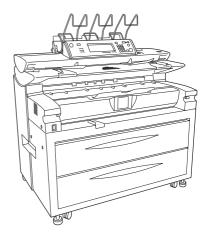
RIGOH

Aficio 470W

Operating Instructions Copy Reference



Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

Introduction

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

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

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

Operator Safety

This machine contains LED Arrey in scanner and writing units.

The machine is considered a class 1 LED device, safe for both office and EDP use.

Notes:

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

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

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

Power Source

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

Please be sure to connect the power cord to a power source as above. For details about power source, see P.146 *"Power Connection"*.

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

A WARNING:

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

A CAUTION:

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

A WARNING:

- Connect the power cord directly into a wall outlet and never use an extension cord.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.
- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:
 - You spill something into the equipment.
 - You suspect that your equipment needs service or repair.
 - Your equipment's cover has been damaged.
- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.
- Disposal can take place at our authorized dealer or at appropriate collection sites.
- Dispose of the used toner cartridge in accordance with the local regulation.

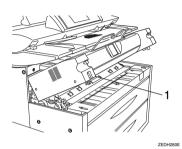
▲ CAUTION:

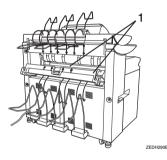
- Protect the equipment from dampness or wet weather, such as rain, snow, and so on.
- Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.
- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.
- Keep toner (used or unused) and toner bottle out of the reach of children.
- For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.
- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.
- Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.

Warnings and Precautions

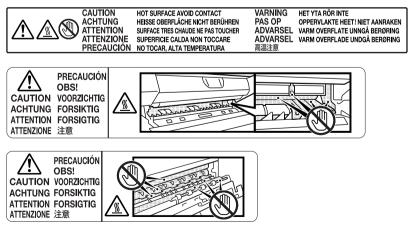
This manual uses the following warning and precaution symbols to indicate important safety information.

When adding paper or clearing paper jams, be careful not to burn or injure yourself.

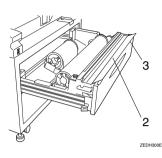


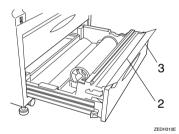


1 Hot Surface Warning

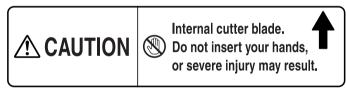


This symbol indicates that you should take care not to touch a hot surface. The fusing unit becomes hot. Be careful not to touch this area when clearing paper jams.





2 Cutter Blade Warning



This label indicates that there is a cutter blade inside, and you should be careful not to touch this area with your fingers or hands. Be careful not to touch this area when adding paper.

3 Feed Roller Warning Label



This label indicates that you should be careful not get your fingers or cloths caught in the feed roller. When replacing the paper roll, or clearing paper jams in the paper feed area, be careful so that your hand or clothing does not get caught in the feed roller.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

A WARNING:

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

A CAUTION:

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

* The statements above are notes for your safety.

∰Important

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

Preparation

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

🖉 Note

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

Limitation

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

PReference

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

[]

Keys built into the machine's operation panel.

Terms in this Manual

Guide To Option Components

In this manual, the following abbreviations are used.

- Roll Holder Unit Type A \rightarrow Roll holder
- 2nd Roll Tray Type $A \rightarrow$ Lower tray
- Stamp Board Type A \rightarrow Stamp board
- Original Tray Type $G \rightarrow$ Original Tray
- Hard Disk Drive Option Type $470 \rightarrow HDD$

Terms

• Long length original/paper Original/paper length longer than 1,189mm, 44".

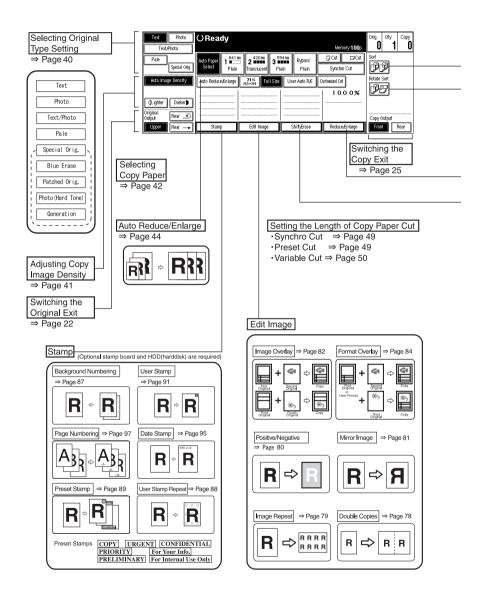
Key Names

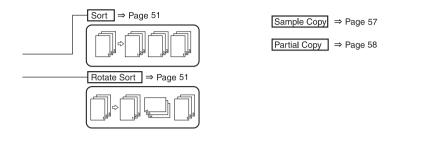
In the screen and panel display, the following abbreviation are used.

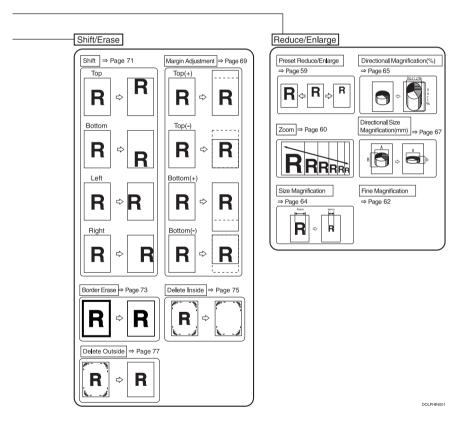
- Direct Size Magnification \rightarrow D. Size Mag.
- Hard Tone \rightarrow H.T.
- Horizontal \rightarrow Horiz.
- Magnification \rightarrow Mag.
- Original \rightarrow Orig.
- Preview \rightarrow Prev.
- Reduce/Enlarge \rightarrow R/E
- Vertical \rightarrow Vert.

vii

What You Can Do With This Machine (Copy Mode)







You can combine the various machine functions to make fast, beautiful copies that best suite the conditions, type of original, and paper you are using.

♦ Make copies from existing copies ⇒ Generation

To make copies from existing copies, select **[Generation]** in the **[Special Orig.]** settings. You can also use the Noise Reduction function in the **[Generation]** settings to remove any dirt or stains in the white margins of the original copy. You can adjust the setting to low or high (The default setting is normal). See p.40 "Selecting Original Type Setting"

♦ Increase the image quality to match that of the original ⇒ Selecting Original Type Setting

You can select various settings for the type of original you are using, such as Text, Text/Photo, Photo, Pale, and Special Original, to improve the quality of your copies. For example, for Text mode the edges are sharp, for Photo mode the image is processed so that the copy looks like a glossy photo. See p.40 "Selecting Original Type Setting"

♦ Check the current copy settings ⇒ Sample Copy

You can make a copy of the first part (0 - 250 mm (0 - 9.8")) of an original up to a length of 210mm (8.3"). You can use the Dark, Light and other settings to adjust the quality of the copy. See p.57 "Sample Copy"

♦ Copying only part of the original ⇒ Partial Copy

You can choose to copy only the part of original you specify. See p.58 "Partial Copy"

Overlay several originals into one copy \Rightarrow Image Overlay, Format Overlay

You can combine two originals on to one copy (Image Overlay), or store an image to use as a background and overlay it with the scanned original. See p.82 "Image Overlay" p.84 "Format Overlay"

Increase the number of copies after making a copy \Rightarrow Restart Copy

If after making five copies you realize you need to make an additional three copies, there is no need to place the original. Just enter the number of additional copies and then press the **[Start]** key again. If the machine runs out of paper during copying, you can also press the **[Start]** key again after loading more paper. See p.35 "Restart Copy"

♦ Adjust the Fine Magnification (-1.0 – +1.0%) settings, after making a copy ⇒ Additional Copy

When copying on to film etc., you can use the Fine Magnification (-1.0 - +1.0%) setting to change the horizontal or vertical size of the image if it does not match the size of the media. You can also adjust the settings if you want to copy a scanned original on to translucent paper after making copies on plain paper. See p.36 "Additional Copy"

♦ Adjust the horizontal or vertical size to allow for paper expansion ⇒ Fine Magnification

When using types of paper that expand when exposed to high temperatures or humidity, the size of the original and copy may be different. In these cases, you can adjust the horizontal and vertical magnification ratio for each paper type. Once you have set the magnification ratio for a paper type, the setting is used whenever that paper type is used (To cancel the setting, change the setting to 0.0%). See p.62 "Fine Magnification"

♦ Copy to the same length ⇒ Preset Cut/Variable Cut

You can copy originals of varying lengths to copies that are all the same length. This is useful for filing. See p.49 "Preset Cut", p.50 "Variable Cut"

♦ Store long length originals ⇒ Document Roller

You can store long length originals while rolling them. See p.22 "Switching the Original Exit"

Count the number of originals in one job \Rightarrow Original Count/Reset

When copying a set of originals, you can use the Original Counter function to check that none of the originals have been skipped or misfed. The counter is reset for the next job. See p.29 "Original Counter/Reset"

Copy on to cut sheet paper \Rightarrow Copying From The Bypass Tray

You can use the bypass tray to copy on to cut sheet paper or special sized paper. See p.46 "Copying from the Bypass Tray"

• Make a copy during another copy job \Rightarrow Interrupt Copy

You can interrupt a copy job to make urgent copies, even if that job uses the sorter or is a continuous copy job. See p.39 "Interrupt Copy"

Reserve the next copy job and scan the originals \Rightarrow Job Preset

While the machine is copying (printing) another copy job, you can select the settings for the next copy job and scan the originals (Depending on the functions used in the current copy job (Such as Image Overlay), you may not be able to preset the next job). See p.37 "Job Preset"

Store settings so they can be reused to match the originals or type of job ⇒ Programs

You can store settings, such as the density or magnification ratio, in a program so that they can be called up when necessary for another job. This means you do not need to reset the same settings again. You can store up to 20 programs. See p.53 "Program"

Change the selected paper roll when the [Clear Modes/Energy Saver] key is pressed

When the power is turned on, after Auto Reset, or the **[Clear Modes/Energy Saver]** key has been pressed, if the paper of the same width is loaded, you can change the selected paper roll. See p.127 "Paper Roll Priority"

Change the selected setting (function) when the [Clear Modes/Energy Saver] key is pressed

When the power is turned on, after Auto Reset, or the **[Clear Modes/Energy Saver]** key has been pressed, you can change the density, paper cut method, and other function settings that are selected on the screen. To use this function, the settings you want to use must already be stored in program 20. You must also select Program No.20 for the Initial Mode Set settings in User Tools (Copier Features).

This way, you can call up settings you frequently use at any time. Program No.20 is a special mode that can change the initial mode settings. See p.126 "Initial Mode Set"

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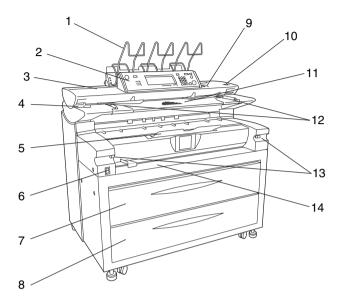
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Guide to Components

Front



ZEDH320E

1. Original output (upper)

When original output (upper) is selected, the originals are stacked here after they have been scanned.

2. Operation panel

This is used to set function settings, and the indicator indicators indicate the status of the machine. See p.6 "Operation Panel"

3. Original cover

This protects the original feed mechanism and the exposure glass.

4. Original cover release lever

Use this lever to open the original cover to clear original jams or for cleaning.

5. Front output auxiliary tray

Receiving copy paper output, this is used to load originals on rolled paper too.

6. Main power switch

Use this to turn the main power on or off. If you will not be using the machine, disconnect the power cord. Normally the machine should be left on.

7. Upper tray

This stores paper roll 1 (front) and paper roll 2 (rear).

8. Lower tray (option)

This stores paper roll 3.

9. Operation switch

Use this to turn the power on or off. The power indicator is lit when the power is on.

10. [Scanner Stop] key

Use this key if originals are fed at a slant, or if you want to cancel scanning while an original is being fed into the machine. You can also use this to release the paper edge hold function.

11. Original table

Place your originals here.

12. Original guide

Set this to the width of your originals.

13. Paper Path Section Release Lever

Use this lever to open the paper path section to clear paper jams or cleaning.

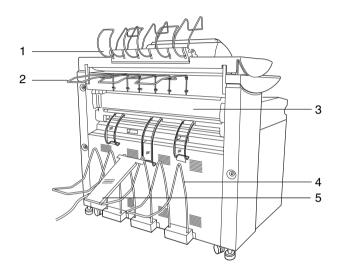
Rear

Important

Do not leave the paper path section left open for more than 10 minutes.

14. Bypass tray

Use this tray to make manual feed copies.



ZEDH330E

1. Document roller

This stores long length originals on rolled long paper after they have been fed through the machine. See p.22 "Switching the Original Exit"

2. Original output (Rear (Straight))

This holds originals that are ejected at the back of the machine. See p.22 "Switching the Original Exit"

3. Fusing unit cover

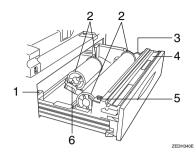
This protects the fusing unit.

4. Copy output (Rear)

This stores copies output to the rear of the machine.

5. Copy output (Rear) auxiliary guide

This prevents paper from getting caught in the rear of the copy output (rear) sticker, when feeding A0 size (E size) paper from the rear of the machine. See p.26 "Using rear output for A0 (E) Paper"



1. Anti-humidity heater switch

When humidity is high, the paper in the paper roll tray may absorb moisture, which can effect the image quality of your copies. The anti-humidity heater prevents this. Turn this switch to on when the humidity is high. See p.12 "Anti-humidity Heater Switch"

2. Roll holder

The two roll holders hold the roll paper and are mounted on the roll paper holder on the paper roll tray.

3. Paper feed knob

Use this when loading paper rolls, or to clear paper jams. See p.112 "Loading Roll Paper", p.116 "%rClearing Misfeeds"

4. Cutter knob

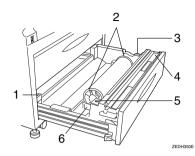
Use this to manually cut paper if there are paper jams in the cutter area of the machine. Always return the cutter knob to the left or right side.

5. Auto feed button

Use this to clear misfeeds in the paper feed area, when roll paper is loaded. Keep this button pressed to feed the roll paper continuously. If approximately 100mm, 3.9" of paper is released, it will be cut automatically. See p.112 "Deading Roll Paper", p.116 "& Clearing Misfeeds"

6. Roll paper holder

Adjust this to the size of the paper roll you are using. See p.110 "Changing The Roll Paper Size"



1. Anti-humidity heater switch

When humidity is high, the paper in the paper roll tray may absorb moisture, which can effect the image quality of your copies. The anti-humidity heater prevents this. Turn this switch to on when the humidity is high. See p.12 "Anti-humidity Heater Switch"

2. Roll holder

The two roll holders hold the roll paper and are mounted on the roll paper holder on the paper roll tray.

3. Paper feed knob

Use this when loading paper rolls, or to clear paper jams. See p.112 "Loading Roll Paper", p.116 "%rClearing Misfeeds"

4. Cutter knob

Use this to manually cut paper if there are paper jams in the cutter area of the machine. Always return the cutter knob to the left or right side.

5. Auto feed button

Use this to clear misfeeds in the paper feed area, when roll paper is loaded. Keep this button pressed to feed the roll continuously. If approximately 100mm, 3.9" of paper is released, it will be cut automatically. See p.112 "De Loading Roll Paper", p.116 "& Clearing Misfeeds"

6. Roll paper holder

Adjust this to the size of the paper roll you are using. See p.110 "Changing The Roll Paper Size"

Options

Lower tray

Adds the lower tray (paper roll 3).

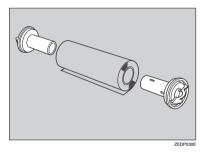
Stamp board

This adds the "Background Numbering", "User Stamp Repeat", "Preset Stamp", "User Stamp", "Date Stamp" and "Page Numbering" functions to the machine.

Roll holder

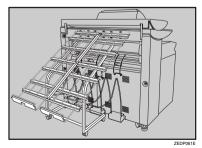
Use this to set one paper roll in the roll paper holder on the paper trays.

This is useful when you need to quickly change to a different size roll paper from the roll holder.



Original tray

This can stack originals that consist of many sheets.

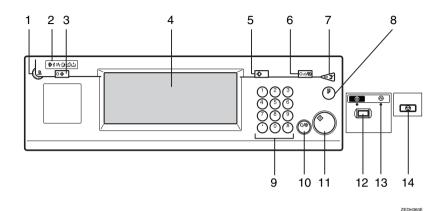


HDD

Allows you to increase the copy functions, like the following:

- Repeat Copy (longer than A0(E) □)
- Stamp function (required stamp board)
- Sort/Rotate Sort (50 sheets or more)
- Restart Copy (longer than A0(E))
- Format Overlay
- Sample Copy (longer than A0(E))

Operation Panel



1. Screen contrast knob

Adjusts the brightness of the screen.

2. Indicators

These indicators show errors or the status of the machine. See p.103 "Troubleshoot-ing"

3. [User Tools/Counter] key

Press this key to change the default settings and operation conditions to match your requirements. Also displays the total number of copies made. See p.123 "User Tools (Copier Features)"

4. Screen

Shows operation status, error messages, and function menus. See p.8 "Panel Screen"

5. [Program] key

Press to select the program mode. See p.53 "Program"

6. [Clear Modes/Energy Saver] key

Clears the contents of a setting. Also, if pressed for more than one second, the machine is switched to Energy Saver mode. See p.56 "Energy Saver Mode"

7. [Interrupt] key

Press to make interrupt copies during a copy run. See p.39 "Interrupt Copy"

8. [Sample Copy/Partial Copy] key

Allows you to make a Sample Copy (using the current settings) or Partial Copy (copies a specified part of an original) to check the settings before making full copies. See p.57 "Sample Copy", p.58 "Partial Copy"

9. Number keys

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

Press the **[#]** key to confirm the values you have entered.

Press the [.] key to enter a decimal point.

10. [Clear/Stop] key

Use this key to clear numbers you have entered, or to interrupt or cancel a copy job.

11. [Start] key

Press to start copying. The default setting is for the originals to be scanned first, and then copied. You can also use this key to resume an interrupted copy job (Restart Copy) or repeat a copy job (Repeat Copy). See p.128 "Print Start Trigger"

12. Operation Switch

Use this to turn the power on or off. The power indicator is lit when the power is on. See p.11 "Starting The Machine"

13. Main power indicator

Light up when the main power switch is set to on.

14. [Scanner Stop] key

Press this key if originals are fed at a slant, or if you want to cancel scanning while an original is being fed into the machine.

You can also use this to release the paper edge hold function.

🖉 Note

- □ If **[Rear: Edge Hold]** is selected for "Original Output Tray" in System Settings, when the originals are output to the rear of the machine, the originals are held after they have been scanned. You can use the **[Scanner Stop]** key to release this paper edge hold function.
- You can change the original output tray setting in User Tools. See "Original Output Tray" in the Systems Settings manual.

PReference

 \Rightarrow p.116 "Original Misfeeds"

Panel Screen

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

Important

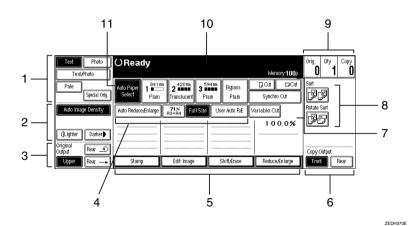
□ Do not apply a strong shock or force of about 30N (about 3kgf) or more to the screen. Otherwise, the screen might be damaged.

🖉 Note

- □ The function items displayed serve as selector keys. You can select or specify an item by lightly pressing it.
- □ When you select or specify an item on the screen, it is highlighted like SynchroCut.
- □ Keys appearing as <u>K</u> cannot be used.

Displays And Key Operations

Copy Initial Display



1. Selecting Original Type Setting

Selects the type of original, such as Text, Photo, Pale. By selecting the original type, you can ensure that you get excellent copy results. See p.40 "Selecting Original Type Setting"

2. Adjusting Copy Image Density

The image density is adjusted using Auto Image Density (automatically adjusting the image density), or by applying one of the density level settings to the image of the original. You can also adjust the density for the image only. See p.41 "Adjusting Copy Image Density"

3. Original Output Location

Select the original output location from **[Upper]**, **[Rear Straight]** or **[Rear (Document Roller)]**. See p.22 "Switching the Original Exit"

4. Basic Reduce/Enlarge

Here you can select basic reduction and enlargement ratios by pressing the keys. See p.44 "Auto Reduce/Enlarge", p.45 "User Auto Reduce/Enlarge"

5. Functions

Here you can make the basic settings for Edit Image, Shift/Erase, Reduce/Enlarge and Stamp. The settings for each function are displayed in each function key. The stamp key is displayed when the optional stamp board has been installed.

For details, see explanations of each function.

6. Copy Output Location

Select a copy output location from Front or Rear. See p.25 "Switching the Copy Exit"

7. Paper Cut Direction

Specifies the direction for cutting roll paper, as well as the length and mode. See p.48 "Setting the Length of Copy Paper Cut"

8. Sorting

Allows you to arrange copies in sets (Sort), or change the direction of the sets (Rotate Sort). See p.51 "Sort/Rotate Sort"

9. Original/Sets/Copy Totals

Displays the number of originals scanned into memory, the number of sets, and the number of copies. Pressing **[Orig.]**, resets the original count to 0. See p.29 "Original Counter/Reset"

10. Settings Status

Displays messages, etc., describing the status of various settings. See p.128 "Memory Status Display"

11. Selecting Copy Paper

Selects the paper rolls, or bypass tray, to be used for copies. See p.42 "Selecting Copy Paper"

1. Basics

Starting The Machine

To start using the machine, press the main power switch or the operation switch to turn the machine on.

Preparation

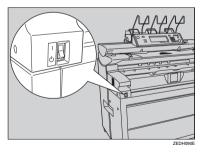
If you will not be using the machine for a long time, turn the main power switch off. For example, turn the switch off before holidays. Otherwise, turn the operation switch off and on to use the machine.

Turning On the Main Power

Make sure that the power plug is firmly inserted into the wall outlet.

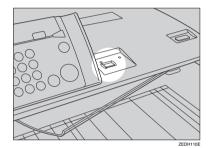
2 Turn the main power switch on.

The power indicator lights up when the power comes on.



Turning On the Power

Press the operation switch, and the power indicator lights up.



🖉 Note

- □ If the machine does not start even when the operation switch is pressed, check that the main power switch is in the On position.
- The machine can be used about two minutes after it has been switched on.
- Immediately after the machine is turned on, or if the temperature is low, or if making a lot of continuous copies (more than 30 sheets/ A0, or more than 30 sheets/E size), the continuous copy speed may be reduced to ensure the toner fuses to the paper.
- The machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. See Panel Off Timer, Energy Saver Timer, and Auto Off Timer in the Systems Settings manual.

Turning Off the Power

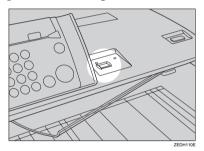
Preparation

Press the operation switch to turn the power off, if you will not be using the machine for a while.

Limitation

You cannot turn the machine off while the message "NOW LOAD-ING" is displayed on the screen by pressing the operation switch.

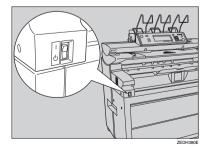
Press the operation switch, the power indicator goes out.



Turning Off the Main Power

1 Turn the main power switch to the Off position.

The main power indicator goes out.

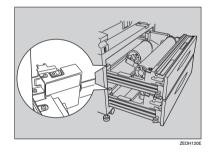


Anti-humidity Heater Switch

During the winter when there can be sudden changes in temperature, or during humid seasons, the paper in the paper roll tray can absorb moisture. This can cause the quality of the copies to deteriorate.

To prevent this, the machine has a built-in anti-humidity heater.

There is a switch for the anti-humidity heater in the upper tray and the optional lower tray. Turn this switch on if the humidity level become high and the quality of the copies are effected. Turn the switch off when it is not needed. See p.19 "Handling paper"



Originals

Sizes and Weights

Metric version

Where original is placed	Original Size	Original Weight
Original table	Standard sizes; A0, A1, C, A2, C, A3, C, A4, C, B1, B2, C, B3, C, B4, C, B5, C Custom sizes; Original length 182 – 6000mm Original width 210 – 914mm (Maximum width 950mm)	20.9 – 157g/m ² (18 – 135kg) and 0.03 – 1mm thick originals

Inch version

Where origi- nal is placed	Original type	Original size	Original weight
Original table	Standard size	 Engineering E(34"×44") □, D(22"×34") □ □, C(17"×22") □ □ B(11"×17") □ □, A(8¹/₂"×11") □ □ Architecture E(36"×48") □, 30"×42" □, D(24"×36") □ □, C(18"×24") □ □ B(12"×18") □ □, A(9"×12") □ □ Length: 7.2" - 236" Width: 8.3" - 36" (Maximum width : 37.5") 	20.9 - 157g/ m ² (5.6 - 41.8 lb) and 1.1 Mil - 40 Mil thick origi- nals

Originals that should be scanned using the carrier sheet

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

- Cut and pasted originals
- Originals with fold lines
- Wrinkled or torn originals
- Waved originals
- Punched originals
- Originals with sticky tape or starch
- Pasted originals
- Originals with a damaged leading edge
- · Photos or other originals that easily attracted to glass
- Originals drawn with a pencil

Reference

 \Rightarrow p.32 "Setting Carrier Sheet"

Non-recommended original

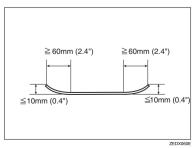
The following original types can cause jams, or the original itself might be damaged.

- Originals other than those specified in p.13 "Sizes and Weights"
- Stapled or clipped originals
- Perforated or torn originals
- Bent, folded, or creased originals
- · Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- · Originals with indexed, tags, or other projecting parts
- Sticky originals such as translucent paper
- Bound originals such as books
- Damp originals
- Badly curled originals
- Originals that vary in thickness
- Originals with stick tape or adhesive
- Originals with thick leading edges
- · Originals with ink or correction fluid that has not dried
- Carbon backed originals
- Originals not made of paper (such as glass, metal)
- The roll diameter smaller than \$35mm (\$1.4").
- The roll diameter larger than ϕ 110mm (ϕ 4.3").

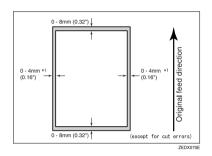
Originals that use more than 20% of image area, may the image to cause be faint.

Adjust curled originals so that they fit within the range shown below.

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



Missing Image Area



As shown above, part of the original may not be copied (using full-size copying). *1: On left and right, less then 5mm, 0.2"

Copy Paper

Recommended Size and Type

The following limitations apply to each paper roll tray and bypass tray.

Metric version

Where paper is placed	Paper type	Paper size	Number of sheets that can be placed
Paper roll tray	Plain paper	Roll Paper	-
	$52.3 - 110g/m^2 (13.9 - 100)$	Diameter: less than 170mm	
Translucent paper W: Film 51.	29.3 lb)	Core: 75.7mm – 77mm	
	Translucent paper	Width: 210, 257, 297, 364, 420,	
	515, 594, 660, 728, 800, 841, 880, 914mm		
		Roll length: less than 150mm	
Bypass Tray	Plain paper		1 sheet
	52.3 - 110g/m ² (13.9 - 29.3 lb)	A3 D 🗗 A4 D 🗗 B1 D B2 D 🗗 B3 D 🖓 B4 D 🗗	
	Translucent paper	Paper width: 182 – 914mm	
	Film	Paper length: 182 – 2000mm	

Inch version

Where paper is placed	Paper type	Paper size	Number of sheets that can be placed
Paper roll tray	Plain paper 52.3 – 110g/m ² (13.9 – 29.3 lb)	Roll Paper Diameter :6.7" or less Internal diameter: 2.98" - 3.03"	-
	Translucent paper (vellum) Film	Width: 8 ¹ / ₂ ", 9", 11", 12", 17", 18", 22", 24", 34", 36" Roll length: 5.9" or less	
Bypass tray	Plain paper 52.3 – 110g/m ² (13.9 – 29.3 lb) Translucent paper (vellum) Film	 Engineering E(34"×44") □, D(22"×34") □ D, C(17"×22") □ D, A(8¹/ 2"×11") □ Architecture E(36"×48") □, D(24"×36") □ D, C(18"×24") □ D, C(18"×24") □ D, A(9"×12") □ 	1 sheet

🖉 Note

Please use recommended paper. Although you can use other copier paper, if it matches the paper specifications.

℅ Reference

⇒ p.12 "Anti-humidity Heater Switch"

Roll paper

- If the humidity level is high, and the roll paper has expanded due to the moisture, make sure to cut off approximately 1000mm, (40") before making copies.
- Use roll paper that has a black core.
- When a paper roll of 90g/m² (24 lb) or 110g/m² (29.3 lb) paper is used and not much paper is left on the roll, copies may be faint near the leading and/ or trailing edge, or an image may be doubled. To prevent this, set 3-5mm, (0.11"-0.19") margins from the leading and trailing edges.

Notes on using translucent paper

Smooth out any curl in the paper before using it.

When loading translucent paper, load it lengthways, whenever possible.

Hemmed paper

When using hemmed paper, wrinkles and other problems may occur in your copies. Use the following procedure when copying onto hemmed paper.

- Make the copy using the bypass tray.
- Make sure that the paper is straight, and align the paper guides of the bypass tray with the paper size.
- Load only one sheet at a time.
- Remove each copy from the output tray and place it on a flat surface.
- Store opened paper in a plastic bag so that it will not become damp.

🖉 Note

Due to the thickness of hemmed paper, the copies may be faint, blurred, paper may wrinkle, or paper jams may occur. You may be able to prevent this by copying on the rear surface of the paper or feeding the bottom of the paper in first.

Non-recommended paper

A CAUTION:

• Do not reuse stapled paper. Do not use aluminum foil,carbon-containing paper or other conductive paper. If you do, there is a danger of fire.

Do not use the following types of paper. They may cause paper misfeeds.

- Bent, folded or creased paper
- Torn paper
- Punched paper
- Sticky paper (paper that sticks together)
- Slippery paper
- Thin paper that has low stiffness
- Adhesive labels
- OHP transparencies

If you make a copy on rough grain paper, the copy image might be blurred.

If the paper is curled, you may not be able to make clear copies.

When using paper other than recommended paper (such as especially with chemically treated paper, hemmed paper, film), paper jams may occur, the paper may wrinkle, or copy image may deteriorate.

Do not use paper with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper. These can damage the machine.

Do not use paper which has been copied or printed on.

Do not copy on both sides of the paper.

If you use roll paper that is not marked with a black core, paper jams can occur when the paper is ended.

Do not use paper printed onto with an inkjet printer, as it may become entangled or jammed, which may damage the machine. In the worst event, this may cause a fire, depending on the paper type and ink type combination.

Paper storage

When storing paper, you should always observe the following precautions.

- Do not store paper where it will be exposed to direct sunlight.
- Storing paper in dry areas (humidity: 70% or less).
- Store on a flat surface.
- Keep open reams of papers in the package, and store as you would unopened paper. Under high temperature and high humidity, or low temperature and low humidity conditions, store papers in a plastic bag.

Handling paper

Depending on the humidity of the storage conditions, handle the paper as follows:

%	State of copies	Try this
High humidity	Part of the copy image is lost or a multi-sheet feed, or wrinkling oc- curs both on translucent paper (vel- lum) and normal paper.	 Improve the environment where the copier is placed (e.g., install an air conditioner or dehumidifier). Remove paper from the copier immediately after copy- ing, and store it in a plastic bag.
	Part of the copy image is lost both on translucent paper (vellum) and normal paper.	• When you do not use the copier for a long time, remove paper from the copier and store it in a plastic bag.
70 (Normal conditions) 40		 Store paper in a plastic bag when you have finished copying each day.
	Part of the copy image is lost on translucent paper (vellum).	• When you do not use the copier for a long time, remove translucent paper (vellum) from the copier and store it in a plastic bag.
	Part of the copy image is lost or a multi-sheet feed, or wrinkling oc- curs both on translucent paper (vel- lum) and normal paper.	• Improve the environment where the copier is placed (e.g., install an air conditioner or humidifier). • Remove paper from the copier immediately after copying, and store it in a plastic bag.
Low humidity		

🖉 Note

□ If the humidity level is above 70%, turn on the anti-humidity heater.

PReference

 \Rightarrow p.12 "Anti-humidity Heater Switch"

Toner

Handling

A WARNING:

• Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.

A CAUTION:

• Keep toner (used or unused) and toner containers out of reach of children.

A CAUTION:

• Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.

Important

□ If you use toner other than recommended, a problem might occur.

Storage

When storing toner, always follow there precautions.

- Store toner containers in a cool, dry place away from direct sunlight.
- Store on a flat surface.

Usage

Used toner cannot be re-used.

2. Copying

Before Copying

Before you start copying, specify the original and copy paper locations.

Paper Capacities For Each Original/Paper Output

Original output	Original Output (Upper)	A1 (D) or smaller: 50 sheets (Plain paper) 20 sheets (Translucent paper)
		 Use originals that are the same size, and of medium or high quality paper. Do not use paper that is long length paper, thick, curled, film, folded, or translucent paper that is less than 80g/m² (21.3 lb) in weight.
		Do not load more than 10 sheets during very hot or humid conditions.
		 Output thick paper (104.7g/m² (27.9lb) or more) to Rear (Straight).
		• Translucent paper: 80g/m ² (21.3 lb) or less, plain paper: 52.3g/m ² (13.9 lb) or less, and originals that are not stiff should be output to Rear (Straight).
	Original Output (Rear (Straight))	A0 (E) or less: 1 sheet (plain paper) 1 sheet (translucent paper) 1 sheet (film)
		 A1 (E) D When using these types of original, the ejected originals may interfere with the copy paper and impede its progress. If this happens, use the copy output (rear) auxiliary guide. When using A0 (E) size originals, remove the originals one at a time.
	Document Roller	A1 (D) For above: 1 sheet (Up to 6m (236")) (plain paper)
		1 sheet (Up to 3.6m (141")) (Translucent paper)
		1 sheet (Up to 3.6m (141")) (film)
		 Use face-curl originals. For roll originals, use originals with a diameter of roll Φ40mm – Φ110mm (Φ1.6" – Φ4.3").

Copy output	Copy Output (Front)	A1 (D) \square or less:	99 sheets (plain paper)
			10 sheets (translucent paper)
			1 sheet (film)
		Same size copy p	paper
	Copy Output (Rear)	A1 (D) 🖓, A0 (E):	10 sheets (Plain paper)
			1 sheet (Translucent paper)
			1 sheet (film)
		Same size copy p	paper
		the copy output	size copy paper, attach (rear) auxiliary guide. rear output for A0 (E) Pa-

Important

The paper capacity indicated assumes the use of standard copier paper, and should only be used as a guide. If the paper exceeds the upper limit, the copies may become folded or cause paper jams.

Switching the Original Exit

Select the appropriate output from [Upper], [Rear (Straight)], or [Rear (Document Roller)], for the type of original you are using.

Upper Upper

This is the basic output for originals. The originals are ejected to **[Original Output (Upper)]**.

♦ Rear (Straight) Rear →

When copying thick, or hard, originals, select [Original Output (Rear (Straight))]. The originals are ejected to [Original Output (Rear (Straight))].

Rear (Document Roller) Rear

If you select **[Rear (Document Roller)]** when copying long length originals, the original is ejected to document roller. See p.24 "Original output (Rear (Document Roller))".

∰Important

□ Use the carrier sheet with [Original Output (Rear (Straight))]. If you use [Original Output Rear (Upper)], your originals may be damaged.

Original output (upper)

Press the [Upper] key.

Text Photo Text/Photo	() Ready		
Pale Special Orig.	Auto Paper 1 ∎ Select Plain	2 ••••• 3 •	94mm Bypass ain Plain
Auto Image Density	Auto Reduce/Enlarge	71% A3+A4 Full Size	User Auto R/E
(Lighter Darker)			
Output Rear Upper Rear	Stamp	Edit Image	Shift/Erase

Original output (Rear (Straight))

1 Check that the document roller is raised.

2 Press the [Rear (Straight)] key.

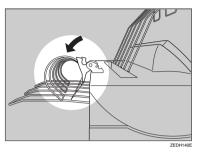
Text Photo Text/Photo	OReady	
Pale Special Orig.	Auto Paper 1 2 2 2 3 3 3 4 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	
Auto Image Density	Auto Reduce/Enlarge 71 % Full Size User Auto I R3+ A4	₹Æ
(]Lighter Darker) Original Output Rear _		
Upper Rear —	Stamp Edit Image Shift,Era:	se

🖉 Note

□ After originals have been ejected, they are held at the original output exit. This is due to the original edge hold function, which helps protect your originals. To cancel this function, press the **[Scanner Stop]** key. When you press the **[Rear (Document Roller)]** key, this function is not available.

Original output (Rear (Document Roller))

1 Lower the document roller.



🖉 Note

 \square When using the document roller, use paper with the following range; $52.3g/m^2 - 104.7g/m^2$ (13.9 lb - 27.9 lb)

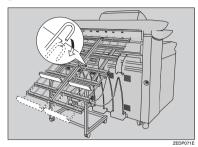
2 Press the [Rear (Document Roller)] key.

Text Photo Text,Photo	⊖Ready		
Pale Special Orig.	Auto Paper 1 ■ Select Plain	2 3 .	94mm Bypass ain Plain
Auto Image Density		71% R3+R4 Full Size	User Auto R/E
(Lighter Darker) Original			
Output Rear	Stamp	Edit Image	Shift,Erase

After the original has been ejected, pull the document roller forward and remove the original.

Adjusting The Original Tray (Option)

When using the optional original tray, adjust the hook position to the size of the original.



Switching the Copy Exit

Select [Front] or [Rear] for the copy output exit.

Front Output

When **[Front]** is selected, the copies are sent to the copy output (front) tray at the front of the machine.

When copying A1 (D) \square or less, select front output.

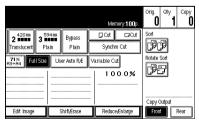
Rear Output

When **[Rear]** is selected, the copies are sent to the copy output (rear) tray at the back of the machine.

When copying A1 (D) \square or A0 (E) \square , select rear output.

Front output

Press the [Front] key.

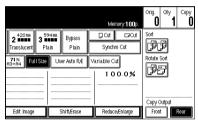


∰Important

□ If you copy roll originals to the copy output (front) auxiliary tray and Front is selected for the copy output location, the original in the auxiliary tray may interfere with the copy output. This may cause damage to the originals or paper jams. If you use the scan first function, copying does not start until you press the **[Start]** key, you can prevent this. If you frequently copy long originals like those above, you should set the scan first function using Print Start Trigger. See p.128 "Print Start Trigger"

Rear output

Press the [Rear] key.



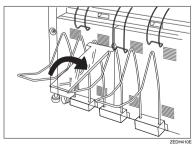
🖉 Note

□ When using thick paper, the last sheet to be ejected can remain in the exit area. If at sheet remains in the exit area, remove it.

Using rear output for A0 (E) Paper

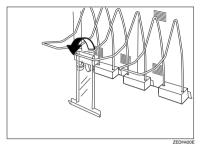
When using rear output for A0 (E) size paper, the leading edge of the paper can become caught in the back of the copy output (rear) tray. If you attach the copy output auxiliary guide you can prevent this.

Lower the copy output auxiliary guide and adjust the position.



🖉 Note

You do not need to use the copy output auxiliary guide when copying on to A1 (D), or shorter paper.



2

Basic Procedure

Preparation

You can specify whether the machine automatically starts to make copies or if you need to press the [Start] key before it starts copying. See p.128 "Print Start Trigger"

The default setting is to start automatically.

When the machine is set for a user code, enter the user code with the number keys, and then press the [#] key.

The machine is ready to make copies.

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

OReady			
			Memory: 100 p.
Auto Paper Select Plain	2	94 m Bypass Iain Plain	□Cut □=Cut Synchro Cut
Auto Reduce/Enlarge	71% R3+R4 Full Size		Variable Cut
Stamp	Edit Image	Shift,Erase	Reduce/Enlarge

B Make sure that there are no previous settings remaining.

🖉 Note

□ To clear settings, press the [Clear Modes/Energy Saver] key.

Reference

For details about the settings for the Initial Screen that appears when you press the **[Clear Modes/Energy Saver]** key, see p.126 "General Features 1/2". When the message "To make an additional copy, press Start key." appears, the previous settings and image of the scanned original are saved in machine memory. Press the **[Clear Modes/ Energy Saver]** key to clear the settings. See p.36 "Additional Copy"

4 Set your desired settings.

🖉 Note

□ The settings are displayed on the screen.

					Memory:100p
Auto Paper Select	1 ■==== Plain	2 H20 mm Translucent	3 ∎∎∎∎ Plain	Bypass Plain	Cut ⊡Cut Synchro Cut
Auto Reduc	e/Enlarge	71% R3+R4 Fu Image Overla		er Auto R,E	Variable Cut
Date St Preset S	tamp 1	Positive/Negat	ive B	order Erase	

Reference

For details, see explanations of each function.

If you use the **[Program]** key to access the program function, you can store and easily call up the settings. See p.53 "Program"

5 Select the paper.

✓ Reference

p.42 "Selecting Copy Paper"

6 Place your originals.

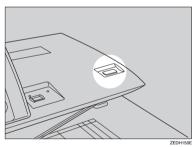
The originals are fed into the machine.

∰Important

Once the originals start to feed into the machine, do not push or pull them. This may damage your originals.

🖉 Note

- Insert the originals so that the right edge is aligned with the original guide.
- Release the original when it is pulled slightly into the machine.
- Immediately after the machine is turned on, or if the temperature is low, or if making a lot of continuous copies (more than 30 sheets/A0, (more than 30 sheets/E size)), the continuous copy speed may be down to ensure the toner fuses to the paper. This is called CPM down.
- □ To stop originals being fed into the machine, press the **[Scanner Stop]** key.



- □ When you press the **[Scanner Stop]** key, the original stops immediately, which can cause the original to jam. If this happens, see p.116 "**%** Clearing Misfeeds"
- □ To pause or cancel a copy job, press the **[Clear/Stop]** key. When you press the **[Clear/Stop]** key, the machine stops after the current copy (one sheet) has finished.

 \Rightarrow p.31 "Setting Originals"

 \Rightarrow p.21 "Paper Capacities For Each Original/Paper Output"

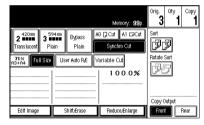
7 The machine starts copying.

🖉 Note

When Scanner Stop Trigger setting is set to on, copying starts when you press the [Start] key. See p.128 "Print Start Trigger"

Original Counter/Reset

After the originals have been scanned, the number of originals is displayed in the right corner of the screen. This allows you to check the number of originals in a job, or to check if any sheets have been fed together, and can also be used as a guide for the number of copies that will be stored in the copy output tray.



Resetting the original counter

Press the [Orig.] key and the count number in the top right corner of the screen.

The number is reset to 0.

Auto Reset

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

🖉 Note

□ The default settings that after Auto Reset, or after the **[Clear Modes/Energy Saver]** key has been pressed, is as follows.

Auto Image Densi- ty	On
Combined Auto and Manual Density	On *1
Default image den- sity	Centre
Synchro Cut	On
Selected paper roll	Paper Roll 1 *2
Full size	On

- *1 : Density Priority setting can be changed
- *2 : Paper Roll Priority setting can be changed
- □ You can store the settings you want to use as the default settings for the Initial Screen in Program No. 20. See p.126 "Initial Mode Set", p.53 "Program"
- □ You can change the Auto Reset time. See p.126 "Copier Reset Timer"
- In some cases Auto Reset will not reset the settings.
 - If a paper roll tray is open
 - If there is an original or paper jam
 - If a cover is open
 - If copying has been interrupted
 - During copying (if only one original has been inserted when using Image Overlay)

- During copying (if there is no paper in the bypass tray after a manual copy original has been scanned)
- When the "PLEASE WAIT" is displayed (such as while the machine is warming up)

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

🖉 Note

- You can change the Auto Off time. For Auto Off time setting, see "Auto Off Timer" of the "System Settings" manual.
- In some cases the machine will not automatically turn itself off.
 - If there is an original or paper jam
 - If a cover is open
 - If copying has been interrupted
 - During copying (if only one original has been inserted when using Image Overlay)
 - During copying (if there is no paper in the bypass tray after a manual copy original has been scanned)
 - When the "PLEASE WAIT" is displayed (such as while the machine is warming up)

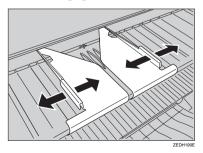
Setting Originals

🖉 Note

- Place the original after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.
- Dust and residue from originals drawn with a pencil can mark the exposure glass and cause marks to be copied. We recommend using the carrier sheet for this type of original.
- □ If the rear edge of the original is badly curled, smooth out the curl with both hands before scanning the original. If the original is inserted as it is, it may be damaged.
- When copying curled originals, use the copy output (front) auxiliary tray.
- Do not use force to push the side fence of the original guides.

For details about precautions with originals, see p.13 "Originals"

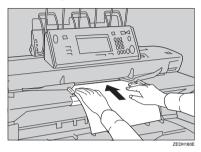
1 Adjust the original guides to the size of the paper width.



🖉 Note

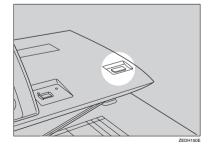
□ Make sure that the original guides are not too tight.

2 Carefully place the original between the original guides, using both hands, with the side to copied face up.



∰Important

- Do not release your hands until that the original is pulled into the machine.
- Once the originals start to feed into the machine, do not push or pull them. This may damage your originals,
- □ If the originals are fed at a slant or become jammed, press the [Scanner Stop] key.



Do not operate the document roller while originals are being fed through the machine. This may damage your originals,

🖉 Note

- Release the original when it is pulled slightly into the machine.
- □ To stop originals being fed into the machine, press the **[Scanner Stop]** key.
- □ When you press the **[Scanner Stop]** key, the original stops immediately, which can cause the original to jam. If this happens, see p.116 "% Clearing Misfeeds"
- When you have used the [Rear (Straight)] key to specify the original output location, the rear edge of the originals are held at the output exit. You can cancel this by pressing the [Scanner Stop] key. See p.22 "Switching the Original Exit"
- You can change the original feed delay setting if originals are repeatedly fed at a slant or if you need to adjust the delay for the type of originals you are using. See "Original Feed Delay 1" in the System Settings manual.
- □ If the leading edge of the original is badly curled, smooth out the curl and place the original in the insertion area.
- When inserting long length originals, there may be some movement to either side. If this occurs, correct the movement manually while feeding the original into the machine.

Setting Carrier Sheet

費Important

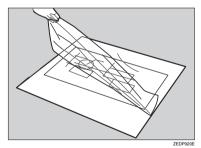
□ When using the carrier sheet, set the original output location to original output (rear (straight)). If the original output location is set to **[Upper]** or **[Document Roller]**, the original may be damaged.

🖉 Note

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

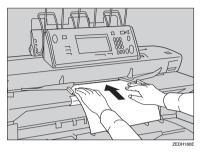
For details about using. The carrier sheet to make copies, see p.13 "Originals that should be scanned using the carrier sheet"

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



🖉 Note

Align the original with the fold of the carrier sheet. 2 Hold the original with both hands with the side to be copied face up, and gently feed the folded edge of the carrier sheet into the insertion area.



∰Important

- Once the originals start to feed into the machine, do not push or pull them. This may damage your originals.
- □ If the originals are fed at a slant or become jammed, press the **[Scanner Stop]** key.

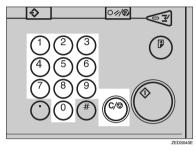
🖉 Note

Place the original with the side to be copied face up.

Repeat Copy

Making several copies of a single original is called "Repeat Copy".

Enter the number of copies required with the number keys.



🖉 Note

- □ The maximum copy quantity can be set from 1 to 99.
- □ To change the value entered, press the **[Clear/Stop]** key, and then enter the new value.
- You can change the upper limit for the number of copies. See p.128 "Maximum Copy Quantity"

2 Place your originals.

✓ Reference

 \Rightarrow p.31 "Setting Originals"

Interrupting a Repeat Copy job

You can interrupt a Repeat Copy job and change the settings.

Press the [Clear/Stop] key.

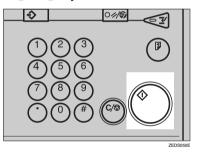
The machine stops after the sheet that is being copied is finished.

Limitation

The [Clear/Stop] key cannot be used while scanning. Press the [Clear/Stop] key when the scan is completed.

🖉 Note

- □ To stop copying while originals are scanning, press the **[Scanner Stop]** key.
- □ When you press the **[Scanner Stop]** key, the original stops immediately, which can cause the original to jam. If this happens, see p.116 "%rClearing Misfeeds"
- To cancel the job, press the [Stop] key. To continue copying, press the [Continue] or the [Start] key.



✓ Reference

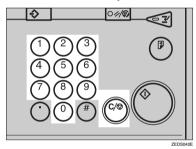
 \Rightarrow p.35 "Restart Copy", p.36 "Additional Copy"

Restart Copy

You can resume copying with the same settings after replacing paper, replacing toner, cleaning paper jams or after a copying pause by pressing the **[Clear/Stop]** key.

🖉 Note

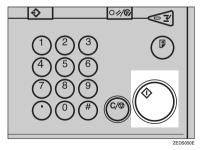
- You can change the number of copies from the previous setting when using Restart Copy.
- To change the number of copies, enter the new number of copies with the number keys.



🖉 Note

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

2 Press the [Start] key.



Additional Copy

You can change the copy function settings and make additional copies after you have finished copying, or after a copying pause by pressing the **[Clear/Stop]** key. When you make additional copies, the message "To make an additional copy, press Start key." appears on the screen.

Limitation

- You can change the following functions when using Additional Copy.
 - · Number of copies
 - · Paper roll selection
 - Fine Magnification
 - Shift
 - Margin
 - Border Erase
 - Double Copies
 - Front output/Rear output
- If paper roll was selected as the paper source in the original settings, you cannot select the bypass tray.
- If a function from the optional Print function was selected in the original settings, you can change Print type, if you did not select a Print function in the original settings, you cannot select them for Additional Copy.
- If Image Repeat was selected in the original settings, you can change or delete the setting. If you did not select the Image Repeat function in the original settings, you cannot select it for Additional Copy.

Check that the message "To make an additional copy, press Start key." is displayed on the screen.

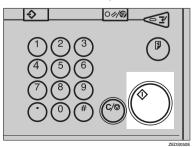
To make an ad	ditional cop	y, press Start	key.		Memory: 99
Auto Paper Select	1 ■ Plain	2 ^{420mm} Translucent	3 94 m Plain	Bypass Plain	A0 Cut A1 CCut Synchro Cut
Aulo Reduce:	Slay	71% 13+A4 F u	I Size Us	er Auto R/E	Variable Cut
Stamp		Edit Image		Shift/Erase	Reduce/Enlarge

2 Add or change function settings.

	dditional cop	y, press Start	key.		Memory: 99p
Auto Paper	1 ∎	2 420m	3 594 m	Bypass	A0 DCut A1 DCut
Select	Plain	Translucent	Plain	Plain	Synchro Cut
Auto Reduce Astage 71% Full Size User Auto R/E Variable Cut					
					100.0%
				order Erase Shift	

∰Important

- □ If you make a mistake entering the settings, press the function key again to cancel the settings or press the **[Clear/Stop]** key to cancel the settings. If you press the **[Clear Modes/Energy Saver]** key, you can delete the scanned image of the original from memory.
- Press the [Start] key



2

Job Preset

If a long copy job is in progress and you do not wish to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, your copy job will be started automatically.

Limitation

- Job preset is one job for one original.
- The number of jobs that can bistered for Job Preset and each paper size is as follows:

	Standard	Optional HDD installed
A0(E)	—	49 jobs *1
A1(D)	1 job	99 jobs
A2(C)	3 jobs	99 jobs
A3(B)	7 jobs	99 jobs
A4(A)	15 jobs	99 jobs

- ¹ Depending on the function settings, you may be able to store more originals.
- You cannot use the following functions with Job Preset. Make the settings when the current copy job has finished.
 - Recalling a Program
 - Interrupt Copy
 - Copying From The Bypass Tray
 - Sort
 - Image Overlay
 - Double Erase
 - Image Repeat
 - Preset Stamp
 - User Stamp
 - User Stamp Repeat
 - Sample Copy
 - Partial Copy

- You cannot preset a job while a job is being sorted.
- □ The maximum number of jobs that can be preset is 99.
- Depending on the size of original, you may not be able to preset more jobs even if have not reached the maximum.
- □ You can select the paper for Job Preset, but if the paper for the previous job was set to Plain, Film, or the Fusing mode setting for Translucent paper was set to 1 or 2, the fusing mode setting will not be used. In these cases, make the copies after Job Preset has finished. See "Fusing Adjustment: Paper Tray" in the System Settings manuals.

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

Copying		Job	Job List O Memory: 99 p
Auto Paper 1 ■ Select Plain	2 🚥 3	Plain Bypass	A0 Cut A1 CCut Synchro Cut
Aulo Reduce.Enlarge	71% R3+R4 Full Siz	User Auto R/E	Variable Cut
			100.0%
			[
Stamp	Edit Image	Shift/Erase	Reduce/Enlarge

🖉 Note

- You can specify the number of originals or jobs that can be scanned for Job Preset.
- If the number of jobs is full, you cannot preset any more jobs even if memory is still available. For details about the memory display, see p.128 "Memory Status Display".

2

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

🖉 Note

 To cancel a setting while making the preset settings, press the [Clear Modes/Energy Saver] or [Delete] key.

B Place the originals. The machine scans the originals.

When copying has finished, the preset job start automatically.

🖉 Note

□ If you press the **[Job list]** key, you can check the settings and preset conditions. The **[Exit]** key the current copy job is displayed on the screen.

	J	ob List				No.	Oot Prese	Ext
No.	Original Site	Reproduction Ratio Oty	No.		Original Size	Reproduction	n Ratio Oty	
1				8				
2				3				
3]			10				
4	1			11				
5)			12				
6				(9)				
7				(9)	99		± Pi≥v	▼Next

Deleting a Job Preset

Limitation

You cannot the Job Preset settings while it is being copied.

Press the [Job list] key.

The Job list is displayed on the screen.

Select the number for the job you want to delete.

🖉 Note

□ If the number of the Job Preset you want to delete is not displayed, press the [▲Prev.]
 [▼Next] keys to display it.

③ Press the [Delete] key.

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

🔗 Note

□ To cancel the deletion, press the **[No]** key.

Interrupt Copy

Use this function if you wish to interrupt a long copy job to make urgently need copies.

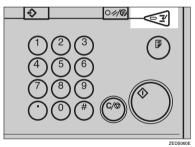
Limitation

- You cannot use Interrupt Copy while the following types of copies are being made.
 - Copying From The Bypass Tray
 - Sort
 - Image Overlay

Press the [Interrupt] key.

The key indicator lights up.

The Interrupt key lights up and copying stop.



2 Make the settings for the Interrupt Copy job.

) Ready <	Interru	pt>		Memory: 99p
Auto Paper 1∎ Select Pla	1 mi 2 100 tin Transluc	3	Bypass Plain	Cut ⊡Cut Synchro Cut
Auto Reduce/Enlar	-		ser Auto R/E	
			ShiftÆrase	

Limitation

You cannot use the settings for Sort, Edit Image, Stamp, Erase, or Job Preset.

B Place your originals.

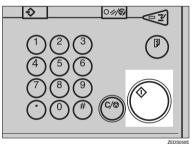
4 When copying has finished, remove the copy output for the Interrupt Copy job.

5 Press the [Interrupt] key again.

The Interrupt key indicator goes out.

Resuming the previous copy job

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



Exiting

Press the [Clear Modes/Energy Saver] key.

Basic Functions

Selecting Original Type Setting

Select one of the following original types to match your originals.

The following image quality modes are available.

Text

Use this mode to scan originals that contain mainly text, or printed characters.

Text/Photo

Use this mode to scan originals that contain a mixture of text and photographs or pictures.

Photo

Use this mode to scan photographs or pictures.

Pale

Use this mode to scan originals that have faint lines drawn with a pencil, or faintly copied receipts or slips. The faint lines will be copied clearly.

Special Orig. – Blue Line

Use this mode to copy images drawn on section paper (blue or green sectioned graph paper) without copying the lines of the paper.

The original drawn with a sepia line can not use.

Special Orig. – Patched Org

Use this mode to copy originals with different background densities without the darker background being too prominent.

Special Orig. – Photo (Hard Tone)

Use this mode to scan posters that contain photos with text overlays, which require a strong contrast setting. Use Photo mode to copy glossy photographs and other simple pictures.

Special Orig. – Generation

Use this mode to scan originals that are already copies. This will copy the image while suppressing the width of the characters. It also eliminates any specks on the image.

Limitation

Use this mode to scan originals that contain fine lines (width of 1mm, 0.04" or less). This mode will regard thick lines, text or solid blocks as textures, which may result in parts of the image not being copied.

🖉 Note

- □ You can select a Noise Reduction level of **[Low]**, **[Medium]** or **[High]**, for each of the original types. The default setting is **[Off]**. See p.129 "Noise Reduction"
- You can also select a Copy Image Density level of Lighter, Normal or Darker, for each of the original types. See p.129 "Original Mode Density Level"

	ginal type, then press OK		
► Text	Lighter	Normal	Darker
► Text,Photo	Lighter	Normal	Darker
► Photo	Lighter	Normal	Darker
► Pale	Lighter	Normal	Darker

You can also adjust the image quality for each of the original types. See p.129 "Original Mode Quality Level"

Original Mode Quality Level		
Select level for each original typ	e, then press OK.	
► Text	Normal	Special
► Text,Photo	Normal	Special
► Photo	Normal	Special
► Pale	Normal	Special
Cancel	Original Type 1	ОК

1 Select the original type.

Text Photo Text/Photo	() Ready		
Pale Special Orig.	Auto Paper 1 ■ Select Plain	2 ^{420 m} Translucent Pla	Annin Bypass Ain Plain
Auto Image Density	Auto Reduce/Enlarge	71% A3+A4 Full Size	User Auto R/E
QLighter Darker) Original Output Rear _			
Upper 🛛 Rear 🛶	Stamp	Edit Image	Shift/Erase

🖉 Note

- □ If you select **[Photo]**, the Auto Image Density function is cancelled.
- □ If you press the **[Special Orig.]** key, you can select **[Generation]** or one of the other special original types.

Special Original	OReady		
Blue Line	Auto Paper 1 =	2 420 m 3	94 mm Bypass
Patched Orig. Photo (H.T.)	Select Plain Auto Reduce/Enlarge	Translucent PI	ain Plain User Auto R/E
Generation			
	Stamp	Edit Image	Shift,Erase

Adjusting Copy Image Density

Preparation

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

Auto Image Density

The machine automatically adjust the image density.

Manual Image Density

If you require darker or lighter copies, adjust the image density yourself.

Combined Auto and Manual Density

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

🖉 Note

- You can specify whether or not to use Auto Image Density by selecting on or off.
- You can specify the default density setting for each of the original types. See p.127 "Density Priority"

1 Select the method for adjusting the image density.

Auto image density

Make sure that the [Auto Image Density] key is selected.

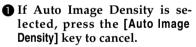
If it is selected, the Auto Image Density section will be inverted.

Text Photo Text,Photo	⊖Ready		
Pale Special Orig.	Auto Paper 1 ■ Select Plain	2 3	ain Plain
Auto Image Density		71% R3+R4 Full Size	User Auto R/E
(Lighter Darker) Original Bear €			
Output Pread Upper Rear	Stamp	Edit Image	Shift/Erase

🖉 Note

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

Manual image density



2 Press the [Lighter] or [Darker] keys to adjust the image density.

The square icon in the image density display moves.

Text Photo Text,Photo	⊖Ready		
Pale Special Orig.	Auto Paper 1 ■ Select Plain		ain Plain
Auto Image Density	Auto Reduce/Enlarge	71% R3+R4 Full Size	User Auto R/E
(Lighter Darker)			
Original Output			
Upper 🛛 Rear 🛶	Stamp	Edit Image	Shift/Erase

Combined auto and manual density

Make sure that the [Auto Image Density] key is selected.

Note

- If Auto Image Density is not selected, press the [Auto Image Density] key.
- Press the [Lighter] or [Darker] keys to adjust the image density.

The square icon in the image density display moves.

Text Photo	OReady		
Pale Special Orig.	Auto Paper Select Plain	2 ⁴²⁰ m Translucent	ain Bypass
Auto Image Density	Auto Reduce/Enlarge	71% R3+R4 Full Size	User Auto R/E
(Lighter Darker)			
Original Output Rear 🗩			
Upper Rear 🛶	Stamp	Edit Image	Shift/Erase

Selecting Copy Paper

Preparation

There are two ways to select copy paper.

Auto Paper Select

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

Manual Paper Select

Select the paper roll or bypass tray containing the paper you wish to copy onto: paper roll 1, paper roll 2, paper roll 3(option), and bypass tray.

Limitation

- □ If you select the tray paper type setting to **[Translucent]** or **[Film]** (except for **[Plain]** or **[Recycled paper]**), the auto paper select function will not be used. For tray paper type setting, see "Tray Paper Type" in the System Settings manual.
- If the type of paper changes when you select the paper source, it may take longer for copying to start.
- When using a 30" width original, set the original size auto detect setting to off. See p.128 "Original Size Auto Detect"

🖉 Note

- □ If you press the **[Clear Modes/Energy Saver]** key immediately after turning the power on, you can specify the paper roll to be used as the default setting for Auto Reset. The default setting is paper roll 1. See p.127 "Paper Roll Priority"
- In Auto Paper Select mode, load the proper paper size in the paper tray or select the magnification ratio for the paper currently loaded in the paper tray, and then set your original again.

 \Rightarrow p.46 "Copying from the Bypass Tray"

Auto paper select

Make sure that the [Auto Paper Select] key is selected.

CReady			Memory: 100 p.
Auto Paper 1 ∎ Select Plair	2	594 mi Bypass Plain Plain	☐ Cut □= Cut Synchro Cut
Auto Reduce/Enlarge	71.% R3+R4 Full Siz	User Auto R/E	Variable Cut
Stamp	Edit Image	Shift,Erase	Reduce/Enlarge

🖉 Note

When Auto Paper Select is selected, it may take slightly longer for copies to make since the machine selects the paper after scanning the original.

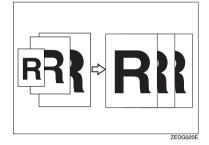
Manual paper select

Select the paper roll 1, paper roll 2, paper roll 3 (option), or bypass tray.

OReady			Memory:100p
Auto Paper 1 ∎ Select Plain	2 Translucent P	94 mi Bypass Iain Plain	A0 Cut A1 Cut Synchro Cut
Auto Reduce:Enlarge			Variable Cut
Stamp	Edit Image	Shift,Erase	Reduce/Enlarge

Auto Reduce/Enlarge

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



Limitation

- The machine selects one of the following ratios:
 - Metric version 400%, 283%, 200%, 141%, 100%, 71%, 50%, 35%, 25%
 - Inch version



🖉 Note

□ This is useful when you want to copy different size originals to the same size paper.

PReference

 \Rightarrow p.157 "Magnification Ratio Chart"

Press the [Auto Reduce/Enlarge] key.

ORead	dy					
					Memory:100	p.
Auto Paper	1 841 m	2 ^{420m}	3 594 m	Bypass	DCut DCu	ıt
Select	Plain	Translucent	Plain	Plain	Synchro Cut	
Auto Reduce	Æn large	71% R3+R4 Fu	l Size Us	er Auto R/E		
					100.0%	;
	······					
Stamp		Edit Image		Shift,Erase	Reduce/Enlarge	

2 Select the paper roll 1, paper roll 2, or paper roll 3 (option).

)Ready			Memory: 100 p.
Auto Paper 1 =	2 Translucent P	⁸⁹⁴ mn Bypass Iain Plain	A0 Cut A1 CCut Synchro Cut
Auto Reduce/Enlarge	71% R3→R4 Full Size	User Auto R/E	Variable Cut
Stamp	Edit Image	Shift/Erase	

User Auto Reduce/Enlarge

Copies to a selected copy size for each original size.

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

Preparation

You can select the following combinations.

Metric version

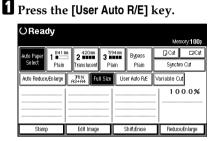
Original Size	Copy size
A0	A0, A1, A2, A3, A4
A1 🖓 🖙	A0, A1, A2, A3, A4
A2 🖓 🖙	A0, A1, A2, A3, A4
A3 🗖 🗖	A0, A1, A2, A3, A4
A4 🖓 🖙	A0, A1, A2, A3, A4

Inch version

	Original size	Copy size
	E(34"×44")	E(34"×44") ,
	D(22"×34")	$D(22"\times34")$ \Box \Box , $C(17"\times22")$ \Box \Box ,
60	C(17"×22") □ □	B(11"×17") □□,
erin	B(11"×17") □ □	A(8 ¹ / ₂ "×11")
Engineering	A($8^{1}/_{2}$ " × 11") \square	
	E(36"×48")	E(36"×48") ,
e)	D(24"×36")	$D(24"\times36")$ \Box \Box , $C(18"\times24")$ \Box \Box ,
cture	C(18"×24") □ □	B(12"×18") □ □,
Architecture	B(12"×18") □ □	A(9"×12") 🖓 🖵
Arc	A(9"×12") □ □	

🖉 Note

- The default setting is to copy to the same size paper (full-size). To change the combination, use User Auto Reduce/Enlarge. See p.132 "User Auto Reduce/Enlarge"
- You can specify whether the original should be processed as a D or
 original. See p.132 "User Auto R/E Original Size Detect"



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

OReady			
Original orientation: Auto Paper 1 ■		94 nm Bypass	Memory:100p.
Select Plain Auto Reduce,Enlarge	Translucent P 71% A3+A4 Full Size	lain Plain User Auto R/E	Synchro Cut Variable Cut
			A1->A1
Stamp	Edit Image	Shift/Erase	A3->A3

Copying from the Bypass Tray

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

Preparation

When copying from the bypass tray, you can make several copies for an original. To make several copies, place the next paper on the bypass tray after previous paper has been fed into the machine. When copying the following original types, place the original and then load paper in the bypass tray.

Limitation

- You cannot use Interrupt Copy after setting the original.
- □ The maximum length for long length is 2,000mm, 78.8".
- □ The width for paper in the bypass tray is 210 914mm, 8.3" 36".
- Do not copy on both sides of the paper.
- Do not use paper which has been copied or printed on.
- You cannot use Job Preset. If you scan several originals, the last original will be used.

For details about the paper type, direction, and number of sheets that can be loaded in the bypass tray, see p.16 "Copy Paper"

Press the [Bypass] key.

OReady						
			Memory:100p.			
Auto Paper 1 ∎ Select Plain	2	94 mi Bypass Iain Plain	⊡Cut ⊡Cut SynchroCut			
Auto Reduce/Enlarge	71% R3→R4 Full Size		Variable Cut			
			. 100.0%			
Stamp	Edit Image	Shift,Erase	Reduce/Enlarge			

2 Make sure that the type of paper selected for the [Bypass] key is displayed.

ORea					Mer	mory: 100 p
Auto Paper Select	1 ■ Plain	2 ^{420m} Translucent	3 594 m Plain	Bypass Plain	DCut Synch	⊂⊐Cut ro Cut
Auto Reduce	-Solaye	71% R3+R4 Fu	l Size	ar Asto R.E	Variable C	ut 0.0%
						0.0%
Stam		Edit Image		Shift/Frase		e/Enlarge

🖉 Note

You can specify the paper type for the bypass tray. See "Bypass Tray Paper Type" in the System Settings manual.

3 Make your desired settings.

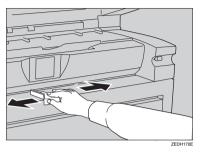
✓ Reference

For details, see explanations of each function.

Place you original and scan it.

p.31 "Setting Originals"

5 Adjust the paper guides for the bypass tray to the size of the paper.



b Load the paper in the bypass tray, with the surface to copied on to face up.

The paper is automatically fed into the machine and copying starts.



Important

- Place the paper after the original has completely scanned.
- Insert the paper evenly on both sides and support the paper with your hands until it is fed into the machine.

🖉 Note

To make several copies, load an additional sheet of paper after each sheet has been fed into the machine.

Setting the Length of Copy Paper Cut

Preparation

The following paper cut methods are available.

Synchro Cut

Cuts the paper at the same length as the original.

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

Preset Cut

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

Variable Cut

The paper is cut to the size entered.

∰Important

- Except for Synchro Cut, the paper is cut regardless of the size of the original.
- □ The maximum length paper copy depend on the paper type and width.

Metric version

Paper	841	594	420	297
width	mm	mm	mm	mm
Paper type				
Plain	6000	3600	2000	2000
	mm	mm	mm	mm
Translu-	3600	3600	2000	2000
cent paper	mm	mm	mm	mm
Film				

Inch version (Engineering)

Paper width	34"	22"	17"	11"
Paper type				
Plain	236"	142"	80"	80"
Translu- centpaper (vellum)	142"	142"	80"	80"
Film				

Inch version (Architecture)

Paper width	36"	24"	18"	12"
Paper type				
Plain	236"	142"	80"	80"
Translu- centpaper (vellum)	142"	142"	80"	80"
Film				

Synchro Cut

🖉 Note

 When using Synchro Cut the paper can be cut from 210 to 6000 mm (8.3" to 236") (from 250 to 6000 mm (9.8" to 236") for paper roll 3).

Limitation

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

Press the [Synchro Cut] key.

OReady							
				Mer	nory: 100 p.		
Auto Paper 1 841 r	2 ^{420m}	3 594 m	Bypass	[] Cut	D₽Cut		
Select Plain	Translucent	Plain	Plain	Synchr	o Cut		
Auto Reduce/Enlarge	71% R3+R4 Fu	II Size Us	er Auto R/E	Variable Ci	h		
				10	0.0%		
Stamp	Edit Image		Shift,Erase		e/Enlarge		

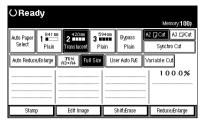
2 Select the paper roll 1, paper roll 2, or paper roll 3 (option).

Preset Cut

Select the paper roll 1, paper roll 2, or paper roll 3 (option).

() Ready					
Auto Paper 1 ■ Select Plain	2 420mm Translucent	3 •••••	Bypass Plain	Cut Svnch	nory:100p. E@Cut ro Cut
Auto Reduce/Enlarge	71% R3+R4 Fu	l Size Us	er Auto R/E	Variable C	
					0.0%
Stamp	Edit Image		Shift,Erase		e/Enlarge

2 Select the Preset Cut size.



🖉 Note

The preset cut length is divided into some types. Depending on the roll paper width, it is cut in the following standard length.

Metric version

Roll paper width	Preset length	Paper size and direction	
841mm	1,189mm	A0 🖓	
	594mm	A1D	
594mm	841mm	A1 🗸	
	420mm	A2₽	
420mm	594mm	A2 🖓	
	297mm	A3D	
297mm	420mm	A3 🖓	
	210mm	A4D	
210mm	297mm	A4D	
	—	—	

Inch version (Engineering)

Roll paper width	Preset length	Paper size and direction
34"	44"	Е Г
	22"	D₽
22"	34"	D 🗗
	17"	C₽
17"	22"	С Г
	11"	B₽
11"	17"	В₽
	81/2"	АЪ
81/2"	11"	АD
	—	—

Roll paper width	Preset length	Paper size and direction
36"	48"	Е Г
	24"	D₽
30"	42"	$-\Box$
	21"	— D
24"	36"	DD
	18"	C₽
18"	24"	СЪ
	12"	B₽
12"	18"	в 🖵
	9"	AD
9"	12"	AD
	—	—

Inch version (Architecture)

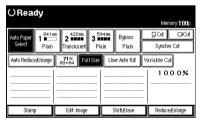
Variable Cut

🖉 Note

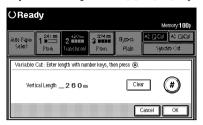
□ When using Variable Cut the paper can be cut from 210 to 6000mm (from 8.3" to 236") (from 250 to 6000mm (9.8" to 236") for Paper Roll 3.)

Select the paper roll 1, paper roll 2, or paper roll 3 (option).

Press the [Variable Cut] key.



Enter the length with the number keys, and then press the [#] or [OK] key.



🖉 Note

- □ To change the value, press the **[Clear]** key and enter the new value.
- □ If you do not want to use Variable Cut, press the [Cancel] key.

If you enter a length for Variable Cut, the length is displayed on the screen.

OReady			
Auto Paper 1 ⁸⁴¹ Select Plain	2 3	94 m Bypass Iain Plain	Memory 100p. A2 Cut A3 CCut Svnchro Cut
Auto Reduce Enlarge			Variable Cut 260m
Stamp	Edit Image	Shift,Erase	 Reduce/Enlarge

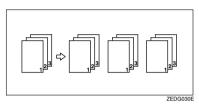
Sort/Rotate Sort

Copies can be assembled as sets in sequential order.

Preparation

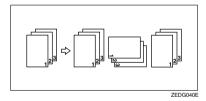
The following sort options are available.

Sort



Rotate Sort

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



Limitation

- You cannot select Sort for Job Preset copy jobs.
- □ You can use the following paper sizes with Rotate Sort.

Metric version

- 297mm × 210mm
- 420mm × 297mm
- 594mm × 420mm

- Inch version (Engineering)
 - 11"×8¹/₂"
 - 17"×11"
 - 22"×17"

Inch version (Architecture)

- 12"×9"
- 18"×12"
- 24"×18"
- When using Rotate Sort, make sure that the original and paper image sizes are the same. For example, when using A1(D) original, you can select A2(C) size paper using reduce the original size to 71%.
- The number of originals that can be scanned for Sort and Rotate Sort is as follows:

	Standard	Optional HDD in- stalled
A0(E) *1	—	more than 50 sheets
A1(D) *1	2 sheets	more than 100 sheets
A2(C)	4 sheets	more than 100 sheets
A3(B)	8 sheets	more than 100 sheets
A4(A)	16 sheets	more than 100 sheets

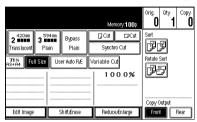
^{*1} Sort only. You cannot use A0(E) and A1(D) with Rotate sort.

Note

□ After all the originals have been scanned, press the **[Exit]** key to start copying. You can change this setting. See p.129 "Sort Copy Setting"

Once you start scanning the originals, the memory indicator display starts to decrease. You can change the memory indicator display to use a number of pages, or a percentage. See p.128 "Memory Status Display"

Press the [Sort] or [Rotate Sort] key.



Displayed "Ready for Sort" on the screen.

OReady for Sort					
			Memory: 100 p.		
Auto Paper 1 841 n	2 ^{420m} 3	594 m Bypass	D⊂ut ⊡⊂Cut		
Select Plain		Plain Plain	Synchro Cut		
Auto Reduce/Enlarge	71% R3→R4 Full Siz		Variable Cut		
			100.0%		
Stamp	Edit Image	Shift,Ærase	Reduce/Enlarge		

2 Make your desired settings.

PReference

For details, see explanations of each function.

Place your originals.

₽ Reference

p.31 "Setting Originals"

After the originals have been scanned, the following message is displayed.



🖉 Note

- □ You can repeat the scanning procedure until all the originals have been scanned.
- To cancel Sort or Rotate Sort, press the [Clear Modes/Energy Saver] key.

4 After the last original has been scanned, press [Exit] key.

The machine starts copying.

🖉 Note

After sorting has finished, if you change the paper roll setting in the Additional Copy, the paper will be fed depend on Additional Copy setting, regardless of the original setting.

Program

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

The Program function includes the following settings.

Storing Your Settings

You can store settings you frequency use.

 Deleting A Program You can delete a stored program.

Recalling A Program

You can recall a stored program.

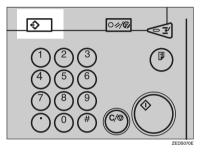
🖉 Note

- □ You can store up to 20 programs.
- You can only select paper roll as the paper source on the screen. You cannot store the paper type or size.
- If you store the settings in the program sheet, you can create a list. See p.154 "Program Record Sheet"
- Immediately after the machine is turned on, after Auto Reset, or after a reset, the settings are set to those stored in program No. 20. See p.126 "Initial Mode Set"
- □ The stored settings are stored even after the power is turned off, or the **[Clear Modes/Energy Saver]** key is pressed, they have not been deleted.

Storing Your Settings

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

Press the [Program] key.



The Program screen is displayed.

Press the [Store] key.

Program Soloct program ou	mber key to recall.					
	o save present settir	n 🔶 indicate	s that nmma	n is already sto	red	
		.g. 🗸 marcas	progra			
		2	3	4.	5	
	A	~ ~ ~	2	0	101	
		L			(0)	
	11	12	13	1.4	15	
	10	17	18	1.0	2.0	
	سا فىشىنىسىا		نا استنبیت			
Recall	⊕Store	Delete	-			Cancel

4 Press the program number you want to store.

When the settings are successfully stored, the \Rightarrow indicator appears.

🖉 Note

□ \$ indicates that program is already stored.

If settings are already stored (edit)

• Check the settings in the stored program.

🖉 Note

□ To check the settings of the stored program, or recall the program. See p.55 "Recalling a Program"

2 Edit the settings in the stored program, **1** – **2**.

Program Select program number key to store.
Present setting is saved. I indicates that program is already stored.
1 🕀 2 3 4 5
6 7 8 9 10
11 12 13 14 15
16 17 18 19 20
⊖Recall →Store Delete Cancel

To overwrite the settings
 Press the [Yes] key.

∰Important

- When you overwrite the settings, the contents of the stored program are erased.
- If you want to keep the settings
 Press the [No] key.

Deleting a Program

Press the [Program] key.

The Program screen is displayed.

2 Press the [Delete] key.



- Press the program number you want to delete.
- 4 Press the [Yes] key.

Program Select pro	ogram number to delete.	
Q	Do you want to cancel conte	nts of the program?
	No	Yes

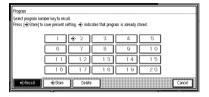
🖉 Note

- □ To cancel the deletion, press the **[No]** key.
- **5** To delete another program, repeat steps **1** to **2**.

Recalling a Program

Press the [Program] key.

2 Press the [Recall] key.



Press the program number you want to recall.

🖉 Note

□ Only programs with � is already stored a program.

2

Other Functions

Energy Saver Mode

If you do not operate the machine for a certain period after copying, or when you press and hold the **[Clear Modes/Energy Saver]** key for more than two second, the display disappears and the machine enters Energy Saver mode. When you press the **[Clear Modes/Energy Saver]** key again, the machine returns to the ready condition.

In Energy Saver mode, the machine uses less power consumption. The Energy Saver mode makes a two-step reduction in power consumption: one for the period up to the time set for Low Power mode, the other for the period after that time.

For Panel Off Timer setting, see "Panel Off Timer" in the "System Settings" manual.

For Energy Saver Timer setting, see "Energy Saver Timer" in the "System Settings" manual.

Auto Start

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

User Codes

If the machine is set to use the User Code function, operators must input their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

🖉 Note

- When the machine is set for user codes, the machine will prompt you for your user codes after the operation switch is turned on or the Auto Reset comes into effect.
- To force the machine to display the user code entry screen, press the [Clear/Stop] key while pressing the [Clear Modes/Energy Saver] key.

PReference

For user code settings, see "User Code Access" in the "System Settings" manual.

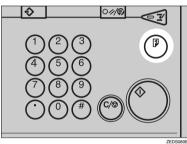
For details on storing, changing, or deleting user codes, see p.141 "Program/Change/Delete, User Code".

Sample Copy

Makes a copy of the first part (0 – 250mm) of an original to a length of 210mm (8.3") (250mm (9.8") for paper roll 3.) This allows you check the copy settings before making a full copy.

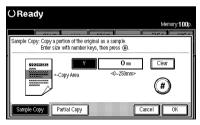
You can select the default settings. See p.130 "Sample Copy Priority"

Press the [Sample Copy/Partial Copy] key.





- Press the [Y] key.
- 4 Enter the start position (Y) with the number keys.



🖉 Note

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

5 Press the [OK] key.

6 Make your desired settings.

ORead	ly for	Sample	e Copy	;	
Auto Paper Select	1 ■ Plain	2 420nm Translucent	3 94 m Plain	Bypase Piten	Memory 100p. Cut Cut Svnchro Cut
Auto Reduce	Ænlarge	71% R3+R4 Fu	II Size Us	JL ser Auto R/E	Variable Cut

For details, see explanations of each function.

2 Place your originals.

The machine makes a 210mm (8.3") (250mm (9.8") for paper roll 3) copy.

₽ Reference

 \Rightarrow p.31 "Setting Originals", p.130 "Sample Copy Priority"

Exiting Sample Copy

• Press the [Clear Modes/Energy Saver] key.

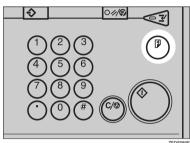
Partial Copy

Copies only a specified portion of the original.

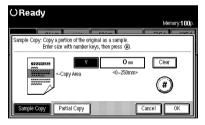
Reference

You can specify the start position (Y1) and the end position (Y2). See p.130 "Partial Copy Priority"

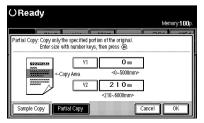
Press the [Sample Copy/Partial Copy] key.



2 Press the [Partial Copy] key.



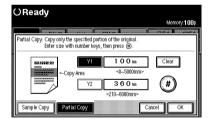
B Press the [Y2] key, and then enter the scan end position with the number keys.



🖉 Note

- □ To change the value entered, press the **[Clear/Stop]** key and enter the new value.
- □ The minimum length for Partial Copy is 210mm (8.3") (250mm (9.8") for paper roll 3). Enter a value for Y2-Y1> that specifies a length of at least 210mm (8.3") (250mm (9.8") for paper roll 3).
- □ If the length specified by **[Y2]** and **[Y1]** is less than 210mm, the machine adjusts the start position based on the last number you entered.
- 4 Press the [Y1] key, and then enter the scan start position.

5 Press the [OK] key.



6 Make your desired settings.

₽ Reference

For details, see explanations of each function.

2 Place your originals.

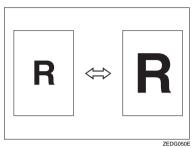
The machine makes a copy of the specified area.

Exiting Partial Copy

Press the [Clear Modes/Energy Saver] key.

Preset Reduce/Enlarge

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



Preparation

You can select one of 8 present ratios (4 enlargement ratios, 4 reduction ratios).

Metric version

Enlargement Ratios: 141%, 200%, 283%, 400%

Reduction Ratios: 25%, 35%, 50%, 71%

Inch version

Engi- neering	Enlargement ratios: 129%, 200%, 259%, 400% Reduction Ratios: 25%, 32%, 50%, 65%
Architec- ture	Enlargement ratios: 133%, 200%, 267%, 400% Reduction Ratios: 25%, 33%, 50%, 67%

You can store up to three ratios of your own for ratios you frequently use, but which are not in the preset ratios. The ratios can be set in 0.1% steps (0.2% over 200%.). See p.131 "User Reproduction Ratio" You can specify the enlarge/reduce ratio to use when the power is turned on, after Auto Reset, or the **[Clear Modes/Energy Saver]** key has been pressed. See p.131 "Preset Reduce/Enlarge Priority"

🖉 Note

- Preset ratios are set by combining the original size and paper size.
- You can select a ratio regardless of the size of an original, copy paper or roll paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

Reference

For details on the relation between the original and paper sizes for preset ratio, see the ratio table. See p.157 "Magnification Ratio Chart"

Press the [Reduce/Enlarge] key.

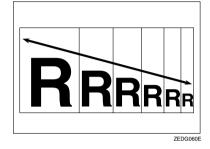
	841 m	420m	594 m		Di Curt	mory:100
Auto Paper Select	1 ∎ Plain	2 ••••• 3	Plain	Bypass Plain	Synch	nro Cut
Auto Reduce		71% R3+R4 Full Si		er Auto R,E	Variable C	ut
						0.0%

2 Select a ratio.

OReady								
					Memory:100p.			
Auto Paper	1 841 m	2 ^{420m}	3 594 m	Bypass	Dut ⊡∂Cut			
Select	Plain	Translucent	Plain	Plain	Synchro Cut			
-1%	-()		0 •(i i	•1%	injest Rollio			
25% R0→R4 A	35% 50 1÷R4 R2÷I	% 71% 94 83÷84	100% A4	+1% 200% +A3 A4+A2	2 83% 400% A4+A1 A4+A0			
70.7%	100.0%	6 141.49	% F	ine Mag.	Site Hogenceatron			
Stamp		Edit Image		Shift,Erase	Reduce/Enlarge			

Zoom

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



Preparation

You can set the ratio in the following ways.

- Using the number keys
- Selecting a ratio close to the one you want to set from Preset Reduce/Enlarge, and then press the [-1%][+1%] or [-0.1][+0.1] keys to adjust the ratio.

Limitation

You cannot use Zoom if Auto Paper Select or User Auto Reduce/ Enlarge are selected.

🖉 Note

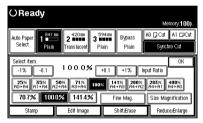
- □ You can set the magnification ratio from 25.0 to 400.0%.
- □ To set the magnification ratio on screen, use the [-1%] or [+1%] key. To specify a decimal value, use the [-0.1] or [+0.1] key.
- □ For ratios 25.0 200.0% the steps are 0.1%, for ratios 200.0 400.0% the steps are 0.2%.
- You can select a ratio regardless of the size of an original, copy paper or roll paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

Press the [Reduce/Enlarge] key.

ORead	dy					
					Me	mory: 100 p.
Auto Paper	1 841 m	2 ^{420m}	3 594 m	Bypass	DCut	⊡⊐Cut
Select	Plain	Translucent	Plain	Plain	Synch	ro Cut
Auto Reduce	/Enlarge	71% R3+R4 Fu	l Size 🛛 Us	er Auto R/E	Variable C	ut
L					10	.0.0%
		5 13 1				
Stamp		Edit Image		Shift,Erase	Reduc	e/Enlarge

When using the Number keys

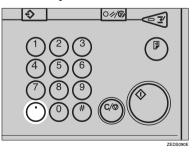
Press the [Input Ratio] key.



2 Enter the desired ratio with the number keys.

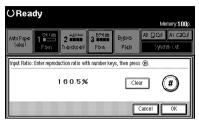
🖉 Note

□ Use the [·] key to enter a decimal point.



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

3 Press the [#] key.



Selecting a ratio from the preset ratios, and then use the [-1%][+1%], or [-0.1][+0.1] keys to adjust it



1 Select a ratio.

2 Press the [-1%][+1%] or [-0.1][+0.1] keys to set the ratio.

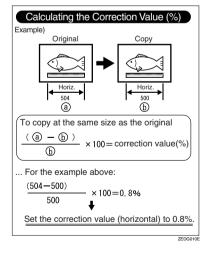
Note

- □ Press the [-0.1] or [+0.1] key to adjust the ratio in 0.1% steps.
- □ If you make a mistake, press [-1%], [-0.1], [+0.1] and [+1%] key to readjust the ratio.

Fine Magnification

Paper can expand or shrink be affected, which can result in copies where size of the original and the copy do not match (such as under humid condition). This function uses the measurements of the original and the copy to calculate a ratio to produce copies that are close to actual size.

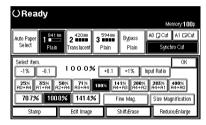
- 🖉 Note
- Fine Magnification is used for originals that have already been scanned. If you want to perform fine magnification corrections to paper that has stretched due to the type of paper or exposure to humid conditions, see "Fine Magnification: Copier" in the System Settings manual.
- Set the correction ratio after measuring the length and width of the original and the copy.



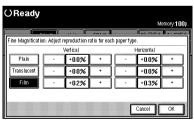
When Fine Magnification is selected, depending on the pattern of original, moire patterns may be noticeable or the image quality may deteriorate. Press the [Reduce/Enlarge] key.

OReady			
Auto Paper 1 = Select Plair	2 3	194 mm Bypass Iain Plain	Memory:100p. Cut ==Cut Synchro Cut
Auto Reduce,Enlarge	71% RS+R4 Full Size	User Auto R/E	Variable Cut
Stamp	Edit Image	Shift,Erase	Reduce/Enlarge

2 Press the [Fine Mag.] key.



Select the paper type you want to correct, then adjust the horizontal and vertical ratio using the [-] and [+] keys.



🖉 Note

□ If you make a mistake, press the **[Cancel]** key, and then repeat the procedure again.**2**

4 Press the [OK] key.

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

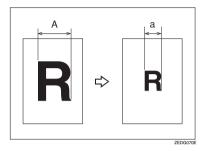
OReady			
Auto Paper Select Plain	2 Translucent P	94m Bypass Iain Plain	Memory:100p. A0 Cut A1 CCut Synchro Cut
Ado Reduce, Enlage	71% R3+R4 Full Size	User Auto R/E	Variable Cut 100.0%
Stamp	Edit Image	Shift,Erase	Reduce/Enlarge

🖉 Note

 The settings also appear in "Fine Magnification: Copier" settings in the System Settings manual. If the settings are adjusted in System Settings and via the screen, the resulting setting will be a value that satisfies both.

Size Magnification

You can calculate a ratio from the lengths of the original and copy for enlarging or reducing the copy.



Preparation

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

The enlargement or reduction ratio is automatically calculated, eliminating the need to calculate the ratio yourself.

Limitation

- □ The ratio is selected from within the range of 25.0% 400.0%.
- □ If the calculated ratio is less than 25%, the ratio is set to 25.0%, if it is more than 400%, it is set to 400.0%.
- You cannot use Size Magnification if Auto Paper Select is selected.

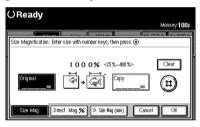
Press the [Reduce/Enlarge] key.

OReady					
				Me	mory: 100 p.
Auto Paper 1 8411	120m	2 ^{594 m}	Bypass	🛛 Cut	⊏⊒Cut
Select Plain	Translucent	Plain	Plain	Synch	ro Cut
Auto Reduce/Enlarge	71% R3+R4 Full	Size Us	er Auto R/E	Variable C	ut
				10	0.0%
Stamp	Edit Image		Shift,Erase		e,Ænlarge

2 Press the [Size Magnification] key

OReady		
		Memory:100p.
Auto Paper 1 841 m 2 420 m 3	94 m Bypass	A0 DCut A1 DCut
	lain Plain	Synchro Cut
Select item.		ОК
-1% -0.1 100.0%	+0.1 +1%	nput Ratio
25% 35% 50% 71% A0+A4 A1+A4 A2+A4 A3+A4 100	8 141% R4+R3 R4+R2	285% R4+R1 R4+R0
70.7% 100.0% 141.4%	Fine Mag.	Size Magnification
Stamp Edit Image	Shift,Erase	Reduce/Enlarge

Enter the length of the original with the number keys, and then press the [#] key.



🖉 Note

- □ To change the value, press the **[Clear]** key, and then enter the new value.
- Press the [Copy___mm (inch)] key on the screen, and then enter the copy length with the number keys. Then press the [#] key.

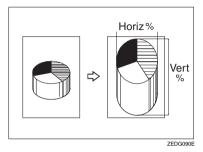
🖉 Note

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

5 Press the [OK] key.

Directional Magnification (%)

Copies can be reduced or enlarged at different magnifications horizontally and vertically.



Preparation

You can set the ratio in the following ways.

- [Number Keys] Using the number keys
- [+- keys] Using the [-] or [+] keys

You can set the ratio from 25.0 to 400.0%.

For ratios 25.0 – 200.0%, the steps are 0.1%, for ratios 200.0 – 400.0%, the steps are 0.2%.

Limitation

You cannot use Directional Magnification (%) if Auto Paper Select is selected.

Press the [Reduce/Enlarge] key.

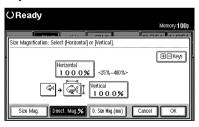
OReady				Memory: 100 p.
Auto Paper Select Plain	2 •••••	3 ===== Plain	Bypass Plain	□Cut □=Cut Synchro Cut
Auto Reduce,/Enlarge	71% R3+R4 FU	II Size Us	er Auto R/E	Variable Cut
Stamp	Edit Image		Shift,Erase	Reduce/Enlarge

2 Press the [Size Magnification] key.

ORead	ly							
							Memory: 100)p.
Auto Paper	1 ⁸⁴¹ m	2 ^{420m}		94 m	Bypass	A) 🕞 Cut 🛛 A 1 🗔 C	ut
Select	Plain	Translucent		ain	Plain		Synchro Cut	
Select item. OK -1% -0.1 1 0 0.0% +0.1 +1% Input Ratio								
25% 35% 50% 71% 100% 141% 200% 285% 400% 84+81 84+84 82+84 82+84 84+81 84+80								
70.7% 1000% 141.4% Fine Mag. Size Magnification								
Stamp		Edit Image		9	ihift,Erase		Reduce/Enlarge	



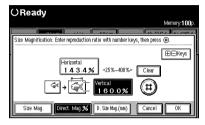
4 Press the [Horizontal] or [Vertical] key.



5 Enter the horizontal or vertical ratio with the number keys, and then press the [#] key.

🖉 Note

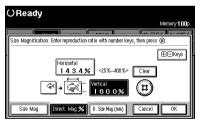
□ Use the [·] key to enter a decimal point.



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

Using [-1%][+1%][-0.1][+0.1] key

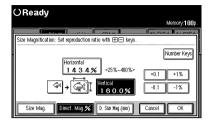
Press the [+- keys] key.



🖉 Note

□ If a ratio has not been entered with either the [Horizontal] or [Vertical] keys, even if you press the [+- keys], [-1%][+1%] [-0.1][+0.1] keys the value is not displayed.

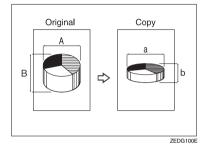
Press the [-1%][+1%] or [-0.1][+0.1] keys to set the vertical ratio.



- **③** Press the [Vertical] key.
- Press the [-1%][+1%] or [-0.1][+0.1] keys to set the vertical resolution.
- **6** Press the **[OK]** key.

Directional Size Magnification (mm)

You can specify the length for the horizontal and vertical size separately. You can use this function to distort the image.



Preparation

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

You can set the ratio from 25.0 to 400.0%.

Limitation

You cannot use Directional Size Magnification (mm) if Auto Paper Select is selected.

🖉 Note

□ If the calculated ratio is less than 25%, the ratio is set to 25.0%, if it is more than 400%, it is set to 400.0%.

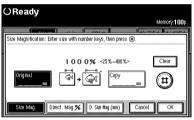
Press the [Reduce/Enlarge] key.

OReady					
				Mer	nory: 100 p.
Auto Paper 1	2 ^{420m}	3 594 m	Bypass	🕽 Cut	DrCut
Select Plain			Plain	Synchro Cut	
Auto Reduce,/Enlarge		Size Us	er Auto R/E	Variable Ci	ł
				10	0.0%
Stamp	Edit Image		Shift,Erase	Reduce	e/Enlarge

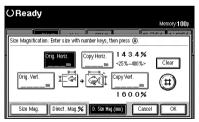
2 Press the [Size Magnification] key.

ORea	dy						
					Memory:1	00p.	
Auto Paper	1 841 m	420m	2 ^{594 m}	Bypass	A0 🔂 Cut 🗛 1 🗆	⊋Cut	
Select	Plain	Translucent	Plain	Plain	Synchro Cut		
Select item	Select item.						
25% A0→A4 A	35% 50 1+R4 R2+	% 71 % A3+A4	100% 14 84	1% 200) +A3 A4+A	{ 283 % 400 % 2 A4→A1 A4→A0]	
70.7%	100.0%	6 141.49	6 F	ine Mag.	Size Magnificat	ion	
Stam	p	Edit Image		Shift,Erase	Reduce/Enla	rge	



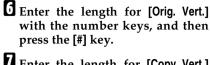


4 Enter the length for [Orig. Horiz.] with the number keys, and then press the [#] key.

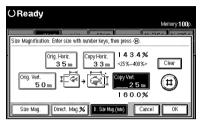


🖉 Note

- □ To change the value, press the **[Clear]** key, and then enter the new value.
- **5** Enter the length for [Copy Horiz.] with the number keys, and then press the [#] key.



2 Enter the length for [Copy Vert.] with the number keys, and then press the [#] key.

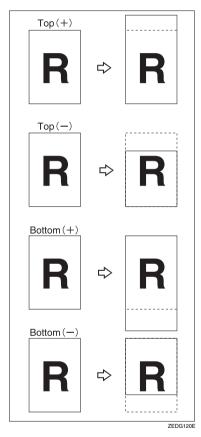


🖉 Note

□ To change one of the lengths, press the length you want to change, and then re-enter the number.

Margin Adjustment

When Synchro Cut is selected, you can create a margin for the leading edge and trailing edge of the original, and cut unnecessary parts of the copy.



Preparation

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

• Top (+): Creates a margin for the leading edge of the original (top of the copy).

- Top (-): Reduces the margin for the leading edge of the original (top of the copy.)
- Bottom (+): Creates a margin for the trailing edge of the original (bottom of the copy.)
- Bottom (-): reduces the margin for the trailing edge of the original (bottom of the copy.)

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

The default margin setting is 20mm, 0.8". You can change this default setting. See p.133 "Margin Adjustment Priority"

Press the top [+][-] and bottom [+][-] keys to set the margins.

The copy length will be the specified length plus or minus the amount of the margin.

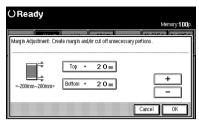
Press the [Shift/Erase] key.

() Ready				Memory: 100 p	
Auto Paper 1 = Select Pla	n Translucent	3 94 m Plain	Bypass Plain	A0 Cut A1 CCut Synchro Cut	
Auto Reduce Antage 71% Full Size User Auto R/E Variable Cut					
Stamp	Edit Image	İ.	Shift/Erase	Reduce/Enlarge	

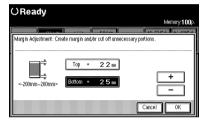
2 Press the [Margin Adjustment] key.

OReady						
	841 m	420m	594 m		an r	Memory:100p.
Auto Paper 1 Select	2	3	Plain	Bypass Plain		Synchro Cut
Select item.						OK
Margin Adjustment	Shift	Border Erase		lete ide	Delete Outside	
Stamp	Ed	lit Image		ihift,Erase		Reduce/Enlarge

Press the [Top] or [Bottom] key.



Use the [-] or [+] keys to set the top and bottom margins.



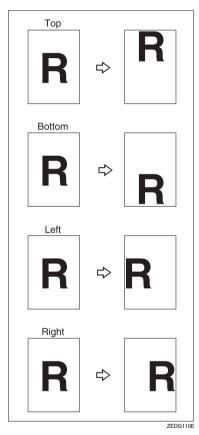
🖉 Note

□ If you set a minus margin that would make the size of the copy less than 210mm (8.3") (250mm (9.8")for Paper Roll 3), the paper will be cut at 210mm (8.3").

2

Shift

Moves (shifts) the copy image up, down, left, or right to create a margin.



Preparation

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

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

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

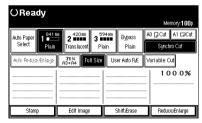
You can shift the image from 0 to 200mm in 1mm steps (0 to 7.8" in 0.1" steps).

The default setting is 20mm, 2.0". You can change this setting. See p.133 "Shift Image Area Priority"

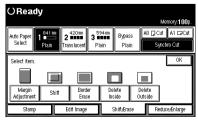
You can also shift the image in a combination of up/down and left/ right.

Limitation

- When using the print and shift settings, the print position is moved in the direction of the shift setting.
- You can use the Shift function for copy sizes up to A0 (E).
- Press the [Shift/Erase] key.

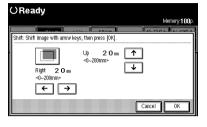


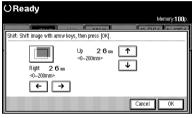
2 Press the [Shift] key.



Creating a top or bottom margin

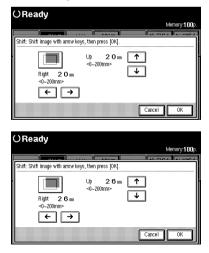
● Press the [↑] or [↓] keys to set the length of the shift amount.





Creating a left or right margin

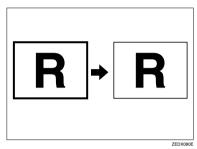
● Press the [←] or [→] keys to set the length of the shift amount.



Press the [OK] key.

Border Erase

Erases the rim area of the original image.



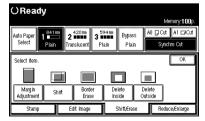
Preparation

The default border erase setting is 10mm, 0.4". You can change this setting. See p.133 "Border Erase Width Priority"

1 Press the [Shift/Erase] key.

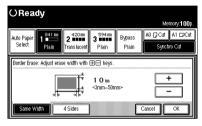
OReady			
			Memory:100p.
Auto Paper 1 841		94 m Bypass	A0 D Cut A1 D Cut
Select Plain		lain Plain	Synchro Cut
Aulo Reduce/Enlarge	71% R3+R4 Full Size	User Auto R/E	Variable Cut
			100.0%
Stamp	Edit Image	Shift,Erase	Reduce/Enlarge

2 Press the [Border Erase] key.



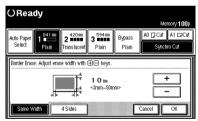
Setting border erase to same width

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

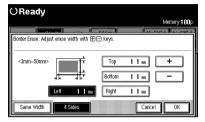


Setting border erase to separate widths

Press the [4 Sides] key.



Press the [Top], [Bottom], [Left] and [Right] keys to select the erase rim area, and set the Border Erase width using the [-] or [+] keys. Then press the [OK] key.

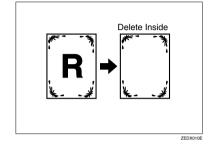


Limitation

When using the Border Erase function with other functions, see p.102 "Chart of Scan Sizes for Each Function".

Delete Inside

Copies the original while erasing parts inside a specified area.

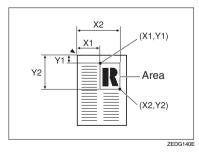


Limitation

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

🖉 Note

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



- When using this function with the magnification function, the actual setting will be the specified setting multiplied by the reproduction ratio.
- □ You can specify up to 5 areas.

Press the [Shift/Erase] key.

OReady					
				Memory:100	p.
Auto Paper 1 8411	2 ^{420m}	3 594 m	Bypass	A0 💭 Cut 🗛 🖂 🖂 Cu	t
Select Plain	Translucent	Plain	Plain	Synchro Cut	
Aulo Reduce Enlarge	71% R3+R4 Ful	Size Us	er Auto R/E	Variable Cut	
				100.0%	
Stamp	Edit Image		Shift,Erase	Reduce/Enlarge	٦

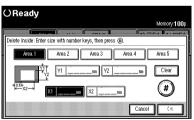


B Press the [Y1], [Y2], [X1] and [X2] keys to select the delete position, and enter the values to specify the area, and then press the [#] key.

Edit Image

Shift/Erase

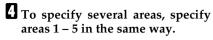
Reduce/Enlarge

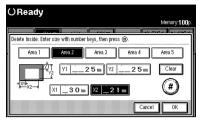


🖉 Note

Stamp

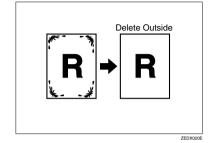
To change the value, press the [Clear] key, and then enter the new value.





Delete Outside

Copies the original while erasing parts outside a specified area.

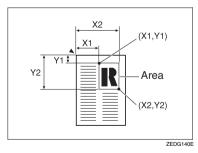


Limitation

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

Note 🖉

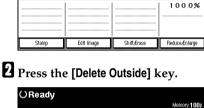
□ The area is specified by defining two points for the top left of the original (X1, Y1) and two points for the size of the area (X2, Y2). Measure the area you want to specify before entering the area settings.



- □ When using this function with the magnification function, the actual setting will be the specified setting multiplied by the reproduction ratio.
- \Box You can specify up to 5 areas.

1 Press the [Shift/Erase] key.

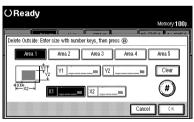
OReady			
			Memory:100p.
Auto Paper 1 8411	2 ^{420m} 3	94 m Bypass	A0 □ Cut A1 □ Cut
Select Plain	Translucent P	lain Plain	Synchro Cut
Auto Reduce Enlarge	71% R3+R4 Full Size	User Auto R/E	Variable Cut
			100.0%
Stamp	Edit Image	Shift/Erase	Reduce/Enlarge



OReadv



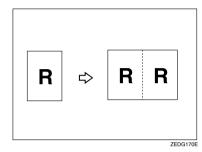
B Press the [Y1], [Y2], [X1] and [X2] keys to select the delete position, and enter the values to specify the area, and then press the [#] key.



- To specify several areas, specify areas 1 – 5 in the same way.
- **5** Press the [OK] key.

Double Copies

One original image is copied twice on to one copy as shown in the illustration.



Limitation

□ You can copy an image up to A2 (C) in size with the Double Copies function □. You can use a paper size up to A1 (D) □.

🖉 Note

- You can erase the separation line between the two images. The default setting is Separation Line. See p.134 "Double Copies Separation Line"
- When using Double Copies, the paper size must be twice as large as the original (when [Full Size] is selected). When using Reduce/Enlarge, consider the magnification ratio when selecting the paper size.

Press the [Edit Image] key.

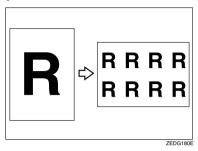
OReady				
				Memory: 100 p.
Auto Paper 1 ■ Select Plain	2 ^{420m} 3	594 m Plain	Bypass Plain	A0 DCut A1 DCut Synchro Cut
Auto Reduce: Enlarge	71% R3+R4 Full Siz		er Auto R/E	Variable Cut
		.		100.0%
Stamp	Edit Image		Shift,Erase	Reduce/Enlarge

2 Press the [Double Copies] key.

ORead	ly 🛛					
						Memory:100p.
Auto Paper	1 841 m	2 ^{420m}	3 594 m	Bypass	AO DC	ut A1 ⊡7Cut
Select	Plain	Translucent	Plain	Plain	Sy	nchro Cut
Select item.						ОК
₿→₿₿						
Double Copies	Image Repeat	Positi Negat		Image	lmage Overlay	Format Overlay
Stamp		Edit Image		Shift,Erase	Re	duce/Enlarge

Image Repeat

The original image is copied repeatedly.



Preparation

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

• For example you can copy eight images of a A4 (A) original to A1 (D) size copy paper.

Limitation

- □ You cannot use the bypass tray.
- Depending on the paper size and the reproduction ratio, the repeated image may be cropped.
- You can use Image Repeat for copies with sizes up to A0(E).
- When Image repeat is selected, the maximum length for Variable Cut is 1,248mm, 48".
- When you have used Image Repeat with the stamp function, you cannot delete only the repeated image when using Additional Copy.

🖉 Note

You can insert separation lines (Solid, Broken, Crop Marks) between repeated images. The default setting is None. See p.133 "Image Repeat Separation Line"

- When using Image Repeat with the Shift function, the composite image is repeated.
- When using Image Repeat with the Image Overlay function, the composite image is repeated.
- Select the paper.
- Press the [Edit Image] key.

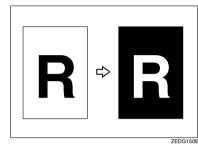
OReady							
				Memory:100p.			
Auto Paper 1 8411		2 ^{594m}	Bypass	A0 [⊒Cut A1 ⊡⊂Cut			
Select	Translucent	Plain	Plain	Synchro Cut			
Auto Reduce: Enlarge	Aulo Reduce Enlarge 71 % Full Size User Auto R/E Variable Cut						
				100.0%			
Stamp	Edit Image		Shift,Erase	Reduce/Enlarge			

E Press the [Image Repeat] key.

OReady			
			Memory:100p.
Auto Paper 1∎ Select Plain	2 ^{420mm} Translucent	3 ⁵⁹⁴ mi Bypass Plain Plair	[]
Select item.			ок
Ê→ÊÊR•		R у Я	
	age Positive/ peat Negative		lmage Format Overlay Overlay
Stamp	Edit Image	Shift/Eras	e Reduce/Enlarge

Positive/Negative

Black and white areas of the original are reversed.



Limitation

□ You can use Positive/Negative for copies with sizes up to A0(E).

🖉 Note

When making continuous copies, the image density may deteriorate. See p.106 "If You Cannot Make Clear Copies"

Press the [Edit Image] key.

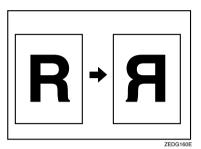
OReady					
Auto Paper 1 841 Select Plain	2 3	i94 ma Bypass Iain Plain	Memory-100p. A0 Cut A1 CCut Synchro Cut		
Auto Reduce:Ealogy 71% Full Size User Auto R/E Variable Cut					
Stamp	Edit Image	Shift,Erase	Reduce/Enlarge		

2 Press the [Positive/Negative] key.

OReady						
Auto Paper 1	841m 2 ^{420m}	3 594 m By	ass 🗛 🖓 C	Memory:100p. ut A1 ⊡Cut		
Select	Plain Translucent	Plain P	lain Sy	nchro Cut		
Select item.	BIB			ок		
Ê÷ÊÊ						
Double Copies	Image Posit Repeat Nega		e Image Overlay	Format Overlay		
Stamp	Edit Image	e Shift,é	irase Re	duce/Enlarge		

Mirror Image

The image is mirrored along the left/ right axis, so that it appears as it would when viewed in a mirror.



Press the [Edit Image] key.

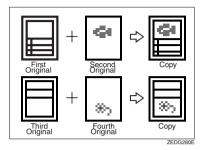
OReady				
				Memory: 100 p.
Auto Paper 1 841	420m	3 594 m	Bypass	A0 DCut A1 D⊂Cut
Select Plain	Translucent	Plain	Plain	Synchro Cut
Auto Reduce/Enlarge	71% R3+R4 FU	I Size Us	er Auto R/E	Variable Cut
				100.0%
Stamp	Edit Image		Shift,Erase	Reduce,Enlarge

2 Press the [Mirror Image] key.

OReady		
		Memory: 100 p.
Auto Paper 1 841 m 2 420 m 3	94 m Bypass	A0 DCut A1 DCut
Colort III	ain Plain	Synchro Cut
Select item.		OK
	₽ •Я ⊉•	
Double Image Positive/ Copies Repeat Negative		age Format erlay Overlay
Stamp Edit Image	Shift,Erase	Reduce/Enlarge

Image Overlay

Two originals are combined on one copy.



Limitation

- For details on the combinations for background original and original for the composite image, see p.83 "Image Overlay Limitations".
- You cannot shift the position of the first or second original after the composite image has been created. If you want to change the position, move one of the originals. Use the composite copy itself as an original, or insert the originals in the carrier sheet.

🖉 Note

- You cannot use the following functions after the originals have been scanned.
 - Copying From The Bypass Tray
 - Interrupt Copy

Press the [Edit Image] key.

OReady				
				Memory:100p.
Auto Paper 1 8411		594 m	Bypass	A0 DCut A1 D⊂Cut
Select Plain	Translucent	Plain	Plain	Synchro Cut
Auto Reduce.Enlarge	71% R3+R4 Full Siz	e Use	er Auto R/E	Variable Cut
				100.0%
Stamp	Edit Image	S	hift,Erase	Reduce/Enlarge

2 Press the [Image Overlay] key.

ORead	ly				
				_	Memory:100p
Auto Paper	1 ^{841 m}	2 ^{420m}	3 594 m	Bypass	A0 🖸 Cut 🛛 A1 🗔 Cut
Select	Plain	Translucent	Plain	Plain	Synchro Cut
Select item.					OK
Ê→ÊÊ	R →	R→	RR	• Я⊿	
Double Copies	Image Repeat	Positi Negat			lmage Format Overlay Overlay
Stamp		Edit Image		Shift,Erase	Reduce,Enlarge

Press the [OK] key.

OReady			
			Memory:100p.
Auto Paper 1 841 m	2 ^{420m} 2	594 m Bypass	A0 DCut A1 D∂Cut
Columnia III	Translucent P	'lain Plain	Synchro Cut
Select item.			OK
Ê→ÊÊR→	R→R	R+9	
Double Image Copies Repea		Mirror Image	lmage Format Overlay Overlay
Stamp	Edit Image	Shift,Erase	Reduce/Enlarge

4 Make your desired settings.

For details, see explanations of each function.

- **5** Place the first original for the composite image.
- Place the next original (to be overlaid on top of the first original) for the composite image.

Overlay Co Set the next original.	pying			Memory: 99p.
Auto Paper 1 = Select Plain	2 Translucent	594 m Plain	Bypace Piten	A0 DCut A1 DCut Synchro Cut
Aulo Reduce:Enlarge	71% R3+R4 Full Si	ze Us	er Auto R/E	Variable Cut
Preset Stamp	Image Overlay			
Stamp	Edit Image		Shift/Erase	 Reduce/Enlarge

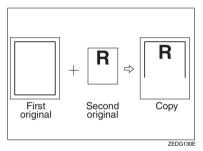
The composite copy is output to the copy output tray.

You can also add a third, fourth, fifth and sixth image.

Image Overlay Limitations

Limitation

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



- □ You cannot use Image Overlay with the following functions.
 - Sort
 - Rotate Sort
 - Format Overlay
- If you use the Shift function with the Additional Copy function after creating an Image Overlay copy, the composite image is moved. You cannot move the individual original images.

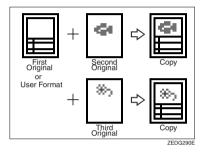
- When using the following functions, the effects are applied to the composite image created with Image Overlay.
 - Shift
 - Margin Adjustment
 - Border Erase
 - Area Selection
 - Mirror Image
 - Double Copies
 - Image Repeat
- □ The maximum size for the original and the image is A1(D).

Format Overlay

The optional HDD are required to use this function.

Two images (original + format) are combined on one copy using stored image (user format) or first original.

You can store the format original and recall it for next use.



Press the [Edit Image] key.

OReady			
			Memory:100p.
Auto Paper 1 8411	420mm	594 m Bypass	A0 🕽 Cut 🗛 🗔 Cut
Select Plain		lain Plain	Synchro Cut
Aulo Reduce Enlarge	71% R3+R4 Full Siz	User Auto R/	E Variable Cut
			100.0%
Stamp	Edit Image	Shift/Erase	Reduce/Enlarge

2 Press the [Format Overlay] key.

OReady Memory:100p A0 🔂 Cut 🛛 A1 🗔 Cut 2 420m 3 594 m 1 34 Auto Paper Select Bypass Plair Plain Plain Synchro Cut ranslucer 0K Select item Ê→ÊÊ R→▓ R→R R→9 **J+**••**2 D+**••**2** Double Image Repeat Positive/ lmage Overlay Format Mirror Image Copie Negative Overlay Edit Image Stam Shift/Erase Reduce/Enlar

Scanning the format original (background original)

• Press the [First Original] key.

OReady	
	Memory:100p.
Auto Paper 1 841 m 2 420 m 3 594 m Bypass	A0 DCut A1 DCut
Select Plain Translucent Plain Plain	Synchro Cut
Format Overlay: Select master original.	
·	
Programmed User form	
First Original 1 2 3	4
	Cancel («

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

ORea	dy					100
Auto Paper Select	1 ■ Plain	2 ^{420m} Translucent	3 100 Plain	Bypass Plain	A0 DCut	emory:100p. A1 🖙Cut hro Cut
	,		•			
Format Ove	rlay: Select r	naster origina		nad Licar for	mət	
First	rlay: Select r Driginal	naster origina		med User for	mat	4

3 Make the desired settings, and then place the first original.

4 Place the second original.

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

5 Place the third original.

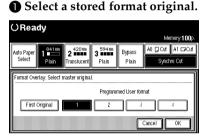
The machine makes a composite copy of the first and third originals.

6 Place any other originals, as required.

Storing a format overlay beforehand

🖉 Note

To use User Format Overlay, you need to use Program /Delete, Overlay Format. See p.85 "Program/Delete, Overlay Format"



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

Select the desired settings, and place the original to be overlaid on the format original.

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

Place any other originals, as required.

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

Limitation

- When selecting the [First Original], if the sizes of the first original and the original to be overlaid on the first original are different, the image is created at the size of the overlaid original.
- When selecting the programmed user format, if the sizes of the programmed user format and the original to be overlaid on the programmed user format are different, the image is created at the size of the overlaid original.

- □ You cannot use Format Overlay with the following functions.
 - Image Overlay
 - Sort
 - Rotate Sort
- □ The maximum size for the paper size is A1 (D).

Program/Delete, Overlay Format

Preparation

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

- Make sure that the machine is ready to copy.
- Press the [User Tools/Counter] key.
- B Press the [Copier Features] key.
- 4 Press the [Adjust Image] key, and then press the [Program/Delete, Overlay Format] key.

Storing

0	Select a	a format	number	(1 – 4).
---	----------	----------	--------	----------

elect item.							
General Features	Reproduct	tion Batio	Adjust Image		Stamp	Ke	y Operator Tools
			E	Deubl	e Copies Separation	Line	Separation Line
Margin Adjustmen	t Priority	Top + 20	Bottam + 20	Program	Delete, Overlay Fo	ernat 1	Programmed
Shift Image Area	Priority	Top 20 R	ight 20	Program	Delete, Overlay Fo	erreal 2	Programmed
anni mage niea.							
Border Erase Widt	n Priority	10 m	Ē	Program	VDelete, Overlay Fo	ernat 3	Not Programmed

2 Place your originals.



3 To store another original, repeat steps **1** – **2**.

Overwriting a stored format

Select the format number for the format you want to overwrite.

2 Press the [Program] key.

	User Format 1
	Select item, then press OK.
Adjusi inxige	Program
Dri	Delete
) Extion • 20	
Right 20 Prog	
Рад	
Prog	Cancel

3 Press the [OK] key.

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

🖉 Note

If you do not want to overwrite the existing format, press the [No] key.

Important

□ You cannot restore a format that has been overwritten.

6 Place your originals.

Deleting

Select the format number for the format you want to delete, and then press the [Delete] key.

	User Format 1
	Select item, then press OK.
Adjusi intege	Program
) Explora + 20 Page	Delete
Right 20 Prog	
Pog Pog	Cancel (%

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

3 Press the [OK] key.

🖉 Note

□ To cancel the deletion, press the **[No]** key.

∰Important

□ You cannot restore a format that has been deleted.

5 Press the [User Tools/Counter] key.

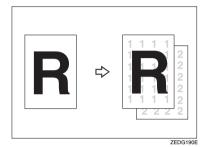
The machine exits Program/Delete and is ready to copy.

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Background Numbering

The optional stamp board and HDD are required to use this function.

This function produces copies which have been stamped by the numbering user stamp.



Preparation

You can set the start number from 1 to 999.

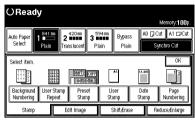
🖉 Note

- You can change the density of the background numbers. See p.137 "Background Numbering Format"
- You can change the size of the background numbers. See p.137 "Background Numbering Format"
- You can combine this function with other (up to two) print functions.

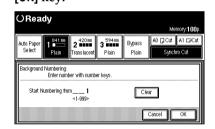
Press the [Stamp] key.

OReady					
					Memory:100p.
Auto Paper 1 841 r	2 ^{420m}	3 594 m	Bypass	AO	□Cut A1 □Cut
Select Plain		Plain	Plain		Synchro Cut
Auto Reduce Enlarge		l Size Us	er Auto R/E		riable Cut
					100.0%
Stamp	Edit Image		Shift,Erase		Reduce/Enlarge

Press the [Background Numbering] key.



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



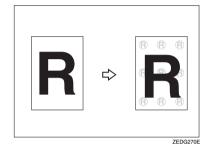
🔗 Note

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

User Stamp Repeat

The optional stamp board and HDD are required to use this function.

Prints a stored user stamp of letters or symbols on the whole area of the paper.



Preparation

You must store a User Stamp before using this function. See p.92 "Program/Delete, User Stamp"

You can store up to four User Stamps.

You can choose to print the User Stamp vertically or horizontally.

You can use this function with the Background Numbering and Date Stamp (up to two types) functions.

The Size, Density, Positive/Negative settings, in "User Stamp Conditions" are also applied to the User Stamp. See p.138 "User Stamp Format"

Limitation

□ You can use paper sizes up to A0.

🖉 Note

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

Reference

For details on deleting a User Stamp, see "Program/Delete, User Stamp". See p.92 "Program/Delete, User Stamp"

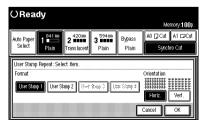
Press the [Stamp] key.

				Memory: 100 p
Auto Paper 1 Select	Plain 2 ⁴²⁰ m Plain Transluce	3	Bypass Plain	A0 D Cut A1 CCut Synchro Cut
Aulo Reduce.Eni	** 71% R3+R4	Full Size Us	er Auto R/E	Variable Cut
Stamp	Edit Ima		Shift/Erase	Reduce/Enlarge

2 Press the [User Stamp Repeat] key.

ORead	У					
Auto Paper Select	1 ■==== Plain	2 ^{420mm} Translucent	3 94 m 9 Plain	Bypass Plain	AO	Memory:100p Cut A1 CCut Synchro Cut
Select item.						ОК
		(DRAFT) CINFILE		<u> </u>	1.1.200	
Background Numbering	User Stan Repeat	Star	np St	ser amp	Date Stamp	
Stamp		Edit Image		Shift,Erase		Reduce/Enlarge

B Select the user stamp item (stamp number).

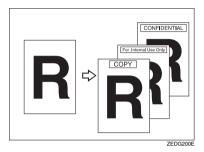


- 4 Select the stamp direction ([Horiz.] or [Vert.] keys.)
- **5** Press the [OK] key.

Preset Stamp

The optional stamp board and HDD are required to use this function.

Prints a user stamp that has already been stored.



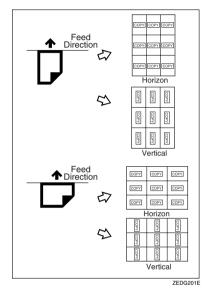
Preparation

The stamp types are as follows.

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

You can change the position and direction of the stamp.

You can use this function with Background Numbering and Date Stamp. Place your originals, and then specify the user stamp position and direction.



Limitation

- □ You cannot use the bypass tray.
- □ You can only use one type of stamp at a time.
- You can print on paper sizes up to A0 (E).

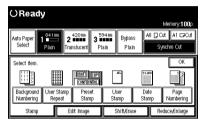
🖉 Note

- □ You can change the size, density and print position of the stamp.
- You can change the default print position for the stamp. See p.135 "Preset Stamp Format Priority"

Press the [Stamp] key.

OReady				
				Memory:100
Auto Paper 1 841	2 ^{420m}	3 594 m	Bypass	A0 [] Cut A1 [] Cut
Select Plain		Plain	Plain	Synchro Cut
Aulo Reduce.Enlarge		Size Us	er Auto R/E	
	/			100.0%
Stamp	Edit Image		Shift/Erase	Reduce/Enlarge

2 Press the [Preset Stamp] key.



3 Select the stamp type.

С	Ready			
	4			Memory:100p.
P	reset Stamp: Select i	tem.		Hat CO & Baramon
"	Format			Orientation/Position
	COPY	URGENT	Horiz.	RRR
	PRIORITY	For Your Info.	Vert.	
	PRELIMINARY	For Internal Use Only		
	CONFIDENTIAL		⁹ Normal All Pages	RRR
ſ	Other Settings		[Cancel OK

🖉 Note

You can change the priority of the selected stamp. See p.134 "Preset Stamp Priority" Select the print direction ([Horiz.] or [Vert.] keys), and print position for the stamp.

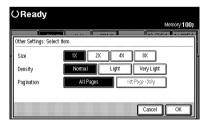
OReady					
					ry:100p
Preset Stamp: Select i	tem.	0/m	Hereit		a. 400.0.4
Format			Orientation	Position	1
COPY	URGENT	Horiz.	₹	₽	₽
PRIORITY	For Your Info.	Vert.			
PRELIMINARY		1X Normal	Ĥ		Ĥ
CONFIDENTIAL		*Normal All Pages	~		
Other Settings		ĺ	Cancel		Ж

Changing the size and density/ setting print page

• Press the [Other Settings] key.

OReady				Merric	ny: 100 p
Preset Stamp: Select i					- me 4
Format		C	rientation	Positio	n
COPY	URGENT	Horiz.	॑	R	R
PRIORITY	For Your Info.	Vert.	Í –		H
PRELIMINARY		1X		₽	R
CONFIDENTIAL		'Normal All Pages	찌	≂	₽
Other Settings		Ú.	Cancel	3	ж

Sets the Size, Density and Pagination.



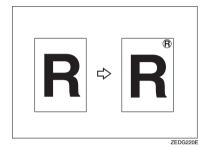
5 Press the [OK] key.

For details on how to set the originals, see "Setting Originals and Print Position/Direction". See p.91 "Place the originals and then specify the stamp position and direction."

User Stamp

The optional stamp board and HDD are required to use this function.

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



Preparation

You must store a user stamp. See p.92 "Program/Delete, User Stamp"

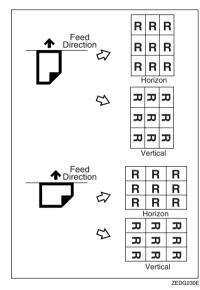
You can store up to four types of user stamps.

You can use a stored user stamp for User Stamp Repeat.

You can use this function with the Background Numbering and Date Stamp (up to two types) functions.

You can change the stamp position and direction.

For details on how to delete a stored user stamp, see p.92 "Program/Delete, User Stamp". Place the originals and then specify the stamp position and direction.



Limitation

- □ You cannot use the bypass tray.
- You can print on paper sizes up to A0.

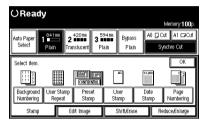
🖉 Note

- You can change the default size, density and print position of the stamp. See p.138 "User Stamp Format"
- When User Stamp is selected, it may take longer for the first copy to be printed.

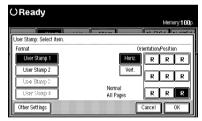
Press the [Stamp] key.

CReady							
					Memory:10	Op	
Auto Paper	1 ^{841 m}	2 ^{420m}	3 594 m	Bypass	A0 🛛 Cut 🗛 🗔 Cut	Curt	
Select	Plain	Translucent	Plain	Plain	Synchro Cut		
Aulo Reduce	/Enlage	71% E0	I Size Us	er Auto R/E			
<u></u>					<u>لسسال</u> 100.05	6	
Stamp		Edit Image		Shift,Erase	Reduce/Enlarge	9	

2 Press the [User Stamp] key.



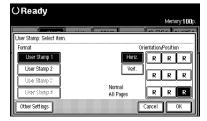
B Select the number for the user stamp.



4 Select the print direction ([Horiz.] or [Vert.] keys) and print position.

Changing the density/setting print page

Press the [Other Settings] key.



2 Set the Density and Pagination.

Other Settings: Se			
Density	Normal	ight Very Light	
Density Pagination	All Pages	ist Page Unity	

5 Press the [OK] key.

P Reference

For details on how to set the originals, see p.31 "Setting Originals".

Program/Delete, User Stamp

Preparation

If the stamp printed on the original is bright red or red, it may not be scanned clearly. To store a stamp, use either a stamp printed with black ink, or make a copy and use the copy as the original.

- Check that the machine is ready to copy.
- Press the [User Tools/Counter] key.
- B Press the [Copier Features] key.
- 4 Press [Print Settings] key, and then press the [Next] key.

"Print Settings 2/2" is displayed.

Press the [Program/Delete, User Stamp] key.

Copier Fe	atures				Main Menu
elect item.					
General Features	Reproductice	n Ratio	Adjust Image	Stamp	Key Operator Tools
User Stamp Fo	emat			-	
User Stamp Position	Adjustment				
Program/Delete, Li	ser Stamp	i			
Page Numbering	Format	1,2•••, Ho	riz., Top Left		
Page Numbering Positi	an Adjustment	Left 7.4 C	anter 0, Right 24, Top 24	Bettom 24	2.0 APrev. 1914

Storing

Select the number you want to use to store the stamp, and then press the [OK] key.

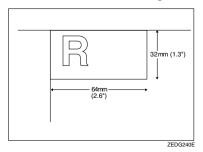
	Program/Delete, User Stamp				
	Select item, then press OK.				
Adjust Intoge	Stamp 1 Programmed				
	Stamp 2 Programmed				
	Stamp 3 Not Programmed				
ki: Tolet	Stamp 4 Not Programmed				
Center: 0, Right 24, Top 24, B	Cancel				

2 Place your originals.



🖉 Note

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



You can specify the print conditions for stored stamps. See p.138 "User Stamp Format"

Overwriting a stored user stamp

Select the number for the stamp you want to overwrite, and then press the [OK] key.

Program/Delete, User Stamp						
	Select item, then press OK.					
Adjus ⁱ intege	Stamp 1 Programmed					
	Stamp 2 Programmed					
	Stamp 3 Not Programmed					
ete . Teo Let	Stamp 4 Not Programmed					
Center: D. Ballit 24, Top 24, B	Cancel					

2 Press the [Program] key.

	User Stamp 2
	Select item, then press OK.
ādjusi insņe	Program
	Delete
	G
tel: . Top Let	· · · · · · · · · · · · · · · · · · ·
Center: D. Right 24, Top 24, B	Cancel

- **3** Press the **[OK]** key.
- **4** Press the **[OK]** key.

🖉 Note

□ If you do not want to overwrite the existing stamp, press the **[No]** key.

Important

- □ You cannot use as original stamp before overwritling.
- **6** Place your originals.

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Deleting

Select the number of the stamp you want to delete, and then press the [OK] key.

2 Press the [Delete] key.

	User Stamp 2
	Select item, then press OK.
Adjust innige	Program
	Delete
	L
and the last	
center: 0, Right 24. Top 24, B	Cancel

Press the [OK] key.

"Are you sure you want to delete this programmed stamp?" is displayed on the screen.

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

🖉 Note

□ To cancel the deletion, press the **[No]** key.

∰Important

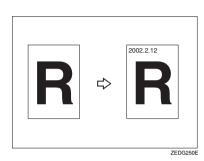
You cannot use a user stamp which has been deleted.

Press the [User Tools/Counter] key.

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

Date Stamp

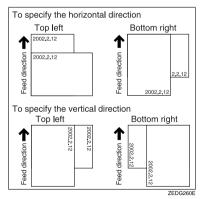
The optional stamp board and HDD are required to use this function.



Preparation

Specify the print position (Top left/Top centre/Top right/Bottom left/Bottom centre/Bottom right) and print direction (Horizontal/ Vertical).

Place your originals, and then specify the date stamp position and direction.



Limitation

- \square You cannot use the bypass tray.
- You can print on paper sizes up to A0.

🖉 Note

- You can change the date format of the date stamp. See p.136 "Date Stamp Format Priority"
- You can also set and change the other date stamp conditions. See p.136 "Date Stamp Format Priority"
- You can use the date stamp with (up to two) other user stamps.
- The date set in "Time Settings" is used for the date stamp. See the System Settings manual.

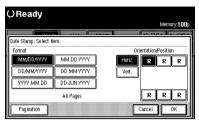
Press the [Stamp] key.

OReady						
			Memory:100p.			
Auto Paper 1 841 r	2 ^{420m} 3	594 m Bypass	A0 🕞 Cut 🛛 A1 🕞 Cut			
Select Plain		Plain Plain	Synchro Cut			
Aulo Reduce.Enlarge			Variable Cut			
			100.0%			
	~					
Stamp	Edit Image	Shift,Erase	Reduce/Enlarge			

Press the [Date Stamp] key.

OReady Memory:100 1 ^{841 m} 2^{420m} 3 594 m A0 🛛 Cut 🛛 A1 🗔 Cut Auto Pape Bypass Select Synchro Cut Plain Plair Franslucen Plain 0K Select item 12 1.4.4.4 CONFIDENTIAL Background Numbering Liser Stamp Page Numberin Preset Stamp User Date Stamp Repeat Stamp Edit Image Reduce/Enlard Stamp Shift/Erase

Select the date format for the date stamp.



Select the print direction ([Horiz.] or [Vert.] keys) and the print position.

Selecting pagination

Press the [Pagination] key.

OReady Memory:100p Date Stamp: Select item Orientation/Position Format MM/DD/YYYY MM.DD.YYYY RRR Horiz. DD/MM/YYYY DD.MM.YYYY Vert YYYY.MM.DD DD.JUN.YYYY RRR All Pages ОK Pagination Cancel

Select the [All Pages] or [First Page Only] key, and then press the [OK] key.

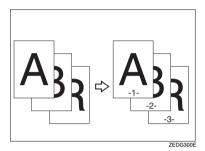


5 Press the [OK] key.

Page Numbering

The optional stamp board and HDD are required to use this function.

Use this function to print page numbers on your copies. There are five types of Page Numbering.



There are five types of Page Numbering.

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

Limitation

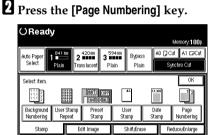
When using the function with the bypass tray selected, the print position will be based on the original size multiplied by the magnification ratio.

🖉 Note

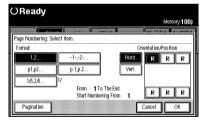
- You can finely adjust the default setting for the page print position. See p.140 "Page Numbering Position Adjustment"
- You can change the default settings for the format, print direction, and print position. See p.139 "Page Numbering Format"

Press the [Stamp] key.

O	Read	У				Memory:100;
	o Paper elect	841 mm 1 ■ Plain	2 4 20mm Translucent	3 Plain	Bypass Plain	A0 Cut A1 CCut Synchro Cut
	o Reduce A		71% R3+R4 FU		er Auto R/E	
	Stamp		Edit Image		Shift,Erase	 Reduce/Enlarge



3 Select the page print format.



Select the print direction ([Horiz.] or [Vert.] keys) and print position.

Selecting first page to Print/Last Page to print and start numbering from

1 Press the [Pagination] key.

2 To change the first/last page, and starting page, press the corresponding key, and then enter the value with the number keys. Then press the [#] key.

OReady		ki
[] .	. I court	Memory-100p.
Page Numbering: Select item.		
First Page to Print	1	
Last Page to Print	End	
Start Numbering From	1	
		Cancel OK

🖉 Note

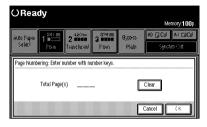
□ To change the value, press the **[Clear]** key, and then enter the new value.

Press the [OK] key. OReady Memory100 Page Numbering: Enter number with number keys, then press First Page to Print Last Page to Print Last Page to Print Carcel OK Cancel OK

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

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

• Enter the denominator with the number keys.



🖉 Note

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

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

OReady Memory:100							
anto Fraços Select	1 #1111 1 #1111	2 *****	3 NUMBER	8;sx=x Plain	AU [] Cul	AL COCUL	
	Page Numbering: Enter number with number keys.						
	Total Page(s) _6 (3		Clear		
					Cancel	ОК	

5 Press the [OK] key.

OReady		
		Memory 100p
Page Numbering: Sel	ect item.	Har root har mod
Format		Orientation/Position
1,2	-12	Horiz. R R R
p1,p2	p.1,p.2	Vert.
1,5,2,5	1/ 68	
	From 1 To The End Start Numbering From	
Pagination		Cancel OK

Combination Chart

The combination chart given below shows which modes can be used together.

		You try to select function		Pape	er Se	lect			Red	uce	/En	lar	ge		()ri;	gina	11	ype	Se	tti	ng	Dens	ity	Pape	er T	уре		E	dit	lr	nag			Era	as
	-	Required Options						0	_	+	+	+		+	-			-	\square	_	_	_	-	4	_	_	_		-	-	-	_	н	4	_	
Already selected function	Required Options		You try to select mode	Auto Paper Select	Manual Paper Select	Tray	arg	Reproduction Rati	Zoom	Magniti	Auto Reduce/Entarge	User Auto Keduce/Enlarge Discotional Maxification	birectional magnification Fine Magnification	Original Size Auto Detect	Text	Text/Photo	Photo	Pale	Generation	Blue Erase		Photo (Hard Tone)		Manual mage Density	Plain paper	pag	Translucent film	Positive/Negative	Mirror mage	Double Copies	mage Repeat	mage Over ay	Over lay		Erase	Dalata Incida/Outcida
		Already selected mode	$^{\sim}$											Τ	Γ																			Т		Γ
Paper Select		Auto Paper Select Manual Paper Select Bypass Tray		ВВ	вив	ВВ		_	_	F	= F			-	-																F			_	_	
Reduce/Enlarge		Preset Reduce/En arge User Reproduction Ratio Zoom Size Magnification Auto Reduce/En arge User Auto Reduce/En arge		FFFBB		BB	BBBBB	ВВВ	ВИВ					-																F				-	_	
		Directional Magnification Fine Magnification Original Size Auto Detect Text		F			В	в	B	BE	3 E 3 E F F	3 \ 3		-		E	B	в	B	в	в	в								F	F			_	_	
Original Type Setting		Text/Photo Photo Pale Generation Blue Erase Patched Original											F	2 -	BBBB			a a a a a a	ввв вв	BBBBBBB	BBBBB	B B B B B														
Copy Image Density	_	Photo (Hard Tone) Auto Image Density Manual Image Density				_		_		+	+			-	-	E	В	В	B	B	В		4						+		+			_	_	╞
Paper Type	_	Plain paper Translucent paper Translucent film												-																				-	_	
Edit I mage	нн	Positive/Negative Mirror Image Double Copies Image Repeat Image Overlay Format Overlay Storing Format Overlay		F		שמממ					FE																					ВВ	В		-	
Erase	_	Border Erase Delete Inside/Outside		_				1	+	+	+	+		-	-						1					1			1	1	1			1	7	ļ
Shift		Shift Margin Adjustment Background Numbering		в		В				F	FF	=		-	-															F				_	_	
Stamp	≥ ≥ ≥ ≥	Preset Stamp User Stamp Date Stamp Page Numbering User Stamp Repeat						_							-																			-		
Sort/Rotate Sort	-	Sort Rotate Sort		_		BB		F	F	F	+	F	FF	-	-		-				-		-		-	-			+	F	F	F	F	F	F	
Setting the Length of Copy Paper Cut		Synchro Cut Variable Cut Preset Cut		B B B		ввв	_				- E			-																				+		
Copy Mode	_	Sample Copy Partial Copy Print Start Trigger=Press Start Ker Job Preset Interrupt Copy				F									-																F	F	F	F F		
Pootort	-		F	~								21.								~	~	~	~	_	~	~	~				_	_			금	Ē
Restart	10)		-																×									õ						×	읫	Ľ
Sort(when scanni	ıg)		1	U	U	X	Ο) I	\mathcal{I})(ж	ж)((1-	-10]	110	н()			1)		t)	່ມ	ື	ບ	ເປ	ເປ	ເປ	:)((хI	×	×	×	X	÷
Rotate Sort(when	a :	an ing)		\sim	0	· · ·	\sim						x x						ŏ															×	×	ſ

2

Copying	

		You try to select function Required Options	H	Sh	hift	W			imp W		10/	Sc	ort	Pa	per	Cut	С	opy	M	ode)
	_	required uptions	0		\vdash		vv	vv	W	vv	W	Η		-	-	\vdash	-	-	<i>fer</i>		-
Already selected function	Required Options		fou try to select mode	Shift	Margin Adjustment	Background Numbering	^o reset Stamp	Jser Stamp	Date Stamp	age Numbering	Jser Stamp Repeat	Sort	Rotate Sort	Synchro Cut	/ariable Cut	Preset Cut	Sample Copy	Partial Copy	Yint Start Trigger=Press Start Ke	Job Preset	nterrint Conv
		A ready se ected mode	ć -		-		and an a			-			-		1			-	-	-	F
Paper Select	-	Auto Paper Select Manual Paper Select	_		F	_	_		-	_			_	в	в	в		-	=	_	F
		Bypass Tray			F							F	F	в	в	в	F		-	-	F
		Preset Reduce/Enlarge																	-	-	
		User Reproduction Ratio											F						-	-	L
		Zoom											F						-	-	L
Reduce/Enlarge		Size Magnification											F						-	-	
		Auto Reduce/Enlarge			F										В				-	-	
		User Auto Reduce/Enlarge			F									В	в	в			-	-	L
	L	Directional Magnification											F						-	-	L
		Fine Magnification											F						-	-	
		Original Size Auto Detect											F						-	-	
		Text																	-	-	L
	⊢	Text/Photo											_	_			_		-	-	L
Original	L	Photo																	-	-	
Type	⊢	Pale																	-	-	L
Setting	L	Generation																	-	-	L
	⊢	Blue Erase											_	_			_		-	-	L
		Patched Original																	-	-	
		Photo (Hard Tone)																	-	-	
Copy Image		Auto Image Density																	-	-	L
Density		Manual Image Density																	-	_	
		Plain paper																	-	-	
Paper Type		Trans ucent paper																	-	-	L
		Translucent film																	_	-	L
		Positive/Negative																	-	_	L
		Mirror Image																	-	-	
Edit mage		Double Copies		F	F								F						-	_	
		Image Repeat										F	F						-	-	L
	L	Image Overlay										F	F						-	_	L
		Format Overlay										F	F						-	-	L
	н	Storing Format Overlay										F	F						-	—	
Erase		Border Erase										F	F					F	-	-	L
		Delete Inside/Outside										F	F						-	—	L
Shift		Shift		$^{\sim}$									F						-	-	
		Margin Adjustment			$ \land$								F		F	F		F	-	—	L
		Background Numbering																	-	-	L
		Preset Stamp					\geq	В			F								-	-	L
Stamp		User Stamp					в	\geq			F								-	-	
		Date Stamp								В									-	-	
		Page Numbering							В	\geq									-	-	L
	W	User Stamp Repeat					В	В			\geq								-	-	
Sort/Rotate Sort	L	Sort										\geq	В					F	-	-	F
		Rotate Sort		F	F							В	\geq	в	В		F	F	-	-	F
Setting the		Synchro Cut											F	\geq	В				-	-	L
Length of	L	Variable Cut			F								F	в	\geq	В			-	-	L
Copy Paper Cut		Preset Cut			F									в	В	Δ			-	-	L
		Sample Copy										F	F				\geq	В	-	-	L
Copy Mode	L	Partial Copy			F							F	F				в	\bowtie	1	F	L
	L	Print Start Trigger=Press Start Key										F	F						$ \geq $	F	μ
	⊢	Job Preset					_	F			F	F	F				F	F	-	\geq	Ļ
		Interrupt Copy				F	F	F	F	F	F	F	F						-	F	Ľ
Restart				Ο	0	3	3	3	3	3	3	х	х	×	0	Ο	х	×		-	(
Sort(when scanning					×	х	×	х	×	х	х		х		Ō			×		×	
																		_	_	×	٢
Rotate Sort(when	sc	anning)		×	×	×	х	X	X	х	×	×	×	X	×	Ю	×	X		<u> </u>	Ŀ

Symbols used in the chart

Blank	means that these modes can be used together.		
F	means that these modes cannot be used together. The mode you select will be the mode you're working in.		
В	means that these modes cannot be used together. The mode you select will be the mode you're working in.		
S	means that these modes cannot be used together. A message is displayed telling you that the mode cannot be selected and the machine stops.		
R	means you cannot set modes after the original has been scanned.		
Numerical value	means the number of the modes that can used together.		
1	means full size copying, B for preset ratio		
2	only shown if the margin setting is a + setting. A - setting is impossible.		
3	means that when additional copy is selected, you cannot set new settings means that the previous settings can be reset, changed, or deleted.		
0	means that these modes cannot be used together. The mode you select will be the mode you're working in.		
×	means that these modes cannot be used together. The mode you select will be the mode you're working in.		
Required option			
W	stamp board and optional HDD		
Н	optional HDD		

Chart of Scan Sizes for Each Function

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

Function	ns	Standard	Optional HDD installed				
Shift		A0(E)	less than 6m (236")				
Margin	Adjustment	A0(E)	less than 6m				
Image	Image Overlay	A1(D)	A0 (E)				
Overlay	Format Overlay	—	A0 (E)				
Erase	Delete Inside	A1 or smaller, 5 location. A0/D or smaller 1, location.	A1 or smaller, 5 location. A0/D or smaller 1, location.				
	Delete Outside	A1 or smaller, 5 location. A0/D or smaller 1, location.	A1 or smaller, 5 location. A0/D or smaller 1, location.				
	Border Erase	A0 (E)	less than 5.5m (216")				
	with Delete Inside, Border Erase, and Image Overlay	A1 (D)	A0 (E)				
	Delete Outside and Image Overlay Combinations	A1 (D)	A0 (E)				
	with Delete Inside, Border Erase, and Format Overlay	A1 (D)	A0 (E)				
	with Delete Outside and Format Overlay	A1 (D)	A0 (E)				
Positive	/Negative	A0 (E)	less than 6m (236")				
Mirror I	mage	less than 6m (236")	less than 6m				
Double	Copies	Output: A0 (E)	less than 6m (236")				
Image	with no other modes	A0 (E)	A0 (E)				
Repeat	with Border Erase	A0 (E)	A0 (E)				
	with Image Overlay	A1 (D)	A0 (E)				
	with Format Overlay	—	A0 (E)				
Stamp		_	A0				

3. Troubleshooting

If Your Machine Does Not Operate As You Want

Error Messages

Machine's Condition	Problem/Cause	Action				
Please Wait.	Displayed when the main power is turned on, when the paper type (plain paper/ translucent paper/film) is changed, the toner is replaced, or other situations when the machine is getting ready.	Wait for the machine to warm- up. Note When the message "Ready" is displayed, you can make the settings for your copies and scan your originals. After the origi- nals have been scanned, the machine will automati- cally start copying after it has warmed-up. See p.130 "Feed Start Trigger"				
Cannot detect original size.	Improper original is set.	Select paper roll manually, not in Auto Paper Select.				
Change the orientation of the originals and try scanning it	In User Auto Reduce/En- large, the original is set to \square	For User Auto Reduce/En- large, set the original to D				
again.	In User Auto Reduce/Enlarge the original is set to \square	For User Auto Reduce/En- large set the original to				
Memory is full.	The machine's memory is full because the number of origi- nals scanned or for perform- ing a function. The number of originals that can be stored in memory depends on the size of the originals and the func- tion settings.	 When the Sort function is selected, press the [Exit] key to copy the scanned originals, and then copy the remaining originals. When the Job Preset function is selected, check the number of preset jobs, and then try scanning the originals again. 				
	When using the Repeat Copy with the scanning A0(E) size original.	Clear the Repeat Copy func- tion.				
Original orientation: D	The machine is set for \square originals.	Change the orientation (direction) of the original.				
Original orientation: 🗗	The machine is set for \square originals.	You can specify whether \square or originals have priority. See "Basic Setting 1/3" in the Sys- tem Settings manual.				

Machine's Condition	Problem/Cause	Action				
Check paper size.	The paper size is different to the size of the original.	 Set the suitable paper, or change paper roll select- ing. Reset the function settings and then try again. 				
Rotate Sort mode is not avail- able with the current settings.	The scanned original is too big to rotate.	You cannot use rotate sort with A0 (E) originals.				
	A paper size suitable for ro- tate sort has not been selected.	Set paper with the following dimensions; A2 594 × 420mm, A3 420 × 297mm, A4 297 × 210mm.				
		 Inch version (Engineering) 11" × 8¹/2" 17" × 11" 22" × 17" 				
		 ♦ Inch version (Architecture) 12"×9" 18"×12" 24"×18" 				
Maximum copy quantity:	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See p.128 "Maximum Copy Quantity"				
Misfed original is located in this area. Open the indicated cover and remove misfed original.	The original has jammed (original misfeed). When you press the [Scanner Stop] key while original is be- ing fed through the machine.	Follow the on-screen instruc- tions to remove the jammed original. See p.116 " % Clear- ing Misfeeds"				
Misfed paper is located in these areas. Open the indicat- ed areas and remove misfed paper.	The copy paper has jammed.	Follow the on-screen instruc- tions to remove the jammed paper. See p.116 "% Clearing Misfeeds"				
Add Toner	The machine has run out of toner.	Open the toner supply cover and change the toner car- tridge. See p.114 "LaAdding Toner"				
Close the indicated covers.	The indicated cover(s) is open.	Follow the on-screen instruc- tions to close the cover.				
Used toner bottle full.	Used toner bottle full.	Call your service representa- tive.				

Screen

Problem	Cause	Action			
The screen is off.	The screen contrast knob is turned to the dark position.	Turn the screen contrast knob until you can see the screen.			
	The machine is in Energy Sav- er mode.	Press the [Clear Modes/Energy Saver] key to cancel Energy Saver mode.			
	The operation switch is turned off. (The Auto Off function has turned the ma- chine off.)	Turn on the operation switch. You can change the Auto Off time. See "Auto Off Timer" of the "System Settings" manual.			
Cannot select the functions on the screen.	Selected functions cannot be used together.	See p.99 "Combination Chart".			
	Function requires the stamp board or other option.	Some functions require an option.			
The power does not come on.	The main power switch is turned off.	Turn on the Main power switch. See p.11 "Turning On the Main Power"			

If You Cannot Make Clear Copies

Problem	Cause	Action
Black or white streaks appear on the copy.	The image density is too dark.	Adjust the image density. See p.41 "Adjusting Copy Image Density"
	The exposure glass or feed roller is dirty.	Clean the exposure glass or feed roller. See p.147 "Main- taining Your Machine"
	The original is dusty.	Clean the original and try cop- ying again.
		Be particularly careful when using the following types of original.
		 Hand drawn or other orig- inals drawn with a pencil or pen, such as from a plot- ter.
		 Film, translucent paper or other originals that easily attract static electricity. Very long originals.
A shadow of the reverse side of an original image is also copied.	The image density is too dark.	Adjust the image density set- ting. See p.41 "Adjusting Copy Image Density"
The background is dirty.	The image density is too dark.	Adjust the image density set- ting. See p.41 "Adjusting Copy Image Density"
The edges of pasted sections are shown.	The image density is too dark.	Adjust the image density set- ting. See p.41 "Adjusting Copy Image Density"
		Change the direction of the original.
		Put mending tape on the past- ed part.
The same copy area is dirty whenever making copies.	The exposure glass or feed roller is dirty.	Clean the exposure glass or feed roller. See p.147 "Main- taining Your Machine"
Copies are too light.	The image density is too light.	Adjust the image density set- ting. See p.41 "Adjusting Copy Image Density"
	Damp or rough grain paper is used.	For good copy quality, use the recommended paper.
		🖉 Note
		If you use coating paper (such as thermal fax paper, art paper, carbon paper), dry paper, or rough grain paper, the copy image might be too light.

Problem	Cause	Action				
The toner fusing is poor.	The toner fusing temperature is too low.	Adjust the fusing setting for the paper. See "Fusing Adjust- ment: Paper Tray" in the Sys-				
	The copy paper is too thick.	tem Settings manual.				
A moire pattern is produced on copies.	Your original has dot pattern image or many lines.	Change the direction of the original. This may prevent the moire pattern. Using [Photo] or [Photo(Hard Tone)].				
The image density is uneven.	The original has areas of solid color, or the Positive/Nega- tive function is selected for Repeat Copy.	When using Repeat Copy with originals that have areas of solid color, set the number of originals as follows: A0 - A2 (E - C): 1 sheet, A3 (B) or smaller: 3 sheets				
	Halftone originals can cause this problem.	Try using [Text/Photo] or [Pho- to].				
Images are blurred when us- ing translucent paper.	Translucent paper is being used with Repeat Copy.	Adjust the fuser setting to match the paper type. See "Fusing Adjustment: Paper Tray" in the System Settings manual.				
Wrinkles appear when using translucent paper.	The fusing temperature is too low.	Adjust the fuser setting to match the paper type. See "Fusing Adjustment: Paper Tray" in the System Settings manual.				
	The paper type has just been changed from plain paper to translucent paper.	Wait about one minute.				
The background for translu- cent paper is dirty.	More than 50 copies are being made of originals longer than 1189mm (46.9") with solid block of color (2mm × 900mm (0.08" × 35.4") or larger.)	Adjust the fuser setting to match the paper type. See "Fusing Adjustment: Paper Tray" in the System Settings manual.				
Streaks, scratches, or wrinkles appear in areas of solid black color.	The paper has been changed from plain paper to translu- cent paper, or from translu- cent paper to plain paper.	After switching from plain paper \rightarrow to translucent paper wait one minute. After switching from translucent paper \rightarrow to plain paper wait two minutes before making copies.				
Shadows appear on the copies.	The original is a two sided original, or image density setting is too dark.	Adjust the image density set- ting. See p.41 "Adjusting Copy Image Density"				
The copies are blurred.	Continuous copies have been made on small sized paper.	Wait about two minutes, and then try copying again.				

If You Cannot Make Copies As You Want

Problem	Cause	Action			
Misfeeds occur frequently.	There are folds or wrinkles in the paper.	Remove the folds or wrinkles from the roll paper.			
	Jammed paper or torn paper is inside the machine.	Remove the paper, as appro- priate. See p.116 " % Clearing Misfeeds"			
	The paper is curled.	Smooth out the curl and try again.			
Images are cropped when us- ing the Border Erase function.	The Border Erase setting is to too big. The margin of the original is small.	Reduce the size of the Border Erase setting. See p.73 "Border Erase"			
Parts of the image are not cop- ied.	The original is not placed correctly.	Placing original correctly. See p.31 "Setting Originals"			
	An improper paper roll is se- lected.	Select the proper paper roll. See p.16 "Copy Paper"			
	Shift/Erase or Margin Adjust- ment mode is selected.	Cancel Shift/Erase or Margin Adjustment mode. See p.69 "Margin Adjustment", p.71 "Shift"			
Copies are blank.	The original is not set correct- ly.	Placing the original with the surface to copied on to face up.			
The copy paper shifts side- ways.	The paper roll is not set cor- rectly.	Set the paper roll correctly, making sure that it is straight and not loose. See p.112 "@Loading Roll Paper"			
	The original does not match size in the original table set- ting.	Adjust the original guides to the specified size, and then in- sert the original along the guides. See p.31 "Setting Orig- inals"			
	The paper is not set correctly in the bypass tray.	Make sure that the paper matches the size for the by- pass tray guides. See p.46 "Copying from the Bypass Tray"			
The copy has shifted in the di- rection of the original feed (or opposite) direction.	Shift/Erase or Margin Adjust- ment mode is selected.	Cancel Shift/Erase or Margin Adjustment mode. See p.69 "Margin Adjustment", p.71			
The copy is shorter than the selected size. Or the copy is cut off before the end.		"Shift"			

Problem	Cause	Action
Wrinkles appear in the copy.	The paper is damp.	Replace the paper with new paper. Cut the paper to 1000mm (40") just before copying.
	The paper is damp. See p.12 "Anti-humidity Heater Switch"	Turn on the anti-humidity heater. See p.12 "Anti-humid- ity Heater Switch"
The copies are slanted.	The original is not straight.	Insert the original along the original guides, so that it is straight.
The original and the copy size does not match.	The paper may have stretched because it is damp.	Adjust the Fine Magnification setting for the Additional Copy function. See p.62 "Fine Magnification"
		Adjust the Fine Magnification setting. See p.62 "Fine Magni- fication"
You cannot combine several functions.	Selected functions cannot be used together.	See p.99 "Combination Chart".

Changing The Roll Paper Size

Change the size guides on the left and right of the roll paper holder when you load different sized paper rolls.

∰Important

□ Always follow the instructions below when adjusting the roll paper holder. Do not force the roll paper holder by pulling or sliding it strongly. This could damage the holder.

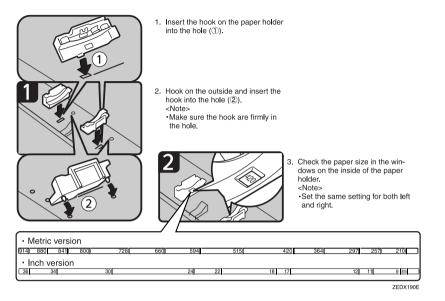
Removing the Roll Paper Holder

- Push the paper holder inwards, and then pull it upwards to remove it. <Note>
 - The paper holder is attached with magnets and a hook.
 - The paper holder is on the right in this illustration.



ZEDX200E

Setting the Roll Paper Holder



PReference

Refer to the procedure for loading paper. See p.112 "di Loading Roll Paper".

👌 Loading Roll Paper

A CAUTION:

 Be careful when replacing the roll paper or removing misfed paper by following the operating instructions properly. Otherwise, an injury may result from the paper cutter inside.

∰Important

When removing paper rolls, lift the roll holders on either side of paper roll before removing it. Do not lift one side only. This could damage the machine.



PReference

For details on the paper sizes and types that can be loaded, see p.16 "Copy Paper".



 Hold both sides of the empty paper roll and remove it from the unit.



- Raise the lever on the paper holder (①).
 Remove the empty pa-
- per roll core from the paper holder (2).

<Note> Hold both sides when removing it.

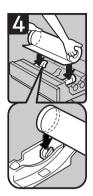
 Set the paper holder in the new paper roll (①).
 <Note>

 Insert the paper holder firmly, until it stops.

5. Lower the lever.

<Note>

Hold both sides.



- Hold both sides of the paper roll and set it securely in the paper holder.
 Note>
 The edge of the pa
 - per roll should be on the bottom.
- Press the auto feed button until the edge of the paper emerges from the cutter section (①).

<Note>

- The paper will be cut automatically when you release the feed button.
- Be careful not to get your fingers or cloths trapped in the roller.
- 10. Remove the cut piece of paper(2).
- 11. Close the paper tray.

ZEDX110E



- Rotate the paper roll slowly until the paper edge is almost fed into the rubber part of the roller (①).
 <Note>
 - Make sure the paper is not loose.
- Make sure the paper is straight.8. While feeding the edge of the
- paper roll into the rubber part of the roller, turn the paper knob clockwise (②). <**Note**>
 - Watch carefully to make sure that the edge of the paper is inserted between the feeder and the roller.



Adding Toner

A WARNING:

 Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.

A CAUTION:

Keep toner (used or unused) and toner containers out of reach of children.

A CAUTION:

 Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.

∰Important

- □ If you use toner other than the recommended type, a problem might occur.
- Replace the toner while the machine is turned on. If you turn the machine off, your settings will be lost and you will not be able to resume copying.
- □ Always replace toner when the message is displayed.

🖉 Note

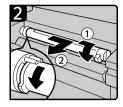
- □ When the indicators blink, replace the toner as soon as possible.
- □ If toner runs out, the message "▲Out of toner." is displayed and you cannot make copies.
- □ The machine will be ready to make copies again, about two minutes after the toner is replaced.

Reference

For details on how to store toner, see p.20 "Storage".

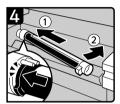


1. Open the toner supply cover.

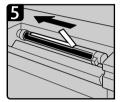


 While sliding the toner cartridge to the right, roll it towards you (①).
 Pull the toner cartridge towards

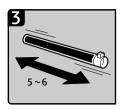
you, and out of the machine (2).



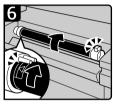
- Insert the ends of the toner cartridge into the toner holder on the left (①).
- Insert the toner cartridge into the right, as indicated by the arrow (⁽²⁾).
 Note>
 - Remove the tape from the cartridge without rotating the cartridge as follows.



Slowly remove the tape from the toner cartridge.



 Remove the new toner cartridge and gently shake it five or six times.



8. Rotate the toner cartridge so the arrows are at the top and secure it firmly in place.

9. Close the toner supply cover.

ZEDX120E

%Clearing Misfeeds

Original Misfeeds

A CAUTION:

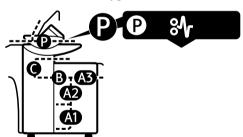
• The fusing section of this equipment might be very hot. You should be very careful that you don't touch this section when removing the misfed paper.

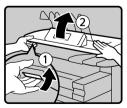
∰Important

- □ If the originals are fed at a slant or become jammed, press the **[Scanner Stop]** key.
- □ Do not turn off the operation switch when removing jammed originals. If you turn the power off, your settings will be lost.
- Completely remove the jammed original, taking care not to tear it. If scraps of paper are left in the machine, the originals will jam again or the machine may be damaged.
- □ If the original misfeeds again, immediately call your service representative.

PReference

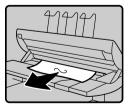
For details of the paper sizes and types that can be loaded, see p.16 "Recommended Size and Type".





 Lift the original cover release lever (①), and lift open the original cover (②).
 <Note>

• Always hold the original cover on both sides when opening it.



2. Remove the jammed original.



3. Gently close the original cover with both hands.

ZEDX130E

3

Paper Misfeeds

A CAUTION:

 The fusing section of this equipment might be very hot. You should be very careful that you don't touch this section when removing the misfed paper.

A CAUTION:

 Be careful when replacing the roll paper or removing misfed paper by following the operating instructions properly. Otherwise, an injury may result from the paper cutter inside.

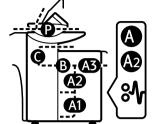
∰Important

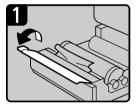
- □ **%**Do not open the covers, paper path section or paper roll tray immediately after the paper misfeed display blinks or comes on. Wait 10 seconds before opening them. If you open them immediately, it will be difficult to remove paper trapped in the fusing unit.
- Completely remove the jammed paper, taking care not to tear it. If scraps of paper are left in the machine, the originals will jam again or the machine may be damaged.
- □ If the paper misfeeds again, immediately call your service representative.

🖉 Note

- Paper jam locations may be displayed in more than one place. In these cases, check all the locations indicated.
- □ Instructions for clearing paper jams in the copy output area and paper roll tray are contained in the stickers on the machine.

Paper roll tray (A1,A2)





Open the cutter blade cover.
 Note>
 Be careful not to touch the cutter blade with your fingers.

2. The next steps differ depending on whether you can see the edge of the paper or not.

•When you can see the edge of the

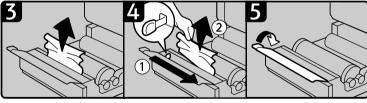


When you cannot see the edge of the paper.



ZEDX140E

When you can see the edge of the paper



2

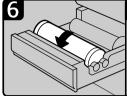
- 1. Slowly pull up the edge of the jammed paper.
- 2. Slide the cutter knob (①) to cut the edge of roll paper
- 3. Remove the jammed paper. <**Note**>
 - Return the cutter knob to either the right or left side of the cutter area.
- 4. Close the cutter blade cover. <**Note**>

Be careful not to touch the cutter blade with your fingers.

ZEDX210E

3

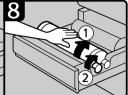
When you cannot see the edge of the paper



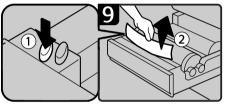
 Rotate the paper roll in the direction of the arrow until you can see the edge of the paper.



Cut of the edge of the paper with the cutter or scissors.



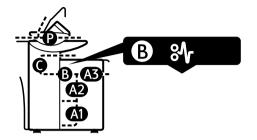
- Slowly rotate the paper roll until the edge of the paper is fed into the rubber part of the roller (①).
 <Note>
 - Making sure the paper is not loose, insert it straight into the roller.
- While feeding the edge of the paper roll into the rubber part of the roller, turn the paper knob clockwise (2).
 - Watch carefully to make sure that the edge of the paper is inserted between the feeder and the roller.

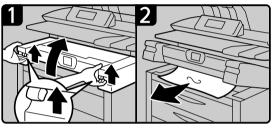


- 5. Press the auto feed button until the edge of the paper emerges from the cutter section ().
 - <Note>
 - The paper will be cut automatically when you release the feed button.
 - Be careful not to get your fingers or cloths trapped in the roller.
- 6. Remove the cut piece of paper (2).
- 7. Close the paper tray.

ZEDX220E

Bypass tray (A3,B)





- Lift the lever and lift out the imaging unit.
 <Note>
 - Always hold the unit on both sides when opening it.
- Remove the jammed paper.
 Close the imaging unit.

```
<Note>
```

• Always use both hands when closing the imaging unit.

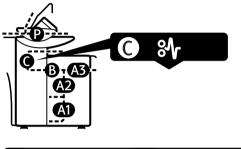
ZEDX150E

Copy output (rear) (C)

Even if C is displayed, check the front area first and clear any paper jams there. If you still cannot clear the paper jam, use the following procedure.

∰Important

□ When clearing the paper, be careful of the auxiliary guide and other protrusions.



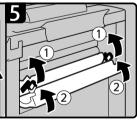




- Open the fusing unit cover at the rear with both hands.
 <Note>
 - The fusing unit is hot. Be careful not to touch it.
- 2. Remove the jammed paper and close the fusing unit cover.



- Hold the knobs on either side of the fusing unit and tilt the top of the fusing unit forwards.
 - <Note>
 - The fusing unit is hot. Be careful not to touch it.
 - Do not place anything on the fusing unit.
- 4. Remove the jammed paper.



- 5. Close the fusing unit (①).
- 6. Close the fusing unit cover (2). <Note>
 - Push both sides of the fusing unit and push it firmly into place until both sides lock into position.

A CAUTION:

• The fusing section of this equipment might be very hot. You should be very careful that you don't touch this section when removing the misfed paper.

4. User Tools (Copier Features)

Accessing The User Tools (Copier Features)

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

Preparation

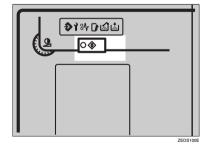
Any changes you make with the user tools remain in effect even if the main power switch or operation switch is turned off, or the [Clear Modes/Energy Saver] key is pressed.

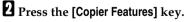
Reference

For details about the System settings, see the System Settings manual.

Press the [User Tools/Counter] key.

The User Tools menu is displayed.







3 Select the desired User Tools menu.

The relevant settings screen is displayed for the item selected.

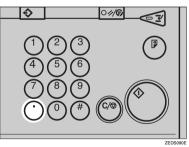
elect item.					
General Features	Reproduc	tion Batio	Adjust Image	Stamp	Key Operator Tools
Initial Mode	Set	Standard		Auto Paper Select Priority	On
Copier Reset 1	iner	360 sec.		Paper Roll Priority	Paper Roll 1
Original Mode F	riority	Text		Print Start Trigger	Set Original
Auto Image Densit	vPriority	0n		Original Size Auto Detect	On

 \Rightarrow p.125 "User Tools Menu (Copier Features)"

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

🖉 Note

□ Use the [·] key to enter a decimal point.



□ If you press the **[Cancel]** key, the changes to the settings are cancelled and the previous screen is displayed.

For details about how to set or change settings, see the System Settings manual. See p.126 "Settings You Can Change with the User Tools"

Exiting from User Tools

Press the [User Tools/Counter] key.

The machine exits User Tools mode and is ready for copying.

🖉 Note

□ You can exit from the User Tools by pressing the [Exit] or the [Clear Modes/Energy Saver] key.

lect item.					
General Features	Reproduc	tion Ratio	Adjust Image	Stamp	Key Operator Tools
Initial Mode	Set	Standard		Auto Paper Select Priority	On
Capiler Reset 1	iner	260 sec.		Paper Boll Priority	Paper Boll 1
Original Mode F	riaty	Text		Print Start Trigger	Set Original
Auto Image Densit	y Priority	On		Original Size Auto Detect	On
Dansity Level P	nority	0			10 APRV

User Tools Menu (Copier Features)

⊗ User Tools/Counter Đit 阍 System Settings 含 Copy Features 123 Total Counter **General Features 1/2** Copier Features Main Menu eral Features Reproduction Ratio Adjust Image Τ Stamp Key Operator Tools Initial Mode Set Standard Auto Paper Select Priority) On Paper Boll 1 Set Original Copier Reset Timer 360 sec Paper Boll Priority Original Mode Priority Auto Image Density Priority Print Start Trigge lon 10 10 1/2 AFRY. Visit **General Features 2/2** Copier Features Main Menu ral Features Reproduction Ratio Adjust Image Stamp Key Operator Tools Memory Status Display Maximum Capy Quantity Page Copy after All Scar Sample Copy Priority 0-210 99 cepi Noise Reduction -Partial Copy Priority Press Start key Mode Or Feed Start Trigger 2.0 APTEX. White

Reproduction Ratio

elect item.								
General Features Reproductio		n Batio Adjust Image		Stamp		Key	Key Operator Tools	
User Reproduction	Batio 1	70.7%		Us	er Auto Reduce,Enlar	ge -	A0->40	
User Reproduction	Ratio 2	103.0%					A1→A1 A2→A2	
User Reproduction	Ratio 3	141.496					A3~A3 A4~A4	
Preset Reduce/Enlag	ge Priority	103.96		User Au	to R.E. Original Site	Detect	Original Orientation:	
Shartcut Reducey	Enlarge	7196						

Adjust Image

elect item.								
General Features	Reproduct	ion Ratio Adjust Image		Stamp		Ke	Key Operator Tools	
			1	Deut	lle Copies Separation	Line	Separation Line	
Margin Adjustment Priority		Top + 20 Bottom + 20		Program/Delete, Overlay Format 1		Programmed		
Shift Image Area	Priority	Top 20 R	ight 20	Progra	m/Delete, Overlay For	rmat 2	Programmed	
ann mage nea								
Border Erase Widt	Priority	10 m		Progra	m/Delete, Overlay Fo	rmat 3	Not Programme	

Stamp 1/2

Stamp 2/2

Copier Fea	atures			Main Menu
Select item.				
General Features	Reproduction Batio	Adjust Image	Stamp	Key Operator Tools
User Stamp Fo	mat			
User Stamp Position	Adjustment			
Program/Delete, Us	er Starop			
Page Numbering	Format 1,2, He	riz., Top Lett		
Page Numbering Positio	n Adjustment Lett 24, C	enter 0, Right 24, Top 24, B	ottaen 24	2.0 APTex. Which

Key Operator Tools

Copier Features							
General Features	Reproduction Ratio	Adjust Image	Stamp	Key Operator Tools			
Check	Reset Print Copy Counter						
Program	Change, Delete User Code						

ZEDX100E

Settings You Can Change with the User Tools

For details about how to display the settings, see p.123 "Accessing The User Tools (Copier Features)"

General Features 1/2

Initial Mode Set

Specifies the settings to appear in the Copy Initial Display screen after the machine is turned on, after Auto Reset, or after the **[Clear Modes/Energy Saver]** key has been pressed. Or whether to use the settings stored in Program No. 20.

- Standard
- Program No.20

🖉 Note

Default: Standard

Copier Reset Timer

Specifies the time period for Auto Reset. See p.30 "Auto Reset"

🖉 Note

- □ Default: 60 sec.
- □ The time can be set to 0, and from 10 to 999 seconds.
- □ If you select 0 sec., the setting is set to No Auto Reset.

Original Mode Priority

Specifies the default original type to be used after the machine is turned on, after Auto Reset, or after the **[Clear Modes/Energy Saver]** key has been pressed. See p.40 "Selecting Original Type Setting"

- Text
- Text/Photo
- Photo
- Pale
- Generation
- Blue Line
- Petched Original
- Photo (Hand Toner)

🖉 Note

□ Default: *Text*

Auto Image Density Priority

Specifies whether Auto Image Density should be used after the machine is turned on, after Auto Reset, or after the **[Clear Modes/Energy Saver]** key has been pressed, or not. See p.41 "Adjusting Copy Image Density"

- On
- Off

🖉 Note

□ Default: On

Density Priority

Specified one of seven density levels as the image density.



🖉 Note

Default: Center

Auto Paper Select Priority

Specifies whether Auto Paper Select should be used after the machine is turned on, after Auto Reset, or after the **[Clear Modes/Energy Saver]** key has been pressed, or not. See p.42 "Selecting Copy Paper"

- On
- Off

🖉 Note

Default: On

Paper Roll Priority

Specifies the default paper roll to be used after the machine is turned on, after Auto Reset, or after the **[Clear Modes/Energy Saver]** key has been pressed.

- Paper Roll 1
- Paper Roll 2
- Paper Roll 3 (option)

🖉 Note

Default: Paper Roll 1

Print Start Trigger

Specifies whether all the originals should be scanned first, or not. To scan the originals first and then copy when the **[Start]** key is pressed, press the **[Press Start Key]** key, To start copying automatically after the originals have been scanned, press the **[Set Original]** key.

- Press Start Key
- Set Original

🖉 Note

Default: Set Original

Original Size Auto Detect

Specifies whether to detect the size of the original or not.

If On is selected, the machine automatically detects the size of the original. If Off is selected, the machine ignores the original size and assumes it is the largest size original. For example, to copy a an original 841mm wide, or JIS B series size or other custom size original, set this setting to Off to scan the original at the maximum width of 914mm. (In this case, be sure to select a paper size larger than the original when making the copy. (When enlarging, be sure to select a size larger than the original size × reproduction ratio.))

- Off
- On

🖉 Note

- □ Default: *On*
- □ When using 30" width original, set this setting to Off.

General Features 2/2

Memory Status Display

Specifies how the amount of remaining memory should be displayed. If you select **[Page]**, it is displayed as a number of A1(D) pages.

- Percentage
- Page

🖉 Note

□ Default: Page

Maximum Copy Quantity

Specifies the maximum number of copies that can be made with the Repeat Copy function. See p.34 "Repeat Copy"

🖉 Note

- Default: 99 copies
- \Box The value can be set from 0 to 99 copies.

Noise Reduction

Specifies the noise (small specks of dirt or dust on the image) reduction level for each of the original types (Text, Text/Photo, Pale, Special Original.) If you select **[Off]**, small scratches and specks on the original will not be removed.

- Off
- Low
- Medium
- High

🖉 Note

□ Default: Off

Original Mode Quality Level

Adjusts the finish for each original type.

- Normal
- Special

🖉 Note

- Default: Normal
- □ When select **[Special]**: Your service representative will set this to a value that matches your requirements. For details consult your service representative.

Original Mode Density Level

Specifies the copy image density for each original type.

- Lighter
- Normal
- Darker

🖉 Note

Default: Normal

Sort Copy Setting

Specifies whether all the originals should be scanned before starting copying, when using the Sort function. Or whether copying should start while originals are still being scanned. See p.51 "Sort/Rotate Sort"

If "Rear" is selected for the copy output when using the Sort function, even if **[Copy after Each Scan]** is selected, copying starts after all the originals have been scanned.

- Copy after All Scans
- Copy after Each Scan

🖉 Note

□ Default: Copy after All Scans

Sample Copy Priority

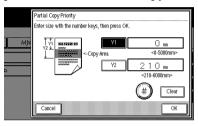
Specifies the default dimensions to be used for the Sample Copy function. See p.57 "Sample Copy"

🖉 Note

- Default: 0
- \Box The value can be set from 0 to 250 mm (9").

Partial Copy Priority

Specifies the default dimensions to be used for the start point (Y1) and end point (Y2) in the Partial Copy function. See p.58 "Partial Copy"



🖉 Note

Default:

- Y1: 0 (0.0")
- Y2: 210 mm (8.3")
- □ Y1 can be set from 0 to 5000 mm (0" to 197.0").
- □ Y2 can be set from 210 to 6000 mm (8.3" to 236.0").

Feed Start Trigger

Specifies how copying starts.

If you select [Set Original], copy starts automatically, if you select [Press Start Key] then copying starts after you press the [Start] key.

- Set Original
- Press Start Key

Note Note

Default: Set Original

Reproduction Ratio

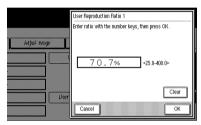
User Reproduction Ratio

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

Enter the desired reproduction ratio with the number keys.

🖉 Note

- □ Default: 100 %
- \Box Use the [·] key to enter a decimal point.
- 25.0% 400.0%



Preset Reduce/Enlarge Priority

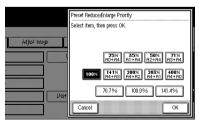
When **[Reduce/Enlarge]** key is pressed, the selected reproduction ratio is used as the priority ratio.

The selected user reproduction ratio will also have priority when the **[Reduce/Enlarge]** key is pressed.

🖉 Note

□ Default:

- Metric version: 71%
- Inch version (Engineering): 65%
- Inch version (Architecture): 67%



Shortcut Reduce/Enlarge

You can specify a frequently used reproduction ratio to appear on the basic screen.

🖉 Note

□ Default:

- Metric version: 71%
- Inch version (Engineering): 65%
- Inch version (Architecture): 67%

User Auto Reduce/Enlarge

Specifies the original and copy sizes to be displayed when the **[User Auto R/E]** key is pressed. See p.45 "User Auto Reduce/Enlarge"

Select the copy size to use with the original size.

Copier Fea	User Auto Reduce,Enlarge								
Select Into	Select copy paper size for each original, then press OK.								
General Featuras	A Series	A0►	A0	A1	A2	A3	A4		
l, ton Reported from P	.IE. R.Santos	A1►	AO	Å1	A2	A3	A4		
litisan Reporting Hora A	012.0 2000	A2►	AO	A1	A2	A3	A4		
Usar Reproduction F		A3►	AO	A1	A2	A3	A4		
Freed Factor of a lot		A4►	AO	A1	A2	A3	A4		
Shorball Radia egin	Cancel						ОК		

🖉 Note

□ If you have selected a setting for A0(E) size paper in Auto Reduce/Enlarge, you cannot select "Original orientation□". When you cannot select "Original orientation□" (grayed out), select the original size and copy size for Horizontal in this setting.

User Auto R/E Original Size Detect

Specifies whether an original should be processed as a vertical or horizontal original when **[User Auto R/E]** is selected. See p.45 "User Auto Reduce/Enlarge"

- Original Orientation:
- Original Orientation: 🗖

🖉 Note

Default: Original Orientation

Adjust Image

Margin Adjustment Priority

Specifies the default setting for the size of the margin.

You can set the size for the top and bottom margin. See p.69 "Margin Adjustment"

🖉 Note

□ Default:

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

Shift Image Area Priority

Specifies the default setting for the Shift function. Use the arrow keys to set the shift direction and distance. See p.71 "Shift"

🖉 Note

□ Default:

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

Border Erase Width Priority

Specifies the default setting for the Border Erase function. See p.73 "Border Erase"

Use the [+] or [-] keys to make the setting.

🖉 Note

□ Default:

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

Image Repeat Separation Line

Specifies the type of line to use for the separation line. See p.79 "Image Repeat"

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

🖉 Note

□ Default: None

Double Copies Separation Line

Specifies whether to use a separation line, or not, for the Double Copies function. See p.78 "Double Copies" The concration line will be a dotted line

The separation line will be a dotted line.

- None
- Separation Line

🖉 Note

Default: Separation Line

Program/Delete, Overlay Format

Stores a format image (background image) for use with the Format Overlay function.

You can store up to four formats.

See p.84 "Format Overlay", p.85 "Program/Delete, Overlay Format"

Stamp 1/2

Preset Stamp Priority

Specifies the default user stamp to be selected for the Preset Stamp function. See p.89 "Preset Stamp"

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

Note

□ Default: COPY

Preset Stamp Format Priority

Specifies the size, density, print direction and print position for each of the preset stamps (COPY, URGENT, PRIORITY, For Your Info., PRELIMINARY, For Internal Use Only, CONFIDENTIAL). You can make separate settings for both horizontal and vertical. See p.89 "Preset Stamp"

- Size (1X, 2X, 4X, 8X)
- Density (Normal, Light, Very Light)
- Orientation (Horiz., Vert.)
- Position

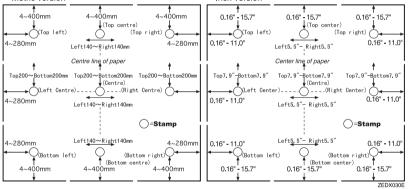
🖉 Note

Default:

- Size: 1X
- Density: Normal
- Orientation: Horiz.
- Position: Bottom Right







Preset Stamp Position Adjustment

Specifies the print position on the copies for each of the preset stamps. Enter the settings for stamp position with the **[+][-]** keys or the number keys.

🖉 Note

□ Default:

- [From Left][From Right][From Top][From Bottom]:
 - Metric version: 24 mm
 - Inch version: 0.9"
- [From Horiz. Center]:
 - Metric version: 0 mm
 - Inch version: 0.0"

Date Stamp Format Priority

Specifies the format and other conditions to be used for the Date Stamp function. See p.95 "Date Stamp"

You can specify the format to be used for the date stamp and its orientation and position.

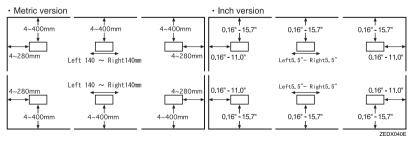
- Date format
 - MM/DD/YYYY
 - DD/MM/YYYY
 - YYYY.MM.DD
 - MM.DD.YYYY
 - DD.MM.YYYY
 - DD.JUN.YYYY
- Orientation
- Position

Copier Fea	Date Stamp Forma	t Priority			
Select Bern General Features Preset Stanp Pric Preset Stanp Formet Preset Stanp Formet Cele Stanp Pointer	Select item, then p Size 1X 2X 4X 8X	iress OK. Format DD/MM//YYYY DD/MM//YYYY YYYY.MM.DD	DD.MM.YYYY DD.JUN.YYYY DD.JUN.YYYY	Orientation,Positition	
Deter Skomp Position A	Cancel				ОК

🖉 Note

□ Default:

- Date Format: *MM/DD/YYYY*
- Orientation: Horiz.
- Position: Top Left



Date Stamp Position Adjustment

Specifies the print position on the copies for the date stamp. Enter the settings for stamp position with the **[+][-]** keys or the number keys.

🖉 Note

□ Default:

- [From Left][From Right][From Top][From Bottom]:
 - Metric version: 24 mm
 - Inch version: 0.9"
- [From Horiz. Center]:
 - Metric version: 0 mm
 - Inch version: 0.0"

Background Numbering Format

Specifies the format and other conditions to be used for the Background Numbering function. See p.87 "Background Numbering" You can specify the print size and density.

- Size (1X, 2X, 4X, 8X)
- Density (Light, Normal, Dark, Very Dark)

	Background Numbering Format						
	Select item, t	hen press OK.					
· · · · · ·	Size	Density					
Adjust intege	1X	Light					
Bar	2X	Normal					
	4X	Dark					
ለማሳ ከ. Hav., Top Lat	8X	Very Dark					
Center: 0, Right 24, Top 24, B	Cancel		ОК				

🖉 Note

- □ Default:
 - Size: 1X
 - Density: Normal

Stamp 2/2

User Stamp Format

Specifies the density, print direction and print size to be used for user stamps. You can set separate settings for horizontal and vertical. See p.91 "User Stamp"

- Density (Normal, Light, Very Light)
- Orientation (Horiz, Vert)
- Position

🖉 Note

Default:

- Density: Normal
- Position: Horiz
- Position: Bottom Right

 Metric version Inch version **↑** 4~400mm Î 4∼400mm 4~400mm 0.16" 15.7" 0.16" 15.7" 0.16" 15.7" ŧ (Top centre) (Top center) (Top right) 🖁 🗲 (Top right) R → R (Top left) → R (Top left) Ř_ . 0.16" - 11.0" 0.16" - 11.0 4~280mm 4~280mm Left140~Right140mm Left5.5"- Right5.5" Centre line of paper Centre line of paper ↑ ↑ ↑ Top7.9″-Bottom7.9″ Top7.9″- Bottom7.9″ Top7.9″- Bottom7.9 Top200~Bottom200mm Top200~Bottom200mm Top200~Bottom200m (Center) (Centre) ` ↓ → R (Left Centre) ----- R ----- (Right Centre) R → (Left Center) ----- R ---- (Right Center) R -♦ R 0.16" 11.0" 0.16" 11.0 4~280mm Left140~Right140mm Left5. 5"- Right5. 5" 4~280mm Left140~Right140mm Lef<u>t5 5″- Ri</u>ght5 5″ 4~280mm 0.16" - 11.0" 4~280mm H6"-11.0" → R (Bottom left) R (Bottom right) R ← ↑ (Bottom center) ↑ (Bottom cent 0.16" - 11.0" → R (Bottom left) R (Bottom right) R ← (Bottom) (Bottom centre) 4~400mm 4~400mm 0.16" - 15.7" 0.16" - 15.7" 0.16" 15.7 4~400mm ZEDX050E

User Stamp Position Adjustment

Specifies the print position on the copies for user stamps. Enter the settings for stamp position with the **[+][-]** keys or the number keys.

🖉 Note

□ Default:

- [From Left][From Right][From Top][From Bottom]:
 - Metric version: 24 mm
 - Inch version: 0.9"
- [From Horiz. Center]:
 - Metric version: 0 mm
 - Inch version: 0.0"

Program/Delete, User Stamp

You can store, change, or delete a design of your choice as a user stamp. You can store up to four user stamps. See p.91 "User Stamp", p.92 "Program/Delete, User Stamp"

Page Numbering Format

Specifies the conditions to be used for the Page Numbering function. See p.97 "Page Numbering"

You can specify the format to be used for the page number and its orientation and position.

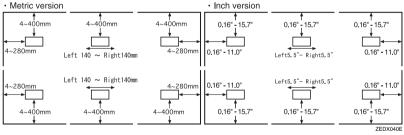
- Format
 - 1, 2...
 - p1, p2...
 - 1/5.2/5...
 - -1-, -2-...
 - p.1, p.2...
- Orientation (Horiz, Vert)
- Position

```
🖉 Note
```

□ Default:

- Format: 1,2,3.....
- Orientation: Horiz
- Position: Top Left

Metric version



Page Numbering Position Adjustment

Specifies the print position on the copies for the page number. Enter the settings for numbering position with the **[+][-]** keys or the number keys.

🖉 Note

□ Default:

- [From Left][From Right][From Top][From Bottom]:
 - Metric version: 24 mm
 - Inch version: 0.9"
- [From Horiz. Center]
 - Metric version: 0 mm
 - Inch version: 0.0"

Key Operator Tools

When a key operator code has already been entered, you cannot begin manager setting unless you enter the key operator code(up to 8 digit).

Copier Fea	atures			Main Menu
Select item.				
General Features	Reproduction Ratio	Adjust Image	Stamp	Key Operator Tools
	Reset/Print Copy Counter			
Program,	Change/Delete User Code			

Check/Reset/Print, Copy Counter

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

🖉 Note

- Print Counter List
 - Press the [Print Counter List] key.
- □ Reset Counter.
 - Press the [Reset Counter] key.
- Reset All Counters
 - Press the [Reset All Counters] key.

Program/Change/Delete, User Code

You can register, change, or delete user codes (8 digits or less). You can store up to 100 user codes.

🖉 Note

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

5. Remarks

Do's and Don'ts

A CAUTION:

• Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.

Important

□ Only disconnect the power cord after checking that all copies are finished.

- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, the exposure glass may feel warm to the touch. This is not a malfunction.
- Make sure the machine is well ventilated when in use. If the machine is operated for a long time in a poorly ventilated location, it may begin to smell. We recommend that you use the machine in a well ventilated room to ensure you maintain the operating conditions.
- You might feel warm around the ventilation hole. This is caused by exhaust air, and not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, make sure that copying or printing is completed.
- Do not open the covers of machine while copying or printing. If you do, misfeeds might occur.
- Do not drop staples, paper clips, or other object in to the machine.
- Do not stand or sit on the machine.
- Do not leave the paper path section open for more than 10 minutes.
- Do not touch the photosensitive conductor. If you touch it by accident, wipe it gently with a soft cloth.
- If you will not be using the machine for a long time, remove the paper from the paper roll tray and place it in its storage bag.
- The machine might fail to produce good copy images if there should occur condensation inside caused by temperature change. To prevent such trouble, this machine has an anti-condensation function. Even after the main power switch is in the stand-by position, the anti-condensation heater is active, thus keeping the machine body slightly warm.
- The machine has a Anti-humidity function. Even when the main power switch is in the Off position, the Anti-humidity heater is active if it is turned on.
- Do not move the machine while copying or printing.
- Be sure to take a note of your machine settings. If you operate the machine improperly or a failure occurs in the machine, your machine settings might be lost.
- Supplier shall not be liable for any loss or damages resulting form a failure on the machine, loss of machine settings, and use of the machine.

Where To Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

A CAUTION:

- Keep the equipment away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the equipment on an unstable or tilted surface. If it topples over, it could cause injury.

A CAUTION:

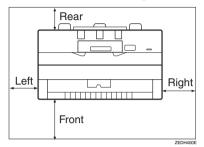
- If you use the equipment in a confined space, make sure there is a continuous air turnover.
- Temperature: 10 32°C (50 89.6°F)(humidity to be 54% at 32°C, 89.6°F)
- Humidity: 15 80% (temperature to be 27°C, 80.6°F at 80%)
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Locations close to such machines generating ammonia such as diazo copy machines.
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Access To Machine

Place the machine near the power source, providing clearance as shown.



	Standard setting
Front	more than 100cm (40")
Rear	more than 70cm (28")
Left	more than 40cm (16")
Right	more than 45cm (18")
Upper	more than 45cm (18")

🖉 Note

□ For the required space when options are installed, please contact your service representative.

Power Connection

A WARNING:

- Only connect the machine to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.
- Do not damage, break or make any modifications to the power cord.
 Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.

A CAUTION:

 Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.

A CAUTION:

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- When the main switch is in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure that the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The socket-outlet shall be installed near the equipment and shall be easily accessible.

Disposal

Contact your service representative if you want to dispose of the machine.

Maintaining Your Machine

If the exposure glass or feed rollers are dirty, you will not be able to make clear copies. Clean them when they become dirty.

Cleaning the machine

Wipe the machine with a soft dry cloth. If this does not remove the dirt, wipe the machine with a damp, tightly wrung, cloth. If a damp cloth still does not remove the dirt, try using a mild detergent. Wipe the machine with a dry cloth to remove the moisture, after using a damp cloth.

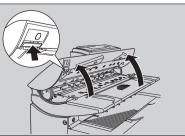
Important

- Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

Cleaning inside the Original Cover

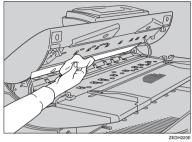
If you open the original cover, you can access the exposure glass and original feed mechanism.

Lift the release lever on the original cover and open the cover while holding it on both sides.



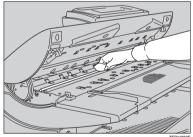
Cleaning the exposure glass

• Wipe the exposure glass with a soft, damp cloth.



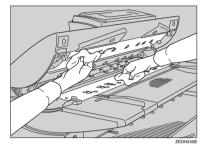
Cleaning the feed roller

• Wipe the feed roller with a soft, dry cloth while turning the roller.



Cleaning the original feed guide

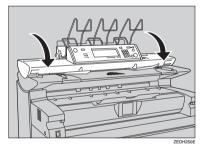
• Wipe the original feed guides at the top and bottom with a soft, dry cloth.



🖉 Note

□ If there is paper dust or threads inside, remove them.

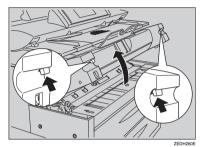
2 Close the original cover gently.



Cleaning The Paper Path Section

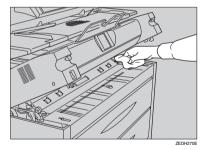
Cleans toner powder that may have collected on the imaging area.

Lift the release levers on either side and open the paper path section.



∰Important

- Do not leave the paper path section open for more than 10 minutes.
- **2** Wipe it with a soft, dry cloth.



Close the paper path section cover gently.

6. Specification

Mainframe

Configuration:

Console

Fusing:

Digital dry electrostatic transfer system

Originals:

Sheet

Original size (W × L):

- Metric version: 210 × 182mm-914 × 6000mm
- Inch version: 8¹/₂" × 9"-36" × 236"

Copy size (W × L):

- Metric version: A0 -A4
 Roll paper: 210 × 210mm-914 × 6000mm Bypass tray: 210 × 182mm-914 × 2000mm
- Inch version: E□ -A□ Roll paper: 8¹/₂" × 8¹/₂" -36" × 236" Bypass tray: 8¹/₂" × 9"-36" × 78"

Reproduction ratio:

- Metric version: Full-size: 100% Reduce: 25.0%, 35.4%, 50.0%, 70.7% Enlarge: 141.4%, 200.0%, 282.8%, 400.0% Zoom: 25.0-200.0% (0.1% step) Zoom: 200.0-400.0% (0.2% step)
- Inch version (Engineering): Full-size: 100% Reduce: 25.0%, 32.0%, 50.0%, 65.0% Enlarge: 129.0%, 200.0%, 259.0%, 400.0% Zoom: 25.0-200.0% (0.1% step) Zoom: 200.0-400.0% (0.2% step)
- Inch version (Architecture): Full-size: 100% Reduce: 25.0%, 33.0%, 50.0%, 67.0% Enlarge: 133.0%, 200.0%, 267.0%, 400.0% Zoom: 25.0-200.0% (0.1% step) Zoom: 200.0-400.0% (0.2% step)

Copying speed (full-size copying):

7 copies/minute (A1(D) \square) (3.54 inch per second)

Warm-up time:

Less than 2 minutes (20°C)

- First copy time:
 - Metric version: When selected upper tray: 18 seconds (A1□), 25 seconds(A0□)
 - Inch version: When selected upper tray: 18.5 seconds (D□), 25.4 seconds(E□)
- Repeat copy:
 - Metric version:
 - Mainframe only

Width	Length
914/880mm	Up to 1,219mm
841mm	Up to 1,325mm
594mm	Up to 1,875mm
420mm	Up to 2,652mm (Transportation dis- tance:2,000mm)
297mm	Up to 2,751mm (Transportation dis- tance:2,000mm)
When deleting a copy size: Up to 1,219	nm

- Optional HDD installed 6 m (any width)
- Inch version (Engineering):
 - Mainframe only

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

• Optional HDD installed 236" (any width)

- Inch version (Architecture):
 - Mainframe only

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

• Optional HDD installed 236" (any width)

Non-reproduction area:

- Metric version:
 - Top: 8mm
 - Bottom: 10mm
 - Left and Right 2 ± 2mm (less than 6mm on either side)
- Inch version:
 - Top: 0.32"
 - Bottom: 0.39"
 - Left and Right 0.08" ± 0.08" (less than 0.24" on either side)

Continuous copying count:

99 copies

Copy paper capacity:

2 roll unit/bypass tray

Power source:

- Metric version 220-240V, 50Hz/60Hz, 10A
- Inch version 120V, 60Hz, 20A
- Dimensions (W × D × H): 1,250 × 748 × 1,200mm, 49.2" × 29.4" × 47.2"
- Weight: Approx. 225kg, 496lb

Original scanning: Original feed image scanning over a fixed contact image sensor

- Original scanning pivot: Center
- Light source: LED
- Scanning resolution: 600dpi
- Scanning gradation: 256 values
- Printing gradation: 4 values
- Printing resolution: 600dpi
- Photo conductor type: OPC
- Development:

Dry two-component magnetic brush development system

Fusing:

Hot roller

Power consumption:

	Metric version	Inch version
Warm-up	1.6 kw	1.7 kw
Ready (Anti-humidity heater = OFF)	0.2 kw	0.2 kw
During printing	1.5 kwh	1.4 kwh
Maximum	1.8 kw	1.7 kw

Noise Emission ^{*1}:

Sound Power Level:

Stand-by	Less than 50.6 dB (A)
Copying	Less than 65.7 dB (A)

Sound Pressure Level *2:

Stand-by	Less than 38.0 dB (A)
Copying	Less than 54.7 dB (A)

^{*1} The above measurements are made in accordance with ISO 7779 which are the actual value.

^{*2} It is measured at the position of the operator.

Options

2nd Roll Tray TypeA

Adds the lower tray (paper roll 3).

Roll Holder Unit TypeA

When using different sizes of roll paper, use the roll holder to quickly change the paper rolls.

Original Tray TypeG

Attach this to the rear of the machine to store large quantities of originals.

Stamp Board TypeA

Adds the print capability required for the Background Numbering, Preset Stamp, User Stamp, Date Stamp, User Stamp Repeat, and Page Numbering functions.

Hard Disk Drive Option Type 470

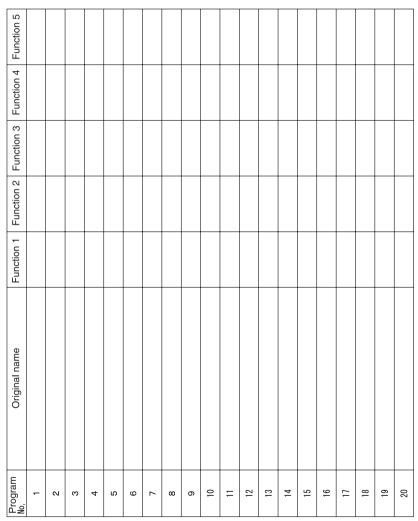
Allows you to incrase the copy functions, like the following:

- Repoat Copy (longer than A0(E) □)
- Stamp function (required stamp board)
- Sort/Rotate Sort (50 sheets or more)
- Restart Copy (longer than A0(E))
- Format Overlay
- Sample Copy (longer than A0(E))

6

Settings Record Sheet

Program Record Sheet



Please make a copy of this sheet and use it to keep a record of your program settings.

Stored Format Record Sheet

Date										
Note										
Original name										
Format No.	1	2	ю	4	വ	9	7	80	6	10

Please make a copy of this sheet and use it to keep a record of your format settings.

User Stamp Record Sheet

Date				
Stamp image				
Corporation/section/projectetc				
Record No.	-	5	ო	4

Please make a copy of this sheet and use it to keep a record of your user stamps.

Magnification Ratio Chart

Metric version (A series)

		Copy size				
	%	A0	A1	A2	A3	A4
	A0	100.0	70.7	50.0	35.4	25.0
a	A1	141.4	100.0	70.7	50.0	35.4
l size	A2	200.0	141.4	100.0	70.7	50.0
Original	A3	282.8	200.0	141.4	100.0	70.7
Ori	A4	400.0	282.8	200.0	141.4	100.0

Inch version (Engineering)

		Copy size	Copy size				
	%	E	D	С	В	А	
	Е	100.0	65.7	50.0	32.0	25.0	
e	D	129.0	100.0	65.0	50.0	32.0	
l size	С	200.0	129.0	100.0	65.0	50.0	
Original	В	259.0	200.0	129.0	100.0	65.0	
Ori	А	400.0	259.0	200.0	129.0	100.0	

Inch version (Architecture)

		Copy size				
	%	Е	D	С	В	А
	Е	100.0	67.0	50.0	33.0	25.0
e	D	133.0	100.0	67.0	50.0	33.0
l size	С	200.0	133.0	100.0	67.0	50.0
Original	В	267.0	200.0	133.0	100.0	67.0
Ori	А	400.0	267.0	200.0	133.0	100.0

Measure Chart

Metric version (A series)

	Width × Length
A0	841 × 1,189 mm
A1	594 × 841 mm
A2	420 × 594 mm
A3	297 × 420 mm
A4	210 × 297 mm

Inch version (Engineering)

	Width×Length
Е	34"×44"
D	22" × 34"
С	17" × 22"
В	11"×17"
А	8 ¹ / ₂ "×11"

Inch version (Architecture)

	Width × Length
Е	36" × 48"
D	24" × 36"
С	18"×24"
В	12"×18"
А	9"×12"

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MEMO

MEMO

CE

Declaration of Conformity

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

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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Afficio[®] 470W Operating Instructions Copy Reference

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