INTRODUCTION

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

Please read the "SAFETY INFORMATION" section in the "General Reference" before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

WHERE IS IT & WHAT IS IT

SYSTEM OVERVIEW (For Copy Mode) **3**

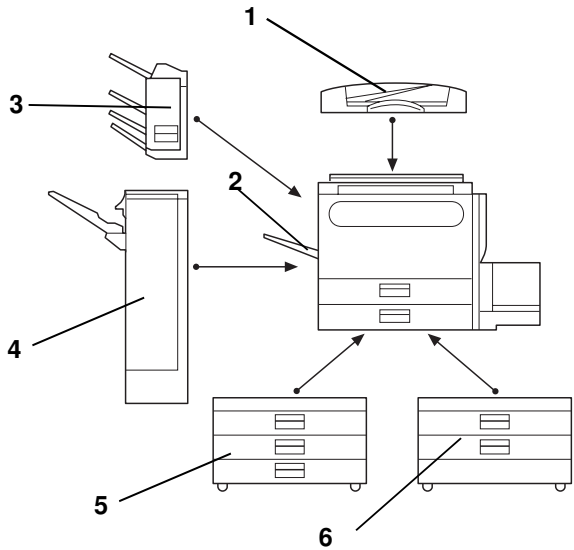
COPIER EXTERIOR & INTERIOR **4**

OPERATION PANEL **6**

Hard Keys 6

Touch Panel Display 8

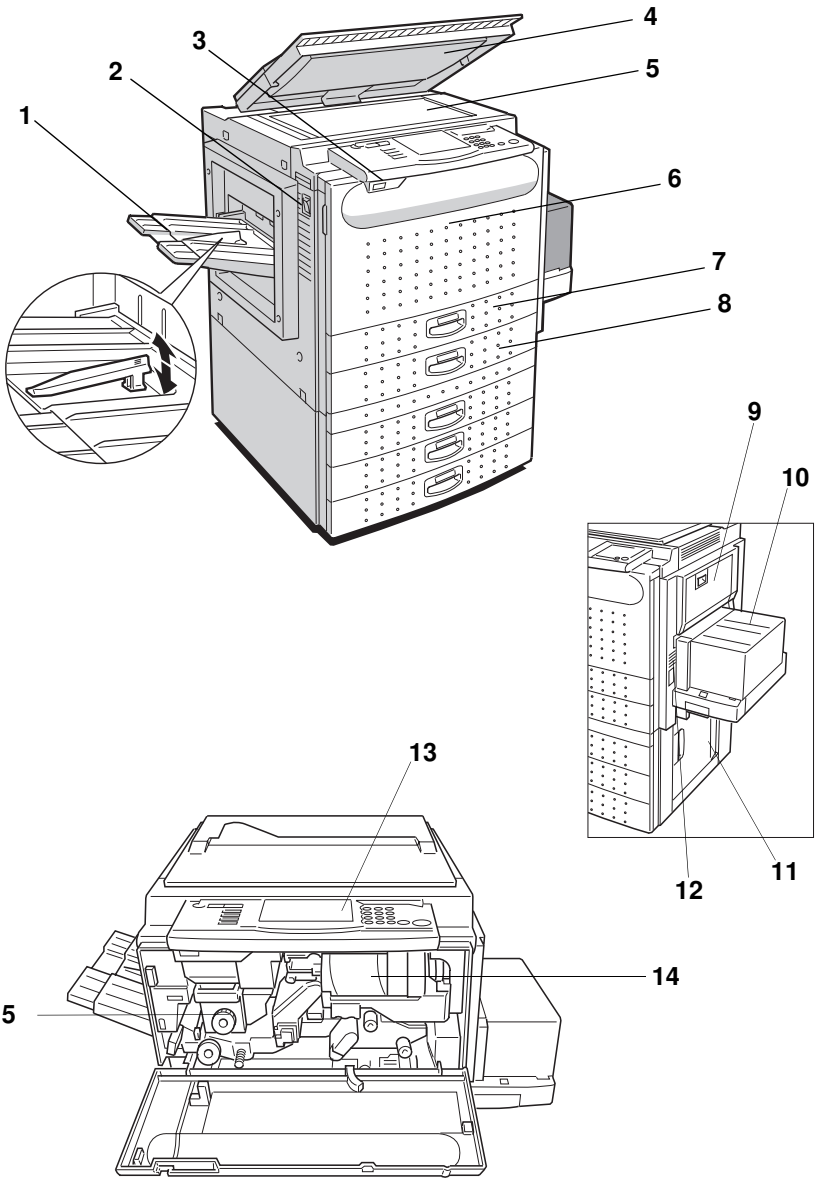
SYSTEM OVERVIEW (For Copy Mode)



1. Document feeder (Option)	Insert a stack of originals here. They will be fed automatically.
2. Copy tray (Option)	Completed copies are delivered here.
3. 3-Bin Sorter (Option)	Sorts, stacks copies.
4. Finisher (Option)	Sorts, stacks, and staples copies.
5. 1500-sheet tray unit (Option)	Holds 1500 sheets of copy paper.
6. 1000-sheet tray unit (Option)	Holds 1000 sheets of copy paper.

- ❒ Other options for Copy mode: platen cover, key counter, and copy tray.
- ❒ Regarding other options for Printer/Scanner mode, ☛ see the "General Reference".

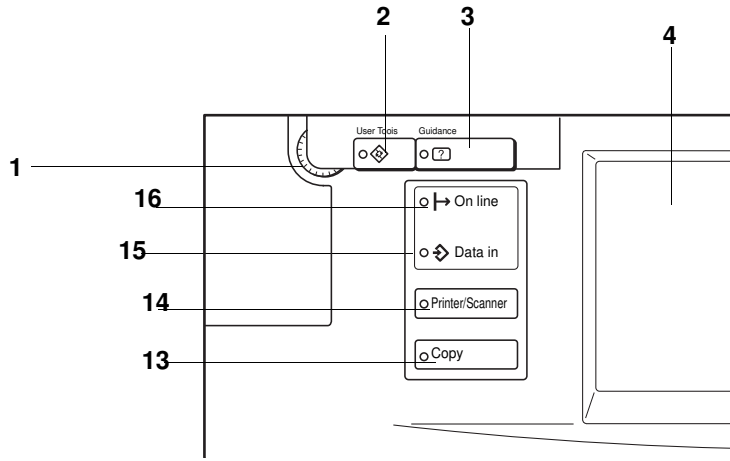
COPIER EXTERIOR & INTERIOR



1. Copy tray (option)	Completed copies are delivered here. Regarding the capacity of the tray, ☛ see page 130.
2. Main switch	Switches the copier between on and standby conditions.
3. Auto response (human) sensor	When someone comes close to the copier, it will automatically switch from Low Power mode to standby mode.
4. Platen cover (option)	Lower this cover over originals for copying.
5. Exposure glass*	Position originals here face down for copying. *After turning off the main switch, the exposure glass might be hot because of the anticondensation function. This is not a problem.
6. Front cover	Open to access the inside of the copier.
7. Unit for two-sided copies (Duplex unit)	Makes two-sided copies.
8. Paper tray	Holds 500 sheets of copy paper.
9. Bypass tray	Use to copy onto OHP sheets, adhesive labels, translucent paper, post cards, and non-standard size paper.
10. Large capacity tray	Holds 1,000 sheets of copy paper.
11. Right cover of the optional tray unit	Open to remove misfed paper.
12. Key counter holder	Insert the optional key counter here.
13. Operation panel	Operator controls and touch panel are located here. ☛ See the next page.
14. Toner bottle	Replace the toner bottle when " Add Toner" is displayed on the display. ☛ See "ADDING TONER" in the "General Reference".
15. Fusing unit	Fuses the copy image to the paper. When accessing the inside of the copier, use caution. This unit may be very hot.

OPERATION PANEL

Hard Keys



1. Contrast Dial
Changes the brightness of the display.

2. User Tools key
Changes the basic settings and copy features.
☛ See page 114.
☛ See "USER TOOLS" in the "General Reference".

3. Guidance key
Shows guidance for functions.
☛ See page 26.

4. Touch Panel Display
☛ See pages 8 and 24.

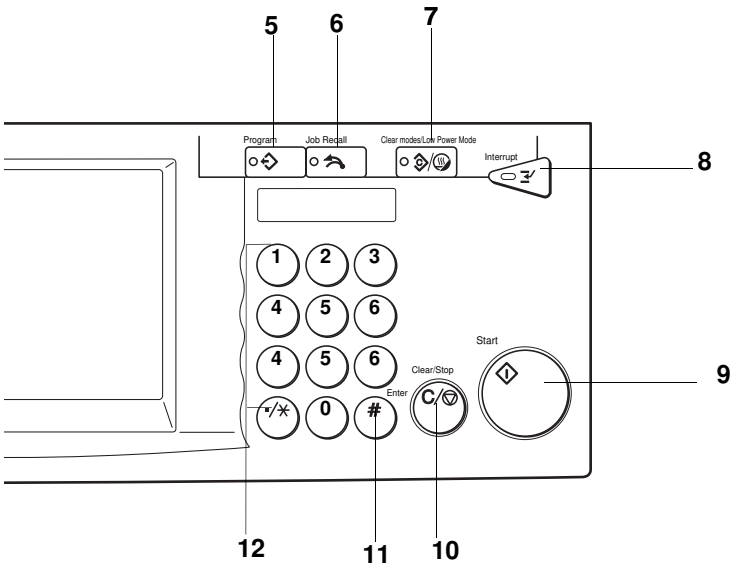
5. Program key
Press to select the program mode.
☛ See page 52.

6. Job Recall key
Use to recall your previous copy settings. ☛ See page 51.

7. Clear Modes/Low Power Mode key
Press to clear the previously entered copy job settings. Also use to switch to and from Low Power mode. ☛ See "STARTING THE MACHINE" in the "General Reference".

8. Interrupt key
Press to make interrupt copies during a copy run.
☛ See page 51.

9. Start key
Press to start copying. Use to set the Auto Start. ☛ See page 36.



10. Clear/Stop key
While entering numbers, press to cancel a number you have entered. While copying, press to stop copying.

11. Enter key
Use to enter data in selected modes.

12. Number keys
Use to enter the desired number of copies and data for selected modes.

13. Copy key
Use to enter the Copy mode from Printer/Scanner mode.
☛ See page 34.
☛ See "SWITCHING BETWEEN THE PRINTER, COPIER AND SCANNER FUNCTIONS" in the "General Reference".

14. Printer/Scanner key
Use to enter the Printer/Scanner mode from the Copy mode.
☛ See "SWITCHING BETWEEN THE PRINTER, COPIER AND SCANNER FUNCTIONS" in the "General Reference".

15. Data in indicator
☛ See the "Printer Reference".

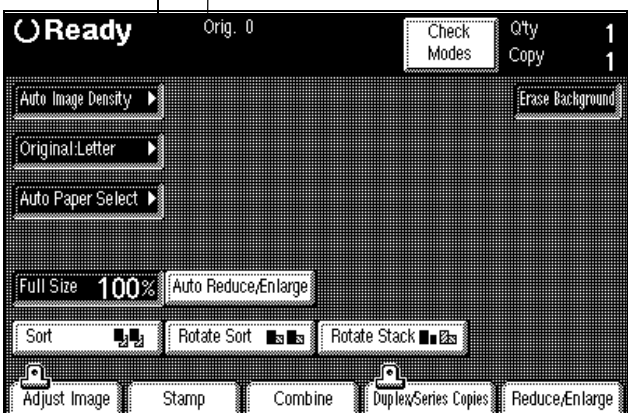
16. On line indicator
☛ See the "Printer Reference".

Touch Panel Display

with optional copy tray & with optional 3-bin sorter

Message area
Copier status and messages

Original Counter
Number of originals scanned so far.



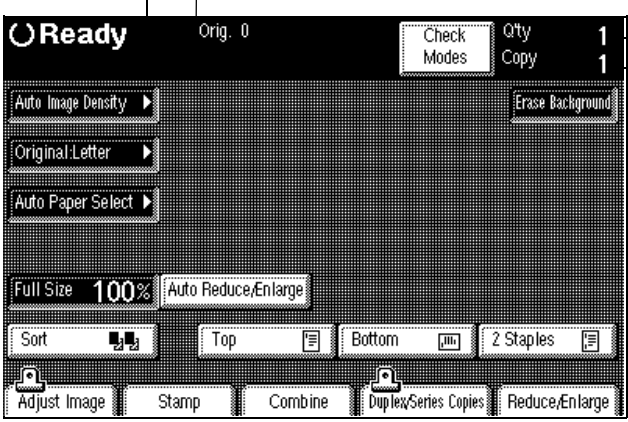
Copy Set Total
Total number of copy sets entered.

Copy Set Counter
Number of copy sets made so far.

with optional finisher

Message area

Original Counter



Copy Set Total

Copy Set Counter

- Regarding detailed information about each key and its functions, ☛ see page 11.
- For how to use the touch panel display, ☛ see page 24.

To save paper resources, the following modes are selected as a default setting as shown on the previous page.

[Duplex/Series Copies]

Duplex (from one-sided originals to two-sided copies)
Number of originals: Even
Orientation: Top to Top

[Adjust Image]

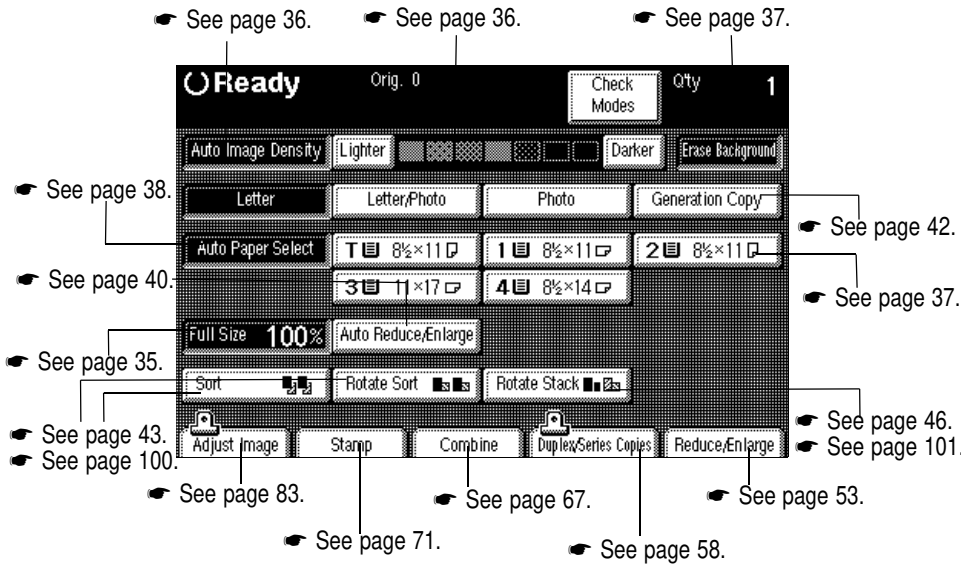
Margin Adjustment
(0.2" width margin for right side of back side)

- You can change the above default setting with the user tools. ☛ See pages 117 and 119.
- To change the Duplex mode settings, touch the **[Duplex/Series Copies]** key and change the setting.
- To change the Margin Adjustment settings, touch the **[Adjust Image]** key and change the setting.

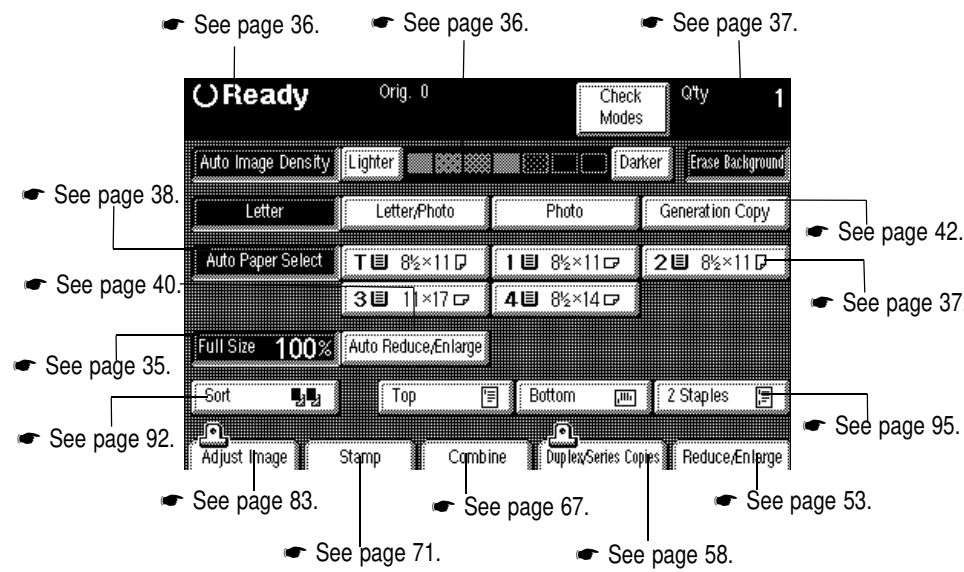
WHAT YOU CAN DO WITH THIS COPIER

FUNCTIONS

with optional copy tray & with optional 3-bin sorter



with optional finisher



Getting Help On The Display

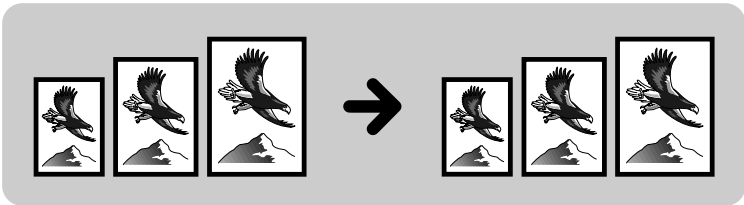
☛ See page 26.

Adjusting Copy Image Density

☛ See page 36.

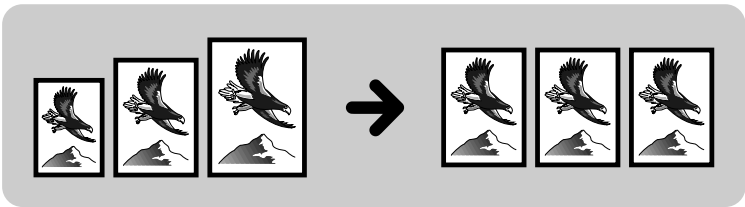
Having The Copier Choose The Paper Size

☛ See page 38.



Having The Copier Choose The Reproduction Ratios

☛ See page 40.

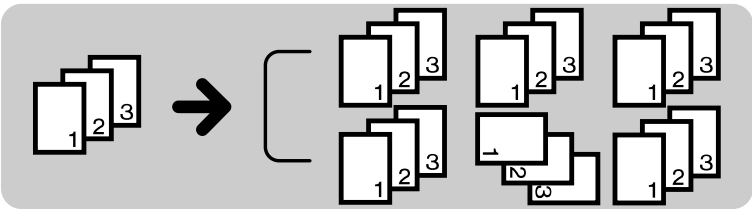


Selecting Original Type Setting

☛ See page 42.

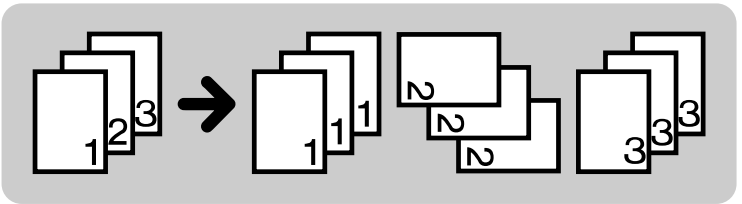
Sorting Into Sets

☛ See page 43.



Stacking Together All Copies Of A Page

☛ See page 46.



Copying From The Bypass Tray

☛ See page 48.

Temporarily Stopping One Job To Copy Something Else

☛ See page 51.

Recalling Job Settings

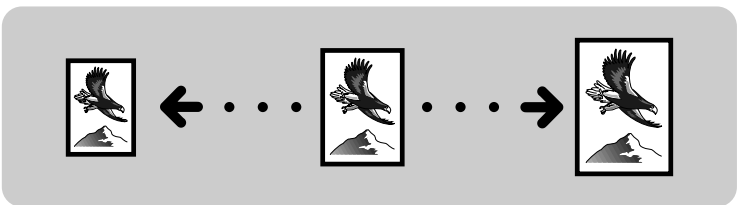
☛ See page 51.

Storing Your Copy Settings In Memory

☛ See page 52.

Reducing And Enlarging Using Preset Ratios

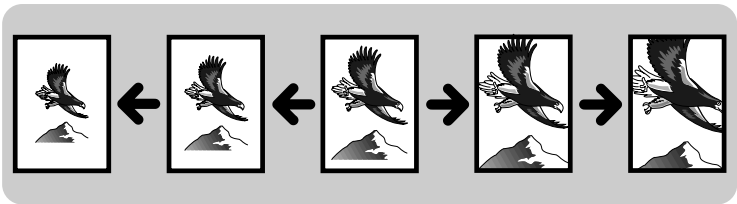
☛ See page 53.



Reducing And Enlarging In 1% Steps

☛ See page 54.

Using the [+] and [-] keys or Number keys

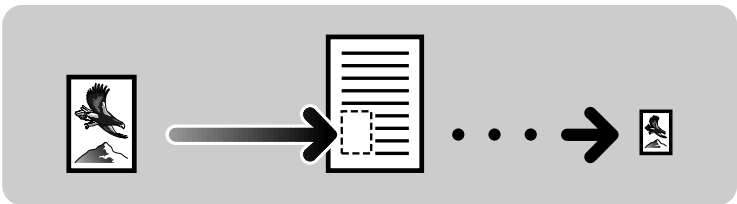


Stretching and squeezing the image

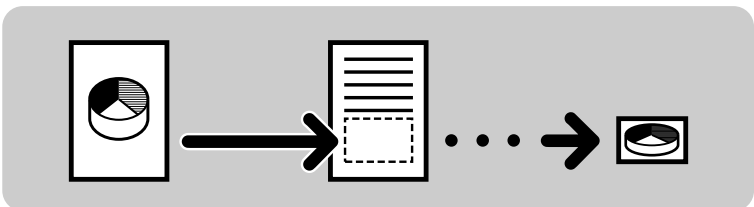
Fitting The Original To A Copy Of A Different Size

☛ See page 56.

Fitting the image in the copy area as it is



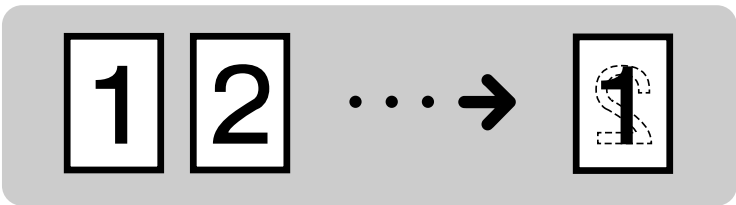
Stretching and squeezing the image into the copy area



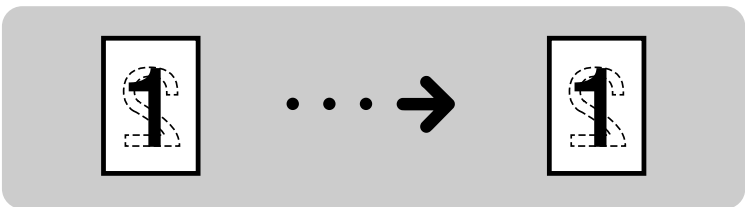
Making Two-sided Copies

☛ See page 58.

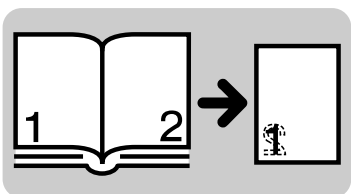
From one-sided originals

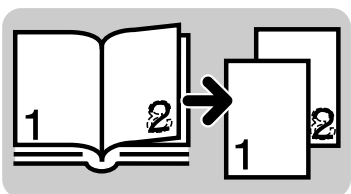


From two-sided originals



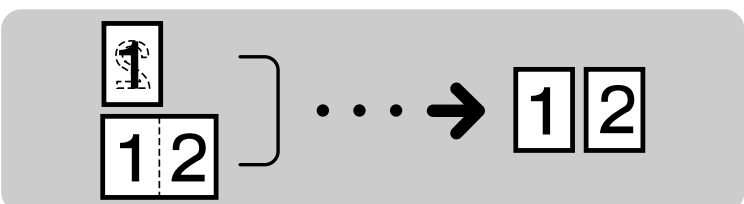
From book originals (Single) **(Multi)**





Making One-sided Copies

☛ See page 65.



Combining Originals Into One Copy

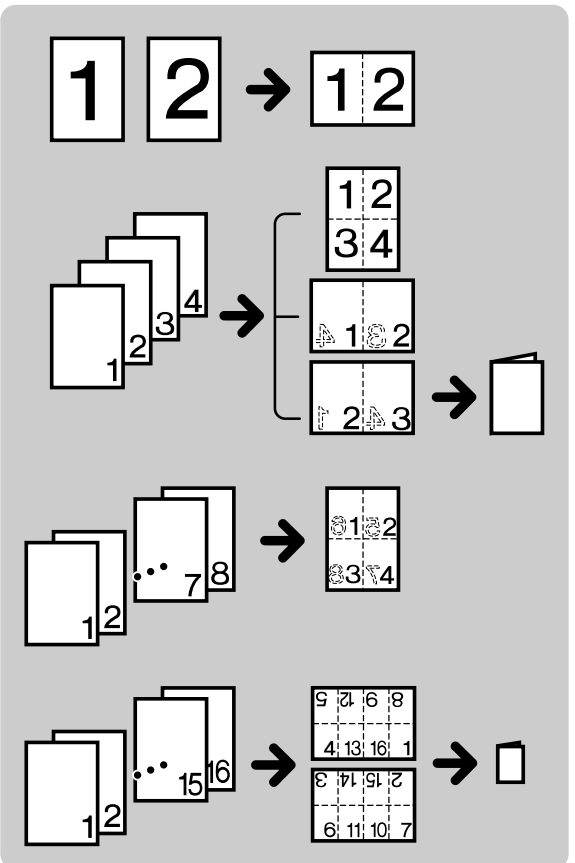
☛ See page 67.

From 2 one-sided originals

From 4 one-sided originals

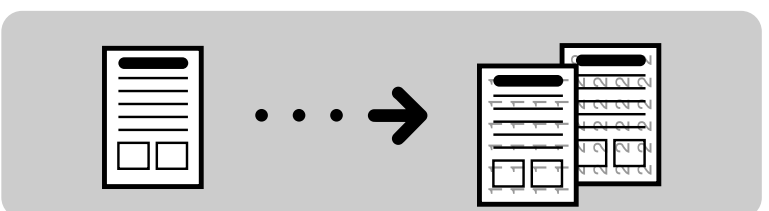
From 8 one-sided originals

From 16 one-sided originals



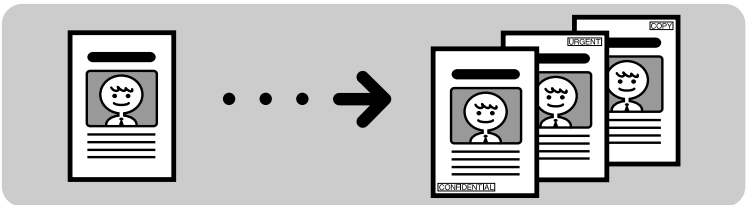
Printing Numbers On The Background Of Your Copies

☛ See page 71.



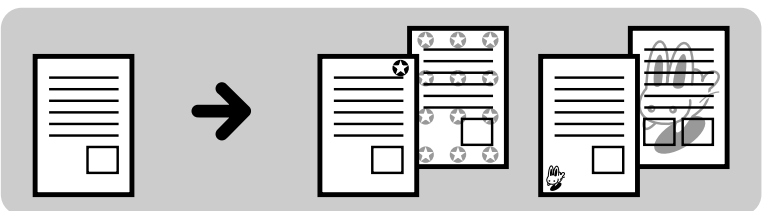
Printing Preset Messages On Your Copies

☛ See page 72.



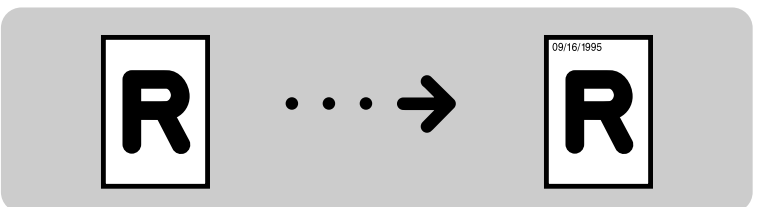
Printing Your Own Messages On Your Copies

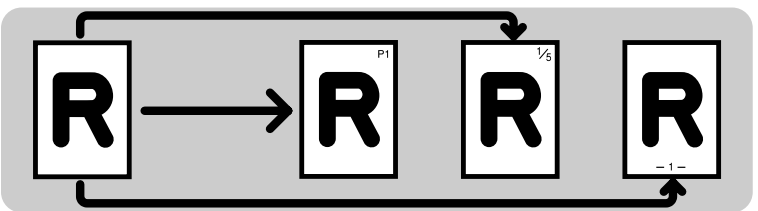
☛ See page 76.



Printing Dates And Page Numbers

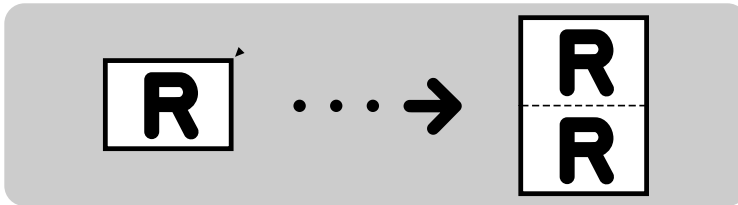
☛ See page 78.





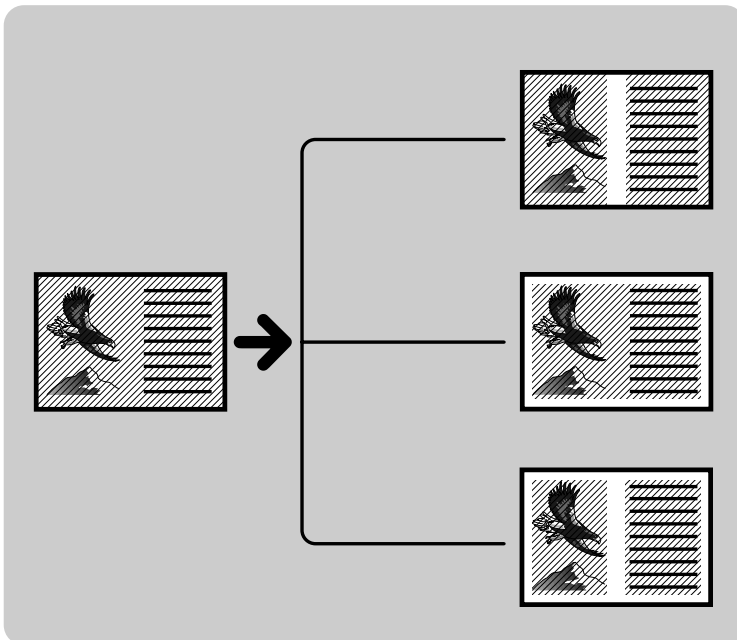
Copying The Image Twice On One Page

☛ See page 83.



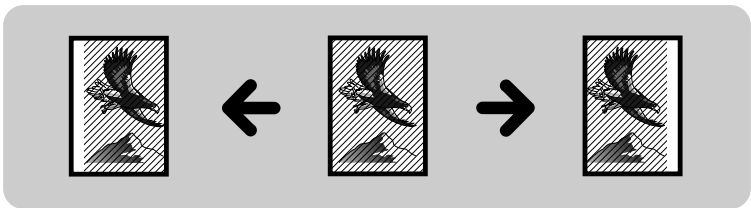
Erasing The Center And The Border (Erase Center/Border)

☛ See page 84.



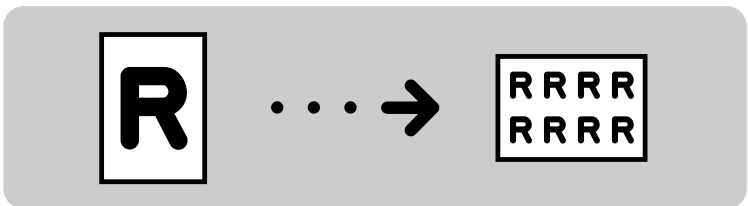
Adjusting The Margin

☛ See page 86.



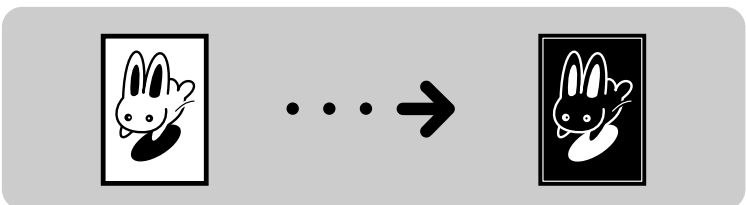
Repeating An Image Over The Entire Copy

☛ See page 87.



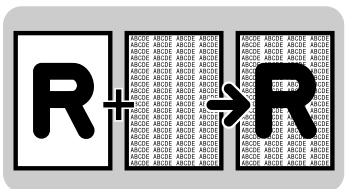
Reversing Black And White

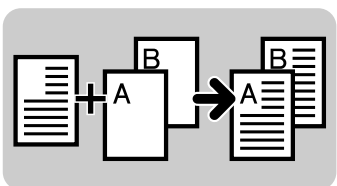
☛ See page 89.



Merging Images

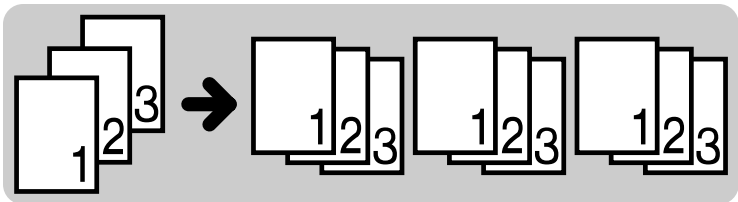
☛ See page 90.



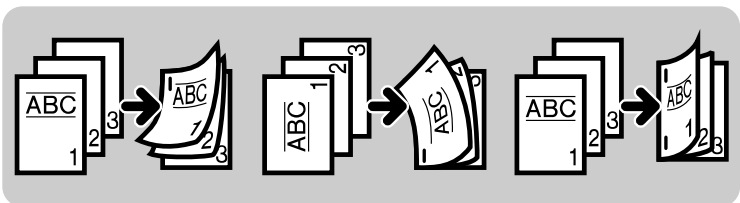


Optional Finishing

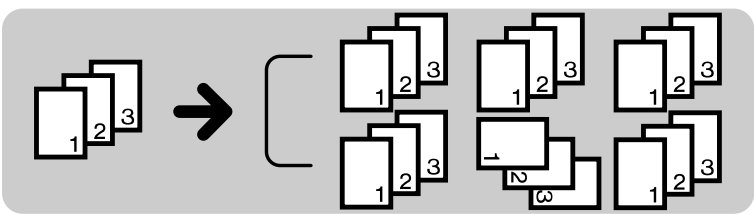
Sorting into sets with optional finisher (123, 123, 123) ☛ See page 92.



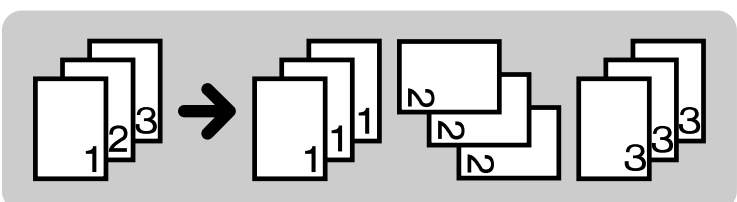
Stapling with optional finisher ☛ See page 95.



Sorting into sets with optional 3-bin sorter (123, 123, 123,) ☛ See page 100.



Stacking together all copies of a page with optional 3-bin sorter (111, 222, 333) ☛ See page 101.



BASICS

USING THE TOUCH PANEL DISPLAY **24**

GETTING HELP ON THE DISPLAY **26**

RECOMMENDED & NON-RECOMMENDED ORIGINALS **27**

Recommended Originals 27
Non-recommended Originals For The Optional Document Feeder 27

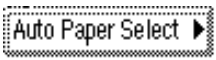
SETTING ORIGINALS ON THE EXPOSURE GLASS **28**

SETTING A STACK OF ORIGINALS IN THE OPTIONAL DOCUMENT FEEDER (ADF) **28**

SETTING ONE ORIGINAL AT A TIME IN THE OPTIONAL DOCUMENT FEEDER (SADF) **30**

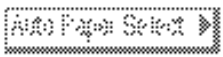
USING THE TOUCH PANEL DISPLAY

On the touch panel display, you can find keys, instructions and messages. By touching keys on the display, you can select or deselect functions and enter data for the selected modes. The display uses the following conventions:



Keys that have the option of being selected.

Keys that have been selected.



Keys that have no option to select.

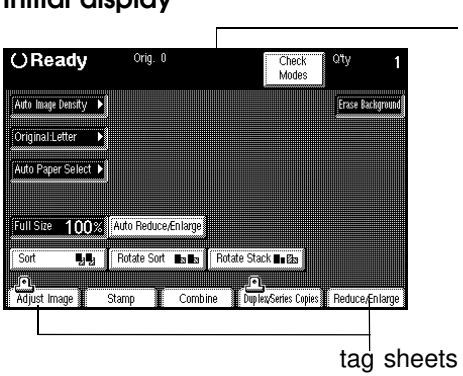
In this manual, we use the following convention:

Key on the display:

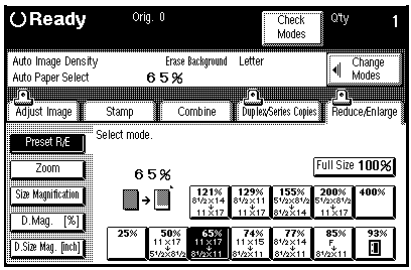
In the manual : **[Auto Paper Select]** key

⚠*Caution: Do not press the touch panel display with any hard or sharp object (pen, pencil, etc.). Always use your fingers or something with a soft tip.*

Initial display



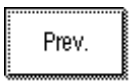
Display after selecting functions on the tag sheets



After selecting functions on tag sheets, the clip appears on the tag.

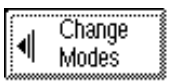
[Check Modes] key

When you have selected functions on tag sheets, this key appears on the upper right area on the touch panel display. Touch this key to see at a glance all the modes you selected.



[Prev.] key

This key appears in the upper right corner of the display when you touch the **[Check Modes]** key. Press to go back to the previous display.



[Change Modes] key

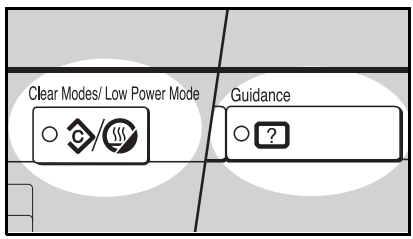
When you select functions on the tag sheets, this key appears on the display. Touch this key to change settings of the following modes:

image density, original type settings, copy paper size, Auto Reduce\Enlarge, and finishing

GETTING HELP ON THE DISPLAY

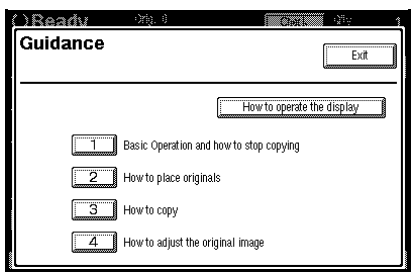
Press the **Guidance** key when you want to know detailed information about functions you use.

1 Press the **Clear Modes**/**Low Power Mode** key then the **Guidance** key.



2 Touch the key you want to know about on the touch panel display.

For example, if you want to know about "How to operate the display", touch the **[How to operate the display]** key.



- ❒ To go to the next page, touch the **[Next]** key. To return to the previous page, touch the **[Prev.]** key.
- ❒ To go back to the display shown after pressing the **Guidance** key, touch the **[Menu]** key.
- ❒ To exit from the guidance display, touch the **[Exit]** key.

RECOMMENDED & NON-RECOMMENDED ORIGINALS

Recommended Originals

❒ Regarding originals that the optional document feeder can handle, ☛ see "DOCUMENT FEEDER (OPTION)" in the "General Reference".

Non-recommended Originals For The Optional Document Feeder

⚠*CAUTION:* *The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass.*

❒ Originals thicker than 128 g/m^2, 34 lb

❒ Originals thicker than 105 g/m^2, 28 lb when using two-sided originals

❒ Originals thinner than 40 g/m^2, 11 lb. But for originals between 40 and 52 g/m^2 (11 and 14 lb), the document feeder must be set to Thin Paper mode. ☛ See "USER TOOLS (ADF:Thin Paper Mode)" in the "General Reference".

❒ Originals larger than A3, 11" x 17"

❒ Originals smaller than A5, 5 1/2" x 8 1/2"

❒ Paper with any king of coating (such as carbon) on the back

❒ Folded, curled, creased, or damaged originals

❒ Mailing labels, or perforated originals

❒ OHP transparencies

❒ Translucent paper

❒ Pasted originals

❒ Damp originals

❒ Sticky originals

❒ Wavy originals

❒ Originals that are not made from paper

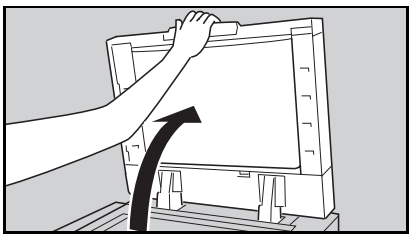
❒ Originals written in pencil on both sides, or two-sided carbon originals

❒ Thermal fax paper, CRO (camera ready original) or aluminum foil

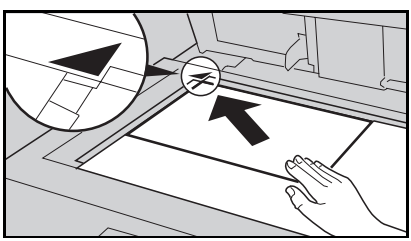
❒ Originals with globs of ink from a ball-point pen

SETTING ORIGINALS ON THE EXPOSURE GLASS

1. Lift the optional platen cover or the optional document feeder.



2. Set the original *face down* on the exposure glass. The original should be aligned to the rear left corner.



3. Lower the optional platen cover or the optional document feeder.

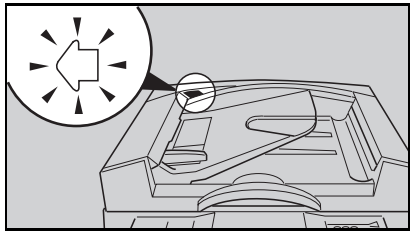
SETTING A STACK OF ORIGINALS IN THE OPTIONAL DOCUMENT FEEDER (ADF)

You can insert a stack of originals (one-sided or two-sided) of the same size into the document feeder. These originals are individually fed onto and removed from the exposure glass.

- If you want to set originals of different sizes at the same time, use the user tools. ☛ See page 127.

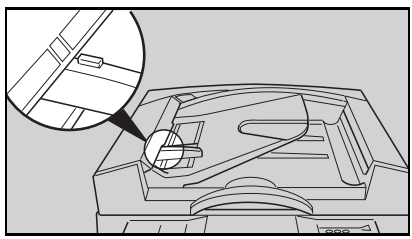
1. Correct any curl, fold, or crease in the originals before setting.

2 Confirm that the **Insert Original** indicator is lit before setting the originals.



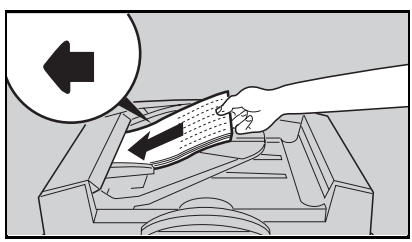
3 Confirm that no previous originals remain on the exposure glass.

4 Adjust the guide to the original size.

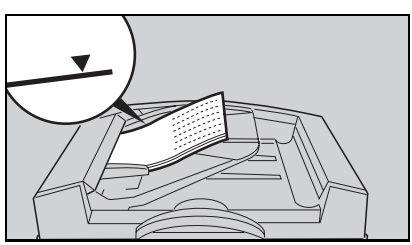


5 Set the originals *face up* into the document feeder until the **Insert Original** indicator goes off.

- ❒ The last page should be on the bottom.
- ❒ The guide must touch the front side of the originals.



- ❒ Do not stack originals above the limit mark.



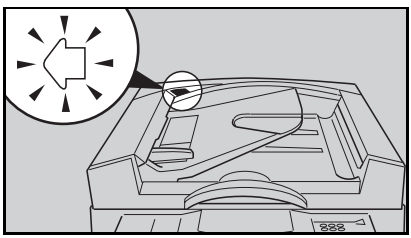
SETTING ONE ORIGINAL AT A TIME IN THE OPTIONAL DOCUMENT FEEDER (SADF)

You can insert one original at a time into the document feeder. The original is automatically fed onto and removed from the exposure glass.

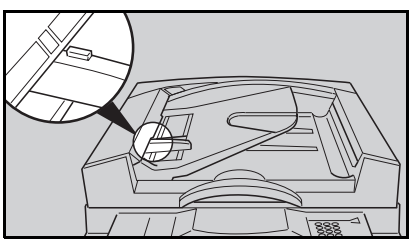
1 Correct any curl, fold, or crease in the originals before setting.

2 Confirm that the **Insert Original** indicator is lit before setting the originals.

3 Confirm that no previous originals remain on the exposure glass.

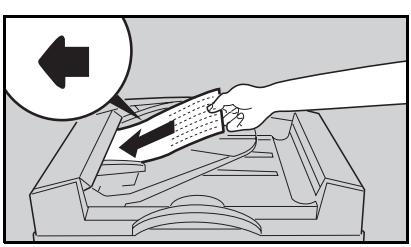


4 Adjust the guide to the original size.



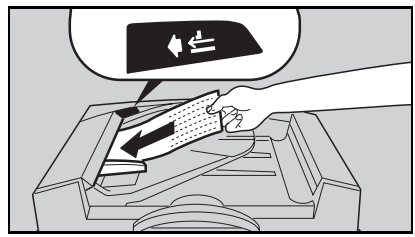
5 Set the original *face up* into the document feeder until the **Insert Original** indicator goes off.

- ❒ If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.
- ❒ The original guide must touch the front side of the original.



6 Press the **Start** key.

7 While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.



❒ If you have set more than two originals, the **Auto Feed** indicator is not lit after the last original is fed. In this case, press the **Start** key again after setting an original.

COPYING

BASIC OPERATIONS 34
- **Entering The Copy Mode** 34
- One-to-one Copying (Full Size Copying) 35
- Entering Copy Job Settings During The Warm-up Period (Auto Start) 36
- Adjusting Copy Image Density 36
- Selecting The Copy Paper Size (Manual Paper Select) 37
- Having The Copier Choose The Paper Size(Auto Paper Select) 38
- Having The Copier Choose The Reproduction Ratios (Auto Reduce/Enlarge) 40
- Selecting Original Type Setting (Letter, Letter/Photo, Photo, Generation Copy) 42
- Sorting Into Sets (123,123,123) (Sort, Rotate Sort) 43
- Stacking Together All Copies Of A Page (111,222,333) (Rotate Stack) 46
- Copying From The Bypass Tray 48
- Temporarily Stopping One Job To Copy Something Else (Interrupt) 51
- Recalling Job Settings (Job Recall) 51
- Storing Your Copy Setting In Memory (Program) 52

REDUCING AND ENLARGING (Reduce/Enlarge) 53
- Reducing And Enlarging Using Preset Ratios (Preset R/E) 53
- Reducing And Enlarging In 1% Steps 54
- Fitting The Original To A Copy Of A Different Size 56

WORKING WITH BOTH SIDES OF ORIGINALS AND COPIES (Duplex/Series Copies) 58
- Making Two-sided Copies (Duplex) 58
- Making One-sided Copies (Series Copies) 65

COMBINING ORIGINALS INTO ONE COPY (Combine) 67

PRINTING ID NUMBERS, PAGE NUMBERS, AND MESSAGES (Stamp) 71
- Printing Numbers On The Background Of Your Copies (Background Numbering) 71
- Printing Preset Messages On Your Copies (Auto Stamping) - English Only 72
- Printing Your Own Messages On Your Copies (User Stamping) 76
- Printing Dates And Page Numbers (Date Stamping, Page Numbering) 78

EDITING THE COPY IMAGE (Adjust Image) 83
- Copying The Image Twice On One Page (Double Copies) 83
- Erasing The Center And The Border (Erase Center/Border) 84
- Adjusting The Margin (Margin Adjustment) 86
- Repeating An Image Over The Entire Copy (Image Repeat) 87
- Reversing Black and White (Positive/Negative) 89
- Merging Images (Overlay/Merge) 90

OPTIONAL FINISHING 92
- Sorting Into Sets **With Finisher** (123,123,123) (Sort) 92
- Stapling **With Finisher** (Staple) 95
- Stapling Position And Original Setting 96
- When Setting One Original At A Time 99
- When Setting A Stack Of Originals In The Document Feeder 99
- **Sorting Into Sets With 3-bin Sorter (123, 123, 123) (Sort, Rotate Sort)** 100
- **Stacking Together All Copies Of A Page with 3-bin Sorter (111, 222, 333) (Rotate Stack)** 101

COMBINATION CHART 103

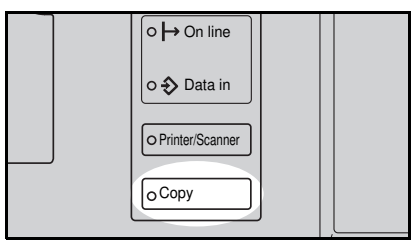
BASIC OPERATIONS

Entering The Copy Mode

If your machine is set to Share or Printer Priority mode, the Copy mode is default after turning on the main switch. If there are no current print or scan jobs, the Copy screen is shown and you can use all copying functions. It is not necessary for you to operate the machine to enter the Copy mode. If your machine is in the Printer or Scanner mode, do the following procedure to enter the Copy mode.

❒ If your machine is set to Printer Only or Scanner Only mode, you cannot use the copying functions. Regarding detailed information, ☛ see "SWITCHING BETWEEN THE PRINTER, COPIER AND SCANNER FUNCTIONS" of the "General Reference."

1 Press the **Copy** key to enter the Copy mode.



One-to-one Copying (Full Size Copying)

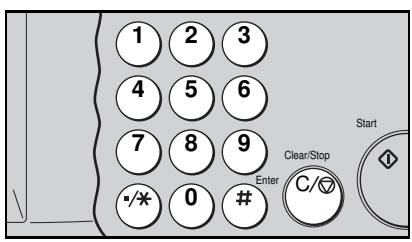
You can make copies that are the same size as your originals.

❒ Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change these settings, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change the default settings with the user tools. ☛ See pages 117 and 119.

1 Set your original on the exposure glass or in the optional document feeder. ☛ See pages 28 ~ 31.

2 Enter the number of copies required using the **Number** keys.

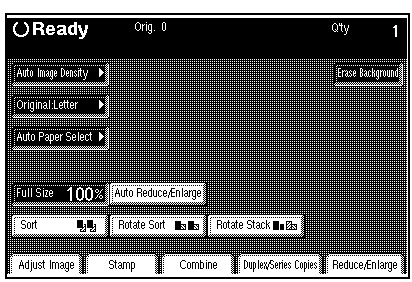
❒ To change the number entered, press the **Clear/Stop** key, then enter the new number.



3 Confirm that the **[Auto Paper Select]** key is dark. If not, touch the **[Auto Paper Select]** key, or select the proper paper size using keys on the display.

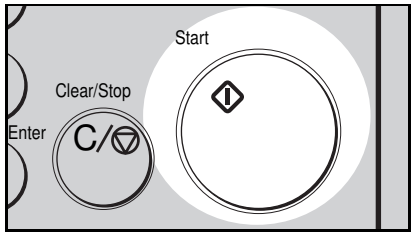
❒ Regarding Auto Paper Select, ☛ see page 38.

❒ Regarding selecting paper size, ☛ see page 37.



4 Make sure that the **[Full Size]** key is dark. If not, touch it.

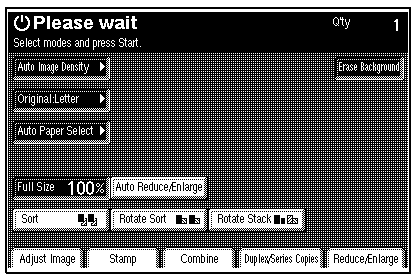
5 Press the **Start** key.



- To stop the copier during the multi-copy run, press the **Clear/Stop** key.
- Press the **Start** key to resume copying, or press the **Clear/Stop** key to clear the entered copy number.

Entering Copy Job Settings During The Warm-up Period (Auto Start)

During the warm-up period (within 140 seconds), the display is as shown. If you enter your copy job settings and press the **Start** key during the warm up period, the copier will start copying automatically when the copier reaches the ready condition.

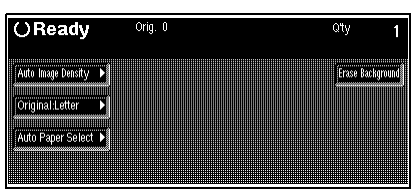


- To cancel Auto Start, press the **Clear/Stop** key.

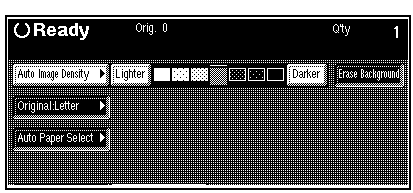
Adjusting Copy Image Density

Auto and manual image density

If the **[Auto Image Density]** key is dark, Auto Image Density is selected. If not, touch the **[Auto Image Density]** key.



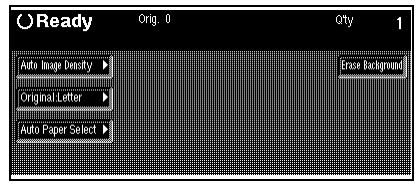
If the **[Auto Image Density]** key is light, Manual Image Density mode is selected. To get a darker image, touch the **[Darker]** key. To get a lighter image, touch the **[Lighter]** key.



Erasing Background (Erase Background)

Use this mode to mask out a dirty background (e.g. with a newspaper) and get clear copies.

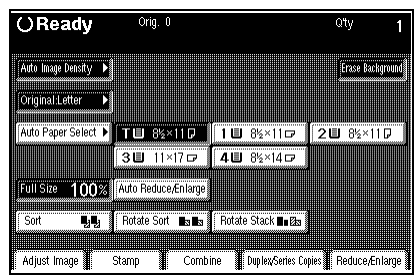
Confirm that the **[Erase Background]** key is dark. If not, touch it.



Selecting The Copy Paper Size (Manual Paper Select)

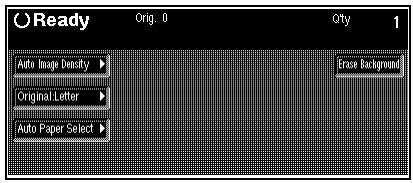
You can select the desired copy paper size manually by touching one of the tray keys in the display.

- ❒ Regarding setting copy paper in the bypass tray, ☛ see page 48.
- ❒ The keys that have an * (asterisk) cannot be used for Auto Paper Select.



Having The Copier Choose The Paper Size(Auto Paper Select)

The copier selects a suitable size of copy paper based on the original size and the reproduction ratio. Make sure that the **[Auto Paper Select]** key is dark. If not, touch the **[Auto Paper Select]** key.



- If you use translucent or transparent originals or originals with tags, the original size might not be detected correctly.
- When placing the original on the exposure glass directly, make sure that the optional platen cover or optional document feeder is lowered before pressing the **Start** key. Otherwise, the original size might not be detected correctly.
- When the original is set at a different direction from the copy paper in the paper tray and the required paper size is A4, 8 1/2" x 11" or smaller, the copier automatically rotates the original image by 90° to match the copy paper direction and make copies.
- The tray keys that have an * (asterisk) cannot be used for the Auto Paper Select.
- Regarding the combination of the Auto Paper Select and Stapling, ☛ see page 96.
- Regarding functions that cannot be used together with this function, ☛ see page 103.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change these settings, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. ☛ See pages 117 and 119.

❒ When you use Auto Paper Select, refer to the following table for possible copy paper sizes

Metric version

Original	Possible selected paper sizes for copy
A or B type*	A or B type*
8" x 13"	8" x 13"***, A or B type*
8 1/4" x 13"	8 1/4" x 13"***, A or B type*
8 1/2" x 13"	8 1/2" x 13"***, A or B type*
LT type**, 8" x 10"	LT type**, 8"x 10", A or B type*

* :A type (A3, A4, A5), B type (B4, B5, B6)

** :LT type: 11" x 17", 8 1/2" x 11"

*** :F/F4 size selected by user tools. ☛ See"USER TOOLS" in the"General Reference".

Inch version

Original	Possible selected paper sizes for copy
LT type	LT type
A4	A4, LT type
8" x 13"	8" x 13"**, LT type
8 1/4" x 13"	8 1/4" x 13"**, LT type
8 1/2" x 13"	8 1/2" x 13"**, LT type
11" x 15", 10" x 14", 8" x 10"	11" x 15", 10" x 14", 8" x 10", LT type

* :LT type: 11" x 17", 8 1/2" x 14", 8 1/2" x 11", 5 1/2" x 8 1/2"

** :F/F4 size selected by user tools. ☛ See "USER TOOLS" in the "General Reference".

Having The Copier Choose The Reproduction Ratios (Auto Reduce/Enlarge)

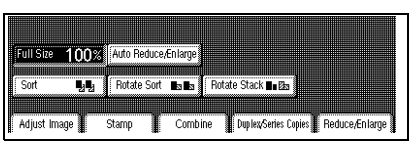
The copier can choose an appropriate reproduction ratio based on the paper and original sizes you select.

- If you use translucent or transparent originals or originals with tags, the original size might not be detected correctly.
- When placing the original on the exposure glass directly, make sure that the optional platen cover or optional document feeder is lowered before pressing the **Start** key. Otherwise, the original size might not be detected correctly.
- When the original is set at the different direction from the selected copy paper, the copier *cannot* rotate the image by 90°. Make sure to set the original in the same direction as the copy paper.
- Regarding functions that cannot be used together with this function, ☛ see page 103.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change these settings, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. ☛ See pages 117 and 119.

Example:

Metric version:	Original: A3 ⊐,	Copy paper: A4 ⊐
Inch version:	Original: 11" x 17" ⊐,	Copy paper: 8 1/2" x 11" ⊐

1 Touch the **[Auto/Reduce Enlarge]** key.

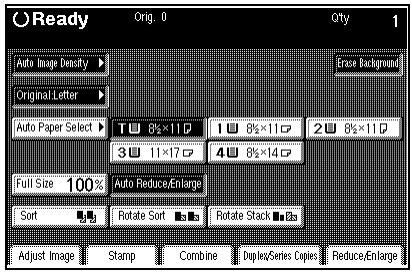


2 Set your original on the exposure glass or in the optional document feeder. ☛ See pages 28 ~ 31.

3 Select the copy size you require:

Metric version:
Touch the **[A4 ▭]** paper tray key.

Inch version:
Touch the **[8 1/2" x 11" ▭]** paper tray key.



4 Press the **Start** key. The original image is reduced to fit the selected copy paper.

Selecting Original Type Setting (Letter, Letter/Photo, Photo, Generation Copy)

There are four types of original type setting. Select the appropriate original type to match the kind of originals you are copying from.

❒ Letter mode is the default. You can change this setting using the user tools.
☛ See page 117.

Letter

Select Letter mode when your originals contain only letters (no picture).

Letter/Photo

Select Letter/Photo when your originals contain photographs or pictures with letters.

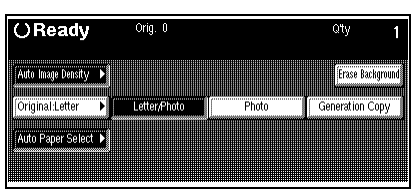
Photo

Delicate tones of photographs and pictures can be reproduced with this mode.

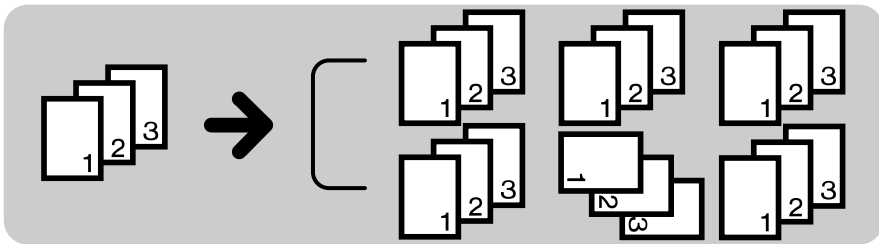
Generation copy

If your originals are copies, so called generation copies, the copy image can be reproduced sharply and clearly.

1 Letter mode is selected by default. Select the desired setting by touching one of four keys.



Sorting Into Sets (123,123,123) (Sort, Rotate Sort)



The copier puts images of more than two originals into memory and copies are collated into sets. In Sort mode, every copy set is delivered on the copy tray. In Rotate Sort mode, every other copy set is rotated by 90° and delivered to the copy tray, so that each set can be easily separated.

Notes for above modes

- ❒ You can make up to 999 copy sets at a time. However, when the number of copies exceeds the capacity of the copy tray, remove copies from the copy tray. Regarding the capacity of the copy tray, ☛ see page 130.
- ❒ After starting copying, the only setting you may change is image density, The change will apply from the next copy. ☛ See page 36.
- ❒ The maximum number of pages that can be stored is as follows:
  A4, 8 1/2" x 11": Approximately 100 pages (images)
- ❒ You can change the settings of these modes with the user tools. ☛ See page 127.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 103.
- ❒ Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. ☛ See pages 117 and 119.

Notes for Rotate Sort mode

- ❒ Paper sizes that can be used in Rotate Sort mode are as follows:
  A4, B5, 8 1/2" x 11"
- ❒ Two paper trays that are identical in size and different in direction are required. You can change this setting using the user tools. ☛ See page 127.
- ❒ This mode does not support different size originals.

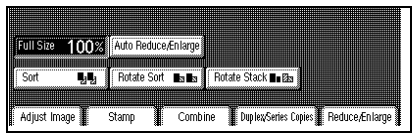
Notes for Sort mode

❒ When you make two-sided copies in Sort mode, the maximum number of copies stacked in the unit for two-sided copies (duplex unit) is as follows:

A3, 11" x 17": 30 sheets
Other sizes: 50 sheets

❒ Different size originals can be used only when you make one-sided copies from one-sided originals.

1 Touch the **[Sort]**, or **[Rotate Sort]** key.



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

3 When setting one original at a time

❶ Set an original on the exposure glass or in the optional document feeder (☛ see page 28 or 30). Then press the **Start** key. The copier starts memorizing the original image.

❒ Start with the last page to be copied.

❷ When the **Start** key turns green, or the **Auto Feed** indicator on the document feeder is lit, set the next original. If you have set the original on the exposure glass in step ❶, press the **Start** key.

❒ Set the original in the same direction as step ❶.

❒ When the memory reaches 0%, the copier stops memorizing. Press the **Start** key to finish copy jobs which are already into memory. After that, follow the instructions on the display.

❸ Repeat step ❷ until all originals are scanned.

❹ After all originals are put into memory, press the **Enter** key.

❒ If you are making one-sided copies, the first set of copies will have completed.

❺ Press the **Start** key.

3 When setting a stack of originals in the document feeder

❶ Set a stack of the originals in the document feeder (☛ see page 28), then press the **Start** key.

❒ The last page should be on the bottom.

❒ When memory runs out during copying, the machine can be programmed to behave in two ways with the user tools.

- ♦ Memory Full Auto Scan Restart = **[Yes]**
  → After all images in memory are copied, the machine will re-start scanning automatically.
  You should re-order your copies after all copy jobs are finished.

- ♦ Memory Full Auto Scan Restart = **[No]**
  → The machine will wait for you to press the **Start** key. At this point you should remove your copies from the copy tray. Press the **Start** key and then follow the instructions on the display to continue copying.

If you want to change the setting with the user tools, ☛ see page 127.

❒ If you make one-sided copies, the first set of copies has been completed when all original images are stored in the memory.

Stopping storing images and deleting stored images during copying

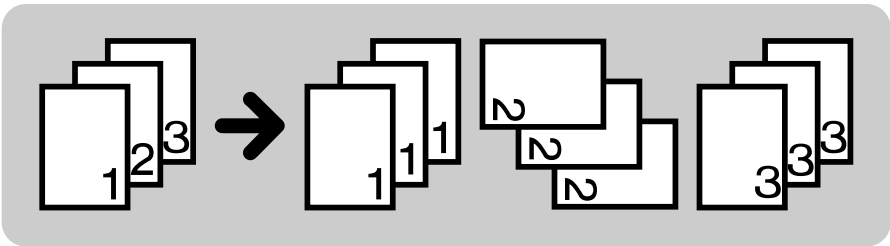
1 Press the **Clear/Stop** key.

❒ The copying run of the 1st set and scanning will stop.

2 Press the **Clear/Stop** key again. If you want to delete stored images, touch the **[Yes]** key following the instructions on the display.

❒ You cannot delete the stored images by press the **Clear/Stop** key, if copies have been stacked in the unit for two-sided copies (duplex unit) when making two-sided copies. In this case, after the step **1**, press the **Clear Modes/Low Power Mode** key. So that, all settings and stored images will be cleared. Then remove copies in the duplex unit by opening the front cover. For position of the duplex unit, ☛ see page 4.

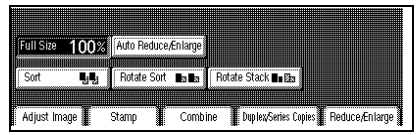
Stacking Together All Copies Of A Page (111,222,333) (Rotate Stack)



Each original is copied together. Every other copies is delivered to the copy tray, turned 90°.

- You can make up to 999 copy sets at a time. However, when the number of copies exceeds the capacity of the copy tray, remove copies from the copy tray. Regarding the capacity of the copy tray, ☛ see page 130.
- These modes do not support different size originals.
- After starting copying, the only setting you may change is image density, The change will apply from the next copy. ☛ See page 36.
- Two paper trays that are identical in size and different in direction are required. You can change this setting with the user tools. ☛ See page 127.
- The paper sizes that can be used in the Rotate Stack mode is as follows:
  A4, B5, 8 1/2" x 11"
- Regarding functions that cannot be used together with this function, ☛ see page 103.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. ☛ See pages 117 and 119.

1 Touch the **[Rotate Stack]** key.



2 Enter the number of copies with the **Number** keys.

3 **When setting one original at a time**

❶ Set an original on the exposure glass or in the optional document feeder (☛ see page 28 or 30). Then press the **Start** key.

❒ Start with the last page to be copied.

❷ When the **Start** key turns green or the **Auto Feed** indicator on the document feeder is lit, set the next original. If you have set the original on the exposure glass in step ❶, press the **Start** key.

❒ Set the original in the same direction as step ❶.

❸ Repeat step ❷ until your copying is finished.

3 **When setting a stack of originals in the document feeder**

❶ Set a stack of the originals in the document feeder (☛ see page 28), then press the **Start** key.

❒ Last page should be on the bottom.

Copying From The Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and copy paper that cannot be set in the paper tray.

- Approximately 40 sheets of copy paper (64 g/m2, 17 lb) can be inserted at a time.
- Before making copies onto OHP transparencies, adhesive labels, translucent paper, and post cards, read the notes for them. ☛ See "USE AND STORAGE OF SUPPLIES" in the "General Reference".
- When you make copies using the bypass tray, it is recommended to set paper in the bypass tray lengthwise (▭).
- When using the bypass tray, the large capacity tray cannot be used.
- The following sizes can be used as standard size copy paper. If you use other paper sizes, you should input vertical and horizontal dimensions.

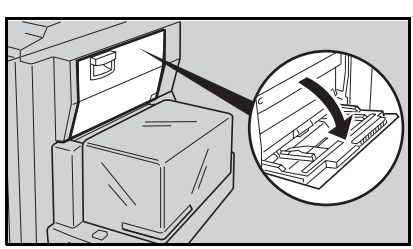
Metric version	Inch version
A3 ▭, B4 ▭, A4 ▯ ▭, B5 ▯ ▭, A5 ▯ ▭, B6 ▯ ▭, A6 ▯ ▭, 11" x 17" ▭	11" x 17" ▭, 8 1/2" x 11" ▯ ▭, 8 1/2" x 14" ▭, 5 1/2" x 8 1/2" ▯ ▭, 8" x 13" ▭,

- Regarding the functions that cannot be used together with this function, ☛ see page 103.
- If your machine is equipped with the optional 3-bin sorter, 5 1/2" x 8 1/2" ▯ cannot be used.
- With the default setting, Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are selected. In this case, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys twice to cancel these modes. You can change this default setting with the user tools. ☛ See pages 117 and 119.

1 Set your original on the exposure glass or in the optional document feeder. ☛ See pages 28 ~ 31.

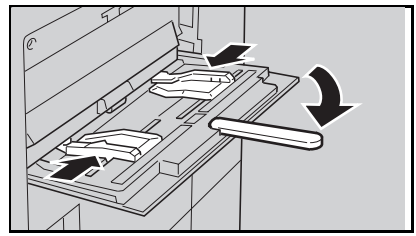
2 Open the bypass tray. The **[Bypass Tray]** key appears on the display.

- If the **[Bypass Tray]** key is not dark, touch it.



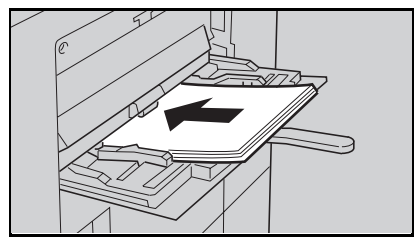
3 When copying onto standard size copy paper

❶ Slide the paper guides to the paper width and, if necessary, swing out the extender to support large size copy paper.



❷ Insert the copy paper into the bypass tray until the beeper sounds.

❒ The beeper can be canceled with the user tools. ☛ See "USER TOOLS" in the "General Reference".



❸ Press the **Start** key.

3 When copying onto non-standard size paper

Acceptable non-standard paper sizes:

Metric version:

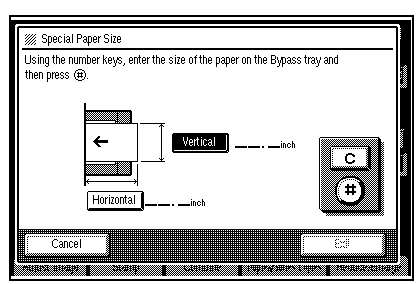
Vertical:	100 ~ 297 mm (in 1 mm steps)
Horizontal:	148 ~ 432 mm (in 1 mm steps)

Inch version:

Vertical:	4.0" ~ 11.7" (in 0.1" steps)
Horizontal:	6.0" ~ 17.0" (in 0.1" steps)

❶ Press the **Enter** key.

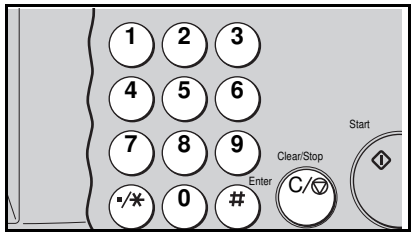
❷ The display changes as shown.



❸ Enter the vertical size of the paper using the **Number** keys.

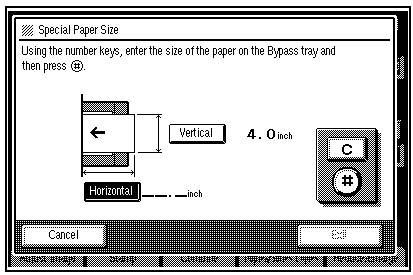
❒ To change the number entered, touch the **[C]** key or press the **Clear/Stop** key.

❹ Touch the **[#]** key in the display or press the **Enter** key.



❺ Enter the horizontal size of the paper using the **Number** keys. Then, touch the **[#]** key in the display or press the **Enter** key.

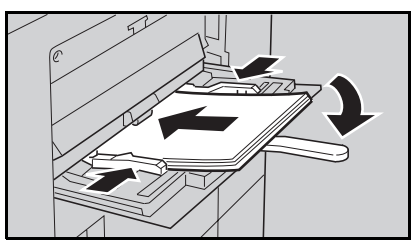
❻ Touch the **[Exit]** key to close this menu.



❼ The **[Bypass Tray]** key changes to **[Special Paper Size]** key.

❽ Adjust the guides to copy paper size and insert the copy paper until the beeper sounds.

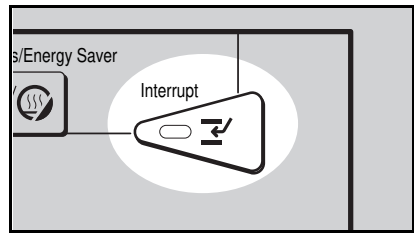
❒ The beeper can be canceled with user tools. ☛ See "USER TOOLS" in the "General Reference".



❾ Press the **Start** key.

Temporarily Stopping One Job To Copy Something Else (Interrupt)

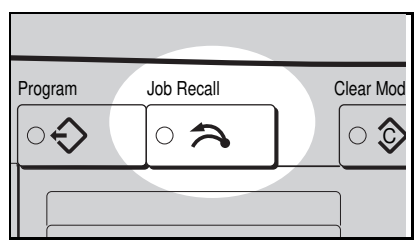
You can make urgently needed copies during a multicopy run by pressing the **Interrupt** key. The interrupted copy job settings are stored in the machine's memory. After interrupt copying is completed, press this key again to recall the previous copy job settings.



- In Interrupt mode, is displayed on the display.
- If you use this function with the optional document feeder, you might have to reset originals not to be copied after interrupt copying is finished. Follow the instructions on the display.
- If the optional 3-bin sorter is equipped with your machine, copies will be delivered to 3rd bin.
- Regarding the functions that cannot be used together with this function, ☛ see page 103.

Recalling Job Settings (Job Recall)

The previous copy job settings before auto reset or Low Power mode can be recalled by pressing the **Job Recall** key. When the previous copy job setting is saved, the **Job Recall** indicator is lit.



Storing Your Copy Setting In Memory (Program)

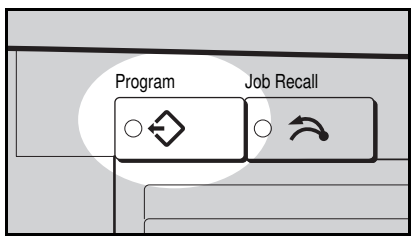
Your ten frequent copying jobs can be stored in the machine's memory.

- The stored program cannot be deleted. If you want to change the stored program, overwrite the stored program.

Storing your settings

1. Set the copy settings you want to put into memory.

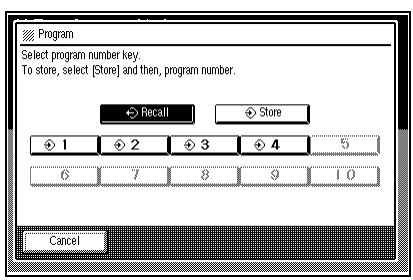
2. Press the **Program** key.



- If you want to cancel storing, touch the **[Cancel]** key.

3. Touch the **[Store]** key.

4. Touch one of the **[1]** ~ **[10]** keys that you want to store your settings in.



- A key with ◈ has already settings in it. If you want to overwrite settings, touch the key with ◈ and follow the instructions on the display.

Recalling a program

1. Press the **Program** key.

2. Make sure that the **[Recall]** key is dark. If not, touch it.

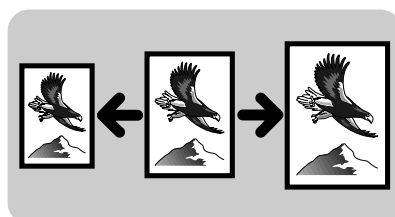
3. Touch one of the **[1]** ~ **[10]** keys that has ◈ on it.

REDUCING AND ENLARGING (Reduce/Enlarge)

- Regarding functions that cannot be used together with this function, ☛ see page 103.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. ☛ See pages 117 and 119.

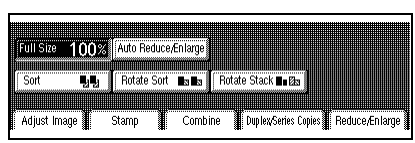
Reducing And Enlarging Using Preset Ratios (Preset R/E)

You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).



- You can add 2 fixed preset ratios using the user tools. ☛ See page 118.

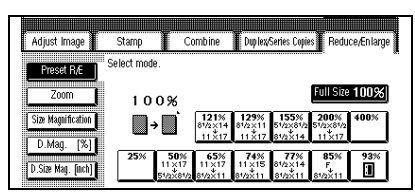
1 Touch the **[Reduce/Enlarge]** key.



2 Confirm that the **[Preset R/E]** key is dark. If not, touch the **[Preset R/E]** key.

3 Touch the desired reproduction ratio.

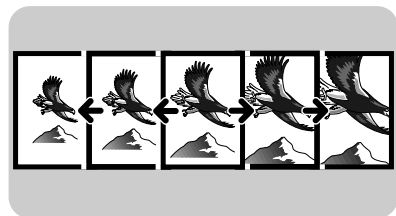
- Refer to the copy and paper sizes on keys to select the appropriate ratio to match your originals and copy paper.



Reducing And Enlarging In 1% Steps

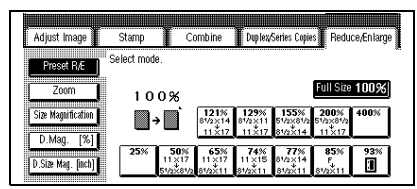
Using the (+) and (-) keys or Number keys (Zoom)

The reproduction ratio can be changed from 25% to 400% in 1% steps. There are two ways to change ratios.



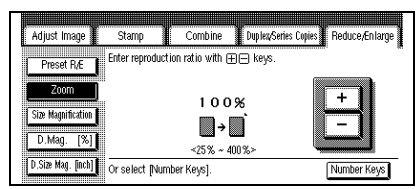
1 Touch the **[Reduce/Enlarge]** key.

2 Touch the **[Zoom]** key.



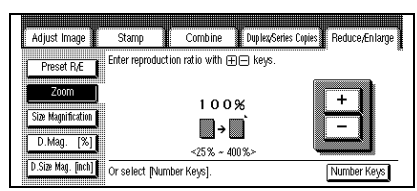
3 **When using the (+) and (-) keys**

❶ Enter the desired reproduction ratios touching the **[+]** and **[-]** keys on the display.



3 **When using number keys**

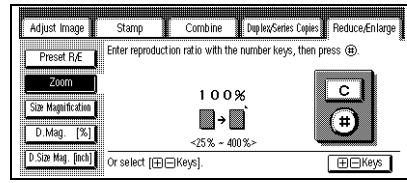
❶ Touch the **[Number Keys]** key.



❷ Enter the desired ratio using the **Number** keys.

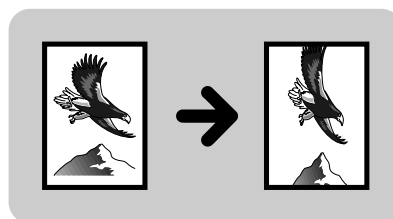
❒ To change the number entered, touch the **[C]** key or press the **Clear/Stop** key, then enter the new number.

❸ Touch **[#]** key on the display or press the **Enter** key.



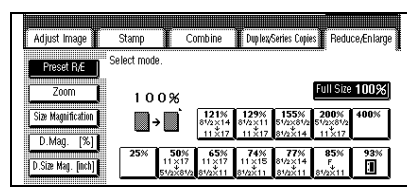
Stretching and squeezing the image (Directional Magnification)

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically. There are two ways to change ratios.



1 Touch the **[Reduce/Enlarge]** key.

2 Touch the **[D. Mag. (%)]** key.



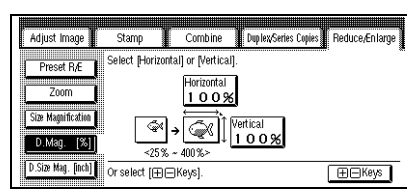
3 **When using number keys**

❶ Touch the **[Horizontal]** or **[Vertical]** key that you want to change the ratio.

❷ Enter the desired ratio using the **Number** keys.

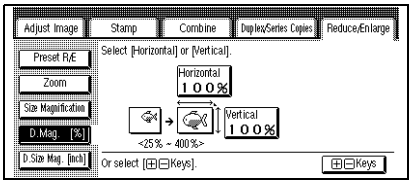
❒ To change the entered ratios, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new ratios.

❸ Touch the **[#]** key or press the **Enter** key.

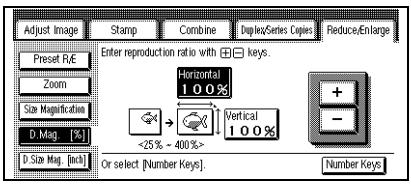


3 When using (+) and (-) keys

❶ Touch the **[+- Keys]** key.



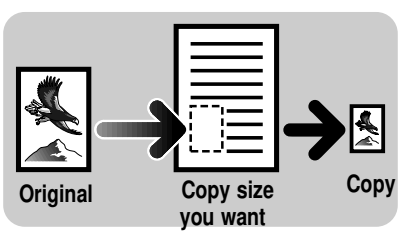
❷ Touch the **[Horizontal]** or **[Vertical]** key that you want to change the ratio. Select the desired ratios using **[+]** and **[-]** keys.



Fitting The Original To A Copy Of A Different Size

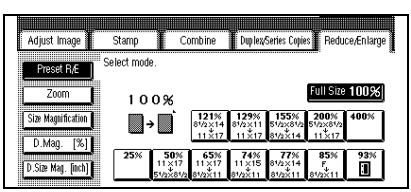
Fitting the image in the copy area as it is (Size Magnification)

The suitable reproduction ratio will be automatically selected when you enter the lengths of the original and copy image you want.

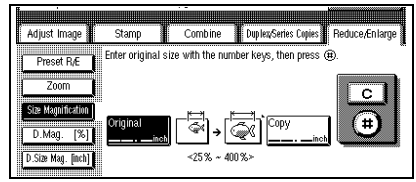


1 Touch the **[Reduce/Enlarge]** key.

2 Touch the **[Size Magnification]** key.



3 Enter the original size with the **Number** keys.



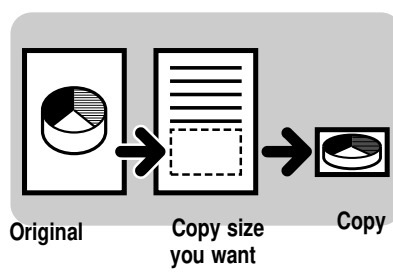
❒ To change the entered size, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new size.

4 Touch the **[#]** key or press the **Enter** key.

5 Enter the copy size by the **Number** keys. Touch the **[#]** key or press the **Enter** key.

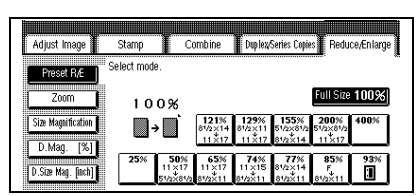
Stretching and squeezing the image into the copy area (Directional Size Magnification)

Copies can be reduced or enlarged to match independent horizontal and vertical size settings.



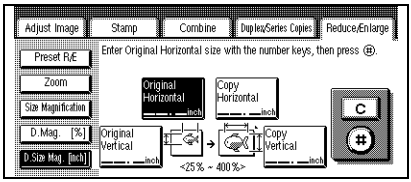
1 Touch the **[Reduce/Enlarge]** key.

2 Touch the **[D. Size Mag. (inch)]** key.



3 Enter the original horizontal size by the **Number** keys.

- To change the entered size, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new size.



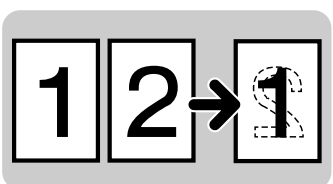
4 Touch the **[#]** key or press the **Enter** key.

5 Repeat steps **3** and **4** to enter the other sizes, following the display instructions.

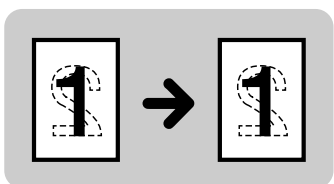
WORKING WITH BOTH SIDES OF ORIGINALS AND COPIES (Duplex/Series Copies)

Making Two-sided Copies (Duplex)

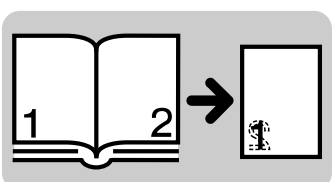
From one-sided originals (1 Sided → 2 Sided)



From two-sided originals (2 Sided → 2 Sided)

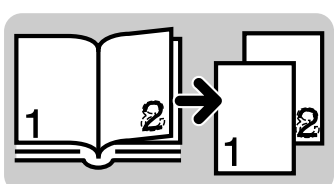


From book originals (Single)



This mode makes two-sided copies from two facing pages of a bound (book) original.

From book originals (Multi)



This mode makes the copies face each other exactly as the bound (book) originals do.

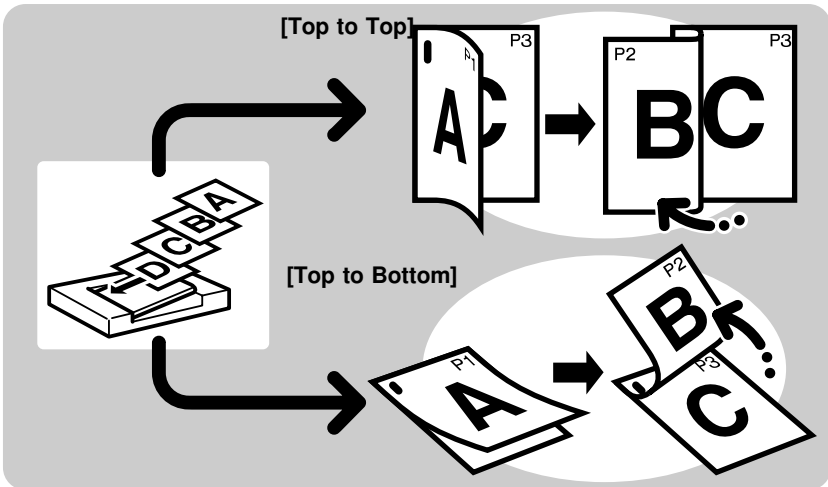
- When you make two-sided copies from one-sided originals, a right margin of 5 mm (0.2") is automatically set on the back side. You can change this setting with the user tools. ☛ See pages 118 and 119.
- You can change a setting of this mode with the user tools. ☛ See page 126.
- Single and Multi modes do not support different size originals.
- Regarding functions that cannot be used together with this function, ☛ see page 103.
- The following paper limitations apply:

Metric version:	Maximum size:	A3 ▭
	Minimum size:	A5 ▯
	Weight:	64 ~ 105 g/m^2
Inch version:	Maximum size:	11" x 17" ▭
	Minimum size:	5 1/2" x 8 1/2" ▯
	Weight:	17 ~ 24 lb

- Maximum number of copies (not in Sort, Rotate Sort, or Staple mode):

Metric version:	50 sheets
	30 sheets (A3, 81 ~ 105 g/m^2)
Inch version:	50 sheets
	30 sheets (11" x 17", 22 ~ 24 lb)

- If you select Stapling (**[Top]**) and Page Numbering (**[P1, P2...]** or **[1/5, 2/5...]**) together when making two-sided copies, it is recommended to set Duplex and Page Numbering modes as described below to avoid page numbers and staple position overlap on the reverse side of copies.
  1. At first, set the Duplex mode as you want.
  2. Touch the **[Stamp]** key.
  3. Touch the **[Page Numbering]** key and select **[P1,P2...]** or **[1/5,2/5...]**. ☛ See pages 78 ~ 82.
  4. If you select **[Top to Top]** in step 1, it is recommended that the **[Shift Position]** key is selected (dark). If you select **[Top to Bottom]** in step 1, it is recommended that the **[Shift Position]** key is not selected.

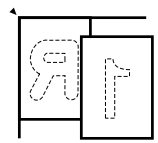
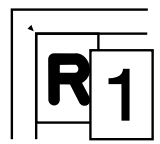
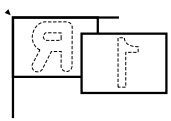
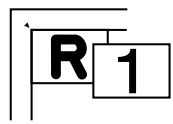
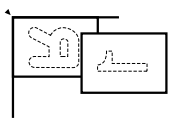
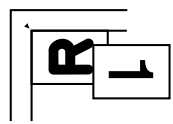
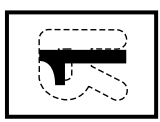
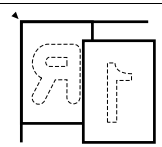
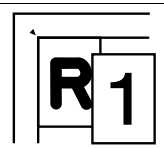
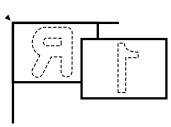
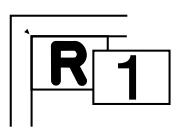
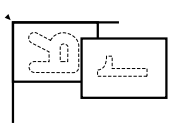
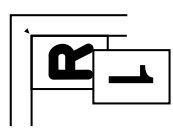
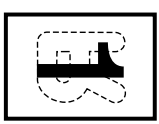


❒ Notes for **[1 Sided → 2 Sided]**
With the default setting, Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are selected. If this setting is acceptable, you don't need to do steps 1, 2, 3 (❶, ❷, ❸, and ❹) on page 62. If you want to change setting, touch the **[Duplex/Series Copies]** key.
If you want to change margin setting, touch the **[Adjust Image]** key. You can change this default setting with the user tools. ☛ See page 119.

❒ Notes for **[2 Sided → 2 Sided]**, **[Single]**, and **[Multi]**
With the default setting, Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are selected. In this case, do steps 1, 2, and 3 (❶) to change the setting. You can change this default setting with the user tools. ☛ See page 117.
If you want to change margin setting, touch the **[Adjust Image]** key. You can change this default setting with the user tools. ☛ See page 119.

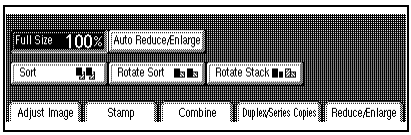
Originals and copies directions when making two-sided copies from one-sided originals

When making two-sided copies from one-sided originals, you can select the orientation (**[Top to Top]**, **[Top to Bottom]**). Referring to the illustration below, select one of them.

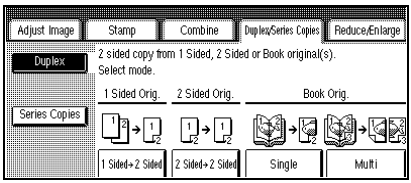
Stapling position	Original setting			Copies
		on the exposure glass	in the document feeder	
[Top to Top]	direction			
	direction			
	direction*			
[Top to Bottom]	direction			
	direction*			
	direction*			

❒ * recommended when your original is larger than B4, 8 1/2" x 14" or larger.

1 Touch the **[Duplex/Series Copies]** key.

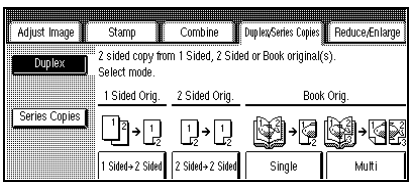


2 Confirm that the **[Duplex]** key is dark. If not, touch the **[Duplex]** key.



3 When you want to make two-sided copies from one-sided originals

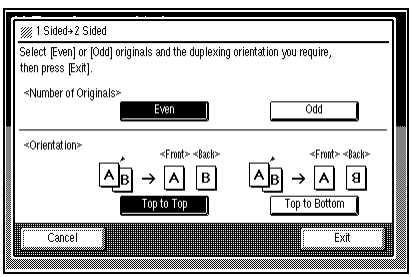
❶ Touch the **[1 Sided → 2 Sided]** key.



❷ Select **[Even]** or **[Odd]** for the number of originals.

❸ Select **[Top to Top]** or **[Top to Bottom]** for the orientation referring to the table on page 57.

❹ Touch the **[Exit]** key.

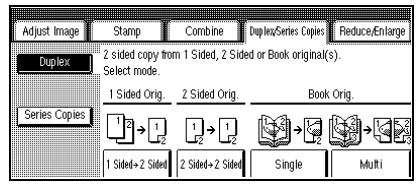


❺ Set your originals (☛ see pages 28 ~ 31) and make your copies.

- ❒ If you set originals in the optional document feeder, the last page should be on the bottom.
- ❒ If you set one original in the optional document feeder at a time, start with the last page to be copied. Follow the procedures on pages 30 ~ 31.
- ❒ If you place originals on the exposure glass, start with the last page to be copied. After setting your original, press the **Enter** or **Start** key following the instructions on the display.

3 When you make two-sided copies from two-sided originals

❶ Touch the **[2 Sided → 2 Sided]** key.

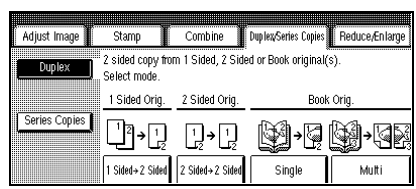


❷ Set your originals (☛ see pages 28 ~ 31) and make your copies.

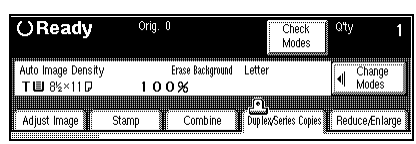
- ❒ If you set originals in the optional document feeder, the last page should be on the bottom.
- ❒ If you set one original in the optional document feeder at a time, start with the last page to be copied. Follow the procedures on pages 30 ~ 31.
- ❒ If you place originals on the exposure glass, start with the last page to be copied. After setting your original, press the **Enter** or **Start** key following the instructions on the display.

3 When you make two-sided copies from book originals (Single, Multi)

❶ Touch the **[Single]** or **[Multi]** key.



❷ Touch the **[Change Modes]** key and select the copy paper size, because Auto Paper Select is canceled.

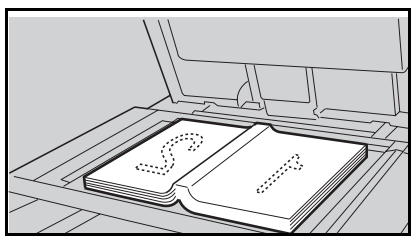


❸ Confirm that the reproduction ratio is appropriate. If not, select the proper ratio by touching the **[Reduce/Enlarge]** key referring to the following table.

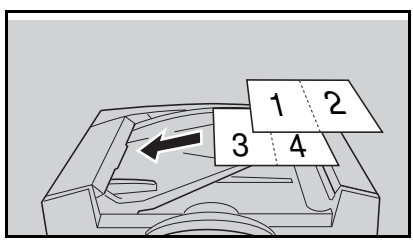
Book original size	Copy paper	Ratio
A3 ▭	A4 ▯	100%
A4 ▭	A4 ▯	141%
11" x 17" ▭	8 1/2" x 11" ▯	100%
8 1/2" x 11" ▭	8 1/2" x 11" ▯	129%

❹ Set your originals. Start with the last page of your book original and work your way to the beginning.

Place the original *face down* on the exposure glass and align the last page with the left scale.



Or, set the facing original in the optional document feeder as shown in the illustration.



❒ If you set originals in the optional document feeder, the last page should be on the bottom.

❒ If you place your original on the exposure glass, or set one original at a time in the document feeder, start with the last page to be copied.

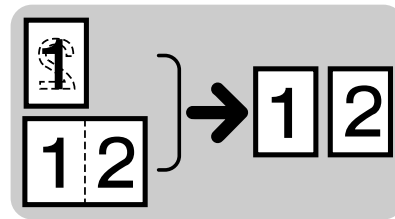
❺ Make your copies by pressing the **Start** key.

❒ If you select the **[Multi]** in step ❶ and set your original on the exposure glass, repeat steps ❹ and ❺ until all originals are finished. To finish your job, press the **Enter** key following the instructions on the display.

❒ If you select the **[Multi]** in step ❶ and set one original at a time in the document feeder in step ❹, press the **Enter** key to finish your job following the instructions on the display.

Making One-sided Copies (Series Copies)

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

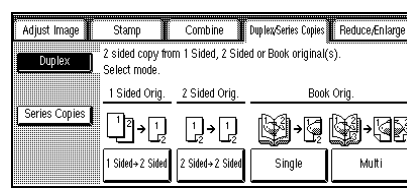


Note: The optional document feeder is required when you select one-sided copies from two-sided originals.

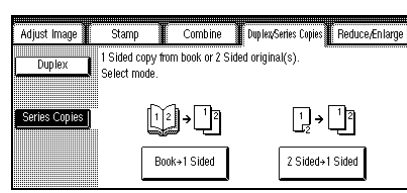
- When making one-sided copies from book originals, the maximum paper size (▯ only) that can be used is as follows:
  Metric version: A4 ▯
  Inch version: 8 1/2" x 11" ▯
- Book → 1 Sided mode does not support different size originals.
- Regarding functions that cannot be used together with this function, ☛ see page 103.
- With the default setting, Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are selected. In this case, do steps 1, 2, and 3 to cancel the Duplex setting. You can change this default setting with the user tools. ☛ See page 117.
  If you want to change margin setting, touch the **[Adjust Image]** key. You can change this default setting with the user tools. ☛ See page 119.

1 Touch the **[Duplex/Series Copies]** key.

2 Touch the **[Series Copies]** key.



3 Select the desired mode by touching a key.



4 If you select the **[Book → 1 Sided]** key in step 3, touch the **[Change Modes]** key and select the copy paper size because Auto Paper Select is canceled. Confirm that the reproduction ratio is appropriate. If not, select the proper ratio by touching the **[Reduce/Enlarge]** key. ☛ See the table on page 64.

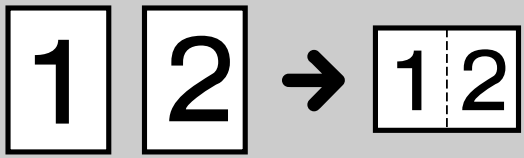
5 Set your originals (☛ see pages 28 ~ 31) and make your copies.

- ❒ If you set originals in the optional document feeder, the last page should be on the bottom. ☛ See the second illustration on page 64.
- ❒ When you set a book original on the exposure glass, start with the last page to be copied aligning it with the left scale. ☛ See the top illustration on page 64.

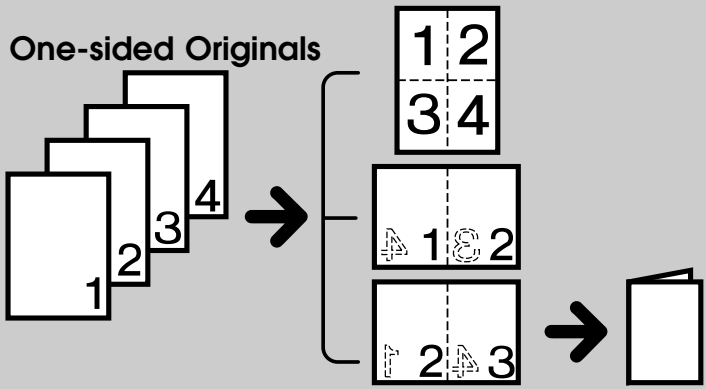
6 Press the **Start** key.

COMBINING ORIGINALS INTO ONE COPY (Combine)

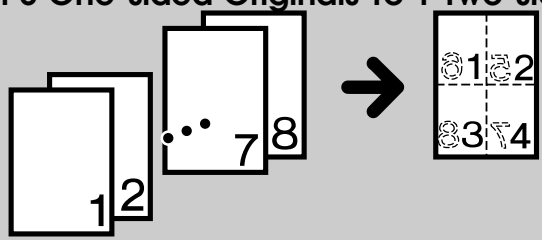
From 2 One-sided Originals To 1 One-sided Copy



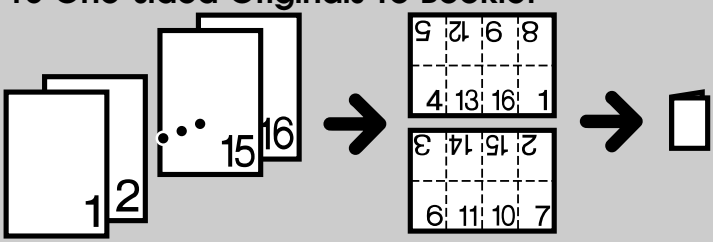
From 4 One-sided Originals



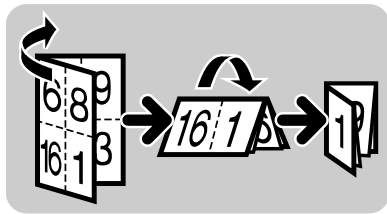
From 8 One-sided Originals To 1 Two-sided Copy



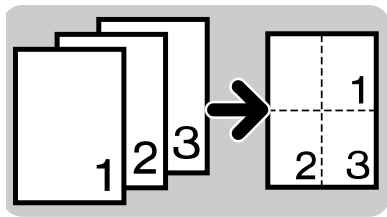
From 16 One-sided Originals To Booklet



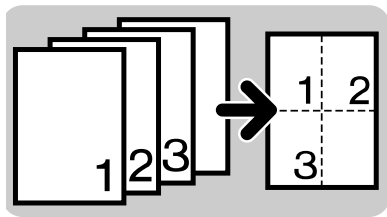
- If you want to make a booklet from 16 originals, fold copies as shown in the illustration.
- If you want to make a booklet that reads from right to left, change the default setting with the user tools. ☛ See page 120.



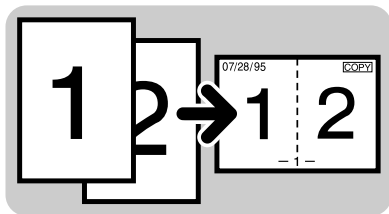
- Even if the number of originals in the optional document feeder is less than the number required in the selected mode, copies can be made as shown in the illustration. You can change this setting with the user tools. ☛ See page 126.



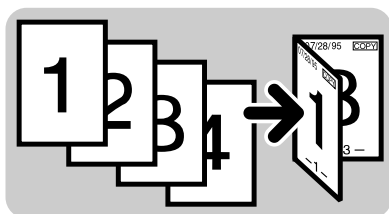
- If you add a blank sheet to the bottom of the stack of your originals, the copies can be made as shown in the illustration.



- Auto Stamping, Date Stamping and Page Numbering will be copied *one per copy paper* as shown in the illustration. This doesn't apply to Booklet mode.

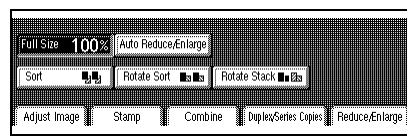


- Auto Stamping, Date Stamping and Page Numbering will be copied *one per original* when you make a booklet from 4 or 16 originals as shown in the illustration.



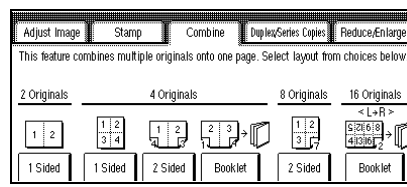
- When you make a booklet from 4 or 16 originals, the maximum paper size that can be used is as follows:
  Metric version: A4
  Inch version: 8 1/2" x 11"
- In this mode, the copier selects the reproduction ratio automatically. This reproduction ratio depends on the original and copy paper sizes as follows:
  Metric version: original: A4, copy paper: A4
  Inch version: original: 8 1/2" x 11", copy paper: 8 1/2" x 11"
- Even if the direction of originals is different from that of copy paper, the copier will automatically rotate the image by 90° to make copies properly.
- The original size is decided when the first original is stored in the memory. So, you cannot use originals containing different sizes and directions together.
- Separation line between originals can be printed using the user tools. ☛ See page 120.
- Regarding functions that cannot be used together with this function, ☛ see page 103.
- With the default setting, Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are selected. In this case, touch the **[Duplex/Series Copies]** key twice to cancel Duplex mode. You can change this default setting with the user tools. ☛ See page 117.
  If you want to change margin setting, touch the **[Adjust Image]** key. You can change this default setting with the user tools. ☛ See page 119.

1 Touch the **[Combine]** key.

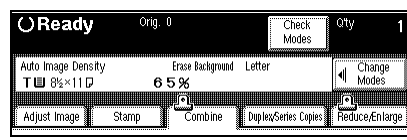


2 Select one of the desired combine modes.

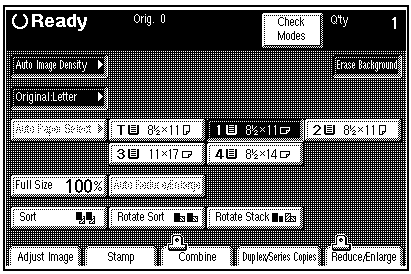
- The suitable reproduction ratio is selected automatically.



3 Touch the **[Change Modes]** key.



4 Select the same size copy paper as the original.



5 When setting one original at a time

❶ Set the original on the exposure glass or in the document feeder (☛ see page 28 or 30). Then press the **Start** key.

❒ Start with the last page to be copied.

❷ When the **Start** key turns green or the **Auto Feed** indicator on the document feeder is lit, set the next original. If you have set the original on the exposure glass in step ❶, press the **Start** key.

❸ Repeat step ❷ until all originals are scanned.

❒ If the number of scanned originals is the required number in the selected mode, copying will start automatically.

❹ To finish your copying job, press the **Enter** and **Start** keys following the instructions on the display.

5 When setting a stack of originals in the document feeder

❶ Set a stack of originals (☛ see page 28) in the document feeder and press the **Start** key.

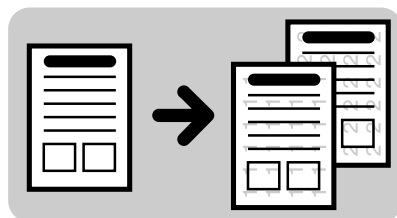
❒ The last page should be on the bottom.

PRINTING ID NUMBERS, PAGE NUMBERS, AND MESSAGES (Stamp)

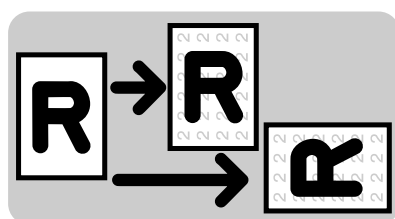
❒ Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. ☛ See pages 117 and 119.

Printing Numbers On The Background Of Your Copies (Background Numbering)

You can number your copies by printing a number on the background of the copy. This function can help you to keep track of confidential documents.



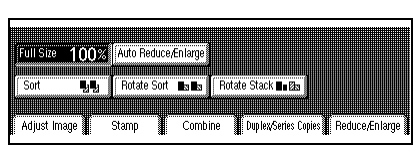
❒ Background Numbering cannot be rotated. For example, if you select Rotate Sort with the Background Numbering, the copies will be as shown in the illustration.



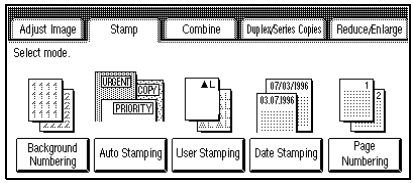
❒ You can change some settings (size, density) of the numbers with the user tools. ☛ See page 126.

❒ Regarding functions that cannot be used together with this function, ☛ see page 103.

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

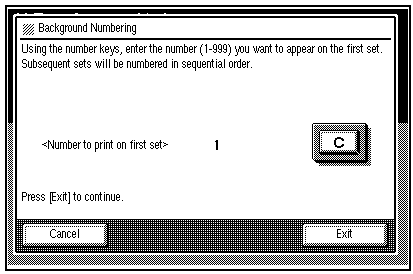


2 Touch the **[Background Numbering]** key.



3 Enter the number you want to print on the first set using the **Number** keys.

❒ To change the entered number, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new number.



4 Touch the **[Exit]** key.

5 Set your originals (☛ see pages 28 ~ 31) and press the **Start** key.

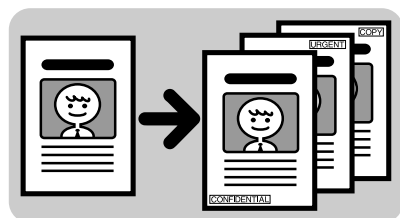
Printing Preset Messages On Your Copies (Auto Stamping) - English Only

NOTE: If your machine is the metric version, this function cannot be used as a default setting. If you want to use this function, contact your sales or service representative.

One of the following seven messages can be stamped on copies.

URGENT, COPY, PRIORITY
PRELIMINARY, CONFIDENTIAL,
For Your Information,
For Internal Use Only

*A frame is printed around the message.



❒ You can change some settings of Auto Stamping (stamping position, size, density) using the user tools. ☛ See pages 122 ~ 123.

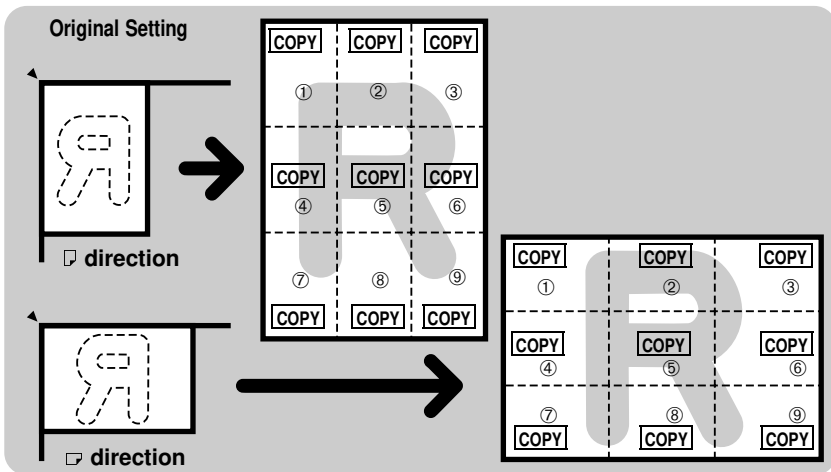
❒ One message can be stamped at a time.

❒ Regarding functions that cannot be used together with this function, ☛ see page 103.

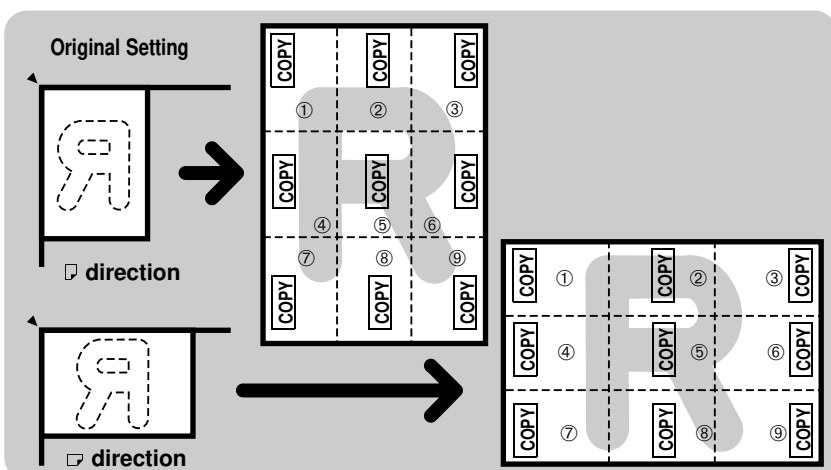
Original setting, stamping position and direction

Key on Display	↖	↑	↗	←	✳	→	↙	↓	↘
Stamping Position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

Direction: Horizontal

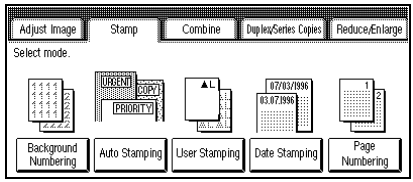


Direction: Vertical

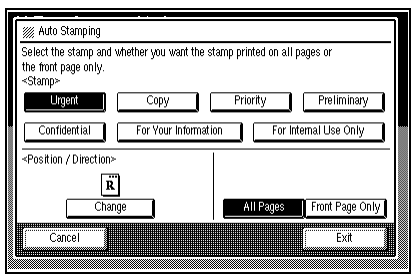


1 Touch the **[Stamp]** key.

2 Touch the **[Auto Stamping]** key.

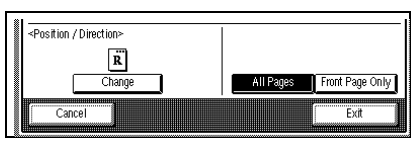


3 Select the desired message by touching a key.

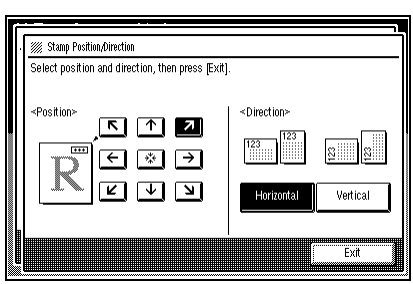


4 If changing the stamping position and direction

❶ Touch the **[Change]** key.

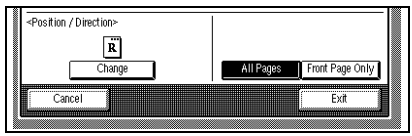


❷ Select the desired position and direction by touching keys. For position and direction, refer to the previous page. Touch the **[Exit]** key.



4 If stamping on the front page only

❶ Touch the **[Front Page Only]** key.

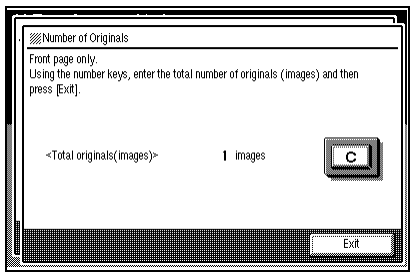


❷ Enter the total number of pages of your originals using the **Number** keys.

❒ Example:
If you have 2 two-sided originals, the number of pages is 4.

❒ When you want to change the entered number, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new number.

❸ Touch the **[Exit]** key.



5

Touch the **[Exit]** key. Set your originals (☛ see pages 28 ~ 31) and press the **Start** key.

❒ Start with the last page to be copied.

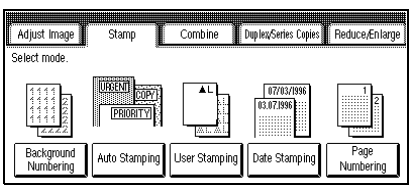
Printing Your Own Messages On Your Copies (User Stamping)

Up to four messages which you use frequently can be stored in the machine's memory. You can make copies with your message stamped.

- ❒ Before using this function, you have to store your messages using the user tools. ☛ See page 128.
- ❒ You can change some settings of User Stamping using the user tools. ☛ See page 124.
- ❒ Regarding original setting, stamping position and stamping direction, ☛ see page 73.
- ❒ One message can be stamped at one time.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 103.

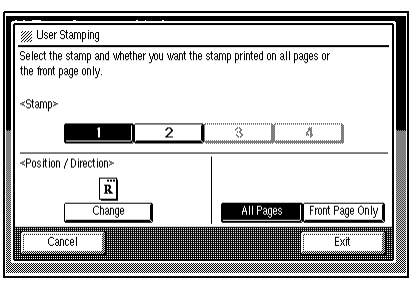
1 Touch the **[Stamp]** key.

2 Touch the **[User Stamping]** key.



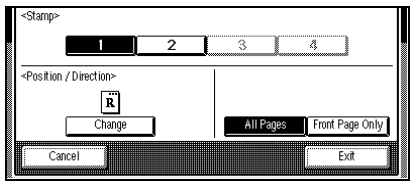
3 Select the desired number where your message is stored by touching a key.

- ❒ Keys with no stored message cannot be selected. In the illustration, user stamps 1 and 2 have been stored.



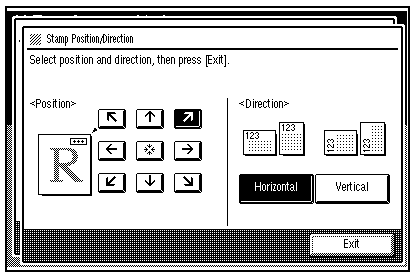
4 If changing the stamping position and direction

❶ Touch the **[Change]** key.



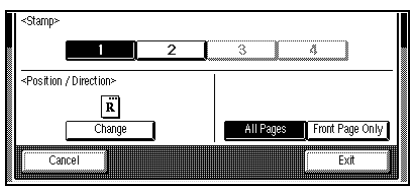
❷ Select the desired position and direction by touching keys. For position and direction, ☛ see page 73.

❸ Touch the **[Exit]** key.



4 If stamping on the front page only

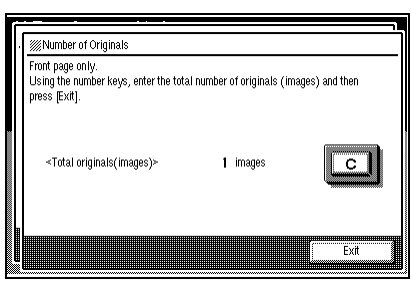
❶ Touch the **[Front Page Only]** key.



❷ Enter the number of your originals using the **Number** keys.

❒ When you want to change the number entered, touch the **[C]** key or press the **Clear/Stop** key. Then, enter the new number.

❸ Touch the **[Exit]** key.

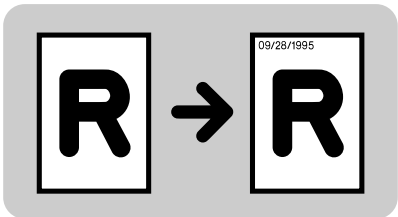


5 Touch the **[Exit]** key.

6 Set your originals (☛ see pages 28 ~ 31) and press the **Start** key.

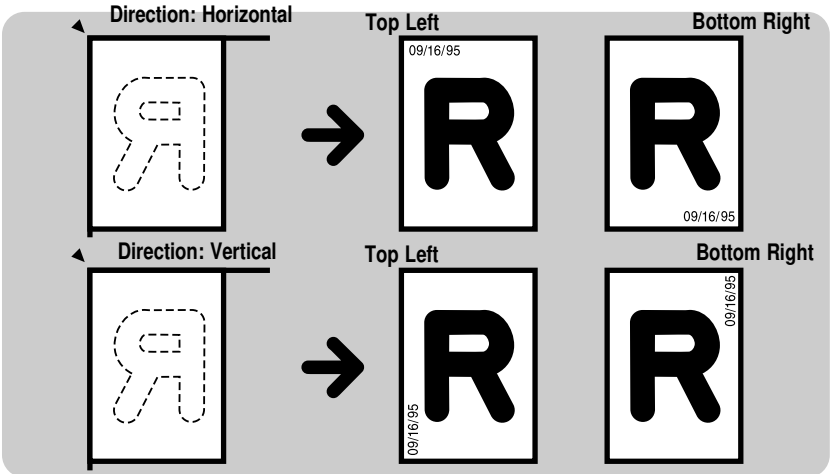
Printing Dates And Page Numbers (Date Stamping, Page Numbering)

Date Stamping



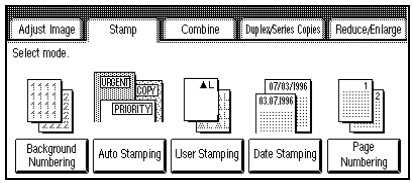
- You can change the settings of Date Stamping with the user tools. ☛ See page 124 ~ 125.
- If you select Date Stamping and Page Numbering together, the last stamping direction selected takes priority.
- Regarding copies in Date Stamping and Combine mode, ☛ see page 68.
- The size and fonts of Date Stamping cannot be changed.
- Regarding functions that cannot be used together with this function, ☛ see page 103.

Original setting, stamping position and direction

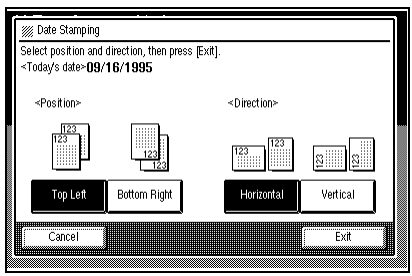


1 Touch the **[Stamp]** key.

2 Touch the **[Date Stamping]** key.



3 Select the desired direction and position of Date Stamping using the keys on the display. Regarding position and direction, ☛ see previous page.

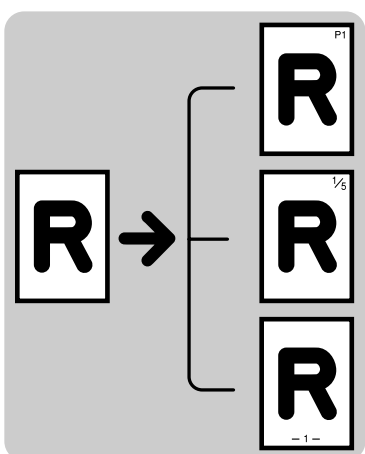


4 Touch the **[Exit]** key.

5 Set your originals (☛ see pages 28 ~ 31) and press the **Start** key.

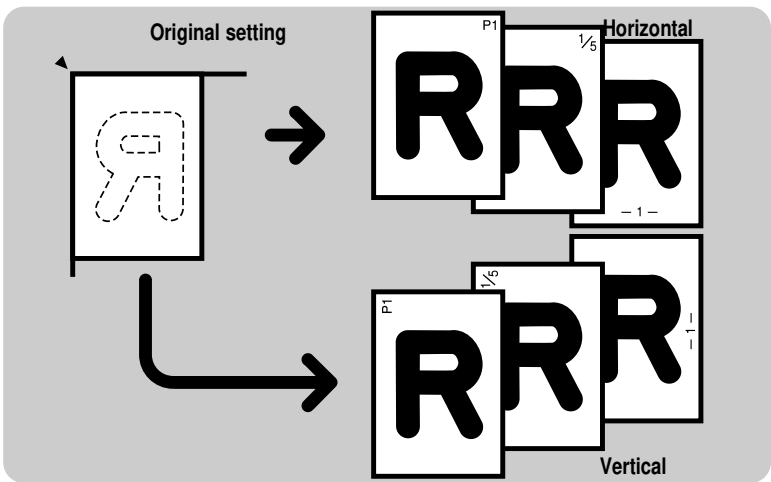
Page Numbering

You can print page numbers on your copy. There are three types of page numbering (P1, P2..., 1/5, 2/5..., or -1-, -2-...)

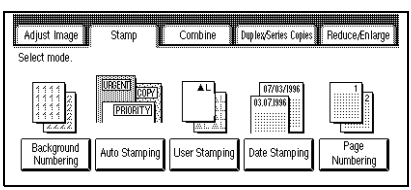


- ❒ You can change the settings of page numbering with the user tools. ☛ See pages 120 ~ 121.
- ❒ If you select Date Stamping and Page Numbering together, the last stamping direction selected takes priority.
- ❒ Regarding copies in Page Numbering and Combine mode, ☛ see page 68.
- ❒ If you select Stapling (**[Top]**) and Page Numbering (**[P1, P2...]** or **[1/5, 2/5...]**) together when making two-sided copies, page numbers and staple position might overlap. To avoid this, do the procedure described on page 59.
- ❒ The size and font of Page Numbering cannot be changed.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 103.

Original setting, stamping position and direction

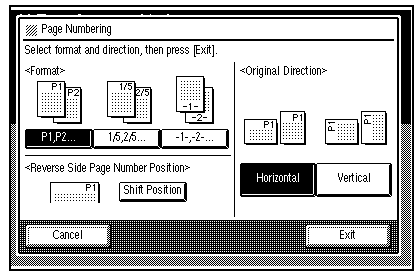


1. Touch the **[Stamp]** key.
2. Touch the **[Page Numbering]** key.



3 Select the desired format and orientation by touching the keys on display. Then, touch the **[Exit]** key.

❒ Regarding the **[Shift Position]** key, ☛ see page 59.

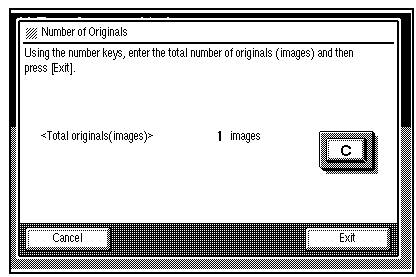


4 If you selected (*P1, P2...*) or (*-1-,-2-...*) in step 3

❶ Enter the total page number of originals using the **Number** keys.

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

❷ Touch the **[Exit]** key.



☛ Go to step 5

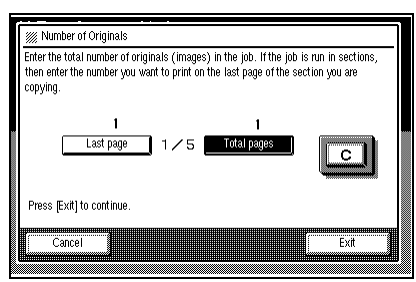
4 If you selected (*1/5,2/5...*) in step 3

❶ Confirm that the **[Total pages]** key is dark. If not, touch it. Enter the total number of originals using the **Number** keys.

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

❷ Touch the **[Exit]** key.

❒ Regarding **[Last page]** key, ☛ see page 82.



☛ Go to step 5

[Last page] key

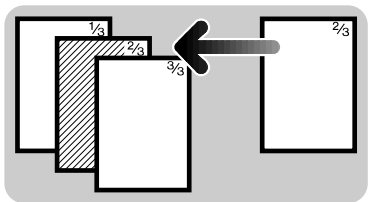
In most cases, it is not necessary to input the data for this key. Use this key for the following conditions:

❒ Example 1: If you want to make an insertion into a completed copy set (in this case 2/3)

❶ Enter "3" for the **[Total pages]** key.

❷ Enter "2" for the **[Last page]** key.

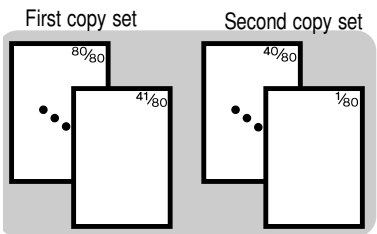
❸ Using the original for 2/3 page, make your copy.



❒ Example 2: If you have 80 originals, and want to make copies using 40 originals at a time.

❶ Set 80 ~ 41 pages of originals. Enter "80" for the **[Total pages]** key, and make your copies.

❷ Set 40 ~ 1 pages of originals. Enter "80" for the **[Total pages]** key. Enter "40" for the **[Last page]** key, and make your copies.



5 When setting one original at a time

❶ Set an original on the exposure glass or in the optional document feeder (☛ see pages 28 or 30). Then, press the **Start** key.

❒ Start with the last page to be copied.

❷ When the **Start** key turns green or the **Auto Feed** indicator of the document feeder is lit, set the next original. If you have set the original on the exposure glass in step ❶, press the **Start** key.

❸ Repeat step ❷ until your copying is finished.

5 When setting a stack of originals in the document feeder

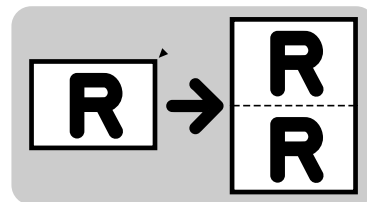
❶ Set a stack of originals in the document feeder (☛ see page 28), then press the **Start** key.

❒ Last page should be on the bottom.

EDITING THE COPY IMAGE (Adjust Image)

Copying The Image Twice On One Page (Double Copies)

The one original image is copied twice on one copy as shown in the illustration. The separation line is copied in broken line.



- You can change the type of separation line or delete it with the user tools. ☛ See page 119.
- Please refer to the following table when you select original and copy paper sizes with 100% ratio:

Metric version:

Original	**Copy paper**
A5 ⊐	A4 ⊏
B6 ⊐	B5 ⊏

Inch version:

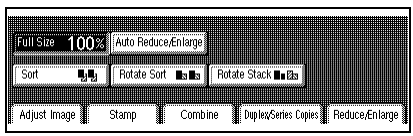
Original	**Copy paper**
5 1/2" x 8 1/2" ⊐	8 1/2" x 11" ⊏

- It is impossible to turn lengthwise (⊐) original images 90° on lengthwise (⊐) copy paper. In this case, select ⊏ copy paper referring to the above table.
- A5 ⊐, B6 ⊐ and 5 1/2" x 8 1/2" ⊐ originals cannot be detected properly on the exposure glass. Make sure to select the copy paper manually or set the originals in the optional document feeder. This setting can be changed by your service representative. ☛ See "SERVICE REPRESENTATIVE SETTINGS" in the "General Reference".
- Regarding functions that cannot be used together with this function, ☛ see page 103.

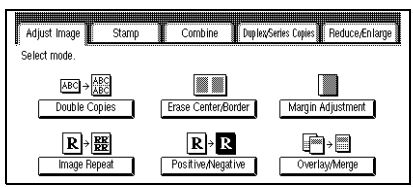
❒ Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. ☛ See pages 117 and 119.

1 Confirm that the **[Auto Paper Select]** and **[Full Size]** keys are dark.

2 Touch the **[Adjust Image]** key.



3 Touch the **[Double Copies]** key.



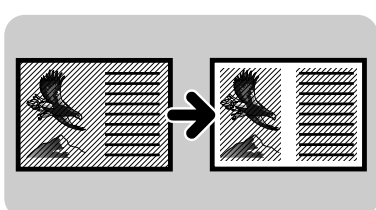
4 Set your originals in the optional document feeder (☛ see page 28).

❒ If your original is A5 ☐, B6 ☐ or 5 1/2" x 8 1/2" ☐ and you do *not* set your originals in the document feeder, select the copy paper manually before making copies by touching the **[Change Modes]** key.

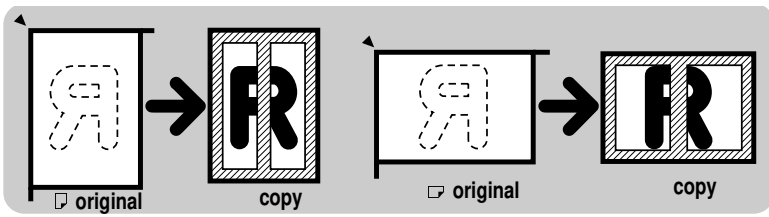
5 Press the **Start** key.

Erasing The Center And The Border (Erase Center/Border)

This function erases the center and/or all four sides of the original image, such as book originals.

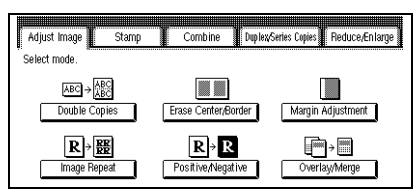


- The default setting of the erased margin is as follows. You can change this setting using the user tools. ☛ See page 119.
  Metric version: 10 mm
  Inch version: 0.4"
- The position of the margin to be erased is determined according to the original size and reproduction ratio. If your original is non-standard size, undesired areas might be erased.

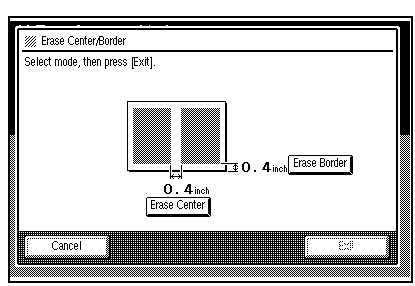


- If you select copy paper manually, make sure to select the same direction as that of your original.
- Regarding functions that cannot be used together with this function, ☛ see page 103.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. ☛ See pages 117 and 119.

1. Touch the **[Adjust Image]** key.
2. Touch the **[Erase Center/Border]** key.

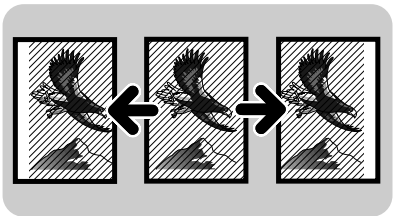


3. Select keys.
4. Touch **[Exit]** key.
5. Set your originals (☛ see pages 28 ~ 31) and press the **Start** key.



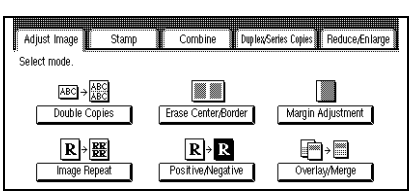
Adjusting The Margin (Margin Adjustment)

You can shift the image either left or right to make a binding margin.



- The margin width default is as follows. You can change this setting using the user tools. ☛ See page 118.
  Metric version: 5 mm
  Inch version: 0.2"
- Margin for two-sided copies (orientation: Top to Top):
  For copies that read from left to right, set the front left and back right margins.
  For copies that read from right to left, set the front right and back left margins.
- When you make two-sided copies from one sided originals, a right margin 5 mm (0.2") is set on the back side automatically as a default setting. You can change this setting using the user tools. ☛ See page 119.
- Regarding functions that cannot be used together with this function, ☛ see page 103.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the Duplex mode setting, touch the **[Duplex/Series Copies]** key. If you want to change the margin setting, touch the **[Adjust Image]** key (step 1). You can change this default setting with the user tools. ☛ See pages 117 and 119.

1. Touch the **[Adjust Image]** key.
2. Touch the **[Margin Adjustment]** key.

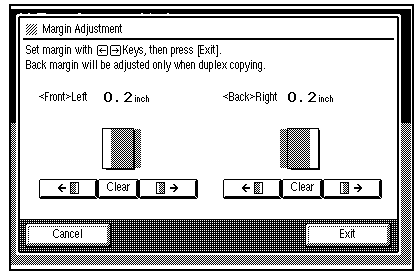


3 Set the margin width by touching the right or left arrow key.

❒ To clear the width entered, touch the **[Clear]** key.

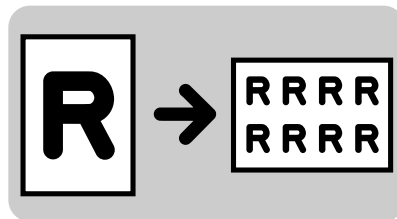
4 Touch the **[Exit]** key.

5 Set your original (☛ see pages 28 ~ 31) and press the **Start** key.



Repeating An Image Over The Entire Copy (Image Repeat)

The original image is copied repeatedly.



❒ The number of repeated images depends on the original size, copy paper size, and reproduction ratio. Refer to the following table.

Metric version:

Original size	Copy Paper Size	Reproduction ratio and number of repeat image
A5 ▯	A4 ▯	71% → 4 images
A5 ▭	A4 ▭	35% → 16 images
A5 ▯	A4 ▭	100% → 2 images
A5 ▭	A4 ▯	50% → 8 images 25% → 32 images

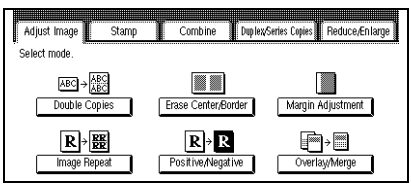
Inch version:

Original size	Copy Paper Size	Reproduction ratio and number of repeat image
5 1/2" x 8 1/2 " ▯	8 1/2" x 11" ▯	65% → 4 images
5 1/2" x 8 1/2" ▭	8 1/2" x 11" ▭	32% → 16 images
5 1/2" x 8 1/2" ▯	8 1/2" x 11" ▭	100% → 2 images
5 1/2" x 8 1/2" ▭	8 1/2" x 11" ▯	50% → 8 images 25% → 32 images

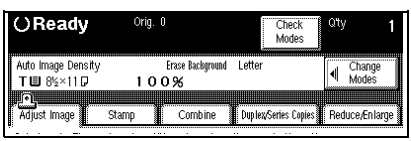
- Separate lines between repeated images can be printed using the user tools. ☛ See page 120.
- Part of a repeated image might not be copied depending on copy paper size, copy paper direction, or reproduction ratio.
- If your original is non-standard size, the copier might not detect the original size correctly. It is recommended to use originals of standard size.
- The copying speed might be slower in this mode.
- Regarding functions that cannot be used together with this function, ☛ see page 103.
- Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. ☛ See pages 117 and 119.

1 Touch the **[Adjust Image]** key.

2 Touch the **[Image Repeat]** key.



3 Touch the **[Change Modes]** key.



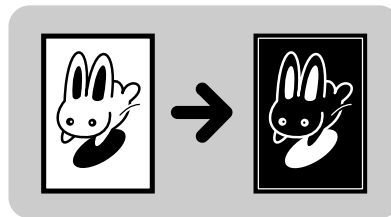
4 Select the copy paper size by touching a key referring to the table on the previous page.

5 Select the reproduction ratio by touching the **[Reduce/Enlarge]** key referring to the table on the previous page.

6 Set your originals (☛ see pages 28 ~ 31) and press the **Start** key.

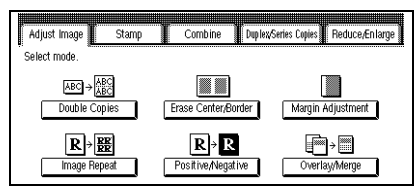
Reversing Black and White (Positive/Negative)

Black and white images of the original are reversed.



- ❒ Regarding functions that cannot be used together with this function, ☛ see page 103.
- ❒ Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. ☛ See pages 117 and 119.

1. Touch the **[Adjust Image]** key.
2. Touch the **[Positive/Negative]** key.

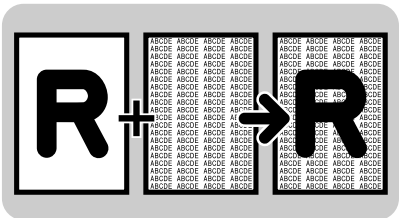


3. Set your originals (☛ see pages 28 ~ 31) and press the **Start** key.

Merging Images (Overlay/Merge)

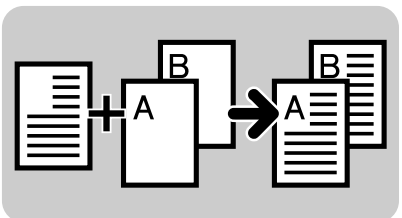
Making 1 image from 2 (Overlay)

Two different originals can be merged onto the same copy paper.



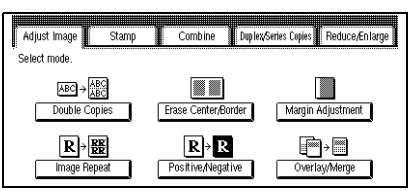
Merging a template into several copies (Copy Merge)

The image of the original which is copied *first* will be a background image (master) on all copies. Then, the *remaining* originals which follow the first one will be copied with the background.



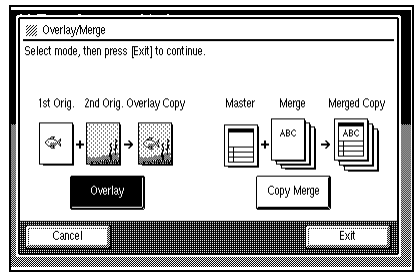
- ❒ The copying speed might be slower in this mode.
- ❒ Regarding functions that cannot be used together with this function, ☛ see page 103.
- ❒ Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default setting with the user tools. ☛ See pages 117 and 119

1. Touch the **[Adjust Image]** key.
2. Touch the **[Overlay/Merge]** key.



3 Select the **[Overlay]** or **[Copy Merge]** key.

4 Touch the **[Exit]** key.



5 When setting one original at a time

❶ Set an original on the exposure glass or in the optional document feeder (☛ see page 28 or 30). Then, press the **Start** key.

❒ When you select the **[Copy Merge]** in step 3, the original for the template (master) should be read first.

❒ Start with the last page to be copied.

❷ When the **Start** key turns green or the **Auto Feed** indicator of the document feeder is lit, set the next original. If you have set the original on the exposure glass in step ❶, press the **Start** key.

❸ Repeat step ❷ until your copying is finished.

❒ To clear the template (master), or finish your copying, press the **Enter** key.

5 When setting a stack of originals in the document feeder

❶ Set a stack of originals (☛ see page 28) in the document feeder and press the **Start** key.

❒ When you select the **[Copy Merge]** in step 3, the original for the template (master) should be on the bottom.

❒ The last page should be on the bottom.

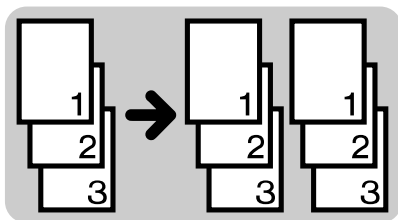
❒ To clear the template (master) or finish your copying, press the **Enter** key.

OPTIONAL FINISHING

❒ Duplex mode (from an even number of one-sided originals to two-sided copies in Top to Top orientation) and Margin Adjustment (0.2" width right margin for the back side) are default settings. If you want to change the modes, touch the **[Duplex/Series Copies]** and **[Adjust Image]** keys. You can change this default settings with the user tools. . ☛ See pages 117 and 119

Sorting Into Sets With Finisher (123,123,123) (Sort)

Copies can be assembled as sets in sequential order by sliding the shift tray from side to side.



Note: This function can be used only when your machine is equipped with the optional finisher.

Notes for Sort mode

❒ You can make up to 999 copy sets at a time. However, when the number of copies exceeds the capacity of the shift tray, remove copies from the copy tray. Regarding the capacity of finisher, ☛ see the table on page 93.

❒ Different size originals can be used only when you make one-sided copies from one-sided originals.

❒ After starting copying, the only setting you may change is image density, The change will apply from the next copy. ☛ See page 36.

❒ The maximum number of pages that can be stored is as follows:
A4, 8 1/2" x 11": Approximately 100 pages (images)

❒ You can change settings of this mode using the user tools. ☛ See page 127.

❒ When you make two-sided copies, the maximum number of copies stacked in the duplex unit at a time is limited. For details, ☛ see page 44.

❒ For this finisher, the following limitations apply:

Metric version

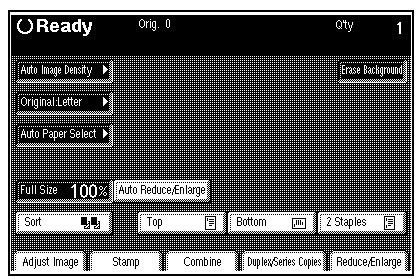
Paper size		Paper weight		Maximum capacity
Maximum	Minimum	Maximum	Minimum	A4 or smaller: 1,500 sheets B4 or larger: 1,000 sheets
A3	A5	157 g/m2	52 g/m2	

Inch version

Paper size		Paper weight		Maximum capacity
Maximum	Minimum	Maximum	Minimum	8 1/2" x 11" or smaller: 1,500 sheets 8 1/2" x 14" or larger: 1,000 sheets
11" x 17"	5 1/2" x 8 1/2"	42 lb	14 lb	

❒ Regarding functions that cannot be used together with this function, ☛ see page 103.

1 To select Sort mode, touch the **[Sort]** key.



2 Enter the number of copies required using the **Number** keys.

3 When setting one original at a time

❶ Set an original on the exposure glass or in the optional document feeder (☛ see pages 28 or 30). Then press the **Start** key. The copier starts memorizing the original image.

❒ Start with the last page to be copied.

❷ When the **Start** key turns green, or the **Auto Feed** indicator of the document feeder is lit, set the next original. If you have set the original on the exposure glass in step ❶, press the **Start** key.

❒ Set the original in the same direction as step ❶.

❒ When the memory capacity reaches 0%, the copier stops memorizing. Press the **Start** key to finish copy jobs which are already in memory. After that, follow the instructions on the display.

❸ Repeat step ❷ until all originals are scanned.

❹ After all originals are put into memory, press the **Enter** key.

❺ Press the **Start** key.

❒ If you want to stop storing images or to delete stored images, ☛ see page 45.

❒ If you make one-sided copies, the first set of copies has been completed when all originals are stored in memory.

3 When setting a stack of originals in the document feeder

❶ Set a stack of the originals in the document feeder (☛ see page 28), then press the **Start** key.

❒ Last page should be on the bottom.

❒ When memory runs out during copying, the machine can be programmed to behave in two ways with the user tools.

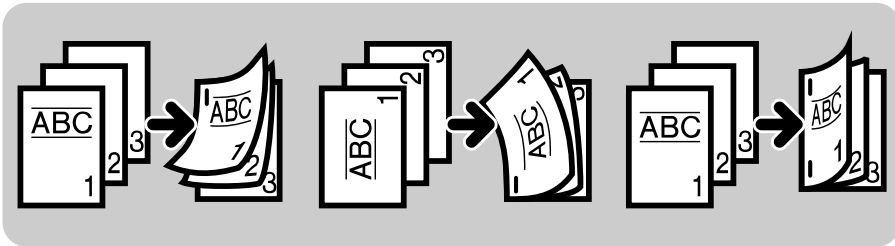
- Memory Full Auto Scan Restart = **[Yes]**
  → After all images in memory are copied, the machine will re-start scanning automatically.
  You should re-order your copies after all copy jobs are finished.

- Memory Full Auto Scan Restart = **[No]**
  → The machine will wait for you to press the **Start** key. At this point you should remove your copies from the copy tray. Press the **Start** key and then follow the instructions on the display to continue copying.

If you want to change the user tools setting, ☛ see page 127.

❒ If you want to stop storing images or to delete stored images, ☛ see page 45.

Stapling With Finisher (Staple)



Note: This function can be used only when your machine is equipped with the optional finisher.

❒ For this mode, the following limitations apply:

Metric version:

Paper size		Paper weight		Stapler capacity	Shift tray capacity
Maximum	Minimum	Maximum	Minimum		
A3	B5	80 g/m²	64 g/m²	A4 or smaller: from 2 to 50 sheets B4 or larger: from 2 to 30 sheets	A4: 1,500 sheets (30 sets of 50 sheets) A3: 1,000 sheets

Inch version

Paper size		Paper weight		Stapler capacity	Shift tray capacity
Maximum	Minimum	Maximum	Minimum		
11" x 17"	8 1/2" x 11"	21 lb	17 lb	8 1/2"x11" or smaller: from 2 to 50 sheets 8 1/2"x14" or larger: from 2 to 30 sheets	8 1/2"x11": 1,500 sheets (30 sets of 50 sheets) 11"x17": 1,000 sheets

❒ Post cards, tracing paper, OHP sheets, and adhesive labels, and paper that is curled or has low stiffness cannot be used.

❒ If the number of copies is over the stapler capacity, the copies will be delivered to the shift tray without stapling.

❒ If memory reaches 0% during copying, the copies will be delivered to the shift tray without stapling.

❒ If "Add Staples" is displayed during copying, copies might be delivered to the shift tray without stapling.

❒ Copy paper with different sizes and directions cannot be stapled.

❒ Regarding functions that cannot be used together with this function, ☛ see page 103.

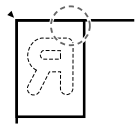
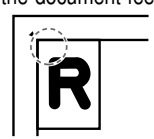
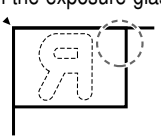
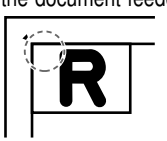
Stapling Position And Original Setting

Single staple in the top left corner in Auto Paper Select

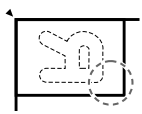
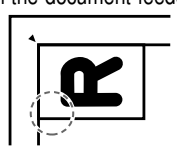
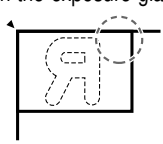
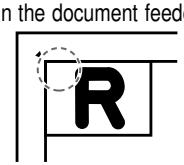
If you select Stapling with the Auto Paper Select and there is no paper that matches the direction of originals, the copier automatically rotates the copy image. As a result, you can get copies stapled in the left upper corner.

- The maximum original image size that can be rotated is as follows:
  Metric version: A4
  Inch version: 8 1/2" x 11"
- The copy image cannot be rotated if you select **[2 Staples]**.

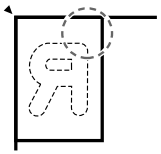
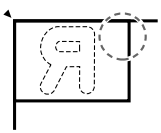
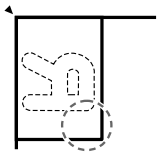
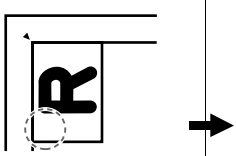
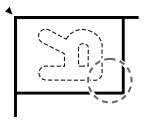
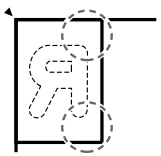
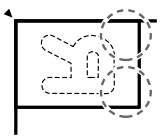
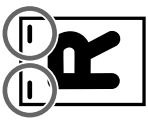
If your original is A4, 8*1/2" x 11"*, set originals and select the **[Top]** key to get copies stapled at the left upper corner.

Stapling position	Original	Original setting	Stapled copies
[Top]	↓ direction	on the exposure glass 	When the image is *not* rotated.
		in the document feeder 	When the image is rotated.
	→ direction	on the exposure glass 	When the image is *not* rotated.
		in the document feeder 	When the image is rotated.

❒ If your original is *larger than A4, 8 1/2" x 11"*, (ex. or 11" x 17"), the original image cannot be rotated. In this case, set original and select the [Top] or [Bottom] keys as shown to get copies stapled at the left upper corner.

Stapling position		Original setting	Stapled copies
[Bottom]	If your original is portrait direction.	on the exposure glass  in the document feeder 	
[Top]	If your original is landscape direction.	on the exposure glass  in the document feeder 	

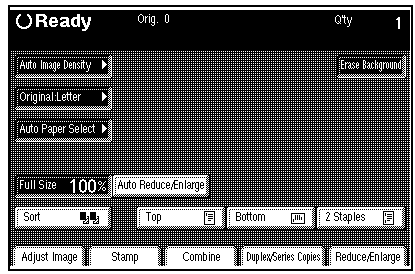
Stapling positions *when there is copy paper that is identical in size and direction as your original*

Stapling position		Original setting		Copies
		on the exposure glass	in the document feeder	
[Top]	direction			
	direction			
[Bottom]	direction			
	direction*			
[2 Staples]	direction			
	direction*			

❒ * recommend when your original is larger than B4, 8 1/2" x 14" or larger.

When Setting One Original At A Time

1. Select one of three stapling by touching a key.



2. Set an original on the exposure glass or in the optional document feeder. (☛ See pages 28 or 30.) Then, press the **Start** key. The copier starts memorizing the original images.

❒ Start with the last page to be copied.

3. When the **Start** key turns green, or the **Auto Feed** indicator of the document feeder is lit, set the next original. If you have set the original on the exposure glass in step 2, press the **Start** key.

❒ Set the original at the same direction in step 2.

4. Repeat step 3 until all originals are scanned.

5. After all originals are put into memory, press the **Enter** key.

6. Follow the instructions on the display. In some cases, you must press the **Start** key.

When Setting A Stack Of Originals In The Document Feeder

1. Select one of three stapling by touching a key.

2. Set a stack of originals in the document feeder (☛ see page 28) , then press the **Start** key.

❒ The last page should be on the bottom.

Sorting Into Sets With 3-bin Sorter (123, 123, 123) (Sort, Rotate Sort)

Note: This function can be used only when your machine is equipped with the optional 3-bin sorter.

❒ For this mode, the following limitations apply:

Metric version (when copies exits face up)

Bin	Paper size		Paper weight		Maximum capacity*
	Maximum	Minimum	Maximum	Minimum	
1st	A3	A6 ⊐	157 g/m2	52 g/m2	A4 : 500 sheets A3 : 250 sheets
2nd, 3rd	A3	A6 ⊐	105 g/m2	52 g/m2	250 sheets

(* paper weight: 64 ~ 80 g/m2)

Inch version (when copies exits face up)

Bin	Paper size		Paper weight		Maximum capacity*
	Maximum	Minimum	Maximum	Minimum	
1st	11" x 17"	5 1/2" x 8 1/2" ⊐	42 lb	14 lb	8 1/2" x 11" : 500 sheets 11" x 17" : 250 sheets
2nd, 3rd	11" x 17"	5 1/2" x 8 1/2" ⊐	28 lb	14 lb	250 sheets

(* paper weight: 17 ~ 20 lb)

The operation in this mode is the same as one in Sort or Rotate Sort mode. For details, ☛ see page 43.

❒ Copies will be delivered to the 1st bin. You can change this setting using the user tools. ☛ See "USER TOOLS" in the "General Reference".

Stacking Together All Copies Of A Page with 3-bin Sorter (111, 222, 333) (Rotate Stack)

Note: This function can be used only when your machine is equipped with the optional 3-bin sorter.

For this mode, the following limitations apply:

Metric version (when copies exits face up)

Bin	Paper size		Paper weight		Maximum capacity*
	Maximum	Minimum	Maximum	Minimum	
1st	A3	A6 ☐	157 g/m2	52 g/m2	A4 : 500 sheets A3 : 250 sheets
2nd, 3rd	A3	A6 ☐	105 g/m2	52 g/m2	250 sheets

(* paper weight: 64 ~ 80 g/m2)

Inch version (when copies exits face up)

Bin	Paper size		Paper weight		Maximum capacity*
	Maximum	Minimum	Maximum	Minimum	
1st	11" x 17"	5 1/2" x 8 1/2" ☐	42 lb	14 lb	8 1/2" x 11" : 500 sheets 11" x 17" : 250 sheets
2nd, 3rd	11" x 17"	5 1/2" x 8 1/2" ☐	28 lb	14 lb	250 sheets

(* paper weight: 17 ~ 20 lb)

The operation in this mode is the same as one in Rotate Stack mode. For details, ☛ see page 46.

❒ Copies will be delivered to the 1st bin. You can change this setting using the user tools. ☛ See "USER TOOLS" in the "General Reference".

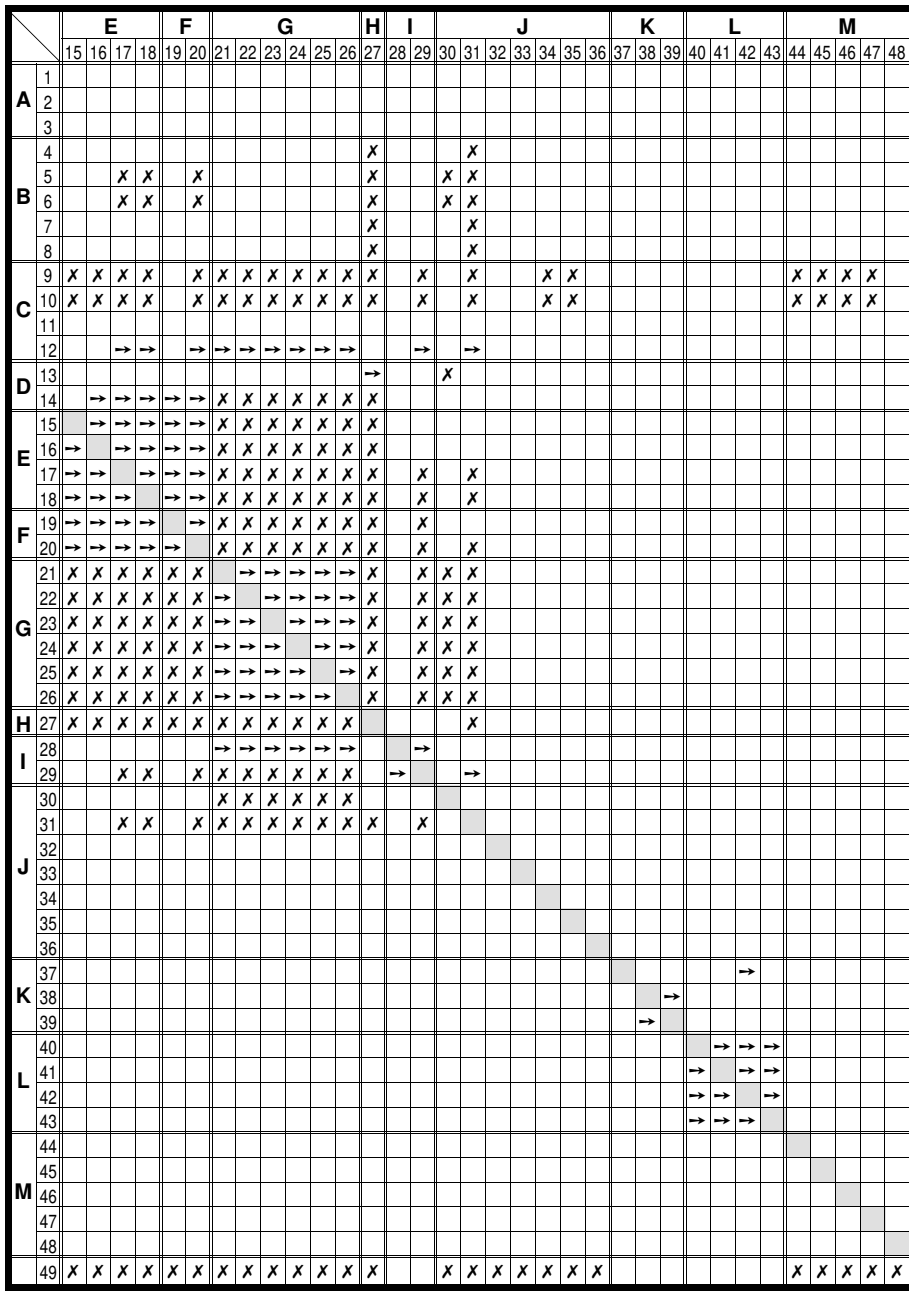
COMBINATION CHART

❒ The combination chart on pages 104 and 105 shows which modes can be used together. When you read the chart, please refer to the following tables.

BLANK CELL	means that these modes can be used together.
→	means that the mode after you select will be the mode you're working in.
✗	means that these modes cannot be used together.

A	Setting originals
B	Finishing
C	Selecting copy paper
D	Image Rotation
E	[Duplex]
F	[Series Copies]
G	[Combine]
H	[Overlay/Merge]
I	[Reduce/Enlarge]
J	[Adjust Image]
K	Adjusting image density
L	Selecting original setting
M	[Stamp]

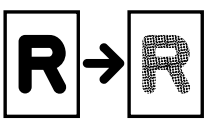
Mode before you select		Mode after you select	A			B					C				D	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14
A	1	Setting original on the exposure glass		→	→											
	2	Setting an original in the DF (SADF)	→		→											
	3	Setting a stack of originals in the DF (ADF)	→	✗												
B	4	Sort					→	→			✗	✗				
	5	Rotate Sort(with& without optional 3-bin sorter)				→		→			✗	✗				
	6	Rotate Stack(with& without optional 3-bin sorter)				→	→				✗	✗				
	7	Sort with optional finisher								→	✗	✗				
	8	Staple with optional finisher							→		✗	✗				
C	9	Using the bypass tray (standard size)				✗	✗	✗	✗	✗		→	→	→	→	✗
	10	Using the bypass tray (non-standard size)				✗	✗	✗	✗	✗	→		→	→	→	✗
	11	Selecting paper size manually									→	→		→	→	
	12	Auto Paper Select									→	→	→			
D	13	Image Rotation in Auto Paper Select									→	→	→			
	14	Image Rotation in Duplex									✗	✗				
E	15	one-sided → two-sided									✗	✗				
	16	two-sided → two-sided									✗	✗				→
	17	Single (from book original)					✗	✗			✗	✗		✗	✗	→
	18	Multi (from book original)					✗	✗			✗	✗		✗	✗	→
F	19	two-sided → one-sided														→
	20	Book → one-sided					✗	✗			✗	✗		✗	✗	→
G	21	2 one-sided → 1 one-sided (2 in 1)									✗	✗		✗	✗	✗
	22	4 one-sided → 1 one-sided (4 in 1)									✗	✗		✗	✗	✗
	23	4 one-sided → 1 two-sided (4 in 1)									✗	✗		✗	✗	✗
	24	8 one-sided → 1 two-sided (8 in 1)									✗	✗		✗	✗	✗
	25	4 one-sided → booklet (4 in 1)									✗	✗		✗	✗	✗
	26	16 one-sided → booklet (16 in 1)									✗	✗		✗	✗	✗
H	27	Overlay/Merge				✗	✗	✗	✗	✗	✗	✗				✗
I	28	Reducing/Enlarging														
	29	Auto Reduce/Enlarge									✗	✗		→	→	
J	30	Double Copies					✗	✗							✗	
	31	Image Repeat				✗	✗	✗	✗	✗	✗	✗		✗	✗	
	32	Erase Center														
	33	Erase Border														
	34	Margin Adjustment for front side									✗	✗				
	35	Margin Adjustment for back side									✗	✗				
	36	Positive/Negative														
K	37	Erase Background														
	38	Auto Image Density														
	39	Manual Image Density														
L	40	Letter mode														
	41	Letter/Photo mode														
	42	Photo mode														
	43	Generation Copy mode														
M	44	Auto Stamping									✗	✗				
	45	User Stamping									✗	✗				
	46	Date Stamping									✗	✗				
	47	Page Numbering									✗	✗				
	48	Background Numbering														
	49	Interrupt Copying				✗	✗	✗	✗	✗					✗	✗


E
F
G
H
I
J
K
L
M
15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48
A
B
C
D
E
F
G
H
I
J
K
L
M
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49

WHAT TO DO IF SOMETHING GOES WRONG

IF YOU CANNOT MAKE CLEAR COPIES 108
IF YOU CANNOT MAKE COPIES AS YOU WANT 109

IF YOU CANNOT MAKE CLEAR COPIES

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. ☛ See page 36.
	Erase Background is not selected.	Confirm that the **[Erase Background]** key is dark. If not, touch it.
	The platen cover, exposure glass, or document feeder belt is dirty.	Clean them. ☛ See "MAINTAINING YOUR MACHINE" in the "General Reference".
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. ☛ See page 36.
	Erase Background is not selected.	Confirm that the **[Erase Background]** key is dark. If not, touch it.
Copies are too light.	The original has a low contrast image.	Adjust the image density. ☛ See page 36.
	The image density is too light.	
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner bottle is almost empty.	Add toner. ☛ See "ADDING TONER" in the "General Reference".
The same copy area is dirty whenever making copies.	The platen cover, exposure glass, or document feeder belt is dirty.	Clean them. ☛ See "MAINTAINING YOUR MACHINE" in the "General Reference".
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. ☛ See pages 28 ~ 31.
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	Set originals correctly. ☛ See pages 28 ~ 31.
A moire pattern is produced on copies as shown in the illustration. 	Your original has dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

❒ If you cannot correct the problem by taking the above actions, please contact your service representative.

IF YOU CANNOT MAKE COPIES AS YOU WANT

Finishing

Problem	Cause	Action
Copies are not stapled.	After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.	
	A few sheets might not be stapled. To correct this, try turning over the paper stack in the tray unit. If there is no improvement, change to copy paper with less curl.	
	There are jammed staples in the stapler.	Remove jammed staples. ☛ See "REMOVING JAMMED STAPLES" in the "General Reference".
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. ☛ See page 95.
Staples are wrongly positioned.	Originals are not set correctly.	Set originals correctly. ☛ See page 98.

Adjust Image

Problem	Cause	Action
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select the proper original and copy paper. ☛ See the table on page 83.
In Center/Border mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrower margin using the user tools. ☛ See page 119.
	Your original has narrow margins on four sides.	

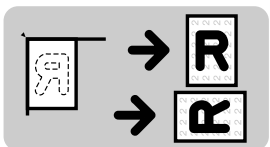
Adjust Image (continued)

Problem	Cause	Action
In Margin Adjustment mode, parts of the original image are not copied.	You set the wide margin.	Set the narrower margin using the user tools. ☛ See page 118.
In Image Repeat mode, the original image is not copied repeatedly.	You selected the same size copy paper as originals, and did not select the proper reproduction ratio.	Select copy paper larger than originals. ☛ See page 87.
		Select the proper reproduction ratio. ☛ See page 87.

Stamp

Problem	Cause	Action
Auto Stamping does not appear on copies.	The original is not set correctly.	Set originals correctly. ☛ See page 73.
Original image and Auto Stamping overlap on copies and original image cannot be read.	You selected the solid density.	Change the density of Auto Stamping using the user tools. ☛ See page 122.
	Your original has narrow margins on four sides.	Change the stamping position. ☛ See page 73.
User Stamping does not appear on copies.	User Stamping is not registered correctly.	Register User Stamping again using the user tools. ☛ See page 128.
	The low density image is registered.	Register User Stamping again with the high density original using the user tools. ☛ See page 128.
	The original is not set correctly.	Set originals correctly. ☛ See page 73.

Stamp (continued)

Problem	Cause	Action
Date Stamping does not appear in the desired direction. Page Numbering does not appear in the desired direction.	You have selected Date Stamping and Page Numbering together.	The stamping position decided afterwards takes priority. Select the same directions for both modes.
Directions of Background Numbering and original images on copies do not match.	Background Numbering cannot be rotated. If you set originals incorrectly, the Background Numbering does not appear copies in correct direction.	Set originals as follows: 
Date Stamping does not appear on copies.	The original is not set correctly.	Set originals correctly. ☛ See page 78.

Duplex

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom. If you set a original on the exposure glass, start with the last page to be copied.
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	You set originals in an incorrect direction or the orientation setting is incorrect.	Select the correct orientation, or set originals correctly. ☛ See page 61.

Combine

Problem	Cause	Action
You cannot make a booklet from 16 originals by folding copies.	Combine Original Booklet Format is not correct.	Change setting using the user tools. ☛ See page 120.
Parts of the image are not copied.	Your original is larger than A4 or 8 1/2" x 11".	The maximum original size that can be used is A4, 8 1/2" x 11". Use the correct original.
	You selected a different size copy paper from your originals.	Copy paper must be the same size as your original. Select the correct paper size.
		Select the correct reproduction ratio before using Combine mode.
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom. If you set an original on the exposure glass, start with the last page to be copied.

CHANGING THE COPIER'S SETTINGS

USER TOOLS 114
User Tools Menu 114
How To Change The Copy Features 116
Copy Features 117
How To Register User Stamp 128

USER TOOLS

This section is for the key operators in charge of this copier. You can change or set the copier's default settings using the following user tools.

User Tools Menu

Basic Settings

❒ Regarding the "Basic Settings," ☛ see page "CHANGING THE MACHINE'S SETTINGS" in of the "General Reference".

Copy Features

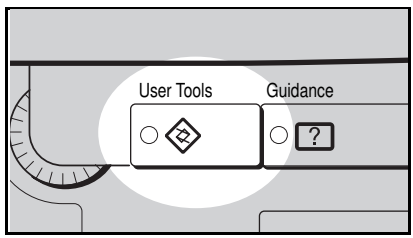
	Menu		☛ See
	Copy Modes	Auto Paper Select Priority	page 119
		Auto Image Density Priority	
		Original Mode Priority	
		Full Main Menu Display	
		Duplex Mode Priority	
		User Reproduction Ratio 1, 2	page 118
		Maximum copy quantity	
		Original beeper	
	Adjust Image	Margin Adjust Front	page 118
		Margin Adjust Back	
		Erase Border	page 119
		Erase Center	
		1 → 2 Duplex Auto Margin Adjust	
		Double Copies Separation Line	page 119
		Combine Originals Booklet Format	page 120
		Image Repeat/Combine Separation Line	

Menu			☛ See
Stamp	Page Numbering Format		page 120
	P1,P2 1/5,2/5... Format Position		page 121
	-1-,-2- Format Position		
	Auto Stamping		page 122
	Stamp Layout	Size	
		Density	
		Position	page 123
	User Stamp		page 124
	User Stamp Layout	Size	
		Density	
		Position	
		Number of Stamps Per Page	
	Date Position/Format	Date Format	
		Orientation	
		Position	page 125
		Position Top Left	
		Position Bottom Right	
	Background Numbering Size		page 126
	Background Numbering Density		
Input/ Output	Duplex Remaining Copy Exit		page 126
	Combine Remaining Copy Exit		
	SADF Auto Reset Time		page 127
	Mixed Original Sizes		
	Auto Sort Mode		
	Memory Full Auto Scan Restart		page 127
	Rotate Sort Auto Paper Continue		

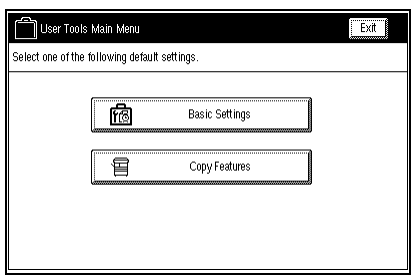
How To Change The Copy Features

1 Confirm that the copier is in the initial condition. If not, press the **Clear Modes/Low Power Mode** key.

2 Press the **User Tools** key.



3 Touch the **[Copy Features]** key.



4 Select the desired settings following the instruction on the display.

❒ **[▼Next]** : Use to go to the next page.
[▲Prev.] : Use to go back to the previous page.
[Exit] : Touch this key after entering the new data.
In the "User Tools Main Menu", touch to exit the User Tools condition.
[Cancel] : Touch to return to the previous menu without changing any data.
[Menu] : Use to go back to the previous menu.

5 To return to the initial condition, press the **User Tools** key.

Copy Features

Copy Modes

MENU	DESCRIPTION
Auto Paper Select Priority	As a default setting, Auto Paper select is selected. You can cancel this setting. ❒ Default: Yes
Auto Image Density Priority	As a default setting, Auto Image Density is selected. You can cancel this setting. ❒ Default: Yes
Original Mode Priority	As a default setting, Letter is selected. You can change it to Letter/Photo, Photo, or Generation Copy. ❒ Default: Letter
Full Main Menu Display	As a default setting, the tray keys are displayed only when Auto Paper Select is canceled, original type setting keys are displayed only when Letter mode is canceled, and the manual image density keys are shown only when the Auto Image Density is canceled. You can cancel this setting and have all keys displayed always. ❒ Default: Hide
Duplex Mode Priority	As a default setting, from even number of one-sided originals to a two-sided copies mode (orientation : Top to Top) is selected. You can cancel this setting, and can select one of the following modes. ◆ **[1 Sided → 1 Sided]** (from one-sided originals to a one-sided copies) ◆ **[2 Sided → 2 Sided]** (from two-sided originals to two-sided copies) ❒ Default: **[1 Sided → 2 Sided]** ◆ from one-sided originals to two-sided copies. ◆ Number of originals: Even ◆ Orientation: Top to Top
[▼ Next]	

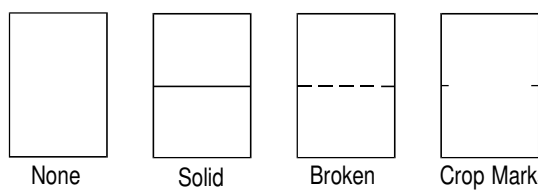
(Copy Modes in Copy Features)

[▼ Next]	
User Reproduction Ratio 1, 2	Up to 2 reproduction ratios (from 25 ~ 400%) which you frequently use can be registered.
Maximum copy quantity	The maximum copy quantity can be set between 1 and 999. ❒ Default: 999
Original beeper	The beeper sounds and a message is displayed, when an operator forgets to remove originals after copying. ❒ Default: On ❒ If the Operation panel beeper setting is set to Off (☛ see "USER TOOLS" in the "General Reference"), the beeper does not sound and only the message is displayed. ❒ If the Auto Response (Human) Sensor is set to No (☛ see "USER TOOLS" in the "General Reference"), this function does not work.
[▲ Prev.]	

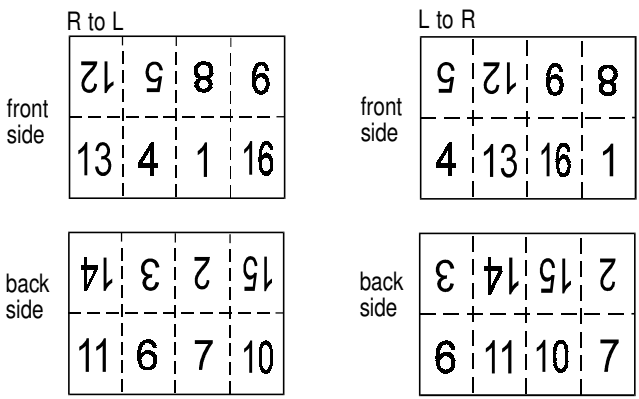
Adjust Image

MENU	DESCRIPTION
Margin Adjust Front **Margin Adjust Back**	The default setting of the margin widths on the front and back page in the Margin Adjustment mode can be changed as follows: Metric version: 0 ~ 30 mm in 1 mm steps* Inch version: 0" ~ 1.0" in 0.1" steps* *both left and right ❒ Default: Metric version: front 5 mm on left, back 5 mm on right Inch version: front 0.2" on left, back 0.2" on right ❒ Margin Adjust Back takes effect only when making two sided copies. ❒ The margin set in the Margin Adjust Back is added on the back side of copies automatically when making two-sided copies from one-sided originals if you select **[Yes]** in the "1 → 2 Duplex Auto Margin Adjust" menu.

(Adjust Image in Copy Features)

MENU	DESCRIPTION
Erase Border Erase Center	The default setting of the width of the erased margins in the Erase Center/Border mode can be changed as follows: Metric version: 3 ~ 50 mm in 1 mm steps Inch version: 0.1" ~ 2.0" in 0.1" steps ❒ Default: Metric version: 10 mm Inch version: 0.4"
1 → 2 Duplex Auto Margin Adjust	As a default setting, the image on the back side of copies is shifted automatically to create the binding margin when making two-sided copies from one-sided originals. This margin is decided in the Margin Adjust Back. You can cancel this setting. ❒ Default: Yes ❒ If you use the Margin Adjustment function, this setting does not come effect.
[▼ Next]	
Double Copies Separation Line	You can select a separation line in the Double Copies mode from broken line, solid line, crop marks, or no line. ❒ Default: Broken  None Solid Broken Crop Marks

(Adjust Image in Copy Features)

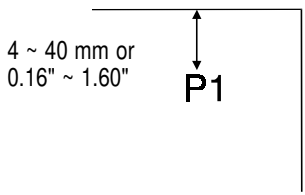
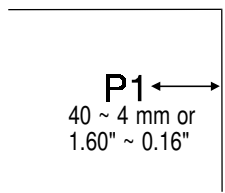
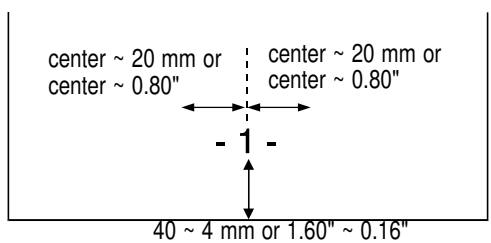
MENU	DESCRIPTION
Combine Originals Booklet Format	When making a booklet from 16 originals in the Combine mode, you can select a booklet that reads from left to right or from right to left. ❒ Default: L to R 
Image Repeat/Combine Separation Line	As a default setting, no separation line is printed on copies in the Image Repeat and Combine modes. You can cancel this setting and print a solid separation line. ❒ Default: No

[▲ Prev.]

Stamp

MENU	DESCRIPTION
Page Numbering Format	As a default setting, **[P1, P2...]** is selected when entering in the Page Numbering mode. You can cancel this setting and select other formats (**[1/5,2/5...]** or **[-1-,-2-...]**). ❒ Default: P1, P2 ···

(Stamp in Copy Features)

MENU	DESCRIPTION
P1, P2 1/5, 2/5... Format Position	The printing position of Page Numbering (P1, P2 and 1/5, 2/5) can be shifted up/down from the top edge and left/right from the right edge as follows: Metric version: 4 ~ 40 mm in 4 mm steps Inch version: 0.16" ~ 1.60" in 0.16" steps ❒ P1, P2 and 1/5, 2/5 formats can be printed on the right top corner. ❒ Default: Metric version: 8 mm (from the top edge), 12 mm (from the right edge) Inch version: 0.32" (from the top edge), 0.48" (from the right edge)  
-1-, -2- Format Position	The printing position of Page Numbering (-1-, -2-) can be shifted up down from the bottom edge and left/right from the center of paper as follows: Metric version: up/down: 4 ~ 40 mm in 4 mm steps left/right: 0 (center) ~ 20 mm in 2 mm steps Inch version: up/down: 0.16" ~ 1.60" in 0.16" steps left/right: 0" (center) ~ 0.80" in 0.08" steps ❒ Only -1-, -2- format can be printed on the center of the bottom. ❒ Default: Metric version: 8 mm (from the bottom edge), 0 mm (center) Inch version: 0.32" (from the bottom edge), 0" (center) 

(Stamp in Copy Features)

MENU	DESCRIPTION
Auto Stamping	As a default setting, "URGENT" is selected when entering in the Auto Stamping mode. You can cancel this setting and select other messages (CONFIDENTIAL, COPY, PRIORITY, PRELIMINARY, For Your Information, or Internal Use Only). ❒ If your machine is the metric version, the Auto Stamping cannot be used as a default setting. If you want to use this function, contact your sales or service representative. ❒ Default: URGENT

Stamp Layout

You can change the size, density, and position of each message of Auto Stamping (URGENT, COPY, PRIORITY, PRELIMINARY, CONFIDENTIAL, For Your Information, and For Internal Use Only)

❒ If your machine is the metric version, the Auto Stamping cannot be used as a default setting. If you want to use this function, contact your sales/service representative.

Size	There are four sizes of Auto Stamping message: 1 X, 2 X, 4 X, 8 X. ❒ Default: 1 X (32 mm x 64 mm, 1.28" x 2.56")
Density	There are three density levels (Solid, Fine Screen, and Coarse Screen). ❒ Default: Solid ❒ If the copy image overlaps the Auto Stamping in Solid, the copy image cannot be seen. Fine Screen, the copy image can be seen. Coarse Screen, the copy image can be seen more.

(Stamp in Copy Features)

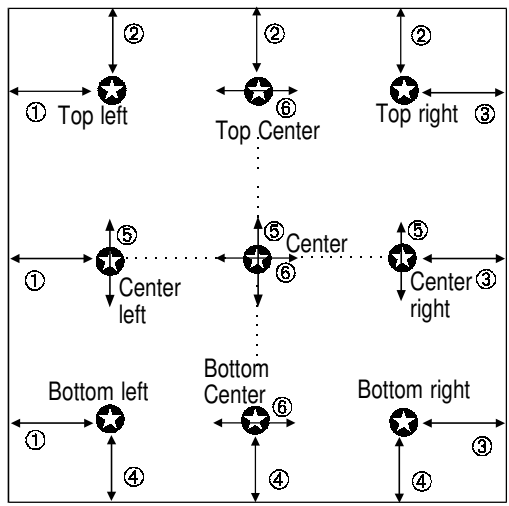
MENU	DESCRIPTION

Stamp Layout (continued)

Position

The default printing position of Auto Stamping can be selected from one of nine positions. Also, the default printing position can be adjusted as follows:

❒ Default: Top Right
Metric version: 24 mm from top and right edge
Inch version: 0.96" from top and right edge



		Metric version	Inch version
①	from the left edge	4 ~ 104 mm	0.16" ~ 4.16"
②	from the top edge	4 ~ 144 mm	0.16" ~ 5.76"
③	from the right edge	4 ~ 104 mm	0.16" ~ 4.16"
④	from the bottom edge	4 ~ 144 mm	0.16" ~ 5.76"
⑤	from the horizontal center line of paper	above 72 mm ~ below 72 mm	above 2.88" ~ below 2.88"
⑥	from the vertical center line of paper	left 52 mm ~ right 52 mm	left 2.08" ~ right 2.08"

❒ Metric version: in 4 mm steps
Inch version: in 0.16" steps

[▼ Next]

(Stamp in Copy Features)

MENU	DESCRIPTION
	[▼ Next]
User Stamp	Using the **[Register]** key, you can register your own messages as user stamps. Up to four stamp can be registered. Also, you can delete registered user stamps using the **[Delete]** key. To perform this function, ☛ see page 128. ❒ A key with ⇨ has a registered stamp in it.
	User Stamp Layout You can set the size, density, and position for each user stamp. The procedure is the same as the "Stamp Layout" on pages 122 and 123.
Size	☛ See page 122.
Density	☛ See page 122.
Position	☛ See page 123.
Number of Stamps Per Page	As a default setting, one user stamp is printed on a copy. You can cancel this setting, and print a user stamp repeatedly on a overall copy. ❒ Default: Single
	Date Position/Format
Date Format	You can select the date stamping format from one of three (mm/dd/yyyy, dd.mm.yyyy, or dd/mm/yyyy). ❒ Default: Metric version: dd.mm.yyyy Inch version: mm/dd/yyyy
Orientation	The orientation can be selected horizontal or vertical. ❒ Default: Horizontal <Horizontal> Paper feed direction 05/05/1995 <Vertical> Paper feed direction 05/05/1995

(Stamp in Copy Features)

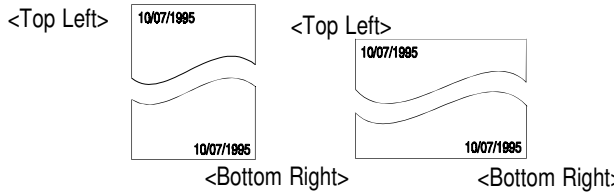
MENU	DESCRIPTION

Date Position/Format (continued)

Position

The date can be printed at Top Left or Bottom Right.

❒ Default: Top Left



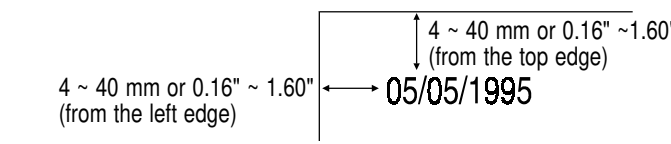
Position Top Left
Position Top Right

The stamping position can be shifted as follows.

Metric version: 4 ~ 40 mm in 4 mm steps
Inch version: 0.16" ~ 1.60" in 0.16" steps

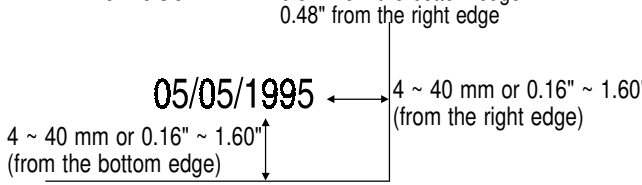
❒ Top Left Default

Metric version: 8 mm from the top edge
32 mm from the left edge
Inch version: 0.32" from the top edge
1.28" from the left edge



❒ Bottom Right Default

Metric version: 8 mm from the bottom edge
12 mm from the right edge
Inch version: 0.32" from the bottom edge
0.48" from the right edge



(Stamp in Copy Features)

MENU	DESCRIPTION
Background Numbering Size	There are three sizes of the Background Numbering. The size of one letter can be changed as follows: Large (approximately 64 x 32 mm or 2.56" x 1.28") Medium (approximately 32 x 16 mm or 1.28" x 0.64") Small (approximately 8 x 4 mm or 0.32" x 0.16") ❒ Default: Medium
Background Numbering Density	There are four density levels: Very Light, Light, Medium, or Dark. ❒ Default: Light
[▼ Next]	

Input/Output

MENU	DESCRIPTION
Duplex Remaining Copy Exit	As a default setting, when making two-sided copies from one-sided, or using Multi mode with the optional document feeder, the last copy paper can exit automatically with the back side blank under the following conditions. You can cancel this setting. ◆ When you select **[Even]**, although the number of originals are odd. ◆ When you select **[Odd]**, although the number of originals are even. ◆ When your originals are finished in the Multi mode. ❒ Default: Yes ❒ This function does not come effect, when you set one original at a time in the document feeder or set an original on the exposure glass.
Combine Remaining Copy Exit	As a default setting, even if the number of originals in the optional document feeder is less than the number required in the selected Combine mode, copies can be made. You can cancel this setting. ❒ Default: Yes ❒ This function does not come effect, when you set one original at a time in the document feeder or set an original on the exposure glass.

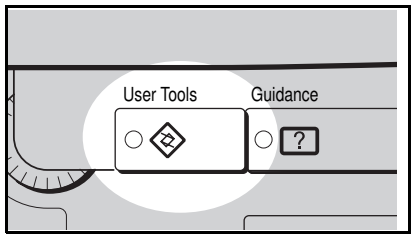
(Input/Output in Copy Features)

MENU	DESCRIPTION
SADF Auto Reset Time	When you set one original at a time in the optional document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. You can adjust this time from 3 seconds to 60 seconds in 1 second steps. ❒ Default: 10 seconds
Mixed Original Sizes	As a default setting, you cannot use originals of different sizes and directions when you set originals in the optional document feeder. You can cancel this setting. ❒ Default: No ❒ If you set the copier in this mode, the copying speed becomes slower in some modes.
Auto Sort Mode	As a default setting, Sort mode is not selected. You can cancel this setting and can select Sort mode as a default setting. ❒ Default: No
[▼ Next]	
Memory Full Auto Scan Restart	When memory runs out during copying, the machine can be programmed to behave in two ways with the user tools. **[Yes]**: After all images in memory are copied, the machine will re-start scanning automatically. You should re-order your copies after all copy jobs are finished. **[No]**: The machine will wait for you to press the **Start** key. At this point you should remove your copies from the copy tray. Press the **Start** key and then follow the instructions on the display to continue copying. ❒ Default: No
Rotate Sort Auto Paper Continue	As a default, two paper trays identical in size but different in direction must be available in the Rotate Sort or Rotate Stack mode. If there are not two paper trays identical in size but different in direction, the copier stops copying. Also, the copier stops if one of the selected paper trays in use runs out of paper. You can change this setting, so that the copier continues copying using paper trays identical in size and direction. ❒ Default: No
[▲ Prev.]	

How To Register User Stamp

1. Confirm that the copier is in the ready condition.

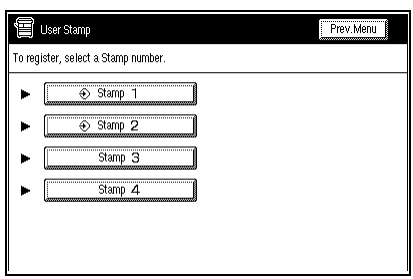
2. Press the **User Tools** key.



3. Touch the keys in the following order.
   [Copy Features] key
   [Stamp] key
   [Next] key
   [Register] key of the User Stamp menu

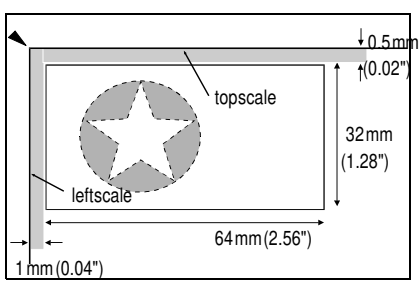
4. Select the user stamp number by touching a key.

- A key with ⇨ has a registered stamp in it. If you want to overwrite it, follow the instructions on the display after touching the key with ⇨.



5. Place your message on the exposure glass *face down* as shown in the illustration. Then, touch the **[Scan]** key.

- The area that can be registered is 64 mm x 32 mm (2.56" x 1.28") as shown in the illustration.
- Margins from the top and left scale cannot be registered as shown in the illustration.



6. Press the **User Tools** key to return to the ready condition.

SPECIFICATIONS

COPIER 130

COPIER

Configuration:	Desktop
Process:	Dry electrostatic transfer system
Memory capacity:	approximately 1GB hard disk
Scanning method:	Flatbed solid state scanner
Resolution:	400 x 400 dpi
Gray scale:	256 levels
Originals:	Sheet, book
Original thickness:	less than 30 mm, 1.18"
Original size:	Maximum: A3, 11" x 17"
Copy paper size:	☛ See "CHANGING THE PAPER SIZE" of the "General Reference".
Copy paper weight:	1st paper tray: 60 ~ 105 g/m^2 (16 ~ 28 lb) bypass tray: 60 ~ 157 g/m^2 (16 ~ 42 lb) large capacity tray: 60 ~ 128 g/m^2 (16 ~ 34 lb) when making two-sided copies: 64 ~ 105 g/m^2 (17 ~ 28 lb)
Copy paper capacity:	1st paper tray: 500 sheets or less than 53 mm, 2.08" bypass tray: 40 sheets or less than 4 mm, 0.15" large capacity tray: 1000 sheets or less than 120 mm, 4.72"
Optional copy tray capacity:	A3, 11" x 17": 200 sheets B5 or smaller: 200 sheets B4 or smaller: 500 sheets
Copying speed:	40 copies/minute (A4 ▯, 8 1/2" x 11" ▯, in Full Size mode)
First copy time:	less than 5.2 seconds (A4 ▯, 8 1/2" x 11" ▯, feeding from the large capacity tray)
Warm-up time:	less than 140 seconds (20°C, 68°F)

Toner replacement: Bottle exchange (700 g)

Power source: 120V , 60Hz, more than 12A

Preset reproduction ratios: 5 enlargement and 7 reduction

	Metric version	Inch version
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full Size	100%	100%
Reduction	93%	93%
	87%	85%
	82%	77%
	71%	74%
	65%	65%
	50%	50%
	25%	25%

Power consumption:

	Copier only	Full system*
Warm-up	less than 0.88 kW	less than 0.90 kW
Stand-by	less than 0.20 kW	less than 0.22 kW
Copying	less than 1.20 kW	less than 1.20 kW
Maximum	less than 1.44 kW	less than 1.44 kW

* Full system: copier with document feeder, finisher, and paper tray unit

Noise emission:

Sound pressure level (The measurements are made according to ISO 7779 at the operator position)

	Copier only	Full system
Stand-by	25 dB (A)	25 dB (A)
Copying	54 dB (A)	59 dB (A)

* Full system: copier with document feeder, finisher, and paper tray unit

Sound power level (The measurements are made according to ISO 7779.)

	Copier only	Full system
Stand-by	40 dB (A)	40 dB (A)
Copying	66 dB (A)	69 dB (A)

* Full system: copier with document feeder, finisher, and paper tray unit

Dimensions:

	Width	Depth	Height
Copier with platen cover, copy tray, and paper tray unit	1,150 mm 45.3"	655 mm 25.8"	1,024 mm 40.4"
Copier with document feeder, finisher, and paper tray unit	1,551 mm 61.1"	655 mm 25.8"	1,110 mm 43.8"
Copier with document feeder, 3-bin sorter, and paper tray unit	1,300 mm 51.2"	655 mm 25.8"	1,110 mm 43.8"

Weight:

Copier with platen cover, copy tray, and 1500-sheet paper tray unit	137.5 kg 303.2 lb
Copier with document feeder, finisher, and 1500-sheet paper tray unit	178.5 kg 393.6 lb
Copier with document feeder, 3-bin sorter, and 1500-sheet paper tray unit	161.0 kg 355.0 lb

Optional equipment:

Document feeder
Finisher
Copy tray
Platen cover
1500-sheet tray unit
1000-sheet tray unit
3-bin sorter

❒ Specifications are subject to change without notice.

INDEX

A

ADF, 28 - 29
Adjust Image, 83 - 91, 118
  1 -- 2 Duplex Auto Margin Adjust, 119
  Combine Originals Booklet Format, 120
  Double Copies, 83
  Double Copies Separation Line, 119
  Erase Border/Erase Center, 119
  Erase Center/Border, 84
  Erase Center\Border, 86
  Image Repeat, 87
  Image Repeat/Combine Separation Line, 120
  Margin Adjust Front/Back, 118
  Overlay/Merge, 90
  Positive/Negative, 89
Auto Image Density, 36
Auto Image Density Priority, 117
Auto Paper Select, 38
Auto Paper Select Priority, 117
Auto Reduce/Enlarge, 40
auto response sensor, 5
Auto Sort Mode, 127
Auto Stamping, 72, 122
Auto Start, 36

B

Background Numbering, 71
Background Numbering Density, 126
Background Numbering Size, 126
Basic Settings, 117
book originals, 63, 65
bypass tray, 5, 48
  non-standard size paper, 49
  standard size copy paper, 49

C

Clear Modes/Low Power Mode key, 6
Clear/Stop key, 7
COMBINATION CHART, 103 - 106
Combine, 67 - 70
Combine Originals Booklet Format, 120
Combine Remaining Copy Exit, 126
Contrast Dial, 6
copier, 130 - 132
COPIER EXTERIOR & INTERIOR, 4 - 5
Copy Features, 117
  Adjust Image, 118
  Copy Modes, 117
  Input/Output, 126
  Stamp, 120
Copy key, 34
Copy Modes, 117
  Auto Image Density Priority, 117
  Auto Paper Select Priority, 117
  Duplex Mode Priority, 117
  Full Main Menu Display, 117
  Maximum copy quantity, 118
  Original beeper, 118
  Original Mode Priority, 117
  User Reproduction Ratio 1, 2 , 118
Copy Set Counter, 8
Copy Set Total, 8
copy tray, 3, 5

D

Date Position/Format, 124
Date Stamping, 78
Directional Magnification, 55
Directional Size Magnification, 57
document feeder, 3
Double Copies, 83
Double Copies Separation Line, 119
Duplex, 58
Duplex Mode Priority, 117
Duplex Remaining Copy Exit, 126
duplex unit, 5
Duplex/Series Copies, 57 - 66
  Duplex, 58
  Series Copies, 65

E

Enter key, 7
Erase Background, 37
Erase Border/Erase Center, 119
Erase Center/Border, 84
exposure glass, 5

F

finisher, 3
finishing, 92 - 102
front cover, 5
Full Main Menu Display, 117
Full Size Copying, 35
fusing unit, 5

G

Generation Copy mode, 42
GETTING HELP ON THE DISPLAY, 26
Guidance key, 26

H

hard keys, 6

I

image density, adjusting, 36
Image Repeat, 87
Image Repeat/Combine Separation Line, 120
Input/Output, 126
  Auto Sort Mode, 127
  Combine Remaining Copy Exit, 126
  Duplex Remaining Copy Exit, 126
  Memory Full Auto Scan Restart, 127
  Mixed Original Sizes, 127
  Rotate Sort Auto Paper Continue, 127
  SADF Auto Reset Time, 127
Interrupt Copying mode, 51
Interrupt key, 6

J

Job Recall key, 6
Job Recall mode, 51

K

key counter holder, 5

L

large capacity tray, 5
Letter mode, 42
Letter/Photo mode, 42

M

main switch, 5
Manual Image Density, 36
Margin Adjust Front/Back, 118
Margin Adjustment, 86
Maximum copy quantity, 118
Memory Full Auto Scan Restart, 127
message area, 8
Mixed Original Sizes, 127

N

Number keys, 7

O

one-sided originals, 62
operation panel, 5 - 10
  hard keys, 6
options, 3
Original beeper, 118
Original Counter, 8
Original Mode Priority, 117
original setting
  Date Stamping, 78
  Duplex, 61
  Erase Center/Border, 85
  Page Numbering, 80
  Stamp, 73
  Staple, 98
  Staple & Auto Paper Select, 96
original type, setting, 42
originals, 27
originals, setting, 27
Overlay/Merge, 90

P

P1, P2, 1/5, 2/5...Format Position, 121
Page Numbering, 79
Page Numbering Format, 120
paper tray, 5
paper tray unit, 3
paper, selecting, 37
Photo mode, 42
platen cover, 5
Positive/Negative, 89
Preset R/E, 53
Program key, 6
Program mode, 52

R

Reduce/Enlarge, 53 - 57
  Directional Magnification, 55
  Directional Size Magnification, 57
  Preset R/E, 53
  Size Magnification, 56
  Zoom, 54
Rotate Sort, 43
Rotate Sort Auto Paper Continue, 127
Rotate Stack, 46

S

SADF, 30 - 32
SADF Auto Reset Time, 127
Series Copies, 65
Size Magnification, 56
Sort, 43
Sort, optional, 92
Sorting Into Sets, 43, 92
specifications
  copier, 130 - 132
Stacking Together All Copies Of A Page, 46
Stamp, 71 - 82, 120
  -1-, -2- Format Position, 121
  Auto Stamping, 72, 122
  Background Numbering, 71
  Background Numbering Density, 126
  Background Numbering Size, 126
  Date Position/Format, 124
  Date Stamping, 78
  P1, P2, 1/5, 2/5...Format Position, 121
  Page Numbering, 79
  Page Numbering Format, 120
  Stamp Layout, 122
  User Stamp, 124
  User Stamp Layout, 124
  User Stamping, 76
Stamp Layout, 122
Staple, optional, 95
Start key, 6
SYSTEM OVERVIEW, 3

T

toner bottle, 5
Touch Panel Display, 6, 8, 24 - 25
troubleshooting
  copies, 108
  copies, Adjust Image, 109
  copies, Combine, 112
  copies, Duplex, 111
  copies, finishing, 109 - 112
  copies, Stamp, 110
two-sided copies, 58
two-sided originals, 63, 65

U

User Reproduction Ratio 1, 2 , 118
User Stamp, 124
User Stamp Layout, 124
User Stamp, registering, 128
User Stamping, 76
User Tools, 114 - 128
  Copy Features, 117
User Tools key, 6

Z

Zoom, 54

ETC

-1-, -2- Format Position, 121
1 -- 2 Duplex Auto Margin Adjust, 119
16 in 1, 67 - 70
2 in 1, 67
4 in 1, 67 - 70
8 in 1, 67 - 70
[Cancel] key, 116
[Change Modes] key, 25
[Check Modes] key, 25
[Exit] key, 116
[Last Page] key, 82
[Menu] key, 116
[Next] key, 116
[Prev.] key, 25, 116
[Shift Position] key, 59