

RICOH

Aficio™ 480W

Operating Instructions Copy Reference



-
- 1** Basics
 - 2** Copying
 - 3** Troubleshooting
 - 4** User Tools (Copier / Document Server Features)
 - 5** Specifications

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

Introduction

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

Important

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



Notes:

Some illustrations in this manual might be slightly different from the machine.
Certain options might not be available in some countries. For details, please contact your local dealer.



Operator Safety

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

Notes:

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.
For good copy quality, Ricoh recommends that you use genuine Ricoh toner.
Ricoch shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts with your Ricoh office products.

Important

Do not copy or print any item for which reproduction is prohibited by law.
Copying or printing the following items is generally prohibited by local law:
bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.
The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

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 "Power Connection" in General Settings Guide.

Manuals for This Machine

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

Note

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

❖ **General Settings Guide**

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

Refer to this manual for Address Book procedures such as registering e-mail address, and user codes.

❖ **Security Reference**

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

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

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

Provides information about configuring and operating the scanner (Type 480) in a network environment.

For details about network settings of the scanner (RW480) and printer (RW480), see the manual that comes with the related option.

❖ **Copy Reference (this manual)**

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

❖ **Scanner Reference(Scanner Unit Type 480) (PDF file - CD-ROM1)**

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

❖ **Manuals for DeskTopBinder Lite**

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

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

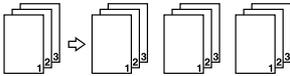
❖ **Other manuals**

- Manuals for Printer (RW480) function.
- Manuals for Scanner (RW480) function.

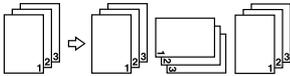
What You Can Do with This Machine

To Put Copies into Sequentially Ordered Sets.

● Sort (see p.33)

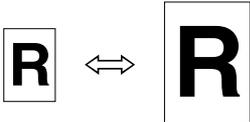


● Rotate Sort (see p.33)



Types of Magnification

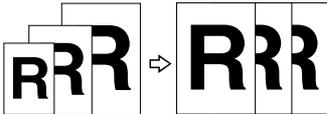
● Preset Reduce/Enlarge (see p.35)



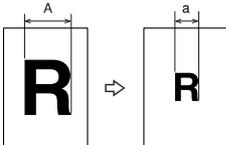
● Zoom (see p.36)



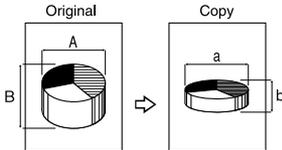
● Auto Reduce/Enlarge (see p.34)



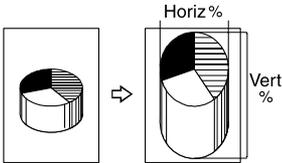
● Size Magnification (see p.37)



● Directional Size Magnification (see p.39)



● Directional Magnification (%) (see p.38)

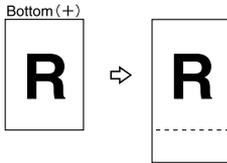
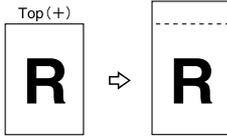


● User Auto Reduce/Enlarge (see p.34)

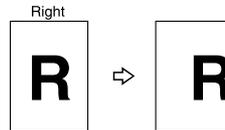
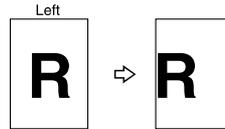
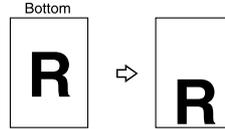
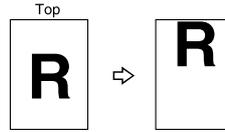
● Fine Magnification (see p.40)

Types of Shift/Erase

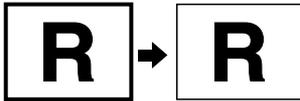
● Margin Adjustment (see p.50)



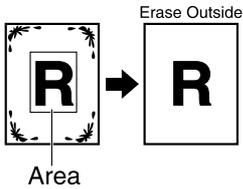
● Adjust Print Position (see p.61)



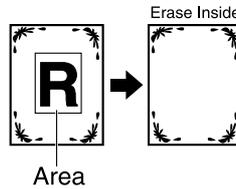
● Erase Border (see p.47)



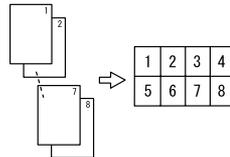
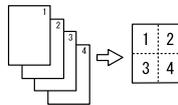
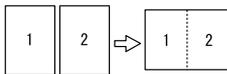
● Erase Outside (see p.49)



● Erase Inside (see p.48)

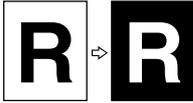


Types of Combine (see p.41)

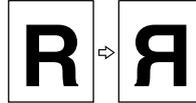


Types of Edit

- Positive/Negative (see p.43)



- Mirror Image (see p.45)



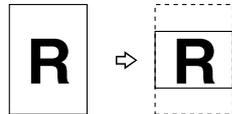
- Double Copies (see p.43)



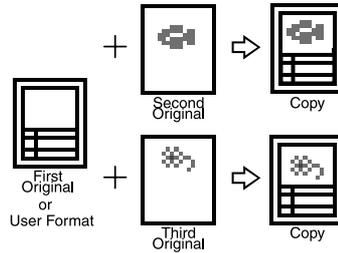
- Image Repeat (see p.42)



- Partial Copy (see p.44)

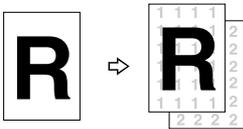


- Format Overlay (see p.45)

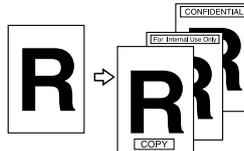


Types of Stamp

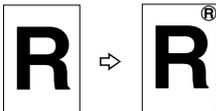
- Background Numbering (see p.51)



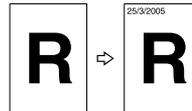
- Preset Stamp (see p.51)



- User Stamp (see p.53)



- Date Stamp (see p.56)



- Page Numbering (see p.57)

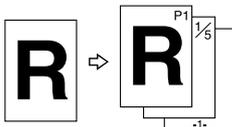


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How to Read this Manual

Symbols

The following set of symbols is used in this manual.

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 in the *General Settings Guide*.

CAUTION:

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

* 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 information or preparations required prior to operating.

Note

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

Limitation

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

Reference

This symbol indicates where further relevant information can be found.

[]

Keys that appear on the machine's display.

[]

Keys built into the machine's control panel.

Names of Major Options

Major options for this machine are referred to as follows:

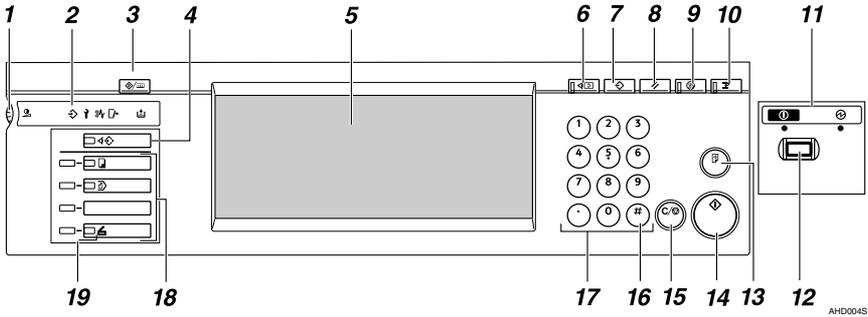
- Roll Holder Unit Type A → Roll holder
- Roll Feeder Type 480 → Lower tray
- Paper Cassette Type 480 → Cut paper tray
- Original Tray Type G → Original tray

Terms

- Long length original/paper
Original/paper length longer than 1189 mm, 46.8".

Control Panel

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



1. Screen contrast knob

Adjusts the brightness of the screen.

2. Indicators

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

⇒: Data In indicator

↑: Service Call indicator

⚡: Misfeed indicator

☑: Open Cover indicator

🖨️: Add Toner indicator

3. [User Tools/Counter] key

- User Tools
Press to change the default settings and operation conditions to match your requirements. See p.77 “User Tools (Copier / Document Server Features)”.
- Counter
Press to check or print the counter value. For details, see “Counter”, *General Settings Guide*.

4. [Job List] key

Shows the job list. See “Job List”, *General Settings Guide*.

5. Display panel

Shows operation status, error messages, and function menus.

6. [Check Modes] key

Press to check the entered copying settings.

7. [Program] key

Press to store or select the program mode. See p.64 “Programs”.

8. [Clear Modes] key

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

9. [Energy Saver] key

Press to switch to and from the Energy Saver mode. For details, see “Saving Energy”, *General Settings Guide*.

10. [Interrupt] key

Press to make interrupt copies during a copy run. See p.24 “Interrupt Copy”.

11. Main power indicator/On indicator

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

The On indicator lights when the operation switch is on.

⚠️ Important

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

12. Operation switch

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

13. **【Sample Copy】** key

Press to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. See p.33 "Sample Copy".

14. **【Start】** key

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

15. **【Clear/Stop】** key

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

16. **【#】** key

Press to confirm values entered.

17. Number keys

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

18. Function keys

Press to select the following functions:

- Copy: 
- Document Server: 
- Scanner: 

19. Function Status indicator

These show the status of the above functions:

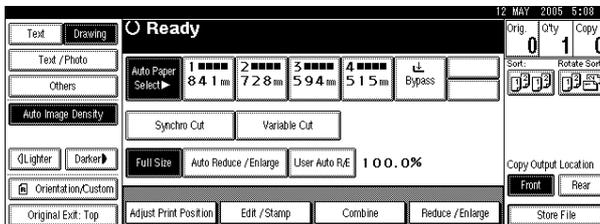
- Yellow: selected
- Green: active
- Red: interrupted

Display Panel

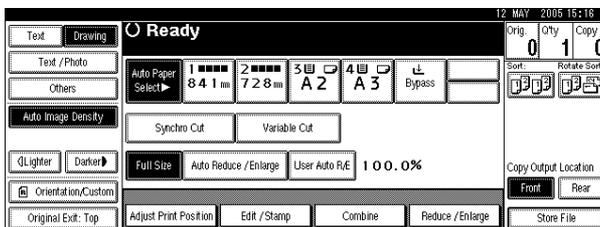
The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

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

◆ When the lower tray (paper roll tray) is installed



◆ When the cut paper trays are installed



Before Copying

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

◆ Paper Capacities For Each Original/Paper Output

Original output	Capacities
Original Exit : Top	A1 (D)  or smaller: 50 sheets (plain paper) 20 sheets (translucent paper)
	<ul style="list-style-type: none"> • 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 80 g/m² (21.3 lb) in weight. • Do not load more than 10 sheets during very hot or humid conditions. • Output thick paper (104.7 g/m² (27.9 lb) or more) to Rear (Straight). • Translucent paper: 80 g/m² (21.3 lb) or less, plain paper: 52.3 g/m² (13.9 lb) or less, and originals that are not stiff should be output to Rear (Straight).
Original Exit : Rear (Straight)	A0 (E)  or smaller: 1 sheet (plain paper) 1 sheet (translucent paper) 1 sheet (film)
	<ul style="list-style-type: none"> • When output originals of A1 (E)  or larger, the ejected originals may interfere with the copy paper and impede its progress. If this happens, use the copy output (rear) auxiliary guide. • When copying A0 (E)  size originals, remove them one by one.
Original Exit : Rear (document roller)	A1 (D)  or larger: 1 sheet (up to 6 m (236")) (plain paper) 1 sheet (up to 3.6 m (141")) (translucent paper) 1 sheet (up to 3.6 m (141")) (film)
	<ul style="list-style-type: none"> • Use face-curl originals. • For roll originals, use originals with a diameter of roll $\Phi 40$ mm – $\Phi 110$ mm ($\Phi 1.6$" – $\Phi 4.3$"). • Do not use the document roller when copying on originals of size longer than the maximum length for each paper type. Use both hands to roll the original.

Copy output	Capacities		
Copy Output: Front	Roll paper	Plain paper (at normal temperature and humidity):	99 sheets
		Plain paper (at high or low temperature and humidity):	10 sheets (A1 to A2) 99 sheets (smaller than A2)
		Translucent paper(vellum):	10 sheets
		Film:	1 sheet
	Cut sheet paper	Plain paper, and translucent paper (vellum):	10 sheets
		Film:	1 sheet
<ul style="list-style-type: none"> • Same size copy paper • Normal temperature = 23°C Normal humidity = 65% 			
Copy Output: Rear	A1 (D), A0 (E):		10 sheets (plain paper) 1 sheet (translucent paper) 1 sheet (film)
	<ul style="list-style-type: none"> • Same size copy paper • When using A0 size copy paper, attach the copy output (rear) auxiliary guide. See p.11 "Using the rear output to eject A0 (E) Paper". 		

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.

Original Output Locations

The following original output locations are available:

Top Original Exit

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

Rear Original Exit (straight)

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

Rear Original Exit (document roller)

When copying rolled originals such as long length originals, select this output location so that originals can be rolled and stacked by the document roller.

Note

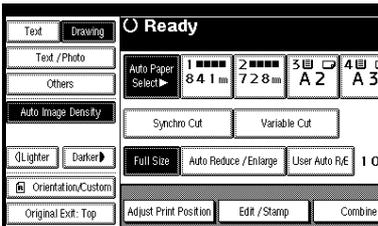
- Originals of 52.3 g/m² – 104.7 g/m² (13.9 lb – 27.9 lb) can be used with the document roller.
- Do not use the document roller when copying originals that are longer than the maximum length for each paper type. Use both hands to roll the original.

Important

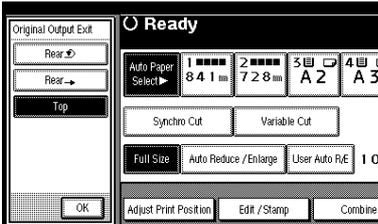
- When using the optional carrier sheet, set the original output location to rear original exit. If the original output location is set to top original exit, the original may be damaged.

Top Original Exit

- Press [Original Exit].



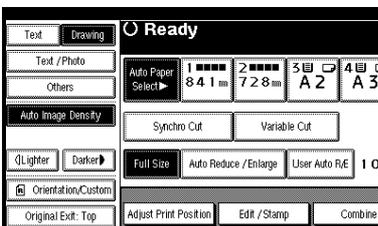
- Press [Top], and then press [OK].



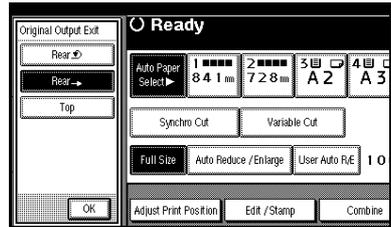
Rear Original Exit (Straight)

- Check that the document roller is raised.

- Press [Original Exit].

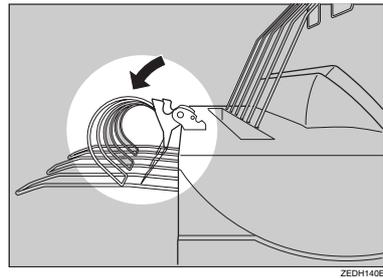


- Press [Rear →], and then press [OK].

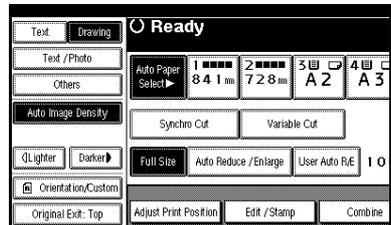


Rear Original Exit (Document Roller)

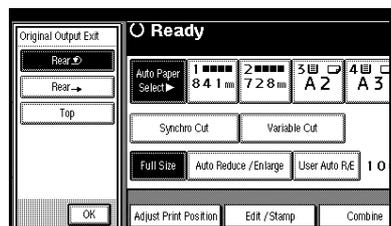
- Lower the document roller.



- Press [Original Exit].



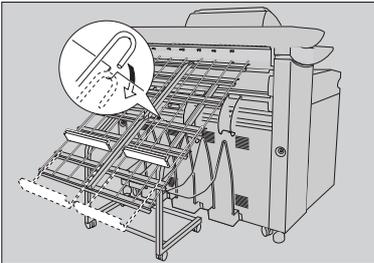
- Press [Rear →], and then press [OK].



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

Adjusting the Original Tray

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



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Copy Output Locations

The following copy output locations are available.

❖ Front Output

When **[Front]** is selected, copies are sent to the copy output tray at the front of the machine. When copying sizes up to A1 (D) , select front output.

If the output copies are badly curled, turn the paper loaded in the cut paper trays upside down, or remove the copies during the copy run.

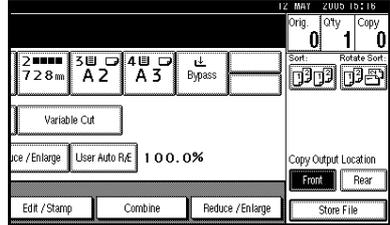
❖ Rear Output

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

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

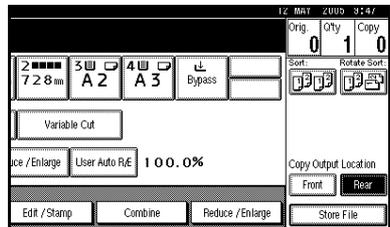
Front output

- 1 Press **[Front]** under Copy Output Location.



Rear output

- 1 Press **[Rear]** under Copy Output Location.



Note

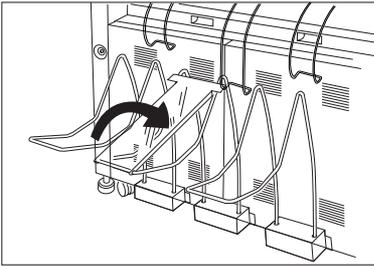
- ❑ When copying onto thick paper, the last sheet to be ejected may remain in the exit area. If this happens, remove it.

Using the rear output to eject A0 (E) Paper

Paper

When ejecting A0 (E)  size paper to the rear output, the leading edge of the paper may become caught in the back of the copy output tray. You can prevent this by attaching the copy output auxiliary guide.

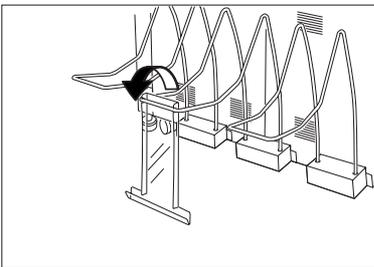
- 1 Lower the copy output auxiliary guide and adjust the position.**



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Note

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



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Originals

1

Sizes and Weights of Recommended Originals

◆ Metric version

Where original is placed	Original size	Original weight
Original table	Standard sizes: A0, A1, A2, A3, A4, B1, B2, B3, B4	20.9 – 157 g/m ² and 0.03 – 1 mm thick originals
	Custom sizes: Length 210 – 15000 mm Width 210 – 950 mm	

◆ Inch version

Where original is placed	Original size	Original weight
Original table	Standard sizes <ul style="list-style-type: none"> • Engineering E(34"×44"), D(22"×34"), C(17"×22"), B(11"×17"), A(8½"×11") • Architecture E(36"×48"), D(24"×36"), C(18"×24"), B(12"×18"), A(9"×12") • 30"×42" 	5.6 - 41.8 lb. and 1.1 Mil - 40 Mil thick originals
	Custom sizes Length: 8.3" - 590.5" Width: 8.3" - 37.5"	

Originals that should be scanned using the carrier sheet

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

- Cut and pasted originals
- Originals with fold lines
- Wrinkled or torn originals
- Waved originals
- Punched originals
- Originals with sticky tape or adhesive
- Pasted originals
- Originals with a damaged leading edge
- Originals with surfaces that attach to glass easily such as photographs
- Originals drawn in pencil

 **Reference**

p.18 "Setting the Carrier Sheet"

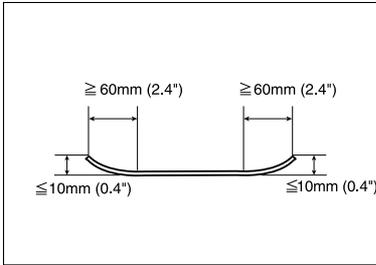
Non-recommended original

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

- Originals other than those specified in p.12 "Sizes and Weights of Recommended Originals"
- Stapled or clipped originals
- Perforated or torn originals
- Bent, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Bound originals such as books
- Damp originals
- Badly curled originals
- Originals that vary in thickness
- Originals with sticky tape or adhesive
- Originals with thick leading edges
- Originals with wet ink or correction fluid
- Carbon-backed originals

1

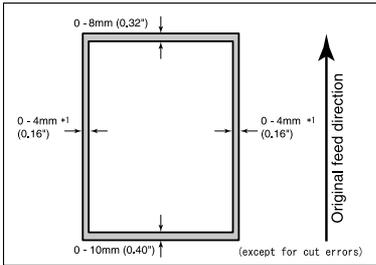
- Originals not made of paper (such as glass, metal)
 - Originals with a roll diameter smaller than $\phi 35$ mm ($\phi 1.4$ ")
 - Originals with a roll diameter larger than $\phi 110$ mm ($\phi 4.3$ ")
- Flatten curled originals so they fit within the range shown below.
- Front and back curl; R 60 mm (2.4") or more, height 10 mm (0.4") or less



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

Missing Image Area



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As shown above, part of the original may not be copied when using paper roll or full-size copying.

*1: Left and right, less than 5 mm (0.2")

Placing Originals

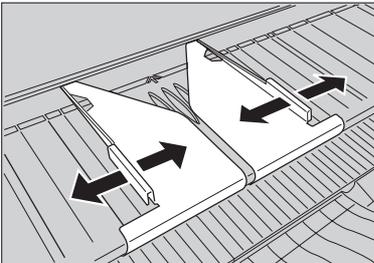
Note

- ❑ Place the original after any correction fluid or ink has completely dried. Not taking this precaution will result in a dirtied exposure glass and blemished copies.
- ❑ Dust and residue from pencil-drawn originals can result in a dirtied exposure glass and blemished copies. We recommend using the carrier sheet for this type of original. See p.18 “Setting the Carrier Sheet”.
- ❑ If the original's rear edge is badly curled, smooth it out with both hands before scanning. If the original is inserted as is, it may be damaged.
- ❑ When copying curled originals, use the front copy output auxiliary tray.

Reference

For details about precautions for originals, see p.12 “Originals”.

- 1** Adjust the original guides to the size and orientation of the original width.

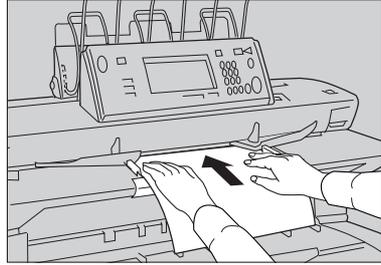


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Note

- ❑ Make sure the original guides are flush against the original.
- ❑ Do not push the original guide side fence with force.

- 2** Using both hands, carefully insert the original between the original guides, copy side up.



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Important

- ❑ Once originals start to feed in, do not push or pull them. This may damage them.
- ❑ Do not operate the document roller while originals are being fed through the machine. Originals may be damaged.

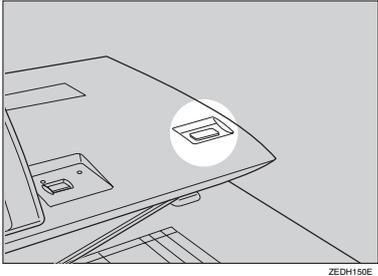
Note

- ❑ Do not release your hands until the original is pulled in. Release when it has gone slightly in.
- ❑ You can change the original feed delay setting if originals are repeatedly feeding in slanted, or if you need to adjust the delay for the type of originals you are using. See “Original Feed Delay 1”, *General Settings Guide*.
- ❑ If the leading edge of the original is badly curled, smooth out the curl, and then place the original in the insertion area.
- ❑ When inserting long length originals, there may be some movement to either side. If this happens, correct the movement manually while feeding the originals into the machine.

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

1 **To stop originals feeding in**

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

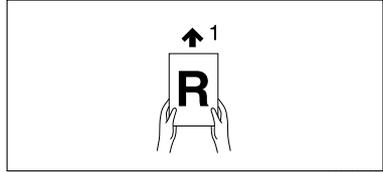


Note

- When you press the **[Scanner Stop]** key, the original stops immediately, which can cause it to jam. If this happens, see “**✎**Clearing Misfeeds”, *General Settings Guide*.
- When you have set rear original exit as the original output location, the rear edge of the originals are held at the output exit. To cancel this, press the **[Scanner Stop]** key. See p.8 “Original Output Locations”.

Original Orientation

Place the original of the same orientation as the copy paper on the original table.



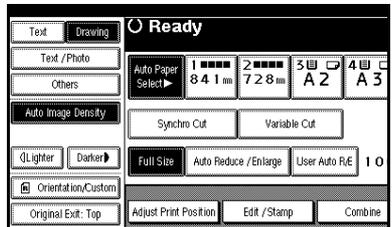
1. Feeding direction

When you cannot place the original as the above, you may not make copies as you want with particular functions. If this happens, change the orientation by selecting **[L]** or **[R]**.

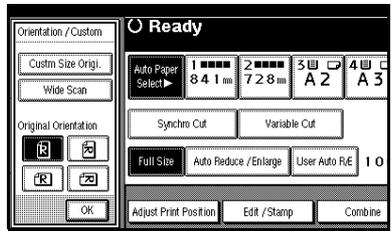
Note

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

1 Press **[Orientation/Custom]**.



2 Select the original orientation, and then press **[OK]**.



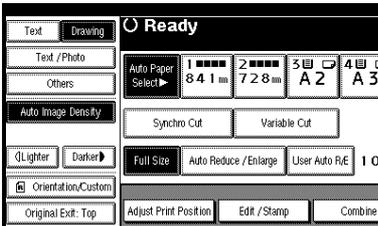
Placing Custom Size Originals

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

Note

- ❑ Paper with a vertical size of 210–15000 mm (8.3"–590.5") and a horizontal size of 210–914 mm (8.3"–35.9") can be specified with this function.
- ❑ If you do not specify the size, parts of the image may not be copied.

1 Press [Orientation/Custom].



2 Press [Custm Size Orig.].

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



Note

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

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

5 Press [OK].

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

Wide Scan

The machine checks the original width and then increases the scan size to a slightly larger standard size.

Note

- ❑ Scan size differs depending on the size of the original. See the following table for available scan sizes:

◆ Metric version

Original width	Scanning width
Over than A4 (210 mm) and less than 257 mm	A3 (297 mm)
Over than A3 (297 mm) and less than 364 mm	A2 (420 mm)
Over than A2 (420 mm) and less than 515 mm	A1 (594 mm)
Over than A1 (594 mm) and less than 728 mm	A0 (841 mm)
Over than A0 (841 mm) and less than 914 mm	914 mm
Over than B4 (257 mm) and less than 297 mm	B3 (364 mm)
Over than B3 (364 mm) and less than 420 mm	B2 (515 mm)
Over than B2 (515 mm) and less than 594 mm	B1 (728 mm)
Over than B1 (728 mm) and less than 841 mm	914 mm

- ❑ The machine adjusts to a scan size of the same paper series as the original. If you want to mix the sizes of A and B series when scanning, contact your service representative.

❖ **Inch version (Engineering)**

Original width	Scanning width
Over than A (8 1/2") and less than 9"	B (11")
Over than B (11") and less than 12"	C (17")
Over than C (17") and less than 18"	D (22")
Over than D (22") and less than 24"	E (34")
Over than 30" and less than 36"	36"
Over than E (34") and less than 36"	36"

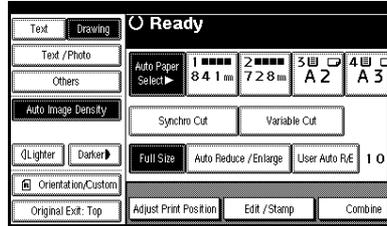
❖ **Inch version (Architecture)**

Original width	Scanning width
Over than A (9") and less than 11"	B (12")
Over than B (12") and less than 17"	C (18")
Over than C (18") and less than 22"	D (24")
Over than D (24") and less than 34"	E (36")
Over than 30" and less than 36"	36"

- ❑ The machine adjusts to a scan size of the same paper series as the original. If you want to mix the sizes of Engineering and Architecture series when scanning, contact your service representative.

- ❑ When copying custom size originals, you can use this function with Synchro Cut to specify the copy paper to be cut to the size of the original.

1 Press [Orientation/Custom].



2 Press [Wide Scan], and then press [OK].

3 Select the paper tray.

Note

- ❑ When using this function, the Auto Paper Select function does not work. If the paper size you select is as the same as that of the original, part of the image may not be copied. Select a slightly larger standard size.

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

Setting the Carrier Sheet

Important

- ❑ When using the optional carrier sheet, set the original output location to rear original exit (straight). If the original output location is set to top original exit, or rear original exit (document roller), the original may be damaged.

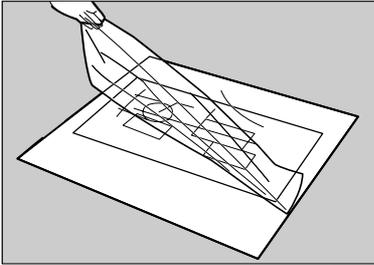
Note

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

Reference

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

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

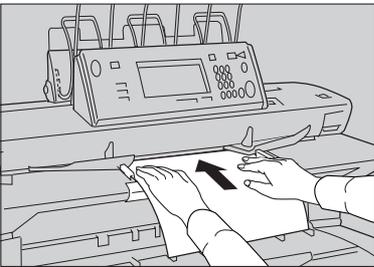


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Note

- Align the original with the fold of the carrier sheet.

- 2** Using both hands, hold the original copy side up, and carefully insert the folded edge of the carrier sheet into the insertion area.



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2. Copying

Basic Procedure

Preparation

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

Reference

For user codes, see "Registering User Codes", *General Settings Guide*.

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

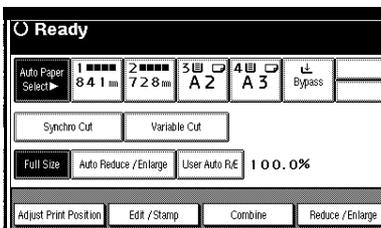
Note

- ❑ Consult the User Administrator about your login user name and login password.

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

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

Initial copy display



2 Make sure no previous settings remain.

Note

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

3 Select the output locations for originals and copies, and then prepare to use them.

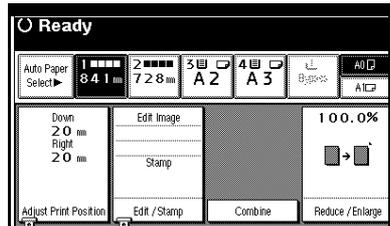
Reference

p.7 "Before Copying"

4 Make the necessary settings.

Note

- ❑ You can press the **[Check Modes]** key to view the settings you have made.



Reference

For details, see explanations of each function.

If you use the **[Program]** key to access the program function, you can store and easily recall the settings. See p.64 "Programs".

5 Enter the number of copies using the number keys.

Note

- ❑ The copy quantity is from 1 to 99.

6 Place the originals.

Originals feed into the machine, which then starts copying.

Reference

p.15 “Placing Originals”

Note

- When **[Press Start Key]** is selected in the Feed Start Method, copying starts when you press the **[Start]** key. See “Feed Start Method”, *General Settings Guide*.”
- To stop originals feeding in, press the **[Scanner Stop]** key. See p.16 “To stop originals feeding in”.
- Insert the original so that the right edge is aligned with the original guide.
- The continuous copy speed may be slow down to ensure the toner fuses to paper in the following cases:
 - When the machine is just turned on
 - When the temperature is low
 - When making a lot of continuous copies (more than 30 sheets/A0, E)

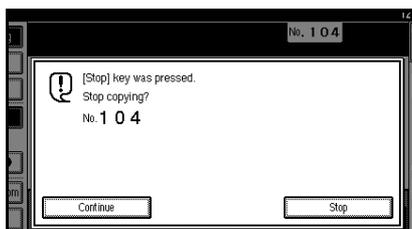
Important

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

To stop the machine during a multi-copy run

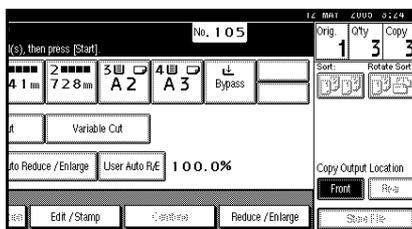
Press the **[Clear/Stop]** key after the originals have fed in. The machine stops when the current copy finishes.

Press **[Stop]** to cancel the copy job; press **[Continue]** to resume the interrupted copy job.



Original Counter/Reset

The number of scanned originals is displayed in the screen's top right corner. This allows you to check the number of originals in a job, or if any sheets have been fed together, and the number of copies that will be stored in the copy output tray.



Resetting the original counter

- 1** Press **[Orig.]** and the counter number in the screen's top right corner.

The number is reset to 0.

Auto Start

If you make settings and scan the originals while the message "Scanning originals can be started." and "Select copy mode and press [Start]." are displayed alternately, your copies will be made once the machine is ready.

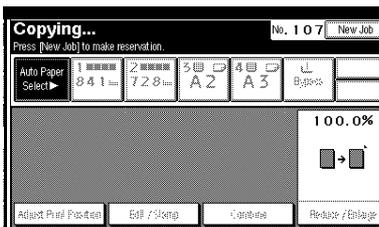
Job Preset

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

Reference

"Job List", *General Settings Guide*

- 1 Press **[New Job]** while "Copying..." is displayed.



- 2 Make settings for the next copy job.
- 3 Place the originals. The machine scans them.

When the current copy job finishes, the preset job starts automatically.

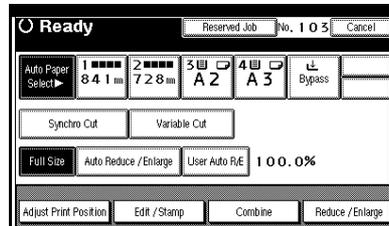
Note

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

Editing Job Preset

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

- 1 Press **[Reserved Job]**.



- 2 Select the number of the job you want to check or change.
- 3 Press **[Check / Change Job]**.
The contents of the job are displayed.

To check the job contents

- 1 Check the contents of the job.
- 2 Press **[Confirmed]**.

The display returns to the Reserved Job screen.

To change the job contents after checking

- 1 Check the contents of the job.
- 2 Change its contents, and then press **[Confirmed]**.
- 3 Press **[Change]**.

The display returns to the Reserved Job screen.

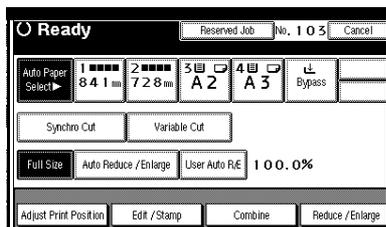
To delete a job after checking its contents

- 1** Check the contents of the job.
- 2** Press [Delete Job].
- 3** Press [Delete].

The display returns to the Reserved Job screen.

Deleting a Preset Job

- 1** Press [Reserved Job].



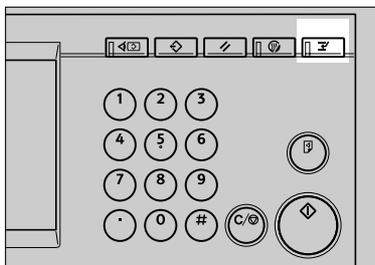
- 2** Select the number of the job you want to delete.
- 3** Press [Delete Job].
- 4** Press [Delete].

The display returns to the Reserved Job screen.

Interrupt Copy

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

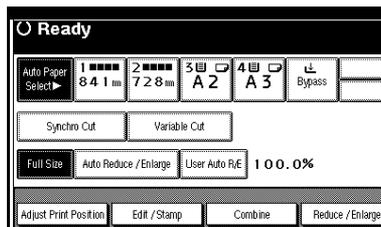
- 1** Press the [Interrupt] key.



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The Interrupt key indicator lights.

- 2** Make the settings for the Interrupt Copy job.



⚠ Limitation

- You cannot make settings of the Job Preset function.

- 3** Place your originals.
- 4** When copying has finished, remove the copies output for the Interrupt Copy job.

- 5** Press the **[Interrupt]** key again.
The Interrupt key indicator goes off.

Resuming the previous copy job

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

Exiting interrupt copy

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

Copying from the Paper Bypass

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

Preparation

When copying from the paper bypass, you can make multiple copies for a single original. Specify the number of copies using the number keys.

Limitation

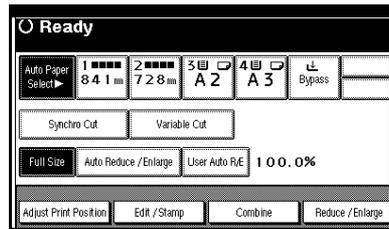
- The maximum length is 2000 mm (78").
- The width for paper in the paper bypass is 210–914 mm (8 1/2"–36").
- Do not copy on both sides of the paper.
- Do not use paper already copied or printed on.

Reference

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

You can specify the paper type for the paper bypass in advance. See "Paper Type: Bypass Tray", *General Settings Guide*.

- 1** Press **[Bypass]**.

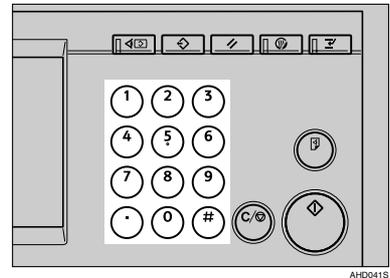


- 2** Make the necessary settings.

Reference

See explanations of each function.

- 3** Enter the number of copies using the number keys.

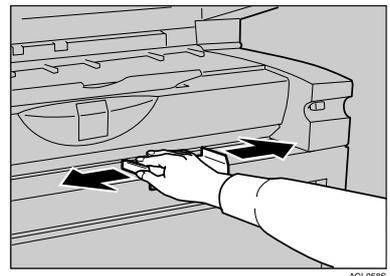


- 4** Place your original and scan it.

Reference

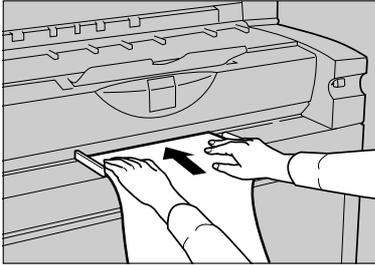
p.15 "Placing Originals"

- 5** Adjust the paper bypass's paper guides to the size of the paper.



6 Insert the paper in the paper bypass, copy side up.

The paper feeds in automatically and copying starts.



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Important

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

Note

- Insert the paper until you hear the beep.
- To make multiple copies, insert an additional sheet after each feeds in.

Copier Functions

Selecting Original Type Setting

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

❖ Drawing

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

❖ Text

For originals that contain mainly text, or printed characters.

❖ Text/Photo

For originals that contain both text and photographs or pictures.

❖ Others – Photo

For photographs or pictures.

❖ Others – Background Lines

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

Sepia lines on originals cannot be eliminated.

❖ Others – Patched Original

For originals made up of several pieces of smaller originals which differ in background density. Selecting this mode tones down the dark background of originals.

💡 Limitation

- ❑ Thick lines, text, or solid images in the patched originals are recognized as dark background that may not be copied.

❖ Others – Generation

For originals that are copied. This will copy the image while stopping the width of the characters expanding. It also eliminates any specks on the image.

🔍 Reference

Related default settings:

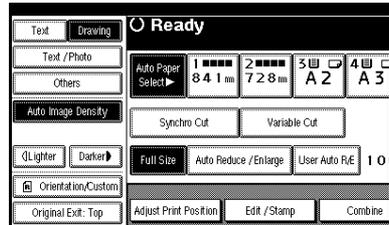
p.84 “Original Type Priority”

p.85 “Auto Image Density Priority”

p.85 “Copy Quality”

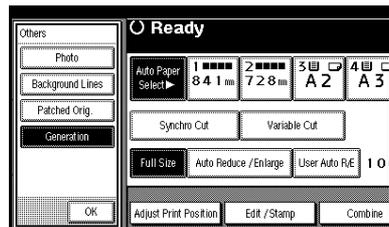
p.86 “Image Density”

1 Press the appropriate key to select the original type.



📌 Note

- ❑ Press **[Others]** first if you want to select other special original types.



- ❑ When you select **[Photo]**, Auto Image Density is automatically canceled.

Adjusting Copy Image Density

Preparation

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

❖ Auto Image Density

To automatically adjust the image density.

❖ Manual Image Density

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

❖ Combined Auto and Manual Density

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

Reference

Related default settings:

p.85 “Auto Image Density Priority”

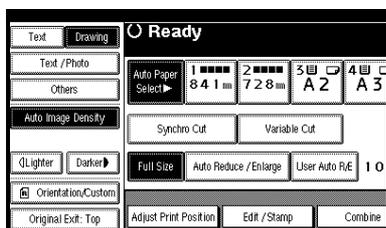
p.86 “Image Density”

- 1 Select the method of image density adjustment.

Auto image density

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

Auto Image Density is highlighted when selected.

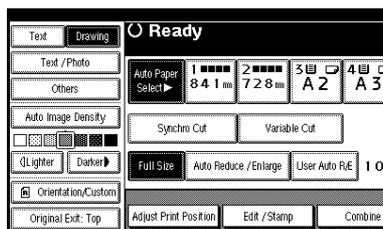


Note

- If Auto Image Density is not selected, press [Auto Image Density].

Manual image density

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



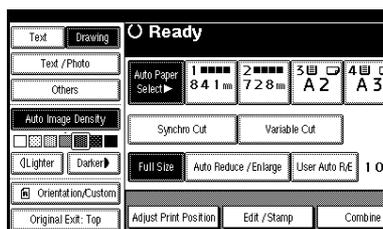
Combined auto and manual density

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

Note

- If Auto Image Density is not selected, press [Auto Image Density].

- 2 Press [◀ Lighter] or [Darker ▶] to adjust the image density.



Selecting Copy Paper

Preparation

There are two ways to select copy paper:

❖ Auto Paper Select

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

❖ Manual Paper Select

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

Note

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

Reference

p.25 "Copying from the Paper Bypass"

Related default settings:

p.84 "Auto Paper Select Priority"

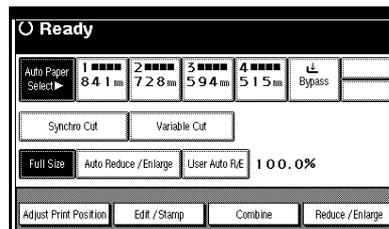
Auto paper select

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

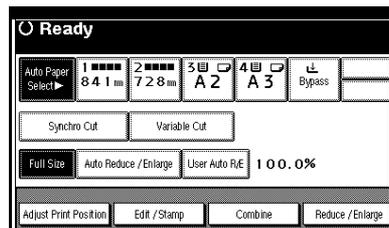
Note

- ❑ When Auto Paper Select is not selected, press [Auto Paper Select].

❖ When the lower tray (paper roll tray) is installed



❖ When the cut paper trays are installed



Note

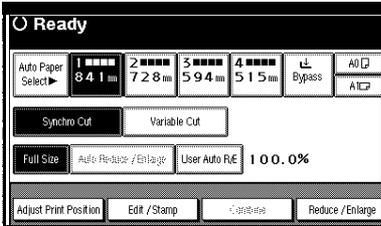
- ❑ Only the paper trays set to [No Display] or [Recycled Paper] in Paper Type and also set to [Yes] in Apply Auto Paper Select can be selected for the Auto Paper Select function. See "Paper Type" in "Tray Paper Settings", *General Settings Guide*.

Manual paper select

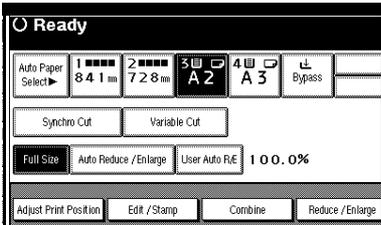
1 Select the paper tray or paper bypass.

The selected tray key is highlighted.

◆ When the lower tray (paper roll tray) is installed

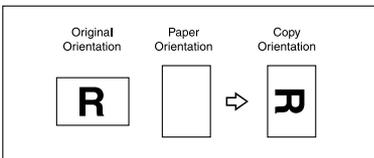


◆ When the cut paper trays are installed



Rotate Copy

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



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Note

- This function works when Auto Paper Select is selected. See p.29 "Selecting Copy Paper".
- The default for Auto Tray Switching is With image rotation. You cannot use Rotate Copy if this setting is changed to Without image rotation or Off. See p.84 "Auto Tray Switching".

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 ratio and cuts the paper.

◆ Preset Cut

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

◆ Variable Cut

Cuts the paper to the size entered.

Important

- Except for Synchro Cut, the paper is cut regardless of the size of the original.

Note

- When copying onto long paper, the maximum length for which image quality can be guaranteed differs according to paper type and width.

Metric version

Paper width	728 mm or above	727 mm	514 mm	363 mm
Paper type		515 mm	364 mm	210 mm
Plain	15000 mm	3600 mm	2000 mm	2000 mm
Translucent paper	3600 mm	3600 mm	2000 mm	2000 mm
Film				

Inch version (Engineering)

Paper width	34"	22"	17"	11"
Paper type				
Plain	590.5"	142"	80"	80"
Translucent paper (vellum)	142"	142"	80"	80"
Film				

Inch version (Architecture)

Paper width	36"	24"	18"	12"
Paper type				
Plain	590.5"	142"	80"	80"
Translucent paper (vellum)	142"	142"	80"	80"
Film				

Synchro cut

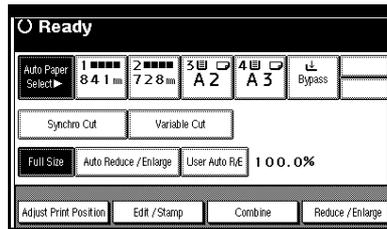
Note

- When using Synchro Cut, the paper can be cut from 210 to 15000 mm (8.3" to 590.5").

Limitation

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

1 Press [Synchro Cut].

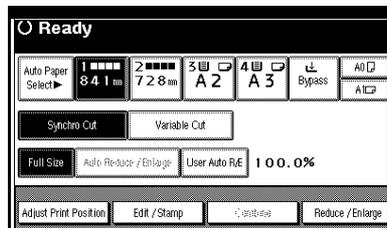


2 Select a paper tray.

Preset cut

1 Select a paper tray.

2 Select a preset cut size.



Note

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

◆ Metric version

Roll paper width	Preset	Preset
841 mm	A0	A1
594 mm	A1	A2
420 mm	A2	A3
297 mm	A3	—
210 mm	A4	—
728 mm	B1	B2
515 mm	B2	B3
364 mm	B3	—
257 mm	B4	—
914 mm	1219 mm	610 mm
880 mm	1219 mm	610 mm
800 mm	1189 mm	594 mm
660 mm	1189 mm	594 mm
440 mm	594 mm	297 mm

◆ Inch version (Engineering)

Roll paper width	Preset	Preset
34"	44"	22"
22"	34"	17"
17"	22"	11"
11"	17"	—
8 ¹ / ₂ "	11"	—

◆ Inch version (Architecture)

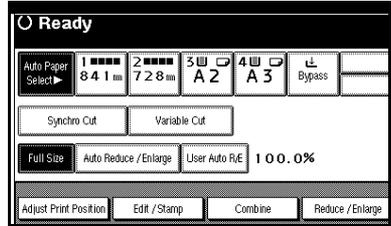
Roll paper width	Preset	Preset
36"	48"	24"
30"	42"	21"
24"	36"	18"
18"	24"	12"
12"	18"	—
9"	12"	—

Variable cut

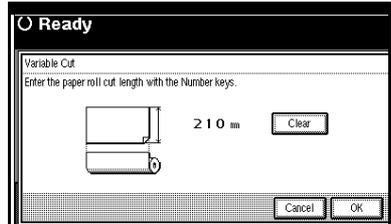
Note

- When using Variable Cut, the paper can be cut from 210 to 15000 mm (from 8.3" to 590.5").

1 Press [Variable Cut].



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



Note

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

The entered length size is displayed on the screen.

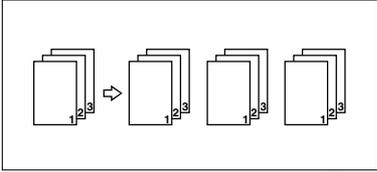
3 Select a paper tray.

Sort/Rotate Sort

You can put copies into sequentially ordered sets.

Sort

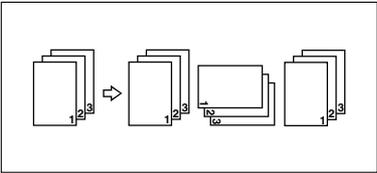
Put copies into sequentially ordered sets.



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Rotate sort

Alternate sets are rotated (↺↻) and delivered to the output tray.



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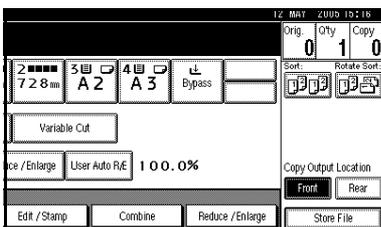
Note

- When using Rotate Sort, make sure original and paper image sizes are the same.

Reference

Related default settings:
p.84 “Auto Tray Switching”

1 Press [Sort] or [Rotate Sort].



2 Make the necessary settings.

3 Place your originals.

Note

- Repeat the scanning procedure until all your originals are scanned.
- To cancel Sort or Rotate Sort, press the **[Clear/Stop]** key.

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

Copying starts.

Sample Copy

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

Preparation

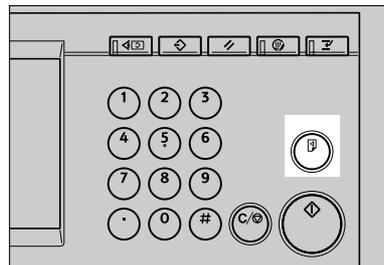
Select **[Press Start Key]** under Feed Start Method in System Settings. You cannot make sample copy when **[Auto]** is selected. See “Feed Start Method”, *General Settings Guide*.

Note

- This function can be used only when the Sort function is selected.

1 Select [Sort] and make any other necessary settings, and then place the originals.

2 Press the [Sample Copy] key.



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One copy set is delivered as a sample.

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

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

 **Note**

- If you press **[Suspend]** after checking the results, return to step **1** to adjust the copy settings as necessary. Depending on the combination of functions, you may not be able to change certain settings.

Changing the number of sets

You can change the number of copy sets during copying.

 **Note**

- This function can only be used when the Sort function is selected.

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

- 2** Press **[Change Quantity]**.

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

 **Note**

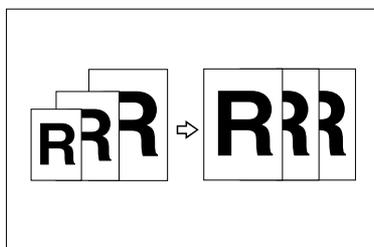
- The number of sets you can enter differs depending on when the **[Clear/Stop]** key is pressed.

- 4** Press **[Continue]**.

Copying starts again.

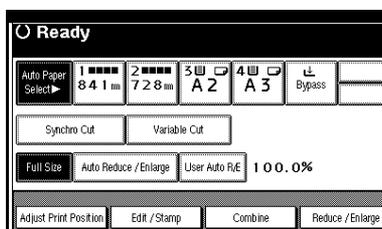
Auto Reduce/Enlarge

The machine chooses an appropriate magnification based on the paper and original sizes you select. This is useful to copy different size originals to same size paper.



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



- 2** Select the paper tray.

User Auto Reduce/Enlarge

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

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

 **Preparation**

You can select the following combinations:

◆ Metric version

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

JIS: Japanese Industrial Standard

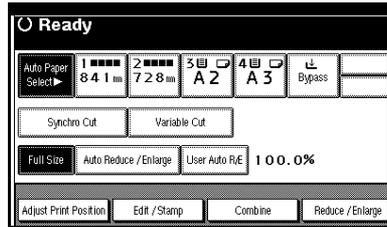
◆ Inch version

	Original size	Copy size
Engineering	E(34"×44")	E(34"×44"), D(22"×34"), C(17"×22"), B(11"×17"), A(8 ¹ / ₂ "×11")
	D(22"×34")	
	C(17"×22")	
	B(11"×17")	
	A(8 ¹ / ₂ "×11")	
Architecture	E(36"×48")	E(36"×48"), D(26"×36"), C(18"×24"), B(12"×18"), A(9"×12")
	D(26"×36")	
	C(18"×24")	
	B(12"×18")	
	A(9"×12")	

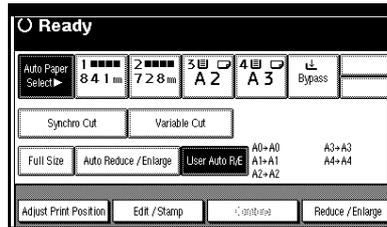
Note

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

1 Press [User Auto R/E].

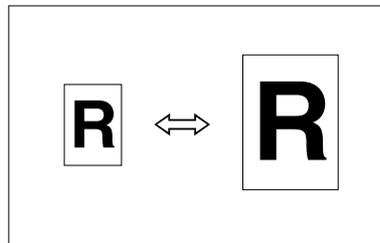


2 Check that the combination selected for User Auto Reduce/Enlarge is the one you want.



Preset Reduce/Enlarge

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



◆ **Metric version**

Enlargement ratios:
141.4%, 200.0%, 282.8%, 400.0%

Reduction ratios:
25.0%, 35.4%, 50.0%, 70.7%

◆ Inch version

Engineering	Enlargement ratios: 129.4%, 200.0%, 258.8%, 400.0% Reduction ratios: 25.0%, 32.4%, 50.0%, 64.7%
Architecture	Enlargement ratios: 133.3%, 200.0%, 266.7%, 400.0% Reduction ratios: 25.0%, 33.3%, 50.0%, 66.7%

You can store up to three ratios of your own for frequently used ratio, but are not preset. The ratios can be set in 0.1% increments. See p.86 “Custom Magnification Settings 1–3”.

Note

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

Reference

For details about the relationship between the original and paper sizes for preset ratios, see p.108 “Magnification Ratio Chart”.

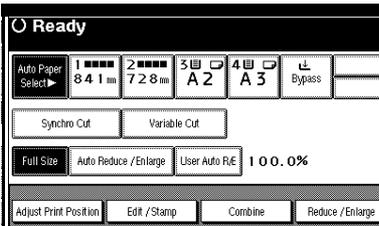
Related default settings:

p.86 “Enlarge 1–4”

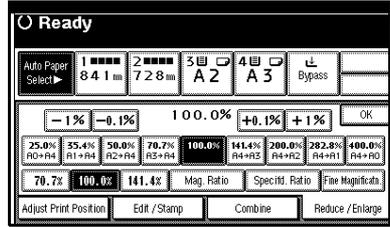
p.87 “Reduce 1–4”

p.87 “Priority Setting : Reduce / Enlarge”

1 Press [Reduce / Enlarge]

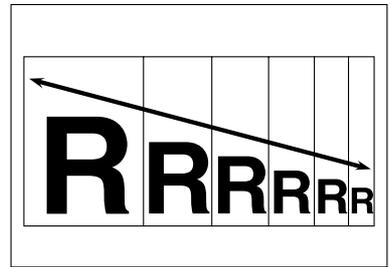


2 Select a ratio, and then press [OK].



Zoom

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



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Preparation

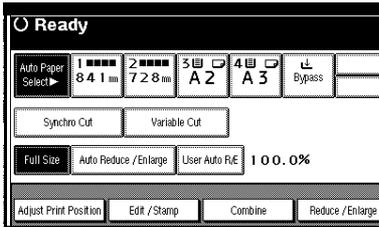
You can set the ratio in the following ways.

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

Note

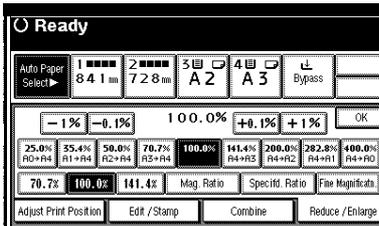
- ❑ To set the magnification ratio on the screen, use [-1%], [+1%]. To specify a decimal value, use [-0.1%] or [+0.1%]

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



Using the number keys

1 Press **[Mag. Ratio]**.



2 Enter the ratio using the number keys.

Note

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

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

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

- 1** Select a ratio.
- 2** Press **[-1%]**, **[-0.1%]**, **[+0.1%]** or **[+1%]** to adjust the ratio.

Note

- Press **[-0.1%]** or **[+0.1%]** to adjust the ratio in 0.1% increments.

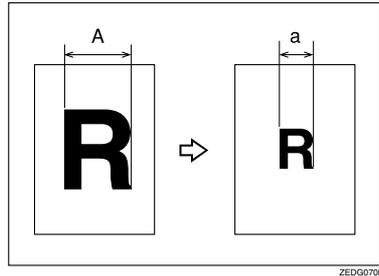
- If you make a mistake, press **[-1%]**, **[-0.1%]**, **[+0.1%]** or **[+1%]** to readjust the ratio.

2 Press **[OK]**.

3 Select the paper tray.

Size Magnification

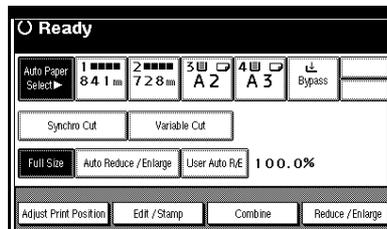
This function calculates an enlargement or reduction ratio based on the specified lengths of the original and copy.



Note

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

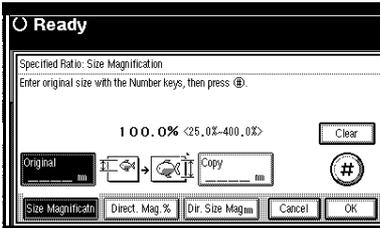
1 Press **[Reduce / Enlarge]**.



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

Make sure **[Size Magnificatn]** is highlighted.

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



Note

- To change the size, press [Clear], and then enter the new one.
- You can enter sizes within the following ranges:

Metric version	1-9999 mm (increments of 1 mm)
Inch version	0.1"-99.9" (increments of 0.1")

- Enter the length of the copy using the number keys.

Note

- To change the size, press [Clear], and then enter the new one.

- Press [#].

Note

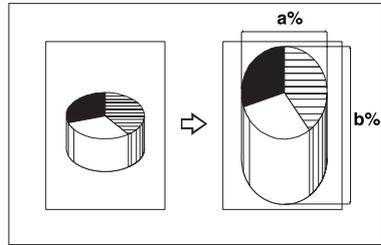
- To change the length after pressing [#], select "Original" or "Copy", and then enter the length again.

- Press [OK].

- Select the paper tray.

Directional Magnification (%)

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



CP2P01EE

a: Horizontal ratio

b: Vertical ratio

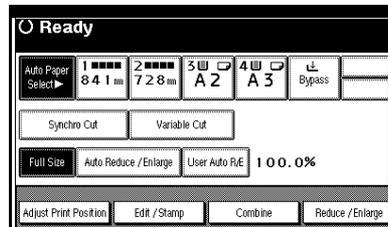
Preparation

You can set the ratio in the following ways.

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

- Select the paper tray.

- Press [Reduce / Enlarge].

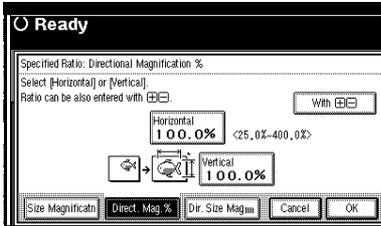


- Press [Specifd. Ratio].

4 Press [Direct. Mag.%]

To enter the ratio using the number keys

1 Press [Horizontal].



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



Note

- Use the [.] key to enter a decimal point.
- To change the size, press [Clear], and then enter the new one.

3 Press [Vertical].

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

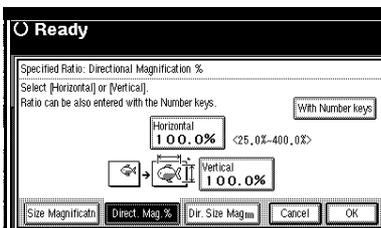
5 Press [OK].

To specify a ratio with [+/-] and [-]

1 Press [With +[-]].

2 Press [Horizontal].

3 Adjust the ratio using [+/-] or [-].



Note

- Pressing [+/-] or [-] changes the ratio in increments of 0.1%. Pressing and holding down [+/-] or [-] changes it in increments of 1%.
- If you have incorrectly entered the ratio, readjust it with [+/-] or [-].

4 Press [Vertical].

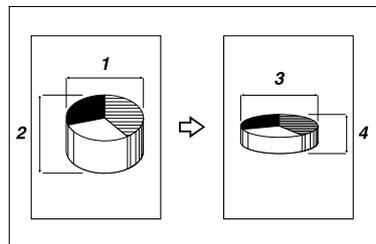
5 Adjust the ratio using [+/-] or [-].

6 Press [OK].

5 Press [OK].

Directional Size Magnification (mm)

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



CP2M01EE

1. Horizontal original size

2. Vertical original size

3. Horizontal copy size

4. Vertical copy size

Preparation

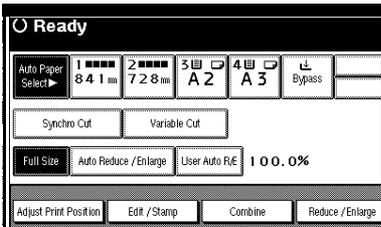
Measure and specify the lengths of the original and copy by comparing "A" with "a".

Note

- You can enter sizes within the following ranges:

Metric version	1-9999 mm (increments of 1 mm)
Inch version	0.1"-99.9" (increments of 0.1")

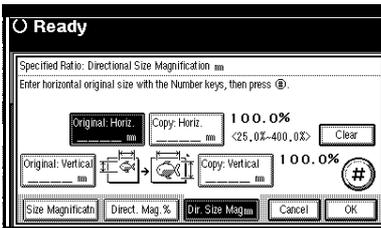
1 Press [Reduce / Enlarge].



2 Press [Specifd. Ratio].

3 Press [Dir. Size Mag mm].

4 Enter the length for "Original: Horiz." using the number keys, and then press [#].



Note

- To change the size, press [Clear], and then enter the new one.

5 Enter the length for "Copy: Horiz." using the number keys, and then press [#].

6 Enter the length for "Original: Vertical" using the number keys, and then press [#].

7 Enter the length for "Copy: Vertical" using the number keys, and then press [#].

Note

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

8 Press [OK].

9 Select paper tray.

Fine Magnification

For environment reasons such as humid conditions, paper may expand or shrink. This can result in a mismatch between the size of the original and copy. This function uses the measurements of the original and the copy to calculate a ratio to produce copies that are close to the actual size.

Preparation

Measure the length and width of the original and the copy, and then calculate the correction ratio as follows:

Calculating the Correction Value (%)

Example)

Original

(a)

→

Copy

(b)

To copy at the same size as the original

$$\frac{(a) - (b)}{(b)} \times 100 = \text{correction value(\%)}$$

... For the example above:

$$\frac{(504 - 500)}{500} \times 100 = 0.8\%$$

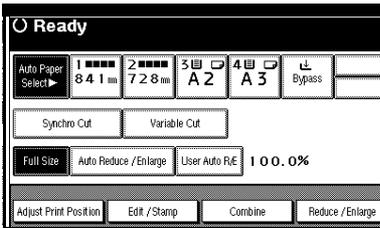
↓

Set the correction value (horizontal) to 0.8%.

Note

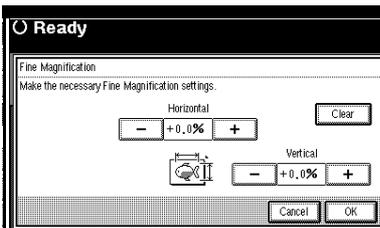
- ❑ Fine Magnification is used for originals that have already been scanned. If you want to apply fine magnification corrections to paper that has stretched due to the paper type or exposure to humid conditions, see "Fine Ratio Adjustment: Copier", *General Settings Guide*.

1 Press [Reduce / Enlarge].



2 Press [Fine Magnificatn.].

3 Adjust the horizontal ratio using [-] and [+].



4 Adjust the vertical ratio using [-] and [+].

Note

- ❑ To change the value, press [Clear], and then enter the new one.

5 Press [OK].

Note

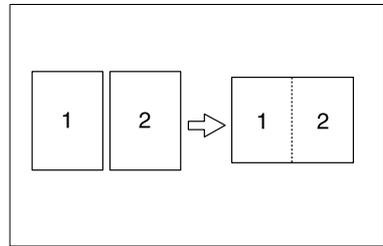
- ❑ You can also make these settings in "Fine Ratio Adjustment: Copier" under System Settings. If you specified the ratio in both System Settings and this function menu, the resulting settings will be the sum of the set value.

Combine

Combine several pages onto one side of a sheet.

❖ **Combine 2 Pages**

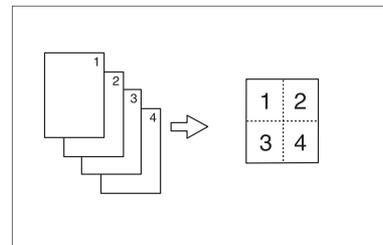
Copies 2 one-sided originals onto one side of a sheet.



GCSHWY7E

❖ **Combine 4 Pages**

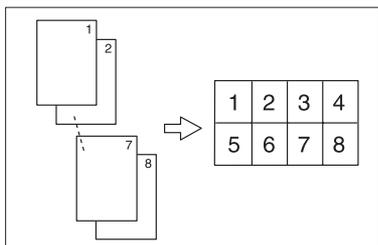
Copies 4 one-sided originals onto one side of a sheet.



GCSHWY8E

❖ Combine 8 Pages

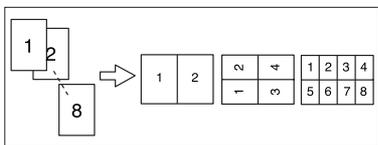
Copies 8 one-sided originals onto one side of a sheet.



GCSHUY3E

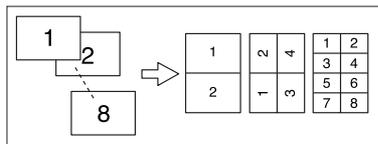
❖ Orientation of the original and combine image position

- Open to left  originals



GCSHUY1E

- Open to top  originals



GCSHUY2E

Reference

Related default settings:

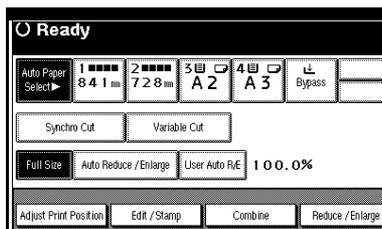
p.88 “Erase Original Shadow in Combine”

p.88 “Separation Line in Combine”

p.89 “Copy Order in Combine”

1 Select the paper tray.

2 Press [Combine].

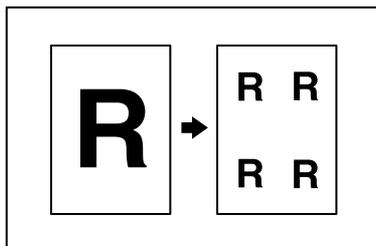


3 Select the number of originals to combine.

4 Press [OK].

Image Repeat

The original image is copied repeatedly.



HE2R0100

Preparation

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

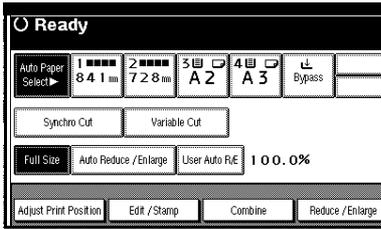
- For example, you can copy eight A4 (A) images to one sheet of A1 (D) size paper.

Reference

Related default settings:

p.88 “Image Repeat Separation Line”

1 Press [Edit / Stamp].



2 Press [Edit Image].

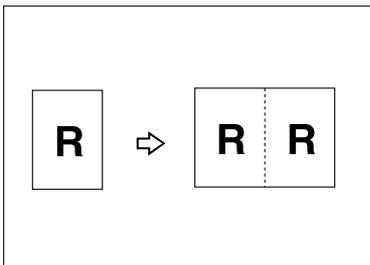
3 Press [Image Repeat].

4 Press [OK] twice.

5 Select the paper tray.

Double Copies

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



ZEDG170E

Note

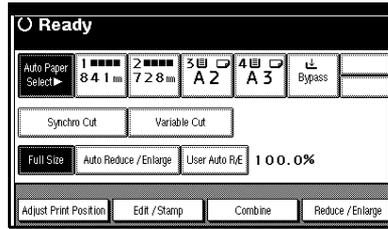
- When using Double Copies, the copy paper must be twice as large as the original. When using Reduce/Enlarge, consider the magnification ratio when selecting the paper size.

Reference

Related default settings:

p.88 "Double Copies Separation Line"

1 Press [Edit / Stamp].



2 Press [Edit Image].

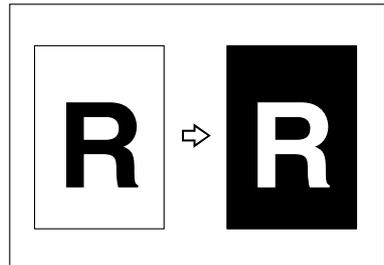
3 Press [Double Copies].

4 Press [OK] twice.

5 Select the paper tray.

Positive/Negative

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

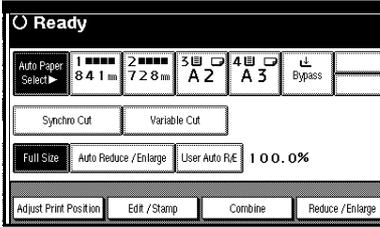


ZEDG150E

Note

- When making continuous copies, image density may deteriorate. See p.71 "If You Cannot Make Clear Copies".

1 Press [Edit / Stamp].



2 Press [Edit Image].

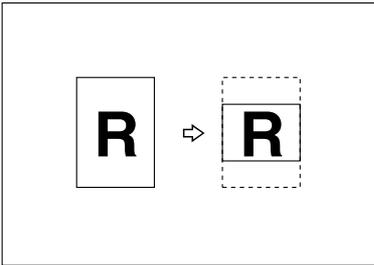
3 Press [Positive / Negative].

4 Press [OK] twice.

5 Select the paper tray.

Partial Copy

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

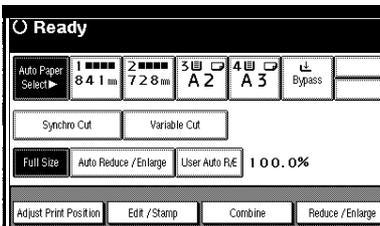


AGLD045

Reference

Related default settings:
p.89 "Partial Copy Priority"

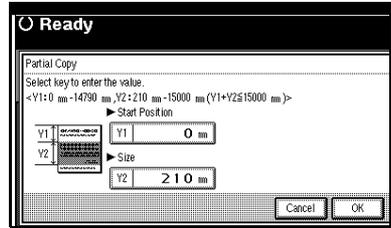
1 Press [Edit / Stamp].



2 Press [Edit Image].

3 Press [Partial Copy].

4 Press [Y1], and then enter the scan start position (the length from the leading edge of the original) using the number keys.



Note

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

5 Press [#].

6 Press [Y2], and then enter the copy size using the number keys.

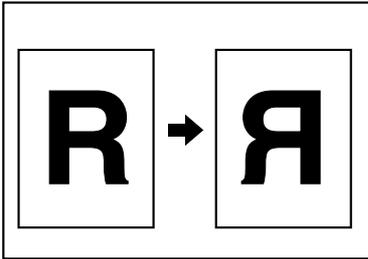
Note

- The copy size (Y2) should be at least 210 mm (8.3").
- The maximum length of copy sizes is $Y1 + Y2 \leq 15000$ mm (590.6").
- If the length specified by "Y1" and "Y2" is larger than the maximum, the machine shortens it. The value entered second is adjusted based on the value entered first.

7 Press [OK] three times.

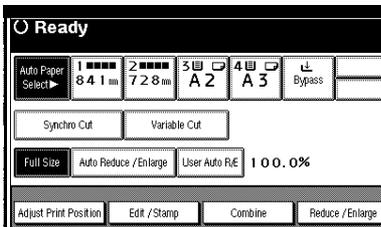
Mirror Image

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



ZEDG160E

- 1 Press [Edit / Stamp].

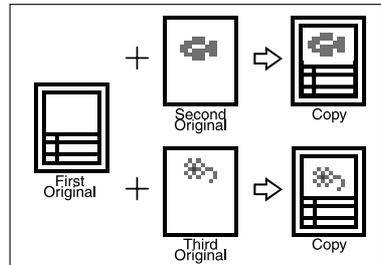


- 2 Press [Edit Image].
- 3 Press [Mirror Image].
- 4 Press [OK] twice.

Format Overlay

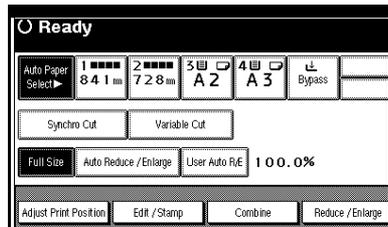
Use this function to combine two images (original + format) onto one copy using the first original.

You can store frequently used format original in the machine memory and recall them for future use.



AHD006S

- 1 Press [Edit / Stamp].



- 2 Press [Edit Image].
- 3 Press [Format Overlay].

Using the first original as the background original

- 1 Press [Format Overlay].
- 2 Make the necessary settings, and then place the first original.
- 3 Place the second original.

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

4 Place the third original.

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

5 Place any further originals, as required.

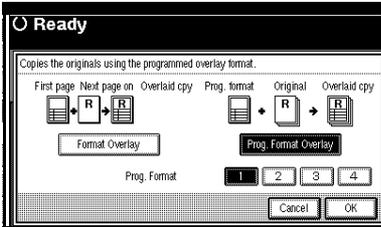
Using the stored image as the background original

Note

To use this function, you need to program the overlay format in advance. See p.46 “Program/Delete Overlay Format”.

1 Press [Prog. Format Overlay].

2 Select a stored format number.



3 Make the necessary settings, and then place the original to be overlaid on the format original.

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

4 Place any further originals, as required.

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

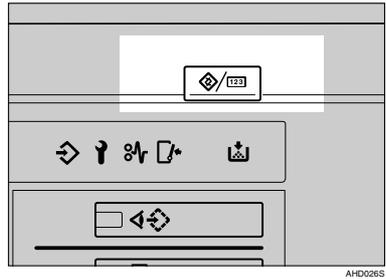
Program/Delete Overlay Format

Preparation

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

1 Make sure the machine is ready to copy.

2 Press the [User Tools/Counter] key.



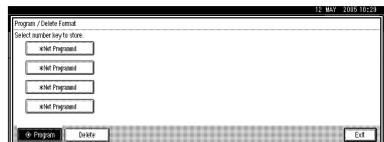
3 Press [Copier / Document Server Features].



4 Press [Edit], and then press [Program / Delete Format].

Storing

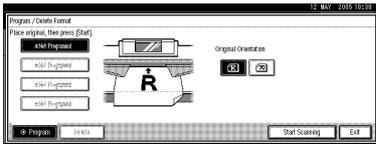
1 Select a format number (1 to 4).



Note

Format numbers with against them have already been stored.

2 Select the original orientation.



3 Place the original, and then press [Start Scanning].

The original is scanned and stored.

4 Press [Exit] twice.

Returns to the initial User Tools / Counter display.

Overwriting a stored format

1 Select a format number you want to overwrite.

2 Press [Yes].

Important

- You cannot restore a format that has been overwritten.

Note

- Press [Stop] if you do not want to overwrite the existing format.

3 Select the original orientation.

4 Place the original, and then press [Start Scanning].

The original is scanned and stored.

5 Press [Exit] twice.

Returns to the initial User Tools / Counter display.

Deleting

1 Press [Delete], and then select the format number you want to delete.

2 Press [Delete].

Important

- You cannot restore a format that has been deleted.

Note

- Press [Stop] if you do not want to delete the existing format.

3 Press [Exit] twice.

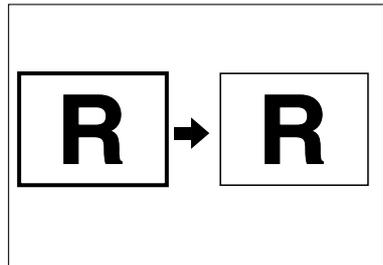
Returns to the initial User Tools / Counter display.

5 Press the [User Tools/Counter] key.

The overlay format is stored or deleted, and the display returns to the initial copy display.

Erase Border

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



ZEDK080E

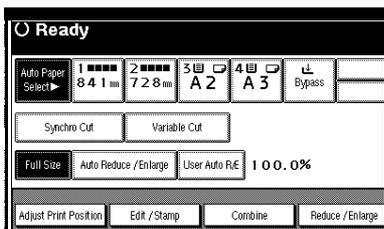
Preparation

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

Reference

Related default settings:
p.88 "Erase Border Width"

- 1 Press [Edit / Stamp].

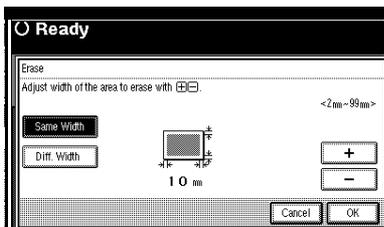


- 2 Press [Erase].

- 3 Press [Erase Border].

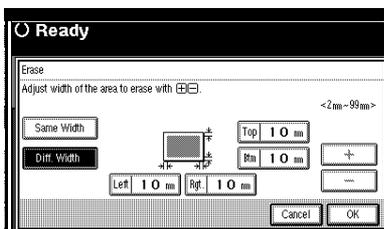
Selecting [Same Width]

- 1 Press [Same Width].
- 2 Set the erase border width using [+] and [-], and then press [OK].



Selecting [Diff. Width]

- 1 Press [Diff. Width].
- 2 Press the key for the border you want to change, and then set the erase border width using [+] and [-].



- 3 Press [OK].

- 4 Press [OK] twice.

! Limitation

- For details about the scan size limitations when using the Erase Border function together with the other functions, see p.104 "Scan Size Limitations, by Function".

Erase Inside

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

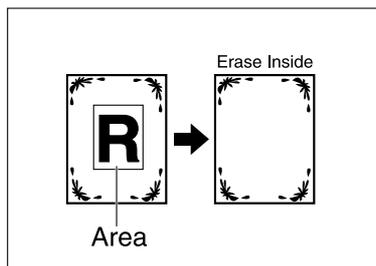
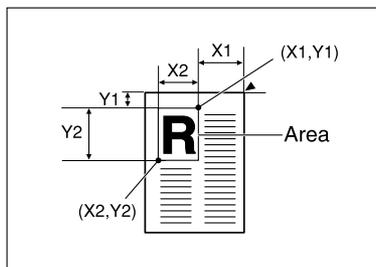


ABB524S

✎ Note

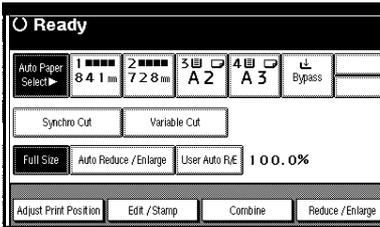
- To specify the area you want to erase, you have to define the value of X1, Y1, X2, and Y2. Measure the area you want to specify before entering the area settings.



AHD047S

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

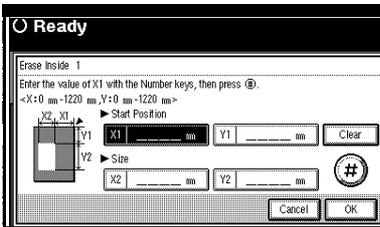
1 Press [Edit / Stamp].



2 Press [Erase].

3 Select one of the areas from [Erase Inside 1] to [Erase Inside 5].

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



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

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

7 Press [OK] twice.

Erase Outside

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

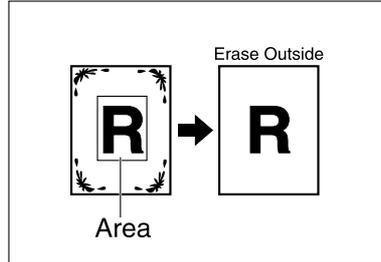
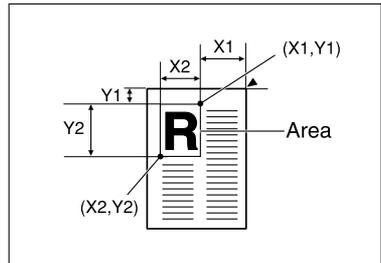


ABB526S

Note

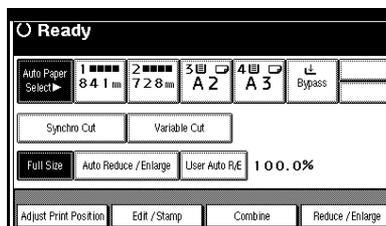
To specify the area you want to erase, you have to define the value of X1, Y1, X2, and Y2. Measure the area you want to specify before entering the area settings.



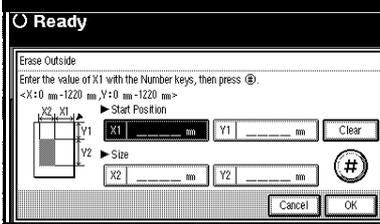
AHD047S

When using this function with magnification, the actual setting will be the specified setting multiplied by the reproduction ratio.

1 Press [Edit / Stamp].



- 2 Press [Erase].
- 3 Press [Erase Outside].
- 4 Enter the length of "X1" using the number keys, and then press [#].



Note

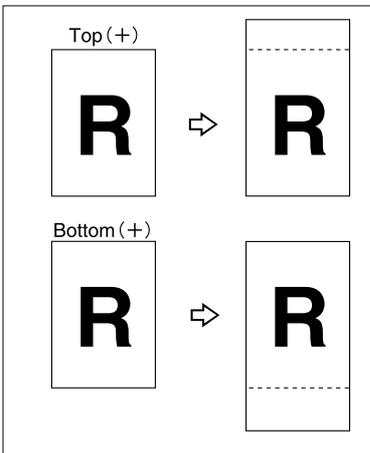
- To change the value, press [Clear], and then enter the new one.

- 5 Enter the length of "X2", "Y1", and "Y2" in the same way.

- 6 Press [OK] three times.

Margin Adjustment

When Synchro Cut is selected, you can create a margin on the copy's leading and trailing edge.



AHD007S

Preparation

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

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

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

You can specified both the top and the bottom margins at a time.

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

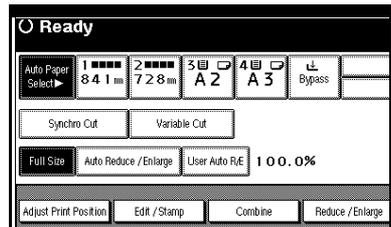
Reference

p.31 "Synchro cut"

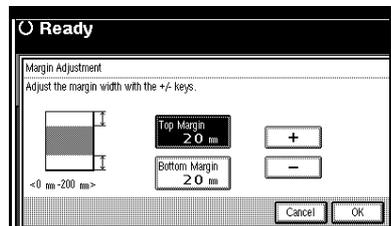
Related default settings:

p.89 "Margin Adjustment Priority"

- 1 Press [Edit / Stamp].



- 2 Press [Margin Adjustment].
- 3 Press [Top Margin] or [Bottom Margin].
- 4 Use [-] or [+] to specify the margin, and then press [OK].

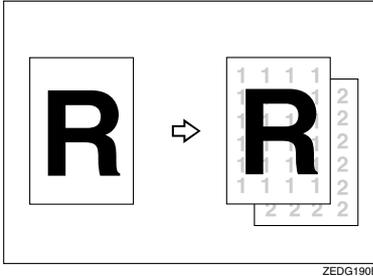


[Synchro Cut] is automatically selected.

5 Press [OK].

Background Numbering

Use this function to have numbers printed on the background of copies. It can help you to keep track of confidential documents.



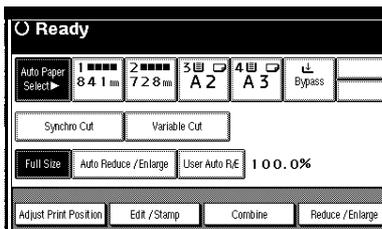
Note

- You can set the number from 1 to 999.
- You can combine this function with up to four other stamping functions.

Reference

Related default settings:
 p.90 "Size"
 p.90 "Density"

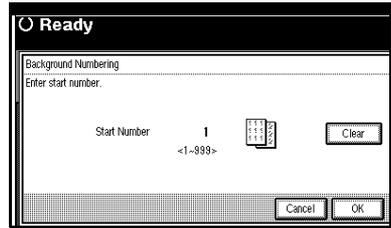
1 Press [Edit / Stamp].



2 Press [Stamp].

3 Press [Background Numbering].

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



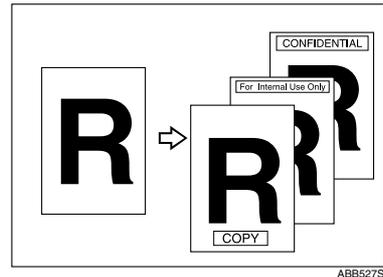
Note

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

5 Press [OK] twice.

Preset Stamp

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

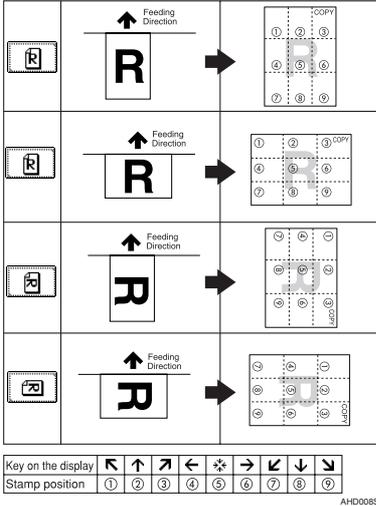


• Stamp types are as follows:

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

- You can change the position and orientation of the stamp.
- You can use this function with up to four other stamping functions.

❖ **Setting Originals and Stamp Position/Orientation**



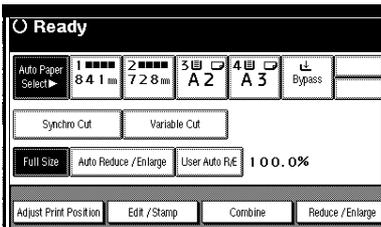
Note

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

Reference

- Related default settings:
- p.90 "Stamp Priority"
- p.90 "Stamp Language"
- p.90 "Stamp Position"
- p.91 "Stamp Format"

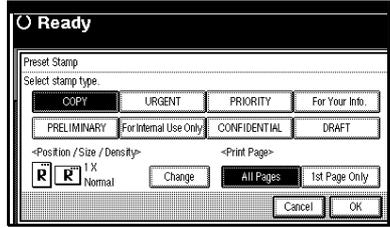
1 Press [Edit / Stamp].



2 Press [Stamp].

3 Press [Preset Stamp].

4 Select the stamp type.

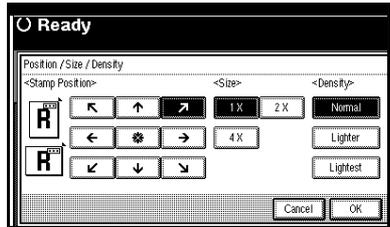


5 Press [All Pages] or [1st Page Only] to select the print page.

Changing the stamp position, size and density

1 Press [Change].

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

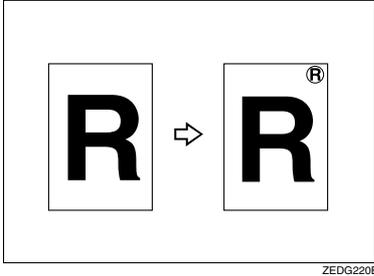


6 When all settings are made, press [OK].

7 Press [OK] twice.

User Stamp

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



ZEDG220E

Preparation

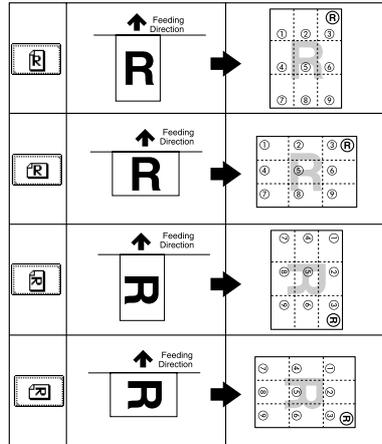
You must have a user stamp already stored. See p.54 “Program/Delete User Stamp”.

You can store up to four types of user stamp.

Reference

To delete a stored user stamp, see p.55 “Deleting a user stamp”.

❖ Setting Originals and Stamp Position/Orientation



Key on the display								
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧

AHD043S

- You can change the stamp position and orientation.

Note

- You can use only one type of stamp at a time.
- You can use this function with up to four other stamping functions.
- When User Stamp is selected, it may take longer to print the first copy.

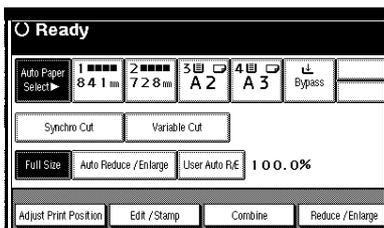
Reference

Related default settings:

p.92 “Stamp Position 1 - 4”

p.93 “Stamp Format 1 - 4”

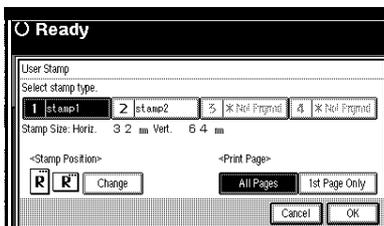
1 Press [Edit / Stamp].



2 Press [Stamp].

3 Press [User Stamp].

4 Select the number for the user stamp.

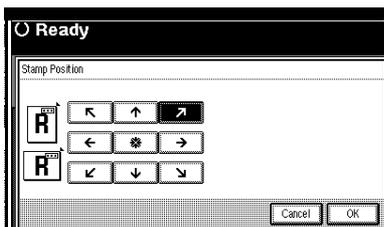


5 Press [All Pages] or [1st Page Only] to select the print page.

Changing the stamp position

1 Press [Change].

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



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

7 Press [OK] twice.

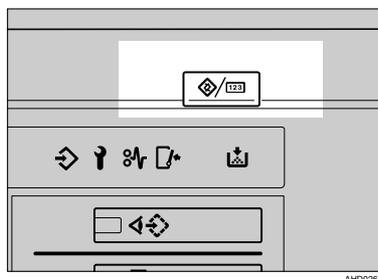
Program/Delete User Stamp

Note

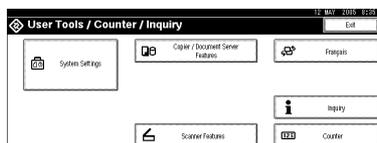
- The range of stamp images for readability is 10–432 mm high (0.4"–17") and 10–297 mm wide (0.4"–11"). However, if the value exceeds the maximum area (5,000 mm², 7.75 inch²), it is automatically adjusted to range.
- Up to four frequently used images can be stored in memory.

1 Make sure the machine is ready to copy.

2 Press the [User Tools/Counter] key.



3 Press [Copier / Document Server Features].



4 Press [Stamp].

5 Press [User Stamp].

6 [Program / Delete Stamp].

Storing/Overwriting a user stamp

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

Note

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

Important

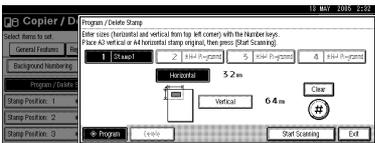
- You cannot restore the stamp after it has been overwritten.

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

Reference

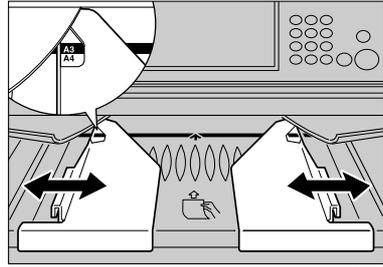
“Entering Text”, *General Settings Guide*

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



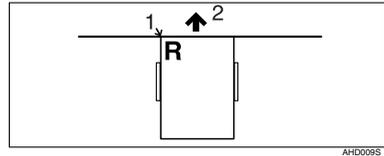
- 5** Press **[Vertical]**, and then enter the vertical size of the stamp using the number keys, and then press **[#]**.

- 6** Adjust the original guides to A3 (B)  or A4 (A) , and then place the original for user stamp on the original table.



Note

- The upper left corner is the base point for scanning.



1. Base point

2. Feeding direction

- 7** Press **[Start Scanning]**.

The original is scanned, and the stamp is registered.

Deleting a user stamp

Important

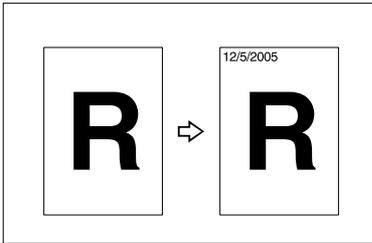
- You cannot restore a deleted user stamp.

- 1** Press **[Delete]**, and then press the stamp number you want to delete.
- 2** Select **[Delete]**, and then press **[Exit]**.
- 3** Press **[Exit]**.

- 7** Press the **[User Tools/Counter]** key.
The default settings are changed, and the machine is ready to make copies.

Date Stamp

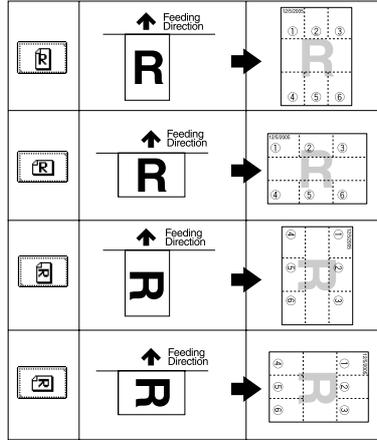
Use this function to print a date stamp on copies.



AHD010S

- There are five formats of Date Stamp:
 - MM/DD/YYYY
 - MM.DD.YYYY
 - DD/MM/YYYY
 - DD.MM.YYYY
 - YYYY.MM.DD

Setting Originals and Date Stamp Position/Orientation



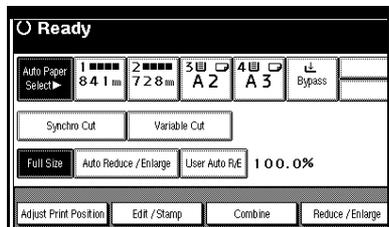
Key on the display	R	↑	↖	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥

AHD011S

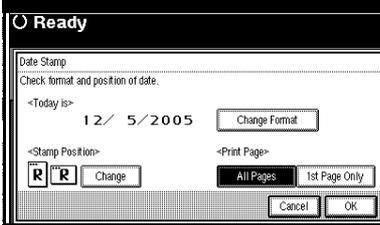
- Note**
 - You can use the date stamp with up to four other stamping functions.

- Reference**
 - Related default settings:
 - p.93 "Format"
 - p.93 "Font"
 - p.93 "Stamp Position"
 - p.94 "Stamp Setting"
 - p.94 "Size"
 - p.94 "Superimpose"
 - "Set Date", *General Settings Guide*

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

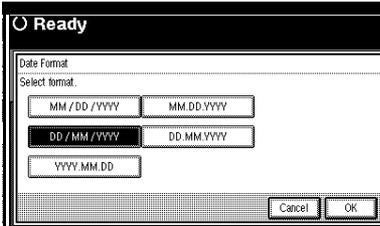


- 2 Press [Stamp].
- 3 Press [Date Stamp].
- 4 Press [All Pages] or [1st Page Only] to select the print page.



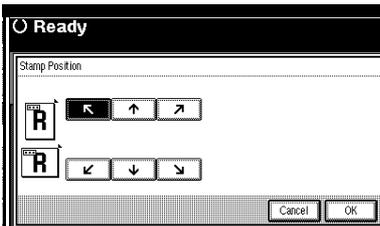
Changing the date format

- 1 Press [Change Format].
- 2 Select the date format, and then press [OK].



Changing the stamp position

- 1 Press [Change].
- 2 Select the date stamp position, and then press [OK].



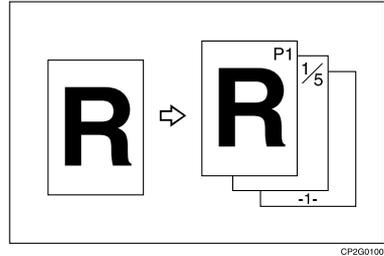
- 5 When all settings are made, press [OK].

- 6 Press [OK] twice.

Page Numbering

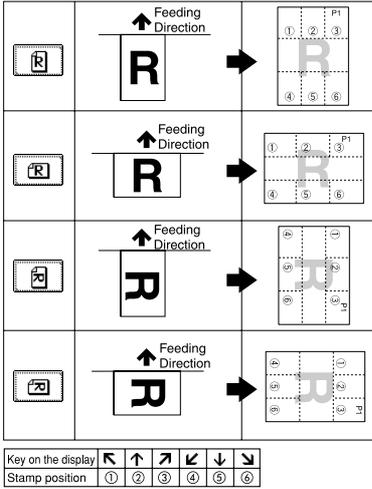
Use this function to print page numbers on your copies.

This function is effective when the Sort function is selected.



- There are six types of Page Numbering ("n" is the total number of pages in your original):
 - P1, P2,...Pn
 - 1/n, 2/n,...n/n
 - -1-, -2-,...-n-
 - P.1, P.2,...P.n
 - 1, 2,...n
 - 1-1, 1-2,...1-n

❖ Stamp position and orientation of originals



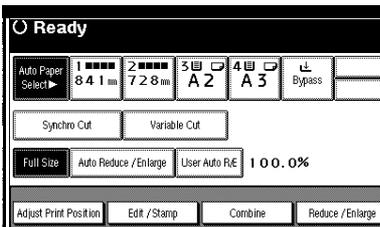
AHD012S

You can use the page numbering stamp with up to four other stamping functions.

🔍 Reference

- Related default settings:
- p.94 "Stamp Format"
- p.94 "Font"
- p.95 "Size"
- p.95 "Page Numbering in Combine"
- p.95 "Stamp Position"
- p.95 "Superimpose"

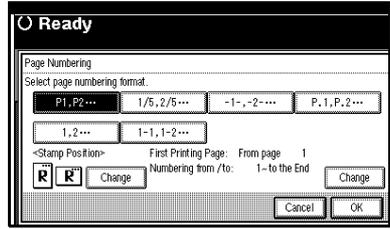
1 Press [Edit / Stamp].



2 Press [Stamp].

3 Press [Page Numbering].

4 Select the page numbering format.

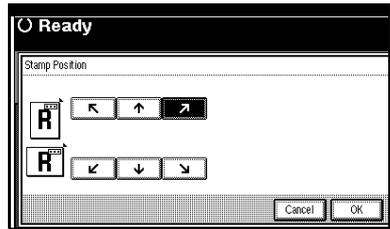


📌 Note

- ❑ You can specify the pages to be stamped, and numbering. See p.59 "Specifying the first printing page and start number".

Setting the stamp position

- 1 Press [Change] on the left side.
- 2 Select the stamp position, and then press [OK].



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

6 Press [OK] twice.

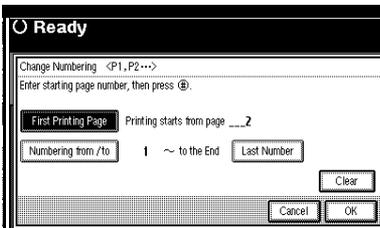
Specifying the first printing page and start number

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

Note

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

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

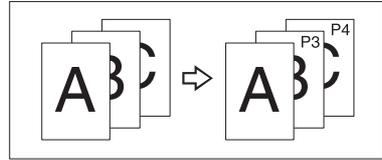


Note

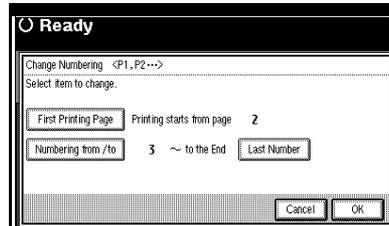
- To change the number entered, press **[Clear]** or the **[Clear/Stop]** key, and then enter a new number.
- Press **[Numbering from / to]**, enter the number of the page from which to start numbering using the number keys, and then press the **[#]** key.

Note

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



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



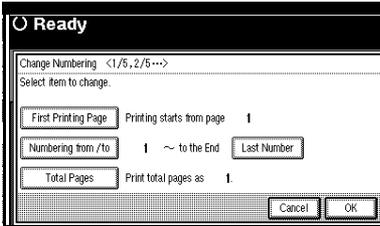
Note

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

- When page designation is complete, press **[OK]**.
- Press **[OK]** three times.

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

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



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

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

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

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

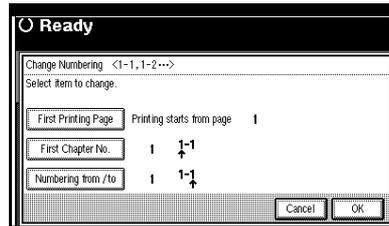
- 5** Press **[Total Pages]**, enter the total number of original pages using the number keys, and then press the **[#]** key.
- 6** When page designation is complete, press **[OK]**.

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

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

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

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



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

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

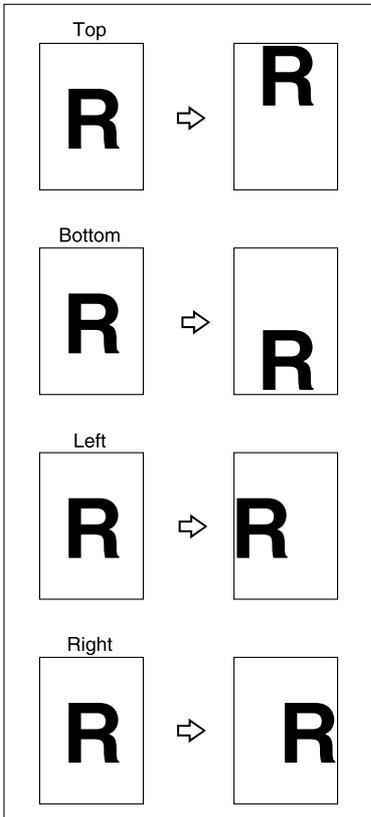
4 Press [Numbering from / to], and then enter the page number from which to start numbering using the number keys, and then press the [#] key.

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

6 Press [OK] three times.

Adjust Print Position

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



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Preparation

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

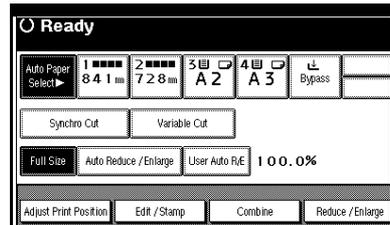
- [↑] (Top): shift towards the leading edge of the original (top of copy).
- [↓] (Bottom): shift towards the trailing edge of the original (bottom of copy).
- [←] (Left): shift towards the left of the original.
- [→] (Right): shift towards the right of the original.

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

Reference

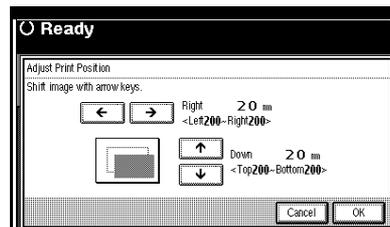
Related default settings:
p.87 "Adjust Position"

1 Press [Adjust Print Position].



2 Press [Adjust Print Position].

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



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

5 Press [OK] twice.

Storing Data in the Document Server

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

For details, see *General Settings Guide*.

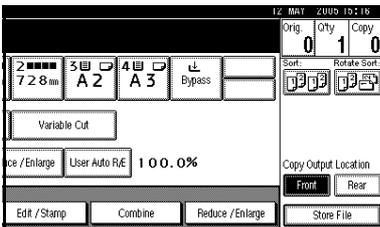
Important

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

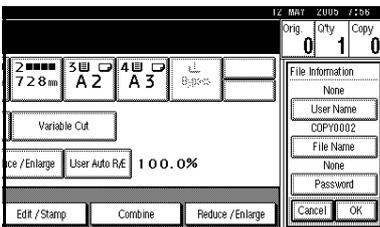
Note

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

1 Press [Store File].



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



Reference

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

3 Press [OK].

4 Make the scanning settings for the originals.

5 Place the originals.

6 Press the [Start] key.

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

Note

- To stop scanning, press the **[Clear/Stop]** key. To resume a paused scanning job, press **[Continue]** in the confirmation display. To delete saved images and cancel the job, press **[Stop]**.
- Press the **[#]** key after all the originals have been scanned.
- To check that the document has been stored, press the **[Document Server]** key to display the document selection screen.
- When the machine is printing a document stored using the copier function, wait until printing has finished before you store another copy document.


 **Use the Reduce/Enlarge function to print the stored documents**

- ① Press the **【Document Server】** key.
- ② Select the document to be printed.
- ③ Press **【Print Settings】**.
- ④ Press **【Reduce / Enlarge】**.
- ⑤ Select a ratio, and then press **【OK】**.
- ⑥ Enter the number of copies using the number keys.
- ⑦ Press the **【Start】** key.

 **Reference**

For details about how to print stored documents, see "Printing Stored Documents", *General Settings Guide*.



Programs

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

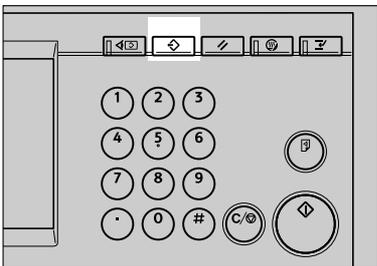
Note

- You can store up to 10 programs.
- You can select the standard mode or Program No.10 as the default mode to be set when modes are cleared or reset, or immediately after the operation switch is turned on. See p.86 “Change Initial Mode”.
- Paper settings are stored based on paper size. However, if you have more than one paper tray containing the same size paper, the tray prioritized with User Tools (System Settings) is selected first. See “Paper Tray Priority” in “Tray Paper Settings”, *General Settings Guide*.
- Programs are not deleted by turning the power off or pressing the **[Clear Modes]** key. They are canceled only when you delete or overwrite them with another program.

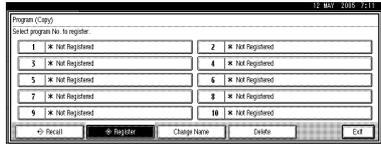
Storing a Program

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

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



3 Press **[Register]**.



4 Press the program number you want to store.

Note

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

Reference

p.65 “Changing a Stored Program”

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

You can enter up to 40 characters.

Reference

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

Note

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

6 Press **[OK]**.

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

Changing a Stored Program

1 Check the program settings.

 **Note**

- To check the contents of a program, recall it. See p.65 “Recalling a Program”.

2 Repeat steps **1** to **4** of “Storing a Program”.

3 Press [Register].

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

 **Note**

- When overwritten, the previous program is deleted.

Changing a Stored Program Name

1 Press the [Program] key.

2 Press [Change Name].

3 Press the program number whose program name you want to change.

4 Press [Backspace] or [Delete All], and then enter the new program name.

5 Press [OK].

Deleting a Program

1 Press the [Program] key.

2 Press [Delete].

3 Press the number of the program you want to delete.

4 Press [Yes].

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

Recalling a Program

1 Press the [Program] key.

2 Press [Recall].

3 Press the number of the program you want to recall.

The stored settings are displayed.

 **Note**

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

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

3. Troubleshooting

If Your Machine Does Not Operate As You Want

When a Message Appears

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

Message	Problem/Causes	Solutions
Please wait.	The main power has just been turned on, paper type (plain paper/translucent paper/film) was changed, or the machine is otherwise getting ready.	Wait for the machine to fully warm-up.  Note <input type="checkbox"/> When "Scanning originals can be started." and "Select copy mode and Place original" are displayed alternately, you can make the settings for your copies and scan your originals. After the originals have been scanned, the machine will automatically start copying after it has warmed-up. See p.23 "Auto Start".
Check paper size.	An improper paper size is set.	Select paper manually, do not use Auto Paper Select.
	The size of the paper loaded is different to the size of the copy paper size.	Check the settings for Reduce/Enlarge, etc., and then try again.
Check original orientation.	In User Auto Reduce/Enlarge, the original is set to <input type="checkbox"/> .	For User Auto Reduce/Enlarge, set the original to <input type="checkbox"/> .
	In User Auto Reduce/Enlarge, the original is set to <input type="checkbox"/> .	For User Auto Reduce/Enlarge, set the original to <input type="checkbox"/> .

Message	Problem/Causes	Solutions
Memory is full.	The machine's memory is full due to scanning originals or performing a function. The number of originals that can be stored in memory depends on the size of originals and function settings.	<ul style="list-style-type: none"> When Sort is selected, press [Exit] to copy scanned originals, and then copy remaining originals. When the Job Preset function is selected, check the number of preset jobs, and then try scanning the originals again.
Rotate Sort is not available with this image size. Select another paper or cancel Rotate Sort mode.	<p>The scanned original is too big to rotate.</p> <p>An unsuitable paper size for rotate sort has been set.</p>	<p>You cannot use rotate sort with A0 (E), A1(D) originals.</p> <p>Set paper of the following paper width:</p> <p>❖ Metric version:</p> <ul style="list-style-type: none"> 594 mm and 420 mm (A2) 420 mm and 297 mm (A3) 297 mm and 210 mm (A4) <p>❖ Inch version (Engineering)</p> <ul style="list-style-type: none"> 8 1/2" and 11" (A) 11" and 17" (B) 17" and 22" (C) <p>❖ Inch version (Architecture)</p> <ul style="list-style-type: none"> 9" and 12" (A) 12" and 18" (B) 18" and 24" (C)
Maximum number of sets is NN	The number of copies exceeds maximum.	Change the maximum copy quantity you can make at a time. See p.86 "Max. Copy Quantity".
Original was misfed at following point. Open the part as shown, then remove it.	The original has jammed (original misfeed).	Follow the on-screen instructions to remove the jammed original. See "🔧 Clearing Misfeeds", <i>General Settings Guide</i> .
Paper was misfed at following point. Open the part as shown and remove it.	The copy paper has jammed.	Follow the on-screen instructions to remove the jammed paper. See "🔧 Clearing Misfeeds", <i>General Settings Guide</i> .

Message	Problem/Causes	Solutions
Add Toner	The machine is running out of toner.	Follow the on-screen instructions to change the toner cartridge. See “  Adding Toner”, <i>General Settings Guide</i> .
Cover is open as shown. Close it.	The cover shown on the display is open.	Close the cover as shown.
Used Toner Bottle is full.	Used Toner Bottle is full.	Call your service representative.
You do not have the privileges to use the following function(s).	The use of this function is restricted to authenticated users only.	Contact the administrator.
Authentication has failed.	The entered login user name or login password is not correct.	Inquire the user administrator for the correct login user name and login password.
	The machine cannot perform authentication.	Contact the administrator.
Selected files contain file(s) that the user does not have access privileges to. Please note that only the files with access privileges will be deleted.	You have tried to delete files without the authority to do so.	Files can be deleted by the file creator or file administrator. To delete a file which you are not authorized to delete, contact the file creator.
“Updating the destination list...Please wait. Specified destination(s) or sender's name has been cleared.” appears, and operations are not possible.	The destination list is being updated from the network using SmartDeviceMonitor for Admin. Depending on the number of destinations to be updated, there may be some delay before you can resume operation. Operations are not possible while this message is displayed.	Wait until the message disappears. Do not switch off the power while this message is displayed.

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 Saver 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 machine off.)	Turn on the operation switch. You can change the Auto Off time. See "Auto Off Timer", <i>General Settings Guide</i> .
Cannot select the functions on the screen.	Selected functions cannot be used together.	See p.97 "Combination Chart".
There is no paper roll displayed in the paper roll tray.	The paper volume setting is not properly set.	Load paper into the tray properly. See <i>General Settings Guide</i> .
The power does not come on.	The main power switch is turned off.	Turn on the Main power switch. See <i>General Settings Guide</i> .

If You Cannot Make Clear Copies

Problem	Causes	Solutions
Black or white streaks appear on copies.	Image density is too dark.	Adjust image density. See p.28 "Adjusting Copy Image Density".
	The exposure glass or feed roller is dirty.	Clean the exposure glass or feed roller. See "Maintaining Your Machine", <i>General Settings Guide</i> .
	The original is dusty.	Clean the original and try copying again. Be particularly careful when using the following types of original: <ul style="list-style-type: none"> • Hand drawn or drawn on with other forms of pencil or pen, such as a plotter. • Film, translucent paper, or other originals that attract static electricity. • Very long originals.
A shadow of the reverse side of an original image appears on copies.	Image density is too dark.	Adjust the image density setting. See p.28 "Adjusting Copy Image Density".
The background is dirty.	Image density is too dark.	Adjust the image density setting. See p.28 "Adjusting Copy Image Density".
The edges of pasted sections are shown.	Image density is too dark.	Adjust the image density setting. See p.28 "Adjusting Copy Image Density". Change the orientation of the original. Put mending tape on the pasted 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 "Maintaining Your Machine", <i>General Settings Guide</i> .

Problem	Causes	Solutions
Copies are too light.	Image density is too light.	Adjust the image density setting. See p.28 "Adjusting Copy Image Density".
	Damp or rough grain paper is used.	For good copy quality, use recommended paper. Note ❑ If you use coated paper (such as thermal fax paper, art paper, carbon paper), damp paper, or rough grain paper, copy image might be too light.
Toner fusing is poor.	The paper thickness is not properly set.	Set the paper thickness again. See "Paper Thickness: Paper Tray" and "Paper Thickness: Paper Bypass", <i>General Settings Guide</i> .
	The copy paper is too thick.	
A moire pattern appears on copies.	Your original has a dot pattern image or many lines.	Change the orientation of the original. This may prevent the moire pattern. Copy using "Photo" mode.
Image density is uneven.	The original has areas of solid colour, or Positive/Negative is selected when copying multiple sheets.	When using Repeat Copy with originals that have areas of solid colour, set the number of originals as follows: A0 – A2 (E – C): 1 sheet, A3 (B) or smaller: 3 sheets
	Halftone originals can cause this problem.	Try using "Text/Photo" or "Photo".
Images are blurred when using translucent paper.	Translucent paper is being used when copying multiple sheets.	Select a proper paper thickness for the copy paper. See "Paper Thickness: Paper Tray" and "Paper Thickness: Paper Bypass", <i>General Settings Guide</i> .
Wrinkles appear when using translucent paper.	An improper paper thickness is selected.	Select a proper paper thickness for the copy paper. See "Paper Thickness: Paper Tray" and "Paper Thickness: Paper Bypass", <i>General Settings Guide</i> .
	The paper type has recently been changed from plain paper to translucent paper.	Wait about one minute.

Problem	Causes	Solutions
The background on translucent paper is dirty.	More than 50 copies are being made of originals longer than 1189 mm (46.9") with solid blocks of colour (2 mm × 900 mm (0.08" × 35.4") or larger.)	Select a proper paper thickness for the copy paper. See "Paper Thickness: Paper Tray" and "Paper Thickness: Paper Bypass", <i>General Settings Guide</i> .
Streaks, scratches, or wrinkles appear in areas of solid black.	Copy paper has been changed from plain to translucent paper, or from translucent to plain paper.	After switching from plain to translucent paper, wait one minute. After switching from translucent to plain paper, wait two minutes before making copies.
Shadows appear on the copies.	The original is two-sided, or the image density setting is too dark.	Adjust the image density setting. See p.28 "Adjusting Copy Image Density".
Copies are blurred.	Continuous copies have been made on small sized paper.	Wait about two minutes, and then try copying again.
When copying on patched originals, parts of the image are blurred.	This may happen when the originals are curled, folded or creased.	Straighten curls in the originals.
When making copies with 50% reduction ratio, the image density becomes dark and images are blurred.	When making copies with 50% reduction ratio, the image density may become dark.	Select "Sharp" in "Drawing" under "Copy Quality" with User Tools, and select "Drawing" as the original type. See p.85 "Copy Quality" and p.27 "Selecting Original Type Setting".
When the temperature and humidity is low (below 10°C and 15%), image density is uneven in dot patterns.	Originals with wrinkles are used and the image density is set too dark.	Select "Sharp" in "Drawing" under "Copy Quality" with User Tools, and select "Drawing" as the original type. See p.85 "Copy Quality" and p.27 "Selecting Original Type Setting".

If You Cannot Make Copies As You Want

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

3

Problem	Causes	Solutions
Misfeeds occur frequently.	The paper is folded or creased.	Cut away the folded or creased part from the roll paper.
	Jammed or torn paper is inside the machine.	Remove the paper properly. See "Clearing Misfeeds", <i>General Settings Guide</i> .
	The paper is curled.	Smooth out the curl and try again.
Images are cropped when using Erase Border.	The Erase Border setting is too wide. The margin of the original is too narrow.	Set the Erase Border setting narrower. See p.47 "Erase Border".
Parts of the image are not copied.	The original is not placed correctly.	Place the original correctly. See p.15 "Placing Originals".
	An improper size of paper is selected.	Select the proper paper. See "Copy Paper", <i>General Settings Guide</i> .
	Print Position Adjustment or Margin Adjustment mode is selected.	Cancel Print Position Adjustment or Margin Adjustment mode. See p.50 "Margin Adjustment" and p.61 "Adjust Print Position".
	You placed a custom size original.	Enter the size of the original, or set the scanning area wider. See p.17 "Placing Custom Size Originals" and p.17 "Wide Scan".
Copies are blank.	The original is not set correctly.	Place the original with the surface to be copied on face up.
The machine does not start copying even though you have inserted paper into the paper bypass.	The number of copies has not been entered.	Enter the number of copies using the number keys. See ⇒ p.25 "Copying from the Paper Bypass".

Problem	Causes	Solutions
Copies shift sideways.	The paper roll is not set correctly.	Set the paper roll correctly, making sure it is straight and not loose. See “  Loading Paper Roll”, <i>General Settings Guide</i> .
	The original does not match the size in the original table setting.	Adjust the original guides to the specified size, and then insert the original along the guides. See p.15 “Placing Originals”.
	The paper is not set correctly in the paper bypass.	Make sure the paper size matches the paper bypass’s paper guides. See p.25 “Copying from the Paper Bypass”.
Copies shift in the direction of the original feed (or opposite) direction.	Print Position Adjustment or Margin Adjustment mode is selected.	Cancel Print Position Adjustment or Margin Adjustment mode. See p.50 “Margin Adjustment” and p.61 “Adjust Print Position”.
Copies are shorter than the selected size, or cut off before the end.		
Wrinkles appear on the copy.	The paper is damp.	Replace the paper with new paper. Cut the paper to 1000 mm (40”) just before copying.
	The paper is damp. See “Anti-humidity Heater Switch”, <i>General Settings Guide</i> .	Turn on the anti-humidity heater. See “Anti-humidity Heater Switch”, <i>General Settings Guide</i> .
Copies are slanted.	The original is not straight.	Insert the original along the original guides, so it is straight.
Original and copy size does not match.	Dampness can cause paper to stretch.	Adjust the Fine Magnification setting for Additional Copy. See p.40 “Fine Magnification”.
You cannot combine several functions.	The selected functions cannot be used together.	Check the combination of settings, and set again. See p.97 “Combination Chart”.

4. User Tools (Copier / Document Server Features)

User Tools Menu (Copier / Document Server Features)

Note

Depending on the options installed, not all items listed below may be displayed.

❖ General Features (see p.84 “General Features”)

User Tools item menu	Default
Auto Paper Select Priority	<i>On</i>
Auto Tray Switching	<i>With Image Rotation</i>
Original Type Priority	<i>Drawing</i>
Auto Image Density Priority	Text: <i>On</i> Drawing: <i>On</i> Text/Photo: <i>On</i> Photo: <i>Off</i> Background Lines: <i>On</i> Patched Original: <i>On</i> Generation Copy: <i>On</i>
Copy Quality	Text: <i>Normal</i> Drawing: <i>Normal</i> Text/Photo: <i>Normal</i> Photo: <i>Print Photo</i> Background Lines: <i>Normal</i> Patched Original: <i>Pale</i>
Image Density	Text: <i>Normal</i> Drawing: <i>Normal</i> Text/Photo: <i>Normal</i> Photo: <i>Normal</i> Background Lines: <i>Normal</i> Patched Original: <i>Normal</i> Generation Copy: <i>Normal</i>
Change Initial Mode	<i>Standard</i>
Max. Copy Quantity	<i>99 sheets</i>
Job End Call	<i>On</i>

❖ **Reproduction Ratio (see p.86 “Reproduction Ratio”)**

User Tools item menu	Default
Custom Magnification Settings 1-3	Metric version: <ul style="list-style-type: none"> • Setting 1: 70.7% • Setting 2: 100.0% • Setting 3: 141.4% Inch version (Engineering): <ul style="list-style-type: none"> • Setting 1: 64.7% • Setting 2: 100.0% • Setting 3: 129.4% Inch version (Architecture): <ul style="list-style-type: none"> • Setting 1: 66.7% • Setting 2: 100.0% • Setting 3: 133.3%
Enlarge 1-4	Metric version: <ul style="list-style-type: none"> • Enlarge 1: 141.4% • Enlarge 2: 200.0% • Enlarge 3: 282.8% • Enlarge 4: 400.0% Inch version (Engineering): <ul style="list-style-type: none"> • Enlarge 1: 129.4% • Enlarge 2: 200.0% • Enlarge 3: 258.8% • Enlarge 4: 400.0% Inch version (Architecture): <ul style="list-style-type: none"> • Enlarge 1: 133.3% • Enlarge 2: 200.0% • Enlarge 3: 266.7% • Enlarge 4: 400.0%

4

User Tools item menu	Default
Reduce 1-4	<p>Metric version:</p> <ul style="list-style-type: none"> • Reduce 1: 25.0% • Reduce 2: 35.4% • Reduce 3: 50.0% • Reduce 4: 70.7% <p>Inch version (Engineering):</p> <ul style="list-style-type: none"> • Reduce 1: 25.0% • Reduce 2: 32.4% • Reduce 3: 50.0% • Reduce 4: 64.7% <p>Inch version (Architecture):</p> <ul style="list-style-type: none"> • Reduce 1: 25.0% • Reduce 2: 33.3% • Reduce 3: 50.0% • Reduce 4: 66.7%
Priority Setting: Reduce/Enlarge	100.0%
User Auto R/E	<p>Metric version</p> <p>A0 : A0/ A1 : A1/ A2 : A2/ A3 : A3/A4 : A4/B1 JIS : B1 JIS / B2 JIS : B2 JIS / B3 JIS : B3 JIS / B4 JIS : B4 JIS</p> <p>Inch version (Engineering)</p> <p>34×44 : 34×44/22×34 : 22×34/17×22 : 17×22/11×17 : 11×17/8¹/₂×11 : 8¹/₂×11</p> <p>Inch version (Architecture)</p> <p>36×48 : 36×48/24×36 : 24×36/18×24 : 18×24/12×18 : 12×18/9×12 : 9×12</p>

◆ Edit (see p.87 “Edit”)

User Tools item menu	Default
Adjust Position	—
Erase Brdr. Width	<p>Metric version</p> <p>10 mm</p> <p>Inch version</p> <p>0.4”</p>
Erase Original Shadow in Combine	Yes
Image Repeat Separation Line	None
Double Copies Separation Line	None
Separation Line in Combine	None
Copy Order in Combine	From Left to Right
Program / Delete Format	—
Margin Adjustment Priority	—
Partial Copy Priority	—

❖ **Stamp (see p.90 “Stamp”)**

User Tools item menu		Default
Background Numbering	Size	<i>Normal</i>
	Density	<i>Normal</i>
Preset Stamp	Stamp Priority	<i>COPY</i>
	Stamp Language	<i>English</i>
	Stamp Position	Metric version <ul style="list-style-type: none"> • Position: <i>Top Right</i> • Top Margin: <i>24 mm</i> • Right Margin: <i>24 mm</i> Inch version <ul style="list-style-type: none"> • Position: <i>Top Right</i> • Top Margin: <i>1.0"</i> • Right Margin: <i>1.0"</i>
	Stamp Format	Size: <i>1X</i>
		Density: <i>Normal</i>
Page to Stamp: <i>All Pages</i>		
User Stamp	Program / Delete Stamp	—
	Stamp Position: 1–4	Metric version <ul style="list-style-type: none"> • Position: <i>Top Right</i> • Top Margin: <i>24 mm</i> • Right Margin: <i>24 mm</i> Inch version <ul style="list-style-type: none"> • Position: <i>Top Right</i> • Top Margin: <i>1.0"</i> • Right Margin: <i>1.0"</i>
	Stamp Format: 1–4	<i>All Pages</i>

4

User Tools item menu		Default
Date Stamp	Format	Metric version: <i>DD / MM / YYYY</i> Inch version: <i>MM / DD / YYYY</i>
	Font	<i>Font 1</i>
	Stamp Position	Metric version <ul style="list-style-type: none"> • Position: <i>Top Left</i> • Top Margin: <i>8 mm</i> • Right Margin: <i>32 mm</i> Inch version <ul style="list-style-type: none"> • Position: <i>Top Left</i> • Top Margin: <i>0.3"</i> • Right Margin: <i>0.8"</i>
	Stamp Setting	<i>All Pages</i>
	Size	<i>Auto</i>
	Superimpose	<i>No</i>
Page Numbering	Stamp Format	<i>P1, P2...</i>
	Font	<i>Font 1</i>
	Size	<i>Auto</i>
	Page Numbering in Combine	<i>Per Original</i>
	Stamp Position	Metric version <ul style="list-style-type: none"> • Position <i>P1, 1/5, P.1, 1: Top Right</i> <i>-1-, 1-1: Bottom Centre</i> Inch version <ul style="list-style-type: none"> • Position <i>P1, 1/5, P.1, 1: Top Right</i> <i>-1-, 1-1: Bottom Centre</i>
	Superimpose	<i>No</i>
	Page Numbering Initial Letter	<i>P1, P2.../P.1, P.2...</i>

❖ **Input / Output (see p.96 “Input / Output”)**

User Tools item menu	Default
Rotate Sort: Auto Paper Continue	No

❖ **Administrator Tools (see “Menu Protect”, *Security Reference*)**

User Tools item menu	Default
Menu Protect	Level 2

Accessing User Tools (Copier Features)

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

 **Note**

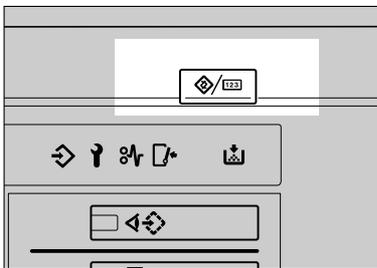
- ❑ Be sure to exit User Tools and return to the initial copy display after all settings are made. This section describes system settings you can set for the copier function.
- ❑ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Clear Modes]** key is pressed.

 **Reference**

For details about System Settings, see "User Tools Menu (System Settings)", *General Settings Guide*.

Changing Default Settings

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



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The User Tools main menu appears.

 **Note**

- ❑ When Basic Authentication, Windows Authentication, or LDAP Authentication is set, the authentication screen will be displayed. Enter your login name and login password, and then press **[Login]**.

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



The Copier / Document Server Features menu is displayed.

- 3** Select the menu you want to make settings.

The setting display for each menu is displayed.

 **Reference**

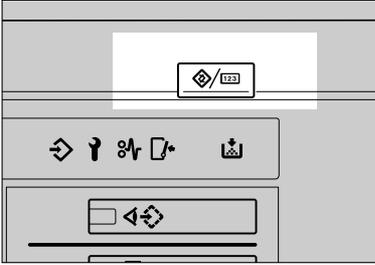
p.77 "User Tools Menu (Copier / Document Server Features)"

- 4** Change settings by following the instructions on the display panel, and then press **[OK]**.

Exiting User Tools

- 1 After changing default settings, press **[Exit]** on the User Tools main menu.

Changes to User Tools are complete, and the machine is ready to copy.



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Note

- You can also exit User Tools by pressing the **[User Tools/Counter]** key.



Settings You Can Change with User Tools

For details about displaying settings, see p.82 “Accessing User Tools (Copier Features)”.

General Features

❖ Auto Paper Select Priority

Auto Paper Select is the default setting. You can cancel this setting. See p.29 “Selecting Copy Paper”.

Note

Default: *On*

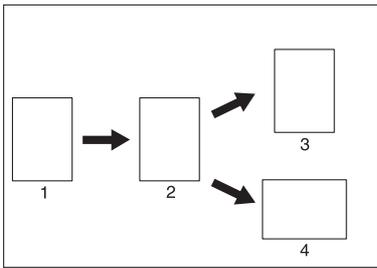
❖ Auto Tray Switching

If you load paper of the same size in two or more trays, the machine automatically shifts to the other when the first tray runs out of paper (when Auto Paper Select is selected.) This function is called “Auto Tray Switching”. This setting specifies whether to use Auto Tray Switching or not.

Note

Default: *With Image Rotation*

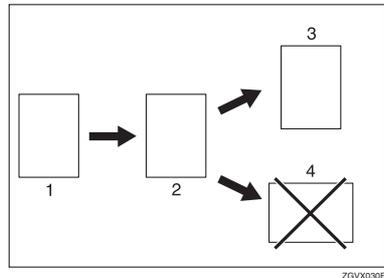
- **[With Image Rotation]** Use to copy when using the Auto Tray Switching function.



1. Original
2. Paper (Tray 1)
3. Paper (Other paper tray)
4. Paper (Other paper tray)

Limitation

- Paper may not rotate for some functions.
- **[Without Image Rotation]** Only copies with Auto Tray Switching if you load paper of the same size and in the same orientation in two or more trays. If the paper is not the same size or in the same orientation, copying is interrupted and the message “Load paper.” is displayed.



1. Original
2. Paper (Tray 1)
3. Paper (Other paper tray)
4. Paper (Other paper tray)
 - **[Off]** When a paper tray runs out of paper, copying is interrupted and the message “Load paper.” is displayed.

❖ Original Type Priority

You can select the type of originals effective when the machine is turned on or reset, or when modes are cleared.

Note

Default: *Drawing*

❖ Auto Image Density Priority

You can set whether Auto Image Density is “On” or “Off” when the machine is turned on, reset, or modes are cleared.

Note

- Default:
 - Text: *On*
 - Drawing: *On*
 - Text/Photo: *On*
 - Photo: *Off*
 - Background Lines: *On*
 - Patched Original: *On*
 - Generation Copy: *On*

❖ Copy Quality

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

Note

- [**Custom Setting**]: Your service representative will set this to meet your requirements. For details, consult your service representative.
- Text
Adjusts line and character outline quality in the copy image.

Note

- Default: *Normal*
- Character outline is less defined when [**Soft**] is selected; more defined when [**Sharp**] is selected.
- Drawing
Adjusts the line density and lighter sections of image.

Note

- Default: *Normal*

- Originals that have light pencil lines can be reproduced with greater clarity when [**Soft**] is selected. When [**Sharp**] is selected, pencil lines can be reproduced clearly with improved clarity.

- Text / Photo

You can select to prioritize the copy image of “Text” or “Photo” when copying originals contain photographs and the text.

Note

- Default: *Normal*
- When [**Normal**] is selected, an original containing a mixture of text and photographs can be reproduced.
- Photo
You can configure the machine to copy originals with photographs.

Note

- Default: *Print Photo*
- Select [**Print Photo**] when copying originals with photographs such as magazines or catalogues. A smooth finish image can be reproduced.
- Select [**Glossy Photo**] when copying developed photographs. The text contained within the photographs can be reproduced appropriately.
- Background Lines
-  Note
 - Default: *Normal*
- Patched Original
-  Note
 - Default: *Pale*

❖ Image Density

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

Note

Default: *Normal*

❖ Change Initial Mode

You can select standard mode or Program No.10 as the mode effective when power is turned on, or modes are cleared.

Note

Default: *Standard*

❖ Max. Copy Quantity

Specifies the maximum number of copies that can be set.

Note

Default: *99 sheets*

The number can be set from 1 to 99 sheets using the number keys.

❖ Job End Call

You can choose to have the beeper sound when copying is complete.

Note

Default: *On*

If Panel Tone of User Tools (System Settings) settings is **[On]**, the machine beeps to notify you that it did not complete a job for reasons such as: the paper tray ran out of paper, or a paper misfeed occurred. See “Panel Tone”, *General Settings Guide*.

Reproduction Ratio

❖ Custom Magnification Settings 1–3

You can store up to three reproduction ratios, and have them shown on the initial display. You can also change registered Reduce / Enlarge ratios.

Enter the reproduction ratio using the number keys.

The value can be set from 25.0% to 400.0%.

Use the **[.]** key to enter a decimal point.

Note

Default:

- Metric version:
 - Settings 1: 70.7%
 - Settings 2: 100%
 - Settings 3: 141.4%
- Inch version: (Engineering)
 - Settings 1: 64.7%
 - Settings 2: 100%
 - Settings 3: 129.4%
- Inch version: (Architecture)
 - Settings 1: 66.7%
 - Settings 2: 100%
 - Settings 3: 133.3%

❖ Enlarge 1–4

You can customize available enlargement ratios by pressing **[Reduce / Enlarge]**.

Note

Default:

- Metric version:
 - Enlarge 1: 141.4%
 - Enlarge 2: 200%
 - Enlarge 3: 282.8%
 - Enlarge 4: 400%

- Inch version: (Engineering)
 - Enlarge 1: 129.4%
 - Enlarge 2: 200%
 - Enlarge 3: 258.8%
 - Enlarge 4: 400%
 - Inch version: (Architecture)
 - Enlarge 1: 133.3%
 - Enlarge 2: 200%
 - Enlarge 3: 266.7%
 - Enlarge 4: 400%
 - When selecting **[User Enlrg. Ratio]**, enter a ratio using the number keys (in the range of 101.0 to 400.0%).
- ❖ **Reduce 1–4**
You can customize available reduction ratios by pressing **[Reduce / Enlarge]**.
-  **Note**
- Default:
 - Metric version:
 - Reduce 1: 25.0%
 - Reduce 2: 35.4%
 - Reduce 3: 50.0%
 - Reduce 4: 70.7%
 - Inch version: (Engineering)
 - Reduce 1: 25.0%
 - Reduce 2: 32.4%
 - Reduce 3: 50.0%
 - Reduce 4: 64.7%
 - Inch version: (Architecture)
 - Reduce 1: 25.0%
 - Reduce 2: 33.3%
 - Reduce 3: 50.0%
 - Reduce 4: 66.7%
 - When selecting **[User Redc. Ratio]**, enter a ratio using the number keys (in the range of 25.0 to 99.9%).

❖ **Priority Setting : Reduce / Enlarge**

You can set the ratio with priority when **[Reduce / Enlarge]** is pressed.

 **Note**

- Default: 100%
- The values you set in Enlarge 1–4 and Reduce 1–4 can be selected here.

❖ **User Auto R/E**

Specifies original and copy sizes displayed when **[User Auto R/E]** is pressed. See p.34 “User Auto Reduce/Enlarge”.

Select the copy size to use with the original size.

Edit

❖ **Adjust Position**

Specifies the default setting for Print Position Adjustment. See p.61 “Adjust Print Position”.

 **Note**

- Default:
 - Metric version: Bottom: 20 mm / Right: 20 mm
 - Inch version: Bottom: 0.8" / Right: 0.8"
- You can adjust the position within the following range:
 - Metric version: 0– 200 mm (1 mm increments)
 - Inch version: 0– 7.8" (0.1" increments)

❖ **Erase Border Width**

Specifies the default setting for Erase Border. See p.47 "Erase Border".

 **Note**

- Default:
 - Metric version: 10 mm
 - Inch version: 0.4"
- The width can be set as follows:
 - Metric version: 2 mm - 99 mm (1 mm increments)
 - Inch version: 0.1" - 2.0" (0.1" increments)

❖ **Erase Original Shadow in Combine**

In Combine Copy mode, you can specify whether to erase a 3 mm, 0.1" bounding margin around all four edges of each original.

 **Note**

- Default: Yes

❖ **Image Repeat Separation Line**

Specifies a separation line type when using the Image Repeat function.

- None



- Solid



- Broken A



- Broken B



- Crop Marks



 **Note**

- Default: None

❖ **Double Copies Separation Line**

Specifies a separation line when using the Double Copies function.

- None



- Solid



- Broken A



- Broken B



- Crop Marks



 **Note**

- Default: None

❖ **Separation Line in Combine**

Specifies a separation line when using the Combine function.

- None



- Solid



- Broken A



- Broken B



- Crop Marks



Note

- Default: *None*

◆ **Copy Order in Combine**

You can set the copy order to Left to Right or Top to Bottom when using the Combine function .

From Left to Right	From Top to Bottom

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Note

- Default: *From Left to Right*

◆ **Program / Delete Format**

Stores a format (background) image for use with Format Overlay. You can store up to four formats. See p.45 “Format Overlay” and p.46 “Program/Delete Overlay Format”.

◆ **Margin Adjustment Priority**

Specifies the default setting for the margin size.

You can set the top and bottom margin sizes. See p.50 “Margin Adjustment”.

Note

- Default:

- Metric version: *Up 20 mm Down 20 mm*
- Inch version: *Up 0.8" Down 0.8"*

- The size can be set as follows:

- Metric version: 0 to 200 mm (1 mm increments)
- Inch version: 0 to 7.9" (0.1" increments)

◆ **Partial Copy Priority**

Specifies the default settings of the start position (Y1) and the copy size (Y2).

Note

- Default:

- Metric version: Y1: *0 mm*, Y2: *210 mm*
Inch version: Y1: *0"*, Y2: *8.3"*

- The size can be set as follows:

- Metric version: Y1: 0 to 14790 mm (1 mm increments), Y2: 210 mm to 15000 mm (1 mm increments)
- Inch version: Y1: 0 to 582.3" (0.1" increments), Y2: 8.3" to 590.6"

Stamp

Background Numbering

❖ Size

Make settings for the size of background numbers. See p.51 “Background Numbering”.

 **Note**

Default: *Normal*

❖ Density

Make settings for the density of background numbers. See p.51 “Background Numbering”.

 **Note**

Default: *Normal*

Preset Stamp

❖ Stamp Priority

You can select the stamp type given priority when [**Preset Stamp**] is pressed. See p.51 “Preset Stamp”.

 **Note**

Default: *COPY*

❖ Stamp Language

You can select the language of the stamp.

 **Note**

Default: *English*

❖ Stamp Position

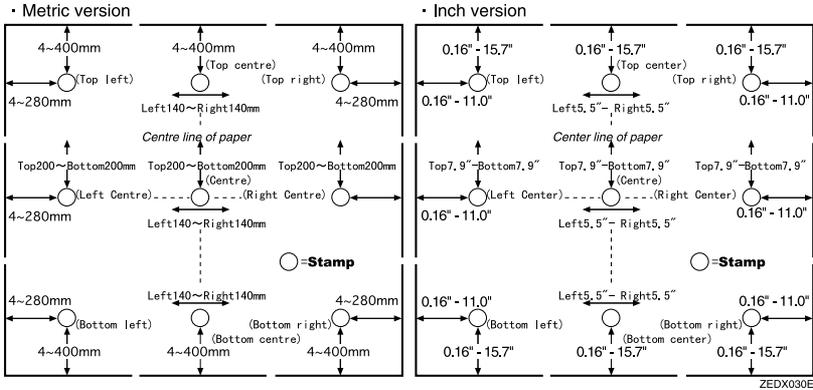
You can set the position where the stamp is printed. Press the arrow keys to adjust the position.

 **Note**

Default:

- Metric version:
 - Position: *Top Right*
 - Top Margin: *24 mm*
 - Right Margin: *24 mm*

- Inch version:
 - Position: *Top Right*
 - Top Margin: *1.0"*
 - Right Margin: *1.0"*



❖ Stamp Format

You can adjust the stamp's size, density, and print page.

- Size
You can set the size of the stamp.
- Density
You can set the pattern used to print the stamp.

Note

- Default: *1 X*

Note

- Default: *Normal*
- Normal: The stamp is printed on the image. You cannot check which parts will overlap.
- Lighter: The image can be seen through the stamp.
- Lightest: The image appears even clearer than in the Lighter setting.
- Print Page
You can have the stamp printed on the first page or all pages.

Note

- Default: *All Pages*

User Stamp

❖ Program / Delete Stamp

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

Note

- You can store up to four user stamps. See p.53 “User Stamp”.

Reference

For details about deleting user stamps, see p.54 “Program/Delete User Stamp”.

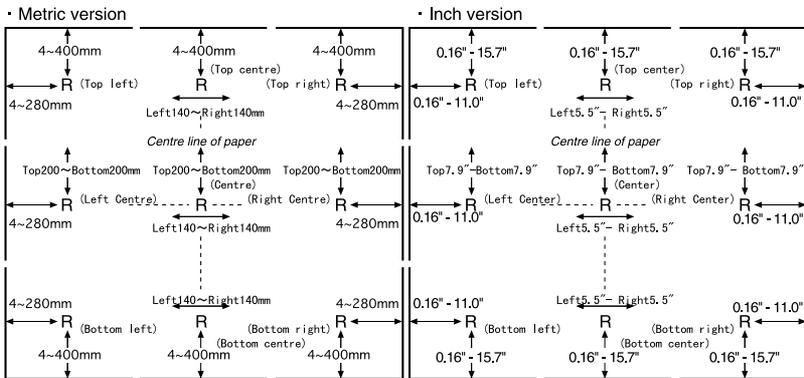
❖ Stamp Position 1 - 4

You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.

Note

Default:

- Metric version:
 - Position: *Top Right*
 - Top Margin: *24 mm*
 - Right Margin: *24 mm*
- Inch version:
 - Position: *Top Right*
 - Top Margin: *1.0”*
 - Right Margin: *1.0”*



❖ Stamp Format 1 - 4

You can adjust the print page for User Stamps 1 to 4 already registered.

- Page to Stamp
Sets whether to print the stamp on all pages or only the first page.

Note

- Default: *All Pages*

Date Stamp

❖ Format

You can specify the date stamp format.

Note

- Default:
 - Metric version: *DD / MM / YYYY*
 - Inch version: *MM / DD / YYYY*

❖ Font

You can select the Date Stamp font.

Note

- Default: *Font 1*
- This setting is linked to the Page Numbering function.

❖ Stamp Position

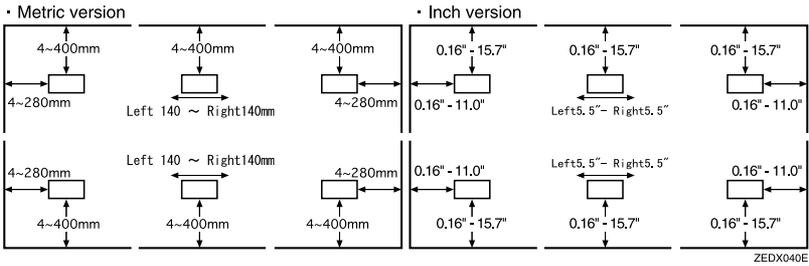
You can set the position where the stamp is printed.

Press the arrow keys to adjust the position.

Note

- Default:
 - Metric version:
 - Position: *Top Left*
 - Top Margin: *8 mm*
 - Left Margin: *32 mm*
 - Inch version:
 - Position: *Top Left*
 - Top Margin: *0.3"*

• Left Margin: 0.8"



◆ Stamp Setting

You can have the date printed on the first page or all pages.

Note

Default: *All Pages*

◆ Size

You can set the Date Stamp size.

Note

Default: *Auto*

◆ Superimpose

You can have the Date Stamp printed in white where it overlaps black parts of the image.

Note

Default: *No*

Page Numbering

◆ Stamp Format

You can select the page number format given priority when [Page Numbering] is pressed.

Note

Default: *P1, P2...*

◆ Font

You can select the page number font.

Note

Default: *Font 1*

❖ Size

You can set the size of the page number.

Note

Default: *Auto*

❖ Page Numbering in Combine

You can set page numbering when using the Combine and Page Numbering function together.

Note

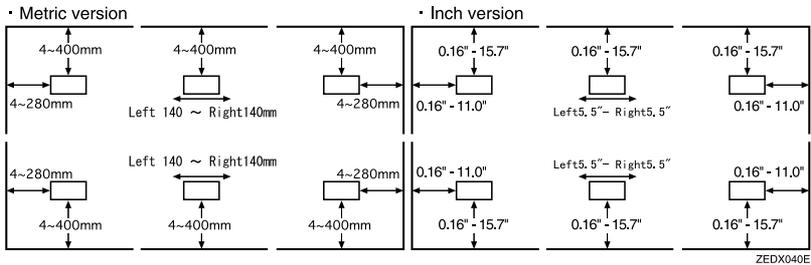
Default: *Per Original*

❖ Stamp Position

P1, P2... Stamp Position: 1/5, 2/5... Stamp Position: -1-, -2-... Stamp Position: P.1, P.2. Stamp Position: 1, 2... Stamp Position: 1-1, 1-2...

You can set the position where the stamp is printed.

Press the arrow keys to adjust the position.



❖ Superimpose

You can have page numbers printed in white where they overlap black parts of the image.

Note

Default: *No*

Input / Output

❖ Rotate Sort: Auto Paper Continue

You can continue copying when paper of the required orientation has run out during rotate-sorting. See p.33 “Sort/Rotate Sort”.

Note

- If you select **[No]** :
 - When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying.
- If you select **[Yes]** :
 - Copying continues using copy paper of a different orientation. The copy job will finish even if the machine is left unattended.
- Default: *No*

Administrator Tools

❖ Menu Protect

You can prevent unauthenticated users from changing User Tools settings. For details, consult the administrator.

Supplementary Information

◆ **Auto Start**

- The warm-up time is longer when scanning long length originals.

◆ **Job Preset**

- When the paper size in Job Preset is as the same as that of the copy job in progress, the number of sheets that can be set is as follows:

◆ **Metric version:**

Paper size	Maximum number of sheets
A0	50 sheets *1
A1	100 sheets
A2	200 sheets
A3	400 sheets
A4	400 sheets

◆ **Inch version:**

Paper size	Maximum number of sheets
E	50 sheets *1
D	100 sheets
C	200 sheets
B	400 sheets
A	400 sheets

*1 Depending on the settings, you may be able to preset more sheets than the maximum number.

- The maximum number of jobs that can be preset is 9.
- Depending on the size of original, you may not be able to preset more jobs even if below the maximum.

◆ **Selecting Copy Paper**

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

❖ Sort

- You can use Sort for copy sizes up to A0(E).
- The number of originals that can be scanned for Sort is as follows:

Paper size	Number of sheets
A0(E)	50 sheets
A1(D)	100 sheets
A2(C)	200 sheets
A3(B)	400 sheets
A4(A)	400 sheets

❖ Rotate Sort

- You can use the following paper sizes with Rotate Sort:

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

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

Paper size	Number of sheets
A2(C)	200 sheets
A3(B)	400 sheets
A4(A)	400 sheets

❖ Preset Reduce/Enlarge

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

◆ **Metric version**

Ratio (%)	Original size → Paper size
400.0 (16 times in area ratio)	A4→A0
282.8 (8 times in area ratio)	A3→A0, A4→A1, B4→B1
200.0 (twice in area ratio)	A2→A0, A3→A1, A4→A2, B3→B1, B4→B2
141.4 ($1/2$ in area ratio)	A1→A0, A2→A1, A3→A2, A4→A3, B2→B1, B3→B2, B4→B3
70.7 ($1/4$ in area ratio)	A0→A1, A1→A2, A2→A3, A3→A4, B1→B2, B2→B3, B3→B4
50.0	A0→A2, A1→A3, A2→A4, B1→B3, B2→B4
35.4	A0→A3, A1→A4, B1→B4
25.0	A0→A4

◆ **Inch version (Engineering)**

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

◆ **Inch version (Architecture)**

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

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

❖ Zoom

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

❖ Size Magnification

- You can set the magnification ratio from 25.0 to 400.0%.
- If the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted within the available range. With certain ratios, parts of the image might not copy or margins will appear.
- You cannot use Size Magnification if Auto Paper Select is selected.

❖ Directional Magnification (%)

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

❖ Directional Size Magnification

- You can set the magnification ratio from 25.0 to 400.0%.
- If the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted within the available range. With certain ratios, parts of the image might not copy or margins will appear.
- You cannot use Directional Size Magnification if Auto Paper Select is selected.

❖ Fine Magnification

- When using Fine Magnification, moiré patterns may be noticeable, or the image quality may deteriorate depending on the image patterns of the originals.

❖ Image Repeat

- Depending on paper size and reproduction ratio, the repeated images may be cropped.
- You can use Image Repeat for copy sizes up to A0(E).
- If you have used Image Repeat with the stamp function, you cannot delete only the repeated image when using Additional Copy.
- When using Image Repeat with the Adjust Print Position function together, the repeated images will be shifted as a whole.
- When using Image Repeat with the Format Overlay function together, the composite image will be repeated.

❖ Double Copies

- You can copy an image up to A2 (C)  size using Double Copies. You can use paper sizes up to A0 (E) .

❖ Format Overlay

- When the sizes of the format (background original) and original to be overlaid on the format are different, the image is created at the size of the overlaid original.
- The maximum paper size is A0 (E). However, if you create a copy using A0(E) size paper, the composite image data is lost.
- When scanning the format (background original), the output image may be blurred. If this happens, copy the format, and then use it as the background original.
- When using the Format Overlay function, image quality may deteriorate.
- You cannot change the image density of a format original. To achieve a desired image density, scan an original with the image density changed beforehand.

❖ Erase Border

- You can specify the width of the erased border margins from 2 to 99 mm (0.1" to 3.9") in increments of 1 mm (0.1").

❖ Erase Inside

- By combining "Erase Inside 1"– "Erase Inside 5", you can erase up to 5 areas at the same time.

❖ Margin Adjustment

- You can specify margins from 0 to 200 mm (0 to 7.9") in increments of 1 mm (0.1").

❖ Preset Stamp

- You can stamp onto paper sizes up to A0 (E) .
- When you change the size of the stamp, it may be cropped depending on the paper size.

❖ User Stamp

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

❖ Date Stamp

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

❖ Page Numbering

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

❖ Adjust Print Position

- You can adjust the print position from 200 mm (7.9") left to 200 mm (7.9") right, and from 200 mm (7.9") up to 200 mm (7.9") down in increments of 1 mm (0.1").
- If you set the margin too long for the original, parts of the image might not copy.
- When using with the stamp functions, the stamp position moves according to the orientation and length of the print position setting.
- You can use this function for copy sizes up to A0 (E) .

Scan Size Limitations, by Function

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

Adjust Print Position		A0(E) or smaller
Margin Adjustment		15 m or smaller
Format Overlay		A0(E)
Erase	Erase Inside	A0(E) or smaller, 5 locations
	Erase Outside	15 m or smaller
	Erase Inside, Erase Border, and Format Overlay Combinations	A0(E)
	Erase Outside and Format Overlay Combinations	A0(E)
Positive/Negative		15 m or smaller
Mirror Image		15 m or smaller
Double Copies		A0(E)
Image Repeat	with no other modes	A0(E)
	with Erase Border	A0(E)
	with Format Overlay	A0(E)
Stamp		A0(E)

5

Settings Record Sheet

◆ Program Record Sheet

Program No.	Original name	Function 1	Function 2	Function 3	Function 4	Function 5
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

AHD014S

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

◆ **Stored Format Record Sheet**

Format No.	Original name	Note	Date	User
1				
2				
3				
4				

AHD015S

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

◆ User Stamp Record Sheet

Record No.	Corporation/section/project...etc	Stamp image	Date	User
1				
2				
3				
4				

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

Magnification Ratio Chart

❖ **Metric version**

		Copy size (mm)				
		A0	A1/B1	A2/B2	A3/B3	A4/B4
Original size	A0	100.0	70.7	50.0	35.4	25.0
	A1/B1	141.4	100.0	70.7	50.0	35.4
	A2/B2	200.0	141.4	100.0	70.7	50.0
	A3/B3	282.8	200.0	141.4	100.0	70.7
	A4/B4	400.0	282.8	200.0	141.4	100.0

❖ **Inch version (Engineering)**

		Copy size (in)				
		E	D	C	B	A
Original size	E	100.0	64.7	50.0	32.4	25.0
	D	129.4	100.0	64.7	50.0	32.4
	C	200.0	129.4	100.0	64.7	50.0
	B	258.8	200.0	129.4	100.0	64.7
	A	400.0	258.8	200.0	129.4	100.0

❖ **Inch version (Architecture)**

		Copy size (in)				
		E	D	C	B	A
Original size	E	100.0	66.7	50.0	33.3	25.0
	D	133.3	100.0	66.7	50.0	33.3
	C	200.0	133.3	100.0	66.7	50.0
	B	266.7	200.0	133.3	100.0	66.7
	A	400.0	266.7	200.0	133.3	100.0

Measure Chart

❖ Metric version

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

❖ Inch version (Engineering)

	Width × Length (in)
E	34 × 44
D	22 × 34
C	17 × 22
B	11 × 17
A	8 ¹ / ₂ × 11

❖ Inch version (Architecture)

	Width × Length (in)
E	36 × 48
D	24 × 36
C	18 × 24
B	12 × 18
A	9 × 12

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Declaration of Conformity

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

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

I means **POWER ON.**

⏻ means **STAND BY.**

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

I means **POWER ON.**

○ means **POWER OFF.**

Trademark

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