.

 **Note**

☐ Default: *5 seconds*

❖ **Rotate Sort: Auto Paper Continue**

You can continue copying when paper of the required orientation has run out during rotate-sorting. See p.43 "Rotate Sort".

 **Note**

☐ If you select **[No]** :

- When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying.

☐ If you select **[Yes]** :

- Copying continues using copy paper of a different orientation. The copy job will finish even if the machine is left unattended.

☐ Default: *No*

❖ **Auto Sort**

You can specify whether the Sort function is to be selected when the machine is turned on, or when the functions are cleared.

 **Note**

☐ Default: *No*

❖ **Memory Full Auto Scan Restart**

If memory becomes full while scanning originals, the machine will copy the scanned originals first, and then automatically proceed scanning remaining originals. You can enable or disable this function.

 **Note**

☐ If you select **[No]** :

- When memory becomes full, the machine stops operation, allowing you to remove the copies on the output tray.

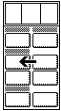
☐ If you select **[Yes]** :

- You can leave the machine unattended to make copies, but sorted pages will not be sequential.

☐ Default: *No*

❖ **Select Stapling Position (Top Left)**

Specify which the type of stapling to be shown on the top left key of the initial display.



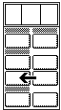
 **Note**

☐ Default: *Top*

- ☐ The optional finisher is required to use this function.

❖ **Select Stapling Position (Bottom Left)**

Specify which the type of stapling to be shown on the bottom left key of the initial display.



 **Note**

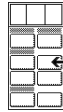
☐ Default:

- Finisher 3000B (100-sheet staples): *Top Slant*
- Finisher MEC (50-sheet staples): *Top Slant*
- Finisher MEC BK (saddle stitch): *Centre*

- ☐ The optional finisher is required to use this function.

❖ **Select Stapling Position (Top Right)**

Specify which the type of stapling to be shown on the bottom right key of the initial display.



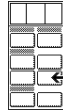
 **Note**

☐ Default: *Top 2*

- ☐ The optional finisher is required to use this function.

❖ **Select Stapling Position (Bottom Right)**

Specify which the type of stapling to be shown on the bottom right key of the initial display.



 **Note**

☐ Default: *Left 2*

- ☐ The optional finisher is required to use this function.

Input / Output P.²/₂

❖ **Select Stack Function**

Specify whether Stack or Rotate Sort has priority on the initial display.

 **Note**

☐ Default: *Stack*

- ☐ The optional finisher is required to use this function.

❖ Select Punch Type

Specify which the type of punch to be shown on the initial display.

Note

- ☐ Default: 2 Holes
- ☐ The optional finisher is required to use this function.

❖ Letterhead Setting

If you select [Yes] for this function, the machine rotates images correctly.

Note

- ☐ Default: No
- ☐ Orientation-fixed (top to bottom) or two-sided paper might not print correctly depending on how the originals and paper are placed.

Reference

When using letterhead paper, pay attention to the paper orientation. See "Orientation-Fixed Paper or Two-Sided Paper" in "Loading Paper", *General Settings Guide*.

❖ Eject Copy Face Up / Down in Glass Mode

You can specify the way in which copies are delivered when copying an original placed on the exposure glass.

Note

- ☐ Default: Face Up

❖ Eject Copy Face Up / Down in Bypass Mode

You can specify the way in which copies are delivered when copying in Bypass mode.

Note

- ☐ Default: Face Up
- ☐ If you have selected OHP transparencies or thick paper 2 in "Special Paper", you cannot have copies delivered face down.
- ☐ If you select Tab Stock, you cannot have copies delivered face up.

Adjust Colour Image

❖ Background Density of ADS (Full Colour / Two-colour)

The background density is adjusted to skip the texture and copy. You can adjust the background density up to 5 levels when in Full Colour or Two-colour.

Note

- ☐ Default: Centre of the 5 level adjustment

❖ Colour Sensitivity

You can adjust the tone of red in "Two colour (Red & Black)", the colour specified to convert in "Colour Convert" and the colour specified for "Erase Colour", in 5 levels.

Note

- ☐ Default: Centre of the 5 level adjustment
- ☐ When the colour width has been set to "Wider", and the colour to be deleted, for example is red, all the colours that are close to magenta and orange are deleted. If it's set to "Narrower" the colour red will be deleted.

❖ A.C.S. Sensitivity

This 5-step setting determines the level of the standard used for discriminating between black & white originals and full colour originals when “Auto Colour Select” is selected.

Note

- ☐ Default: *Centre of the 5 level adjustment*

❖ A.C.S. Priority

This setting determines the copy priority between “Black & White” and “Full Colour” when “Auto Colour Select” is selected.

Note

- ☐ Default: *Full Colour*

❖ InkJet Type

When copying inkjet paper documents, specify the final image quality appropriate to the colour of the document. This setting is effective after you select **[Inkjet Output]** under **[Others]**.

Note

- ☐ Default: *InkJet 1*
- ☐ When copying paper documents printed on a regular colour ink jet printer, select **[InkJet 1]**.
- ☐ Increase image redness, select **[InkJet 2]**.
- ☐ Increase image blueness, select **[InkJet 3]**.

Administrator Tools

❖ Menu Protect

You can prevent unauthenticated users from changing User Tools settings.

For details, consult the administrator.

Combination Chart

The combination chart below shows which functions can be used together. The following tables explain the symbols used in the chart.

	means that these functions can be used together.
●	means that these functions cannot be used together. The second function selected will be the function you are working in.
×	means that these functions cannot be used together. The first function selected will be the function you are working in.

Function	Function		Function selected after																													
	Mixed Sizes	Custom Size Originals	Original Orientation (Undetectable)	Auto Image Density	Manual Image Density	Full Colour	Two Colour	Red & Black	Single Colour	Black & White	Auto Colour Selection	Auto Paper Select	Manual Paper Select	Bypass Tray	Auto Reduce / Enlarge	Size Magnification	Create Margin	Book – 1 Sided	2 Sided – 1 Sided	1 Sided – 2 Sided Slew – 2 Sided	Combine	Book – 2 Sided	Front & Back – 2 Sided	Magazine	Mixed 1 & 2 Sided Originals	Specify pages to Print in Duplex	Double Copies	Image Repeat	Specified Area Repeat			
Mixed Sizes	X																															
Custom Size Originals	X																															
Original Orientation (Undetectable)			X																													
Auto Image Density				X																												
Manual Image Density					X																											
Full Colour						X																										
Two Colour							X																									
Red & Black								X																								
Single Colour									X																							
Black & White										X																						
Auto Colour Selection											X																					
Auto Paper Select												X																				
Manual Paper Select													X																			
Bypass Tray														X																		
Auto Reduce / Enlarge															X																	
Size Magnification																X																
Create Margin																	X															
Book – 1 Sided																		X														
2 Sided – 1 Sided																			X													
1 Sided – 2 Sided Slew – 2 Sided																				X												
Combine																					X											
Book – 2 Sided																						X										
Front & Back – 2 Sided																							X									
Magazine																								X								
Mixed 1 & 2 Sided Originals																									X							
Specify pages to Print in Duplex																										X						
Double Copies																											X					
Image Repeat																												X				
Specified Area Repeat																													X			
Margin Adjustment																													X			
Positive / Negative																													X			
Scan Position																													X			
Centring																													X			
Erase Centre																													X			
Erase Border																													X			
Erase Inside																													X			
Erase Outside																													X			
Mirror																													X			
3 Edges Full Bleed																													X			
Erase Colour																													X			
Convert Colour																													X			
Colour Background																													X			
Background Numbering																													X			
Printed Stamp																													X			
User Stamp																													X			
Date Stamp																													X			
Stamp Text																													X			
Page Numbering																													X			
Front Covers / Back Covers																													X			
Designate																													X			
Slip Sheets																													X			
Face Up																													X			
Sort														</																		

*1 Combination with "2 Sided → 1 Sided" is × with cover sheet.

*2 Combination with Staple Top 2 is x with Punch left.

Combination with Staple 1 position is \times with Punch Top.

Function		Function selected after																															
		Margin Adjustment	Positive / Negative	Scan Position	Centring	Erase Centre	Erase Border	Erase Inside	Erase Outside	Mirror	3 Edges Full Bleed	Erase Colour	Convert Colour	Colour Background	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Stamp Text	Page Numbering	Front Covers / Back Covers	Designate	Slip Sheets	Face Up	Sort	Rotate Sort	Stack	Staple	Punch	Store File			
Function selected first	Mixed Sizes																																
	Custom Size Originals																																
	Original Orientation (Undetectable)																																
	Auto Image Density																																
	Manual Image Density																																
	Full Colour																																
	Two Colour												x	x																			
	Red & Black												x	x																			
	Single Colour													x																			
	Black & White													x																			
	Auto Colour Selection											x	x	x								●	●	●									
	Auto Paper Select																																
	Manual Paper Select																																
	Bypass Tray				x											x	x	x		x	x						x		x	x	x		
	Auto Reduce / Enlarge																																
	Size Magnification																																
	Create Margin				x						x																						
	Book – 1 Sided																					x	x										
	2 Sided – 1 Sided																					+1	+1										
	1 Sided – 2 Sided/2 Sided – 2 Sided																							x									
	Combine																						x	x									
	Book – 2 Sided																					x	x	x									
	Front & Back – 2 Sided																					x	x	x							x		
	Booklet																					x	x	x						x	x		
	Magazine																					x	x	x						x			
	Mixed 1 & 2 Sided Originals																					x	x	x									
	Specify pages to Print in Duplex																					x	x	x							x		
	Double Copies																					x	x	x							x		
	Image Repeat																					x	x	x							x		
	Specified Area Repeat	x	x		x	x	x															x	x	x						x			
	Margin Adjustment										x											x									x		
	Positive / Negative																																
	Scan Position																																
	Centring										x																						
	Erase Centre																																
	Erase Border																																
Erase Inside																																	
Erase Outside																																	
Mirror	x				x																									x			
3 Edges Full Bleed																																	
Erase Colour																																	
Convert Colour																																	
Colour Background																																	
Background Numbering																																	
Preset Stamp																																	
User Stamp																																	
Date Stamp																																	
Stamp Text																																	
Page Numbering																																	
Front Covers / Back Covers																					●	●	●										
Designate																																	
Slip Sheets																					●	●											
Face Up																																	
Sort																																	
Rotate Sort																					x	x	x										
Stack																																	
Staple																																	
Punch																																	
Store File		x								x																							

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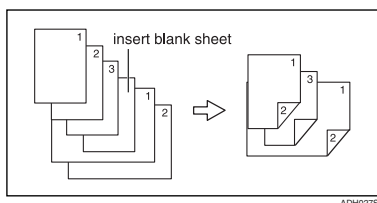
Supplementary Information

❖ Batch mode

You cannot switch between 1-sided and 2-sided originals during copying.

❖ Mixed Size mode

- Copying or scanning speed might be slower in Mixed Size mode.
- 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"□, 8¹/₂"×14"□, 8¹/₂"×11"□□, 5¹/₂"×8¹/₂"□, 7¹/₄"×10¹/₂"□□, 8"×13"□, 8¹/₂"×13"□, 8¹/₄"×13"□, 11"×14"□, 11"×15"□, 10"×14"□, 10"×15"□, 8¹/₄"×14"□, 8"×10¹/₂"□□, 8"×10"□□
- The number of sheets you can set in the bypass tray depends on the paper type. If the number set exceeds that in the table below, paper misfeeds may occur or copies may be skewed.

Paper type	Number
Thick paper 1 (127 - 157 g/m ²) (34 - 42 lb.Bond, 47 - 58 lb.Cover, 71 - 87.2 lb.Index)	30 sheets
Thick paper 2 (157 - 256 g/m ²) (42 - 68 lb.Bond, 58 - 95 lb.Cover, 87.2 - 142.1 lb.Index)	20 sheets
Translucent paper	50 sheets
OHP transparencies	50 sheets
Thin paper	100 sheets

❖ Preset Enlarge / Reduce

- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- 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 be displayed on copies.

- Copies can be reduced or enlarged as follows:

◆ Metric version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4 JIS
115	B4 JIS→A3
93	--
82	F→A4, B4 JIS→A4
75	B4 JIS→F4, B4 JIS→F
71 (reduce area by $\frac{1}{2}$)	A3→A4, A4→A5
65	A3→F
50 (reduce area by $\frac{1}{4}$)	A3→A5, F→A5
25	--

◆ Inch version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	$5\frac{1}{2}" \times 8\frac{1}{2}" \rightarrow 11" \times 17"$
155 (enlarge area by 2)	$5\frac{1}{2}" \times 8\frac{1}{2}" \rightarrow 8\frac{1}{2}" \times 14"$
129	$8\frac{1}{2}" \times 11" \rightarrow 11" \times 17"$
121	$8\frac{1}{2}" \times 14" \rightarrow 11" \times 17"$
93	--
85	$F \rightarrow 8\frac{1}{2}" \times 11"$
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 (reduce area by $\frac{1}{4}$)	$11" \times 17" \rightarrow 5\frac{1}{2}" \times 8\frac{1}{2}"$
25	--

◆ Zoom

- The reproduction ratios you can specify are 25–400%.
- 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 be displayed on copies.

◆ Size Magnification

The reproduction ratios you can specify are 25–400%.




























◆ Directional Size Magnification
































































- The reproduction ratio you can specify are 25–400%.
- When entering a size in millimeters or inches, and the calculated ratio is over the maximum or under the minimum ratio, it will be automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied or margins will be displayed on copies.

◆ Sort

The number of copies that can be placed on the tray is as follows. When the number exceeds capacity, remove copies from the tray.

	Paper Size and Direction	Number of Copies
Copy tray	B4 or smaller, A4 or larger	500 sheets (80 g/m ²) (20 lb.)
	A3, B5 or smaller	250 sheets (80 g/m ²) (20 lb.)

	Paper Size and Direction	Number of Copies
Finisher 3000B(100-sheet staples)	Finisher Upper Tray A4  , B5  , A5  , B6  , A6  , 8 1/2" × 11"  , 5 1/2" × 8 1/2" 	500 sheets (80 g/m ²) (20 lb.)
	A3  , B4  , 11" × 17"  , 8 1/2" × 14"  , 12" × 18" 	250 sheets (80 g/m ²) (20 lb.)
	Finisher Shift Tray A4  , B5  , 8 1/2" × 11" 	3,000 sheets (80 g/m ²) (20 lb.)
	A3  , B4  , A4  , B5  , 11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11"  , 12" × 18" 	1,500 sheets (80 g/m ²) (20 lb.)
	A5  , 5 1/2" × 8 1/2" 	500 sheets (80 g/m ²) (20 lb.)
	A5  , 5 1/2" × 8 1/2" 	100 sheets (80 g/m ²) (20 lb.)

	Paper Size and Direction	Number of Copies
Finisher MEC (50-sheet staples)	Finisher Upper Tray A4  , B5  , A5  , B6  , A6  , 8 1/2"×11"  , 5 1/2"×8 1/2" 	250 sheets (80 g/m ²) (20 lb.)
	A3  , B4  , 11"×17"  , 8 1/2"×14"  , 12"×18" 	50 sheets (80 g/m ²) (20 lb.)
	Finisher Shift Tray A4  , 8 1/2"×11" 	3,000 sheets (80 g/m ²) (20 lb.)
	A3  , B4  , A4  , B5  , 11"×17"  , 8 1/2"×14"  , 8 1/2"×11"  , 12"×18" 	1,500 sheets (80 g/m ²) (20 lb.)
	A5 	500 sheets (80 g/m ²) (20 lb.)
	A5  , B6  , A6  , 5 1/2"×8 1/2" 	100 sheets (80 g/m ²) (20 lb.)
Finisher MEC BK (saddle stitch)	Finisher Upper tray B4  , A4  , B5  , A5  , B6  , A6  , 8 1/2"×11"  , 5 1/2"×8 1/2" 	250 sheets (80 g/m ²) (20 lb.)
	A3  , B4  , 11"×17"  , 8 1/2"×14"  , 12"×18" 	50 sheets (80 g/m ²) (20 lb.)
	Finisher shift tray A4  , 8 1/2"×11" 	2,000 sheets (80 g/m ²) (20 lb.)
	A3  , B4  , A4  , B5  , 11"×17"  , 8 1/2"×14"  , 8 1/2"×11"  , 12"×18" 	1,000 sheets (80 g/m ²) (20 lb.)
	A5 	500 sheets (80 g/m ²) (20 lb.)
	A5  , B6  , A6  , 5 1/2"×8 1/2" 	100 sheets (80 g/m ²) (20 lb.)
	Booklet Tray A3  , B4  , A4  , B5  , 11"×17"  , 8 1/2"×14"  , 8 1/2"×11"  , 12"×18" 	15 sheets (80 g/m ²) (20 lb.)

Note

- ❑ When using Rotate Sort or Staple functions, tray capacity may be reduced.
- Paper sizes and orientations that can be used with the Sort function are A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11" and 5 1/2" × 8 1/2".
- Paper sizes and orientations that can be used with the Rotate Sort function are A4, B5, A5, 8 1/2" × 11" and 5 1/2" × 8 1/2".
- Paper sizes and orientations that can be used with the Shift Sort function are as follows:

	Paper Size and Orientation
Finisher 3000B (100-sheet staples)	A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 11", 5 1/2" × 8 1/2", 8 1/2" × 14", 12" × 18"
Finisher MEC (50-sheet staples)	A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2"
Finisher MEC BK (saddle stitch)	A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2"



















◆ Stack

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









	Paper Size and Orientation
Finisher 3000B (100-sheet staples)	A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 11", 5 1/2" × 8 1/2", 8 1/2" × 14", 12" × 18"
Finisher MEC (50-sheet staples)	A3, B4, A4, B5, A5, B6, A6, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2", 12" × 18"
Finisher MEC BK (saddle stitch)	A3, B4, A4, B5, A5, B6, A6, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2", 12" × 18"

◆ Staple


















- The following types of paper cannot be stapled:
 - Translucent paper
 - OHP transparencies
 - Label paper (adhesive labels)
 - Thick paper (Thick 2)
 - Thin paper (Thin)
 - Curled paper
 - Paper of low stiffness
 - Paper of mixed sizes

- 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, or “1 Sided→ 1 Sided”, “1 Sided→ 2 Sided”, “2 Sided→ 1 Sided”, or “2 Sided→ 2 Sided” in Combine mode, select  paper for  original and  paper for  original.
- When using Double Copies, or “1 Sided 2 Pages→ 1 Sided Combine” and “1 Sided 4 Pages→ 2 Sided Combine” in Combine mode, select  paper for  original and  paper 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” in Combine mode, select  paper for  original and  paper for  original.
- Even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and stapled using the Mixed Size mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand. Paper sizes that can be stapled when using the Mixed Size mode are as follows:
 - A3 and A4
 - B4 JIS and B5 JIS
 - 11" × 17" and 8¹/₂" × 11"
- Paper sizes and orientation that can be used in the Staple function and the stapler capacity are as follows:
























◆ Finisher 3000B(100-sheet staples)

Paper Sizes and Orientations	Stapler Capacity
A4  , B5  , 8 ¹ / ₂ " × 11"  	100 sheets
A3  , B4  , 11" × 17"  , 8 ¹ / ₂ " × 14" 	50 sheets

◆ Finisher MEC (50-sheet staples)

Paper Sizes and Orientations	Stapler Capacity
A4  , B5  , 8 ¹ / ₂ " × 11"   , 5 ¹ / ₂ " × 8 ¹ / ₂ "  	50 sheets
A3  , B4  , 11" × 17"  , 8 ¹ / ₂ " × 14"  , 12" × 18" 	30 sheets
A3  / A4  , B4  / B5  , 11" × 17"  / 8 ¹ / ₂ " × 11" 	30 sheets








◆ Finisher MEC BK (saddle stitch)

Paper Sizes and Orientation	Stapler Capacity
A4  , B5  , 8 1/2" × 11"  , 5 1/2" × 8 1/2" 	50 sheets
A3  , B4  , 11" × 17"  , 8 1/2" × 14"  , 12" × 18" 	30 sheets
A3  , A4  , B4  / B5  , 11" × 17"  / 8 1/2" × 11" 	30 sheets
Booklet (Saddle stitch) A3  , B4  , A4  , B5  , 11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11"  , 12" × 18" 	15 sheets






Note

- ☐ When the number of copies exceeds tray capacity, copying stops. If this happens, remove the copies from the shift tray, and then resume copying.
- The tray capacity for the stapled sheets is as follows: (paper weight: 80 g/m², 20 lb.)














◆ Finisher 3000B(100-sheet staples)

Paper Sizes and Orientation	Number of the Sheets	Number of the Stapled Copies
A4  , B5  , 8 1/2" × 11" 	10~100 sheets	200~30 sets
	2~9 sheets	150 sets
A3  , B4  , 11" × 17"  , 8 1/2" × 14" 	10~50 sheets	150~30 sets
	2~9 sheets	150 sets

◆ Finisher MEC (50-sheet staples)

Paper Sizes and Orientation	Maximum Number of the Sheets	Maximum Number of the Stapled Copies
A4  , 8 1/2" × 11" 	20~50 sheets	150~60 sets
	2~19 sheets	150 sets
A4  , B5  , 8 1/2" × 11" 	15~50 sheets	100~30 sets
	2~14 sheets	100 sets
Other size paper	15~30 sheets	100~33 sets
	2~14 sheets	100 sets
In the Mixed Size mode	2~30 sheets	50 sets

◆ Finisher MEC BK (saddle stitch)

Paper Sizes and Orientation		Maximum Number of the Sheets	Maximum Number of the Stapled Copies
Finisher Tray			
A4  , 8 1/2" × 11" 		13-50 sheets	150-40 sets
		2-12 sheets	150 sets
A4  , B5  , 8 1/2" × 11" 		10-50 sheets	100-20 sets
		2-9 sheets	100 sets
Other paper size		10-30 sheets	100-33 sets
		2-9 sheets	100 sets
In the Mixed Size Mode		2~30 sheets	50 sets
Booklet Tray (Saddle Stitch)	A3  , B4  , A4  , B5  , 11"×17"  , 8 1/2"×14"  , 8 1/2"×11"  , 12"×18" 	2-5 sheets	30 sets
		6-10 sheets	15 sets
		11-15 sheets	10 sets

You cannot change the stapling positions during copying.

When the original image is rotated, the stapling direction turns by 90°.

When "Top" or "Bottom" is selected and the paper with the same orientation as the original is not loaded, the image is rotated and the paper with the same size and the different orientation is selected.

With certain stapling settings, you cannot use the Rotate function.











If you select Saddle Stitch function with the Finisher MEC BK (saddle stitch), the machine staples and folds the paper in the centre, then delivers the paper folded.

If you select Saddle Stitch function in Magazine mode, the machine staples the paper, and folds it like a book, then delivers the paper folded.











◆ Punch

- With certain Punch function settings, the Rotate function cannot be used.
- You cannot punch on thick paper heavier than 157 g/m².
- Since punch holes are made in each copy, positions vary slightly.
- Punchable paper sizes are as follows:



◆ Finisher MEC BK (saddle stitch), Finisher MEC (50-sheet staples)

Punch unit type			
2 & 4 holes type	2 holes		A3, B4, A4, B5, A5, 11" × 17", 8 ¹ / ₂ " × 14", 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4, B5, A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
	4 holes		A3, B4, 11" × 17"
			A4, B5, 8 ¹ / ₂ " × 11"
4 holes type	4 holes		A3, B4, A4, B5, A5, 11" × 17", 8 ¹ / ₂ " × 14", 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4, B5, A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
2 & 3 holes type	2 holes		A3, B4, A4, B5, A5, 11" × 17", 8 ¹ / ₂ " × 14", 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4, B5, A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
	3 holes		A3, B4, 11" × 17"
			A4, B5, 8 ¹ / ₂ " × 11"

◆ Finisher 3000B(100-sheet staples)

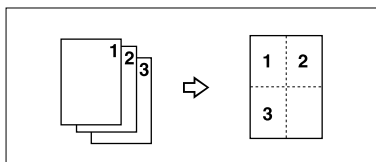
Punch unit type			
2 & 4 holes type	2 holes		A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11" × 17", 8 ¹ / ₂ " × 14", 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4, B5 JIS, A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
	4 holes		A3, B4 JIS, 11" × 17"
			A4, B5 JIS, 8 ¹ / ₂ " × 11"
4 holes type	4 holes		A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 11" × 17", 8 ¹ / ₂ " × 14", 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4, B5 JIS, A5, 8 ¹ / ₂ " × 11", 8 ¹ / ₂ " × 5 ¹ / ₂ "
2 & 3 holes type	2 holes		A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, 11" × 17", 8 ¹ / ₂ " × 14", 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
			A4, B5 JIS, A5, 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
	3 holes		A3, B4 JIS, 11" × 17"
			A4, B5 JIS, 8 ¹ / ₂ " × 11"

❖ Duplex

- You cannot use the following copy paper with this function:
 - Paper smaller than A5, $5\frac{1}{2}" \times 8\frac{1}{2}"$ (possible on A5 , $5\frac{1}{2}" \times 8\frac{1}{2}"$ )
 - Thick paper (Thick 2)
 - Thin paper (Thin)
 - Translucent paper
 - OHP transparencies
 - Label paper (adhesive labels)
 - Postcards
 - Envelopes
- When an odd number of originals is placed in the ADF, the back of the last page of copied paper is blank.
- During copying, the image is shifted to allow for the binding margin.
- Front and back image quality of copies may differ.

❖ Combine

- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.
- The reproduction ratios you can specify are 25–400%.
- If the calculated ratio is under the minimum ratio, it will be automatically adjusted to within acceptable 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 will be left blank as shown.



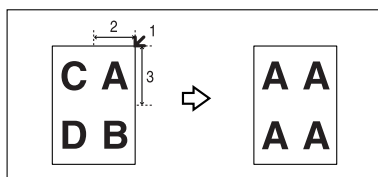
❖ Copying Book Originals

- The machine sets the reproduction ratio automatically to meet paper size and copies originals together onto the paper.
- The machine uses ratios in the range of 25 to 400%.
- If the calculated ratio is under the available minimum, it will be adjusted to minimum ratio. However, with some ratios, parts of the image might not be copied.
- Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If you mix originals of different sizes or place originals in different orientations, you cannot use this function.
- Four originals are copied onto each sheet of copy paper with this function. If the number of originals scanned is less than a multiple of 4, the last page will be blank.
- Copying to make a magazine may take some time after scanning originals.
- If the Finisher MEC BK (saddle stitch) is installed and you select "Magazine" and "Staple (Saddle Stitch)", copies are stacked, stapled at the centre, folded in half automatically, and then delivered.
- Depending on the paper type, the folding position may vary slightly.

❖ Repeat

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

If you use this function with "Custom Size Original", you can copy repeatedly the image in the area you want by specifying the vertical and horizontal lengths from the base point. In this case, place your original on the exposure glass.



1. Base point
2. Horizontal length
3. Vertical length

❖ Centering

Though the original is set to a different orientation from the paper loaded, the machine will not rotate the image by 90° (Rotate 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

Where original is placed	Paper size and orientation
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

Where original is placed	Paper size and orientation
Exposure glass	11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 10" × 14"□, 8" × 10"□
ADF	11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 10" × 14"□, 5 1/2" × 8 1/2"□

- By combining "Erase Inside 1"—"Erase Inside 5", you can erase up to 5 areas at the same time.

❖ Margin Adjustment

- If you set a binding margin that is too wide, part of the image may not be copied.
- When making copies in Combine mode, the binding margin is added to the copies after the combination is finished.

❖ Background Numbering

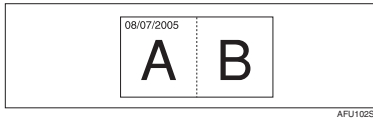
If the numbers overlap the copied image, the parts overlapped may look like some pattern.

❖ Preset Stamp

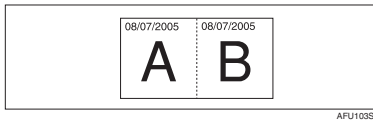
- You can change the size and density of the stamp with User Tools. Depending on the setting, density may change.
- Depending on paper size, if you change the stamp size, parts of the stamp might not be printed.
- When you use this function with the Magazine or Booklet function, you can print the stamp only on the first page.

◆ Date Stamp

- When using Combine mode, the date stamp is printed as follows:



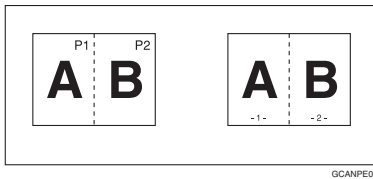
- When using Magazine or Booklet function, the date stamp is printed as follows:



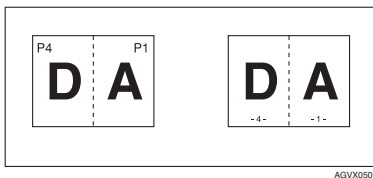
◆ Page Numbering

When page numbering is used with Combine mode, page numbers are printed as follows:

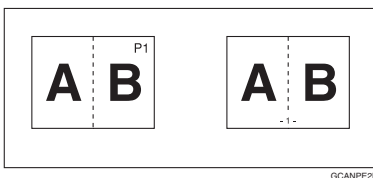
- Page Numbering per original:
Combined with 1 Sided / 2 Sided in the Combine function



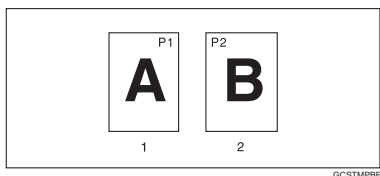
- Page Numbering per copy:
Combined with Magazine or Booklet function



- Page Numbering per copy:
Combined with 1 Sided / 2 Sided in the Combine function



If you combine this function with the Duplex (Top to Top) function and select the "P1, P2" or "1/n, 2/n" format, the page numbers on the back of are printed as follows:



1. Front

2. Back

❖ Front Cover, Back Cover

- If Blank mode 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).
 - If Display Time is selected to the At Mode Selected, settings made in Cover Sheet Tray will take priority.
 - If Display Time is selected to Full Time, settings made in Paper Type will take priority.
- See "Paper Type" and "Front / Back Cover Sheet Tray" in "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 mode.

❖ Slip Sheets

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

◆ Connect Copy

Important

- ❑ Do not use the connecting cable with other equipment.
- ❑ Always turn off the main power of the main and sub-machines when before disconnecting the cable. Otherwise it might lead to malfunctioning of the two machines.
- You can store on a program whether or not to use Connect Copy.
- Select the copy paper using the main machine.
 - When  is pressed, only the paper trays common to both machines will be displayed. The other paper trays appear faded out and cannot be selected.
 - When two or more trays hold the desired paper size, the paper tray will be selected according to the Paper Tray Priority settings made on the respective machine. See “Tray Paper Settings”, *General Settings Guide*.
- If the **[Clear Modes]** key is pressed on the main machine while you are making settings, Connect Copy will be cancelled.
- Even if the sub-machine is in Energy Saver Mode, the main machine can still connect to make copies.
- When an Interrupt job on the sub-machine has finished, press the **[Interrupt]** key.
- Connect Copy jobs are displayed on the Job List of the sub-machine. However, they cannot be deleted from the sub-machine.
- In Connect Copy, both machines follow the user authentication settings of the main machine.
 - You cannot manage the number of copies according to machine. The number of copies is shown as a total of the two machines, and is monitored on the main machine.
 - Even if user codes are set and you enter a user code before using the sub-machine, you cannot manage the number of copies made on the sub-machine.
 - If user codes are set on only the sub-machine, you need not enter a user code in order to use the sub-machine for Connect Copy. In this case, you cannot manage the number of copies according to user.

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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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